CITY OF TAMPA
REQUEST FOR PROPOSAL (RFP)
FOR
RESIDENTIAL DEVELOPER FOR
INFILL HOUSING REDEVELOPMENT

DUE: Monday, November 27, 2017 at 11:59 AM (EST)

MANDATORY
TECHNICAL
ASSISTANCE WORKSHOP

Will be held at:
Robert Saunders Library
1505 N. Nebraska Avenue, Tampa, FL 33602
on
Friday, October 20, 2017, at 10:30 AM (EST)

TITLE PAGE

DOMAIN HOMES

Building value from the ground up

Domain Homes, Inc.

Response to the
City of Tampa
Request for Proposals For
Infill Housing Redevelopment

RFP – 17 – P – 00981 – 0 - 2017 QD

Developer:	Domain Homes, Inc.
Address:	5701 S. MacDill Avenue Tampa, FL 33611
Telephone Number:	813-413-4154
Contact person and title:	Kevin Robles, Chief Operating Officer
Email address:	kevin@domainhomes.com
Date:	November 27, 2017
Title of the RFP:	City of Tampa Request for Proposal for Residential Infill Housing Redevelopment

Gmail by Google

Jeanette Fenton <jeanette@solutionservicestampa.com>

FW: RESIDENTIAL DEVELOPER FOR INFILL HOUSING REDEVELOPMENT

1 message

Vanessa McCleary <Vanessa.McCleary@tampagov.net> Wed, Oct 25, 2017 at 12:12 PM
To: Qiana Daughtry <Qiana.Daughtry@tampagov.net>, "jeanette@solutionservicestampa.com" <jeanette@solutionservicestampa.com>
Cc: Mindi Rainey <Mindi.Rainey@tampagov.net>

FYI

Vanessa B. McCleary

Manager

Planning and Development

Housing and Community Development Division

City of Tampa / 306 E. Jackson St. / Tampa, Florida 33602

p: (813) 274-7992 / e: vanessa.mccleary@tampagov.net

Visit us on the web at tampagov.net/hcd

Please note: This e-mail is public record.

Think Green! Please do not print this email unless necessary.

From: Vanessa McCleary
Sent: Sunday, October 22, 2017 5:29 PM
To: frank.cornier@cdcoftampa.org; 'Coney, Ernest'; Ron Spoor (rspoor@habitathillsborough.org); Kevin Robles (kevin@domainhomes.com); Debbi Jarrie (Debbi.Jarrie@cdcoftampa.org); Don D. Patterson (dpatterson@mfkreva.org); 'mkelley@pointwestconstruction.com'; 'jason@kgcontracting.net'; 'kellasells@gmail.com'; Olga Gonzalez; 'sgould@domainhomes.com'; 'nrivera@habitathillsborough.org'; Jim McCarthy (jim@domainhomes.com); 'hshedges@gmail.com'; 'russ@versaggicompanies.com'; 'reevesbuilding@verizon.net'; 'derekw@propertyscholars.com'; 'msylverain@gmail.com'; 'sbcsure@gmail.com'; 'jerry@365propertypartners.com'; 'zaysingleton27@gmail.com'; 'daniellelevins@levinscorealty.com'; 'nathan@domainhomes.com'; 'francine@domainhomes.com'; 'etbca@tampabay.rr.com'; 'dhartconsulting@gmail.com'; 'kimberly.howard@wall.com'; 'elizabeth@thebrightway.org'; 'jeanette@solutionsservicestampa.com'; 'tywalk99@yahoo.com'
Cc: Mindi Rainey
Subject: RESIDENTIAL DEVELOPER FOR INFILL HOUSING REDEVELOPMENT

Thank you for your interest in the City of Tampa's Residential Developer For Infill Housing Redevelopment RFP **#17P00981**. Attached please find the Word Version of the RFP forms along with the sign-in sheet. All questions are to be submitted via to Qiana.daughtry@tampagov.net. All questions from the meeting along with any others received by October 27th will be emailed out by October 30th.

- October 27, 2017 Deadline for Workshop Questions

001

- November 1, 2017 Deadline for Workshop Questions (follow-up questions only)
- November 27, 2017 Proposal Submission Deadline (PROPOSALS SUBMITTED AFTER 11:59 AM EST. WILL NOT BE ACCEPTED)
- December 5, 2017 Presentations, Proposal Review and Funding Recommendations
- December 2017 Successful Developers are Notified of Funding Awards
- December 2017/January 2018 Agreement Approval by City Council
- *All dates are subject to change without notice.

Thank you,

Vanessa B. McCleary

Manager

Planning and Development

Housing and Community Development Division

City of Tampa / 306 E. Jackson St. / Tampa, Florida 33602

p: (813) 274-7992 / e: vanessa.mccleary@tampagov.net

Visit us on the web at tampagov.net/hcd

Please note: This e-mail is public record.

Think Green! Please do not print this email unless necessary.

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2 attachments

Infill RFP Meeting Sign In Sheet.pdf
177K

InFill RFP Forms.docx
389K

City of Tampa Florida
Housing & Community Development

Meeting Organizer: City of Tampa, HCD Date: 10/20/17

Meeting Subject: Infill T/A Workshop Time: 10:30 a.m.

Name	Organization	Email Address	Phone Number
Michael Kelley	Point West Construction	mkelley@pointwestconstruction.com;	(813) 601-1001
Jason Giardina	K&G Contacting, LLC	jason@kgcontracting.net;	(813) 335-2858
Kella McCaskill	THAP	kellasells@gmail.com;	(813) 841-9462
Olga Gonzalez	Rebuilding Together Tampa Bay	Olga@rttb.org;	(813) 842-4306
Don D. Patterson	Reva Development Group	dpatterson@mfkreva.org;	(954) 829-7788
Kevin D. Robles	Domain Homes, Inc.	kevin@domainhomes.com;	(813) 917-5332
Shawn G. Gould	Domain Homes, Inc.	sgould@domainhomes.com;	(678) 858-2051
Nitza Rivera	Habitat for Humanity Hillsborough	nrivera@habitathillsborough.org;	(813) 239-2242
Ron Spoor	Habitat for Humanity Hillsborough	rspoor@habitathillsborough.org;	(813) 992-3845 x102
Jim McCarthy	Domain Homes, Inc.	jim@domainhomes.com;	(813) 927-5651
Russ Versaggi	Versaggi Companies	russ@versaggicompanies.com;	(813) 254-1900
Harry Hedges	Earth First Development, Corp	hshedges@gmail.com;	(813) 748-9000
Ernest Coney	CDC of Tampa	ernest.coney@cdcoftampa.org;	(813) 231-4362
Debbi Jarrie	CDC of Tampa	debbi.jarrie@cdcoftampa.org;	(813) 231-4362
Frank Cornier	CDC of Tampa	frank.cornier@cdcoftampa.org	(813) 231-4362

City of Tampa Florida
Housing & Community Development

Meeting Organizer: City of Tampa, HCD Date: 10/20/17

Meeting Subject: RESIDENTIAL DEVELOPER FOR INFILL HOUSING REDEVELOPMENT RFP

Name	Organization	Email Address	Phone Number
Michael R. Reeves	Reeves Building	reevesbuilding@verizon.net;	(813) 238-6197
Derek Watford	East Tampa Quality Living/Residence Life Initiative	derekw@propertyscholars.com;	(813) 305-6384
Matt Sylverain	East Tampa Quality Living/Residence Life Initiative	msylverain@gmail.com;	(407) 413-4078
Khalil Majied	East Tampa Quality Living/Residence Life Initiative	sbcsure@gmail.com;	(407) 960-0448
Jerry Britt	East Tampa Quality Living/Residence Life Initiative	jerry@365propertypartners.com;	(727) 631-2222
Isiah Singleton	East Tampa Quality Living/Residence Life Initiative	zaysingleton27@gmail.com;	(813) 464-9519
Danielle Levins	Levins & Co., LLC	daniellelevins@levinscorealty.com;	(813) 774-2426
Tyrone Walker	Miracles Outreach CDC	tywalk99@yahoo.com;	(813) 516-1135
Nathan Miller	Domain Homes, Inc.	nathan@domainhomes.com;	(813) 714-4100
Francine Miller	Domain Homes, Inc.	francine@domainhomes.com;	(727) 638-1546
Dianne Hart	ETBCA	etbca@tampabay.rr.com;	(813) 748-0952
Gloria Parham	ETBCA	dhartconsulting@gmail.com;	(813) 248-3977
Kimberly Howard	Wall Homes	kimberly.howard@wall.com;	(863) 698-1142
Elizabeth Perry	Bright Community Trust	elizabeth@thebrightway.org;	(727) 475-1366
Jeanette LaRussa Fenton	Solution Services Tampa, Inc.	jeanette@solutionsservicestampa.com;	(813) 610-2653

City of Tampa
Florida

Housing & Community Development

Time: 10:30 a.m.

CITY OF TAMPA
REQUEST FOR PROPOSAL (RFP)

#17P000981

FOR
RESIDENTIAL DEVELOPER FOR
INFILL HOUSING REDEVELOPMENT

DUE: Monday, November 27, 2017 at 11:59 AM (EST)

FORMS

SECTION VI
DEVELOPER'S AFFIDAVIT AND PROPOSAL SIGNATURE FORMS

Before me, the undersigned authority who is duly authorized by law to administer oaths and take acknowledgements, personally appeared

_____
AFFIANT'S NAME

Who, after being duly cautioned and sworn, and being fully aware of the penalties of perjury, does hereby depose and declare, on his own behalf or as a representative on behalf of a partnership or corporation, or other entity that is the Developer in the matter at hand, as follows:

1. That the Developer, if a natural person, is of lawful age.

2. That if the Developer is a partnership, or a corporation, or other legal person or entity recognized in the State of Florida, it has complied with all laws and ordinances governing the formation and continued existence of such entities, including but not limited to, if a Florida corporation, to the filing of its Articles of Incorporation with the Florida Secretary of State and if a corporation incorporated under the laws of a state other than Florida, that it is duly authorized to do business in the State of Florida; that it is currently an active corporation or entity fully authorized to do business; and that the undersigned is representative of the corporation or entity authorized to make this affirmation and declaration and who has the power to bind said corporation or entity.

3. That if the Developer is operating under a fictitious name, Developer has currently complied with and any and all laws and procedures governing the operation of businesses under fictitious names in the State of Florida;

4. That the Developer has not submitted a rigged Bid, nor engaged in collusive bidding, or a collusive bidding arrangement, or fraudulent bidding, or entered into a conspiracy in connection with this bid with any other natural person, partnership, corporation or other entity making a bid for the same purpose. The Developer has not entered into any understanding or agreement with any other person or entity where one or more such persons or entities agrees not to bid or fixing the prices to be bid.

5. In the event that the City determines that the Developer has participated in any collusive, deceptive or fraudulent practices in derogation of the statements in this Affidavit the City, in addition to any other remedy it may exercise, will have the right to debar the Developer. The contract let under such circumstances shall be deemed invalid.

6. That the Developer is not in arrears to the City of Tampa upon debt or contract and is not in default, as surety or otherwise, of any obligation to the City, Hillsborough County or the State of Florida.

7. That no officer or employee of the City, either individually or through any firm, corporation or business of which he/she is a stockholder or holds office, shall receive any substantial benefit or profit out of the contract or award to this Developer; nor does the Developer know of any City officer or employee having any financial interest in assisting the Developer to obtain, or in any other way effecting, the award of the contract to this Developer.

8. That, by submitting this bid, the Developer certifies that he/she has fully read and understands the bid method and has full knowledge of the scope, nature, and quality of work to be performed or the services to be rendered.

9. That, by submitting this Bid for a Contract $1,000,000 and greater, Bidder certifies that the Contractor is not on the Scrutinized Companies with Activities in the Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

FURTHER AFFIANT SAYETH NOT.
Developer: Complete the applicable Acknowledgement for An Individual Acting In His Own Right, A Partnership or A Corporation, according to your firm type.

FOR AN INDIVIDUAL ACTING IN HIS OWN RIGHT

State of _____
County of _____

The foregoing instrument was sworn to (or affirmed) and subscribed before me this _____ day of _____ 20__, by _____, who is personally known to me or who has produced identification and who did (did not) take an oath.

_____ _____
Signature of Notary Public Signature of Affiant

Notary Public
State of: _____
My Commission
Expires: _____

_____ _____
Printed, typed or stamped Printed or typed name of Affiant
Commissioned name of notary public

FOR A PARTNERSHIP

State of _____
County of _____

The foregoing instrument was sworn to (or affirmed) and subscribed before me this ____ day of _____ 20__, by _____, who is a partner on behalf of _____, a partnership. He/She is personally known to me or has produced identification and did (did not) take an oath.

_____ _____
Signature of Notary Public Signature of Affiant

Notary Public
State of: _____
My Commission
Expires: _____

_____ _____
Printed, typed or stamped Printed or typed name of Affiant
Commissioned name of notary public

FOR A CORPORATION

State of _____
County of _____

The foregoing instrument was sworn to (or affirmed) and subscribed before me this _____ day of_____20_____, by_____, who is_____
(Title)
of_____
(Corporation Name)
a corporation under the laws of the State of _____, on behalf of the said corporation. He/She is personally known to me or who has produced identification and who did (did not) take an oath.

_____ _____
Signature of Notary Public Signature of Affiant

Notary Public
State of: _____
My Commission
Expires: _____

_____ _____
Printed, typed or stamped Printed or typed name of Affiant
Commissioned name of notary public

PROPOSAL SIGNATURE FORM

In compliance with this RFP and to all the conditions imposed herein, the undersigned offers and agrees to provide **RFP Infill Housing Redevelopment,** in accordance with the attached signed proposal, or as mutually agreed upon by subsequent negotiation. This completed Proposal Signature form must be submitted with the Developer's written proposal and will become a part of any Agreement that may be awarded. This Proposal Signature Form must be signed by an authorized representative as defined in Section IV. General Conditions, Section 3. Content of Proposal of this RFP.

Please type or print:

Name of Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____

Telephone No.: _____ Fax No.: _____ Email: _____

Federal I.D. #: _____

Type Organization: [ ] Individual [ ] Small Business [ ] Non-Profit
[ ]Partnership [ ] Corporation [ ] Joint Venture

Attach copies of all such licenses, permits or certificates issued to the business entity.

Business is licensed, (unless exempt by applicable law) permitted or certified to do business in the State of Florida:

[ ] Yes [ ] No. License # _____

Minority Business Status: [ ] Black [ ] Hispanic [ ] Woman [ ] Other

Is your business certified as a minority business (WMBE) or small business enterprise (SLBE) with any government agency?
[ ] Yes [ ] No. If yes, please list below:

Agency Name	Certification Number	Expiration Date
_____	_____	_____
_____	_____	_____

Sub-Contracting Submittals required: Forms MBD-10, MBD-20 must be submitted with the bid/proposal.

By signing this Proposal Signature Form, the Developer complies with all of the requirements of the RFP package including but not limited to Communication Policy and City of Tampa Ethics Code.

Authorized Signature: _____ Date: _____

END OF SECTION VI
Developer's Affidavit and Proposal Signature Forms

Page 1 of 4 DMI – Solicited/Utilized

City of Tampa – DMI -Schedule of All Sub-(Contractors/Consultants/Suppliers) Solicited

(FORM MBD-10)

Contract No.: 17-P-00981 Contract Name: Residential Developer for Infill Housing Redevelopment
Contractor Name:_____ Address:_____
Federal ID:_____ Phone:_____ Fax:_____ Email:_____
[ ] No Firms were contacted/solicited for this contract.
[ ] No Firms were contacted because:_____
[ ] See attached documents with supplemental information.

NIGP Code General Categories: Buildings = 909, General = 912, Heavy = 913, Trades = 914, Architects = 906, Engineers & Surveyors = 925, Supplier = 912-77

This DMI Schedule Must Be Submitted with the Bid or Proposal (Do Not Modify This Form)

S = SLBE W=WMBE Federal ID	Company Name Address Phone & Fax	Type of Ownership (F=Female M=Male) BF BM = African Am. HF HM = Hispanic Am. AF AM = Asian Am. NF NM = Native Am. CF CM = Caucasian	Trade or Services NIGP Code (listed above)	Contact Method L=Letter F=Fax E=Email P=Phone	Quote or Resp. Rec'd Y/N

It is hereby certified that the information provided is an accurate and true account of contacts and solicitations for sub –contracting opportunities on this contract. ***This form must be completed and submitted with the bid or proposal***. Modifying or failing to sign DMI forms may result in Non-Compliance and/or deemed non-responsive.

Signed:_____ Name/Title:_____ Date:_____

MBD 10 rev. 02/01/13

Note: Detailed Instructions for completing this form are on the next page

Page 2 of 4 DMI – Solicited/Utilized

Instructions for completing The Sub-(Contractors/Consultants/ Suppliers) Solicited Form (Form MBD-10)

This form must be submitted with all bids or proposals. All subcontractors (regardless of ownership or size) solicited and subcontractors from whom unsolicited quotations were received must be included on this form. The instructions that follow correspond to the headings on the form required to be completed. Note: Ability or desire to self-perform all work shall not exempt the prime from Good Faith Efforts when Goal has been established.

- **Contract No.** This is the number assigned by the City of Tampa for the bid or proposal.
- **Contract Name.** This is the name of the contract assigned by the City of Tampa for the bid or proposal.
- **Contractor Name.** The name of your business.
- **Address.** The physical address of your business.
- **Federal ID.** FIN. A number assigned to your business for tax reporting purposes.
- **Phone.** Telephone number to contact business.
- **Fax.** Fax number for business.
- **Email.** Provide email address for electronic correspondence.
- **No Firms were contacted/solicited for this contract.** Checking the box indicates that a pre-determined Subcontract Goal was not set by the City resulting in your business not using subcontractors and will self-perform all work. If during the performance of the contract you employ subcontractors, the City must pre-approve subcontractors. Use of the "Sub-(Contractors/Consultants/Suppliers) Payments" form must be submitted with your invoices. Note: Certified SLBE or WMBE firms bidding as Primes are not exempt from outreach and solicitation of subcontractors.
- **No Firms were contacted because.** Provide brief explanation why no firms were contacted/solicited.
- **See attached documents.** Check box, if after you have completed the DMI Form in its entirety, you are providing any additional documentation relating to the form. All DMI data not submitted on the MBD Form-10 must be in the same format and have all requested data from MBD Form-10 included.

The following instructions are for information of any and all subcontractors solicited.

- **"S" = SLBE, "W" = WMBE.** Enter "S" for firms Certified by the City as Small Local Business Enterprises and/or "W" for firms Certified by the City as Women/Minority Business Enterprise.
- **Federal ID.** FIN. A number assigned to a business for tax reporting purposes. This information is critical in proper identification of the subcontractor.
- **Company Name, Address, Phone & Fax**. Provide company information for verification of payments.
- **Type of Ownership.** Indicate the Ethnicity and Gender of the owner of the subcontracting business.
- **Trade, Services, or Materials** Indicate the trade, service, or material provided by the subcontractor. NIGP codes are listed at top section of document.
- **Contact Method L=letter, F=fax, E=Email, P=Phone.** Indicate with letter the method of soliciting for bid.
- **Quote or Resp. (response) Rec'd (received) Y/N**. Indicate "Y" Yes if you received a quotation or if you received a response to your solicitation. Indicate "N" No if you received no response to your solicitation from the subcontractor.

If any additional information is required or you have any questions, you may call the Minority Business Development Office at (813) 274-5522.

City of Tampa – DMI Schedule of Sub-(Contractors/Consultants/Suppliers) to be Utilized

(FORM MBD-20)

Contract No.: 17-P-00981 Contract Name: Residential Developer for Infill Housing Redevelopment

Contractor Name:_____ Address:_____

Federal ID:_____ Phone:_____ Fax:_____ Email:_____

[ ] See attached documents.

[ ] No Subcontracting (of any kind) will be performed on this contract.

NIGP Code General Categories: Buildings = 909, General = 912, Heavy = 913, Trades = 914, Architects = 906, Engineers & Surveyors = 925, Supplier = 912-77

This DMI Schedule Must Be Submitted with the Bid or Proposal (Do Not Modify This Form)

Enter "S" for firms Certified as Small Local Business Enterprises, "W" for firms Certified as Women/Minority Business Enterprise

S = SLBE W=WMBE Federal ID	Company Name Address Phone & Fax	Type of Ownership (F=Female M=Male) BF BM = African Am. HF HM = Hispanic Am. AF AM = Asian Am. NF NM = Native Am. CF CM = Caucasian	Trade, Services, or Materials NIGP Code Listed above	Amount of Quote. Letter of Intent if available	Percent of Scope/Contract %

Total Subcontract/Supplier Utilization $_____

Total SLBE Utilization $ _____

Total WMBE Utilization $ _____

Percent SLBE Utilization of Total Bid/Proposal Amt. _____% Percent WMBE Utilization of Total Bid/Proposal Amt. _____%

It is hereby certified that the following information is a true and accurate account of utilization for sub-contracting opportunities on this contract. ***This form must be completed and submitted with the bid or proposal.*** Modifying or failing to sign DMI forms may result in Non-Compliance and/or deemed non-responsive.

Signed:_____ Name/Title:_____ Date:_____

MBD 20 rev. 02/01/13

Note: Detailed Instructions for completing this form are on the next page.

Instructions for completing The Sub-(Contractors/Consultants/ Suppliers) to be Utilized Form (Form MBD-20)

This form must be submitted with all bids or proposals. All subcontractors projected to be utilized must be included on this form.

–

- **Contract No.** This is the number assigned by the City of Tampa for the bid or proposal.
- **Contract Name.** This is the name of the contract assigned by the City of Tampa for the bid or proposal.
- **Contractor Name.** The name of your business.
- **Address.** The physical address of your business.
- **Federal ID.** FIN. A number assigned to your business for tax reporting purposes.
- **Phone.** Telephone number to contact business.
- **Fax.** Fax number for business.
- **Email.** Provide email address for electronic correspondence.
- **No Subcontracting (of any kind) will be performed on this contract.** Checking box indicates your business will not use subcontractors when no Subcontract Goal has been set by the City, but will self-perform all work. When subcontractors are utilized during the performance of the contract, the "Sub-(Contractors/Consultants/Suppliers) Payments" form must be submitted with your invoices. Note: Certified SLBE or WMBE firms bidding as Primes are not exempt from outreach and solicitation of subcontractors.
- **See attached documents.** Check if you have provided any additional documentation relating to the utilization of subcontractors.
-

The following instructions are for information of Any and All subcontractors to be utilized.

- **Federal ID.** FIN. A number assigned to a business for tax reporting purposes. This information is critical in proper identification of the subcontractor.
- **"S" = SLBE, "W" = WMBE.** Enter "S" for firms Certified by the City as Small Local Business Enterprises and/or "W" for firms Certified by the City as Women/Minority Business Enterprise.
- **Company Name, Address, Phone & Fax**. Provide company information for verification of payments.
- **Type of Ownership.** Indicate the Ethnicity and Gender of the owner of the subcontracting business.
- **Trade, Services, or Materials (NIGP code if Known)** Indicate the trade, service, or material provided by the subcontractor. NIGP codes are available at http:/www.tampagov.net/mbd.
- **Amount of Quote, Letters of Intent** (required for both SLBEs and WMBEs)
- **Percent of Work/Contract.** Indicate the percent of the total contract price the subcontract(s) represent.
- **Total Subcontract/Supplier Utilization.** – Provide total dollar amount of all subcontractors/suppliers projected to be used for the contract. (Dollar amounts may not apply to CCNA proposals.)
- **Total SLBE Utilization.** Provide total dollar amount for all projected SLBE subcontractors/Suppliers used for this contract. (Dollar amounts may not apply to CCNA proposals.)
- **Total WMBE Utilization.** Provide total dollar amount for all projected WMBE subcontractors/Suppliers used for this contract. (Dollar amounts may not apply to CCNA proposals.)
- **Percent SLBE Utilization.** Total amount allocated to SLBEs divided by the total bid amount. (Dollar amounts may not apply to CCNA proposals.)
- **Percent WMBE Utilization.** Total amount allocated to WMBEs divided by the total bid/proposal amount. (Dollar amounts may not apply to CCNA proposals.)

If any additional information is required or you have any questions, you may call the Minority Business Development Office at (813) 274-5522.

City of Tampa – DMI Sub-(Contractors/Consultants/Suppliers) Payments

[ ] Partial [ ] Final

(FORM MBD-30)

Contract No.: 17-P-00981 Contract Name: Residential Developer for Infill Housing Redevelopment

Contractor Name:_____ Address:_____

Federal ID:_____ Phone:_____ Fax:_____ Email:_____

GC Pay Period:_____Payment Request/Invoice Number:_____ City Department:_____

_____

Total Amount Requested for pay period: $_____ Total Contract Amount (including change orders):$_____

-Type of Ownership - (F=Female M=Male), BF BM = African Am., HF HM = Hispanic Am., AF AM = Asian Am., NF NM = Native Am., CF CM = Caucasian S = SLBE

Type Trade/Work Activity []Sub []Supplier Federal ID	Company Name Address Phone & Fax	Total Sub Contract Or PO Amount	Amount Paid To Date Amount Pending Previously Reported	Amount To Be Paid For This Period Sub Pay Period Ending Date
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$

(Modifying This Form or Failure to Complete and Sign May Result in Non-Compliance)

Certification: I hereby certify that the above information is a true and accurate account of payments to sub –contractors/consultants on this contract.

Signed:_____ Name/Title:_____ Date:_____

DMI form 30 (rev. 10/01/12) **Note: Detailed Instructions for completing this form are on the next page**

Instructions for completing The DMI Sub-(Contractors/Consultants/ Suppliers) Payment Form (Form MBD-30)

This form must be submitted with all invoicing or payment requests where there has been subcontracting rendered for the pay period. If applicable, after payment has been made to the subcontractor, "Waiver and Release of Lien upon Progress Payment", "Affidavit of Contractor in Connection with Final Payment", or an affidavit of payment must be submitted with the amount paid for the pay period. The following will detail what data is required for this form. The instructions that follow correspond to the headings on the form required to be completed. **(Modifying or omitted information from this form my result in non-compliance).**

- **Contract No.** This is the number assigned by the City of Tampa for the bid or proposal.
- **W.O.#** If the report covers a work order number (W.O.#) for the contract, please indicate it in that space.
- **Contract Name.** This is the name of the contract assigned by the City of Tampa for the bid or proposal.
- **Contractor Name.** The name of your business.
- **Address.** The physical address of your business.
- **Federal ID.** A number assigned to a business for tax reporting purposes.
- **Phone.** Telephone number to contact business.
- **Fax.** Fax number for business.
- **Email.** Provide email address for electronic correspondence.
- **Pay Period.** Provide start and finish dates for pay period. (e.g. 05/01/13 – 05/31/13)
- **Payment Request/Invoice Number.** Provide sequence number for payment requests. (ex. Payment one, write 1 in space, payment three, write 3 in space provided.)
- **City Department**. The City of Tampa department to which the contract pertains.
- **Total Amount Requested for pay period.** Provide all dollars you are expecting to receive for the pay period.
- **Total Contract Amount (including change orders).** Provide expected total contract amount. This includes any change orders that may increase or decrease the original contract amount.
- **Signed/Name/Title/Date**. This is your certification that the information provided on the form is accurate.
- **See attached documents.** Check if you have provided any additional documentation relating to the payment data. Located at the bottom middle of the form.
- **Partial Payment.** Check if the payment period is a partial payment, not a final payment. Located at the top right of the form.
- **Final Payment.** Check of this period is the final payment period. Located at the top right of the form.

The following instructions are for information of any and all subcontractors used for the pay period.

- **(Type) of Ownership.** Indicate the Ethnicity and Gender of the owner of the subcontracting business or SLBE.
- **Trade/Work Activity.** Indicate the trade, service, or material provided by the subcontractor.
- **SubContractor/SubConsultant/Supplier.** Please indicate status of firm on this contract.
- **Federal ID.** A number assigned to a business for tax reporting purposes. This information is critical in proper identification of the subcontractor.
- **Company Name, Address, Phone & Fax**. Provide company information for verification of payments.
- **Total Subcontract Amount.** Provide total amount of subcontract for subcontractor including change orders.
- **Amount Paid To Date.** Indicate all dollars paid to date for the subcontractor.
- **Amount Pending, Previously Reported.** Indicate any amount previously reported that payments are pending.
- **Amount To Be Paid for this Period.** Provide dollar amount of dollars requested for the pay period.
- **Sub Pay Period Ending Date.** Provide date for which subcontractor invoiced performed work.

Forms must be signed and dated or will be considered incomplete. The company authorized representative must sign and certify the information is true and accurate. Failure to sign this document or return the document unsigned can be cause for determining a company is in non-compliance of Ordinance 2008-89. If any additional information is required or you have any questions, you may call the Minority Business Development Office at (813) 274-5522.

City of Tampa
Official Letter of Intent

(Form MBD-40)

A Letter of Intent is required for each WMBE/SLBE listed on the Schedule of Subcontractors to be Utilized (MBD 20 Form). Letter of Intent must be signed by both the Bidder/Service Provider and WMBE/SLBE firm.

Bid/Proposal/Contract Number: _____

Bid/Proposal/Contract Name: _____

A. To be completed by the Bidder/Service Provider

Name of Bidder: _____
Address: _____
_____

Contact Person: _____
Telephone: _____ Fax: _____
Email: _____

B. To be completed by WMBE/SLBE

Name of WMBE/SLBE: _____
Address: _____
_____

Contract Person: _____
Telephone: _____ Fax: _____
Email: _____

C. Identify the scope of work to be performed or item(s) to be supplied by the WMBE/SLBE. On unit price bids, identify to which bid line item the WMBE/SLBE's work scope or supply corresponds:

_____
_____

D. Cost of work to be performed by WMBE/SLBE: _____

E. Cost of work to be performed by WMBE/SLBE as a percent of total City contract amount: _____

Bidder/Proposer certifies that it intends to utilize the WMBE/SLBE listed above, and that the work described above is accurate. Bidder/Proposer will provide City with copy of the related subcontract agreement and/or purchase order prior to commencement of the WMBE/SLBE's work. The WMBE/SLBE firm certifies that it has agreed to provide such work/supplies for the amount stated above.

Bidder/Proposer: _____ Date: _____
Signature and Title

WMBE/SLBE Firm: _____ Date: _____
Signature and Title

Rev. 10/12/12 MBD 40

Official Letter of Intent Instructions
City of Tampa
Equal Business Opportunity Program

The Official Letter of Intent must be submitted to the soliciting department within ten (10) work days of the bid opening, prior to award. Not providing all letters of intent within the prescribed time frame may be cause to delay award or declare the bid to be non-responsive.

Bid/Proposal/Contract Number- Please provide bid/proposal/contract number provided by City of Tampa procuring department.

Bid/Proposal/Contract Name – Please provide bid/proposal/contract name provided by City of Tampa procuring department.

To be Completed by the Bidder/Service Provide – Please provide prime contractor or main bidders detailed company information as indicated.

To be completed by the WMBE/SLBE – Please provide WMBE/SLBE subcontractor detailed company information as indicated.

Bidder is to Identify the scope of work to be performed or item(s) to be supplied by the WMBE/SLBE. On unit price bids identify, which bid line item the WMBE/SLBE's scope of work or supply corresponds – Please provide details of the services or supplies the WMBE/SLBE will provide.

Cost of work to be performed by WMBE/SLBE – Provide agreed upon estimate of work or supplies total price (Unit prices are accepted if specific quantities have yet to be determined).

Bidder/Proposer – Signature of authorized agent for the prime contractor or main bidder with date signed.

WMBE/SLBE firm – Signature of authorized agent for the WMBE/SLBE subcontractor or supplier with date signed.

Contract Confirmation – A copy of the executed subcontract agreement and/or purchase order with the WMBE/SLBE must be filed with the City of Tampa immediately upon execution and/or prior to commencement of work by WMBE/SLBE.

Procurement Guidelines
To Implement
Minority & Small Business Participation

Underutilized WMBE Primes by Industry Category

FORMAL PROCUREMENT

Construction	Construction- Related	Professional	Non-Professional	Goods
Black	Asian	Black	Black	Black
Hispanic	Native Am.	Hispanic	Asian	Hispanic
Native Am.	Woman	Asian	Native Am.	Asian
Woman		Native Am.		Native Am.
		Woman		Woman

Underutilized WMBE Sub-Contractors / Sub-Consultants

SUB WORK

Construction	Construction- Related	Professional	Non-Professional	Goods
Black	Black	Black	Black	Black
	Asian	Hispanic	Asian	Asian
	Native Am.	Asian	Native Am.	Native Am.
	Woman	Native Am.		Woman
		Woman		

Policy

The Guidelines apply to formal procurements and solicitations. WMBE participation will be narrowly-tailored.

Index

- Black = Black/African-American Business Enterprise
- Hispanic = Hispanic Business Enterprise
- Asian = Asian Business Enterprise
- Native Am. = Native American Business Enterprise
- Woman = Woman Business Enterprise (Caucasian)

Industry Categories

Construction is defined as: new construction, renovation, restoration, maintenance of public improvements and underground utilities.

Construction-Related Services are defined as: architecture, professional engineering, landscape architecture, design build, construction management services, or registered surveying and mapping.

Professional Services are defined as: attorney, accountant, medical doctor, veterinarian, miscellaneous consultant, etc.

Non-Professional Services are defined as: lawn maintenance, painting, janitorial, printing, hauling, security guard, etc.

Goods are defined as: all supplies, materials, pipes, equipment, machinery, appliances, and other commodities.

MBD Form-70

END OF SECTION VII

Subcontracting Forms and Payment Form

ATTACHEMENT A

Map of Project Area

ATTACHMENT B

Housing & Community Development
Design Criteria for Infill Housing

The purpose of the Design Criteria for Infill Housing is to preserve the unique character of the existing community, while promoting a redevelopment process that will create a seamless neighborhood. The redevelopment of existing lots is required to meet the specific standards listed in the Design Criteria for Infill Housing to ensure compatible residential development.

The dwelling unit must comply with the State of Florida Building Code and all City of Tampa land development codes, as adopted, including these Design Criteria. Units must also comply with all ADA Universal Design standards. Site and construction plan approval by the City's Development Services Center will be required prior to receiving any commitments for the vacant lot or funding from the Division of Housing and Community Development.

Warranties should be at a minimum as follows:

- 30 year shingle
- 5 years termite
- 8-10 years Water heater
- 1 year overall
- 2 year electrical and mechanical
- 10 year major structure

Living Space

The minimum square footage for each single-family home shall be as follows:

- 3-bedroom/2 bath – 1,200 square feet; at a minimum, an attached single family garage is required

- 4-bedroom/2 bath – 1,500 square feet; at a minimum, an attached single family garage is required.

Building Facade, Elevation Design

The building shall have a contemporary style front elevation in keeping with the character of the neighborhood.

- Exterior building materials should be durable and low maintenance and composed primarily of masonry, stone, hard plank, glass and architectural metals

- Building walls that are visible from a public street, major pedestrian corridor, or public open space should include architectural features such as windows, and trim to create visual interest.

- Street-facing building facades shall not have a section of blank wall exceeding 30 linear feet without being interrupted by a window or entry.

- Details or elements should be integral to the design and reflect the structural or material integrity of the building, rather than appearing added on.

Entrances: Porches and Entries

- All front entrance areas shall be easily recognizable from the street and must include a welcoming architectural feature, a covered porch.
- Porches shall be covered and shall extend at least 8'along the front wall of the house, not including the garage face. The depth of the porch shall be at least 5'. Porch floors shall be a hard surface material such as concrete, wood, tile, brick, or cut of flat stone. Porches shall be an integral architectural feature with the main structure.
    - Rear or side entry door near the rear of kitchen.
    - Peepholes for front door.

Vehicular Access & Garages

- Front-loading garages shall not make up more than 55% of the street-facing width of the house.
- Utility room for washer & dryer must be located inside the house
- Provide Garage Door Opener, and Install wiring and electrical outlet for garage door opener.

Roofs

- The building materials should be appropriate to the style of the building, roof form, and slope. Roof shingles must be light colored and fungus resistant.
- No flat roofs are allowed.

Landscaping

- Bahia sod for the entire lot and city easement
- Landscaping shall be "Florida Friendly".
- Plantings of shrubs and flowering plants to add variety to the setback areas are encouraged.

ATTACHMENT C

BUILDING CONSTRUCTION COMPANY INFORMATION

BUILDING CONSTRUCTION COMPANY INFORMATION

Company Name: _____ DBA: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of Contact Person: _____

Phone: ( ) _____

Alternate #: ( ) _____

Fax: ( ) _____

Email: _____ @ _____

Organization Type: **(please check one)**

{ }	Individual / Sole Proprietorship	Date Established _____
{ }	General Partnership	Date Established _____
{ }	Limited Partnership	Date Established _____
{ }	Corporation	Date Established _____
{ }	Subchapter S Corporation	Date Established _____
{ }	Limited Liability Company	Date Established _____
{ }	Non-/Not-for-Profit	Date Established _____
{ }	Joint Venture	Date Established _____

Licensed by: **(check all that apply)**

{ }	City: _____	License/Permit #: _____
{ }	County: _____	License/Permit #: _____
{ }	State: _____	License/Permit #: _____

Federal I.D. #: _____

If you are non-/not-for-profit, please provide your contractor information:

Contractor Name: _____

Address: _____

Contact Person _____

Phone #: ( ) - Fax #: ( ) -

Licensed by: **(check all that apply)**

{ }	City: _____	License/Permit #: _____
{ }	County: _____	License/Permit #: _____
{ }	State: _____	License/Permit #: _____

Is your business certified as a Minority Business with a government agency? { } Yes { } No

(If yes, please provide the information below)

Government Agency	Certification Number	Date of Expiration

Minority Business Status: { } Black
{ } Hispanic
{ } Woman

COMPANY OWNERSHIP INFORMATION

Name of Owner: _____ Percentage of Ownership: _____ %

Name of Owner: _____ Percentage of Ownership: _____ %

Name of Owner: _____ Percentage of Ownership: _____ %

Name of Owner: _____ Percentage of Ownership: _____ %

Per Federal and City of Tampa EEO requirements, please tell us if 51% or more of the firm is owned by any of the following:

{ } Female
{ } Black
{ } Hispanic
{ } American Indian
{ } Asian
{ } Other: _____

When was organization established?: _____

Previous organization names in the past five years?: **(if applicable)**

_____ Date Established _____

_____ Date Established _____

_____ Date Established _____

Has the organization or any affiliates ever filed for bankruptcy? { } Yes { } No

Do you have any judgements, liens or pending suits? { } Yes { } No

Has the organization or any affiliates discontinued business operations with outstanding debts? {) Yes { } No

Have you been a principal in any other entities over the last five years? { } Yes { } No

INSURANCE INFORMATION

During the terms of this agreement, the contractor shall provide, pay for and maintain with companies satisfactory to the City certificate of insurance. Please answer the following questions:

Workers' Compensation & Employers' Liability Insurance

Name of Company: _____ Policy # _____

Limits of Liability (per accident) $ _____

Disease Aggregate Limits of Liability $ _____

Disease for each employee Limits of Liability $ _____

Commercial General Liability Insurance

Name of Company: _____ Policy # _____

Limits of Liability (each occurance) $ _____

General Aggregate Limits of Liability $ _____

Automobile Liability Insurance

Name of Company: _____ Policy # _____

Limits of Liability (per accident) $ _____

EMPLOYEE INFORMATION

Number of Full-time employees: _____

Number of Part-time employees: _____

Name of Labor Service used? _____

Percentage of workforce employed via this method (if applicable). _____ %

"Include a copy of the Labor Services's Certificate of Insurance for Worker's Compensation"

REFERENCES

SINGLE-FAMILY OR MULTI-FAMILY REHABILITATION OR NEW CONSTRUCTION PROJECTS

Location (City/State):	
Contract Amount:	
Amount Sublet:	
Owner's Name:	
Property Address:	
Phone #:	
Type of Work:	
Start Date / Completion Date	-
Consulting Engineers / Architects: (if applicable)	

Location (City/State):	
Contract Amount:	
Amount Sublet:	
Owner's Name:	
Property Address:	
Phone #:	
Type of Work:	
Start Date / Completion Date	-
Consulting Engineers / Architects: (if applicable)	

Location (City/State):	
Contract Amount:	
Amount Sublet:	
Owner's Name:	
Property Address:	
Phone #:	
Type of Work:	
Start Date / Completion Date	-
Consulting Engineers / Architects: (if applicable)	

Location (City/State):	
Contract Amount:	
Amount Sublet:	
Owner's Name:	
Property Address:	
Phone #:	
Type of Work:	
Start Date / Completion Date	-
Consulting Engineers / Architects: (if applicable)	

SUBCONTRACTORS (for this project)

Firm Name			
Address			
Contact Person			
Phone #:	( ) -	Fax #:	( ) -
Firm Name			
Address			
Contact Person			
Phone #:	( ) -	Fax #:	( ) -
Firm Name			
Address			
Contact Person			
Phone #:	( ) -	Fax #:	( ) -
Firm Name			
Address			
Contact Person			
Phone #:	( ) -	Fax #:	( ) -

PRINCIPAL MERCHANDISE / RAW MATERIAL SUPPLIERS

Contact Person: _____
Phone #: ( ) -

Contact Person: _____
Phone #: ( ) -

Contact Person: _____
Phone #: ( ) -

Contact Person: _____
Phone #: ( ) -

Contact Person: _____
Phone #: ( ) -

Contact Person: _____
Phone #: ( ) -

GOVERNMENTAL AGENCIES

(Please list those that you are presently qualified as a building contractor or have done business with in the past five years)

Agency Name _____
Contact Person _____
Phone #: ( ) - Fax #: ( ) -

Agency Name _____
Contact Person _____
Phone #: ( ) - Fax #: ( ) -

Agency Name _____
Contact Person _____
Phone #: ( ) - Fax #: ( ) -

(Please list those with which any former business entity in which you were a principal qualified as a building contractor and/or did business with over the past five years)

Agency Name _____
Contact Person _____
Phone #: ( ) - Fax #: ( ) -

Agency Name _____
Contact Person _____
Phone #: ( ) - Fax #: ( ) -

Agency Name _____
Contact Person _____
Phone #: ( ) - Fax #: ( ) -

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

Please read, fill out, execute and submit the form, signifying that you have read and agree to adhere to the following policy. Also, please disclose any potential conflicts including any boards or committees currently serving on, any private companies owned by you or members of your Board of Directors, and any other potential conflicts.

(a) ***Applicability.*** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.
(2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).
(b) ***Conflicts prohibited.*** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to NSP activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a NSP-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a NSP-assisted activity, or with respect to the proceeds of the NSP-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.
(c) ***Persons covered.*** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.
(d) ***Exceptions.*** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.
(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

(ii) Whether an opportunity was provided for open competitive bidding or negotiation;

(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

Federal Law prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the funding sources administered through this jurisdiction [1] or who are in the position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity…either for themselves or those whom they have family or business ties, during their tenure or for one year thereafter.

Therefore, please answer the following disclosure questions:

1. Are you currently a (Please Check One):

   __ City Council Member __ Officer __ Executive Management Staff
   __ Staff (associated with delivery of program)

2. City position held _____

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO_____ YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO_____ YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature:_____ Name (Please Print):_____

Name of Current Employer:_____ Date:_____

---

[1] 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT E
CITY OF TAMPA INSURANCE REQUIREMENTS

Prior to commencing any work or services or taking occupancy under that certain written agreement or award (for purposes of this document, Agreement) between the City of Tampa, Florida (City) and Firm/Awardee/Contractor/Consultant/Lessee/non-City party, etc. (for purposes of this document, Firm) to which this document is attached and incorporated as an Exhibit or otherwise, and continuing during the term of said Agreement (or longer if the Agreement and/or this document so requires), Firm shall provide, pay for, and maintain insurance against claims for injuries to persons (including death) or damages to property which may arise from or in connection with the performance of the Agreement (including without limitation occupancy and/or use of certain property/premises) by Firm, its agents, representatives, employees, suppliers, subtenants, or subcontractors (which term includes sub-consultants, as applicable) of any tier subject to the terms and conditions of this document. Firm's maintenance of insurance coverage as required herein is a material element of the Agreement and the failure to maintain or renew coverage or provide evidence of same (defined to include without limitation Firm's affirmative duty to provide from time to time upon City's request certificates of insurance, complete and certified copies of Firm's insurance policies, forms, and endorsements, information on the amount of claims payments or reserves chargeable to the aggregate amount of coverage(s) whether during the term of the Agreement or after as may be requested by the City in response to an issue or potential claim arising out of or related to the Agreement to which Firm's insurance obligations hereunder may apply or possibly help mitigate) may be treated as a material breach of the Agreement. Should at any time Firm not maintain the insurance coverages required, City at its sole option (but without any obligation or waiver of its rights) may (i) terminate the Agreement or (ii) purchase such coverages as City deems necessary to protect the itself (charging Firm for same) and at City's option suspending Firm's performance until such coverage is in place. If Firm does not reimburse City for such costs within 10 days after demand, in addition to any other rights, City shall also have the right to offset such costs from amounts due Firm under any agreement with the City. All provisions intended to survive or to be performed subsequent to the expiration or termination of the Agreement shall survive, including without limitation

Firm's obligation to maintain or renew coverage, provide evidence of coverage and certified copies of policies, etc. upon City's request and/or in response to a potential claim, litigation, etc.

The City reserves the right from time to time to modify or waive any or all of these insurance requirements (or to reject policies) based on the specific nature of goods/services to be provided, nature of the risk, prior experience, insurer, coverage, financial condition, failure to operate legally, or other special circumstances. If Firm maintains broader coverage and/or higher limits than the minimums shown herein, the City requires and shall be entitled to such broader coverage and/or higher limits maintained by Firm. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City. No representation is made that the minimum insurance requirements are sufficient to cover Firm's interests, liabilities, or obligations. Required insurance shall not limit Firm's liability.

Firm acknowledges and agrees Firm and not the City is the party in the best position to determine applicability (e.g. "IF APPLICABLE"), confirm, and/or verify its insurance coverage. Acceptance by the City, or by any of its employees, representatives, agents, etc. of certificates or other documentation of insurance or policies pursuant to the terms of this document and the Agreement evidencing insurance coverages and limits does not constitute approval or agreement that the insurance requirements have been met or that coverages or policies are in compliance. Furthermore, receipt, acceptance, and/or approval of certificates or other documentation of insurance or policies or copies of policies by the City, or by any of its employees, representatives, agents, etc., which indicate less coverage than required does not constitute a waiver of Firm's obligation to fulfill these insurance requirements.

MINIMUM SCOPE AND LIMIT OF INSURANCE: ("M" indicates million(s), for example $1M is $1,000,000)

A. **Commercial General Liability (CGL) Insurance** on the most current Insurance Services Office (ISO) Form CG 00 01 or its equivalent on an "occurrence" basis (Modified Occurrence or Claims Made forms are not acceptable without prior written consent of the City). Coverage must be provided to cover liability contemplated by the Agreement including without limitation premises and operations, independent contractors, contractual liability, products and completed operations, property damage, bodily, personal and advertising injury, contractual liability, explosion, collapse, underground coverages, personal injury liability, death, employees-as-insureds. Products and completed operations liability coverage maintained for at least 3 years after completion of work. Limits shall not be less than $1M per occurrence and $2M general aggregate for Agreements valued at $2M or less; if valued over $2M, a general aggregate limit that equals or exceeds the Agreement's value. If a general aggregate limit applies, it shall apply separately to the project/location (ISO CG 25 03 or 25 04 or equivalent). **(ALWAYS APPLICABLE)**

B. **Automobile Liability (AL) Insurance** in accordance with Florida law, as to the ownership, maintenance, and use of all owned, non-owned, leased, or hired vehicles. AL insurance shall not be less than: (a) $500,000 combined single limit each occurrence bodily injury and property damage for Agreements valued at $100,000 or less or (b) $1M combined single limit each occurrence bodily injury and property damage for Agreements valued over $100,000. If transportation of hazardous material involved, the MCS-90 endorsement (or equivalent). **(ALWAYS APPLICABLE)**

C. **Worker's Compensation (WC) & Employer's Liability Insurance** for all employees engaged under the Agreement, Worker's Compensation as required by Florida law. Employer's Liability with minimum limits of (a) $500,000 bodily injury by accident and each accident, bodily injury by

disease policy limit, and bodily injury by disease each employee for Agreements valued at $100,000 and under or (b) $1M bodily injury by accident and each accident, bodily injury by disease policy limit, and bodily injury by disease each for all other Agreements. **(ALWAYS APPLICABLE)**

D. **Excess (Umbrella) Liability Insurance** for Agreements valued at $2M or more, at least $4M per occurrence in excess of underlying limits and no more restrictive than underlying coverage for all work performed by Firm. May also compensate for a deficiency in CGL, AL, or WC. **(ALWAYS APPLICABLE)**

E. **Builder's Risk Insurance** for property loss exposure associated with construction/renovation/additions to buildings or structures, including materials or fixtures to be incorporated. Must be "All Risk" form with limits of no less than the project's completed value, have no coinsurance penalties, eliminate the "occupancy clause", cover Firm (together with its contractors, subcontractors of every tier, and suppliers), and name City as a Loss Payee. **(IF APPLICABLE)**

F. **Installation Floater** coverage for property (usually highly valued equipment or materials such as compressors, generators, etc.) during its installation. Coverage must be "All Risk" including installation and transit for no less than 100% of the installed replacement cost value. **(IF APPLICABLE)**

G. **Architects & Engineers Liability/ Professional Liability (E&O)/ Contractors Professional Liability (CPrL)/ Medical Malpractice Insurance** where Agreement involves Florida-regulated professional services (e.g. architect, engineer, design-builder, CM, accountant, appraiser, investment banker medical professional) at any tier, whether employed or independent, vicarious design liability exposure (e.g. construction means & methods, design supervision), value engineering, constructability assessments/reviews, BIM process, and/or performance specifications. Limits of at least $1M per occurrence and $2M aggregate; deletion of design/ build liability exclusions, as applicable, and maintained for at least 3 years after completion of work/services and City's acceptance of same. **(IF APPLICABLE)**

H. **Railroad Protective Liability (RPL) Insurance** for construction within 50ft of operated railroad track(s) or where affects any railroad bridge, trestle, tunnel, track(s) roadbed, or over/under pass. Subject to involved rail road's approval prior to commencement of work. **(IF APPLICABLE).**

I. **Pollution and/or Asbestos Legal Liability Insurance** where Agreement involves asbestos and/or environmental hazards/contamination risks (defined broadly, e.g. lead, mold, bacteria, fuel storage, underground work, cleanup (owned or non-owned sites),pollutant generation/transportation, marine/natural resource damage, contamination claim, restitution, business interruption, mold, fungus, lead-based paint, 3rd party claims/removal, etc.), with limits of at least $1M per occurrence and $2M aggregate, maintained for at least 3 years after Agreement completion. **(IF APPLICABLE)**

J. **Cyber Liability Insurance** where Agreement involves portals allowing access to obtain, use, or store data; managed dedicated servers; cloud hosting services; software/hardware; programming; and/or other IT services and products are involved. Limits of not less than $2M per occurrence and $2M aggregate. Coverage sufficiently broad to respond to duties and obligations undertaken by Firm, and shall include, but not be limited to, claims involving infringement of intellectual property/copyright, trademark, trade dress, invasion of privacy violations, damage to or destruction of electronic information, information theft, release of confidential and/or private information, alteration of electronic information, extortion, virus transmission, and network security. Coverage, as applicable and with sufficient limits to respond, for breach response costs, regulatory fines and penalties, credit monitoring expenses. **(IF APPLICABLE)**

K. **Drone/UAV Liability Insurance** where Agreements involves unmanned aerial vehicles/drones. Coverage to include products and completed opera-tions, property damage, bodily injury with limits no less than $1M per occur-rence, and $2M aggregate; may be provided by CGL endorsement subject to City's prior written approval. **(IF APPLICABLE)**

L. **Longshore & Harbor Workers' Compensation Act/Jones Act** for work being conducted near, above, or on "navigable waters" for not less than the above Employer's Liability Insurance limit. **(IF APPLICABLE)**

M. **Garagekeeper/Hangerkeeper/Marina Operator Legal Liability Insurance and/or Hull/P&I Insurance** where parking lot, valet, dealership, garage services, towing, etc. and/or operation of a hangar, marina, or airplane/ship repairer, providing safe berth, air/watercraft storage/docking (on land/ in water), fueling, tours, charters, ferries, dredges, tugs, mooring, towing, boat/aircraft equipment/repair/alteration/maintenance, etc.; cover-age against liability for damage to vehicles air/watercraft, their machinery in Firm's care, custody, or control both private & commercial. Limits at least equal to greater of $1M, value of max number of vehicles that may be in Firm's custody, or of most costly object in Firm's custody. **(IF APPLICABLE)**

N. **Property Insurance and Interruption of Business (IOB) Insurance** where premises, building, structure, or improved real property is leased, licensed, or otherwise occupied by Firm. Property Insurance against all risks of loss to any occupant/tenant improvements at full replacement cost with no coinsurance penalty, including fire, water, leak damage, and flood, as applicable, vandalism and malicious mischief endorsements. IOB by which minimum monthly rent will be paid to City for up to 1 year if premises are destroyed, rendered inaccessible or untenantable, including disruption of utilities, water, or telecommunications. (IF APPLICABLE)

O. **Liquor Liability/Host Liquor Liability** where Firm directly or indirectly provides alcoholic beverages, limits of at least $1M per occurrence and $1M aggregate. **(IF APPLICABLE)**

P. Educators Legal Liability Insurance where day care, after school program, recreational activities, etc. limits per G above. **(IF APPLICABLE)**

ACCEPTABILITY OF INSURERS - Insurance is to be placed with insurers admitted in the State of Florida and who have a current A.M. Best rating of no less than **A-:VII** or, if not rated by A.M. Best, as otherwise approved by the City in advance and in writing.

ADDITIONAL INSURED - City, its elected officials, departments, officers, officials, employees, and volunteers together with, as applicable, any associated lender of the City shall be covered as additional insureds on all liability coverage (e.g. CGL, AL, and Excess (Umbrella) Liability) as to liability arising out of work or operations performed by or on behalf of Firm including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired, or borrowed by or on behalf of Firm. Coverage can be provided in the form of an endorsement to Firm's insurance (at least as broad as ISO Form CG 20 10 11 85 or **both** CG 10 20, CG 20 26, CG 20 33, or CG 20 38 **and** CG 20 37 if later revisions used).

CANCELLATION/NON-RENEWAL – Each insurance policy shall provide that at least 30 days written notice must be given to City of any cancellation, intent to non-renew, or material reduction in coverage (except aggregate liability limits) and at least 10 days' notice for non-payment of premium. Firm shall also have an independent duty to notify City in like manner, within 5 business days of Firm's receipt from its insurer of any notices of same. If any policy's aggregate limit is reduced, Firm shall directly take steps to have it reinstated. Notice and proof of renewal/continued coverage/certifications, etc. shall be sent to the City's notice (or Award contact) address as stated in the Agreement with a copy to the following: ☐ Purchasing Department, 306 E Jackson Street, Tampa, FL 33602

☒ Other: City of Tampa Insurance Compliance c/o Ebix BPO, PO Box 100085- ZS, Duluth, GA 30096

CERTIFICATE OF INSURANCE (COI) – to be provided to City by insurance carrier prior to Firm beginning any work/services or taking occupancy and, if the insurance expires prior to completion of the work or services or Agreement term (as may be extended), a renewal COI at least 30 days before expiration to the above address(es). COIs shall specifically identify the Agreement and its subject (project, lease, etc.), shall be sufficiently comprehensive to insure City (named as additional insured) and Firm and to certify that coverage extends to subcontractors' acts or omissions, and as to permit the City to determine the required coverages are in place without the responsibility of examining individual policies. **Certificate Holder must be The City of Tampa, Florida**.

CLAIMS MADE – If any liability insurance is issued on a claims made form, Firm agrees to maintain such coverage uninterrupted for at least 3 years following completion and acceptance of the work either through purchase of an extended reporting provision or purchase of successive renewals. The Retroactive Date must be shown and be a date not later than the earlier of the Agreement date or the date performance/occupancy began thereunder.

DEDUCTIBLES/ SELF-INSURED RETENTIONS (SIR) – must be disclosed to City and, if over $500,000, approved by the City in advance and in writing, including at City's option being guaranteed, reduced, or eliminated (additionally if a SIR provides a financial guarantee guaranteeing payment of losses and related investigations, claim administration, and defense expenses). Firm shall be fully responsible for any deductible or SIR (without limiting the foregoing a policy with a SIR shall provide or be endorsed to provide that the SIR may be satisfied by either the City or named insured). In the event of loss which would have been covered but for a deductible or SIR, City may withhold from any payment due Firm, under any agreement with the City, an amount equal to same to cover such loss should full recovery not be obtained under the policy.

PERFORMANCE – All insurance policies shall be fully performable in Hillsborough County, Florida (the County), and construed in accordance with Florida law. Further, all insurance policies must expressly state that the insurance company will accept service of process in the County and that the exclusive venue for any action concerning any matter under those policies shall be in the appropriate state court of the County.

PRIMARY POLICIES - Firm's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as to the City, its elected officials, departments, officers, employees, and volunteers. Any insurance or self-insurance maintained by the City, its elected officials, departments, officers, employees, and volunteers shall be excess of the Firm's insurance and shall not contribute with it.

SUBCONTRACTORS/INDEPENDENT ASSOCIATES/CONSULTANTS/SUBTENANTS/SUBLICENSEE – Firm shall require and verify that all such entities maintain insurance meeting all requirements stated herein with the City as an additional insured by endorsement (ISO FORM CG 20 38, or broader) or otherwise include such entities within Firm's insurance policies. Upon City's request, Firm shall furnish complete and certified copies of copies of such entities' insurance policies, forms, and endorsements.

SUBCONTRACTOR DEFAULT INSURANCE, CONTROLLED INSURANCE PROGRAM, WRAP-UP - Use requires express prior written consent of City Risk Manager.

UNAVAILABILITY – To the fullest extent permitted by law, if Firm is out of business or otherwise unavailable at the time a claim is presented to City, Firm hereby assigns to the City all of its right, title and interest (but not any liabilities or obligations) under any applicable policies of insurance.

WAIVER OF SUBROGATION – With regard to any policy of insurance that would pay third party losses, Firm hereby grants City a waiver of any right to subrogation which any insurer of Firm may acquire against the City by virtue of the payment of any loss under such insurance. Firm agrees to obtain any endorsement that may be necessary to affect such waiver, but this provision shall apply to such policies regardless.

WAIVER/RELEASE AGREEMENT – Where Firm has a defined group of persons who might be exposed to harm (e.g. participants in an athletic event/program, volunteers) any waiver or release agreement used by Firm whereby such persons (and their parent/guardian as applicable) discharge Firm from claims and liabilities, shall include the City, its elected officials, departments, officers, officials, employees, and volunteers to the same extent as Firm.

Revised 11/01/2016

Gmail by Google

Jeanette Fenton <jeanette@solutionservicestampa.com>

InFill RFP Reviewers - Cone of Silence

1 message

Qiana Daughtry <Qiana.Daughtry@tampagov.net> Wed, Oct 25, 2017 at 12:40 PM
To: "frank.cornier@cdcoftampa.org" <frank.cornier@cdcoftampa.org>, "Ernest.coney@cdcoftampa.org" <Ernest.coney@cdcoftampa.org>, Ron Spoor <rspoor@habitathillsborough.org>, Kevin Robles <kevin@domainhomes.com>, Debbi Jarrie <Debbi.Jarrie@cdcoftampa.org>, "Don D. Patterson" <dpatterson@mfkreva.org>, "mkelley@pointwestconstruction.com" <'mkelley@pointwestconstruction.com'>, "jason@kgcontracting.net" <'jason@kgcontracting.net'>, "kellasells@gmail.com" <'kellasells@gmail.com'>, "Olga Gonzalez (olgagz99@gmail.com)" <olgagz99@gmail.com>, "sgould@domainhomes.com" <'sgould@domainhomes.com'>, "nrivera@habitathillsborough.org" <'nrivera@habitathillsborough.org'>, Jim McCarthy <jim@domainhomes.com>, "hshedges@gmail.com" <'hshedges@gmail.com'>, "russ@versaggicompanies.com" <'russ@versaggicompanies.com'>, "reevesbuilding@verizon.net" <'reevesbuilding@verizon.net'>, "derekw@propertyscholars.com" <'derekw@propertyscholars.com'>, "msylverain@gmail.com" <'msylverain@gmail.com'>, "sbcsure@gmail.com" <'sbcsure@gmail.com'>, "jerry@365propertypartners.com" <'jerry@365propertypartners.com'>, "zaysingleton27@gmail.com" <'zaysingleton27@gmail.com'>, "daniellelevins@levinscorealty.com" <'daniellelevins@levinscorealty.com'>, "nathan@domainhomes.com" <'nathan@domainhomes.com'>, "francine@domainhomes.com" <'francine@domainhomes.com'>, "etbca@tampabay.rr.com" <'etbca@tampabay.rr.com'>, "dhartconsulting@gmail.com" <'dhartconsulting@gmail.com'>, "kimberly.howard@wall.com" <'kimberly.howard@wall.com'>, "elizabeth@thebrightway.org" <'elizabeth@thebrightway.org'>, "tywalk99@yahoo.com" <'tywalk99@yahoo.com'>, "Jeanette Fenton (jeanette@solutionservicestampa.com)" <jeanette@solutionservicestampa.com>
Cc: Vanessa McCleary <Vanessa.McCleary@tampagov.net>, Belix Parks <Belix.Parks@tampagov.net>, "ron.carpenter@sl-ps.com" <ron.carpenter@sl-ps.com>, "debra@sagefl.com" <debra@sagefl.com>, "R. Versaggi" <russ@donhilario.com>, "russ@urbanedgedevelopment.com" <russ@urbanedgedevelopment.com>, "panderson-rudd@usameribank.com" <panderson-rudd@usameribank.com>, Ed Johnson <Ed.Johnson@tampagov.net>

Good afternoon,

Please be advised that the following individuals have agreed to review the Residential Developer for Infill Housing Redevelopment RFP:

- Pamela Anderson-Rudd
- Ron Carpenter
- Debra Koehler
- Russ Versaggi

*There is one additional reviewer pending. If the invitation to review is accepted, I will forward the additional name to the group.

Please note that communication with HCD Staff and Reviewers is prohibited as it relates to the Residential Developer for Infill Housing Redevelopment RFP.

Reminder: The deadline for workshop questions is Friday, October 27, 2017 at 5:00pm (EST).

034

Thanks,

Qiana Daughtry

Community Development Coordinator, Planning and Development

Housing and Community Development Division

City of Tampa / 306 E. Jackson St. / Tampa, Florida 33602

p: (813) 274-7998 / e: qiana.daughtry@tampagov.net

Visit us on the web at tampagov.net/hcd

Please note: This e-mail is public record.Think Green! Please do not print this email unless necessary.

Sharon Gould

From: Qiana Daughtry
Sent: Friday, October 27, 2017 5:00 PM
To: frank.cornier@cdcoftampa.org; Ernest.coney@cdcoftampa.org; Ron Spoor; Kevin Robles; Debbi Jarrie; Don D. Patterson; 'mkelley@pointwestconstruction.com'; 'jason@kgcontracting.net'; 'kellasells@gmail.com'; Olga Gonzalez (olgagz99 @gmail.com); 'sgould@domainhomes.com'; 'nrivera@habitathillsborough.org'; Jim McCarthy; 'hshedges@gmail.com'; 'russ@versaggicompanies.com'; 'reevesbuilding@verizon.net'; 'derekw@propertyscholars.com'; 'msylverain@gmail.com'; 'sbcsure@gmail.com'; 'jerry@365propertypartners.com'; 'zaysingleton27@gmail.com'; 'daniellelevins@levinscorealty.com'; 'nathan@domainhomes.com'; 'francine@domainhomes.com'; 'etbca@tampabay.rr.com'; 'dhartconsulting@gmail.com'; 'kimberly.howard@wall.com'; 'elizabeth@thebrightway.org'; 'tywalk99@yahoo.com'; Jeanette Fenton (jeanette@solutionservicestampa.com)
Cc: Vanessa McCleary; Belix Parks; ron.carpenter@sl-ps.com; debra@sagefl.com; R. Versaggi; russ@urbanedgedevelopment.com; panderson-rudd@usameribank.com; Ed Johnson; Kayon Henderson
Subject: Infill RFP Workshop Questions
Attachments: Infill Workshop Questions 10.27.17.pdf

Good afternoon,

Please find the questions form the workshop and emails attached. Please note that the deadline for clarifying questions is Wednesday, November 1, 2017 at 5:00 PM (EST). All questions should be emailed to qiana.daughtry@tampagov.net.

Please note that communication with HCD Staff and Reviewers is prohibited as it relates to the Residential Developer for Infill Housing Redevelopment RFP.

Thanks,

Qiana Daughtry
Community Development Coordinator, Planning and Development
Housing and Community Development Division
City of Tampa / 306 E. Jackson St. / Tampa, Florida 33602
p: (813) 274-7998 / e: qiana.daughtry@tampagov.net
Visit us on the web at tampagov.net/hcd

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RFP Workshop Questions

1. **Q: Will the City consider reducing the number of lots in the RFP?**

   A: This question was received and will be answered shortly.

2. **Q:** Does the City want General Liability at the time of application?

   A: No, we will need proof of insurance prior to moving forward with the agreement.

3. **Q:** Where does financial capacity fall under in the scoring criteria?

   A: Resources.

4. **Q:** As a for- profit how many non-profits can you partner with?

   A: This is up to the respondent.

5. **Q:** What about impact fees? Are they waived?

   A: No, impact fees are not waived.

6. **Q:** Is there an RFP number assigned yet?

   A: Yes, the number is 17P000981.

7. **Q:** Is there a cap on how much of the 1.5 million can be used for Down Payment Assistance?

   A: This is up to the respondent through program design.

8. **Q:** Clarify the communication policy?

   A: The Cone of Silence applies to HCD staff and those who will review the RFP as communication relates to this RFP.

9. **Q:** Will the City provide surveys on these lots?

   A: No.

10. **Q:** It is anticipated that we are to have multiple developers work with multiple non-profit agencies?

    A: This is up to the respondent. We are not dictating because we want the respondent to be creative and limited.

11. **Q:** Would you consider having lots available for multi-family development?

    A: Yes, but no less than 75 of the infill lots must be developed.

12. **Q:** Will the affordability period restrict the buyers in the future?

    A: Yes, during the affordability period, the buyers must incomes qualify. Otherwise, the funding must be repaid.

13. **Q:** *At a minimum, the Developer must have successfully completed thirty-five (35) or more single-family homes within the past year.* Are the 35 homes restricted to one developer or multiple developers combined?

    A: No, it can be from a combination of the developers identified in the response.

14. **Q:** Will the developer be required to income verify the clients by third-party verification?

    A: Yes.

15. **Q:** For the presentation could there be other parties related to the application there besides the applicants?

    A: You are encouraged to bring all parties listed in the response to participate.

16. **Q:** Do we make the determination for the Affordability period?

    A: As these are SHIP funds, they must comply with the LHAP, therefore the affordability period is as follows:

Assistance	Affordability Period
$0 - $14,999	5 Years
$15,000 - $40,000	10 Years

17. **Q:** Is the $1.5 million available beyond the 75 homes?

    A: No.

18. **Q:** When should the model home be constructed?

A: The model home should be constructed following the award. This will be negotiated at the time of agreement.

19. **Q:** Is there a guarantee if we end up with a lot that is not buildable, is the City going to make exceptions?

    A: No, respondents are to do their due diligence and select buildable lots.

20. **Q:** Does a for-profit have to lead or can a non-profit lead the project?

    A: This should be documented through project design.

21. **Q:** Do we bring a bank to the table?

    A: The respondent can propose a lender, attorney or title company as part of their project design, but this is not required.

22. **Q:** If we bring the bank are they a collaborator in the proposal?

    A: Yes, you will need an MOU or other document that outlines the terms, roles and responsibilities for ALL collaborators.

23. **Q:** Can the revolving fund be held by a licensed attorney in his or her escrow account?

    A: Yes.

24. **Q:** Will the application be available in Word?

    A: Yes.

25. **Q:** Where should the responses to Section 4 appear in the proposal?

    A: Respondents should make the document easy to follow for the reviewers. It is highly suggested that tabs and a table of contents be used to ensure that the reviewers can find and evaluate all criteria.

26. **Q:** Will it be required to be paid back if used for DPA?

    A: Yes, unless the funding was provided to someone at 80% AMI or below.

27. **Q:** Can the 1.5 be used as part of funds to stabilize the community through some form of Rehab with matching funds?

A: No.

28. **Q:** Clients who don't qualify for DPA, will they qualify for lease purchase program.

    A: These homes are not to be marketed as lease to own. In the event a property is on the market more than 3 months, the developer will be required to document aggressive marketing has taken place before lease purchase will be considered. Lease purchase will only be considered for a period of 1 year to a potential buyer who income qualifies for the home and needs to repair/establish credit and/or increase length of employment. Lease purchase should not be part of the program design.

29. **Q:** Will City limit Developer fee to a specific percent or amount? If so, what percent or amount?

    A: No, specifying through program design.

30. **Q:** If encroachments are discovered during these surveys, will the City assist the Developer in rectifying these cases.

    A: Yes, as long as it's prior to transfer.

31. **Excerpt from RFP:**

    The selected Developer will provide a plan that uses the Revolving Loan Fund to the maximum extent possible to build additional affordable housing in Tampa that go beyond the houses built on lots provided by the City.

    Question(s):
    Please clarify that we can use the revolving loan fund to develop properties on lots not provided by the City.

    Answer: The revolving loan may only be used to develop lots provided by the City.

32. **Excerpt from RFP:**

    Furthermore, Developer certifies that SHIP Funds shall not be provided to primarily religious organizations, such as churches, for any activity including secular activities. In addition, SHIP Funds were not and shall not be used to rehabilitate or construct housing owned by primarily religious organizations or to assist primarily religious organizations in acquiring housing.

We have targeted a sight in the area of 29th & Lake corridor that is owned by a religious organization. The majority of the identified lots are located in this area. This area has known to be an eye sore in the community. We planned to use this site to create what is to be called "Downtown East Tampa" we planned to use this donated land and facility for the a community center that would house our sales and design center. A lot adjacent to this site would be the model home. It is our belief that that activity these 75 homes would draw to this problematic area would help aid its revitalization by head-quartering this project here at this site.

Question(s):
Would we be able to utilize this approach?

Answer: No.

33. **Excerpt from RFP:**

City of Tampa Division of Housing and Community Development Contractor Handbook of Procedures and Standards
All Furnished Home / Model Expense shall be the responsibility of the Selected Developer.

Question(s):
Does the model center need to be on The City provided lot?

Answer: No, the model does not have to be built on one of the City lots, but it must be located in the City of Tampa limits.

34. **Excerpt from RFP:**

Proposers are advised that the City intends to select the Successful the most responsive and responsible.

During any solicitation period, including any protest and/or appeal, no contact with City officials or employees, other than with the individuals specifically identified in the solicitation, the Director of Purchasing or the legal department is permitted from any Developer. Such communication shall result in an automatic disqualification for selection in the pending solicitation and any subsequent City solicitations for a period of six (6) months, no matter the outcome of the solicitation or any protest and/or appeal.

Review insurance requirements as it says prior to commencing work.

Gmail by Google

Jeanette Fenton <jeanette@solutionservicestampa.com>

Infill Housing RFP Lot List

1 message

Qiana Daughtry <Qiana.Daughtry@tampagov.net> Wed, Nov 1, 2017 at 8:42 AM
To: "frank.cornier@cdcoftampa.org" <frank.cornier@cdcoftampa.org>, "Ernest.coney@cdcoftampa.org" <Ernest.coney@cdcoftampa.org>, Ron Spoor <rspoor@habitathillsborough.org>, Kevin Robles <kevin@domainhomes.com>, Debbi Jarrie <Debbi.Jarrie@cdcoftampa.org>, "Don D. Patterson" <dpatterson@mfkreva.org>, "mkelley@pointwestconstruction.com" <'mkelley@pointwestconstruction.com'>, "jason@kgcontracting.net" <'jason@kgcontracting.net'>, "kellasells@gmail.com" <'kellasells@gmail.com'>, "Olga Gonzalez (olgagz99@gmail.com)" <olgagz99@gmail.com>, "sgould@domainhomes.com" <'sgould@domainhomes.com'>, "nrivera@habitathillsborough.org" <'nrivera@habitathillsborough.org'>, Jim McCarthy <jim@domainhomes.com>, "hshedges@gmail.com" <'hshedges@gmail.com'>, "russ@versaggicompanies.com" <'russ@versaggicompanies.com'>, "reevesbuilding@verizon.net" <'reevesbuilding@verizon.net'>, "derekw@propertyscholars.com" <'derekw@propertyscholars.com'>, "msylverain@gmail.com" <'msylverain@gmail.com'>, "sbcsure@gmail.com" <'sbcsure@gmail.com'>, "jerry@365propertypartners.com" <'jerry@365propertypartners.com'>, "zaysingleton27@gmail.com" <'zaysingleton27@gmail.com'>, "daniellelevins@levinscorealty.com" <'daniellelevins@levinscorealty.com'>, "nathan@domainhomes.com" <'nathan@domainhomes.com'>, "francine@domainhomes.com" <'francine@domainhomes.com'>, "etbca@tampabay.rr.com" <'etbca@tampabay.rr.com'>, "dhartconsulting@gmail.com" <'dhartconsulting@gmail.com'>, "kimberly.howard@wall.com" <'kimberly.howard@wall.com'>, "elizabeth@thebrightway.org" <'elizabeth@thebrightway.org'>, "tywalk99@yahoo.com" <'tywalk99@yahoo.com'>, "Jeanette Fenton (jeanette@solutionservicestampa.com)" <jeanette@solutionservicestampa.com>
Cc: Vanessa McCleary <Vanessa.McCleary@tampagov.net>, Belix Parks <Belix.Parks@tampagov.net>, "ron.carpenter@sl-ps.com" <ron.carpenter@sl-ps.com>, "debra@sagefl.com" <debra@sagefl.com>, "R. Versaggi" <russ@donhilario.com>, "russ@urbanedgedevelopment.com" <russ@urbanedgedevelopment.com>, "panderson-rudd@usameribank.com" <panderson-rudd@usameribank.com>, Ed Johnson <Ed.Johnson@tampagov.net>, Kayon Henderson <Kayon.Henderson@tampagov.net>

Good morning,

Please find the updated list of available properties for the Infill RFP attached. Additionally, please be advised that the RFP requirement of 75 lots is now revised to state that a **minimum of 60 lots must be developed**.

Thank you,

Qiana Daughtry

Community Development Coordinator, Planning and Development

Housing and Community Development Division

City of Tampa / 306 E. Jackson St. / Tampa, Florida 33602

p: (813) 274-7998 / e: qiana.daughtry@tampagov.net

Visit us on the web at tampagov.net/hcd

Please note: This e-mail is public record.Think Green! Please do not print this email unless necessary.

Folio Number	Address	
144208.0000	1001 E BOUGAINVILLEA AVE	HCD
151667.0000	3307 E COMANCHE AVE	HCD
152041.0100	3416 E WILDER AVE	HCD
152796.0000	4705 E HENRY AVE	HCD
153166.0000	5903 N 37TH ST	HCD
153225.0000	3722 E HENRY AVE	HCD
153619.0000	4007 E LOUISIANA AVE	HCD
153673.0000	4220 E OSBORNE AVE	HCD
153739.0000	4607 BOOKER T DR A	HCD
153765.0000	4606 N MANLEY ST	HCD
154397.0000	4305 THONOTOSASSA AVE	HCD
154640.0000	4245 E CURTIS ST	HCD
155299.0000	3105 E SHADOWLAWN ST	HCD
156013.0000	2405 E IDA ST	HCD
156227.0000	3611 E 38TH AVE	HCD
156431.0000	4511 COURTLAND ST	HCD
156545.0100	2213 E CAYUGA ST	HCD
156591.0500	2205 E EMMA ST	HCD
156592.0000	2203 E EMMA ST	HCD
156663.0000	2408 E CHELSEA ST	HCD
156664.0000	2406 E CHELSEA ST	HCD
156747.0000	4612 N 34TH ST	HCD
156877.0000	4625 N 35TH ST	HCD
156890.0000	4614 N 35TH ST	HCD
156896.0000	4626 N 35TH ST	HCD
157068.0000	1806 E ELLICOTT ST	HCD
157076.0000	1807 E ELLICOTT ST	HCD
157180.0000	1901 E PALIFOX ST.	HCD
158204.0000	3024 N 48TH ST A	ETI
158249.0000	2921 N 46TH ST	HCD
167497.0000	704 E LAKE AVE	HCD
167584.0000	308 E VIRGINIA AVE	HCD
167699.0000	505 E LAKE AVE	HCD
167701.0000	503 E LAKE AVE	HCD
167704.0000	506 E BAKER ST	HCD
167705.0000	508 E BAKER ST	HCD
172275.0000	4110 N 10TH ST	HCD
172314.0000	915 E IDA ST	HCD
172483.0000	1411 E NORTH BAY ST	HCD
173075.0000	3517 N 11TH ST	HCD
174064.0000	2919 E 33RD AVE	HCD
174139.0000	2920 E 31ST AVE	HCD
174141.0000	2921 E 31ST AVE	HCD
174142.0000	2917 E 31ST AVE	HCD
174146.0000	2911 E 31ST AVE	HCD
174178.0000	2612 E LAKE AVE	HCD
174197.0000	2601 E LAKE AVE	HCD
174225.0000	3508 N 30TH ST	HCD
174246.0000	2627 E 29TH AVE	HCD
174359.0000	2609 E 27TH AVE	HCD
174376.0000	3404 N 29TH ST	HCD
174427.0000	3516 N 23RD ST	HCD
174428.0000	3518 N 23RD ST	HCD
174487.0000	2507 E 29TH AVE	HCD

174509.0000	2409 CASSELL ST	HCD
174606.0100	3404 25th Street	HCD
174693.0000	3612 E 23RD AVE	HCD
175175.0000	3719 N 38TH ST	HCD
175553.0000	3509 E 10TH AVE	HCD
182743.0000	109 E EUCLID AVE	HCD
182964.0000	414 E HUGH ST	HCD
187079.0000	2101 E 22ND AVE	ETI
187106.0000	1907 E 23RD AVE	HCD
187138.0000	1812 E 21ST AVE	HCD
187165.0000	3000 N 18TH ST	HCD
187166.0000	3002 N 18TH ST	HCD
187209.0000	1511 E 26TH AVE	HCD
187538.0000	1809 E 21ST ST	HCD
187651.0000	2932 N 22ND ST	ETI
187669.0000	2924 N 21ST ST	ETI
187671.0000	2929 N 21ST ST	HCD
187673.0000	2924 N 22ND ST	ETI
187674.0000	2925 N 21ST ST	ETI
187678.0000	2919 N 21ST ST	ETI
187680.0000	2917 21ST ST	ETI
188027.0000	3303 N 22ND ST	ETI
188027.0000	3201 N 22ND ST	ETI
188028.0000	3309 N 22ND ST	ETI
188029.0000	3313 N 22ND ST	ETI
188031.0000	3317 N 22ND ST	ETI
188037.0000	3103 HOLMES ST	ETI
188038.0000	2304 LINK ST	ETI
188044.0000	2209 E 24TH AVE	ETI
188045.0000	3115 HOLMES ST	ETI
188046.0000	3205 HOLMES ST	HCD
188047.0000	2212 E 24TH AVE	ETI
188048.0000	2210 E 24TH AVE	ETI
188064.0000	3207 HOLMES ST	HCD
188181.0000	2216 E MALLORY AVE	HCD
188270.0000	2216 E 18TH AVE	HCD
188582.0000	2925 E 17TH AVE	HCD
188714.0000	2710 E 15TH AVE	HCD
188718.0000	2713 E 15TH AVE	HCD
191627.0000	814 E PALM AVE	HCD
191643.0000	805 E PALM AVE	HCD
191649.0000	1903 N TALIAFERRO AVE	HCD
191650.0000	1904 N MITCHELL AVE	HCD
191654.0000	1909 N MITCHELL AVE	HCD
191664.0000	1901 N MITCHELL AVE	HCD
191707.0000	805 E OAK AVE	HCD
191713.0000	1807 N MITCHELL AVE	HCD
191718.0000	1808 N MITCHELL AVE	HCD
191725.0000	1805-1809 N TALIAFERRO AVE	HCD
191728.0000	615 E OAK AVE	HCD

Gmail by Google

Jeanette Fenton <jeanette@solutionservicestampa.com>

Infill RFP Follow-up Question Responses

1 message

Qiana Daughtry <Qiana.Daughtry@tampagov.net> Thu, Nov 2, 2017 at 1:30 PM
To: "frank.cornier@cdcoftampa.org" <frank.cornier@cdcoftampa.org>, "Ernest.coney@cdcoftampa.org" <Ernest.coney@cdcoftampa.org>, Ron Spoor <rspoor@habitathillsborough.org>, Kevin Robles <kevin@domainhomes.com>, Debbi Jarrie <Debbi.Jarrie@cdcoftampa.org>, "Don D. Patterson" <dpatterson@mfkreva.org>, "mkelley@pointwestconstruction.com" <'mkelley@pointwestconstruction.com'>, "jason@kgcontracting.net" <'jason@kgcontracting.net'>, "kellasells@gmail.com" <'kellasells@gmail.com'>, "Olga Gonzalez (olgagz99@gmail.com)" <olgagz99@gmail.com>, "sgould@domainhomes.com" <'sgould@domainhomes.com'>, "nrivera@habitathillsborough.org" <'nrivera@habitathillsborough.org'>, Jim McCarthy <jim@domainhomes.com>, "hshedges@gmail.com" <'hshedges@gmail.com'>, "russ@versaggicompanies.com" <'russ@versaggicompanies.com'>, "reevesbuilding@verizon.net" <'reevesbuilding@verizon.net'>, "derekw@propertyscholars.com" <'derekw@propertyscholars.com'>, "msylverain@gmail.com" <'msylverain@gmail.com'>, "sbcsure@gmail.com" <'sbcsure@gmail.com'>, "jerry@365propertypartners.com" <'jerry@365propertypartners.com'>, "zaysingleton27@gmail.com" <'zaysingleton27@gmail.com'>, "daniellelevins@levinscorealty.com" <'daniellelevins@levinscorealty.com'>, "nathan@domainhomes.com" <'nathan@domainhomes.com'>, "francine@domainhomes.com" <'francine@domainhomes.com'>, "etbca@tampabay.rr.com" <'etbca@tampabay.rr.com'>, "dhartconsulting@gmail.com" <'dhartconsulting@gmail.com'>, "kimberly.howard@wall.com" <'kimberly.howard@wall.com'>, "elizabeth@thebrightway.org" <'elizabeth@thebrightway.org'>, "tywalk99@yahoo.com" <'tywalk99@yahoo.com'>, "Jeanette Fenton (jeanette@solutionservicestampa.com)" <jeanette@solutionservicestampa.com>
Cc: Vanessa McCleary <Vanessa.McCleary@tampagov.net>, Belix Parks <Belix.Parks@tampagov.net>, "ron.carpenter@sl-ps.com" <ron.carpenter@sl-ps.com>, "debra@sagefl.com" <debra@sagefl.com>, "R. Versaggi" <russ@donhilario.com>, "russ@urbanedgedevelopment.com" <russ@urbanedgedevelopment.com>, "panderson-rudd@usameribank.com" <panderson-rudd@usameribank.com>, Ed Johnson <Ed.Johnson@tampagov.net>, Kayon Henderson <Kayon.Henderson@tampagov.net>

Good afternoon,

Please find the follow-up question responses attached.

Reminder: The RFP is due **Monday, November 27, 2017 at 11:59am (EST)** and must be submitted to the City of Tampa's Purchasing Department in a sealed envelope. The Purchasing Department is located at 306 East Jackson Street, Tampa, FL 33602 on the Second Floor.

Thank you,

Qiana Daughtry

Community Development Coordinator, Planning and Development

Housing and Community Development Division

City of Tampa / 306 E. Jackson St. / Tampa, Florida 33602

p: (813) 274-7998 / e: qiana.daughtry@tampagov.net

Visit us on the web at tampagov.net/hcd

Please note: This e-mail is public record.Think Green! Please do not print this email unless necessary.

Infill Follow-up Questions to Responses from October 27, 2017

1. **Follow-up question** *to Question 26: Will it be required to be paid back if used for DPA?* ***A:*** *Yes, unless the funding was provided to someone at 80% AMI or below.*

   Q: Will all buyers using DPA assistance at 80% LMI or below require the developer to pay back a portion of 1.5 million.

   A: No.

2. **Follow-up question** *to Question 12: Will the affordability period restrict the buyers in the future?* ***A:*** *Yes, during the affordability period, the buyers must income qualify. Otherwise, the funding must be repaid.*

   Q: Can a qualified buyer using DPA leave the DPA in place if they sell to another qualified buyer?

   A: Yes

3. **Follow-up questions** to *Question 19: Is there a guarantee if we end up with a lot that is not buildable, is the City going to make exceptions?* ***A:*** *No, respondents are to do their due diligence and select buildable lots.*

   Questions:

   Q1: Are you saying if a lot is not buildable, the developer must find something to do with the lot.

   A1: The respondent is responsible for selecting lots that they can use (i.e. combine two lots, resub-divide a group of lots). Or if they are unable to use the lot select another.

   Q2: Is the City allowing the developer to cherry pick? The answer says the developer is to select buildable lots.

   A2: The City provided a list of lots and is asking that the respondent indicate which lots will be used for their project.

4. **Follow-up question** *to Question 32:* ***Excerpt from RFP:***

   Furthermore, Developer certifies that SHIP Funds shall not be provided to primarily religious organizations, such as churches, for any activity including secular activities. In addition, SHIP Funds were not and shall not be used to rehabilitate or construct housing

owned by primarily religious organizations or to assist primarily religious organizations in acquiring housing.

We have targeted a sight in the area of 29th & Lake corridor that is owned by a religious organization. The majority of the identified lots are located in this area. This area has known to be an eye sore in the community. We planned to use this site to create what is to be called "Downtown East Tampa" we planned to use this donated land and facility for the a community center that would house our sales and design center. A lot adjacent to this site would be the model home. It is our belief that that activity these 75 homes would draw to this problematic area would help aid its revitalization by head-quartering this project here at this site. ***Question(s):*** *Would we be able to utilize this approach?* ***Answer:*** *No.*

Q: Why can't the land that is donated be used to construct the model?

A: The issue with the original question was the use of religious property. The location of the model must be approved. The goal of the RFP is to utilize the land owned by the City and upon completion of the program the property sold to an income eligible home buyer. The City's preference is to utilize the lots provided.

5. **Follow-up question** to *Question 33:* ***Excerpt from RFP:***

City of Tampa Division of Housing and Community Development Contractor Handbook of Procedures and Standards
All Furnished Home / Model Expense shall be the responsibility of the Selected Developer. ***Question:*** *Does the model center need to be on The City provided lot?* ***Answer:*** *No, the model does not have to be built on one of the City lots, but it must be located in the City of Tampa limits.*

Q: The lot doesn't have to be on a City lots?

A: No, the lot does not have to be on one of the City lots, but it must be within the City of Tampa limits. The City's preference is to utilize the lots provided.

6. **Follow-up question** to *Question 4: As a, for- profit how many non-profits can you partner with?* ***A:*** *This is up to the respondent.*

Q: To build, can other models other than a three bedrooms be built. Some lots do not lend themselves to a three bedroom with garage.

A: Propose options

FLORIDA PUBLIC RECORDS LAW ACKNOWLEDGEMENT

Domain Homes, Inc. acknowledges review and understanding of the Florida Public Records Law requirements contained in Section V, General Conditions, pages 22 – 24 of RFP – 17 – P -00981 – 0 – 2017 QD, Request for Proposal for Residential Developer for Infill Housing Redevelopment. Domain Homes, Inc. certifies that the company and its employees will comply with all provisions.

Kevin D Robles

11-13-17

Kevin Robles, Chief Operating Officer

Date

Domain Homes, Inc.

Executive Summary

Services and Deliverables- The Builder Proposal – Domain Homes is committed to making the dream of home ownership available to every deserving family and views this opportunity as the beginning of a long-term presence in the East Tampa community. Domain Homes proposes to approach this project in a manner that will be different than any other endeavor that the City of Tampa has completed to meet the affordable housing needs in Tampa. Domain Homes will collaborate with two Not-for Profit Housing entities, Habitat for Humanity Hillsborough (HHH) and the Corporation to Develop Communities (CDC), along with the Tampa Housing Authority (THA) and certified housing counselling agencies to create wider and deeper outreach in the communities and to the clientele that are targeted by this RFP. These collaborations will assure diversity of clients and multi-lingual capabilities. Domain Homes will provide a Model Home complex which will be used primarily to fast track deserving Tampa residents through the pathway to homeownership. The complex will be used to keep the potential Buyers well engaged and on task to meet the multiple requirements needed to successfully achieve the opportunity to purchase one of these homes. The collaboration with our chosen Not for Profit Partners will work to more holistically serve the Buyers for a more successful and quicker home purchase with a higher long-term success rate. This will serve the City of Tampa best by uplifting areas with safe, secure, owner occupied housing and will plant sturdy roots as a foundation for more community pride and commitment within the neighborhoods where these homes are built. Homeownership in these communities will assist in more stability within the neighborhood schools as well as better proximity to employment and transportation. Domain Homes proposes to establish deep working relationships with other local governmental agencies including law enforcement, Neighborhood Empowerment, community based organizations, churches and the neighborhood schools where the homes are proposed to be built. Our strategic goal is to leverage the new housing infusion to the betterment of the community in general. The product proposed will have a strong emphasis on durability, sustainability, efficiency, and aesthetics, creating a situation where homeowners can expect the new home to fulfill their housing needs for many years, also allowing the client to become more involved with their community on a street by street level. The newly minted homeowner can become more of an advocate for a better neighborhood, partnering with both the government and private sector in the success of the community.

Builders Approach-Services Provided- The Company's proposal is to fund direct costs of home construction primarily utilizing a City provided revolving loan of up to $1.5 million and supplemented by Domain Homes with an approximate additional $2.2 million over the life of the project. This combined construction financing proposal will facilitate the target absorption and velocities required to complete a minimum of 75 housing closings in a 24-month period. Planned construction starts will be funded 80% by the City revolving loan and 20% by Domain Homes resulting in Domain Homes committing to fund 1 of every 5 home construction starts in this program with the City revolver funding direct cost of construction on 4 of 5 starts. Homes constructed utilizing the City's revolving loan will place the City of Tampa's construction revolving funds in a superior position. Additionally, if the pace of market demand requires more starts than can be supported by this funding by the City and Domain Homes, Domain Homes shall have

the option to provide funding for additional starts (above its 20% commitment) in exchange for an allowed increase in the maximum selling price of any additional home they choose to start (an increase of 5% of the maximum selling price to cover the explicit costs of additional bank financing). Further, the City's revolving loan would be used only for direct hard costs of construction, never funding any indirect costs. All $1.5 million dollars of City funded construction shall always be in a superior position and shall be returned in total, back to the City of Tampa after the project. For the entire proposed 75 homes, Domain Homes will also be providing the funding of all indirect construction costs; estimating/budgeting, onsite builder, related field operations costs and all related overhead as well as the costs of all marketing and sales activities along with Real Estate commissions. Domain Homes shall administrate, fund and assume all home warranty costs. In addition to Domain homes, our collaborators, HHH and CDC, will each construct up to an additional 10 homes each over the 24-month period, with HHH homes serving families at 50-80% AMI. THA will provide housing counselling and Youthbuild services to train workers from the community to work on the homes being built.

The Builder Qualifications and Justifications to Award- Domain Homes, Inc. a woman-owned business, has been an active, successful Urban in-fill residential homebuilder in the Tampa Bay area since 2010. Through October 31st, 2017 Domain has sold over 600 single family homes in this market. In the last full calendar year (2016) Domain Homes closed on the sale of 144 homes with an aggregate sales volume of approximately $51 million. As of October 31, 2017, the Company has approximately 57 residential homes in inventory (complete or under construction) and an additional 59 residential lots on which construction has not commenced. As of October 31st, 2017, the Company has 18 employees. Domain Homes is fiscally conservative and has a less than 2 to 1 debt to equity ratio and has the financial strength and depth to make this project successful for Domain Homes, the City of Tampa, and its homeowner/stakeholders. This rate of production demonstrates Domain's excellent qualifications coupled with its strong financial position make Domain the best choice to implement the City's vision. Furthermore, Domain Homes has a proud history of becoming an integral part of the neighborhoods where it builds and proudly supports community initiatives through donations and active participation.

Summary- Domain Homes respectfully asks the review committee to give our proposal its full consideration and support this endeavor. Domain Homes has a demonstrated successful track record of quality home construction in the urban core and is uniquely positioned to carry out the City's innovative program to provide affordable home ownership. The holistic approach proposed will encompass every aspect of what needs to occur to create true revitalization in neighborhoods that run the risk of being overlooked during this period of Tampa's renaissance. New home construction at a level that is unprecedented in East Tampa will create a ripple effect and momentum bringing new investments, businesses and services to the community. Tampa cannot be truly great without the inclusion of all its neighborhoods. Domain Homes will make this Public/Private for Profit/ Not-for Profit a collaboration that will be viewed and copied by cities from across the country.

ATTACHMENT C

BUILDING CONSTRUCTION COMPANY INFORMATION

BUILDING CONSTRUCTION COMPANY INFORMATION

Company Name: Domain Homes Inc DBA: _____

Address: 5701 S MacDill Ave

City: Tampa State: FL Zip: 33611

Name of Contact Person: Sharon Gould

Phone: (678) 858-2051

Alternate #: ( ) _____

Fax: (813) 217-9359

Email: sgould @ domainhomes.com

Organization Type: (please check one)

		Date Established
{ }	Individual / Sole Proprietorship	_____
{ }	General Partnership	_____
{ }	Limited Partnership	_____
{ }	Corporation	_____
{X}	Subchapter S Corporation	4/1/2010
{ }	Limited Liability Company	_____
{ }	Non-/Not-for-Profit	_____
{ }	Joint Venture	_____

Licensed by: (check all that apply)

{ }	City: _____	License/Permit #:	_____
{X}	County: Hillsborough	License/Permit #:	250104
{ }	State: _____	License/Permit #:	_____

Federal I.D. #: 27-2352644

If you are non-/not-for-profit, please provide your contractor information:

Contractor Name: _____

Address: _____

Contact Person _____

Phone #: ( ) - Fax #: ( ) -

Licensed by: (check all that apply)

{ }	City: _____	License/Permit #:	_____
{ }	County: _____	License/Permit #:	_____
{ }	State: _____	License/Permit #:	_____

Is your business certified as a Minority Business with a government agency? {X} Yes { } No

(If yes, please provide the information below)

Government Agency	Certification Number	Date of Expiration
City of Tampa	Application 8014123	in process

Minority Business Status:		{ } Black					
		{ } Hispanic					
		{ X} Woman					

COMPANY OWNERSHIP INFORMATION

Name of Owner:	Sharon L McSwain	Percentage of Ownership:	100 %
Name of Owner:		Percentage of Ownership:	%
Name of Owner:		Percentage of Ownership:	%
Name of Owner:		Percentage of Ownership:	%

Per Federal and City of Tampa EEO requirements, please tell us if 51% or more of the firm is owned by any of the following:

{ X}	Female
{ }	Black
{ }	Hispanic
{ }	American Indian
{ }	Asian
{ }	Other:

When was organization established?: April 2010

Previous organization names in the past five years?: **(if applicable)**

	Date Established
	Date Established
	Date Established

Has the organization or any affiliates ever filed for bankruptcy? {X} Yes { } No

Do you have any judgements, liens or pending suits? { } Yes {X} No

Has the organization or any affiliates discontinued business operations with outstanding debts? {X) Yes { } No

Have you been a principal in any other entities over the last five years? {X} Yes { } No

INSURANCE INFORMATION

During the terms of this agreement, the contractor shall provide, pay for and maintain with companies satisfactory to the City certificate of insurance. Please answer the following questions:

Workers' Compensation & Employers' Liability Insurance

Name of Company:	American Builders Insurance	Policy #	WCV009154008
		Limits of Liability (per accident)	$ 100,000
Disease Aggregate		Limits of Liability	$ 500,000
Disease for each employee		Limits of Liability	$ 100,000

Commercial General Liability Insurance

Name of Company:	National Builders Insurance	Policy #	PKG008899308
		Limits of Liability (each occurance)	$ 1,000,000
General Aggregate		Limits of Liability	$ 2,000,000

Automobile Liability Insurance			
Name of Company:		Policy #	
		Limits of Liability (per accident)	$

EMPLOYEE INFORMATION	
Number of Full-time employees:	18
Number of Part-time employees:	1
Name of Labor Service used?	N/A
Percentage of workforce employed via this method (if applicable).	%

Include a copy of the Labor Services's Certificate of Insurance for Worker's Compensation

REFERENCES

SINGLE-FAMILY OR MULTI-FAMILY REHABILITATION OR NEW CONSTRUCTION PROJECTS

Location (City/State):	Tampa, FL		
Contract Amount:	$333,130		
Amount Sublet:	N/A		
Owner's Name:	Matt Heck		
Property Address:	2920 W LaSalle St		
Phone #:	812-371-7385		
Type of Work:	Construction of new single family home.		
Start Date / Completion Date	2/13/2017	-	6/23/2017
Consulting Engineers / Architects: (if applicable)			

Location (City/State):	Tampa, FL		
Contract Amount:	$450,705		
Amount Sublet:	N/A		
Owner's Name:	Edmund Wonder Jr.		
Property Address:	2410 W Gray St		
Phone #:	813-391-3956		
Type of Work:	Construction of new single family home.		
Start Date / Completion Date	2/28/2017	-	7/21/2017
Consulting Engineers / Architects: (if applicable)			

Location (City/State):	Tampa, FL		
Contract Amount:	$231,526		
Amount Sublet:	N/A		
Owner's Name:	Natalia Mohabir		
Property Address:	811 E Giddens Ave		
Phone #:	813-451-8118		
Type of Work:	Construction of new single family home.		
Start Date / Completion Date	9/23/2016	-	1/26/2017
Consulting Engineers / Architects: (if applicable)			

Location (City/State):	Tampa, FL		
Contract Amount:	$362,470		
Amount Sublet:	N/A		
Owner's Name:	Russ Somerday		
Property Address:	330 W Haya St		
Phone #:	813-520-9123		
Type of Work:	Construction of new single family home.		
Start Date / Completion Date	9/8/2015	-	01/15/2016
Consulting Engineers / Architects: (if applicable)			

SUBCONTRACTORS (for this project)

Firm Name	Superior Electric		
Address	803 W Waters Ave, Tampa, FL 33604		
Contact Person	Shaun Algood		
Phone #:	(813) 299 - 7908	Fax #:	(813) 474 - 2933

Firm Name	KA Masonry		
Address	2500 Drane Field Rd, Suite 211, Lakeland FL 33811		
Contact Person	Kyle Adkins		
Phone #:	(813) 323 - 2197	Fax #:	( ) -

Firm Name	RJ Kielty Plumbing		
Address	7979 Massachusetts Ave, New Port Richey, FL 34653		
Contact Person	Art Cann		
Phone #:	(727) 863 - 5486	Fax #:	(727) 862 - 8465

Firm Name	Simpson Mechanical		
Address	12302 N Nebraska Ave, Tampa, FL 33612		
Contact Person	Gary Simpson		
Phone #:	(813) 558 - 0858	Fax #:	(813) 558 - 8578

PRINCIPAL MERCHANDISE / RAW MATERIAL SUPPLIERS			
Contact Person:	Quality Block and Precast - John Waldron		
Phone #:	(813) 267 - 8738		
Contact Person:	Tibbetts Lumber - Jim Burdewick		
Phone #:	(813) 435 - 0086		
Contact Person:	Coogan Window and Door - Kevin Coogan		
Phone #:	(352) 279 - 8649		
Contact Person:	Heritage Drywall - Laurie Stewart		
Phone #:	(813) 949 - 9990		
Contact Person:	MIllard Roofing - Brandi Millard		
Phone #:	(813) 661 - 4522		
Contact Person:	Stylecraft Cabinets - Mike Schoch		
Phone #:	(813) 610 - 1576		
GOVERNMENTAL AGENCIES			
(Please list those that you are presently qualified as a building contractor or have done business with in the past five years)			
Agency Name	City of Tampa		
Contact Person	Claudia Ewing		
Phone #:	(813) 274 - 3100	Fax #:	( ) -
Agency Name	City of St. Petersburg		
Contact Person	Angela Yerby		
Phone #:	(727) 892 - 5085	Fax #:	( ) -
Agency Name	Hillsborough County Florida		
Contact Person	Kimber Adams		
Phone #:	(813) 272 5600	Fax #:	( ) -
(Please list those with which any former business entity in which you were a principal qualified as a building contractor and/or did business with over the past five years)			
Agency Name	Pasco County Florida		
Contact Person	Debbie Jedick		
Phone #:	(727) 847 - 8009	Fax #:	( ) -
Agency Name	Pinellas County Florida		
Contact Person	C Benedic		
Phone #:	(727) 582 - 3100	Fax #:	( ) -
Agency Name			
Contact Person			
Phone #:	( ) -	Fax #:	( ) -

BANKRUPTCY AND FINANCIAL INFORMATION IS REDACTED

INFORMATION IS PROVIDED SEPARATELY IN THE REDACTED MATERIALS PACKAGE

2017 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT

DOCUMENT# L10000050280

Entity Name: DOMAIN REALTY, LLC

Current Principal Place of Business:

5701 S. MACDILL AVE.
TAMPA, FL 33611

Current Mailing Address:

5703 S MACDILL AVE
TAMPA, FL 33611 US

FEI Number: 27-2535566

FILED
Jan 09, 2017
Secretary of State
CC6440001248

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

ROBLES, KEVIN D
2107 CHESTNUT FOREST DRIVE
TAMPA, FL 33618 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent — Date

Authorized Person(s) Detail :

Title	MGRM	Title	MGRM
Name	ROBLES, KEVIN D	Name	MCSWAIN, SHARON L
Address	2107 CHESTNUT FOREST DRIVE	Address	170 JOHN ANDERSON DRIVE
City-State-Zip:	TAMPA FL 33618	City-State-Zip:	ORMOND BEACH FL 32176

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: KEVIN ROBLES MEMBER 01/09/2017

Electronic Signature of Signing Authorized Person(s) Detail — Date

Electronic Articles of Organization For Florida Limited Liability Company

L10000050280
FILED 8:00 AM
May 10, 2010
Sec. Of State
btadlock

Article I

The name of the Limited Liability Company is:

DOMAIN REALTY, LLC

Article II

The street address of the principal office of the Limited Liability Company is:

3315 W. BEARSS AVE.
TAMPA,, FL. US 33618

The mailing address of the Limited Liability Company is:

2107 CHESTNUT FOREST DRIVE
TAMPA, FL. US 33618

Article III

The purpose for which this Limited Liability Company is organized is:

ANY AND ALL LAWFUL BUSINESS.

Article IV

The name and Florida street address of the registered agent is:

KEVIN D ROBLES
2107 CHESTNUT FOREST DRIVE
TAMPA, FL. 33618

Having been named as registered agent and to accept service of process for the above stated limited liability company at the place designated in this certificate, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relating to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent.

Registered Agent Signature: KEVIN D. ROBLES

L10000050280
FILED 8:00 AM
May 10, 2010
Sec. Of State
btadlock

Article V

The name and address of managing members/managers are:

Title: MGRM
KEVIN D ROBLES
2107 CHESTNUT FOREST DRIVE
TAMPA, FL. 33618 US

Title: MGRM
SHARON L MCSWAIN
69 SOUTH ATLANTIC AVE.
ORMOND BEACH, FL. 32176 US

Article VI

The effective date for this Limited Liability Company shall be:

05/10/2010

Signature of member or an authorized representative of a member

Signature: KEVIN D. ROBLES

COMPANY RESOLUTION

A meeting of the managing members of Domain Realty, LLC, a Florida limited liability company (the "Company"), was held and the following matters were discussed and resolutions were passed:

MATTER DISCUSSED

1. The Company wishes to give Sharon Gould authority to execute real estate sales contracts and related documents on behalf of the Company.

RESOLUTIONS PASSED

1. Sharon Gould is empowered and authorized to contract for the sale, conveyance, or lease of any real property owned by the Company, and any personal property located within, to any person for such price or prices, and on such terms as Sharon Gould may deem proper, and in the Company's name to make, execute, acknowledge, and deliver such documents as are needed to contract for the sale, conveyance, or lease of any real property owned by the Company.

2. The rights, powers, and authority granted to Sharon Gould in this resolution shall begin and be in full force and effect upon the execution hereof, and such rights, powers, and authority shall remain in full force and effect until terminated by written notice from the Company to Sharon Gould by letter, facsimile transmission or e-mail.

For the Company:

Sharon McSwain

As Managing Member

Dated March ____, 2013

Kevin Robles

From: limitedonline@dos.state.fl.us
Sent: Tuesday, May 11, 2010 9:24 AM
To: KEVINROBLES@VERIZON.NET
Subject: Corporate Filing - 000180663570
Attachments: 100511092428-000180663570#1.rtf; 100511092428-000180663570#1.rtf; 00663570.tif

The Articles of Organization for DOMAIN REALTY, LLC were filed electronically on May 10, 2010, effective May 10, 2010, as verified by the letter and authentication number shown below and were assigned document number L10000050280. Please refer to this number whenever corresponding with this office.

The certification you requested is enclosed.

Electronic filing and certification is provided for in section 15.16, Florida Statutes and has the same legal effect as any other filing or certificate.

A limited liability annual report/uniform business report will be due this office between January 1 and May 1 of the year following the calendar year of the file/effective date. A Federal Employer Identification (FEI) number may be required before this report can be filed. Please apply NOW with the Internal Revenue Service by calling 1-800-829-4933 and requesting form SS-4.

Please be aware if the limited liability company address changes, it is the responsibility of the limited liability to notify this office.

Should you have any questions regarding this matter, please contact this office at the address given below.

Brenda Tadlock
Senior Section Administrator
Registration Section

~~~Division of Corporations - P.O. Box 6327 - Tallahassee, FL 32314

Letter Number: 100511092428-000180663570
~~~

IRS DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: 05-10-2010

Employer Identification Number:
27-2535566

Form: SS-4

Number of this notice: CP 575 B

DOMAIN REALTY LLC
KEVIN DREW ROBLES MBR
2107 CHESTNUT FOREST DR
TAMPA, FL 33618

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 27-2535566. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 1065 04/15/2011

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

A limited liability company (LLC) may file Form 8832, *Entity Classification Election*, and elect to be classified as an association taxable as a corporation. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553, *Election by a Small Business Corporation*. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

Certified Copy

I certify the attached is a true and correct copy of the Articles of Organization of DOMAIN REALTY, LLC, a limited liability company organized under the laws of the state of Florida, filed electronically on May 10, 2010 effective May 10, 2010, as shown by the records of this office

I further certify that this is an electronically transmitted certificate authorized by section 15.16, Florida Statutes, and authenticated by the code noted below.

The document number of this limited liability company is L10000050280.

Authentication Code: 100511092428-000180663570#1

Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this the
Eleventh day of May, 2010



Dawn K. Roberts
Secretary of State

Certificate of Status

I certify from the records of this office that DOMAIN REALTY, LLC, is a limited liability company organized under the laws of the State of Florida, filed electronically on May 10, 2010, effective May 10, 2010.

The document number of this company is L10000050280.

I further certify that said company has paid all fees due this office through December 31, 2010, and its status is active.

I further certify that this is an electronically transmitted certificate authorized by section 15.16, Florida Statutes, and authenticated by the code noted below.

Authentication Code: 100511092428-000180663570#1

Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this the
Eleventh day of May, 2010

Dawn K. Roberts
Secretary of State

DEVELOPERS SUBMITTAL REQUIREMENTS

1. THRESHOLD REVIEW CHECKLIST

The Housing and Community Development Division utilizes standards set out in its Threshold Review Checklist to evaluate the proposals submitted by each Developer and assess the Developer's standing and status to carry out work. A number of these points will only be applicable if the Developer has previously performed work for the City or worked with cooperating organizations, but all are listed as a point of reference, for potential criteria points on which proposals will be evaluated. If the Developer does not pass the Threshold Review the proposal will be deemed non-responsive and will not be evaluated.

Listed below is the Threshold Review Checklist. This checklist will be used to evaluate the following information:

- Are you or any member of your team on the Federal Government's list of "Excluded Parties" or on the City's list of Barred Companies? **No**

- Provide the City of Tampa's HCD with documentation that your company has an active license to solicit and obtain permits at the City of Tampa's Development Services Center and with Hillsborough County for construction of new single-family residential housing.
  Our licenses are attached as follows:
  Hillsborough County Business Tax receipt for Residential Contractor #250104
  Kevin Robles, Residential Contractor License, State of FL #CRC1326613
  Peter Shoup, Certified Building Contractor License, State of FL #CBC1261329
  Joshua LaCroix, OSHA Certification, #14922234
  Joshua LaCroix, Certified General Contractor, State of FL #CGC1521514
  All are provided.

- Does your Company or any member of your team have any outstanding complaints on workmanship issues? Please explain in detail. **No**

- Does your Company have the financial capacity to undertake new construction of single-family homes on a reimbursement basis and demonstrated capability to pay sub-developers and suppliers? **Please provide documentation to substantiate that you can satisfy this requirement.** Yes, Domain Homes Inc. has the financial capacity to undertake the home construction on the RFP lots associated with this project. The following documents are provided to demonstrate our financial capacity:
  1. Line of Credit in the Amount of $2,000,000 from First Citrus Bank
  2. Line of Credit Promissory Note in the Amount of $4,000,000 from Bank of Tampa
  3. Line of Credit in the Amount of $8,000,000 from Fidelity Bank

- Has your Company or any member of your team ever performed any repair or construction work for employees of the HCD Division during the time the employee is/was assigned to the HCD Division? **Please disclose any and all details of such activities. No**

- Have you or any of your Company's employees ever been convicted of a felony or are now under charges for any offense? **Please provide all details. No**

- At a minimum, the Developer must have successfully completed thirty-five (35) or more single-family homes within the past year. **Yes.**

  Domain Homes has completed and closed 88 homes in the first 10 months of 2017 and completed and closed 144 homes in 2016.

- Proposed to acquire a minimum of seventy-five (75) lots to develop as part of the Project. **Yes**

BANKRUPTCY AND FINANCIAL INFORMATION IS REDACTED

INFORMATION IS PROVIDED SEPARATELY IN THE REDACTED MATERIALS PACKAGE

Attachment A – Active License to Solicit and Obtain Permits

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD (850) 487-1395
2601 BLAIR STONE ROAD
TALLAHASSEE FL 32399-0783

ROBLES, KEVIN DREW
DOMAIN HOMES, INC
2107 CHESTNUT FOREST DR
TAMPA FL 33618

Congratulations! With this license you become one of the nearly one million Floridians licensed by the Department of Business and Professional Regulation. Our professionals and businesses range from architects to yacht brokers, from boxers to barbeque restaurants, and they keep Florida's economy strong.

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Our mission at the Department is: License Efficiently, Regulate Fairly. We constantly strive to *seNe* you better so that you can *seNe* your customers. Thank you for doing business in Florida, and congratulations on your new license!

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND
PROFESS.IQN;ei R EGU LATION

CRC1326613 ISSUEQ: 07/20/2016

CERTIFIED RESI0ENT.I,AI.! CONTRACTOR
ROBLES, KEVIN D: !=,W. DOMAIN
HOMES, **INC**

IS CERTIFIED Linder the provisions of Ch.489 FS.
Expiration date : AUG 31, 2018 L1607200001381

· O ETACH HERE···

RICK SCOTT, GOVERNOR KENLAWSON, SECRETARY

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD

r11rnM!lt'@"1

TI)e RESIDENTIAL CQNTRACT0R
Named below IS CERTIFIED
Under the provisions of Chapter 489 FS.
Expiration date: AUG 31, 2018

ROBLES, KEVIN DREW
DOMAIN HOMES, INC
5703 S MACDILLAVE
TAMPA FL 3361[illegible]



ISSUED: 07/20/2016 DISPLAY AS REQUIRED BY LAW SEQ# L1607200001381

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD
2601 BLAIR STONE ROAD
TALLAHASSEE FL 32399-0783

(850) 487-1395

SHOUP, PETER JOHN
INDIVIDUAL
3153 BAY LANE
CLEARWATER FL 33759

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STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CBC1261329 ISSUED: 10/18/2016

CERTIFIED BUILDING CONTRACTOR
SHOUP, PETER JOHN
INDIVIDUAL

IS CERTIFIED under the provisions of Ch.489 FS.
Expiration date: AUG 31, 2018 L1610180000603

DETACH HERE

RICK SCOTT, GOVERNOR KEN LAWSON, SECRETARY

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD

LICENSE NUMBER
CBC1261329

The BUILDING CONTRACTOR
Named below IS CERTIFIED
Under the provisions of Chapter 489 FS.
Expiration date: AUG 31, 2018

SHOUP, PETER JOHN
INDIVIDUAL
3153 BAY LANE
CLEARWATER FL 33759

069

ISSUED: 10/18/2016 DISPLAY AS REQUIRED BY LAW SEQ # L1610180000603

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD
2601 BLAIR STONE ROAD
TALLAHASSEE FL 32399-0783

(850) 487-1395

LACROIX, JOSHUA H
IH CENTRAL FLORIDA, LLC
26907 AFFIRMED DR.
WESLEY CHAPEL FL 33544

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STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND
PROFESSIONAL REGULATION

CGC1521514 ISSUED: 08/29/2016

CERTIFIED GENERAL CONTRACTOR
LACROIX, JOSHUA H
IH CENTRAL FLORIDA, LLC

IS CERTIFIED under the provisions of Ch.489 FS.
Expiration date : AUG 31, 2018 L1608290001964

DETACH HERE

RICK SCOTT, GOVERNOR KEN LAWSON, SECRETARY

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD

LICENSE NUMBER	
CGC1521514	

The GENERAL CONTRACTOR
Named below IS CERTIFIED
Under the provisions of Chapter 489 FS.
Expiration date: AUG 31, 2018

LACROIX, JOSHUA H
IH CENTRAL FLORIDA, LLC
26907 AFFIRMED DR.
WESLEY CHAPEL FL 33544

070

ISSUED: 08/29/2016 DISPLAY AS REQUIRED BY LAW SEQ # L1608290001964

CLICKSAFETY®

certifies that

JOSHUA LACROIX

has successfully completed

OSHA 30 Hour Construction

and has earned 3 IACET CEUs and 30.3 Contact Hours.

This course was developed and presented by ClickSafety.com, Inc.



AUTHORIZED IACET PROVIDER

I confirm that I personally took the course listed above.

14922234	10/16/2015	30.25 HOURS	
SERIAL NUMBER	COMPLETION DATE	COURSE DURATION	STUDENT SIGNATURE

As an Authorized OSHA Outreach Training Provider, ClickSafety verifies that this OSHA Outreach Training course was conducted in accordance with OSHA Outreach Training Program requirements. ClickSafety will document this class to the OSHA Authorizing Training Organization. Upon successful review of the documentation, ClickSafety will provide each student their DOL OSHA card within 90 days of the completion date of the OSHA course.

14922234

Board of Certified Safety Professionals

Upon the recommendation of the
Board of Certified Safety Professionals,
by virtue of the authority vested in it,
has conferred on

Joshua Henry LaCroix

the credential of

Safety Trained Supervisor

and has granted the title as evidence of meeting the qualifications and passing the required examination so long as this credential is not suspended or revoked and is renewed annually and meets all recertification requirements.

STS®

BOARD OF CERTIFIED SAFETY PROFESSIONALS

November 14, 2015

DATE ISSUED

STS-15257

CERTIFICATION NUMBER

Cleo M. Weldon

BOARD PRESIDENT SIGNATURE

Treasa M. Turnbeaugh

BOARD SECRETARY SIGNATURE

072

2017 - 2018 HILLSBOROUGH COUNTY BUSINESS TAX RECEIPT

EXPIRES SEPTEMBER 30, 2018

ACCOUNT NO.
250104
RENEWAL

OCC. CODE
090.022000 RESIDENTIAL CONTRACTOR

3 Employees

Receipt Fee	18.00
Hazardous Waste Surcharge	40.00
Law Library Fee	0.00

ORC1326013

BUSINESS
ROBLES KEVIN DREW
5703 S MACDILL AVE
TAMPA, FL 33611

2017 - 2018

NAME
DOMAIN HOMES INC
MAILING ADDRESS
5703 S MACDILL AVE
TAMPA, FL 33611

Paid 16-0-264781
07/14/2017 3.00

BUSINESS TAX RECEIPT

HAS HEREBY PAID A PRIVILEGE TAX TO ENGAGE IN BUSINESS, PROFESSION, OR OCCUPATION SPECIFIED HEREON

DOUG BELDEN, TAX COLLECTOR
813-635-5200
THIS BECOMES A TAX RECEIPT WHEN VALIDATED.

2. GENERAL DEVELOPER INFORMATION

- Contracting Company's name, Street/Mailing Address, Email, Phone and Fax contact information.
    - Domain Homes Inc.
      5703 S MacDill Ave
      Tampa, FL 33611
      sgould@domainhomes.com
      Phone - 678-858-2051
      Fax – 813-217-9359

- Federal Taxpayer Identification Number and System for Award Management (SAMS) Number.
    - Federal Taxpayer Identifcation Number – 27-2352644
    - System for Award Management #054605471

- Individual Developer holding a general contracting license. Developer shall have been licensed to build in Tampa for a minimum of one (1) year.

  Kevin D Robles, COO of Domain Homes, is a Certified Residential Contractor and has been licensed by the state of Florida for 36 years. Documentation provided.

- Type of Organization. (Sole Proprietorship, General Partnership, Limited Partnership, Corporation, Subchapter S Corporation, Limited Liability Company, Joint Venture, Trust, etc.) and Date Organization established.

    - S Corp per IRS Notification dated June 14,2010 Copy of Document provided

- List of Florida Counties where Developer is licensed and/or has done business during the previous five (5) years.
  Hillsborough
  Pinellas
  Pasco
  Volusia

Attachment A – Active License to Solicit and Obtain Permits

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD (850) 487-1395
2601 BLAIR STONE ROAD
TALLAHASSEE FL 32399-0783

ROBLES, KEVIN DREW
DOMAIN HOMES, INC
2107 CHESTNUT FOREST DR
TAMPA FL 33618

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STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND
PROFESS.IQN;ei R EGU LATION

CRC1326613 ISSUEQ: 07/20/2016

CERTIFIED RESI0ENT.I,AI.! CONTRACTOR
ROBLES, KEVIN D:!=,W. , · ,. ;, - - DOMAIN
HOMES, **INC**

IS CERTIFIED Linder the provisions of Ch.489 FS.
Expiration date : AUG 31, 2018 L1607200001381

· O ETACH HERE···

RICK SCOTT, GOVERNOR KEN LAWSON, SECRETARY

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD

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TI)e RESIDENTIAL CQNTRACT0R
Named below IS CERTIFIED
Under the provisions of Chapter 489 FS.
Expiration date: AUG 31, 2018

ROBLES, KEVIN DREW
DOMAIN HOMES, INC
5703 S MACDILLAVE
TAMPA FL 33611

ISSUED: 07/20/2016 DISPLAY AS REQUIRED BY LAW SEQ# L1607200001381

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD
2601 BLAIR STONE ROAD
TALLAHASSEE FL 32399-0783

(850) 487-1395

SHOUP, PETER JOHN
INDIVIDUAL
3153 BAY LANE
CLEARWATER FL 33759

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STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND
PROFESSIONAL REGULATION

CBC1261329 ISSUED: 10/18/2016

CERTIFIED BUILDING CONTRACTOR
SHOUP, PETER JOHN
INDIVIDUAL

IS CERTIFIED under the provisions of Ch. 489 FS.
Expiration date: AUG 31, 2018 L1610180000603

DETACH HERE

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STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD

LICENSE NUMBER
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CLEARWATER FL 33759

070

ISSUED: 10/18/2016 DISPLAY AS REQUIRED BY LAW SEQ # L1610180000603

STATE OF FLORIDA
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TALLAHASSEE FL 32399-0783

(850) 487-1395

LACROIX, JOSHUA H
IH CENTRAL FLORIDA, LLC
26907 AFFIRMED DR.
WESLEY CHAPEL FL 33544

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STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND
PROFESSIONAL REGULATION

CGC1521514 ISSUED: 08/29/2016

CERTIFIED GENERAL CONTRACTOR
LACROIX, JOSHUA H
IH CENTRAL FLORIDA, LLC

IS CERTIFIED under the provisions of Ch.489 FS.
Expiration date : AUG 31, 2018 L1608290001964

DETACH HERE

RICK SCOTT, GOVERNOR KEN LAWSON, SECRETARY

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD

LICENSE NUMBER
CGC1521514

The GENERAL CONTRACTOR
Named below IS CERTIFIED
Under the provisions of Chapter 489 FS.
Expiration date: AUG 31, 2018

LACROIX, JOSHUA H
IH CENTRAL FLORIDA, LLC
26907 AFFIRMED DR.
WESLEY CHAPEL FL 33544

977

ISSUED: 08/29/2016 DISPLAY AS REQUIRED BY LAW SEQ # L1608290001964

CLICKSAFETY®

certifies that

JOSHUA LACROIX

has successfully completed

OSHA 30 Hour Construction

and has earned 3 IACET CEUs and 30.3 Contact Hours.

This course was developed and presented by ClickSafety.com, Inc.



AUTHORIZED IACET PROVIDER

I confirm that I personally took the course listed above.

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SERIAL NUMBER	COMPLETION DATE	COURSE DURATION	STUDENT SIGNATURE

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678

14922234

Board of Certified Safety Professionals

Upon the recommendation of the
Board of Certified Safety Professionals,
by virtue of the authority vested in it,
has conferred on

Joshua Henry LaCroix

the credential of

Safety Trained Supervisor

and has granted the title as evidence of meeting the qualifications and passing the required examination so long as this credential is not suspended or revoked and is renewed annually and meets all recertification requirements.

STS®

BOARD OF CERTIFIED SAFETY PROFESSIONALS

November 14, 2015

DATE ISSUED

STS-15257

CERTIFICATION NUMBER

Cecil M. Weldon

BOARD PRESIDENT SIGNATURE

Treasa M. Turnbaugh

BOARD SECRETARY SIGNATURE

079

2017 - 2018 HILLSBOROUGH COUNTY BUSINESS TAX RECEIPT

EXPIRES SEPTEMBER 30, 2018

ACCOUNT NO.
250104
RENEWAL

OCC. CODE
090.022000 RESIDENTIAL CONTRACTOR

3 Employees

Receipt Fee	16.00
Hazardous Waste Surcharge	40.00
Law Library Fee	0.00

CRC1326813

BUSINESS
ROBLES KEVIN DREW
5703 S MACDILL AVE
TAMPA, FL 33611

2017 - 2018

NAME
MAILING
ADDRESS
DOMAIN HOMES INC
5703 S MACDILL AVE
TAMPA, FL 33611

Paid 16-0-264781
07/14/2017 3.00

BUSINESS TAX RECEIPT

HAS HEREBY PAID A PRIVILEGE TAX TO ENGAGE
IN BUSINESS, PROFESSION, OR OCCUPATION SPECIFIED HEREON

DOUG BELDEN, TAX COLLECTOR
813-635-5200
THIS BECOMES A TAX RECEIPT WHEN VALIDATED.

080

PI 00 000000 5825 29953-546-03876-0 A0189695 261
201022 081428 30152 IRS USE ONLY 272352644 SB M

Department of the Treasury
Internal Revenue Service
OGDEN UT 84201-0038

For assistance, call:
1-800-829-0115

Notice Number: CP261
Date: June 14, 2010

Taxpayer Identification Number:
27-2352644
Tax Form:
Tax Period:

000126.740249.0002.001 1 MB 0.382 540

DOMAIN HOMES INC
% SHARON GOULD
3955 LORIEN WAY NW
KENNESAW GA 30152-7316552

)0126

Notice of Acceptance as an S Corporation

We have accepted your election to be treated as an S corporation beginning April 7, 2010. Your accounting period will end in December.

We would also like to take this opportunity to inform you of your tax obligations related to the payment of compensation to shareholder-employees of S corporations.

When a shareholder-employee of an S corporation provides services to the S corporation, reasonable compensation generally needs to be paid. This compensation is subject to employment taxes.

Tax practitioners and subchapter S shareholders need to be aware that Revenue Ruling 74-44 states that the Internal Revenue Service (IRS) will re-characterize small business corporation dividends paid to shareholders as salary when such dividends are paid to the shareholders in lieu of reasonable compensation for services.

The IRS may also re-characterize distributions other than dividend distributions as salary. This position has been supported in several recent court decisions.

If you have any questions about this notice or the action we have taken, please call us at the telephone number listed above. If you prefer, you may write to us at the address shown at the top of this notice. If you write to us, please provide your telephone number and the most convenient time for us to call so we can resolve your inquiry. Please return the bottom part of this notice to help us identify your case.

For tax forms, instructions and information visit **www.irs.gov.** (Access to this site will not provide you with your specific taxpayer account information.)

3. COMPANY OWNERSHIP INFORMATION

- List of all Principals or Organization Chart. (Ownership Information – Partners – Stockholders and % of Business Owned by each).

  Domain Homes Inc. is a female owned S Corporation with sole owner being Sharon McSwain. Organizational Chart is provided.

- Developer EEO Information – is required to comply with Federal and City of Tampa Equal Employment Opportunity Requirements. Please indicate whether or not 51% or greater of the firm is owned by a Female, Black, Hispanic, American Indian, Asian or Other Minority Designation recognized by the Federal Government. Date Organization established under present name, and list of any former business names, if applicable, during the previous five (5) years.

  100% female owned business – has not operated under another business entity name

- Parent Company information, if applicable.
  NA

- If "Yes" to any of the three questions below please provide detailed information:

  - Have you or any of your affiliates ever filed for bankruptcy? **Yes, please see redacted package.**

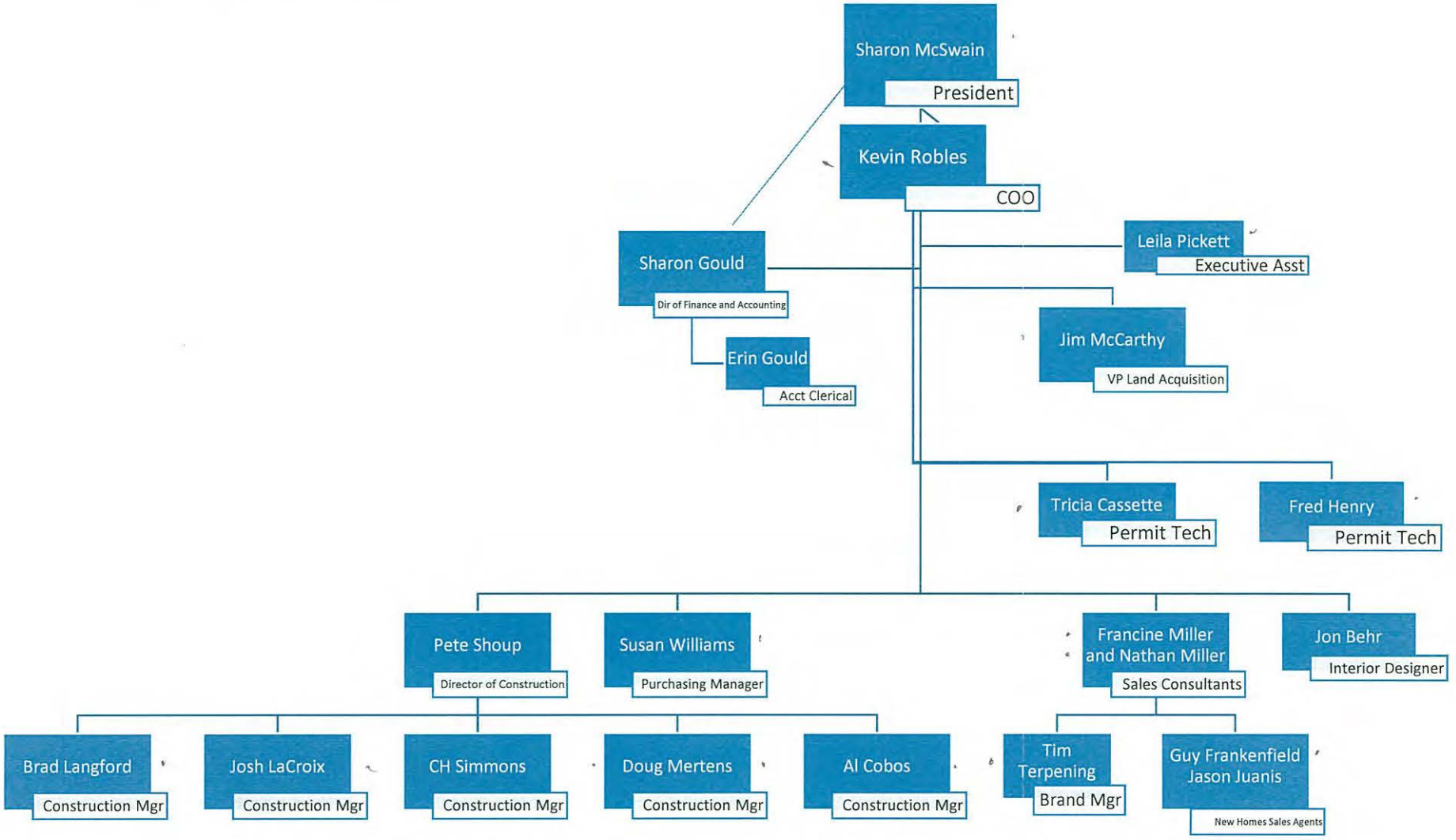
  - Do you have any judgments, liens, or pending law suits? **No**

  - Have you or any of your business affiliates discontinued business operations with outstanding debts? **No – see personal bankruptcy document.**

  - Have you been a principal in any other entities over the last five (5) years? Yes, Sharon L McSwain is owner and managing member of Domain Realty LLC. **All corporate documents provided.**

DOMAIN HOMES

Building value from the ground up



BANKRUPTCY AND FINANCIAL INFORMATION IS REDACTED

INFORMATION IS PROVIDED SEPARATELY IN THE REDACTED MATERIALS PACKAGE

2017 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT

FILED
Jan 09, 2017
Secretary of State
CC6440001248

DOCUMENT# L10000050280

Entity Name: DOMAIN REALTY, LLC

Current Principal Place of Business:

5701 S. MACDILL AVE.
TAMPA, FL 33611

Current Mailing Address:

5703 S MACDILL AVE
TAMPA, FL 33611 US

FEI Number: 27-2535566

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

ROBLES, KEVIN D
2107 CHESTNUT FOREST DRIVE
TAMPA, FL 33618 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent — Date

Authorized Person(s) Detail :

Title	MGRM	Title	MGRM
Name	ROBLES, KEVIN D	Name	MCSWAIN, SHARON L
Address	2107 CHESTNUT FOREST DRIVE	Address	170 JOHN ANDERSON DRIVE
City-State-Zip:	TAMPA FL 33618	City-State-Zip:	ORMOND BEACH FL 32176

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: KEVIN ROBLES MEMBER 01/09/2017

Electronic Signature of Signing Authorized Person(s) Detail — Date

Electronic Articles of Organization
For
Florida Limited Liability Company

L10000050280
FILED 8:00 AM
May 10, 2010
Sec. Of State
btadlock

Article I

The name of the Limited Liability Company is:

DOMAIN REALTY, LLC

Article II

The street address of the principal office of the Limited Liability Company is:

3315 W. BEARSS AVE.
TAMPA,, FL. US 33618

The mailing address of the Limited Liability Company is:

2107 CHESTNUT FOREST DRIVE
TAMPA, FL. US 33618

Article III

The purpose for which this Limited Liability Company is organized is:

ANY AND ALL LAWFUL BUSINESS.

Article IV

The name and Florida street address of the registered agent is:

KEVIN D ROBLES
2107 CHESTNUT FOREST DRIVE
TAMPA, FL. 33618

Having been named as registered agent and to accept service of process for the above stated limited liability company at the place designated in this certificate, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relating to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent.

Registered Agent Signature: KEVIN D. ROBLES

L10000050280
FILED 8:00 AM
May 10, 2010
Sec. Of State
btadlock

Article V

The name and address of managing members/managers are:

Title: MGRM
KEVIN D ROBLES
2107 CHESTNUT FOREST DRIVE
TAMPA, FL. 33618 US

Title: MGRM
SHARON L MCSWAIN
69 SOUTH ATLANTIC AVE.
ORMOND BEACH, FL. 32176 US

Article VI

The effective date for this Limited Liability Company shall be:

05/10/2010

Signature of member or an authorized representative of a member

Signature: KEVIN D. ROBLES

COMPANY RESOLUTION

A meeting of the managing members of Domain Realty, LLC, a Florida limited liability company (the "Company"), was held and the following matters were discussed and resolutions were passed:

MATTER DISCUSSED

1. The Company wishes to give Sharon Gould authority to execute real estate sales contracts and related documents on behalf of the Company.

RESOLUTIONS PASSED

1. Sharon Gould is empowered and authorized to contract for the sale, conveyance, or lease of any real property owned by the Company, and any personal property located within, to any person for such price or prices, and on such terms as Sharon Gould may deem proper, and in the Company's name to make, execute, acknowledge, and deliver such documents as are needed to contract for the sale, conveyance, or lease of any real property owned by the Company.

2. The rights, powers, and authority granted to Sharon Gould in this resolution shall begin and be in full force and effect upon the execution hereof, and such rights, powers, and authority shall remain in full force and effect until terminated by written notice from the Company to Sharon Gould by letter, facsimile transmission or e-mail.

For the Company:

Sharon McSwain

As Managing Member

Dated March ____, 2013

Kevin Robles

From: limitedonline@dos.state.fl.us
Sent: Tuesday, May 11, 2010 9:24 AM
To: KEVINROBLES@VERIZON.NET
Subject: Corporate Filing - 000180663570
Attachments: 100511092428-000180663570#1.rtf; 100511092428-000180663570#1.rtf; 00663570.tif

The Articles of Organization for DOMAIN REALTY, LLC were filed electronically on May 10, 2010, effective May 10, 2010, as verified by the letter and authentication number shown below and were assigned document number L10000050280. Please refer to this number whenever corresponding with this office.

The certification you requested is enclosed.

Electronic filing and certification is provided for in section 15.16, Florida Statutes and has the same legal effect as any other filing or certificate.

A limited liability annual report/uniform business report will be due this office between January 1 and May 1 of the year following the calendar year of the file/effective date. A Federal Employer Identification (FEI) number may be required before this report can be filed. Please apply NOW with the Internal Revenue Service by calling 1-800-829-4933 and requesting form SS-4.

Please be aware if the limited liability company address changes, it is the responsibility of the limited liability to notify this office.

Should you have any questions regarding this matter, please contact this office at the address given below.

Brenda Tadlock
Senior Section Administrator
Registration Section

~~~Division of Corporations - P.O. Box 6327 - Tallahassee, FL 32314

Letter Number: 100511092428-000180663570
~~~

IRS DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: 05-10-2010

Employer Identification Number:
27-2535566

Form: SS-4

Number of this notice: CP 575 B

DOMAIN REALTY LLC
KEVIN DREW ROBLES MBR
2107 CHESTNUT FOREST DR
TAMPA, FL 33618

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 27-2535566. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 1065 04/15/2011

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

A limited liability company (LLC) may file Form 8832, *Entity Classification Election*, and elect to be classified as an association taxable as a corporation. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553, *Election by a Small Business Corporation*. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

Certified Copy

I certify the attached is a true and correct copy of the Articles of Organization of DOMAIN REALTY, LLC, a limited liability company organized under the laws of the state of Florida, filed electronically on May 10, 2010 effective May 10, 2010, as shown by the records of this office

I further certify that this is an electronically transmitted certificate authorized by section 15.16, Florida Statutes, and authenticated by the code noted below.

The document number of this limited liability company is L10000050280.

Authentication Code: 100511092428-000180663570#1

Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this the
Eleventh day of May, 2010



Dawn K. Roberts
Secretary of State

Certificate of Status

I certify from the records of this office that DOMAIN REALTY, LLC, is a limited liability company organized under the laws of the State of Florida, filed electronically on May 10, 2010, effective May 10, 2010.

The document number of this company is L10000050280.

I further certify that said company has paid all fees due this office through December 31, 2010, and its status is active.

I further certify that this is an electronically transmitted certificate authorized by section 15.16, Florida Statutes, and authenticated by the code noted below.

Authentication Code: 100511092428-000180663570#1

Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this the
Eleventh day of May, 2010

Dawn K. Roberts
Secretary of State

PI 00 000000 5825 29953-546-03876-0 A0189695 261
201022 081428 30152 IRS USE ONLY 272352644 SB M

Department of the Treasury
Internal Revenue Service
OGDEN UT 84201-0038

For assistance, call:
1-800-829-0115

Notice Number: CP261
Date: June 14, 2010

Taxpayer Identification Number:
27-2352644
Tax Form:
Tax Period:

000126.740249.0002.001 1 MB 0.382 540

DOMAIN HOMES INC
% SHARON GOULD
3955 LORIEN WAY NW
KENNESAW GA 30152-7316552

)0126

Notice of Acceptance as an S Corporation

We have accepted your election to be treated as an S corporation beginning April 7, 2010. Your accounting period will end in December.

We would also like to take this opportunity to inform you of your tax obligations related to the payment of compensation to shareholder-employees of S corporations.

When a shareholder-employee of an S corporation provides services to the S corporation, reasonable compensation generally needs to be paid. This compensation is subject to employment taxes.

Tax practitioners and subchapter S shareholders need to be aware that Revenue Ruling 74-44 states that the Internal Revenue Service (IRS) will re-characterize small business corporation dividends paid to shareholders as salary when such dividends are paid to the shareholders in lieu of reasonable compensation for services.

The IRS may also re-characterize distributions other than dividend distributions as salary. This position has been supported in several recent court decisions.

If you have any questions about this notice or the action we have taken, please call us at the telephone number listed above. If you prefer, you may write to us at the address shown at the top of this notice. If you write to us, please provide your telephone number and the most convenient time for us to call so we can resolve your inquiry. Please return the bottom part of this notice to help us identify your case.

For tax forms, instructions and information visit **www.irs.gov.** (Access to this site will not provide you with your specific taxpayer account information.)

4. PERSONNEL AND TEAM INFORMATION

- Number of full-time employees. 18

- Number of part-time employees. 1

- Name of Labor Service used and percentage of workforce employed via this method (if a Labor Service/Employment Agency service is used). Include a copy of the Labor Service's Certificate of Insurance for Worker's Compensation.

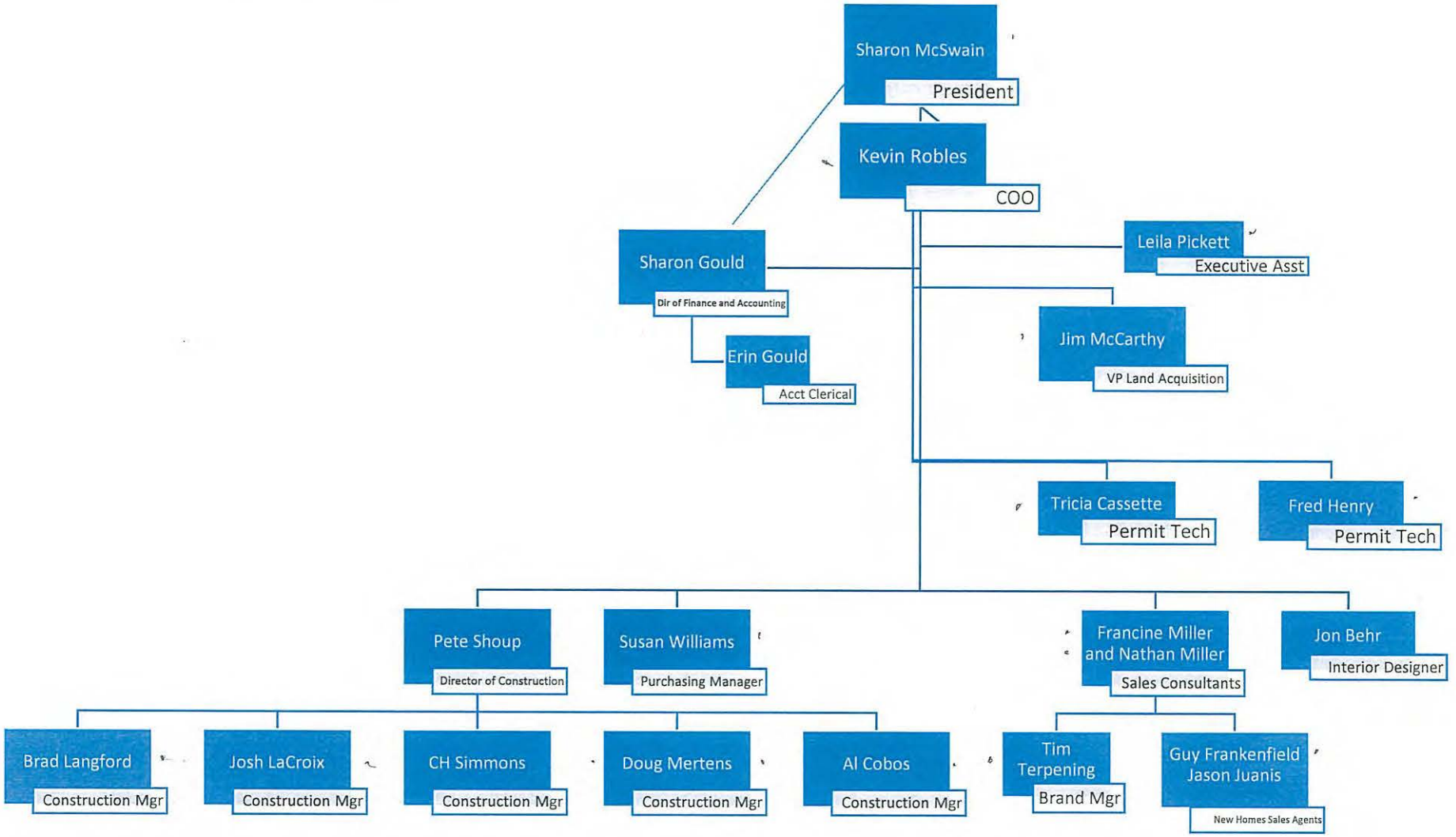
  We do not use a Labor Service/Employment Agency

- Provide resumes of key personnel of the team, including all licenses and certifications. Previous experience in housing development must be identified.

  See documents provided.

DOMAIN HOMES

Building value from the ground up



3223 W Price Ave, Tampa, FL 33611
813.842.8902
jonbehr@me.com
linkedin.com/in/tjonbehr

Jon Behr

Talented, creative, and dynamic professional, offering expertise and experience in interior design, consulting, broadcast production, and fashion. Leverages expertise to develop creative designs, maximize performance through effective design management, and build productive relationships; translates concepts into actions and achieves optimal results. Possesses excellent sales, marketing, and creative thinking skills; excels during challenges.

Skills

Skilled in the execution of creative design strategies; offers a comprehensive understanding of color choices, design practices, and presentation processes

- Creative thinking
- Time management
- Organizational

Experience

JANUARY 2014 – PRESENT

Interior Designer / Domain Homes

Providing design assistance with choosing interior and exterior finishes for customers building homes with Domain Homes. Provide design services beyond the construction of homes to all.

2001 – DECEMBER 2013

Principal / Jon Behr Interior Design

Launched and managed the daily operations of the successful interior design firm; sourced and recruited two world class interior designers and provided key leadership in the management of residential and commercial projects. Chosen to represent residential builders; provided material selection guidance to both builders and clients while maintaining budgetary compliance and creative design choices; consistently exceeded any goals.

Education

1990

M.S. Interior Design / Florida State University Tallahassee, FL

1985

B.S. Marketing/ Florida State University, Tallahassee, FL

Patricia Cassette

30618 Bittsbury Court
Wesley Chapel, Florida 33543
813-767-0289
tricia@domainhomes.com

Skills

- Ability to deal with local government authorities regarding issuance of building permits.
- Develop and maintain relationships that enable effective communication with title companies and lenders.
- .
- Research and analyze complex information and communicate findings in a logical, common sense approach.
- Work independently in a fast-paced environment with the ability to effectively multi-task.
- Strong organizational skills and very detail oriented.

Experience

MAY 2013 – CURRENT

Permit Tech / Domain Homes, Inc. Tampa, FL

- Order, track and assess permits to ensure even-flow production and adherence to local authority requirements. Order plot plans to maintain current plan inventory.
- Create and request needed material for closing packages to distribute to title company. Audit HUD and any other closing documents to ensure the documents match the buyer's final contract.

JANUARY 2010 – MAY 2013

Legal Assistant / Smith & Stallworth, P.A.

- Drafted legal documents, correspondence and pleadings.
- Prepared legal documents, which includes; contracts, appeals, closings, demands, etc.

JUNE 14, 1999-OCTOBER 27, 2008

Process Director / Inland Homes Tampa, FL

Education

1979 - 1983

High School Diploma/ Bishop Heelan Catholic High School, Sioux City, IA

Albert Cobos

18103 Leafwood Cir., Lutz, FL 33558
(813) 244-2589
Alcobos63@gmail.com

Skills

- Manages Projects Start to Finish
- Manages Heavy Workloads
- Able to multitask
- Adheres to Strict Time Guidelines
- Well Organiezed

Experience

11/2015 – PRESENT

Construction Manager – Domain Homes, Tampa, FL

Schedules sub-contractors.

3/2011 – 11/2015

Laminator – AWS Carpenter Contractos, Odessa, FL

Millwork and casework for commercial applications.

Education

1981

Diploma – Leto, HS

General Studies

Activities

Dedicated Tampa Bay sports fan. Enjoys gardening and the beach.

2448 Addington Place
Wesley Chapel, Fl 33543
727-364-5526
Guy@DomainHomes.com

Guy Frankenfield

Sales Professional for a Residential Builder with solid sales experience including; project scope, budget management, and relationship management. Significant experience in quality assurance, budget accuracy, client delivery, customer satisfaction and business process improvement. Manages business development processes including sales negotiation.

Skills

- Customer Service
- Quality Assurance
- Negotiation
- Communication
- Marketing

Experience

JANUARY 2016– PRESENT

New Homes Sales Agent/ Domain Homes, Tampa, Fl

- Developed and initiated marketing plan for On Your Lot construction
- Strength of being able to execute sales of finished inventory but also tell the story and paint the picture of a preconstruction site
- Ability to communicate not only construction process but the overall value
- Achieved hard targets with marketing, networking and follow up initiatives
- Skills necessary to make presentations 1 on 1 or to a large audience
- Understanding and using the knowledge of competitors in the market place
- Proficient in Sales Negotiation in order to protect Gross Margin percentage

Education

2000-2004

Bachelors Degree / University of South Florida, Tampa

History and Business Management

Activities

CERTIFICATIONS AND TECHNICAL SKILLS

- 2016-Present- Licensed Realtor and Sales Professional with the State of Florida
- 2007-Present - **Certified Residential Contractor**-State of Florida;
- 2010- EROSION AND SEDIMENT CONTROL INSPECTOR CERTIFICATION (DEP FLORIDA)
- 2008-Present **Green Building**; Compliance with(Florida Green Coalition)
- 2007-Present - **Certified Residential Contractor**-State of Florida; 14 hours of continuing education every 2 years
- 2006 – OSHA Trained both 5-hour and 10-hour courses

Erin Gould

15620 Howell Park LN, Tampa, FL 33625
404-606-7360
Egould27@bellsouth.net

Full time student at USFSP Majoring in Graphic Design with a General Business minor

Skills

- Well Organized
- Excellent Time Management
- Artistic
- Dedicated
- Creative

Experience

AUGUST 2014 - PRESENT

Accounting-Clerical / Domain Homes Inc.

General AP responsibilities including processing of payments, filing, researching statements and maintaining files on certificates of insurance

Education

CURRENT STUDENT

Undergraduate Student / USFSP

TRANSFER STUDENT MAJORING IN GRAPHIC DESIGN AND MINORING IN GENERAL BUSINESS. DEAN'S LIST

AUGUST 2014 – MAY 2016

Piedmont College/ Demorest GA

Attended for 2 years before transferring to USFSP. Dean's List every semester. Member of NCAA DIII college softball team. Won scholarship award for art contest. Presidential academic scholarship recipient

August 2010 – May 2014

Allatoona High School/ Acworth GA

Graduated with Honors (GPA over 4.0 all semesters)

Activities

Art scholarship award recipient, Presidential scholarship award recipient, NFCAA Academic All American recipient, Dean's list, Travel softball player for 8 years, Athletic director academic honor roll at Piedmont college, and enjoy reading and crocheting in free time.

Sharon Gould

15620 Howell Park LN, Tampa, FL 33625
678-88-2051
sgould@domainhomes.com

Manage and oversee all financing and accounting for home building company with $50M in sales revenue. Execute all sales contracts and change orders. Establish and maintain all construction funding and cash flow analysis. Monitor margins of homes and establish base costs for all plans.

Skills

- Extremely organized
- Successfully able to multi-task
- Proficient with several databases as well as Microsoft Office
- Strong communication skills
- Detail oriented
- Dependable team player that works well with others both inside and outside the company

Experience

APRIL 2010 - PRESENT

Director of Finance and Accounting / Domain Homes Tampa, FL

Oversee daily accounting activities – AP, AR, deposits, cash flows, margin reports etc. Prepare monthly organizational statements and financing reports; Maintain loans with outside lending institutions – including inspections, setup and interest payments; approve sales contracts and change orders; maintain plan library with costs; prepare and maintain quarterly and yearly budgets; maintain integrity of databases and server; oversee payroll and human resources functions

AUGUST 2003 – OCTOBER 2009

Director of Home Building Services / Sharon McSwain Homes Atlanta, GA

Oversee trade relations and costs; oversee accounting and estimating functions and staff; prepare annual budgets,

OCTOBER 1991 – AUGUST 2003

Project Manager / McBride and Son Homes Atlanta, GA

Negotiated Trade pricing and contracts as well as financial reporting for Atlanta Division, Managed contracts and closings, Prior to moving to Atlanta in 1999 – managed operations and accounting functions for Illinois division.

Education

MAY 1987

Bachelors of Arts / St. Louis University, St. Louis MO

Graduated Magna Cum Laude with majors in History and Education and minor in Psychology. Member of History, Education and Psychology honor societies. Dean's list every semester of attendance

Fred Henry

1209 West Braddock Street, Tampa, FL 33603
813-951-3130
fred@domainhomes.com
www.linkedin.com/in/1fredhenry

My career goal is to use my professional and personal experience to build relationships between my employer and neighborhoods, communities, civic leaders, and local government.

Skills

- Communication
- Organization
- Social media
- Volunteer experience

Experience

JUNE 1, 2016 – PRESENT

Permit Technician / Domain Homes, Tampa, FL

Process information to assist in new home permitting in the City of Tampa, St. Petersburg, Hillsborough and Pinellas Counties. Build relationships between neighborhoods, communities, civic leaders, and local government

JANUARY 2004 – FEBRUARY 2015

National Training Manager / Boca Raton, FL

Maintain relationships with major retailers throughout North America, including The Home Depot and Floor & Decor, by performing on-site training, promoting products through video presentations, participate in contractor events and trade shows.

Education

1981

Diploma / Land O' Lakes High School, Land O' Lakes, FL

Pursued general business studies.

Activities

President-Riverside Heights Civic Association-June 2013 to present.

City of Tampa Inaugural Mayors University-February 2014

Ex-Officio Board Member-Tampa Heights Riverfront Community Advisory Committee-April 2016 to present.

[10816 Patrick Ave Hudson FL, 34669]
[727-243-2114]
[Jason@DomainHomes.com]

Jason Juanis

For the past 15 years I have worked in one facet or another of Real Estate, Construction / Management.

Skills

- CONTRACT NEGOTIATION
- CUSTOMER SERVICE
- PROCESS IMPROVEMENT
- MARKETING
- SELF MOTIVATED
- TIME MANAGEMENT

Experience

[2015] – [PRESENT]

New Homes Specialist / Domain Homes, Tampa

- MANAGE ENTIRE SALES PROCESS
- DEMONSTRATE MODELS, INVENTORY, AND HOME SITES
- DOCUMENT TRANSACTIONS, TRACK PROGRESS, AND MAINTAIN FILES
- MANAGE MODEL CENTER, AND COMMUNITY
- MARKET AND DRIVE TRAFFIC

[2013] – [2015]

New Homes Specialist / Inland Homes, Tampa

- MANAGE ENTIRE SALES PROCESS - INLANDS TOP SALES PROFESSIONAL
- DEMONSTRATE MODELS, INVENTORY, AND HOME SITES
- DOCUMENT TRANSACTIONS, TRACK PROGRESS, AND MAINTAIN FILES
- MANAGE MODEL CENTER, AND COMMUNITY
- MARKET AND DRIVE TRAFFIC

Education

B.S. BUSINESS MANAGEMENT/MARKETING/FINANCE

- 4-YEAR BACHELORS DEGREE
- GRADUATED HONORS/DEAN'S LIST
- PERRY JOHANNESBURG SCHOOL OF REAL ESTATE GRADUATE – LICENSED FLORIDA REALTOR
- ADVANCED MOT LICENSE
- FLORIDA STORM WATER, EROSION, AND SEDIMENTATION CONTROL- CERTIFIED INSPECTOR
- EXTENSIVE MATH BACKGROUND

Joshua Henry LaCroix

✉ 26907 Affirmed Dr. Wesley Chapel, FL 33544 ☎ Tel: 813.783.5508 e-mail: Josh@domainhomes.com

Construction Manager Philosophy

You will find my attention to detail, team-building, and quality control ensure your projects will meet or exceed your customers' expectations—on time and within budget—resulting in customer satisfaction, repeat business, and referrals.

A **Construction Manager** position utilizing my experience and skills:

- Superior Needs Analysis, Estimation, Bid Preparation, Budgeting, and Cost Control
- Outstanding Leadership, Coordination, Training, Team-building, and Field Supervision
- Highly Effective Planning, Interviewing, Communication, Presentation, and Negotiation
- Excellent Accuracy, Attention to Detail, Safety Assurance, and Timely Delivery
- Expert Customer Relationship, Vendor, Contractor, Inventory, & Change Order Management

CORE COMPETENCIES

Administration Documentation Innovative/Proactive Problem Resolution
Lessons Learned Procurement Project Design and Rendering Quality Control
Scheduling Task Tracking

LICENSES CERTIFICATIONS

State of Florida General Contractor, 2013 BCSP-Safety Trained Supervisor (STS) OSHA 30

RELEVANT EXPERIENCE

- Construction Manager, Domain Homes, Tampa, FL, 2015 to present. Analyzed home specs, determined requirements, set schedules, hired sub-contractors, negotiated contract terms, and oversaw and tracked all on-site construction activities (BuildPro). Performed multiple walkthroughs daily to verify quality work and personnel productivity and safety. Facilitated new home intros for buyers.
- Construction Manager, Inland Homes, Tampa, FL, 2013 to 2015. Analyzed home specs, determined requirements, set schedules, hired sub-contractors, negotiated contract terms, and oversaw and tracked all on-site construction activities (BuildPro). Performed multiple walkthroughs daily to verify quality work and personnel productivity and safety. Facilitated new home intros for buyers.

EDUCATION

Bachelor of Science in Physical Education, Norwich University, Northfield, VT, 2008

Brad Thomas Langford

2145 24th Avenue North
St. Petersburg, Florida 33713
727-823-7170
btlangford1@gmail.com

OBJECTIVE

To obtain a rewarding career as a highly motivated individual with a progressive company that will allow the contribution of my acquired technical, managerial, and commutative skills to be fully utilized

CONSTRUCTION MANAGEMENT

I am an experienced residential Construction/Project Manager. I am proficient in all phases of construction, homebuilding, project management and inspection from ground up. Expert in **all facets of the construction industry** including: electrical, plumbing, heating, planning stages and structural concrete, steel and wood framing. My strongest quality is my management abilities. I am a self-directed leader that responds rapidly and effectively to fast changing priorities with superior interpersonal and communication skills that can work independently as well as a team player. I have a proven track record for the completion of projects on time and within expected budget for all construction. I do well under pressure and am a good problem solver. I am a well-organized, dedicated employee who always puts the companies' best interests first.

KEY STRENGTHS & EXPERTISE

Residential Construction Management	**Vendor Negotiations & Materials Management**
Design / Drafting / Building Codes / Permitting	**Budget Analysis**
Management of Multiple Projects	**Quality Assurance & Safety Standards**
Ability To Lead Others In Demanding Situations	**Water Sewer Layout & Plumbing**
Structural: Steel, Wood & Concrete Framing	**Carpet & Flooring**

EDUCATION

Associate of Science Degree, May 2013
St. Petersburg College, St. Petersburg, Florida
Course of study Veterinary Technology
Earned a position on the President's Honor List each term

Associate of Arts Degree, January 2014
St. Petersburg College, St. Petersburg Florida
Consistently meet criteria for honors courses
Earned a position on the President's Honor List each term
Current member of Phi Theta Kappa Honor Society

COMPUTER SKILLS

Proficient at Windows 2007, Microsoft Word, Excel, Power Point, Access, One Note, Java, Avimark operating system

CONSTRUCTION EXPERIENCE

March 2015 to present

Domain Homes, Tampa, FL
Domain Homes is the premier urban new home builder in Tampa. Domain Homes procures home sites in Tampa Bay's sought-after, established neighborhoods including South Tampa, West Tampa, North Hyde Park, the Heights, and St. Petersburg. Location is important to our buyers and we have chosen to fill a significant market niche by finding opportunities in these elusive markets to build new construction homes.

Construction Manager

- Manage projects that maintain the historical preservation of the neighborhood such as replicating 1920's style bungalows that incorporate modern conveniences and are spacious and energy efficient. Manage 10 plus construction sites throughout South Tampa.
- Coordinate trades and inspections. Quality check every home on a daily basis. Manage trades in field
- Schedule all work and inspections, signed off on completed work for billing and establish professional working relationships with customers and subcontractors.

March 2014 – March 2015

Debes Builders, Tampa, FL

Construction Manager
Supervise end to end construction of high-end residential homes over one million dollars.

- Responsible for entire subdivision including quality of construction as well as overall management of site
- Scheduled, organized, and oversaw work quality of subcontractors.
- Interacted with new homebuyers with respect to completion of homes
- Constant reports to immediate supervisors

February 1986 thru March 2009

Standard Pacific Homes, Tampa, FL

Construction Manager, Customer Service
Responsibilities included supervision of construction of over 250 single family homes per year and supervising any customer service orders on a yearly time schedule.

- Managed high number of homes with heavy subcontractor interaction
- Expert in reading blue prints, keeping construction budget and cost under control without foregoing quality and deadlines.
- Accountable for determining the project's complexity, scheduling, budget, permitting, building codes, cost analysis time tables and material management.
- Outstanding negotiation skills and oversees all aspects of contract specifications and vendor management that has resulted in an overall cost reduction by 20% on average for projects.
- Coordinates all planning phases and design in the areas of cement pouring, framing, dry wall and window installation.

2009 – 2014

During the construction downturn I returned to school and completed a both an Associates of Science Degree in Veterinary Technology and an Associates of Arts Degree to enhance and diversify my skills. During this time I worked as a Veterinary Technician.

Jim McCarthy

1317 W Woodlawn Ave, Tampa, FL 33603
813-927-5651
jim@domainhomes.com

Proficient in land acquisition, land and lot analysis, negotiating and execution of contracts. Extensive knowledge of urban core lots and neighborhoods.

Skills

- Extensive knowledge of Tampa Bay area
- Analyzing of lots
- Effective communication with sellers of lots and brokers in area
- Negotiation

Experience

SEPTEMBER 2014 - PRESENT

Vice President of Land Acquisition / Domain Homes, Tampa

Analyze lot positions and areas in Tampa and St. Pete urban core (infill) markets; negotiate and approve lot contracts in target areas; Develop lot purchase budget on quarterly and annual basis

JANUARY 2013 – SEPTEMBER 2014

Vice President of Land Acquisition / Lennar Homes, Tampa

Procure and acquire lots throughout Tampa Bay area to support 1000 unit division annually

JANUARY 2007 – DECEMBER 2012

Vice President of Land Acquisition / MI Homes, Tampa

Procure and acquire lots throughout Tampa Bay area to support 600 unit division annually

Education

MAY 1985

Bachelors / USF, Tampa

Major in Marketing and Political Science. Student Govt representative, Phi Delta Fraternity

DECEMBER 2016

Executive Education / Notre Dame Mendoza College of Business

Activities

Past President of Riverside Heights Neighborhood Assoc, North Hyde Park alliance member, Volunteer for Hands of Hope – Franciscan care, Active member of West Tampa chamber of commerce. Neighborhood University – Graduate 2017

Douglas Mertens
658 Bryan Terrace Dr
Brandon Fl. 33511
Dmertensw@aol.com

Skills:

Ability To Supervise, manage and motivate work crews
Capable of Managing multiple projects simultaneously
Proven commitment to success
Strong sense of ethics
Hands on, Strong carpenter/construction background

Experience:

Domain homes 2016-
Construction Manager

In charge of all building of homes in St Pete. From start to finish. I schedule all trades. Order all materials. Schedule all trades and inspections.

ODC Builds 2015-2016
Field Manager

In charge of slab, block and frame. My duties are coordinating all construction operations on said tasks. Ordering materials, checking all jobs for being built correctly. Calling inspections, scheduling trades. I built single and multi family homes.

Dueall construction 2013-2015
Superintendent

In charge of all custom home building, remodeling as a shell contractor. We did footers, mono slabs. Stem wall foundations and slabs, all concrete work, block and framing, drywall paint and trim. I do take offs and estimates, meet with clients. Call inspections, schedule trades and order materials

Education:

Miami Dade community college 1976-1978
Major was Business admin.

Miami Killian Senior High School
Graduated 1976

Activities:

Fishing, sports

170 John Anderson Dr, Ormond Beach FL
404-561-0026
sharon@domainhomes.com

Sharon McSwain

Excellent management, organizational and people skills; adept at problem solving; Extensive knowledge of sales and marketing as it relates to homebuilding; Ability to create a business plan and assemble a team to execute it.

Skills

- Extensive negotiating skills regarding finance business matters.
- Disciplined focus toward overall business goals and objectives.
- Ability to foresee possible issues and execute the measures necessary to avert potential problems.
- Ability to recognize and hire highly effective team members to achieve overall business objectives
- Ability to communicate with all clients/contractors/co-workers and collaborators in efficient and effective manner.

Experience

2010 - PRESENT

President and Owner/ Domain Homes / Tampa Bay, FL

Responsible for overseeing the general execution of business model; Communicating with outside financing entities to ensure ability to execute overall financial objectives; Ensuring communication between all departments of company to execute yearly business goals and objectives.

1996-2009

President and Owner/ Sharon McSwain Homes /Atlanta GA

Oversee business overhead and general fiscal objectives; Maintain and cultivate new financial relationships;

Education

Bachelor of Arts - Communication, Mercer University, 1980

2107 Chestnut Forest Dr, Tampa
813-927-5332
kevin@domainhomes.com

Kevin Robles

Excellent management, organizational and people skills; adept at problem solving; an outstanding negotiator;Extensive knowledge of homebuilding and Tampa Real Estate Market overall;

Skills

- Extensive negotiating skills in all contractual and business matters.
- Disciplined focus toward overall business goals and objectives.
- Ability to foresee possible issues and execute the measures necessary to avert potential problems.
- Overall understanding and mastery of all components of the homebuilding and real estate business.
- Ability to communicate with all clients/contractors/co-workers and collaborators in efficient and effective manner.

Experience

2010 - PRESENT

COO/ Domain Homes/ Tampa Bay

Responsible for overseeing the general execution of businesses day to day activities; procuring and contracting for lots; Communicating with all permitting and governmental departments to ensure execution of fiscal objectives; Ensuring communication between all departments of company to execute yearly business goals and objectives.

2005-2009

Division Vice President/ McCar Homes /Tampa Bay

Responsible for productivity of Tampa Bay division for McCar Homes. Oversaw all aspects of home building company including sales and marketing, production and operations.

Education

Bachelor of Arts - Communication, University of West Florida, 1978

Certifications and Achievements

Certified Residential Contract, State of Florida – 1981 to Present
Active Real Estate Broker, State of Florida – 1979 to Present
President, Pasco Building Association – 2005, 2007
President, Tampa Bay Builders Association – 2011
Committee Member, Hillsborough County Affordable Housing Advisory Board 2007-2011
Chairperson, Pasco County Governmental Affairs, 2001-2006

5351 Captains Court, New Port Richey, FL
813-714-4100
nathan@domainhomes.com

Nathan Miller

Analytical, thorough, innovative and disciplined: excellent management, organizational and people skills; adept at customer relations and problem solving; an outstanding negotiator and administrator; conscientious, energetic, reliable and highly resourceful; driven to meet goals and objectives in a timely manner.

Skills

- Innate ability as a logical thinker.
- Disciplined focus toward goals and objectives.
- Ability to foresee possible issues and execute the measures necessary to avert potential problems.
- Overall understanding and mastery of all components of the homebuilding business.
- Ability to communicate with all strata of clients/contractors/co-workers and collaborators.

Experience

2016 - PRESENT

Sales Consultant/ Tampa Bay/Domain Homes

Responsible for analyzing all lot acquisitions, including lot by lot or bulk land sales. Determining product and pricing selections. Due diligence for entry into new markets, including market analysis, demographic overviews and housing market trends.

2002 - 2016

Regions Realty Group/Tampa Bay/ Owner

Engaged in General Real Estate activities; including the sales and marketing of client's listed homes, assisted in locating desirable properties, educated buyers on financing options and guided the mortgage and closing process. Listed and assisted New Home Builders in product development and pricing. Sales volume $18 -$24 million annually

Education

Bachelor of Business Administration, University of South Florida/ Tampa

Multiple licenses and coursework related to Real Estate including Brokers License and Contractors License.

5351 Captains Court, New Port Richey, FL
727-638-1546
francine@domainhomes.com

Francine Miller

A focused, energetic, results driven, incisive thinker that possesses key executive management experience in leadership, sales and marketing, strategic planning, teambuilding, and problem solving. Unique strengths consist of ability to communicate overall corporate vision, coupled with the ability to execute necessary change needed to achieve both individual and company goals encompassed by that vision.

Skills

- Excellent business acumen.
- Innate ability to identify and develop latent talent of all kinds, at all levels.
- Possess the perseverance to accomplish set goals regardless of obstacles.
- Ability to make judgements on how the market changes, create sound strategies, and then translate those strategies to operational realities.
- Possess the ability to persuade others to accept and implement necessary change.

Experience

2014 - PRESENT

Sales Consultant/ Tampa Bay/ Domain Homes

Responsible for attaining Sales and Closing Goals. Strategic analysis of markets and specific lots for product and pricing. Research and due diligence for entry to new potential markets. Collaboration on new plans with the Senior executive team.

2009 - 2014

Director of Customer Operations/ Lennar Homes/ Tampa Bay/Orlando

Responsible for all Sales, Marketing and Customer Care activities and results. Exceeded Sales and Closing numbers on a regular basis. (selling and closing over 1000 homes multiple years in a row.) Met or exceeded both gross margin and overall profitability targets.

2005 - 2009

Regional President /Kimball Hill Homes/Florida

Responsible for all aspects of the overall performance of the region's housing operation. Ensure annual operating objectives and profit targets are met within pre-agreed capital utilization and risk parameters. Ensure all contractual and other commitments were kept, and the Region complied with all ethical standards as well as applicable laws and regulations.

Education

Loyola University/ Calif

Attended Loyola University on a full academic scholarship

Miscellaneous licenses and coursework related to real estate including Brokers License, Contractors License and Appraiser Trainee License. Additional continuing education in Sales, Leadership and Management.

1439 N Halifax Ave Daytona Beach
Florida, 32118
386-295-2562
Leila@domainhomes.com
www.linkedin.com/in/leilapickett

Leila Pickett

Marketing Associate seeking an opportunity to better my knowledge in the real estate industry and develop skills needed to sell new construction.

Skills

- Excellent interpersonal skills with the ability to communicate effectively through listening and learning
- Problem solving skills
- Dependable team player that has the capacity to develop strong relationships with fellow employees
- Proficient with Microsoft Office Suite

Experience

MAY 2016 – PRESENT
MARKETING ASSOCIATE / DOMAIN HOMES, TAMPA/ST. PETERSBURG
Work with the marketing team and realtors in developing marketing campaigns and events. Create blog posts and update listings in MLS.

MAY 2014– AUGUST 2014
Marketing services intern / International Speedway Corp
Assisted with logistical operations and event planning, communicated with NASCAR owned race track managers to gather ticket sale statistics and other data.

Education

APRIL 2016
Bachelor of Science in Marketing / Florida State University
FLORIDA BRIGHT FUTURES SCHOLARSHIP RECIPIENT

Activities

I am very passionate about working with children; I have had volunteer experience working several sports oriented summer camps for young kids. Also most recently putting my time towards philanthropic events to fundraise for St. Jude Children's Research Hospital. Over the course of my four years at Florida State I worked closely with fellow volunteers to put on sporting events that raised awareness as well as money for the hospital.

Pete Shoup

3153 Bay Lane
727 243 0106
pete@domainhomes.com

Skills

- Collaborate with Employees for positive results
- Strong ability to problem solve
- Make sound decisions that encourage company growth
- Building plan development
- Warranty Customer service relations

Experience

2014 – CURRENT

Director of Construction / Domain Homes, Tampa Florida

Provide guidance to the Construction Managers, Problem solve Warranty concerns, Stay educated on Building Code and new products, Development of new building plans, Manage home demolition in a safe and timely manner, Evaluate site conditions on lot purchases, Make the day to day decisions to best suit company as a whole for the long term.

2013 - 2014

Construction Manager / Deeb Family Homes, Clearwater Florida

Oversee the entire building process of residential homes, Completed multi floor plans from 1200 to 4000 sqf, Customer service, trade relations and site safety.

Education

2001

Associates in Architecture and Building Construction / St. Petersburg College, Clearwater Florida

2016

Certified Building Contractor / Contractors Institute, Florida

Activities

CH Simmons

3003 Cale Lane, Tampa FL
813-918-4704
ch@domainhomes.com

Skills

- Meet construction schedule deadlines
- Strong ability to problem solve
- Strong organizational skills
- Warranty and Customer service relations

Experience

2010 – CURRENT

Construction Manager / Domain Homes, Tampa Florida

Problem solve Warranty concerns, Stay educated on Building Code and new products, Maintain construction schedule and meet buyer expectations on their home. Make the day to day decisions to best suit company as a whole for the long term.

2006-2010

Construction Manager / McCar Homes

Oversee the entire building process of residential homes, Completed multi floor plans from 1200 to 4000 sqf, Customer service, trade relations and site safety.

Education

1973

High School Diploma / Chamberlain High School, Tampa

Activities

Over 37 years in home construction industry.

Tim Terpening

3717 Gaviota Dr, Ruskin, FL 33573
813-545-5302
tim@domainhomes.com

Ardent marketer and brand manager for Tampa Bay's most prominent urban infill new home builder.

Skills

- Social Media
- Public Speaking
- Video Production
- Contract Negotiation
- Information Technology
- Event Planning

Experience

OCTOBER 2011 – PRESENT

Brand Manager / Domain Homes

Grow brand recognition for Domain Homes by connecting and engaging with our current homeowners, local real estate brokers, and targeted prospects by utilizing social media and personal networking and coordinating events

AUGUST 2007 – SEPTEMBER 2011

Realtor / Keller Williams Realty & Century 21

Understanding the needs of my clients and holding their best interests in the highest regard, I use my foundation of experience, knowledge, and cutting-edge tools to make the process of buying or selling homes as simple and profitable as possible

Education

MAY 1998

Diploma / Longview Christian Academy

Activities

I love sports and helping people, so often I participate in races, golf tournaments, etc. that raise funds for charities and non-profits that I believe in. I volunteer as a worship leader and youth leader at my church of about 800 people.

Susan Williams

24219 Lakerush Court, Lutz, FL 33559
813-546-410
susan@domainhomes.com

Skills

- Estimating
- Negotiating pricing
- Multi-tasker
- Problem solver
- Team player

Experience

FEB 2015 – PRESENT

Purchasing Manager / Domain Homes, Tampa, FL

Estimating plans, releasing po's, variance po's, plan development

AUG 2013 – FEB 2015

Purchasing Manager/ Wm Ryan Homes, Tampa, FL

Estimating plans, releasing po's, variance po's, plan development

MAR 2002 – AUG 2013

Production Planner/ Inland Homes, Tampa, FL

Estimating plans, releasing po's, variance po's, plan development

Education

MAY 2001

BA of Business Administration / Penn State, Sharon, PA

Graduated with High Distinction – GPA 3.97

Attachment A – Active License to Solicit and Obtain Permits

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD (850) 487-1395
2601 BLAIR STONE ROAD
TALLAHASSEE FL 32399-0783

ROBLES, KEVIN DREW
DOMAIN HOMES, INC
2107 CHESTNUT FOREST DR
TAMPA FL 33618

Congratulations! With this license you become one of the nearly one million Floridians licensed by the Department of Business and Professional Regulation. Our professionals and businesses range from architects to yacht brokers, from boxers to barbeque restaurants, and they keep Florida's economy strong.

Every day we work to improve the way we do business in order to *seNe* you better. For information about our seNices, please log onto **www.myfloridalicense.com.** There you can find more information about our divisions and the regulations that impact you, subscribe to department newsletters and learn more about the Department's initiatives.

Our mission at the Department is: License Efficiently, Regulate Fairly. We constantly strive to *seNe* you better so that you can *seNe* your customers. Thank you for doing business in Florida, and congratulations on your new license!

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND
PROFESS.IQN;ei R EGU LATION

CRC1326613 ISSUEQ: 07/20/2016

CERTIFIED RESI0ENT.I,AI.! CONTRACTOR
ROBLES, KEVIN D: !=,W. , · ,. :, - - DOMAIN
HOMES, **INC**

IS CERTIFIED Linder the provisions of Ch.489 FS.
Expiration date : AUG 31, 2018 L1607200001381

· O ETACH HERE · ·

RICK SCOTT, GOVERNOR KENLAWSON, SECRETARY

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD

r11rnM!lt'@'"1 [redacted]

TI)e RESIDENTIAL CQNTRACT0R
Named below IS CERTIFIED
Under the provisions of Chapter 489 FS.
Expiration date: AUG 31, 2018

ROBLES, KEVIN DREW
DOMAIN HOMES, INC
5703 S MACDILLAVE
TAMPA FL 3361[redacted]

ISSUED: 07/20/2016 DISPLAY AS REQUIRED BY LAW SEQ# L1607200001381

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD (850) 487-1395
2601 BLAIR STONE ROAD
TALLAHASSEE FL 32399-0783

SHOUP, PETER JOHN
INDIVIDUAL
3153 BAY LANE
CLEARWATER FL 33759

Congratulations! With this license you become one of the nearly one million Floridians licensed by the Department of Business and Professional Regulation. Our professionals and businesses range from architects to yacht brokers, from boxers to barbeque restaurants, and they keep Florida's economy strong.

Every day we work to improve the way we do business in order to serve you better. For information about our services, please log onto **www.myfloridalicense.com**. There you can find more information about our divisions and the regulations that impact you, subscribe to department newsletters and learn more about the Department's initiatives.

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STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CBC1261329 ISSUED: 10/18/2016

CERTIFIED BUILDING CONTRACTOR
SHOUP, PETER JOHN
INDIVIDUAL

IS CERTIFIED under the provisions of Ch.489 FS.
Expiration date: AUG 31, 2018 L1610180000603

DETACH HERE

RICK SCOTT, GOVERNOR KEN LAWSON, SECRETARY

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD

LICENSE NUMBER
CBC1261329

The BUILDING CONTRACTOR
Named below IS CERTIFIED
Under the provisions of Chapter 489 FS.
Expiration date: AUG 31, 2018

SHOUP, PETER JOHN
INDIVIDUAL
3153 BAY LANE
CLEARWATER FL 33759

ISSUED: 10/18/2016 DISPLAY AS REQUIRED BY LAW SEQ # L1610180000603

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD (850) 487-1395
2601 BLAIR STONE ROAD
TALLAHASSEE FL 32399-0783

LACROIX, JOSHUA H
IH CENTRAL FLORIDA, LLC
26907 AFFIRMED DR.
WESLEY CHAPEL FL 33544

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STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CGC1521514 ISSUED: 08/29/2016

CERTIFIED GENERAL CONTRACTOR
LACROIX, JOSHUA H
IH CENTRAL FLORIDA, LLC

IS CERTIFIED under the provisions of Ch.489 FS.
Expiration date : AUG 31, 2018 L1608290001964

DETACH HERE

RICK SCOTT, GOVERNOR KEN LAWSON, SECRETARY

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD

LICENSE NUMBER	
CGC1521514	

The GENERAL CONTRACTOR
Named below IS CERTIFIED
Under the provisions of Chapter 489 FS.
Expiration date: AUG 31, 2018

LACROIX, JOSHUA H
IH CENTRAL FLORIDA, LLC
26907 AFFIRMED DR.
WESLEY CHAPEL FL 33544

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ISSUED: 08/29/2016 DISPLAY AS REQUIRED BY LAW SEQ # L1608290001964

CLICKSAFETY®

certifies that

JOSHUA LACROIX

has successfully completed

OSHA 30 Hour Construction

and has earned 3 IACET CEUs and 30.3 Contact Hours.

This course was developed and presented by ClickSafety.com, Inc.



AUTHORIZED IACET PROVIDER

I confirm that I personally took the course listed above.

14922234	10/16/2015	30.25 HOURS	
SERIAL NUMBER	COMPLETION DATE	COURSE DURATION	STUDENT SIGNATURE

As an Authorized OSHA Outreach Training Provider, ClickSafety verifies that this OSHA Outreach Training course was conducted in accordance with OSHA Outreach Training Program requirements. ClickSafety will document this class to the OSHA Authorizing Training Organization. Upon successful review of the documentation, ClickSafety will provide each student their DOL OSHA card within 90 days of the completion date of the OSHA course.

122

14922234

Board of Certified Safety Professionals

Upon the recommendation of the
Board of Certified Safety Professionals,
by virtue of the authority vested in it,
has conferred on

Joshua Henry LaCroix

the credential of

Safety Trained Supervisor

and has granted the title as evidence of meeting the qualifications and passing the required examination so long as this credential is not suspended or revoked and is renewed annually and meets all recertification requirements.

STS®

BOARD OF CERTIFIED SAFETY PROFESSIONALS

November 14, 2015

DATE ISSUED

STS-15257

CERTIFICATION NUMBER

Cecil M. Weldon

BOARD PRESIDENT SIGNATURE

Treasa M. Trumbeaugh

BOARD SECRETARY SIGNATURE

2017 - 2018 HILLSBOROUGH COUNTY BUSINESS TAX RECEIPT

EXPIRES SEPTEMBER 30, 2018

ACCOUNT NO.
250104
RENEWAL

OCC. CODE
090.022000 RESIDENTIAL CONTRACTOR

3 Employees

Receipt Fee	18.00
Hazardous Waste Surcharge	40.00
Law Library Fee	0.00

CRC1326613

BUSINESS
ROBLES KEVIN DREW
5703 S MACDILL AVE
TAMPA, FL 33611

2017 - 2018

NAME
MAILING
ADDRESS
DOMAIN HOMES INC
5703 S MACDILL AVE
TAMPA, FL 33611

Paid 16-0-264781
07/14/2017 3.00

BUSINESS TAX RECEIPT

HAS HEREBY PAID A PRIVILEGE TAX TO ENGAGE
IN BUSINESS, PROFESSION, OR OCCUPATION SPECIFIED HEREON

DOUG BELDEN, TAX COLLECTOR
813-835-5200
THIS BECOMES A TAX RECEIPT WHEN VALIDATED.

5. REFERENCES

- List your projects completed within the past two (2) years to include: Location, and Contract Amount in the urban core.

  An itemized listing of our closings for Fiscal Year 2016 and for Fiscal Year 2017 through September 30th is provided.

- Provide three (3) references from governmental agencies, funders or individuals with construction projects completed by members of the team. **Letters & references provided.**

- List of sub-contractors and material suppliers you work with on a regular basis: Include the Firm name, Address, Subcontracting Firm Contact Name with Telephone and Fax Number.

Subcontractor Name	Address	Contact Name	Phone	Fax	Email
Portable Sanitation	P.O. Box 271385 Tampa, FL 33688				
Superior Elec	803 W Waters Ave Tampa, FL 33604	Shaun Algood	813-299-7908	813-474-2933	shaun@superiorelectrictampa.com
DGPS	P.O. Box 4929 Tampa, FL 33677	Natacha Martinez	813-874-0284	813-874-2141	nmartinez@dgpsconstruction.com
Arbor Bay	P.O. Box 18281 Tampa, FL 33679	Kacy Keeffe	813-695-1518		arborbay@yahoo.com
Miller Tree	6113 Causeway Blvd Tampa,FL 33619	Jonathon Lee	813-990-9206		millersonsllc@gmail.com
Quality Precast	P.O. Box 11 Brandon, FL 33509	John Waldron	813-267-8738	813-653-3240	johnw@qualityprecast.com
WC Sherrill Surveying	P.O. Box 203 Odessa, FL 33556	Rick Weigl	813-345-4270		rick.weigl@gmail.com

Tibbetts Lumber	3300 Fairfield Ave S St Pete, FL 33712	Jim Burdewick	813-435-0086	813-948-7838	Jim.burdewick@tibbettslumber.com
Coogan Window	16015 US Hwy 19 Hudson, FL 34667	Kevin Coogan	352-279-8649	727-862-5256	cooganwindowkevin@gmail.com
B.E.T-ER Mix	P.O Box 5577 Hudson, FL 34674	Bob Bell	727-919-1310	727-868-5617	bbell@betermix.com
Quality Block	P.O. Box 247 Seffner, FL 33583	John Waldron	813-267-8738		johnw@qualityprecast.com
KA Masonry	2500 Drane Field Rd Suite 211 Lakeland, FL 33811	Kyle Adkins	813-323-2197		kyle@kamasonry.com
RJ Kielty Plumbing	7979 Massachusetts Ave. NPR, FL 34653	Art Cann	727-863-5486	727-862-8465	estimating@rjkielty.com
Phoenix Construction Group	4211 W Waters Ave Tampa, FL 33614	Miquel Aguiar	813-477-9010		maguiar@pcg-tampa.com
Millard Roofing	P.O. Box 6790 Brandon, FL 33508	Brandi Millard	813-661-4522	813-677-8971	brandi@millardroofing.com
Simpson Mechanical Inc	12302 N Nebraska Ave, Tampa, FL 33612	Criss Adams	813-558-0858	813-558-8578	cadams@simpsoncoolair.com
Sheppard Security	6602 Causeway Blvd, Tampa, FL 33619	Jim Sheppard	813-630-5656		jim@sheppardsecurity.com
HomeTeam	4710 Eisenhower Blvd, Tampa, FL 33634	Sergio Terzado	813-376-2962		sterzado@pestdefense.com
Stylecraft Cabinets	6708 E Fowler Ave Tampa, FL 33617	Mike Schoch	813-610-1576	813-374-0267	stylecraftcabinets@tampabay.rr.com

First Choice Aluminum	2222 Durant Rd Valrico, FL 33596	Shane Johnson	813-654-7067	813-685-3103	fcaconstruction@yahoo.coom
Heritage Drywall	2200 Knight Rd Land O Lakes, FL 34639	Laurie Stewart	813-949-9990	813-949-9991	laurie@heritagedrywall.us
GPP Shutters	4800 SW 51st St Davie, FL 33314	David Clarke	941-232-6570	954-689-8751	david.clarke@gppent.com
Great American Marble	P.O. Box 152135 Tampa, FL 33684	Johnnie Gyermeli	813-877-6261	813-877-6190	greatmarble.aol.com
Banko Overhead Doors	5329 W Crenshaw St, Tampa, FL 33634	Scott Chambliss	813-917-0459	813-882-9908	schambliss@bankodoors.com
Fromme Carpentry	P.O. Box 2399 Palm Harbor, FL 34682	John Fromme	727-638-5987	727-786-8122	fcarp@tampabay.rr.com
Tony Carmines Painting	18618 Oakway Dr Hudson, FL 34667	Alex Ciciretti	727-919-1106		aciciretti72@gmail.com
Montrose Shelving	7254 Mitchell Rd Brooksville, FL 34601	Wendy Montrose	352-754-2426	352-754-2896	wendy@montroseshelving.com
Despirt Tile	15727 Cedar Elm Terrace, Land O Lakes, FL 34638	Steve Despirt	727-432-6926	352-540-9932	despirttile@aol.com
GE Appliances	P.O. Box 100393 Atlanta, GA 30384	Dave Acker	813-781-0356		dave.acker@ge.com
Prodigy Flooring	5515 Pioneer Park Blvd, Tampa, FL 33634	Brian Levering	813-690-1892	813-971-1199	brian@prodigyflooring.com
Daniel Insulation	12950 Daniel Drive Clearwater, FL 33762	Ryan Daniel	727-572-8990	727-573-1895	rdaniel@danielinsulation.com

Independent Glass	6707 Benjamin Rd Tampa, FL 33634	Brandy Merryman	813-886-1503	813-888-8687	brandy@igmtampa.com
Clean 1st Time	19104 Rosewood Creek Way, Tampa, FL 33647	Althea Morgan	813-313-8468	813-333-1729	cleanfirsttime@hotmail.com
Sunrise Landscape	P.O. Box 16531 Tampa, FL 33687	Maria Brueckner	813-985-9381	813-664-0155	mbrueckner@sunriselandscape.com
Beautiful Mailboxes	2360 W 76th St Hialeah, FL 33016	Julia Horne	800-856-6983	305-403-4829	jhorne@beautifulmailbox.com
Ideal Services	P.O. Box 1106 San Antonio, FL	Andy Hoffman	813-918-1458	352-588-9977	Idealservicesinc@aol.com
Bravo Fence	11302 N Nebraska Ave, Tampa, FL 33612	Brian Caplinger	813-885-2777	813-885-2444	brian@bravofence.com
TBS Construction Specialties	3302 W Granada Tampa, FL 33629	Phil Findley	813-252-4015		philfindley@mac.com
Davis Bews Design Group	150 State St E Odessa, FL 34677	Ryan Hague	727-741-2280		ryanh@davisbews.com
Tampa Blue Print	1326 Channelside Dr, Tampa,FL 33602	Susan	813-223-7861	813-223-9207	orders@tampablueprint.com
Vortex Engineering	607 S Alexander St Plant City, FL 33563	Diana	813-704-4842		diana@vortexengineering.net

- Identify other home construction projects your team has completed in the project area, specifically those in the urban core.
  Please see document listing 2016 and 2017 closings.

DOMAIN HOMES
"building value from the ground up"

PROJECTS COMPLETED WITHIN PROJECT AREA/ URBAN CORE FOR 2017 - THROUGH 10/31/2017

NSE Job #	Address	Current Sales Price
2017 CLOSINGS		
January 1 - October 31		
SP00041	1427 28th Ave N	$ 543,296.00
PLM0010	3626 Royal Palm	$ 523,440.00
PLP0001	4202 W Estrella	$ 651,000.00
NHP0070	3306 Kathleen St	$ 311,640.00
NHP0095	5158 Renellie	$ 401,120.00
SHT0018	811 Giddens	$ 231,526.00
WT0005	2604 W St John	$ 311,310.00
OYL0014	4723 W Bay Vista	$ 251,615.00
BP00093	5908 Interbay Blvd	$ 449,900.00
RH00001	707 W Ohio Ave	$ 389,900.00
SP00048	819 12th Ave S	$ 372,945.00
BP00084	3106 W Hartnett	$ 338,665.00
NHP0096	5160 S Renellie	$ 371,700.00
NHP0100	2713 W St. Louis	$ 259,400.00
RH00003	817 W Woodlawn	$ 447,980.00
SP00036	2851 5th Ave S	$ 249,000.00
SHT0024	105 W Alva	$ 305,615.00
SP00024	2433 9th Ave N	$ 377,900.00
WT00006	2606 W St John	$ 309,900.00
SP00025	723 12th Ave S	$ 370,735.00
SP00023	2441 9th Ave N	$ 349,900.00
BP00095	3318 W Price	$ 515,630.00
PT00043	7107 S Westshore Blvd	$ 394,695.00
NHP0092	1725 W St. Conrad	$ 289,200.00
NHP0081	1910 Palmetto	$ 262,925.00
SP00042	325 W Wisonsin	$ 235,000.00
NHP0093	1723 St Conrad	$ 264,045.00
NHP0083	1916 Palmetto	$ 249,815.00
SHT0016	1216 Giddens	$ 314,765.00
OYL0019	1706 Lois	$ 393,295.00
NHP0082	1914 Palmetto	$ 250,980.00
PB00001	2824 Corrine	$ 281,660.00
PT00045	7111 Westshore	$ 342,090.00
SHT0019	813 Giddens	$ 289,850.00
SP00049	827 12th Ave S	$ 367,050.00
SP00059	2350 4th Ave S	$ 274,865.00
SP00022	2258 9th Ave N	$ 370,000.00
PLT0006	4006 W Waterman	$ 517,730.00
PLT0007	4004 W Waterman	$ 513,030.00
PLT0008	4002 W Waterman	$ 424,416.00
WTO0003	2416 W Lemon	$ 429,020.00
NHP0085	4127 N Habana	$ 368,310.00
NHP0103	2920 LaSalle St	$ 333,130.00
SP00060	2358 4th Ave S	$ 260,156.00
PLO0005	1912 W State St	$ 419,000.00
SHT0017	1218 Giddens	$ 270,725.00
SP00019	2610 Bayside Dr	$ 369,900.00
NHP0097	3328 W Palmetto	$ 334,390.00
BP00094	3518 Cherokee	$ 495,550.00
PT00044	7109 Westshore	$ 387,820.00
NHP0091	2721 Lake	$ 317,245.00
WTO0002	2418 W Lemon	$ 427,175.00

DOMAIN HOMES
• building value from the ground up •

PROJECTS COMPLETED WITHIN PROJECT AREA/ URBAN CORE FOR 2017 - THROUGH 10/31/2017

NSE Job #	Address	Current Sales Price
PLO0002	2412 Gray	$ 453,920.00
WTO0001	2112 State St	$ 388,190.00
NHP0089	2717 Lake	$ 371,055.00
NHP0088	2715 W Lake	$ 365,775.00
PLO0004	1518 W North B	$ 465,570.00
NHP0090	2719 W Lake	$ 343,000.00
THT0016	2718 N Morgan	$ 345,515.00
PLO0001	2410 W Gray	$ 450,705.00
OYL0020	3107 S Manhattan	$ 272,745.00
THT0003	2801 N Morgan	$ 403,345.00
NHP0098	3330 W Palmetto	$ 346,300.00
NHP0102	2922 LaSalle St	$ 360,860.00
SP00045	3059 3rd Ave N	$ 459,900.00
SP00061	1119 Highland St	$ 357,572.00
CVC0003	4202 W LaSalle St	$ 314,900.00
NHP0086	4129 Habana	$ 337,295.00
PLO0003	2414 W Gray	$ 443,975.00
SHT0025	117 Minnehaha	$ 327,060.00
THT0017	2710 Jefferson	$ 340,185.00
PLP0004	2401 Lois	$ 650,060.00
SP00021	2300 9th Ave N	$ 399,450.00
PLT0009	3922 W Carmen	$ 485,370.00
OYL0022	1305 S Lois Ave	$ 353,511.00
SP00033	2417 9th Ave N	$ 394,365.00
BP00099	3104 W Price	$ 536,025.00
SP00053	2834 3rd Avenue S	$ 278,000.00
RH00010	3105 N Kinyon	$ 481,230.00
RH00008	3109 N Kinyon	$ 447,685.00
SP00029	559 14th Ave S	$ 234,900.00
SP00040	1436 30th Ave N	$ 419,900.00
NHP0087	4131 N Habana	$ 319,580.00
OYL0023	3010 W Gray	$ 273,725.00
OYL0025	4121 Zelar	$ 333,852.00
SP00051	2845 5th Ave S	$ 221,090.00
NHP0104	1908 W Nassau	$ 396,510.00
RH00009	3107 N Kinyon	$ 541,445.00
		$ 32,696,514.00

DOMAIN HOMES
Building value from the ground up

PROJECTS COMPLETED WITHIN PROJECT AREA/ URBAN CORE FOR 2016

NSE Job #	Buyer	Address	Current Sales Price
2016 Closings			
January 1st - December 31st			
SP00004	Benson	1030 10th St N	$ 383,850.00
SP00009	Randall	1101 Jackson St	$ 360,730.00
SP00010	Gelb	1045 Jackson St	$ 376,085.00
SP00006	Johnson	1100 10th St	$ 332,665.00
SP00005	Ondrick	1040 10th st	$ 389,990.00
SP00008	McCarty	1105 Jackson St	$ 401,550.00
SP00011	Gerardo	1035 Jackson St	$ 386,006.00
BP00055	McAdams	3603 Wallace	$ 349,990.00
PLM0012	Schulak	4109 W Lawn	$ 460,365.00
SHT0005	Glynn	6023 Lynn	$ 340,760.00
NHP0044	LaRue	300 N Excelda	$ 499,672.00
NHP0045	Riley	302 N Excelda	$ 463,635.00
NHP0039	Hackworth	214 N Woodlynne	$ 438,130.00
NHP0040	Chabot	212 N Woodlynne	$ 499,458.00
PT00031	Weber	6312 S Adelia	$ 322,589.00
PT00029	Roeser	6808 S Sparkman	$ 350,390.00
THT0018	Scoville	3512 N Tampa	$ 270,739.00
THT0007	Carragino	3809 N Highland	$ 272,989.00
BP00060	Burmer	5904 S Himes	$ 366,378.00
BP00061	Strickland	5902 S Himes	$ 380,730.00
NHP0049	Sprague	3125 Arch	$ 339,010.00
NHP0051	Cobbs	3121 Arch	$ 329,755.00
NHP0050	Peterman	3123 Arch	$ 311,140.00
NHP0035	Podlas	2602 Nassau	$ 333,755.00
SP00007	Staley	1110 10th St N	$ 392,505.00
THT0005	Clewer	1704 Beach St	$ 269,565.00
OYL0006	Stallard	3316 W Price	$ 229,165.00
SHT0014	Somerday	330 W Haya	$ 362,470.00
PT00028	Bourgeois	6810 Sparkman	$ 362,215.00
SHT0007	Morgan	402 Hanna	$ 349,610.00
SP00015	Phongvichith	2756 Bayside	$ 419,515.00
THT0001	Whelan	208 W Amelia Unit 1	$ 295,750.00
PT00030	Buschang	7112 S Sparkman	$ 352,645.00
SH00012	Myers	385 Dr MLK	$ 339,000.00
PLM0013	Gregory	3634 Renellie	$ 499,990.00
NHP0046	Lopez	4107 North A	$ 510,098.00
SHT0015	Swanson	6009 Lynn	$ 357,500.00
THT0015	Suarez	715 Woodlawn	$ 384,510.00
BP00070	Callan	3621 Ohio	$ 430,575.00
BP00069	Birchum	2833 Shelton	$ 451,370.00
NHP0047	Ashley	4124 W Grace St	$ 285,070.00
NHP0056	Spurling	406 N Fremont	$ 413,965.00
NHP0054	Xu	4118 Carmen	$ 374,855.00
PT00034	Gallina	6812 Trask	$ 346,701.00
PT00033	Kielpikowski	6814 Trask	$ 346,130.00
PT00032	Britton	6816 Trask	$ 317,000.00
BP00065	Keenan	6329 MacDill	$ 441,056.00
NHP0055	Barati	4116 Carmen	$ 382,018.00
THT0002	Everitt	208 Amelia Unit 2	$ 297,900.00
BP00068	Heil	3119 W Paul Ave	$ 437,805.00
NHP0058	Leontsinis	1513 W North B	$ 403,690.00
BP00063	LaMonte	3409 W Ohio	$ 393,730.00
NHP0057	Hanlon	1907 W North B	$ 396,085.00

DOMAIN HOMES
building value from the ground up

PROJECTS COMPLETED WITHIN PROJECT AREA/ URBAN CORE FOR 2016

NSE Job #	Buyer	Address	Current Sales Price
NHP0053	Chan	3413 Spruce	$ 349,770.00
NHP0052	Afiat	3415 Spruce	$ 395,185.00
NHP0072	Amato	812 Habana	$ 346,555.00
PT00035	Tran	4730 Ohio	$ 383,651.00
BP00064	Ogunu	3407 Ohio	$ 431,295.00
NHP0075	Brill	814 N Habana	$ 335,310.00
BP00067	Moore	3609 W Iowa	$ 436,570.00
NHP0084	Ottman	903 Excelda	$ 378,050.00
BP00066	Dillion	3611 W Iowa	$ 415,050.00
NHP0076	Babilonia	810 N Habana	$ 348,475.00
BP00076	Valadez	2852 Shelton	$ 334,830.00
NHP0074	Salabarria	905 Excelda	$ 383,038.00
BP00077	McLaughlin	4517 Ballast Point	$ 404,330.00
BP00072	Carlin	6111 S Main	$ 413,550.00
NHP0077	Cameron	806 Habana	$ 356,546.00
SHT0011	Fernandez	6304 N 13th	$ 324,540.00
SP00016	Mistry	265 21st Ave	$ 496,570.00
NHP0071	Ganda	901 Excelda	$ 325,406.00
OYL0009	Thoma	2803 Foster	$ 372,120.00
PLM0011	Gonzalez	4414 Euclid	$ 439,900.00
NHP0073	Richter	808 Habana	$ 354,390.00
PLT0001	DeOrio	210 Woodlynne	$ 447,831.00
NHP0059	Torres	4310 Green	$ 311,785.00
BP00071	Philpitt	3025 W Napoleon	$ 398,476.00
BP00073	Eichstaedt	3209 W Cherokee	$ 450,690.00
BP00085	Castro	3512 W Paxton Ave	$ 410,465.00
BP00075	Sarokas	2850 W Shelton	$ 358,395.00
PT00036	Stock	6711 Trask	$ 326,410.00
NHP0078	Reeves	3109 North B	$ 489,610.00
NHP0036	Dollison	2600 Nassau	$ 339,900.00
NHP0062	Orosco	1908 State St	$ 393,050.00
NHP0048	Landry	3109 Spruce	$ 341,010.00
NHP0079	Van Wert	3111 North B	$ 490,690.00
THT0006	Remante	1706 Beach	$ 270,950.00
THT0019	Lopez	200 Amelia unit 1	$ 296,000.00
RH00002	Lifsin	711 W Ohio	$ 384,614.00
WT00001	Gillyard	2808 W Lemon	$ 381,905.00
SP00026	Snyder	725 12th Ave S	$ 380,725.00
NHP0063	Hoeppner	1509 W North B	$ 439,875.00
WT00002	Katz	2810 Lemon	$ 392,335.00
BP00081	Stafford	6328 MacDill Ave	$ 393,910.00
SP00038	Madden	2734 4th Ave	$ 214,920.00
BP00086	Hoormann	3215 Tyson	$ 427,800.00
PLT0002	Yadley	208 Woodlynne	$ 451,210.00
SHT0012	Brundage	6306 13th	$ 339,900.00
SP00017	Whitlock	3133 Melton	$ 428,890.00
NHP0042	Pangilinan	2722 Aileen	$ 319,900.00
WT00004	Cicchetto	3311 W Chestnut	$ 308,975.00
WT00003	Armas	3313 W Chestnut	$ 344,405.00
PLM0014	Fees	4315 S Trask	$ 445,900.00
SP00018	Langhans	1046 Jackson	$ 466,275.00
SP00028	Sullivan	4533 4th Ave S	$ 213,440.00
THT0020	Young	200 Amelia #2	$ 299,900.00
SHT0013	Perdue	6308 N 13th St	$ 320,500.00
NHP0080	Good	2421 State St	$ 347,010.00

DOMAIN HOMES
Building value from the ground up

PROJECTS COMPLETED WITHIN PROJECT AREA/ URBAN CORE FOR 2016

NSE Job #	Buyer	Address	Current Sales Price
SP00037	Rosario	1420 20th Ave N	$ 459,555.00
NHP0043	Batsford	2724 Aileen	$ 337,415.00
OYL0013	Dahlback	2910 Tyson	$ 303,825.50
PLT0003	Constantakatos	3909 North B	$ 481,855.00
BP00078	Hawks	3101 Hartnett	$ 333,590.00
PLT0005	Allen	3014 North B	$ 443,230.00
BP00080	Gattullo	3105 Hartnett	$ 322,030.00
BP00079	Rojas	3103 Hartnett	$ 331,605.00
SP00047	Haerle	664 11th Ave S	$ 416,170.00
SP00046	Jones	668 11th Ave S	$ 399,945.00
SP00030	Ries	812 5th St N	$ 458,075.00
PT00041	Trecida	6908 S Shamrock	$ 382,805.00
PLT0004	Swigart	3012 North B	$ 438,520.00
PT00042	Pelham	6910 S Shamrock	$ 371,575.00
BP00074	Swarens	3615 W Iowa	$ 389,900.00
BP00083	Quiabazza	3104 Hartnett	$ 336,345.00
OYL0008	Asberry	7312 DeSoto	$ 254,305.00
BP00082	Serocki	3102 Hartnett	$ 338,895.00
OYL0016	Boyd	3609 Concordia	$ 370,070.00
NHP0064	Cipriano	3419 Spruce	$ 387,565.00
NHP0099	Young	211 Matanzas	$ 505,000.00
NHP0069	Cipriano	3421 Spruce	$ 424,150.00
SHT0006	Padilla	404 Hanna	$ 395,115.00
NHP0094	Reis	5156 Renellie	$ 394,480.00
PT00039	Smith	7305 Mascotte	$ 319,186.00
PT00037	Caylor	4702 Ingraham	$ 323,395.00
			$ 50,374,232.50



CLOSINGS AND SALES VOLUME PER YEAR

YEAR	SALES VOLUME	# OF HOMES CLOSED	
2010	$ 395,825.00	1	
2011	$ 5,919,326.00	23	
2012	$ 15,973,791.00	63	
2013	$ 19,232,201.00	63	
2014	$ 20,829,542.00	59	
2015	$ 35,236,997.00	102	
2016	$ 50,640,254.00	144	
2017	$ 32,696,514.00	88	Through 10/31/2017

HOMEOWNER REFERENCES

Matt Heck
2920 W. LaSalle St.
Tampa, FK 33607
812-371-7385

Edmund Wonder, Jr.
2410 W. Gray St.
Tampa, FL
813-391-3956

Natalie Mohabir
811 E. Giddens Ave.
Tampa, FL
813-451-8118

Russ Somerday
330 W. Haya St.
Tampa, FL
813-520-9123

FIDELITY BANK
Member FDIC

P.O. Box 105075
Atlanta, GA 30348-5075

(404) 639-6500
www.lionbank.com

October 26, 2017

To Whom It May Concern,

Re: Business Reference for Domain Homes and Sharon McSwain

I am writing this letter to provide a business and professional banking reference for Domain Homes and Sharon McSwain. I have worked with Domain Homes for the past two and a half years and have known them to be very well run and to operate their home building company with the utmost enthusiasm, integrity and honesty. Since April of 2015, I have worked with Domain Homes as their primary construction lender to provide financing for homes and lots in the Tampa and St. Petersburg market. The work they have preformed has been excellent, and Domain Homes has always supported the local community wherever they build. It is also important to note, that Domain Homes and Sharon McSwain have had a loyal 25 year plus business relationship with Fidelity Bank.

I am quite certain that Domain Homes will be a reliable asset and partner to you and all of your efforts in Tampa. If you have any other questions feel free to email or call me at any time, I hope the reference I have provided will be of help to you.

Sincerely,

Mark Mahoney

Mark Mahoney, Vice President
Fidelity Bank Construction Lending
3505 West Lake Mary Blvd.
Lake Mary, FL 32746
Telephone: (407) 287-8664
Email: mark.mahoney@lionbank.com

The Bank of Tampa

POST OFFICE BOX ONE

K. Owen LaFave
SENIOR VICE PRESIDENT
COMMERICAL REAL ESTATE DIRECTOR

BAYSHORE OFFICE
601 BAYSHORE BOULEVARD
TAMPA, FLORIDA 33601
(813) 872-1343
FAX (813) 998-2774
E-MAIL: olafave@bankoftampa.com

October 25, 2017

RE: Reference Letter for Domain Homes

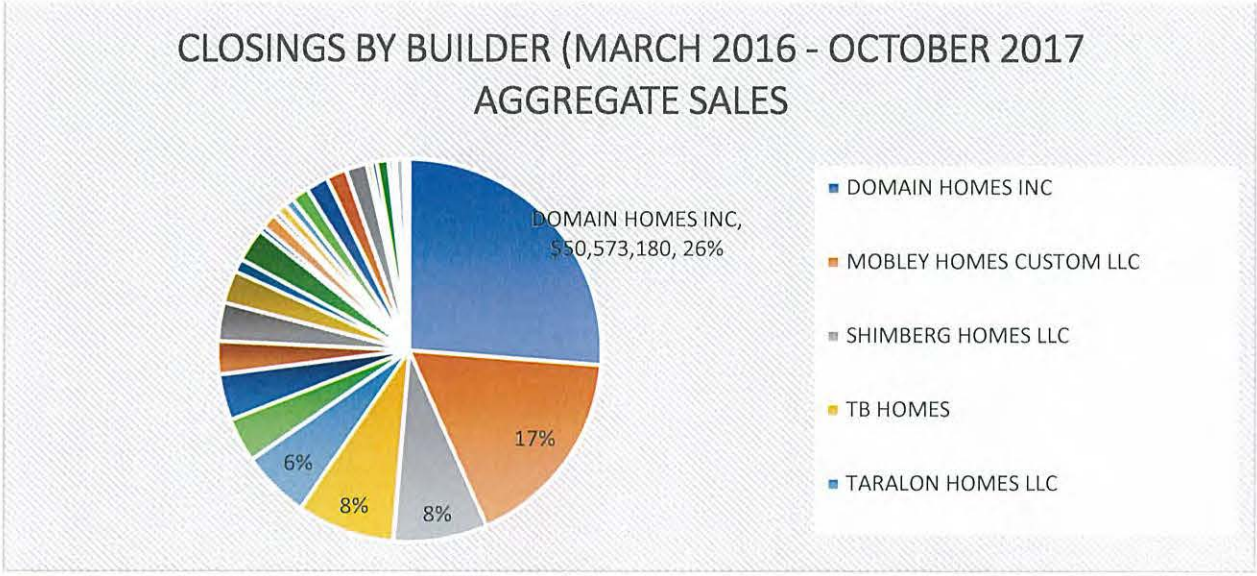
To Whom it May Concern;

Domain Homes has been a customer of The Bank of Tampa since 2013. They have conducted themselves as a model customer demonstrating the upmost sense of professionalism in their business dealings while building an attractive well-built product readily accepted by the market.

I have complete faith in their ability to execute on all commitments made by Domain Homes and their principals. If you would care to discuss this further, I can be reached at 813-872-1343 or olafave@bankoftampa.com.

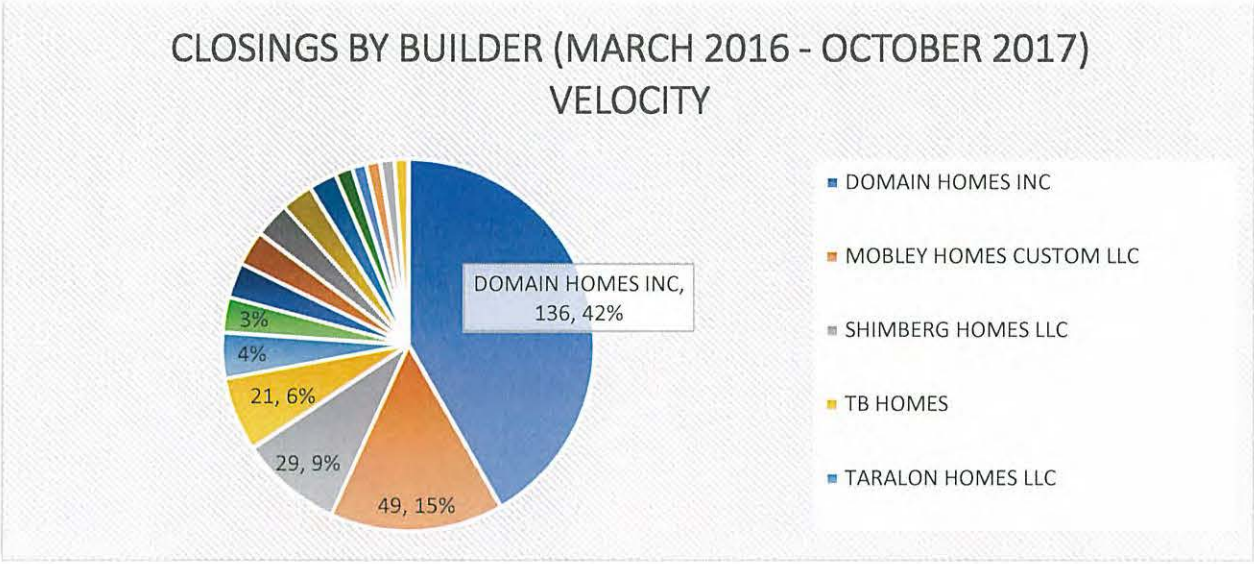
Sincerest Regards,

K. Owen LaFave



CLOSINGS BY BUILDER (AGGREGATE SALES)			
BUILDER	**AVG CLOSING PRICE POINT**	**AGGREGATE SALES**	**% TOTAL (AGG SALES)**
DOMAIN HOMES INC	**$374,616**	**$50,573,180**	**26%**
MOBLEY HOMES CUSTOM LLC	$674,832	$33,066,758	17%
SHIMBERG HOMES LLC	$528,462	$15,325,386	8%
TB HOMES	$761,058	$15,982,226	8%
TARALON HOMES LLC	$923,925	$11,087,104	6%
M RYAN HOMES LLC	$722,780	$7,227,800	4%
NEW LEGACY HOMES LLC	$751,445	$7,514,449	4%
STRESS FREE CONSTRUCTION LLC	$539,500	$5,395,000	3%
SUAREZ CENTRAL LLC	$692,348	$6,231,133	3%
MOBLEY HOMES TAMPA LLC	$590,471	$5,314,241	3%
BRITECH CONSTRUCTION CORP	$272,938	$2,183,500	1%
PG BUILDERS LLC	$1,084,540	$5,422,700	3%
ARJEN INVESTMENTS LLC	$251,225	$1,004,900	1%
BRANT CONSTRUCTION MANAGEMENT INC	$590,886	$2,363,544	1%
CONDE ENGINEERING INC	$227,375	$909,500	0%
GULF BAY BUILDERS LLC	$389,346	$1,557,383	1%
NORTH POINT HOMES LLC	$382,475	$1,529,900	1%
STATE STREET HOMES III LLC	$689,875	$2,759,500	1%
BARRITZ BUILDERS LLC	$1,235,667	$3,707,000	2%
DEVONSHIRE BUILDERS INC	$1,112,500	$3,337,500	2%
DEVONSHIRE CUSTOM HOMES LLC	$1,147,233	$3,441,700	2%
MAD DOG CONSTRUCTION INC	$254,000	$762,000	0%
3M ENTERPRISES LLC	$429,000	$858,000	0%
STERLING BAY HOMES INC	$939,950	$1,879,900	1%
BAYSIDE CUSTOM HOMES LLC	$769,000	$769,000	0%
FULLER CONSTRUCTION GROUP LLC	$380,000	$380,000	0%
JAVIC PROPERTIES LLC	$1,295,000	$1,295,000	1%
K & G CONTRACTING LLC	$299,000	$299,000	0%
KGK CONSTRUCTION INC	$242,000	$242,000	0%
MCMILLAN SONS & ASSOCIATES INC	$215,000	$215,000	0%
PREMIER HOME PROPERTIES LLC	$160,000	$160,000	0%
SUMMIT REAL ESTATE CONSULTING INC	$87,000	$87,000	0%

SURVEYED MARCH 1 2016 TO SEPTEMBER 30, 2017 BY LMR (LANDMARK REPORTS)



CLOSINGS (VELOCITY) BY BUILDER		
BUILDER	**# OF CLOSINGS**	**% Total**
DOMAIN HOMES INC	**136**	**42%**
MOBLEY HOMES CUSTOM LLC	49	15%
SHIMBERG HOMES LLC	29	9%
TB HOMES	21	6%
TARALON HOMES LLC	13	4%
M RYAN HOMES LLC	10	3%
NEW LEGACY HOMES LLC	10	3%
STRESS FREE CONSTRUCTION LLC	10	3%
SUAREZ CENTRAL LLC	10	3%
MOBLEY HOMES TAMPA LLC	9	3%
BRITECH CONSTRUCTION CORP	8	2%
PG BUILDERS LLC	5	2%
ARJEN INVESTMENTS LLC	4	1%
BRANT CONSTRUCTION MANAGEMENT INC	4	1%
CONDE ENGINEERING INC	4	1%
GULF BAY BUILDERS LLC	4	1%

SURVEYED MARCH 1 2016 TO SEPTEMBER 30, 2017 BY LMR (LANDMARK REPORTS)

6. INSURANCE INFORMATION

Submit a sample of the Insurance Certificate to show it can meet or exceed the City's Insurance Requirements. The Selected Developer awarded the project, at that time will need to provide its' proof of Insurance Certificate showing all coverage and requirements have been met.

Copy of our current certificate showing Workmen's Comp and General Liability insurance with City of Tampa as the Certificate Holder is provided.

DOMAI-1 OP ID: 3L

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 08/29/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brown & Brown of Florida, Inc. Daytona Beach Office P.O. Box 2412 Daytona Beach, FL 32115-2412 King Pickett 386-252-9601	CONTACT NAME: TRACY MILLER PHONE (A/C, No, Ext): 386-252-9601 FAX (A/C, No): 386-239-5729 E-MAIL ADDRESS: TMILLER@BBDAYTONA.COM
INSURED DOMAIN HOMES, INC. 5703 S. MACDILL AVE. TAMPA, FL 33611	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : National Builders Ins Company — 16632 INSURER B : American Builders Ins Co — 11240 INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC OTHER:	X	X	PKG008899308	09/10/2017	09/10/2018	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 300,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS HIRED AUTOS ONLY NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WCV009154008	09/10/2017	09/10/2018	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 100,000 $ 100,000 $ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

SEE NOTEPAD FOR POLICY COVERAGE FORMS

CERTIFICATE HOLDER

CITYT04

CITY OF TAMPA
BUILDING DEPARTMENT
1400 NORTH BOULEVARD
TAMPA, FL 33601

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Liz Pickett

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CURRENT POLICY FORMS:

GENERAL LIABILITY:
BIG GLECEF0413-GENERAL LIABILITY EXTRA COVERAGE ENDORSEMENT(ADDITIONAL INSURED, PRIMARY AND NON-CONTRIBUTORY AND WAIVER OF SUBROGATION)

BANKRUPTCY AND FINANCIAL INFORMATION IS REDACTED

INFORMATION IS PROVIDED SEPARATELY IN THE REDACTED MATERIALS PACKAGE

8. RESOURCES

- Attach letters of support and coordination of leverage funds.

  Letters of support are provided and coordination of leverage funds is shown in the redacted financial documents.

- Provide information regarding additional properties already owned or sold in the past three years in the service area.

  Documents are provided.

East Tampa Business and Civic Association, Inc.

Post Office Box 11688 • Tampa, Florida 33680 • (813) 248-3977 • FAX (813) 248-3978

Ms. Vanessa McCleary
City of Tampa
Housing & Community Development Manager
306 E. Jackson St.
Tampa, FL 33602

Dear Ms. McCleary:

The East Tampa Business and Civic Association Inc. is proud to support Domain Homes' proposal for infill housing construction in urban neighborhoods. We believe Domain's experience building numerous homes in Tampa's urban core, their financial resources, and collaborative approach with the City of Tampa, non-profit organizations, and community service providers will result in a project that will improve our community and help low to moderate income families realize the dream of home ownership. We commend the City of Tampa for implementing this innovative approach to stabilize families and neighborhoods and provide a catalyst for other development and investment.

As the largest in-fill homebuilder in the Tampa Bay area, Domain Homes is uniquely positioned with the experience and financial resources to successfully complete this project. Their commitment to engage with the neighborhoods where they construct homes and bring additional resources to the community will enhance the areas beyond home construction.

Domain Homes proposes to collaborate with respected and effective partners, East Tampa Business and Civic and Association, Corporation to Develop Communities, Habitat for Humanity Tampa, and Tampa Housing Authority for construction of the homes, outreach, pre-and post purchase counselling. Their proposal to construct a minimum of 75 houses for low to moderate income buyers will provide new opportunity to existing residents and those who may not have considered the project target areas.

We strongly support the addition of new housing to urban neighborhoods that will bring new vibrancy after years of neglect and lack of investment. The newly built housing will serve as a catalyst for upgrading the existing housing stock and attracting business and other community development.

We are pleased to offer our support and work with Domain home to improve the lives of individuals in the community by proving safe affordable, sustainable housing throughout the urban core. ETBCA has assisted in provided more than 200 units of housing since 1999 and are excited about the ability of Domain homes and their commitment to not only building new homes but, to assist in bring other resources to the community.

Sincerely,

East Tampa Business and Civic Association Inc. (ETBCA)

ETBCA Executive Summary

East Tampa Business and Civic Association, Inc. (ETBCA) was incorporated as a tax-exempt non-profit 501c3 corporation in 1989. ETBCA is governed by a Board of Directors of which 1/3 are low-income residents. ETBCA has served the community as an advocate for safe and affordable housing in the East Tampa community and throughout the City. Our mission is to develop a healthy business, housing, and community climate in order to stimulate economic opportunities and improve living conditions for children, families, and seniors in the City of Tampa, Florida. This includes developing housing for low to moderate income residents, alleviating crime, effecting improved recreation programs.

ETBCA has built and sold over of 200 homes to low to moderate income buyers, specifically in the 80%-120% AMI. ETBCA is a provider of low to very low rental housing. ETBCA has also provided a lease purchase program for persons at 80% AMI and BELOW.

For fiscal year 2009 through 2017, ETBCA has rehabilitated over 75 single–family owner-occupied homes for low to moderate income homeowners, specifically in the 50%-80% AMI, using HOME funds in the amount of $1,255,722.00 with matching funds for approximately $200,000.00.

ETBCA will work with Domain Homes to build new construction and prepare marketing and sells plan to market them within the target area. Our goal is to sell to homebuyers at 80%-120%AMI. ETBCA will assist Domain Homes with filing reports that required by the City of Tampa, provide marketing of homes to the community through MLS, social media, newspaper advertisement and word of mouth. . ETBCA will work with housing counseling partners to locate a qualified homebuyer, and also work with as a referral agency to send individuals to credit counseling agencies to prepare individuals for homeownership. ETBCA will help identify additional resources to assist homeowners in and around the area where homes are being built.

ETBCA has experience working with several programs simultaneously. City of Tampa homeowner occupied rehabilitation program and purchase rehabilitation program. In the past ETBCA has worked with the Hillsborough County Neighborhood Stabilization Program purchase rehabilitation program while providing excellent work. There were no findings on the monitoring report either with the City or County.

Since the Tampa housing market is in recovery mode, ETBCA is excited about the opportunity to work with Domain Homes to provide homeownership to low and moderate income individuals.

ETBCA is confident that we can partner with Domain Homes, the City of Tampa and other organizations to provide home ownership and assist with bringing other resources to help make the surrounding community a better place to live, work, and play.

Dianne Hart, CEO who has over 30 years of extensive experience in housing rehabilitation, development, and related services to help families maintain and achieve the American Dream. Her passion for affordable housing and community development has led to the significant growth and increased capacity of the organization to complete additional housing grant projects.

Ms. Hart gained her housing rehabilitation knowledge through years of being a private investor in rental property and acquiring extensive Neighbor Works training. Ms. Hart assures that housing construction meets the standards for quality workmanship and adherences to professional ethics. This was evidenced by the fact that there were no formal complaints against the contractor, against her as a developer/representative or against the organization. The strengths of her experience were fortified by an appreciable amount of high-quality training.

She is a licensed real estate salesperson and a certified housing counselor. She has conducted group and one-on-one housing counseling for first-time home buyers. Ms. Hart has traveled throughout the State of Florida and the country observing the best practices and keeping abreast of trends in the housing industry. She is well-known in the community and maintains a professional working relationship with the City of Tampa and Hillsborough County.

Gloria Parham, Executive Assistant, and Housing Administrator provides the administrative support for the program by income qualifying the homeowners, scheduling the contractors' site visits and bids, and preparing draw requests and project reports. She started with ETBCA as a volunteer in 2009. She worked for the City of Tampa Housing Authority as an Assistant Property Manager for three years. Gloria is also a licensed real estate salesperson and a USF Community Real Estate Develop CRED graduate. She received her Bachelor of Science in Accounting from the University of Tampa.

Housing & Education ALLIANCE
MAKING A DIFFERENCE ONE FAMILY AT A TIME

"A HUD Certified Housing Counseling Agency"

November 6, 2017

Ms. Vanessa McCleary
City of Tampa
Housing & Community Development Manager
306 E. Jackson St.
Tampa, FL 33602

Dear Ms. McCleary:

Housing and Education Alliance is proud to support Domain Homes' proposal for infill housing construction In urban neighborhoods. We believe Domain's experience building numerous homes in Tampa's urban core, their financial resources, and collaborative approach with the City of Tampa, non-profit organizations, and community service providers will result in a project that will improve our community and help low to moderate income families realize the dream of home ownership. We commend the City of Tampa for implementing this innovative approach to stabilize families and neighborhoods and provide a catalyst for other development and investment.

As the largest in-fill homebuilder in the Tampa Bay area, Domain Homes is uniquely positioned with the experience and financial resources to successfully complete this project. Their commitment to engage with the neighborhoods where they construct homes and to bring additional resources to the community will enhance the areas beyond home construction.

I have watched what Domain has done in my old neighborhood of West Tampa over the years and they have been a catalyst for new development and revitalization of this established and diverse area.

Domain Homes proposes to collaborate with respected and effective partners, Corporation to Develop Communities, Habitat for Humanity Tampa, Housing and Education Alliance and Tampa Housing Authority for construction of the homes, outreach, pre-and post purchase counselling. Their proposal to construct a minimum of 75 houses for low to moderate income buyers will provide new opportunities to existing residents and those who may not have considered the project target areas.

We strongly support the addition of new housing to urban neighborhoods that will bring new vibrancy after years of neglect and lack of investment. The newly built housing will serve as a catalyst for upgrading the existing housing stock and attracting business and other community development.

We are pleased to offer our support and assistance to assure this project delivers new hope and stability to urban neighborhoods.

Sincerely,

Sylvia A. Alvarez
Executive Director

9215 N. Florida Avenue, Suite 101, Tampa, Fl. 33612 - PH 813.932.4663 FAX 813.932.4660

www.heausa.org

Stacy R. White, District 4
Chairman

Sandra L. Murman, District 1
Vice Chair

Lesley "Les" Miller, Jr., District 3
Chaplain

Victor D. Crist, District 2

Ken Hagan, District 5

Pat Kemp, District 6

Al Higginbotham, District 7



Michael S. Merrill
County Administrator

Chip Fletcher
County Attorney

Peggy Caskey
County Internal Auditor

Ms. Vanessa McCleary
City of Tampa
Housing & Community Development Manager
306 E. Jackson St.
Tampa, FL 33602

Dear Ms. McCleary:

As a Hillsborough County Board of County Commissioner, I am proud to support Domain Homes' proposal for infill housing construction in urban neighborhoods. I believe Domain's experience building numerous homes in Tampa's urban core, their financial resources, and collaborative approach with the City of Tampa, non-profit organizations, and community service providers will result in a project that will improve our community and help low to moderate income families realize the dream of home ownership. I commend the City of Tampa for implementing this innovative approach to stabilize families and neighborhoods and provide a catalyst for other development and investment.

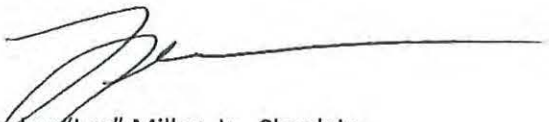
As the largest in-fill homebuilder in the Tampa Bay area, Domain Homes is uniquely positioned with the experience and financial resources to successfully complete this project. Their commitment to engage with the neighborhoods where they construct homes and to bring additional resources to the community will enhance the areas beyond home construction.

Domain Homes proposes to collaborate with respected and effective partners, Corporation to Develop Communities, Habitat for Humanity Tampa, and Tampa Housing Authority for construction of the homes, outreach, and pre-and post-purchase counselling. Their proposal to construct a minimum of 75 houses for low to moderate income buyers will provide new opportunity to existing residents and those who may not have considered the project target areas.

I strongly support the addition of new housing to urban neighborhoods that will bring new vibrancy after years of neglect and lack of investment. The newly built housing will serve as a catalyst for upgrading the existing housing stock and attracting business and other community development.

I am pleased to offer my support and assistance to assure this project delivers new hope and stability to urban neighborhoods.

Sincerely,



Lesley "Les" Miller, Jr., Chaplain
Hillsborough County Board of County Commissioners
District 3

The Florida House of Representatives

Representative Sean Shaw

District 61

District Office:
508 W. Dr. MLK Jr. BLVD
Suite C
Tampa, FL 33603
P: (813) 224-1947 I F: (813) 224-1949

Tallahassee Office:
1102 C The Capitol
402 South Monroe Street
Tallahassee, FL 32399-1300
P: (850) 717-5061

Ms. Vanessa McCleary
City of Tampa
Housing & Community Development Manager
306 E. Jackson St.
Tampa, FL 33602

Dear Ms. McCleary,

It is with great pride that I recognize and support Domain Homes' proposal for the construction of single family affordable housing in the urban areas of Tampa Bay. The addition of 75 new homes will change the lives of many of our low to moderate income citizens by providing them with safe, sustainable, and economically viable places to reside. I applaud Domain Homes and their partners for their passion and tremendous efforts to implement this important project.

Domain Homes' continuing experience and financial preparedness as well as their partnership with the Corporation to Develop Communities, Habitat for Humanity Tampa, and the Tampa Housing Authority guarantees that the completion of this project will be both effective and efficient. It is without a doubt that various successes will come as a result of constructing affordable homes such as providing citizens with the opportunity to live comfortably and excel in the community, attracting businesses and therefore economic advancements, and serving as a model for future developmental projects.

As the representative for District 61, it is my hope that each and every individual finds comfort and happiness when residing in this great community. Domain Homes has my full support in their endeavors to construct new homes in the urban areas of Tampa Bay's neighborhoods, and it is with great pleasure that I write in favor of them and look forward to the many accomplishments that will arise as a result of this proposal.

Sincerely,

Sean Shaw

Representative, District 61

Appointed Committees

Civil Justice & Claims Subcommittee
Commerce Committee
Energy & Utilities Subcommittee
Government Operations & Technology Appropriations Subcommittee
Insurance & Banking Subcommittee

College Hill Church of God in Christ

Supt. Charles Davis
Pastor

BOARD OF DEACONS
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Chairman
Marc Brewington
Frederick Broxton
Bishop Carter
Alex Floyd, Sr.
Clarence Gyden, Sr.
Kennie Hobbs
Leroy Jackson
Richard James
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William McCullough, Jr.
Leroy Sheppard, Sr.
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Ronald Thompson
Earlie Williams, Jr.
Gregory Williams
Lonzo Williams, Jr.

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Larry Manora
Theodore Milton
William McCullough, Sr.
Darin Murdaugh
Gloria Riley
Leroy Sheppard, Sr.
Kenny Sirmans
Ronald Thompson
Earlie Williams, Jr.
Gregory Williams

November 14, 2017

Ms. Vanessa McCleary
City of Tampa
Housing & Community Development Manager
306 E. Jackson St.
Tampa, FL 33602

Dear Ms. McCleary:

The College Hill Church of God in Christ is proud to support Domain Homes' proposal for infill housing construction In urban neighborhoods. We believe Domain's experience building numerous homes in Tampa's urban core, their financial resources, and collaborative approach with the City of Tampa, non-profit organizations, and community service providers will result in a project that will improve our community and help low to moderate income families realize the dream of home ownership. We commend the City of Tampa for implementing this innovative approach to stabilize families and neighborhoods and provide a catalyst for other development and investment.

As the largest in-fill homebuilder in the Tampa Bay area, Domain Homes is uniquely positioned with the experience and financial resources to successfully complete this project. Their commitment to engage with the neighborhoods where they construct homes and to bring additional resources to the community will enhance the areas beyond home construction.

Domain Homes proposes to collaborate with respected and effective partners, Corporation to Develop Communities, Habitat for Humanity Tampa, and Tampa Housing Authority for construction of the homes, outreach, pre-and post purchase counseling. Their proposal to construct a minimum of 75 houses for low to moderate income buyers will provide new opportunity to existing residents and those who may not have considered the project target areas.

We strongly support the addition of new housing to urban neighborhoods that will bring new vibrancy after years of neglect and lack of investment. The newly built housing will serve as a catalyst for upgrading the existing housing stock and attracting business and other community development.

We are pleased to offer our support and assistance to assure this project delivers new hope and stability to urban neighborhoods.

Sincerely,

Superintendent Charles Davis
Pastor

P.O. Box 11532 • 6414 N. 30th Street • Tampa, Florida 33610 • 813.239.3161 • Fax 813.234.7102
Email: I_am_somebody@verizon.net • Website: www.collegehill-cogic.com

Pastors on Patrol is proud to support Domain Homes' proposal for infill housing construction In urban neighborhoods. We believe Domain's experience building numerous homes in Tampa's urban core, their financial resources, and collaborative approach with the City of Tampa, non-profit organizations, and community service providers will result in a project that will improve our community and help low to moderate income families realize the dream of home ownership. We commend the City of Tampa for implementing this innovative approach to stabilize families and neighborhoods and provide a catalyst for other development and investment.

As the largest in-fill homebuilder in the Tampa Bay area, Domain Homes is uniquely positioned with the experience and financial resources to successfully complete this project. Their commitment to engage with the neighborhoods where they construct homes and to bring additional resources to the community will enhance the areas beyond home construction.

Domain Homes proposes to collaborate with respected and effective partners, Corporation to Develop Communities, Habitat for Humanity Tampa, and Tampa Housing Authority for construction of the homes, outreach, pre-and post-purchase counselling. Their proposal to construct a minimum of 75 houses for low to moderate income buyers will provide new opportunity to existing residents and those who may not have considered the project target areas.

We strongly support the addition of new housing to urban neighborhoods that will bring new vibrancy after years of neglect and lack of investment. The newly built housing will serve as a catalyst for upgrading the existing housing stock and attracting business and other community development.

We are pleased to offer our support and assistance to assure this project delivers new hope and stability to urban neighborhoods.

Sincerely,

Rev. W. James Favorite

Rev. W. James Favorite

TBBA
TAMPA BAY
BUILDERS ASSOCIATION

Ms. Vanessa McCleary
City of Tampa
Housing & Community Development Manager
306 E. Jackson St.
Tampa, FL 33602

Dear Ms. McCleary:

The Tampa Bay Builders Association has been in business since 1946 and serves homebuilding companies and those who do business with homebuilders in Hillsborough, Pasco and Pinellas Counties. The Tampa Bay Builders Association advocates for housing within the three counties as well. We are one of the largest Associations of its kind and boasts a membership of almost 900 across the bay area. The Tampa Bay Builders Association advocates for the American Dream of homeownership and support any efforts that help make that dream more achievable for all of Tampa's citizens. The Tampa Bay Builders Association is pleased to offer this letter of membership in good standing to Kevin Robles, Domain Homes for City of Tampa's initiative to create more affordable housing in some of Tampa's existing neighborhoods. Access to homeownership is good for all of Tampa's citizens.

I am pleased to share with you some insights regarding Domain Homes and Kevin Robles and the involvement with The Tampa Bay Builders Association. Kevin Robles has been a member of the Association for many years, serving as a leader in many roles including three terms as its president. His collaborative approach to process improvements have led to numerous successes for the industry in the key areas of permitting, inspections and fee related topics.

In addition to Kevin's professional experience, please allow this letter to serve as an example of his commitment to his profession and as a leader within the community. I'd be happy to speak with you concerning the City of Tampa's Infill Housing Redevelopment project anytime.

Sincerely,

Jennifer Motsinger
Executive Vice President

West Tampa
Chamber of Commerce
SAVOR THE PAST. EMBRACE THE FUTURE.

Ms. Vanessa McCleary
City of Tampa
Housing & Community Development Manager
306 E. Jackson Street
Tampa, FL 33602

Dear Ms. McCleary:

The West Tampa Chamber of Commerce is proud to support Domain Homes' proposal for infill housing construction in Tampa's urban neighborhoods. We believe Domain's experience building numerous homes in Tampa's urban core like West Tampa and collaborative approach with the City of Tampa, non-profit organizations, and community service providers could provide opportunities that will improve our Tampa community and help low-to-moderate income families realize the dream of home ownership.

The Chamber commends the City of Tampa for implementing an innovative approach to stabilize families and neighborhoods and provide a catalyst for other development and investment.

Domain Homes' commitment to engage with the neighborhoods where they construct homes and to bring additional resources to the community will enhance the areas beyond home construction.

Domain Homes proposes to collaborate with respected and effective partners, Corporation to Develop Communities, Habitat for Humanity Tampa, and Tampa Housing Authority for construction of the homes, outreach, pre-and post purchase counseling. Their proposal to construct a minimum of 75 houses for low to moderate income buyers may provide opportunities to existing residents and those who may not have considered the project target areas.

We strongly support the addition of new housing to urban neighborhoods that will bring new vibrancy after years of neglect and lack of investment. The newly built housing may serve as a catalyst for upgrading the existing housing stock and attracting business and other community development.

We are pleased to offer our support and assistance to assure this project delivers new hope and stability to urban neighborhoods.

Sincerely,

The Executive Committee of the West Tampa Chamber of Commerce

And Dawn Hudson, President

STEARNS WEAVER MILLER
WEISSLER ALHADEFF & SITTERSON, P.A.

Ronald L. Weaver
401 East Jackson Street, Suite 2200
Post Office Box 3299
Tampa, FL 33601
Direct: (813) 222-5002
Fax: (813) 222-5019
Email: rweaver@stearnsweaver.com

November 10, 2017

Ms. Vanessa McCleary
City of Tampa
Housing & Community Development Manager
306 E. Jackson St.
Tampa, FL 33602

Dear Ms. McCleary:

I know several groups interested in infill housing and several are very good. Domain Homes is very good with infill housing construction in urban neighborhoods. Their leadership and Domain's experience building numerous homes in Tampa's urban core, like the Martinez House plan at Spruce at MacDill, their financial resources, and collaborative approach with non-profit organizations, and community service providers will result in a project that will improve any community they serve. They help low to moderate income families realize the dream of home ownership. We commend the City of Tampa for implementing this innovative approach to stabilize families and neighborhoods and provide a catalyst for other development and investment.

As the largest in-fill homebuilder in the Tampa Bay area, Domain Homes has very good experience and resources. Their commitment to engage with the neighborhoods where they construct homes and to bring additional resources to the community will enhance the areas beyond home construction. I have seen Jim McCarthy and Sharon and Kevin engage dozens of local leaders all over Tampa

Domain Homes proposes to collaborate with respected and effective partners, Corporation to Develop Communities, Habitat for Humanity Tampa, and Tampa Housing Authority for construction of the homes, outreach, pre-and post purchase counselling. Their proposal to construct a minimum of 75 houses for low to moderate income buyers will provide new opportunity to existing residents and those who may not have considered the project target areas. We met Jim McCarthy over at North Hyde Park Alliance we formed and Domain Homes joined early and strongly.

Keep holding on to new housing to urban neighborhoods that will bring new vibrancy after years of neglect and lack of investment. The newly built housing will serve as a catalyst for upgrading the existing housing stock and attracting business and other community development. All our businesses and families and their jobs and tax base will thrive in these areas again.

Sincerely,

Ronald L. Weaver

RLW:jft

John J. Dingfelder, Esq.
Realtor, Attorney and Former City Councilman
3006 San Carlos St.
Tampa, FL 33629
813 495-8838
john@johndingfelder.com

To: City of Tampa
From: Former City Councilman John Dingfelder

Re: Letter of Support for Domain

To whom it may concern;

I am writing this letter in support of Domain's proposal to purchase a bulk of excess City lots to build new housing. In my capacity as a Realtor, I have had the good fortune to get to know and work with the principals of Domain (Kevin, Jim and Sharon) for several years and I am thrilled to see that they have brought in our good friend Jeanette Fenton (a long time County and City employee) as a consultant. This team has proven itself to be dedicated to the healthy redevelopment of all of Tampa neighborhoods.

I recall a few years ago, Domain asked me if I thought they should build new homes near Columbus Drive near the river and I responded conservatively and told them that: "It would be a very risky proposition". Well, fortunately, the Domain folks ignored my advice, took on that risk and built numerous homes and townhouse in that area. As a direct result, that area north of the new riverfront project is thriving!

Likewise, while other developers were safely building new $800,000 homes between Gandy and Kennedy, Domain was the first homebuilder (in this cycle) willing to build 100s of high quality, more affordable homes in neighborhoods considered "marginal" by the rest (e.g. South of Gandy, Drew Park, West Tampa, Seminole Heights). Domain's aggressive and successful construction program has led to a resurgence of redevelopment by homeowners, builders and rehabbers all across our City.

Based upon their track record and their integrity, I have no doubt that whatever Domain proposes to do with the subject lots, working hand-in-hand with local non-profits, it will be a win-win for the City, our community and everyone involved!

Please do not hesitate to contact me if you have any questions.

Sincerely,

//ss Electronically signed by

John J. Dingfelder

CASA
Community Action Stops Abuse

November 9, 2017

Ms. Sharon McSwain, CEO
Domain Homes
5703 S. Macdill Avenue
Tampa, FL 33611

Dear Ms. McSwain,

On behalf of Community Action Stops Abuse, Inc. (CASA), I would like to take this opportunity to both recognize and thank you and your Domain Homes family for your generous support of CASA and those we serve. We are so appreciative to have Domain Homes as a valued partner in our mission to end the scourge of domestic violence in our community.

It is only with the support of community conscious groups like Domain Homes that CASA is able to meet the financial demands incurred to help survivors of domestic violence and their children. Bringing the safety of a shelter, advocacy in the courtroom, healing in a support group, anti-violence training in a classroom, and so many other services becomes possible through your generosity. Lives are saved and futures are assured.

Our community is blessed to have a proactive partner in Domain Homes. We value our relationship and are proud to stand with you and all your employees to insure Tampa Bay has a better day, every day!

With deepest appreciation,

Mo Venouziou

Senior Communications Manager, CASA

American Red Cross | A Century of Serving Central Florida

November 7, 2017

Ms. Sharon McSwain, CEO
Domain Homes
5703 S. Macdill Avenue
Tampa, FL 33611

Dear Ms. McSwain,

The last several months have been unprecedented both in the number and severity of disaster responses for the American Red Cross. Any one of the disaster responses for Hurricane Harvey, Irma or Maria are more than any one organization can handle, much less all three simultaneously.

We are only able to do the work we do through the commitment of our volunteers and the generosity of our donors – individuals, foundations and businesses. Periodically a champion from the business community comes to light in support of the American Red Cross and such has been the case with Domain Homes.

WFLA was kind to sponsor two telethons this fall; one for Hurricane Harvey relief and the other for Hurricane Irma relief here in the State of Florida. On the morning of September 15, 2017, we began the telethon for Hurricane Irma with six volunteers eagerly positioned at their phones. When you turned your television on that morning, you sensed that the incoming calls were dribbling in slowly and that if this telethon were to succeed a jumpstart was needed and needed now.

Thank you for acting on your convictions that Domain could make a difference that morning with a large gift to get things going. Indeed, your gift got the attention of the community and the *pump was primed*. Additionally, to call upon your employees to get personally involved was such an incredible act of community, realizing it was our neighbors that were suffering and needed help.

Domain Homes is an exemplary community partner. Your sense of responsibility and commitment to the betterment of the community at large makes you distinctive.
The spirit of generosity from our donors throughout these multiple disaster responses has been overwhelming, but so has been the devastation. Thank you for setting the bar high as an example of what corporate social responsibility looks like; it looks like the people of Domain Homes.

For all of those affected by Hurricane Irma, we brought relief. Domain Homes delivered hope.

Sincerely,

Jennifer Pipa
Regional CEO
Central Florida Region

SOCIETY OF ST. VINCENT DE PAUL
SOUTH PINELLAS, INC.
384 15th St. North · St. Petersburg, FL 33705-2016
Ph. (727) 823-2516 · Fax (727) 821-6244

To Whom It May Concern,

The Society of St. Vincent de Paul South Pinellas, Inc. (SVdPSP) is fortunate to have Domain Homes as one of its valued partners. Domain Homes' investment of time, talent and treasure to the mission of SVdPSP, is significant to helping achieve its goals of ending homelessness by rapidly rehousing U.S. Veterans, individuals, and families; and alleviating the challenges of poverty. Domain Homes and SVdPSP believe in purposeful collaboration to create a community where all people have the opportunity to thrive. Together we are building a strong future for the Tampa Bay region where we live, work, and serve.

We will continue to work to build a community where everyone thrives, and where the words of St. Vincent de Paul come to life, "I will always welcome joyfully any opportunity that comes my way to be of service to you."

Sincerely,

Merrell T. Dickey
Chief Development Officer

"A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL FREE 800-435-7352, WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL OR RECOMMENDATION BY THE STATE."

DOMAIN HOMES

Building value from the ground up

CLOSINGS AND SALES VOLUME PER YEAR

YEAR	SALES VOLUME	# OF HOMES CLOSED	
2010	$ 395,825.00	1	
2011	$ 5,919,326.00	23	
2012	$ 15,973,791.00	63	
2013	$ 19,232,201.00	63	
2014	$ 20,829,542.00	59	
2015	$ 35,236,997.00	102	
2016	$ 50,640,254.00	144	
2017	$ 32,696,514.00	88	Through 10/31/2017

DOMAIN HOMES

Building value from the ground up

PROJECTS COMPLETED WITHIN PROJECT AREA/ URBAN CORE FOR 2017 - THROUGH 10/31/2017

NSE Job #	Address	Current Sales Price
2017 CLOSINGS		
January 1 - October 31		
SP00041	1427 28th Ave N	$ 543,296.00
PLM0010	3626 Royal Palm	$ 523,440.00
PLP0001	4202 W Estrella	$ 651,000.00
NHP0070	3306 Kathleen St	$ 311,640.00
NHP0095	5158 Renellie	$ 401,120.00
SHT0018	811 Giddens	$ 231,526.00
WT0005	2604 W St John	$ 311,310.00
OYL0014	4723 W Bay Vista	$ 251,615.00
BP00093	5908 Interbay Blvd	$ 449,900.00
RH00001	707 W Ohio Ave	$ 389,900.00
SP00048	819 12th Ave S	$ 372,945.00
BP00084	3106 W Hartnett	$ 338,665.00
NHP0096	5160 S Renellie	$ 371,700.00
NHP0100	2713 W St. Louis	$ 259,400.00
RH00003	817 W Woodlawn	$ 447,980.00
SP00036	2851 5th Ave S	$ 249,000.00
SHT0024	105 W Alva	$ 305,615.00
SP00024	2433 9th Ave N	$ 377,900.00
WT00006	2606 W St John	$ 309,900.00
SP00025	723 12th Ave S	$ 370,735.00
SP00023	2441 9th Ave N	$ 349,900.00
BP00095	3318 W Price	$ 515,630.00
PT00043	7107 S Westshore Blvd	$ 394,695.00
NHP0092	1725 W St. Conrad	$ 289,200.00
NHP0081	1910 Palmetto	$ 262,925.00
SP00042	325 W Wisonsin	$ 235,000.00
NHP0093	1723 St Conrad	$ 264,045.00
NHP0083	1916 Palmetto	$ 249,815.00
SHT0016	1216 Giddens	$ 314,765.00
OYL0019	1706 Lois	$ 393,295.00
NHP0082	1914 Palmetto	$ 250,980.00
PB00001	2824 Corrine	$ 281,660.00
PT00045	7111 Westshore	$ 342,090.00
SHT0019	813 Giddens	$ 289,850.00
SP00049	827 12th Ave S	$ 367,050.00
SP00059	2350 4th Ave S	$ 274,865.00
SP00022	2258 9th Ave N	$ 370,000.00
PLT0006	4006 W Waterman	$ 517,730.00
PLT0007	4004 W Waterman	$ 513,030.00
PLT0008	4002 W Waterman	$ 424,416.00
WTO0003	2416 W Lemon	$ 429,020.00
NHP0085	4127 N Habana	$ 368,310.00
NHP0103	2920 LaSalle St	$ 333,130.00
SP00060	2358 4th Ave S	$ 260,156.00
PLO0005	1912 W State St	$ 419,000.00
SHT0017	1218 Giddens	$ 270,725.00
SP00019	2610 Bayside Dr	$ 369,900.00
NHP0097	3328 W Palmetto	$ 334,390.00
BP00094	3518 Cherokee	$ 495,550.00
PT00044	7109 Westshore	$ 387,820.00
NHP0091	2721 Lake	$ 317,245.00
WTO0002	2418 W Lemon	$ 427,175.00

DOMAIN HOMES

"building value from the ground up"

PROJECTS COMPLETED WITHIN PROJECT AREA/ URBAN CORE FOR 2017 - THROUGH 10/31/2017

NSE Job #	Address	Current Sales Price
PLO0002	2412 Gray	$ 453,920.00
WTO0001	2112 State St	$ 388,190.00
NHP0089	2717 Lake	$ 371,055.00
NHP0088	2715 W Lake	$ 365,775.00
PLO0004	1518 W North B	$ 465,570.00
NHP0090	2719 W Lake	$ 343,000.00
THT0016	2718 N Morgan	$ 345,515.00
PLO0001	2410 W Gray	$ 450,705.00
OYL0020	3107 S Manhattan	$ 272,745.00
THT0003	2801 N Morgan	$ 403,345.00
NHP0098	3330 W Palmetto	$ 346,300.00
NHP0102	2922 LaSalle St	$ 360,860.00
SP00045	3059 3rd Ave N	$ 459,900.00
SP00061	1119 Highland St	$ 357,572.00
CVC0003	4202 W LaSalle St	$ 314,900.00
NHP0086	4129 Habana	$ 337,295.00
PLO0003	2414 W Gray	$ 443,975.00
SHT0025	117 Minnehaha	$ 327,060.00
THT0017	2710 Jefferson	$ 340,185.00
PLP0004	2401 Lois	$ 650,060.00
SP00021	2300 9th Ave N	$ 399,450.00
PLT0009	3922 W Carmen	$ 485,370.00
OYL0022	1305 S Lois Ave	$ 353,511.00
SP00033	2417 9th Ave N	$ 394,365.00
BP00099	3104 W Price	$ 536,025.00
SP00053	2834 3rd Avenue S	$ 278,000.00
RH00010	3105 N Kinyon	$ 481,230.00
RH00008	3109 N Kinyon	$ 447,685.00
SP00029	559 14th Ave S	$ 234,900.00
SP00040	1436 30th Ave N	$ 419,900.00
NHP0087	4131 N Habana	$ 319,580.00
OYL0023	3010 W Gray	$ 273,725.00
OYL0025	4121 Zelar	$ 333,852.00
SP00051	2845 5th Ave S	$ 221,090.00
NHP0104	1908 W Nassau	$ 396,510.00
RH00009	3107 N Kinyon	$ 541,445.00
		$ 32,696,514.00

DOMAIN HOMES

"Building value from the ground up"

PROJECTS COMPLETED WITHIN PROJECT AREA/ URBAN CORE FOR 2016

NSE Job #	Buyer	Address	Current Sales Price
2016 Closings			
January 1st - December 31st			
SP00004	Benson	1030 10th St N	$ 383,850.00
SP00009	Randall	1101 Jackson St	$ 360,730.00
SP00010	Gelb	1045 Jackson St	$ 376,085.00
SP00006	Johnson	1100 10th St	$ 332,665.00
SP00005	Ondrick	1040 10th st	$ 389,990.00
SP00008	McCarty	1105 Jackson St	$ 401,550.00
SP00011	Gerardo	1035 Jackson St	$ 386,006.00
BP00055	McAdams	3603 Wallace	$ 349,990.00
PLM0012	Schulak	4109 W Lawn	$ 460,365.00
SHT0005	Glynn	6023 Lynn	$ 340,760.00
NHP0044	LaRue	300 N Excelda	$ 499,672.00
NHP0045	Riley	302 N Excelda	$ 463,635.00
NHP0039	Hackworth	214 N Woodlynne	$ 438,130.00
NHP0040	Chabot	212 N Woodlynne	$ 499,458.00
PT00031	Weber	6312 S Adelia	$ 322,589.00
PT00029	Roeser	6808 S Sparkman	$ 350,390.00
THT0018	Scoville	3512 N Tampa	$ 270,739.00
THT0007	Carragino	3809 N Highland	$ 272,989.00
BP00060	Burmer	5904 S Himes	$ 366,378.00
BP00061	Strickland	5902 S Himes	$ 380,730.00
NHP0049	Sprague	3125 Arch	$ 339,010.00
NHP0051	Cobbs	3121 Arch	$ 329,755.00
NHP0050	Peterman	3123 Arch	$ 311,140.00
NHP0035	Podlas	2602 Nassau	$ 333,755.00
SP00007	Staley	1110 10th St N	$ 392,505.00
THT0005	Clewer	1704 Beach St	$ 269,565.00
OYL0006	Stallard	3316 W Price	$ 229,165.00
SHT0014	Somerday	330 W Haya	$ 362,470.00
PT00028	Bourgeois	6810 Sparkman	$ 362,215.00
SHT0007	Morgan	402 Hanna	$ 349,610.00
SP00015	Phongvichith	2756 Bayside	$ 419,515.00
THT0001	Whelan	208 W Amelia Unit 1	$ 295,750.00
PT00030	Buschang	7112 S Sparkman	$ 352,645.00
SH00012	Myers	385 Dr MLK	$ 339,000.00
PLM0013	Gregory	3634 Renellie	$ 499,990.00
NHP0046	Lopez	4107 North A	$ 510,098.00
SHT0015	Swanson	6009 Lynn	$ 357,500.00
THT0015	Suarez	715 Woodlawn	$ 384,510.00
BP00070	Callan	3621 Ohio	$ 430,575.00
BP00069	Birchum	2833 Shelton	$ 451,370.00
NHP0047	Ashley	4124 W Grace St	$ 285,070.00
NHP0056	Spurling	406 N Fremont	$ 413,965.00
NHP0054	Xu	4118 Carmen	$ 374,855.00
PT00034	Gallina	6812 Trask	$ 346,701.00
PT00033	Kielpikowski	6814 Trask	$ 346,130.00
PT00032	Britton	6816 Trask	$ 317,000.00
BP00065	Keenan	6329 MacDill	$ 441,056.00
NHP0055	Barati	4116 Carmen	$ 382,018.00
THT0002	Everitt	208 Amelia Unit 2	$ 297,900.00
BP00068	Heil	3119 W Paul Ave	$ 437,805.00
NHP0058	Leontsinis	1513 W North B	$ 403,690.00
BP00063	LaMonte	3409 W Ohio	$ 393,730.00
NHP0057	Hanlon	1907 W North B	$ 396,085.00

DOMAIN HOMES

Building value from the ground up

PROJECTS COMPLETED WITHIN PROJECT AREA/ URBAN CORE FOR 2016

NSE Job #	Buyer	Address	Current Sales Price
NHP0053	Chan	3413 Spruce	$ 349,770.00
NHP0052	Afiat	3415 Spruce	$ 395,185.00
NHP0072	Amato	812 Habana	$ 346,555.00
PT00035	Tran	4730 Ohio	$ 383,651.00
BP00064	Ogunu	3407 Ohio	$ 431,295.00
NHP0075	Brill	814 N Habana	$ 335,310.00
BP00067	Moore	3609 W Iowa	$ 436,570.00
NHP0084	Ottman	903 Excelda	$ 378,050.00
BP00066	Dillion	3611 W Iowa	$ 415,050.00
NHP0076	Babilonia	810 N Habana	$ 348,475.00
BP00076	Valadez	2852 Shelton	$ 334,830.00
NHP0074	Salabarria	905 Excelda	$ 383,038.00
BP00077	McLaughlin	4517 Ballast Point	$ 404,330.00
BP00072	Carlin	6111 S Main	$ 413,550.00
NHP0077	Cameron	806 Habana	$ 356,546.00
SHT0011	Fernandez	6304 N 13th	$ 324,540.00
SP00016	Mistry	265 21st Ave	$ 496,570.00
NHP0071	Ganda	901 Excelda	$ 325,406.00
OYL0009	Thoma	2803 Foster	$ 372,120.00
PLM0011	Gonzalez	4414 Euclid	$ 439,900.00
NHP0073	Richter	808 Habana	$ 354,390.00
PLT0001	DeOrio	210 Woodlynne	$ 447,831.00
NHP0059	Torres	4310 Green	$ 311,785.00
BP00071	Philpitt	3025 W Napoleon	$ 398,476.00
BP00073	Eichstaedt	3209 W Cherokee	$ 450,690.00
BP00085	Castro	3512 W Paxton Ave	$ 410,465.00
BP00075	Sarokas	2850 W Shelton	$ 358,395.00
PT00036	Stock	6711 Trask	$ 326,410.00
NHP0078	Reeves	3109 North B	$ 489,610.00
NHP0036	Dollison	2600 Nassau	$ 339,900.00
NHP0062	Orosco	1908 State St	$ 393,050.00
NHP0048	Landry	3109 Spruce	$ 341,010.00
NHP0079	Van Wert	3111 North B	$ 490,690.00
THT0006	Remante	1706 Beach	$ 270,950.00
THT0019	Lopez	200 Amelia unit 1	$ 296,000.00
RH00002	Lifsin	711 W Ohio	$ 384,614.00
WT00001	Gillyard	2808 W Lemon	$ 381,905.00
SP00026	Snyder	725 12th Ave S	$ 380,725.00
NHP0063	Hoeppner	1509 W North B	$ 439,875.00
WT00002	Katz	2810 Lemon	$ 392,335.00
BP00081	Stafford	6328 MacDill Ave	$ 393,910.00
SP00038	Madden	2734 4th Ave	$ 214,920.00
BP00086	Hoormann	3215 Tyson	$ 427,800.00
PLT0002	Yadley	208 Woodlynne	$ 451,210.00
SHT0012	Brundage	6306 13th	$ 339,900.00
SP00017	Whitlock	3133 Melton	$ 428,890.00
NHP0042	Pangilinan	2722 Aileen	$ 319,900.00
WT00004	Cicchetto	3311 W Chestnut	$ 308,975.00
WT00003	Armas	3313 W Chestnut	$ 344,405.00
PLM0014	Fees	4315 S Trask	$ 445,900.00
SP00018	Langhans	1046 Jackson	$ 466,275.00
SP00028	Sullivan	4533 4th Ave S	$ 213,440.00
THT0020	Young	200 Amelia #2	$ 299,900.00
SHT0013	Perdue	6308 N 13th St	$ 320,500.00
NHP0080	Good	2421 State St	$ 347,010.00

DOMAIN HOMES

Building value from the ground up

PROJECTS COMPLETED WITHIN PROJECT AREA/ URBAN CORE FOR 2016

NSE Job #	Buyer	Address	Current Sales Price
SP00037	Rosario	1420 20th Ave N	$ 459,555.00
NHP0043	Batsford	2724 Aileen	$ 337,415.00
OYL0013	Dahlback	2910 Tyson	$ 303,825.50
PLT0003	Constantakatos	3909 North B	$ 481,855.00
BP00078	Hawks	3101 Hartnett	$ 333,590.00
PLT0005	Allen	3014 North B	$ 443,230.00
BP00080	Gattullo	3105 Hartnett	$ 322,030.00
BP00079	Rojas	3103 Hartnett	$ 331,605.00
SP00047	Haerle	664 11th Ave S	$ 416,170.00
SP00046	Jones	668 11th Ave S	$ 399,945.00
SP00030	Ries	812 5th St N	$ 458,075.00
PT00041	Trecida	6908 S Shamrock	$ 382,805.00
PLT0004	Swigart	3012 North B	$ 438,520.00
PT00042	Pelham	6910 S Shamrock	$ 371,575.00
BP00074	Swarens	3615 W Iowa	$ 389,900.00
BP00083	Quiabazza	3104 Hartnett	$ 336,345.00
OYL0008	Asberry	7312 DeSoto	$ 254,305.00
BP00082	Serocki	3102 Hartnett	$ 338,895.00
OYL0016	Boyd	3609 Concordia	$ 370,070.00
NHP0064	Cipriano	3419 Spruce	$ 387,565.00
NHP0099	Young	211 Matanzas	$ 505,000.00
NHP0069	Cipriano	3421 Spruce	$ 424,150.00
SHT0006	Padilla	404 Hanna	$ 395,115.00
NHP0094	Reis	5156 Renellie	$ 394,480.00
PT00039	Smith	7305 Mascotte	$ 319,186.00
PT00037	Caylor	4702 Ingraham	$ 323,395.00
			$ 50,374,232.50

9. MARKETING

- Provide a marketing and sale plan for the proposed project.

  Marketing Plan provided.

- Provide a plan for addressing families at 80% of area median income or below. (i.e. How much of the funding will be provided in the form of a grant to the buyer, housing counseling, etc.)

  Families at 80% of area median income or below will be addressed through Habitat for Humanity (10 homes) and through down payment assistance programs. This issue is addressed further throughout other sections of the proposal.

Marketing Plan

This Marketing Plan Outlines Domain Homes Strategy for generating purchasers for our new homes on the lots detailed in this RFP. The activity level will be a minimum of 75 homes over a 24-month period. This level of new home activity is unprecedented in the East Tampa area and will take experience, commitment and tenacity. Domain Homes brings all of these things to the table. Since our Company focus is solely Urban; Domain Homes is uniquely qualified to achieve this objective.

Domain Homes is Tampa's largest Urban In-fill Builder. This is what we do every day. We locate lots that are uninhabitable, unrepairable or otherwise distressed and replace them with beautiful, well-built, quality homes for families to create memories in. Domain, through years of experience, has put processes and programs in place that permit us to be efficient, effective and predictable allowing Domain to produce more Urban infill homes than any other builder in Tampa. Our ability to build on-time, quality homes has created over 500 happy Domain customers. These new homes are in many distinctly different neighborhoods, each with its own character, history and nuances. Over time Domain has learned to incorporate these differences into our processes and procedures to attain success. We are actively building in Carver City, West Tampa, Tampa Heights, North Hyde Park, Ballast Point, Port Tampa, and Seminole Heights to name just a few.

As time progressed, we noticed something significant was happening in the neighborhoods in which we were building. Other homeowners began to clean up their yards, paint their houses, fix their fences and became proud of the neighborhoods they lived in. They started to experience an increase in property values as a direct result of our newly constructed homes going up in their community. Additionally, as new families moved into our new homes, the local public schools felt a positive impact. Parents became more involved in the schools, joining PTA boards, volunteering to move their schools forward and school ratings climbed.

Domain has partnered with many community organizations to help support local initiatives. Building new homes in volume brings new energy, excitement and interest to neighborhoods; it also brings people in from other vicinities who are eager to own a new home.

Our goal will not only be to create housing choices for consumers but to build community consensus that East Tampa is a neighborhood that offers attractive homes, convenient access to jobs, schools, shopping and a safe environment. All of which are essential considerations when purchasing a new home.

One of most desirable things about East Tampa is its location. Highway access is readily available; I-4, I-275 and I-75 are all within minutes. The proximity to downtown Tampa, Port of Tampa and Tampa International airport makes commuting extremely convenient. The multitude of culturally diverse areas such as Ybor City and unique restaurants seem to have the exact recipe for a successful Urban In-fill program.

Marketing Programs

Buyer Profile

Before we look at what marketing vehicles to utilize to facilitate sales, we must first identify who our purchasers will be. We believe the buyers for the homes Domain intends to build will be as follows:

Age–25 and up

Single female or male

Working couple/ no kids

Family/ 1-2 kids

Renters looking to purchase their first home

Diverse populations of all racial/ethnic groups

Average income at or below 140% AMI

Down Payment Assistance will be heavily utilized

Below is the Demographic and Income statistics for the East Tampa Area:

Demographic and Income Profile

Summary	Census 2010	2016	2021
Population	32,432	34,137	26218
Households	11,226	11,647	12290
Families	7,357	7,545	7913
Average Household Size	2.82	2.87	2.89
Owner Occupied Housing Units	5,650	5,074	5238
Renter Occupied Housing Units	5,576	6,573	7052
Median Age	33.2	34	35.2

Trends: 2016 - 2021 Annual Rate	Area	State	National
Population	1.19%	1.29%	0.84%
Households	1.08%	1.21%	0.79%
Families	0.96%	1.13%	0.72%
Owner HHs	0.64%	1.09%	0.73%
Median Household Income	-1.15%	2.52%	1.89%

Households by Income	2016		2021	
< $15,000	3,386	29.1%	3,616	29.4%
$15,000 - $24,999	2,149	18.5%	2,595	21.1%
$25,000 - $ 34,999	1,947	16.7%	1,618	13.2%
$35,000 - $49,999	1,543	13.2%	1,409	11.5%
$50,000 - $74,999	1,543	13.2%	1,680	13.7%
$75,000 - $99,999	515	4.4%	674	5.5%
$100,000 - $149,999	442	3.8%	555	4.5%
$150,000 - $199,990	64	0.05%	80	0.07%
$200,000+	58	0.05%	64	0.05%
Median Household Income:	$26,083		$24,618	
Average Household Income:	$36,039		$38,026	
Per Capita Income:	$13,097		$13,663	

Population by Age	Census 2010		2016		2021	
0-4	2,603	8.0%	2,638	7.7%	2,783	7.7%
5 -9	2,435	7.5%	2,558	7.5%	2,615	7.2%
10-14	2,656	8.2%	2,573	7.5%	2,646	7.3%
15-19	2,839	8.8%	2,526	7.4%	2,522	7.0%
20-24	2,215	6.8%	2,606	7.6%	2,431	6.7%
25-34	4,212	13.0%	4,527	13.3%	5,019	13.9%
35-44	3,907	12.0%	3,960	11.6%	4,256	11.8%
45-54	4,413	13.6%	4,239	12.4%	4,153	11.5%
55-64	3,411	10.5%	4,058	11.9%	4,411	12.2%
65-74	2,087	6.4%	2,586	7.6%	3,177	8.8%
75-84	1,235	3.8%	1,387	4.1%	1,658	4.6%
85+	418	1.3%	479	1.4%	548	1.5%

Race and Ethnicity	Census 2010		2016		2021	
White Alone	6,496	20.0%	6,727	19.7%	7,098	19.6%
Black Alone	23,734	73.2%	24,891	72.9%	26,295	72.6%
American Indian Alone	143	0.4%	162	0.5%	183	0.5%
Asian Alone	132	0.4%	154	0.5%	176	0.5%

Pacific Islander Alone	10	0.0%	11	0.0%	12	0.0%
Some Other Race	1,090	3.4%	1,233	3.6%	1,364	3.8%
Two or More Races	826	2.5%	959	2.8%	1,090	3.0%
Hispanic Origin (Any Race)	5,179	16.0%	5,992	17.6%	6,920	19.1%

Based on the buyer profile outlined above, we believe there is terrific opportunity in the Tampa Bay market to achieve the sales goals that have been set. We will take a holistic approach to the marketing, employing multiple media, both traditional and digital.

Domain Homes enjoys a strong brand presence in the Tampa market. We are well recognized as the premier Urban in-fill builder and intend to leverage the Domain name, pairing it with the specific program name of Urban360 by Domain Homes. (the proposed logo is attached)

Urban360 speaks to the energy and excitement that comes with Urban living. The close-in location of the homesites enable a true city living feel.

Model Home

We will carry the Urban360 energy thru-out our new Discovery Center. Our model will be different, it will be urban and edgy. The intent of the Discovery Center is to create a unique homebuying experience for every prospective homeowner, regardless of price or size of the home. We will continue the Domain tradition of hospitality, which is our Signature Trademark. Our Design Center along with the first floor of our 2-story detached garage will be the hub of the Domain hospitality experience. The Design Center process is an exciting part of purchasing a new home. We envision our purchasers being able to choose from multiple packages and possible upgrades to personalize their home, with the help and coordination of our Design Center Manager. As part of our Urban360 program every buyer will receive a certificate allowing them to select up to $2500 from the Design Center as part of the Domain experience. The second floor will be built out to house a meeting room that can be utilized by our Housing Education partners. The model itself will be one of the plans we will offer and will be fully decorated. The backyard will feature outdoor living ideas that any homeowner could replicate if desired. (See attachments for concept ideas)

Sales Team

Domain intends to have our bilingual in-house sales team in the Discovery Center 7 days a week. We have found more success selling with experienced professionals that have an intimate working knowledge of the quality built into every Domain Home. It is also incumbent on these in-house sales people to help prospective purchasers overcome any obstacles to homeownership since they do not have any homes but Domain's to sell. Of course, we will co-operate with the Real Estate community and in fact over 75% of Domain's current customers have been brought to Domain by outside Real Estate agents. All available homes will be listed in MLS for additional exposure.

Education

We believe the success of this partnership rests heavily on educating individuals on how they can afford to purchase a new home and what they must do to attain that goal. With this in mind we will partner closely with the City of Tampa, and the City of Tampa approved Housing Counseling Agencies, such as Corporation to Develop Communities, Tampa Housing Authority, Housing and Education Alliance, and Solita's House. In addition, Domain will create the new position of Urban360 Concierge. This individual's sole responsibility is to be a conduit between the purchaser, housing counseling partner, mortgage companies, title companies and Domain. They will coordinate communications to ensure the customer is informed about every step of the construction process and what to expect, assist them with any questions related to Domain closing process and stay in touch with them after closing to make sure they are comfortable with their new home. Educating new customers on the nuances of new home purchasing, closing procedures and warranty after the sale will be the "Concierge's" sole purpose.

Domain will conduct on-going educational events at our Urban360 Discovery Center. As stated earlier, knowing how to purchase a new home is often intimidating and overwhelming especially for first time homebuyer. Weekly seminars, panels and advice from both Domain, as well as, our Housing Counseling partners can help make potential homeowners feel more confident and comfortable with the entire process.

Domain's practice of continually engaging with our future, current and past customers will be part of our normal course of business. Our goal with EVERY customer is to create a raving Domain fan. We enjoy many repeat customers, as

well as, a continual flow of referrals from our existing homeowners and the real estate professionals with the community.

Testimonials

"Our experience with Domain Homes was outstanding! Everyone we worked with was very professional, and they made the entire process completely stress free. They answered all of our questions in a very timely manner as well. Our home turned out beautiful and we have had zero issues after living here for the past two weeks. We would definitely use Domain Homes again if we ever decide to move. Great work guys!" - Matt Heck

"Domain Homes is an amazing builder with an awesome team. We worked directly with one of their Realtors, their VP of Brand Experience, one of their Interior Designers, and one of their Construction Managers, and they were all extraordinarily helpful and knowledgeable (to say the least). We kept a close eye on our home as it went through the construction process, and all of the trades they brought in and the materials they used were top notch...Domain's process allowed us to customize the appearance of our home, and we are extremely proud of our beautiful new home that now sits where a dilapidated, unkempt home used to be.

This is our family's forever home and we could not be any happier." - Edmund Wonder

"Domain builds incredible, affordable homes and is a true asset to the communities they build in. One of the first builders to see the potential in beautifying historic West Tampa. Great options and exceptional customer service." - Felix Menendez

"Dream home! Very lucky to find such a great team to work with! I want to thank the whole team that build my home. From the plan to the choice of paint colors and fixtures - everything looks great together. Beautiful craftsmanship! Highly recommended to my friends and family." - Natalia Mohabir

"All I needed was to find the home. Which Domain had built in a great location. The closing process was even smoother. There was cooperation throughout and we closed on time. Coming from a real estate broker, I can truly value this. Domain is a positive builder to have in our communities." - Russ Somerday

Marketing Outreach

Website - Marketing outreach would include the Urban360 program and available inventory will be added to the Domain.com website. We currently average 110 visitors per day to our site.

Eblasts - On going e-blast messaging to our in-house prospect and realtor data base, as well as, specific geo-targeted lists thru Adwerks.

Realtor Outreach - Our Brand Experience Manager is constantly in front of Realtor groups to educate and update Domain's new markets and inventory status. Urban360 would be no exception. In addition, he solicits and hosts Realtor events in our Discovery Center, we see this as being a good way for the local real estate professionals to get a chance to touch and feel the Domain experience.

PR - The Brand Experience Manager is also responsible for generating PR stories and positive press about Domain. Whether it is our efforts to transition neighborhoods or teaming up with the local school to host a family day, he is the conduit to encourage the local news outlets to get the word out.

Blogs - Urban360 will be featured prominently in our blog posts and Facebook posts. Of course, the ongoing utilization of social media is a must.

Homesite Program - Domain will incorporate Urban360 into our standard street branding program. This includes signing and flagging the lot to be built with the Urban360 by Domain Homes signage and flags. Our signature blue dumpsters with the Domain website information signage will also be used. This street branding is critical in starting the "buzz" in the neighborhood that something new is coming …… it also drives an incredible amount of interest from people driving by the construction sites. Domain constantly hears "we see Domain everywhere" from our potential purchasers and Realtor Partners.

Videos/Photos - Along with our curbside branding we will have our photographer take photos of all our plans along with a virtual video walk-thru, complete with a drone fly over. These items are posted on MLS, Zillow, the Domain website, and sent as eblasts to our data base of potential customers and real estate professionals.

Traditional Media - In addition, Domain will utilize traditional media, including direct mail to selected areas such as renters. This marketing has given us a good return, particularly with our more affordable products. Newspaper, magazines

and local news outlets have also been used to announce special programs, grand openings and events or for "featured homes".

Neighborhood Involvement - Domain makes a special effort to engage with the local neighborhoods and will sponsor neighborhood watch programs, youth activities and neighborhood improvement initiatives. We believe partnering with the local businesses, Churches, employers, Realtors, local officials and Not- for-Profit service providers will only increase the outreach and ultimate success of this partnership. Domain intends to have a sustained commitment to the East Tampa neighborhoods, long after the RFP project has been completed.

Post Close

Domain's commitment to customer satisfaction and creating the WOW experience thru-out the process does not stop at the closing table. We understand the buying process is emotional and sometimes stressful, especially for first time homebuyers. We will have our Urban360 Concierge schedule regular meetings after the client moves in to ensure the customer is happy and to answer any questions they may have. We will survey our homeowners periodically to learn what we could have done differently or better to improve the process and experience. This continual improvement discipline keeps Domain fresh, current and in tune with what our client's needs to insure the home buying experience is the absolute best it can be.

Affirmative Fair Housing Marketing

Domain's services and products are delivered in compliance with the federal and state Affirmative Fair Housing Marketing laws. Our marketing is designed to attract buyers of all minority groups regardless of race, color, religion, sex, national origin, familial status, disability, marital status and age. Any type of discrimination is illegal in housing transactions. Domain conducts all of its business in a fair and non-discriminatory manner.

Summary

One by one and street by street we plan to build new single-family homes and dramatically improve the fabric of the neighborhood. With new construction comes the benefit of other housing opportunities like revitalization and rehabilitation. Time and again, when Domain Homes enters a neighborhood and begins construction we witness a higher standard of rehabilitation and

improvements to yards and home maintenance. Then the schools and local business start to see upward movement.

We believe East Tampa is at a crossroads … We believe East Tampa is poised to start the ride of economic success that is sweeping through-out the rest of Tampa. What it needs is the interest of private developers who are ready and willing to make an investment in the aging housing stock and begin the revitalization of the neighborhood. Domain Homes is that developer.



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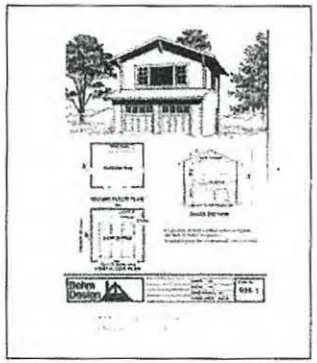
URBAN360° Homes Discovery Experience

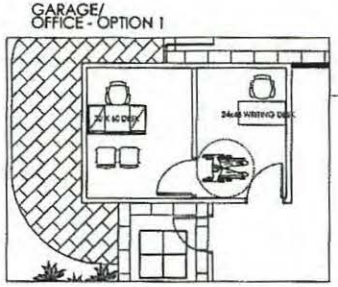
When you achieve the dream of buying an **URBAN360°** home, it is the start of new dreams. The mind leaps ahead to how you will decorate, accessorize, and add your unique touch. Those dreams could be dashed by the harsh reality of a tight budget, but they're not. **URBAN360°** has created an outdoor living experience that is packed with creative, low-cost ways to transform your new yard into an outdoor paradise.

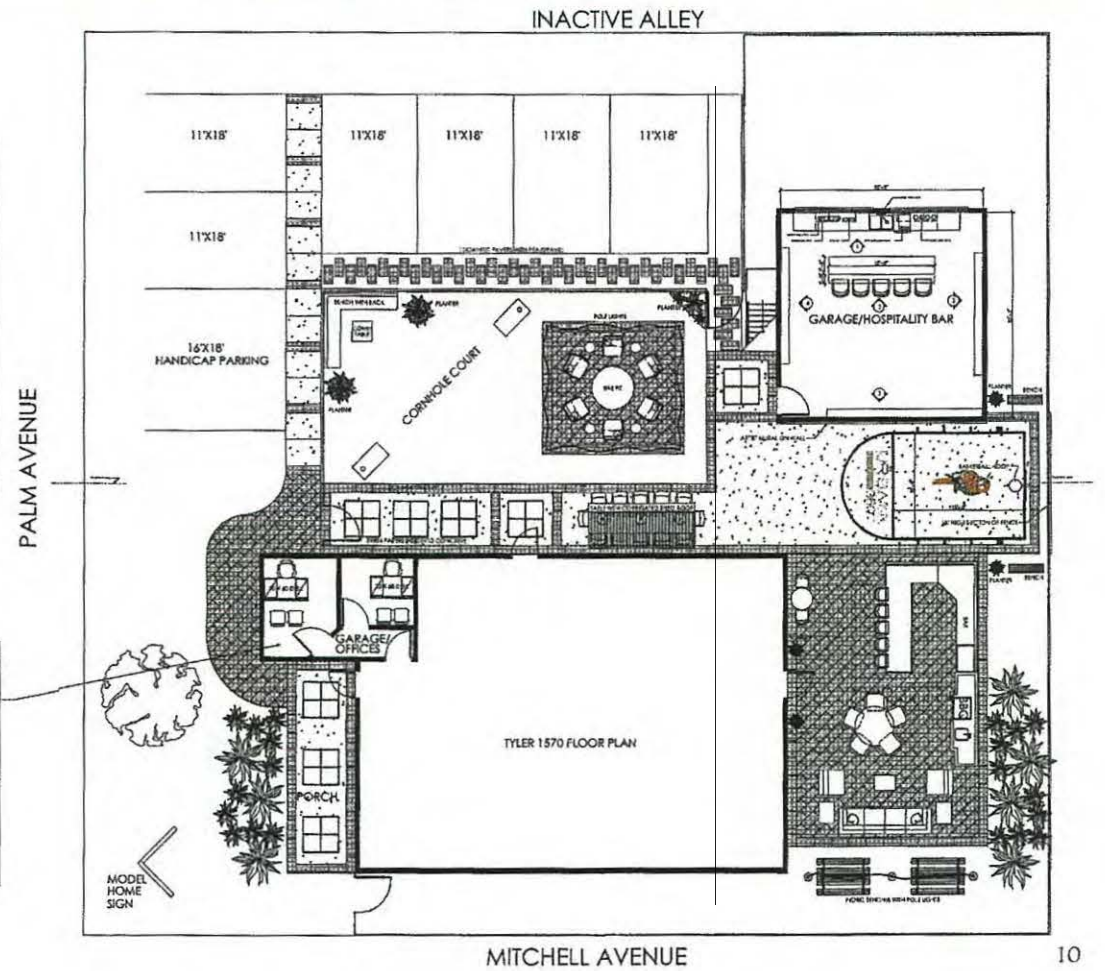
Whether it's relaxing at the end of the day or celebrating with friends on the weekend, you can make everything you need. **URBAN360°** shows you how. Visitors can see inspiring examples of outdoor furniture that they can easily build in a weekend with budget-friendly products from the home improvement store. There are also DIY ideas for outdoor bars, planters, and garden accessories.

And when it comes to friendly competition, there are dozens of ideas for outdoor games. Visitors can see how easy it is to make a corn-hole toss game, life-sized chessboard, and oversized Scrabble game. Even the basketball hoop is made with products from the home improvement store.

Inspired by the **URBAN360°** land plan, visitors can find supply lists and instructions on the **URBAN360°** website.







10. COLLABORATION

- Provide signed MOUs or Agreements with agencies that spell out their role and any compensation.

  MOUs with Habitat for Humanity of Hillsborough County, Corporation to Development Communities, Inc. and Tampa Housing Authority are provided.

MEMORANDUM OF UNDERSTANDING
BETWEEN
DOMAIN HOMES
AND
HABITAT FOR HUMANITY OF HILLSBOROUGH COUNTY

SUBJECT: Response to City of Tampa Request for Proposal (RFP) for Residential Developer for Infill Housing Redevelopment

1. PURPOSE

a. To establish a memorandum of understanding (MOU) that describes the association between Domain Homes and Habitat for Humanity of Hillsborough County (HFHHC) in relation to the City of Tampa Request for Proposal for Residential Developer for Infill Housing Redevelopment.

b. Domain Homes and HFHHC both share a commitment to providing homeownership opportunities for City of Tampa residents. In particular, Domain Homes and HFHHC share a commitment to leverage available resources (including City of Tampa owned vacant residential property) to provide homeownership opportunities for residents who currently lack access to decent, sustainable housing due to issues with affordability and or inventory constraints.

2. SCOPE

a. Domain Homes and HFHHC recognize the advantages of collaborating to advance homeownership opportunities in the City of Tampa. Domain Homes maintains an outstanding reputation in the community for developing a significant volume of quality housing products in urban locations that attract considerable market demand. HFHHC maintains and outstanding reputation as a local affordable housing developer and affiliate of Habitat for Humanity International, a non-profit organization responsible for providing millions of housing solutions around the globe.

b. Domain Homes and HFHHC enter this MOU in particular to focus on obtaining the opportunity to redevelop property made available through the City of Tampa Request for Proposal for Residential Developer for Infill Housing Redevelopment. HFHHC will construct up to 10 homes over the 24 month period for 50-80% AMI and that Domain will not be providing any funding or construction financing for the homes.

3. RESPONSIBILITIES

a. Domain Homes and HFHHC will:

(1) Build new single family homes on properties made available through the City of Tampa and in accordance with a contract to be provided by the City of Tampa. As a part of this MOU, HFHHC will construct up to 10 homes over a 24 month period. HFHHC will sell the homes to qualified homeowner applicants with household incomes below 80% AMI. Domain Homes will not provide funding or financing for the HFHHC homes.

(2) Work with the City of Tampa Housing & Community Development Division to create media information and print material announcing the benefits of the proposed Residential Infill Housing Redevelopment.

(3) Share construction best practices (including methods for ensuring housing durability and sustainability) to promote maximum efficiencies and successful outcomes.

(4) Provide opportunity for Domain Homes homebuyers to attend certain HFHHC homeownership classes.

(5) Leverage best material application information in an effort to produce the "most for the least".

(6) Construct homes strategically (based on geography and schedule) in close proximity in an effort to maximize impact in focus areas.

(7) Share construction scheduling and protocols to mutually benefit both Domain Homes and HFHCCC.

(8) Explore joint marketing opportunities to further promote affordable housing opportunities in the local Tampa marketplace.

(9) Promote HFHHC fundraising activities when appropriate.

(10) Explore cost saving opportunities within the marketplace to the extent that they offer homebuyers the opportunity to increase value.

(11) Cross refer clients to Domain Homes and HFHHC as appropriate.

(12) Establish key performance indicators. Schedule reoccurring meetings to discuss progress on key performance indicators.

(13) Collaborate to create a joint effort to advocate for affordable housing with City of Tampa representatives.

(14) Ensure that the HFHHC Board of Directors is educated regarding the Residential Infill Housing Redevelopment and the benefits of the project's success.

4. EFFECTIVE DATE AND TERMINATION: This MOU will commence on the date of signature. The MOU shall remain in effect until terminated by either party within thirty (30) days advanced written notice of either party.

Domain Homes

Kevin Robles, COO

11/14/17

Date

Habitat for Humanity of Hillsborough County

Tina Swain, CEO

11/13/2017

Date

MEMORANDUM OF UNDERSTANDING

BETWEEN

DOMAIN HOMES, INC.

And

CORPORATION TO DEVELOP COMMUNITIES, INC.

This Memorandum of Understanding defines the relationship, agreements, and performance of each of the parties for implementation of the project outlined in the proposal to the City of Tampa for Residential Developer for Infill Housing Redevelopment – RFP 17-P-00981-0-2017 Q/D.

Domain Homes, Inc. (DHI) and Corporation to Develop Communities of Tampa, Inc. (CDC) mutually agree:

- to work cooperatively and collaboratively to achieve the goals of the RFP over the course of the 24-month project. The parties will share information and best practices to achieve project outcomes.

- to work together to market and promote the project and homes, to identify and qualify potential buyers, and to successfully close sales of the constructed homes.

- to comply with all requirements and provisions set forth in the RFP and subsequent Development Agreement as required by the City of Tampa.

- that CDC and DHI will have access to information from the other party on all houses (address and construction cost) and homeowners (demographic and mortgage info) and from other development partners or Real Estate agents. CDC will insert DHI information into their client database systems for reporting and mapping purposes and the information shall be used for that purpose only.

- DHI shall oversee performance of CDC to assure timely progress on home construction and satisfactory completion of homes. DHI reserves the right to discontinue assignment of lots if CDC fails to satisfactorily perform in a timely manner.

- CDC agrees to provide the following services as part of the project and DHI aggrees to the compensation listed for each element:

1) Housing Counseling Services:
    - Provide Group Counseling sessions to result in certifications (qualifying clients) for 1st time homebuyer programs and Down Payment Assistance (150 students)
    - Provide intake and one-on-one counseling sessions to qualify up to 72 (or number of homes needed) for mortgage products and/or down payment assistance (as applicable)
    - Provide credit repair counseling up to 30 clients or more if needed
    - Provide Post-Purchase counseling to 72 (or number needed): how to maintain home

DHI and CDC acknowledge the services needed to prepare clients and the potential for additional staff resources that may be required. Prior to project start, DHI and CDC will negotiate a system to provide advance partial payments for services with additional payments at time of housing closings based on the level of service provided to each client.

2) Real Estate Services:
   - Develop and construct up to 10 homes over the 24-month project timeline for customer incomes of 75% to 120 % AMI. Additional homes may be constructed based on CDC's financial capability and satisfactory production of homes built.
   - It is agreed and understood that certain lot locations may have a construction gap of $10K/home. Both parties will work through this issue as it arises and develop an agreeable solution.

   CDC will derive compensation from the sale of each home. No additional compensation will be provided by DHI.

3) Workforce Center Services
   - The parties agree that a workforce training component will be jointly developed to provide opportunities for low income individuals to obtain employability and construction trades skills and to have opportunities for employment by contractors within the project. Elements of the programs, cost, providers, and compensation will be determined after award of the project.

4) Community Engagement
   - Organize block initiatives within high target areas (beautifications, plantings, painting of other homes, street paintings, etc.).

   DHI will fund 50% ($1,000) of the$2,000 cost per neighborhood block subject to the CDC securing matching funding for the remaining 50% ($1,000). DHI's total contribution for this activity shall not exceed $4,000.

DOMAIN HOMES, INC.

Kevin D Robles

Kevin Robles, COO

11-15-17

Date

CORPORATION TO DEVELOP COMMUNITIES OF TAMPA, INC.

E M Coney J

Ernest M. Coney, Jr.

11/15/17

Date

11. IMPLEMENTATION TIMELINE

- Provide copies of plans for proposed project units.

  Plans are Provided.

- Provide implementation timeline for construction and development of proposed project completion.

  Implementation timeline is provided.






LANAI
8'-0"x8'-0"
MASTER SUITE
10'-4"x12'-0"
FAMILY RM.
14'-0"x13'-0"
OPT. REF.
KITCHEN
M. BATH
CAFE
10'-8"x8'-0"
BATH 2
OPT. W/D
W.I.C.
FOYER
BEDROOM 3
9'-8"x10'-0"
BEDROOM 2
9'-8"x10'-0"
1 CAR GARAGE
10'-4"x20'-0"
PORCH






BDRM. 4
11'-0"x11'-0"
W.I.C.
MASTER SUITE
11'-0"x13'-0"
BDRM. 3
11'-0"x10'-6"
BATH 2
M. BATH
OPT. DRYER
OPT. WASHER
BDRM. 2
11'-0"x10'-6"
OPT. REF.
KITCHEN
CASUAL DINING
FLEX/BDRM. 4
13'-8"x11'-0"
FAMILY RM.
16'-8"x15'-0"
FOYER
PORCH
1 CAR GAR.
13'-4"x20'-0"

DOMAIN HOMES
Building value from the ground up

Buyer: ^BUYER-FULL-NAME^
Co-Buyer: ^COBUYER-FULL-NAMES^
Address: ^LOT-ADDRESS1^
Job Tracking Number: ^LOT-NUMBER^

EXHIBIT "S"

STANDARD FEATURES

This document supplements the agreement.

Interior Details

- Honeywell Security system installed on 1st Floor windows and exterior doors (monthly monitoring not included)
- Fan prewire/surface mount lights with CFL bulbs in all bedrooms and family room
- Cable outlets in all bedrooms and family room
- Spanish lace finish on ceilings throughout
- Designer lighting fixtures
- 3 1/4" base boards
- 18"x18" ceramic tile floor in wet areas
- 13"x13" ceramic tile on walls in bath/shower
- Marble window sills throughout
- Moen® faucets throughout
- Three panel Avalon interior doors with baby howe casing
- Recessed lighting in hallways with CFL bulbs*
- Blinds on all windows and slider*

Kitchen

- GE® Black on black smooth top range
- GE® microwave over the range
- GE® built-in dishwasher
- 3 CM granite countertop
- 36" Wellborn® cabinetry in maple finish
- 9" stainless steel undermount sink
- Ice maker connection
- Garbage disposal
- Convenient storage pantry*
- Recessed lighting with CFL bulbs*

Bedrooms and Baths

- Trey ceiling in master suite*
- Chrome fixtures in all bathrooms
- Elongated toilets in all bathrooms
- Hi-mac corner shelf in all baths
- 3 CM granite vanity tops
- Spacious walk-in closets in master bedroom suite*
- Full width vanity mirrors
- Raised comfort height vanity in master bath
- Closetmaid® shelving in all bedroom closets
- Beautifully detailed elevations*
- Decorative Cementous textured finish on front, sides and rear standard
- Stone/brick/shake accents*

Exterior Details

- Garage door opener, including two remotes*
- Finished garage interiors*
- Professionally landscaped with fully sodded yards with Bahia type turfgrass
- Screens on all windows
- Keyed entry with deadbolt and peep hole on front door
- Three weatherproof exterior outlets
- Two exterior hose bibs
- Exterior lighting front and rear entrances
- Coach lights on garage
- Continuous vented white aluminum soffit
- Reinforced hurricane resistant concrete block construction on first floors
- 30-year fungus resistant dimensional roof shingles
- Sherwin Williams Loxon® Masonry Coatings Systems acrylic exterior paint
- Designer inspired exterior color choice
- Fabric hurricane shutters for all windows and doors*

Energy-Saving Features

- Every home Energy Star ® Certified
- 50 gal Hybrid/Heat Pump Water Heater with 10 year warranty
- Insulated textured fiberglass exterior doors
- Off ridge roof vents for attic ventilation
- LowE dual pane windows throughout
- Carrier® HVAC 15 seer system with programmable thermostat and fresh air damper- Florida energy code*
- Mastic sealed ductwork
- R-30 insulation over living spaces
- R-11 frame wall insulation
- R-4.1 insulation on concrete exterior walls
- Radiant OSB on Roof
- Microwave vented to the outside

Warranty Program

- Domain Homes, Inc 1-year warranty
- Centricity transferable, structural 2-10 warranty
- Thorough homeowner orientation prior to closing

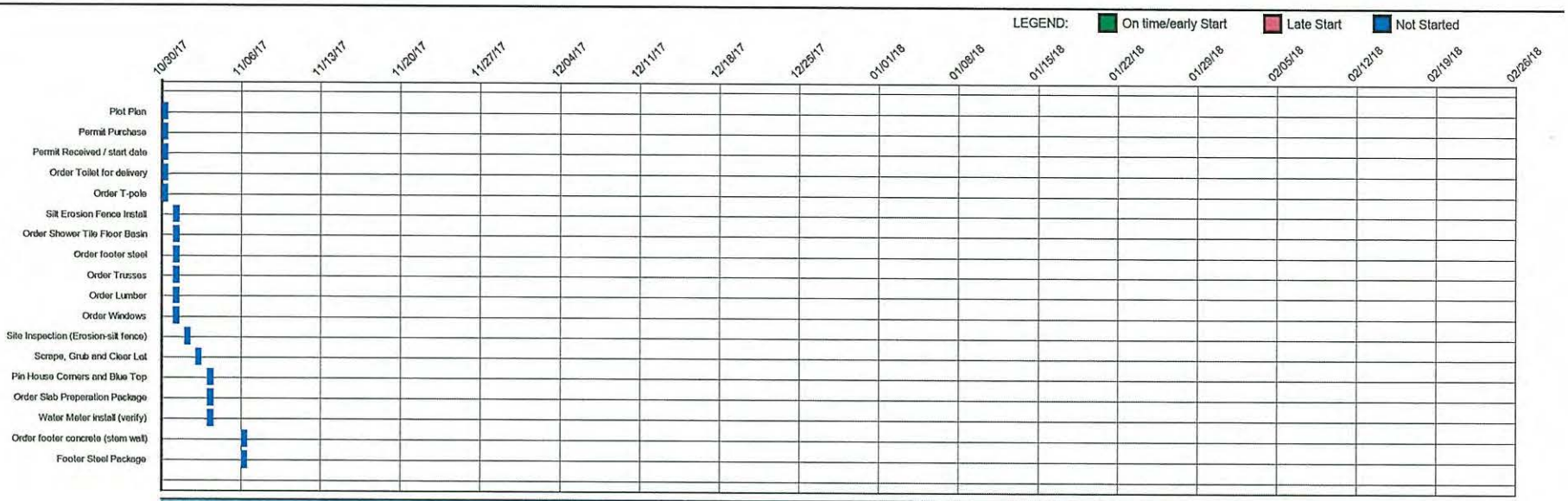
**Per Plan*

Information is believed accurate for all 2018 home starts, but not warranted and is subject to change without notice.

Construction Schedule
019 - Plant Overlay

Date: 10/27/2017 7:36 am

Lot PLO0008 4119 W Carmen St
Model 2335A / A Madeleine Elevation A Closing 03/15/2018
Supplier *
Assignee *
Builder *



Seq. No.	Task Description	Revised Start Date	Actual Start Date	Revised End Date	Actual End Date	Duration
1	Plot Plan	10/30/2017		10/30/2017		1
2	Permit Purchase	10/30/2017		10/30/2017		1
3	Permit Received / start date	10/30/2017		10/30/2017		1
4	Order Toilet for delivery	10/30/2017		10/30/2017		1
5	Order T-pole	10/30/2017		10/30/2017		1
6	Silt Erosion Fence Install	10/31/2017		10/31/2017		1
7	Order Shower Tile Floor Basin	10/31/2017		10/31/2017		1
8	Order footer steel	10/31/2017		10/31/2017		1
9	Order Trusses	10/31/2017		10/31/2017		1
10	Order Lumber	10/31/2017		10/31/2017		1
11	Order Windows	10/31/2017		10/31/2017		1
12	Site Inspection (Erosion-silt fence)	11/01/2017		11/01/2017		1
13	Scrape, Grub and Clear Lot	11/02/2017		11/02/2017		1
14	Pin House Corners and Blue Top	11/03/2017		11/03/2017		1
15	Order Slab Preperation Package	11/03/2017		11/03/2017		1
16	Water Meter install (verify)	11/03/2017		11/03/2017		1
17	Order footer concrete (stem wall)	11/06/2017		11/06/2017		1
18	Footer Steel Package	11/06/2017		11/06/2017		1

Construction Schedule
019 - Plant Overlay

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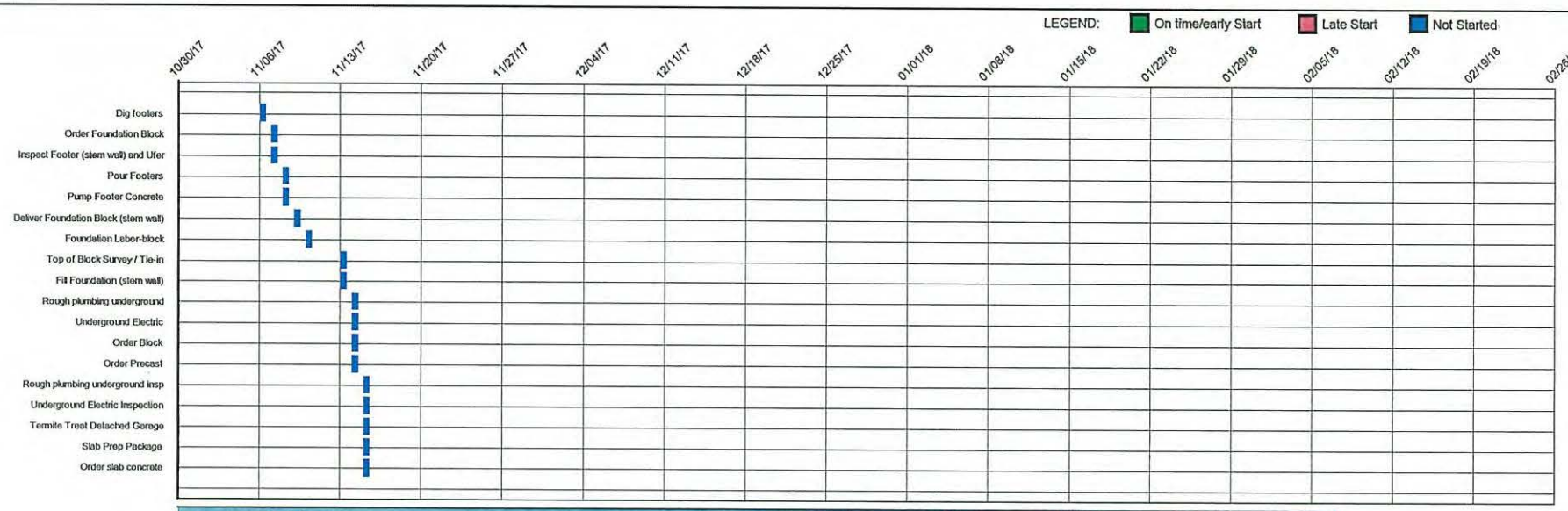

Seq. No.	Task Description	Revised Start Date	Actual Start Date	Revised End Date	Actual End Date	Duration
19	Dig footers	11/06/2017		11/06/2017		1
20	Order Foundation Block	11/07/2017		11/07/2017		1
21	Inspect Footer (stem wall) and Ufer	11/07/2017		11/07/2017		1
22	Pour Footers	11/08/2017		11/08/2017		1
23	Pump Footer Concrete	11/08/2017		11/08/2017		1
24	Deliver Foundation Block (stem wall)	11/09/2017		11/09/2017		1
25	Foundation Labor-block	11/10/2017		11/10/2017		1
26	Top of Block Survey / Tie-in	11/13/2017		11/13/2017		1
27	Fill Foundation (stem wall)	11/13/2017		11/13/2017		1
28	Rough plumbing underground	11/14/2017		11/14/2017		1
29	Underground Electric	11/14/2017		11/14/2017		1
30	Order Block	11/14/2017		11/14/2017		1
31	Order Precast	11/14/2017		11/14/2017		1
32	Rough plumbing underground insp	11/15/2017		11/15/2017		1
33	Underground Electric Inspection	11/15/2017		11/15/2017		1
34	Termite Treat Detached Garage	11/15/2017		11/15/2017		1
35	Slab Prep Package	11/15/2017		11/15/2017		1
36	Order slab concrete	11/15/2017		11/15/2017		1

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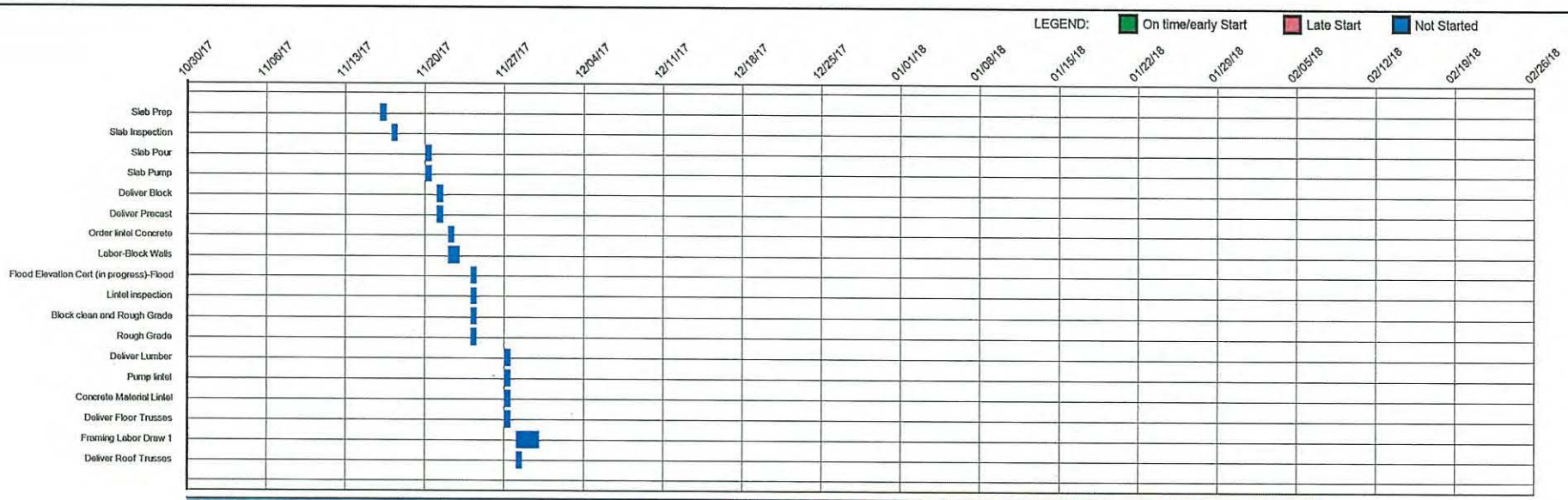

Seq. No.	Task Description	Revised Start Date	Actual Start Date	Revised End Date	Actual End Date	Duration
37	Slab Prep	11/16/2017		11/16/2017		1
38	Slab Inspection	11/17/2017		11/17/2017		1
39	Slab Pour	11/20/2017		11/20/2017		1
40	Slab Pump	11/20/2017		11/20/2017		1
41	Deliver Block	11/21/2017		11/21/2017		1
42	Deliver Precast	11/21/2017		11/21/2017		1
43	Order lintel Concrete	11/22/2017		11/22/2017		1
44	Labor-Block Walls	11/22/2017		11/23/2017		2
45	Flood Elevation Cert (in progress)-Flood	11/24/2017		11/24/2017		1
46	Lintel inspection	11/24/2017		11/24/2017		1
47	Block clean and Rough Grade	11/24/2017		11/24/2017		1
48	Rough Grade	11/24/2017		11/24/2017		1
49	Deliver Lumber	11/27/2017		11/27/2017		1
50	Pump lintel	11/27/2017		11/27/2017		1
51	Concrete Material Lintel	11/27/2017		11/27/2017		1
52	Deliver Floor Trusses	11/27/2017		11/27/2017		1
53	Framing Labor Draw 1	11/28/2017		11/30/2017		3
54	Deliver Roof Trusses	11/28/2017		11/28/2017		1

Construction Schedule
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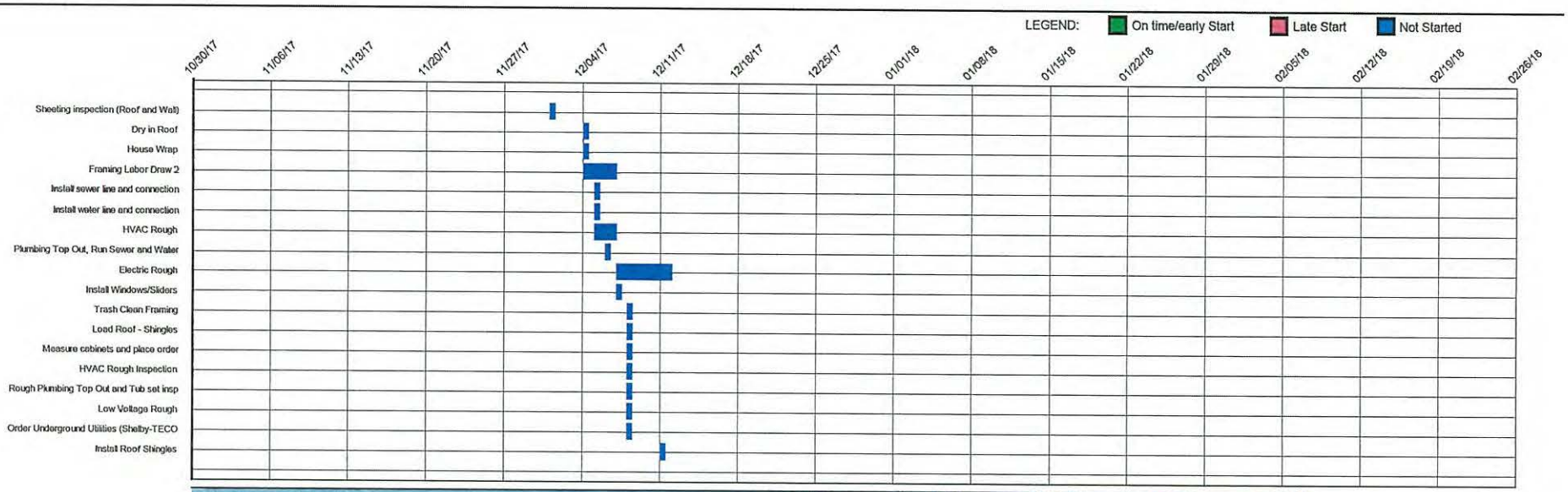

Seq. No.	Task Description	Revised Start Date	Actual Start Date	Revised End Date	Actual End Date	Duration
55	Sheeting Inspection (Roof and Wall)	12/01/2017		12/01/2017		1
56	Dry in Roof	12/04/2017		12/04/2017		1
57	House Wrap	12/04/2017		12/04/2017		1
58	Framing Labor Draw 2	12/04/2017		12/07/2017		4
59	Install sewer line and connection	12/05/2017		12/05/2017		1
60	Install water line and connection	12/05/2017		12/05/2017		1
61	HVAC Rough	12/05/2017		12/07/2017		3
62	Plumbing Top Out, Run Sewer and Water	12/06/2017		12/06/2017		1
63	Electric Rough	12/07/2017		12/12/2017		6
64	Install Windows/Sliders	12/07/2017		12/07/2017		1
65	Trash Clean Framing	12/08/2017		12/08/2017		1
66	Load Roof - Shingles	12/08/2017		12/08/2017		1
67	Measure cabinets and place order	12/08/2017		12/08/2017		1
68	HVAC Rough Inspection	12/08/2017		12/08/2017		1
69	Rough Plumbing Top Out and Tub set insp	12/08/2017		12/08/2017		1
70	Low Voltage Rough	12/08/2017		12/08/2017		1
71	Order Underground Utilities (Shelby-TECO	12/08/2017		12/08/2017		1
72	Install Roof Shingles	12/11/2017		12/11/2017		1

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019 - Plant Overlay

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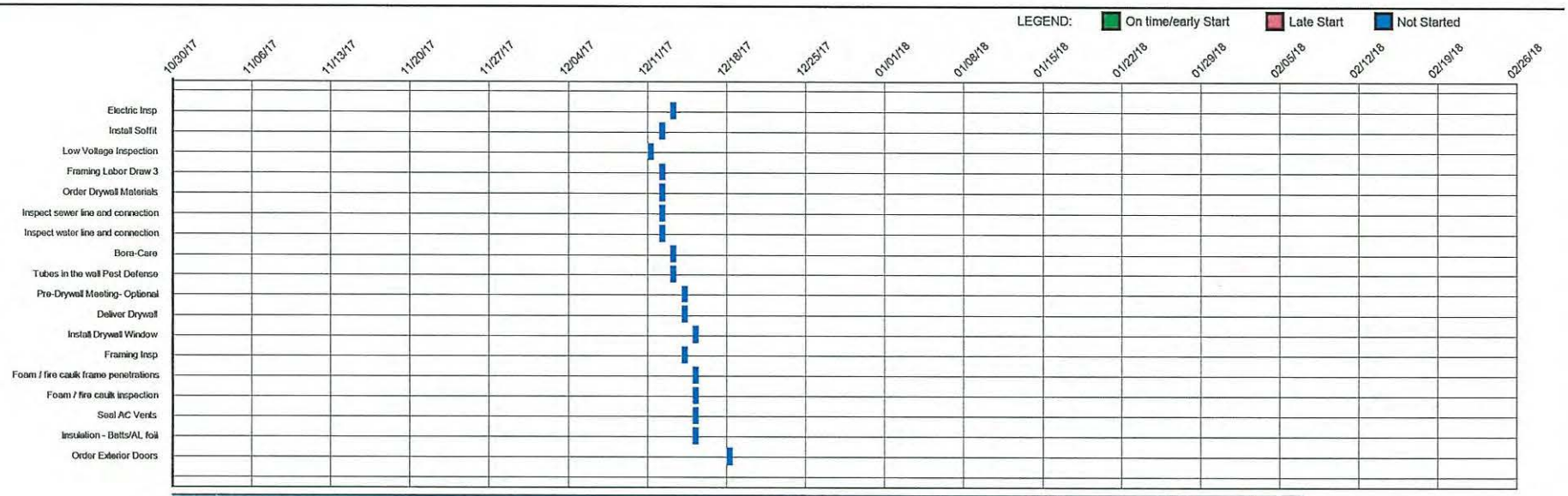

Seq. No.	Task Description	Revised Start Date	Actual Start Date	Revised End Date	Actual End Date	Duration
73	Electric Insp	12/13/2017		12/13/2017		1
74	Install Soffit	12/12/2017		12/12/2017		1
75	Low Voltage Inspection	12/11/2017		12/11/2017		1
76	Framing Labor Draw 3	12/12/2017		12/12/2017		1
77	Order Drywall Materials	12/12/2017		12/12/2017		1
78	Inspect sewer line and connection	12/12/2017		12/12/2017		1
79	Inspect water line and connection	12/12/2017		12/12/2017		1
80	Bora-Care	12/13/2017		12/13/2017		1
81	Tubes in the wall Pest Defense	12/13/2017		12/13/2017		1
82	Pre-Drywall Meeting- Optional	12/14/2017		12/14/2017		1
83	Deliver Drywall	12/14/2017		12/14/2017		1
84	Install Drywall Window	12/15/2017		12/15/2017		1
85	Framing Insp	12/14/2017		12/14/2017		1
86	Foam / fire caulk frame penetrations	12/15/2017		12/15/2017		1
87	Foam / fire caulk inspection	12/15/2017		12/15/2017		1
88	Seal AC Vents	12/15/2017		12/15/2017		1
89	Insulation - Batts/AL foil	12/15/2017		12/15/2017		1
90	Order Exterior Doors	12/18/2017		12/18/2017		1

Construction Schedule
019 - Plant Overlay

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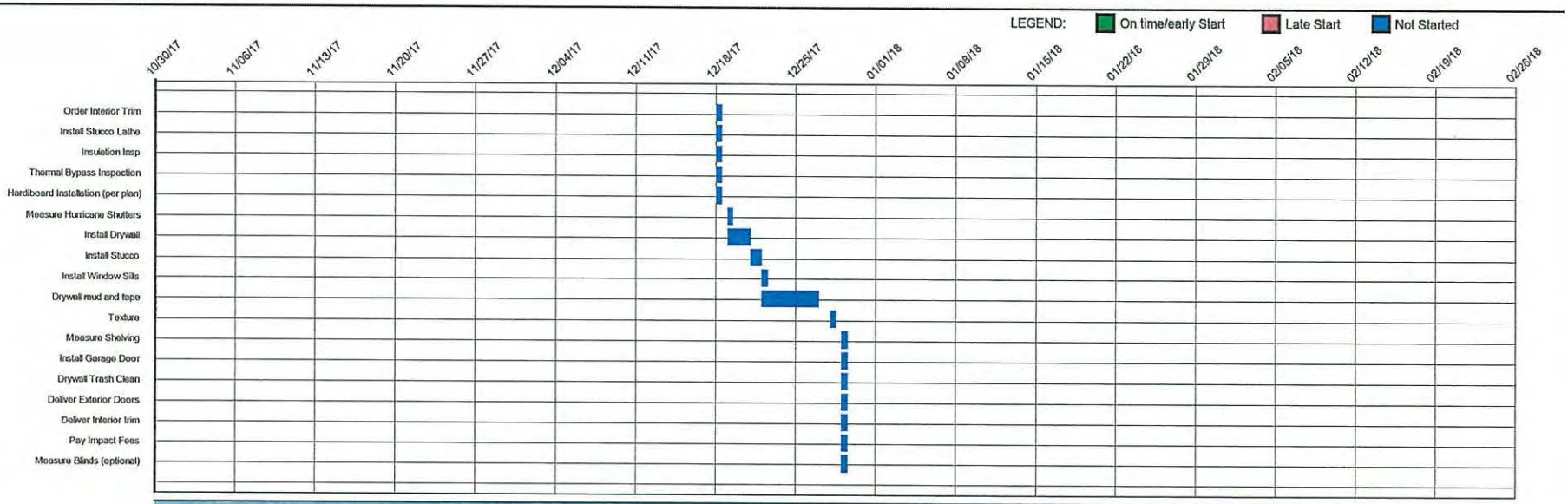
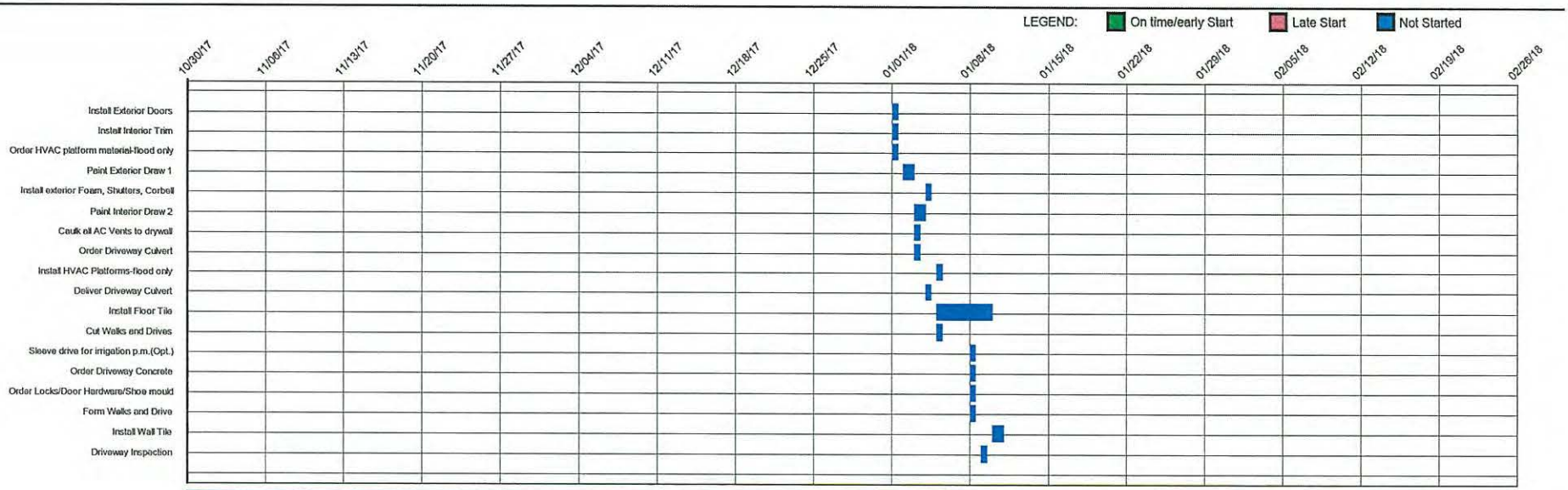
Assignee *
Builder *



Seq. No.	Task Description	Revised Start Date	Actual Start Date	Revised End Date	Actual End Date	Duration
91	Order Interior Trim	12/18/2017		12/18/2017		1
92	Install Stucco Lathe	12/18/2017		12/18/2017		1
93	Insulation Insp	12/18/2017		12/18/2017		1
94	Thermal Bypass Inspection	12/18/2017		12/18/2017		1
95	Hardiboard Installation (per plan)	12/18/2017		12/18/2017		1
96	Measure Hurricane Shutters	12/19/2017		12/19/2017		1
97	Install Drywall	12/19/2017		12/21/2017		3
98	Install Stucco	12/21/2017		12/22/2017		2
99	Install Window Sills	12/22/2017		12/22/2017		1
100	Drywall mud and tape	12/22/2017		12/27/2017		6
101	Texture	12/28/2017		12/28/2017		1
102	Measure Shelving	12/29/2017		12/29/2017		1
103	Install Garage Door	12/29/2017		12/29/2017		1
104	Drywall Trash Clean	12/29/2017		12/29/2017		1
105	Deliver Exterior Doors	12/29/2017		12/29/2017		1
106	Deliver Interior trim	12/29/2017		12/29/2017		1
107	Pay Impact Fees	12/29/2017		12/29/2017		1
108	Measure Blinds (optional)	12/29/2017		12/29/2017		1

Construction Schedule
019 - Plant Overlay

Lot PLO0008 4119 W Carmen St
Model 2335A / A Madeleine Elevation A Closing 03/15/2018
Supplier *
Assignee *
Builder *



Seq. No.	Task Description	Revised Start Date	Actual Start Date	Revised End Date	Actual End Date	Duration
109	Install Exterior Doors	01/01/2018		01/01/2018		1
110	Install Interior Trim	01/01/2018		01/01/2018		1
111	Order HVAC platform material-flood only	01/01/2018		01/01/2018		1
112	Paint Exterior Draw 1	01/02/2018		01/03/2018		2
113	Install exterior Foam, Shutters, Corbell	01/04/2018		01/04/2018		1
114	Paint Interior Draw 2	01/03/2018		01/04/2018		2
115	Caulk all AC Vents to drywall	01/03/2018		01/03/2018		1
116	Order Driveway Culvert	01/03/2018		01/03/2018		1
117	Install HVAC Platforms-flood only	01/05/2018		01/05/2018		1
118	Deliver Driveway Culvert	01/04/2018		01/04/2018		1
119	Install Floor Tile	01/05/2018		01/10/2018		6
120	Cut Walks and Drives	01/05/2018		01/05/2018		1
121	Sleeve drive for irrigation p.m.(Opt.)	01/08/2018		01/08/2018		1
122	Order Driveway Concrete	01/08/2018		01/08/2018		1
123	Order Locks/Door Hardware/Shoe mould	01/08/2018		01/08/2018		1
124	Form Walks and Drive	01/08/2018		01/08/2018		1
125	Install Wall Tile	01/10/2018		01/11/2018		2
126	Driveway Inspection	01/09/2018		01/09/2018		1

Construction Schedule
019 - Plant Overlay

Lot PLO0008 4119 W Carmen St
Model 2335A / A Madeleine Elevation A Closing 03/15/2018
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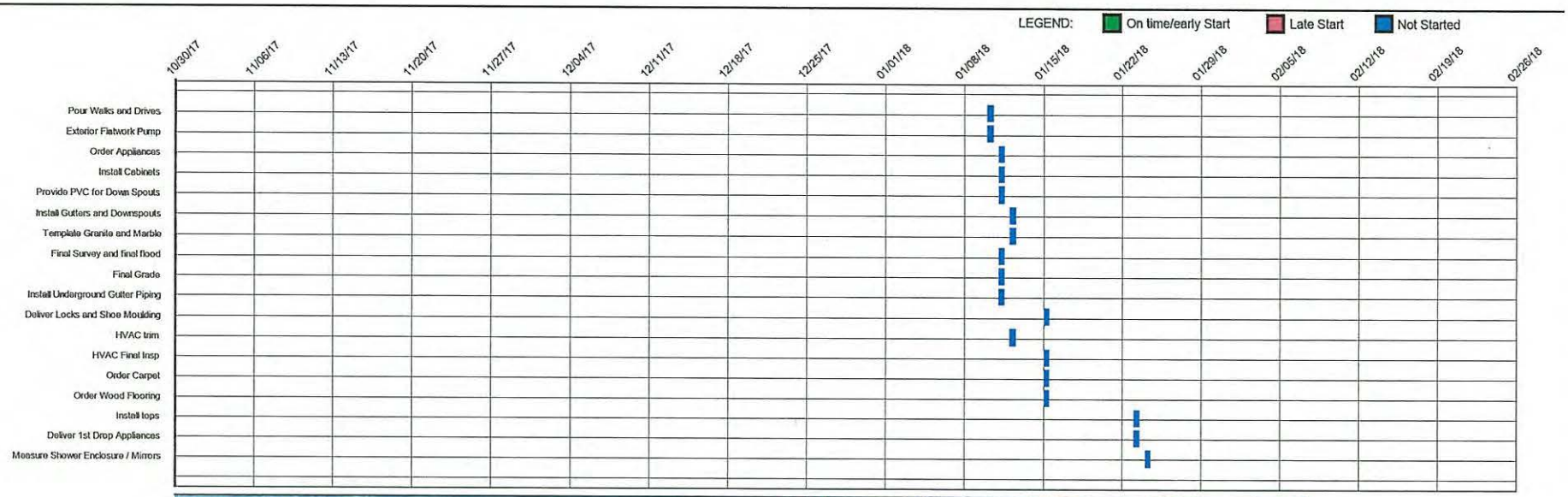
Builder *



Seq. No.	Task Description	Revised Start Date	Actual Start Date	Revised End Date	Actual End Date	Duration
127	Pour Walks and Drives	01/10/2018		01/10/2018		1
128	Exterior Flatwork Pump	01/10/2018		01/10/2018		1
129	Order Appliances	01/11/2018		01/11/2018		1
130	Install Cabinets	01/11/2018		01/11/2018		1
131	Provide PVC for Down Spouts	01/11/2018		01/11/2018		1
132	Install Gutters and Downspouts	01/12/2018		01/12/2018		1
133	Template Granite and Marble	01/12/2018		01/12/2018		1
134	Final Survey and final flood	01/11/2018		01/11/2018		1
135	Final Grade	01/11/2018		01/11/2018		1
136	Install Underground Gutter Piping	01/11/2018		01/11/2018		1
137	Deliver Locks and Shoe Moulding	01/15/2018		01/15/2018		1
138	HVAC trim	01/12/2018		01/12/2018		1
139	HVAC Final Insp	01/15/2018		01/15/2018		1
140	Order Carpet	01/15/2018		01/15/2018		1
141	Order Wood Flooring	01/15/2018		01/15/2018		1
142	Install tops	01/23/2018		01/23/2018		1
143	Deliver 1st Drop Appliances	01/23/2018		01/23/2018		1
144	Measure Shower Enclosure / Mirrors	01/24/2018		01/24/2018		1

Construction Schedule
019 - Plant Overlay

Lot PLO0008 4119 W Carmen St
Model 2335A / A Madeleine Elevation A Closing 03/15/2018
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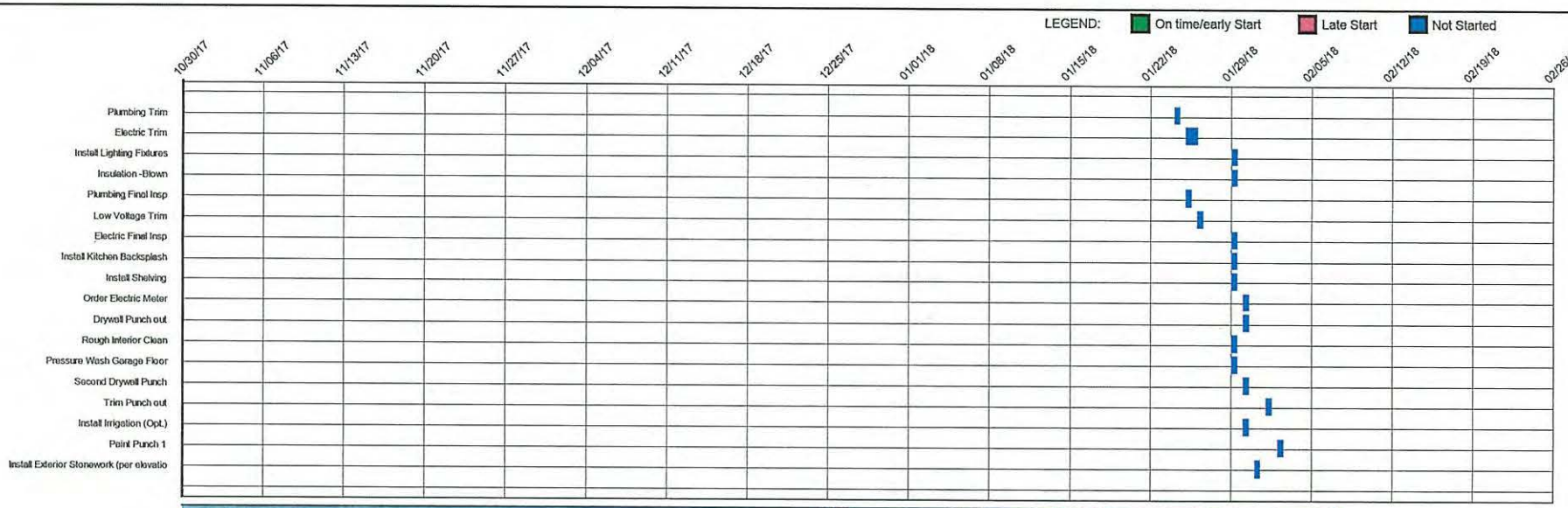

Seq. No.	Task Description	Revised Start Date	Actual Start Date	Revised End Date	Actual End Date	Duration
145	Plumbing Trim	01/24/2018		01/24/2018		1
146	Electric Trim	01/25/2018		01/26/2018		2
147	Install Lighting Fixtures	01/29/2018		01/29/2018		1
148	Insulation -Blown	01/29/2018		01/29/2018		1
149	Plumbing Final Insp	01/25/2018		01/25/2018		1
150	Low Voltage Trim	01/26/2018		01/26/2018		1
151	Electric Final Insp	01/29/2018		01/29/2018		1
152	Install Kitchen Backsplash	01/29/2018		01/29/2018		1
153	Install Shelving	01/29/2018		01/29/2018		1
154	Order Electric Meter	01/30/2018		01/30/2018		1
155	Drywall Punch out	01/30/2018		01/30/2018		1
156	Rough Interior Clean	01/29/2018		01/29/2018		1
157	Pressure Wash Garage Floor	01/29/2018		01/29/2018		1
158	Second Drywall Punch	01/30/2018		01/30/2018		1
159	Trim Punch out	02/01/2018		02/01/2018		1
160	Install Irrigation (Opt.)	01/30/2018		01/30/2018		1
161	Paint Punch 1	02/02/2018		02/02/2018		1
162	Install Exterior Stonework (per elevatio	01/31/2018		01/31/2018		1

Construction Schedule
019 - Plant Overlay

Lot PLO0008 4119 W Carmen St
Model 2335A / A Madeleine Elevation A Closing 03/15/2018
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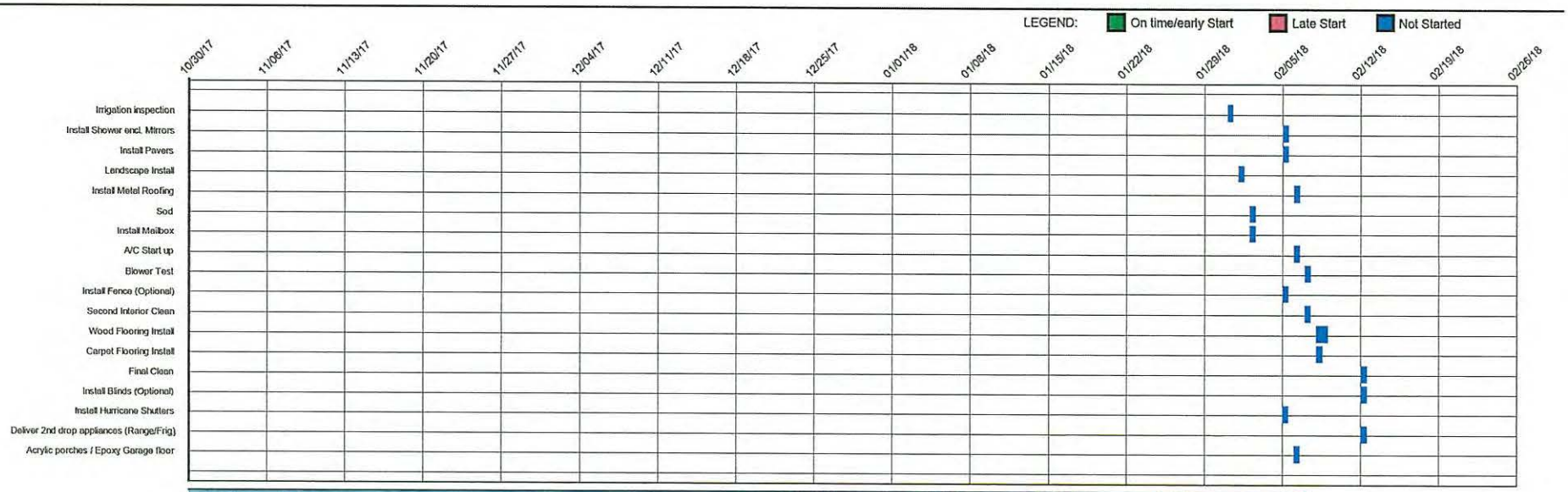

Seq. No.	Task Description	Revised Start Date	Actual Start Date	Revised End Date	Actual End Date	Duration
163	Irrigation inspection	01/31/2018		01/31/2018		1
164	Install Shower encl. Mirrors	02/05/2018		02/05/2018		1
165	Install Pavers	02/05/2018		02/05/2018		1
166	Landscape Install	02/01/2018		02/01/2018		1
167	Install Metal Roofing	02/06/2018		02/06/2018		1
168	Sod	02/02/2018		02/02/2018		1
169	Install Mailbox	02/02/2018		02/02/2018		1
170	A/C Start up	02/06/2018		02/06/2018		1
171	Blower Test	02/07/2018		02/07/2018		1
172	Install Fence (Optional)	02/05/2018		02/05/2018		1
173	Second Interior Clean	02/07/2018		02/07/2018		1
174	Wood Flooring Install	02/08/2018		02/09/2018		2
175	Carpet Flooring Install	02/08/2018		02/08/2018		1
176	Final Clean	02/12/2018		02/12/2018		1
177	Install Blinds (Optional)	02/12/2018		02/12/2018		1
178	Install Hurricane Shutters	02/05/2018		02/05/2018		1
179	Deliver 2nd drop appliances (Range/Frig)	02/12/2018		02/12/2018		1
180	Acrylic porches / Epoxy Garage floor	02/06/2018		02/06/2018		1

Construction Schedule
019 - Plant Overlay

Lot PLO0008 4119 W Carmen St
Model 2335A / A Madeleine Elevation A Closing 03/15/2018
Supplier *
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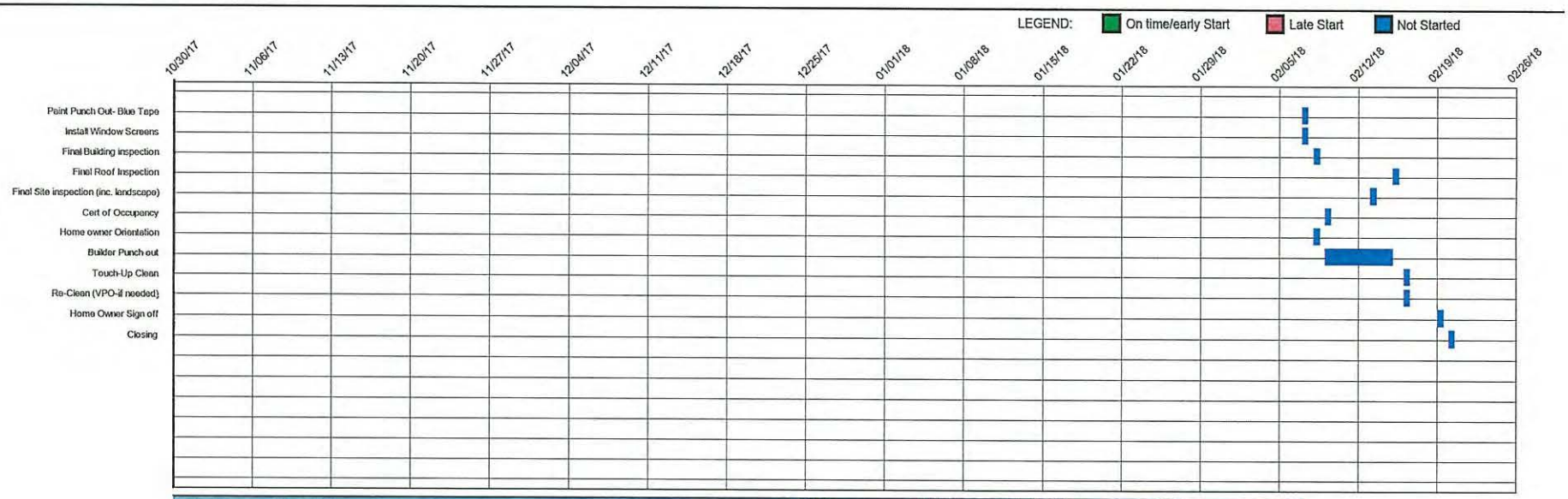

Seq. No.	Task Description	Revised Start Date	Actual Start Date	Revised End Date	Actual End Date	Duration
181	Paint Punch Out- Blue Tape	02/07/2018		02/07/2018		1
182	Install Window Screens	02/07/2018		02/07/2018		1
183	Final Building inspection	02/08/2018		02/08/2018		1
184	Final Roof Inspection	02/15/2018		02/15/2018		1
185	Final Site inspection (inc. landscape)	02/13/2018		02/13/2018		1
186	Cert of Occupancy	02/09/2018		02/09/2018		1
187	Home owner Orientation	02/08/2018		02/08/2018		1
188	Builder Punch out	02/09/2018		02/15/2018		7
189	Touch-Up Clean	02/16/2018		02/16/2018		1
190	Re-Clean (VPO-if needed)	02/16/2018		02/16/2018		1
191	Home Owner Sign off	02/19/2018		02/19/2018		1
192	Closing	02/20/2018		02/20/2018		1

Domain Homes
New Community Startup - Action Plan

Subdivision:

Item	Task	Sales Center Placement	Who	Dependency	Distribution List	Date Started/ Ordered	Projected Finish Date	Actual Finish Date	Comments/Description
I.	**Development Community Facts**								
	Community Fact Sheet								
	Final Plat Copies (Sales, Builder, Operations, Sales File)								
	Identify/Estimate Cost of Development Sitework								
	Create HOA Information Notebook Including: Dues Amount, Contact Information, Covenants, Budget, Summary of Restrictions								
	Utility Providers for Community including name, address, telephone numbers for Electric, Gas, Water, Sewer, Garbage Pickup, Cable TV, info used to create Neighborhood Information Collateral Sheet								
	Obtain Architectural Review Requirements								
	Competition Scatter Graph								
	Market Analysis Information								
II.	**STRATEGY SITE WALK**								
	Identify Garage Swings give to Ops for Will Fit								
	Determine Sales Trailer Location								
	Identify Utility Location								

Subdivision:

Domain Homes
New Community Startup - Action Plan

Item	Task	Sales Center Placement	Who	Dependency	Distribution List	Date Started/ Ordered	Projected Finish Date	Actual Finish Date	Comments/Description
III.	OPERATIONS SETUP								
1.	SPECS / OPTIONS / DB SETUP								
	Finalize Will Fix Matrix								
	Establish Subdiv. Blue Prints								
	Perform Takeoffs								
	Obtain Vendor Quotes and Bids								
	Finalize Vendors and Contractors								
	Identify/Estimate Cost for Production Sitework								
	Load Construction Suite for Subdivision								
	Create Preliminary Budget (Excel) with Preliminary Pricing								
	Review Preliminary Budget (Excel), Comment, Provide Signoff								
	Create Final Budget (Excel)								
	Develop Standard Specification Doc.								
	Identify Options for Subdiv.								
	Price Options								
	Review, Comment, Approve Option Pricing								
	Produce Option Sheets								
2.	SAMPLES								
	Master List of Samples and Colors for Neighborhood								
	Description Labels to Apply to Samples								
	Color Schemes								
	Brick								
	Siding								
	Stone								
	Paint Book Interior/Exterior								
	Carpet/Pad/Vinyl/Hardwood								
	Cabinets/Countertops/Knobs								
	Lighting Book w/Upgrades								
	Appliance Book								
	Marble Fireplace Samples								
	Faucets								
	Trim								
	Fireplace Mantels								
	Deliver Samples								
	Display Samples								

Subdivision:

Domain Homes
New Community Startup - Action Plan

Item	Task	Sales Center Placement	Who	Dependency	Distribution List	Date Started/ Ordered	Projected Finish Date	Actual Finish Date	Comments/Description
IV	OPEN SALES TRAILER								
1.	TRAILER SET-UP								
	Trailer Size								
	Lot #								
	Parking Requirements								
	Order Trailer								
	Paint Trailer								
	Carpet For Trailer								
	Trailer Insurance								
	Trailer Permit								
	Prepare Lot								
	Temp. Pole								
	Water/Sewer Hook-Up								
	Build Deck								
	Paint Deck								
	Holding Tank								
	Extra Keys								
	Landscape								
	Built-Ins for Trailer Samples								
	Cabinet for Refrigerator								
	Phones: (2 Lines) Sales/Constr.								
	Security Setup								
2.	FURNITURE/EQUIPMENT								
	Desk								
	Chair Behind Desk								
	2 Side Chairs								
	2 Const. Chairs								
	Table/4 Chairs								
	Window Treatments								
	File Cabinet								
	Copy Machine								
	Phone								
	Fax/Phone								
	Construction Table								
	Refrigerator								
	Misc. Accessories								
	Additional Shelving								
	Helium Tank/Balloons								
	Water Cooler								
	PC, Printer, Modem								
	Fire Extinguisher								
	OSHA Signage								
	Safety Manuals								
	Schedule White Board								
	Keys Trailer/Model and Specs								

Subdivision:

Domain Homes
New Community Startup - Action Plan

Item	Task	Sales Center Placement	Who	Dependency	Distribution List	Date Started/ Ordered	Projected Finish Date	Actual Finish Date	Comments/Description
3.	**MARKETING RESPONSIBILITIES**								
	Develop Marketing Plan & Budget								
	Combo Board for Trailer								
	Builder Story for Trailer								
	Renderings/Product Presentation								
	Walk & Talk Book								
	PAYH Framed Info and 4"x8" info cards in plastic stand								
	Establish Sales Center and Model Startup Costs-Give to Ops for Budget								
4.	**SIGNAGE NEEDS**								
	Permanent Off-Site Directionals								
	Sign Leases								
	Sign Permits								
	Entrance Sign								
	Entrance Sign Riders								
	Flag Poles								
	Welcome/Logo Sign For Trailer								
	SMH Door Mat (2)								
	Sales Information Sign								
	Plant Flowers Under Sign								
	Information Mailbox & Post								
	"Agent On Duty" Sign								
	"Parking On This Side" Sign								
	"Subs Use Rear Entrance"								
	"For Sales" #_____								
	"For Sales" Ties #_____								
	"For Sales" Stands #____								
	Lot # Stickers								
	"Under Contract" Signs								
	"Private Residence"								
	"Almost Complete Signs"								
	"Open" Signs								
	WED's Route								
	WED's Produced								
	WED's Begin Placing								
	Berma Shave								
	Oval Signs								
	Handicap Sign								
	Banners								
	Teaser Sign								
	Entrepreneurial Sign								

Subdivision:

Domain Homes
New Community Startup - Action Plan

Item	Task	Sales Center Placement	Who	Dependency	Distribution List	Date Started/ Ordered	Projected Finish Date	Actual Finish Date	Comments/Description
5.	**COLLATERAL START-UP**								
	Builder Story 50 Copies								
	Site Plan 50 Copies								
	Area Map 50 Copies								
	Cover Sheet 50 Copies								
	Base Price Sheet 50 Copies								
	Std. Features Sheet 50 copies								
	Floorplan Handouts 50 copies								
	Inventory Price Sheets 50 copies								
	Special Payment Plans 50 copies								
	SMH Pocket Folders 1 box-500								
	Community Information Sheet with Utility Phone Numbers 50 Copies								
	Sun America Flyers for Loan Types								
6.	**CONTRACT and FORMS**								
	Hanging Files:								
	Purple Hanging File(legal size) for each Lot with plastic tab/label on each file. Place in file numerical by lot and block. Place in top drawer of file cabinet. Bottom drawer of file cabinet used copies of forms. Bottom draws should be arranged in 4 sections. 1. Sales Forms(contract, admendments, stip sheets etc.), Options Sheets for each plan, 2. Misc. Forms (traffic, collateral request, etc.), 3. Blue Prints for each plan 4. Plat for Community								
	Yellow Legal Folders in each purple hanging file								
	Sales: 20 copies of each								
	Contract/Purchase and Sale Agreement								
	Contract Sum. Worksheet								
	Special Stips Page								
	Sun America Credit Authorization								
	Covenants								
	Amendment Forms: 10 copies of each								
	Lot Reservation Agreement								
	Amendment to Agreement								
	General Contingency								

Subdivision:

Domain Homes
New Community Startup - Action Plan

Item	Task	Sales Center Placement	Who	Dependency	Distribution List	Date Started/ Ordered	Projected Finish Date	Actual Finish Date	Comments/Description
	Sale/ Lease of Buyers Property Contingency								
	Backup Agreement Contingency								
	Change Closing/Possession Date								
	Remove Contingency								
	Remove Contingency of Sale or Lease of Buyers Property								
	Termination and Release Aggreement								
	Special Pricing Request								
	Color Sheet - Blank								
	Options Sheets - Per Plan 10 copies								
	Other Forms: 10 copies of each								
	FHA Loan Exhibit								
	VA Loan Exhibit								
	Sign Lease Agreement								
	Current WEDs Route								
	Opening/Closing Checklist								
	Thursday Neighborhood Checklist								
	Customer Service Request Form								
	Spec Home Clean/Lawn Maintenance								
	Employee Absent Form								
	FMLS Data Input Form								
	MLS Agent Change Form								
	New Homes Data Book								
	New Homes Data Book, New Inventory Listing Sheet								
	Fax Cover Sheet								
	Directions to MMM for closing								
	Registration Cards 1 Box 500								
	Other Forms Continued:								
	Week Summary Traffic Report								
	Week Ending Traffic Report								
	Week Ending Marketing Report								
	Week Ending New Customers								
	Week Ending Prospects A,B,C								
	Week Ending Loan Tracking Report								
	Collateral Request Form								
	Weekly Sales/Const. Meeting								
	Monthly Competition Analysis								
	Sales Supply Request Form								
	Check Request Form								
	Notification of Reduction in Commission								
	Homeowner Handbook 1 copy for Sales								

Subdivision:

Domain Homes
New Community Startup - Action Plan

Item	Task	Sales Center Placement	Who	Dependency	Distribution List	Date Started/ Ordered	Projected Finish Date	Actual Finish Date	Comments/Description
	HBW Warranty Book 1 copy for sales								
	Lot Premium Worksheet								
	Set of Blue Prints w/ Elevations for Plans Sold								
	Weekly Offsite Agent Activity Report								
	Standing Inventory Punchout List								
	Sales Notebook for Desk								
	Subdiv Weekly Status Report								
	Subdiv Standard Specifications								
	Will Fit Matrix								
	Current Lot Premiums								
	Company Telephone List								
	Permitting/Building Times per Project								
	Model Home Options and Price Place in Plastic Stand in Kitchen								
	Fact Sheet (see above)								
	Copy of Each Collateral Piece see above								
	Construction Setup								
	VPO Log book								
	Will Fit Matrix								
	Set of Blue Prints for all plans								
	Blue Print Detail Specs								
	Standard Specifications								
	As Built								
	Final Plat								
	Power/Water/Sewer Phone #'s								
	Site Work Differential Matrix								
	Erosion Control Notebook								
	Safety Manuals								
	Generic Schedules								
	Schedule White Board								
	W-9 Form for new subcontractors								
	Blank Bid Forms for Each Cost Code								
	All Human Resources Forms- Workmans Comp, OSHA, Equal Employment								
	Check Request Form								
	VPO Forms								
	Employee Absent Form								
	Weed Eater/Blower								

Subdivision:

Domain Homes
New Community Startup - Action Plan

Item	Task	Sales Center Placement	Who	Dependency	Distribution List	Date Started/ Ordered	Projected Finish Date	Actual Finish Date	Comments/Description
7.	**SUPPLIES (for Sales)**								
	8 1/2 x 11 Copy Paper								
	11 x 14 Copy Paper								
	Pens								
	Tape/Dispenser								
	Stapler/Staples (2)								
	Staple Remover (2)								
	Gem Clips								
	Yellow Pads								
	Post-It Notes								
	Hanging Folders-Legal (Purple) with tags								
	Legal Files (Yellow)								
	Highlighters								
	Scissors								
	Letter File Trays								
	White Out								
	First Aid Kit								
	3 Hole Punch								
	1 Hole Punch								
	Trash Can(s)								
	Toilet Paper								
	Hand Soap								
	Paper Towels								
	General Cleaner (409, etc)								
	Windex								
	Furniture Cleaner								
	Vacuum Cleaner								
	Extension Cord								
	Blue Ballpoint Pens								
	Thank You Notes								
	Drawer Tray Organizer								
	Rolling Crate for Builder								
V.	**SALES**								
	Perform Competitive Marketing Study								
	Provide Competitive Market Presentation								
	Establish Sales/Closing Goals								
	Approve Sales/Closing Goals								
	Establish Lot Premiums								
	Distribute Covenants								
	Assemble Sales Notebook for Community								

Subdivision:

Domain Homes
New Community Startup - Action Plan

Item	Task	Sales Center Placement	Who	Dependency	Distribution List	Date Started/ Ordered	Projected Finish Date	Actual Finish Date	Comments/Description
VI	**INITIAL STARTS**								
	Start Recommendations								
	Approve Starts								
	Produce Model(s) JIO								
	Produce Specs JIO								
	Produce Model/Spec Lot Sheets and Color Sheets								
2.	**MODEL HOME(S)**								
	Develop Landscape Plan								
	Parking Requirements								
	Develop Furniture Plan								
	Pack Furniture for Move								
	Activate Security								
	Model Furniture Delivered								
	Model Furniture Installation								
	Insurance for Model								
	Final Walk of Model Home and Signoff								
	Develop Inventory List of Model Home								

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

Please read, fill out, execute and submit the form, signifying that you have read and agree to adhere to the following policy. Also, please disclose any potential conflicts including any boards or committees currently serving on, any private companies owned by you or members of your Board of Directors, and any other potential conflicts.

(a) ***Applicability.*** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.
(2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).
(b) ***Conflicts prohibited.*** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to NSP activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a NSP-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a NSP-assisted activity, or with respect to the proceeds of the NSP-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.
(c) ***Persons covered.*** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.
(d) ***Exceptions.*** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.
(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

(ii) Whether an opportunity was provided for open competitive bidding or negotiation;

(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

Federal Law prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the funding sources administered through this jurisdiction (1) or who are in the position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity...either for themselves or those whom they have family or business ties, during their tenure or for one year thereafter.

Therefore, please answer the following disclosure questions:

1. Are you currently a (Please Check One):

   ___ City Council Member ___ Officer ___ Executive Management Staff
   ___ Staff (associated with delivery of program)

2. City position held _____

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO X YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO X YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: _____ Name (Please Print): Sharon L. McSwain

Name of Current Employer: DOMAIN HOMES Date: 11/16/17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

Please read, fill out, execute and submit the form, signifying that you have read and agree to adhere to the following policy. Also, please disclose any potential conflicts including any boards or committees currently serving on, any private companies owned by you or members of your Board of Directors, and any other potential conflicts.

(a) ***Applicability.*** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.
(2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).
(b) ***Conflicts prohibited.*** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to NSP activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a NSP-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a NSP-assisted activity, or with respect to the proceeds of the NSP-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.
(c) ***Persons covered.*** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.
(d) ***Exceptions.*** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.
(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

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(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

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2. City position held _____

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   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO X YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: Sharon G Gould Name (Please Print): SHARON G. GOULD

Name of Current Employer: DOMAIN HOMES INC Date: 11/16/17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

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(c) ***Persons covered.*** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.
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2. City position held _____

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO X YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO X YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: Kevin D. Robles Name (Please Print): KEVIN D. ROBLES

Name of Current Employer: DOMAIN HOMES, INC. Date: 11-16-17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

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   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO ✓ YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: Jim McCarthy Name (Please Print): Jim McCarthy

Name of Current Employer: Obrien Homes Inc. Date: 11/16/17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

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(a) ***Applicability.*** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.
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   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

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   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: Cynthia Martin Name (Please Print): Cynthia Martin

Name of Current Employer: Domain Homes, Inc Date: 11/16/17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

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Signature: _____ Name (Please Print): TIM IERPENING

Name of Current Employer: DOMAIN HOMES Date: 11/16/17

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(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

(ii) Whether an opportunity was provided for open competitive bidding or negotiation;

(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

Federal Law prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the funding sources administered through this jurisdiction (1) or who are in the position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity...either for themselves or those whom they have family or business ties, during their tenure or for one year thereafter.

Therefore, please answer the following disclosure questions:

1. Are you currently a (Please Check One):

   __ City Council Member __ Officer __ Executive Management Staff
   __ Staff (associated with delivery of program)

2. City position held _____

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO ✓ YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO ✓ YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: _____ Name (Please Print): JASON JUANIS

Name of Current Employer: Domain Homes Date: 11/16/17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

Please read, fill out, execute and submit the form, signifying that you have read and agree to adhere to the following policy. Also, please disclose any potential conflicts including any boards or committees currently serving on, any private companies owned by you or members of your Board of Directors, and any other potential conflicts.

(a) ***Applicability.*** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.
(2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).
(b) ***Conflicts prohibited.*** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to NSP activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a NSP-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a NSP-assisted activity, or with respect to the proceeds of the NSP-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.
(c) ***Persons covered.*** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.
(d) ***Exceptions.*** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.
(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

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(ii) Whether an opportunity was provided for open competitive bidding or negotiation;

(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

Federal Law prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the funding sources administered through this jurisdiction (1) or who are in the position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity...either for themselves or those whom they have family or business ties, during their tenure or for one year thereafter.

Therefore, please answer the following disclosure questions:

1. Are you currently a (Please Check One): NO/N/A

   __ City Council Member __ Officer __ Executive Management Staff
   __ Staff (associated with delivery of program)

2. City position held _____

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO ✓ YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO ✓ YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: _____ Name (Please Print): FRED W. HENRY, III

Name of Current Employer: DONATEN HOMES, INC. Date: 11-16-17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

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(c) ***Persons covered.*** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.
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(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

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(vii) Any other relevant considerations.

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Therefore, please answer the following disclosure questions:

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   __ Staff (associated with delivery of program)

2. City position held _____

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO X YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO X YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: _____ Name (Please Print): Guy Frankenfeld

Name of Current Employer: Domain Homes Date: 11/16/17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

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Therefore, please answer the following disclosure questions:

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   __ Staff (associated with delivery of program)

2. City position held _____

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO X YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO X YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: _____ Name (Please Print): Kenneth Amato

Name of Current Employer: Domain Homes Date: 11-16-2017

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

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   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO ✓ YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: _____ Name (Please Print): JON BEHR

Name of Current Employer: DOMAIN HOMES Date: 11.14.17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

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Signature: Patricia Cassette Name (Please Print): Patricia E. Cassette

Name of Current Employer: Domain Homes, Inc. Date: 11/16/2017

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

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(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

(ii) Whether an opportunity was provided for open competitive bidding or negotiation;

(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

Federal Law prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the funding sources administered through this jurisdiction (1) or who are in the position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity...either for themselves or those whom they have family or business ties, during their tenure or for one year thereafter.

Therefore, please answer the following disclosure questions:

1. Are you currently a (Please Check One):

   __ City Council Member __ Officer __ Executive Management Staff
   __ Staff (associated with delivery of program)

2. City position held _____

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO ✓ YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO ✓ YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: Clinton H Simmons Name (Please Print): CLINTON H. SIMMONS

Name of Current Employer: Domain Homes Date: 11/16/17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

Please read, fill out, execute and submit the form, signifying that you have read and agree to adhere to the following policy. Also, please disclose any potential conflicts including any boards or committees currently serving on, any private companies owned by you or members of your Board of Directors, and any other potential conflicts.

(a) ***Applicability.*** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.
(2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).
(b) ***Conflicts prohibited.*** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to NSP activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a NSP-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a NSP-assisted activity, or with respect to the proceeds of the NSP-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.
(c) ***Persons covered.*** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.
(d) ***Exceptions.*** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.
(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

(ii) Whether an opportunity was provided for open competitive bidding or negotiation;

(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

Federal Law prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the funding sources administered through this jurisdiction (1) or who are in the position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity...either for themselves or those whom they have family or business ties, during their tenure or for one year thereafter.

Therefore, please answer the following disclosure questions:

1. Are you currently a (Please Check One):

   __ City Council Member __ Officer __ Executive Management Staff
   __ Staff (associated with delivery of program)

2. City position held ~~DIRECTOR OF CONSTRUCTION~~

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO ✓ YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO ✓ YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: _____ Name (Please Print): PETE SHOUP

Name of Current Employer: DOMAIN HOMES Date: 11/15/17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

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(a) ***Applicability.*** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.
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(c) ***Persons covered.*** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.
(d) ***Exceptions.*** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.
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(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
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(vii) Any other relevant considerations.

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   __ City Council Member __ Officer __ Executive Management Staff
   __ Staff (associated with delivery of program)

2. City position held _____

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO ✓ YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO ✓ YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: _____ Name (Please Print): Joshua LaCroix

Name of Current Employer: Domain Homes Date: 11-16-17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

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(a) ***Applicability.*** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.
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(c) ***Persons covered.*** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.
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(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

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(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
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Therefore, please answer the following disclosure questions:

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   __ Staff (associated with delivery of program)

2. City position held _____

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO ✓ YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO ✓ YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: _____ Name (Please Print): Susan Williams

Name of Current Employer: Domain Homes Date: 11/16/17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

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   __ Staff (associated with delivery of program)

2. City position held _____

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO ✓ YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO ✓ YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: _____ Name (Please Print): BRAD T. LANGFORD

Name of Current Employer: DOMAIN HOMES INC - Date: 11-16-17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

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Signature: _____ Name (Please Print): ALBERT COBOS

Name of Current Employer: DOMAIN HOMES Date: 11-16-17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

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(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

(ii) Whether an opportunity was provided for open competitive bidding or negotiation;

(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

Federal Law prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the funding sources administered through this jurisdiction (1) or who are in the position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity...either for themselves or those whom they have family or business ties, during their tenure or for one year thereafter.

Therefore, please answer the following disclosure questions:

1. Are you currently a (Please Check One):

   __ City Council Member __ Officer __ Executive Management Staff
   __ Staff (associated with delivery of program)

2. City position held N/A

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO X YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO X YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: Douglas Masters Name (Please Print): Douglas Masters

Name of Current Employer: Domain Homes Date: 11/16/2017

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

Please read, fill out, execute and submit the form, signifying that you have read and agree to adhere to the following policy. Also, please disclose any potential conflicts including any boards or committees currently serving on, any private companies owned by you or members of your Board of Directors, and any other potential conflicts.

(a) ***Applicability.*** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.
(2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).
(b) ***Conflicts prohibited.*** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to NSP activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a NSP-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a NSP-assisted activity, or with respect to the proceeds of the NSP-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.
(c) ***Persons covered.*** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.
(d) ***Exceptions.*** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.
(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

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(ii) Whether an opportunity was provided for open competitive bidding or negotiation;

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(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
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(vii) Any other relevant considerations.

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   __ City Council Member __ Officer __ Executive Management Staff
   __ Staff (associated with delivery of program)

2. City position held _____

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   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO_____ YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: _____ Name (Please Print): NATHAN MILLER

Name of Current Employer: _____ Date: 11-16-17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

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(d) ***Exceptions.*** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.
(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

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(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

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(ii) Whether an opportunity was provided for open competitive bidding or negotiation;

(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
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   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO X YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: Francine Miller Name (Please Print): FRANCINE MILLER

Name of Current Employer: _____ Date: 11/16/17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

Page 1 of 7 DMI – Solicited/Utilized

City of Tampa – DMI -Schedule of All Sub-(Contractors/Consultants/Suppliers) Solicited

(FORM MBD-10)

Contract No.: 17-P-00981 Contract Name: Residential Developer for Infill Housing Redevelopment
Contractor Name: Domain Homes Address: 5701 S Macdill Ave, Tampa, FL 33611
Federal ID: 27-2352644 Phone: 678-858-2051 Fax: 813-217-9359 Email: sgould@domainhomes.com
[ ] No Firms were contacted/solicited for this contract.
[ ] No Firms were contacted because:_____
[ ] See attached documents with supplemental information.

NIGP Code General Categories: Buildings = 909, General = 912, Heavy = 913, Trades = 914, Architects = 906, Engineers & Surveyors = 925, Supplier = 912-77

This DMI Schedule Must Be Submitted with the Bid or Proposal (Do Not Modify This Form)

S = SLBE W=WMBE / Federal ID	Company Name Address Phone & Fax	Type of Ownership (F=Female M=Male) BF BM = African Am. HF HM = Hispanic Am. AF AM = Asian Am. NF NM = Native Am. CF CM = Caucasian	Trade or Services NIGP Code (listed above)	Contact Method L=Letter F=Fax E=Email P=Phone	Quote or Resp. Rec'd Y/N
63-0397646	Superior Electric 803 W Waters Ave Tampa, FL 33604 P 813-935-2117 F 813-474-2933	CM	914	E	Y
20-8251587	DGPS P.O. Box 4929 Tampa, FL 33677 P 813-874-0284 F 813-874-2141	HM	914	E	Y
26-3230973	Arbor Bay P.O Box 18281 Tampa, FL 33679 P 813-831-8733	CF	914	E	
46-0797404	Miller & Sons, LLC 6113 Causeway Blvd Tampa, FL 33619 P 813-909-9206	CM	914	E	
57-1370279	Quality Precast P.O. Box 11 Brandon, FL 33509 P 813-931-4303	CM	912-77	E	Y
20-3939166	KA Masonry 2500 Drane Field Road, Suite 211 Lakeland, FL 33811 P 813-323-2197	CM	914	E	Y

It is hereby certified that the information provided is an accurate and true account of contacts and solicitations for sub –contracting opportunities on this contract. ***This form must be completed and submitted with the bid or proposal***. Modifying or failing to sign DMI forms may result in Non-Compliance and/or deemed non-responsive.

Signed: Sharon G Gould Name/Title: SHARON G GOULD / DIR. OF FINANCE Date: 11/10/17

10 rev. 02/01/13 **Note: Detailed Instructions for completing this form are on the next page**

Page 2 of 7 DMI – Solicited/Utilized

City of Tampa – DMI -Schedule of All Sub-(Contractors/Consultants/Suppliers) Solicited

(FORM MBD-10)

Contract No.: 17-P-00981 Contract Name: Residential Developer for Infill Housing Redevelopment
Contractor Name: Domain Homes Address: 5701 S Macdill Ave, Tampa, FL 33611
Federal ID: 27-2352644 Phone: 678-858-2051 Fax: 813-217-9359 Email: sgould@domainhomes.com
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S 61-1606347	WC Sherill Surveying P.O. Box 203 Odessa, FL 33556 P 813-345-4270	CM	925	E	Y
26-4721539	Tibbetts Lumber 3300 Fairfield Ave S St Petersburg, FL 33712 P 813-948-7584 F 813-948-7838	50% CM 50% CF	912-77	E	Y
59-2969082	Coogan Window 16015 US Hwy 19 Hudson, FL 34667 P 727-862-4296 F 727-862-5256	CM	914	E	Y
20-5037989	B.E.T-ER Mix P.O Box 5577 Hudson, FL 34674 P 727-862-2239 F 727-868-5617	CM	912-77	E	Y
59-2805062	Quality Block P.O. Box 247 Seffner, FL 33583 P 813-685-5615	CM	912-77	E	Y
59-1785733	R.J. Keilty Plumbing 7979 Massachusetts Ave New Port Richey, FL 34653 P 813-661-0707 F 727-862-8465	CM	914	E	Y

It is hereby certified that the information provided is an accurate and true account of contacts and solicitations for sub –contracting opportunities on this contract. ***This form must be completed and submitted with the bid or proposal***. Modifying or failing to sign DMI forms may result in Non-Compliance and/or deemed non-responsive.

Signed: _____ Name/Title: SHARON GOULD / DIR. OF FINANCE Date: 11/10/17

MBD 10 rev. 02/01/13 **Note: Detailed Instructions for completing this form are on the next page**

Page 3 of 7 DMI – Solicited/Utilized

City of Tampa – DMI -Schedule of All Sub-(Contractors/Consultants/Suppliers) Solicited

(FORM MBD-10)

Contract No.: 17-P-00981 Contract Name: Residential Developer for Infill Housing Redevelopment
Contractor Name: Domain Homes Address: 5701 S Macdill Ave, Tampa, FL 33611
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82-1401177	Phoenix Construction Group 4211 W Waters Ave Tampa, FL 33614 P 813-308-0655 F 813-533-9090	HM	914	E	Y
59-3371198	Millard Roofing P.O. Box 6790 Brandon, FL 33508 P 813-661-4522 F 813-677-8971	CM	914	E	Y
59-3589229	Simpson Mechanical Inc 12302 N Nebraska Ave Tampa, FL 33612 P 813-558-0858 F 813-558-8578	CF	914	E	Y
41-2026493	Sheppard Security 6602 Causeway Blvd Tampa, FL 33619 P 813-630-5656	CM	914	E	Y
26-2273117	Hometeam Pest Defense Inc 4710 Eisenhower Blvd Tampa, FL 33634 P 813-376-2962	CM	914	E	Y
20-5951105	Stylecraft Cabinets 6708 E Fowler Ave Tampa, FL 33617 P 813-610-1576 F 813-374-0267	CM	914	E	Y

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Signed: Sharon G. Gould Name/Title: SHARON G. GOULD/VP OF FINANCE Date: 11/10/17

MBD 10 rev. 02/01/13 **Note: Detailed Instructions for completing this form are on the next page**

Page 4 of 7 DMI – Solicited/Utilized

City of Tampa – DMI -Schedule of All Sub-(Contractors/Consultants/Suppliers) Solicited

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46-1955329	First Choice Aluminum 2222 Durant Road Valrico, FL 33596 P 813-654-7067 F 813-685-3103	HF	914	E	Y
27-2085058	Heritage Drywall 2200 Knight Rd Land O Lakes, FL 34639 P 813-949-9990 F 813-949-9991	CF	914	E	Y
27-1612911	GPP Shutters 4800 SW 51st St Davie, FL 33314 P 941-232-6570 F 954-689-8751	CM	914	E	Y
59-3520720	Great American Marble P.O. Box 152135 Tampa, FL 33684 P 813-877-6261 F 813-877-6190	CM	914	E	Y
59-2960733	Banko Overhead Doors 5329 W Crenshaw St Tampa, FL 33634 P 813-917-0459 F 813-882-9908	CM	914	E	Y
59-3493991	Fromme Carpentry P.O. Box 2399 Palm Harbor, FL 34682 P 727-638-5387 F 727-786-8122	CM	914	E	Y

It is hereby certified that the information provided is an accurate and true account of contacts and solicitations for sub –contracting opportunities on this contract. ***This form must be completed and submitted with the bid or proposal***. Modifying or failing to sign DMI forms may result in Non-Compliance and/or deemed non-responsive.

Signed: _____ Name/Title: SHARON G GOULD / DIR OF FINANCE Date: 11/12/17

MBD 10 rev. 02/01/13

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Page 5 of 7 DMI – Solicited/Utilized

City of Tampa – DMI -Schedule of All Sub-(Contractors/Consultants/Suppliers) Solicited

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32-0108824	Tony Carmines Painting 18618 Oakway Drive Hudson, FL 34667 P 727-919-1106	CM	914	E	Y
59-3046301	Montrose Shelving 7254 Mitchell Rd Brooksville, FL 34601 P 352-754-2426 F 352-754-2896	CF	914	E	Y
59-2109932	Despirt Tile 13027 Sherman Drive Hudson, FL 34667 P 727-432-6926 F 352-540-99332	CM 50% CF 50%	914	E	Y
81-1692501	GE Appliances P.O. Box 100393 Atlanta, GA 30384 P 813-781-0356		912-77	E	Y
41-2099709	Prodigy Flooring 5515 Pioneer Park Blvd Tampa, FL 33634 P 813-690-1892 F 813-971-1199	CM	914	E	Y
27-1651359	Daniel Insulation 12950 Daniel Drive Clearwater, FL 33762 P 727-572-8990 F 727-573-1895	CM	914	E	Y

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Signed: Sharon G Gould Name/Title: SHARON G GOULD / DIR. OF FINANCE Date: 11/10/17

MBD 10 rev. 02/01/13 **Note: Detailed Instructions for completing this form are on the next page**

Page 6 of 7 DMI – Solicited/Utilized

City of Tampa – DMI -Schedule of All Sub-(Contractors/Consultants/Suppliers) Solicited

(FORM MBD-10)

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59-1769519	Independent Glass 6707 Benjamin Rd Tampa, FL 33634 P 813-886-1503 F 813-888-8687	CF	914	E	Y
33-1183119	Clean 1st Time 19104 Rosewood Creek Way Tampa, FL 33647 P 813-313-8468 F 813-333-1729	BM 50% BF 50%	914	E	Y
59-2701855	Sunrise Landscaping P.O. Box 16531 Tampa, FL 33687 P 813-985-9381 F 813-664-0155	CM	914	E	Y
65-0513079	Beautiful Mailboxes 2360 W 76th St Hialeah, FL 33016 P 800-856-6983 F 305-403-4829	CM 50% CF 50%	914	E	Y
04-3672115	Ideal Services P.O. Box 1106 San Antonio, FL P 813-918-1458 F 352-588-9977	CM	914	E	Y
20-5641279	Bravo Fence 11302 N Nebraska Ave Tampa, FL 33612 P 813-885-2777 F 813-885-2444	CM	914	E	Y

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Signed: Sharon G Gould Name/Title: SHARON G GOULD/DIR OF FINANCE Date: 11/10/17

MBD 10 rev. 02/01/13 **Note: Detailed Instructions for completing this form are on the next page**

Page 7 of 7 DMI – Solicited/Utilized

City of Tampa – DMI -Schedule of All Sub-(Contractors/Consultants/Suppliers) Solicited

(FORM MBD-10)

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[ ] No Firms were contacted/solicited for this contract.
[ ] No Firms were contacted because:_____
[ ] See attached documents with supplemental information.

NIGP Code General Categories: Buildings = 909, General = 912, Heavy = 913, Trades = 914, Architects = 906, Engineers & Surveyors = 925, Supplier = 912-77

This DMI Schedule Must Be Submitted with the Bid or Proposal (Do Not Modify This Form)

S = SLBE W=WMBE	Company Name Address Phone & Fax	Type of Ownership (F=Female M=Male) BF BM = African Am. HF HM = Hispanic Am. AF AM = Asian Am. NF NM = Native Am. CF CM = Caucasian	Trade or Services NIGP Code (listed above)	Contact Method L=Letter F=Fax E=Email P=Phone	Quote or Resp. Rec'd Y/N
75-3209514	TBS Construction Specialties 3302 W Granada Tampa, FL 33629 P 813-252-4015	CM	914	E	Y
68-0673948	Vortex Engineering 607 S Alexander St Plant City, FL 33563 P 813-704-4842	CM 50% CF 50%	925	E	Y
59-3636723	Skyetec 9570 Regency Square Jacksonville, FL 32225 P 866-759-3832	CM	914	E	Y
59-3568712	Portable Sanitation P.O. Box 271385 Tampa, FL 33688 P 813-558-8523	HM 50% CM 50%	912	E	Y
56-2617472	J&L Duvall Inc. 7716 Franklin Rd Plant City, FL 33565 P 813-695-2141	CF 50% CM 50%	914	E	Y

It is hereby certified that the information provided is an accurate and true account of contacts and solicitations for sub –contracting opportunities on this contract. ***This form must be completed and submitted with the bid or proposal***. Modifying or failing to sign DMI forms may result in Non-Compliance and/or deemed non-responsive.

Signed: Sharon A Gould Name/Title: SHARON G. GOULD / DIR OF FINANCE Date: 11/10/17

MBD 10 rev. 02/01/13 **Note: Detailed Instructions for completing this form are on the next page**

City of Tampa Florida

Minority and Small Business Development

Certification Program
This is to certify that in accordance with City of Tampa Ordinance 2008-89

W.C. Sherrill and Company, LLC.

Is hereby certified as a

Small Local Business Enterprise (SLBE)

In the following specialty(ies)

Surveying and Mapping

This certification is valid from January 21, 2016 to January 20, 2018

Updates for recertification are required prior to the expiration date listed above. If at any time changes are made in your firm that are not in concert with our eligibility requirements, you agree to report those changes to us for evaluation. The City of Tampa reserves the right to terminate this certification at anytime it determines eligibility requirements are not being met.

Gregory K. Hart, Manager
Minority and Small Business Development

City of Tampa
Official Letter of Intent
(Form MBD-40)

A Letter of Intent is required for each WMBE/SLBE listed on the Schedule of Subcontractors to be Utilized (MBD 20 Form). Letter of Intent must be signed by both the Bidder/Service Provider and WMBE/SLBE firm.

Bid/Proposal/Contract Number: 17-P-00981

Bid/Proposal/Contract Name: Residential Developer for Infill Housing Redevelopment

A. To be completed by the Bidder/Service Provider

Name of Bidder: Domain Homes
Address: 5701 S Macdill Ave
Tampa, FL 33611

Contact Person: Sharon Gould
Telephone: 678-858-2051 Fax: 813-217-9359
Email: sgould@domainhomes.com

B. To be completed by WMBE/SLBE

Name of WMBE/SLBE: W.C. Sherrill & Company, LLC
Address: 20232 Wesley Chapel Blvd
Lutz, FL. 33559

Contract Person: Richard Welgl
Telephone: 813.345.4270 Fax: none
Email: Rick.welgl@gmail.com

C. Identify the scope of work to be performed or item(s) to be supplied by the WMBE/SLBE. On unit price bids, identify to which bid line item the WMBE/SLBE's work scope or supply corresponds:
misc. surveying services

D. Cost of work to be performed by WMBE/SLBE: _____

E. Cost of work to be performed by WMBE/SLBE as a percent of total City contract amount: _____

Bidder/Proposer certifies that it intends to utilize the WMBE/SLBE listed above, and that the work described above is accurate. Bidder/Proposer will provide City with copy of the related subcontract agreement and/or purchase order prior to commencement of the WMBE/SLBE's work. The WMBE/SLBE firm certifies that it has agreed to provide such work/supplies for the amount stated above.

Bidder/Proposer: _____ Date: _____
Signature and Title

WMBE/SLBE Firm: [signature] - Principal Date: 11.7.2017
Signature and Title

Rev. 10/12/12 MBD 40

City of Tampa – DMI Schedule of Sub-(Contractors/Consultants/Suppliers) to be Utilized

(FORM MBD-20)

Contract No.: 17-P-00981 Contract Name: Residential Developer for Infill Housing Redevelopment
Contractor Name: Domain Homes Address: 5701 S Macdill Ave, Tampa, FL 33611
Federal ID: 27-2352644 Phone: 678-858-2051 Fax: 813-217-9359 Email: sgould@domainhomes.com
[ ] See attached documents.
[ ] No Subcontracting (of any kind) will be performed on this contract.

NIGP Code General Categories: Buildings = 909, General = 912, Heavy = 913, Trades = 914, Architects = 906, Engineers & Surveyors = 925, Supplier = 912-77

This DMI Schedule Must Be Submitted with the Bid or Proposal (Do Not Modify This Form)

Enter "S" for firms Certified as Small Local Business Enterprises, "W" for firms Certified as Women/Minority Business Enterprise

S = SLBE W=WMBE Federal ID	Company Name Address Phone & Fax	Type of Ownership (F=Female M=Male) BF BM = African Am. HF HM = Hispanic Am. AF AM = Asian Am. NF NM = Native Am. CF CM = Caucasian	Trade, Services, or Materials NIGP Code Listed above	Amount of Quote. Letter of Intent if available.	Percent of Scope/Contract %
63-0397646	Superior Electric 803 W Waters Ave Tampa, FL 33604 P 813-935-2117 F 813-474-2933	CM	914	$466,800.00	5.81%
20-8251587	DGPS P.O. Box 4929 Tampa, FL 33677 P 813-874-0284 F 813-874-2141	HM	914	$318,000	3.96
26-3230973	Arbor Bay P.O. Box 18281 Tampa, FL 33679 P 813-831-8733	CF	914		
46-0797404	Miller & Sons, LLC 6113 Causeway Blvd Tampa, FL 33619 P 813-909-9206	CM	914		
57-1370279	Quality Precast P.O. Box 11 Brandon, FL 33509 P 813-931-4303	CM	912-77	$175,027.87	2.18%
20-3939166	KA Masonry 2500 Drane Field Road, Suite 211 Tampa, FL 33811 P 813-323-2197	CM	914	$991,760.63	12.35%

Total Subcontract/Supplier Utilization $_____SEE PAGE 7_____
Total SLBE Utilization $ _____
Total WMBE Utilization $ _____
Percent SLBE Utilization of Total Bid/Proposal Amt. _____% Percent WMBE Utilization of Total Bid/Proposal Amt. _____%

It is hereby certified that the following information is a true and accurate account of utilization for sub-contracting opportunities on this contract. ***This form must be completed and submitted with the bid or proposal.*** Modifying or failing to sign DMI forms may result in Non-Compliance and/or deemed non-responsive.

Signed: SEE PAGE 7 Name/Title: _____ Date: _____

MBD 20 rev. 02/01/13

Note: Detailed Instructions for completing this form are on the next page.

City of Tampa – DMI Schedule of Sub-(Contractors/Consultants/Suppliers) to be Utilized

(FORM MBD-20)

Contract No.: 17-P-00981 Contract Name: Residential Developer for Infill Housing Redevelopment
Contractor Name: Domain Homes Address: 5701 S Macdill Ave, Tampa, FL 33611
Federal ID: 27-2352644 Phone: 678-858-2051 Fax: 813-217-9359 Email: sgould@domainhomes.com
[ ] See attached documents.
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S = SLBE W=WMBE / Federal ID	Company Name Address Phone & Fax	Type of Ownership (F=Female M=Male) BF BM = African Am. HF HM = Hispanic Am. AF AM = Asian Am. NF NM = Native Am. CF CM = Caucasian	Trade, Services, or Materials NIGP Code Listed above	Amount of Quote. Letter of Intent if available.	Percent of Scope/Contract %
S 61-1606347	WC Sherill Surveying P.O. Box 203 Odessa, FL 33556 P 813-345-4270	CM	925	$75,375	.94%
 26-4721539	Tibbetts Lumber 3300 Fairfield Ave S St Petersburg, FL 33712 P 813-948-7584 F 813-948-7838	CM 50% CF 50%	912-77	$729,159.89	9.07%
 59-2969082	Coogan Window 16015 US Hwy 19 Hudson, FL 34667 P 727-862-4296 F 727-862-5256	CM	914	$128,868.38	1.60%
 20-5037989	B.E.T-ER Mix P.O. Box 34674 Hudson, FL 34674 P 727-862-2239 F 727-868-5617	CM	912-77	$413,201.25	5.14%
 59-2805062	Quality Block P.O. Box 247 Seffner, FL 33583 P 813-685-5615	CM	912-77	$192,201.37	2.39%
 59-1785733	R.J. Kielty Plumbing 7979 Massachusetts Ave New Port Richey, FL 34653 P 813-661-0707 F 727-862-8465	CM	914	$475,500	5.92%

Total Subcontract/Supplier Utilization $ SEE PAGE 7
Total SLBE Utilization $ _____
Total WMBE Utilization $ _____
Percent SLBE Utilization of Total Bid/Proposal Amt. _____% Percent WMBE Utilization of Total Bid/Proposal Amt. _____%

It is hereby certified that the following information is a true and accurate account of utilization for sub-contracting opportunities on this contract. ***This form must be completed and submitted with the bid or proposal.*** Modifying or failing to sign DMI forms may result in Non-Compliance and/or deemed non-responsive.

Signed: SEE PAGE 7 Name/Title: _____ Date: _____

MBD 20 rev. 02/01/13 **Note: Detailed Instructions for completing this form are on the next page.**

Page 3 of 7 DMI – Solicited/Utilized

City of Tampa – DMI Schedule of Sub-(Contractors/Consultants/Suppliers) to be Utilized

(FORM MBD-20)

Contract No.: 17-P-00981 Contract Name: Residential Developer for Infill Housing Redevelopment
Contractor Name: Domain Homes Address: 5701 S Macdill Ave, Tampa, FL 33611
Federal ID: 27-2352644 Phone: 678-858-2051 Fax: 813-217-9359 Email: sgould@domainhomes.com
[ ] See attached documents.
[ ] No Subcontracting (of any kind) will be performed on this contract.

NIGP Code General Categories: Buildings = 909, General = 912, Heavy = 913, Trades = 914, Architects = 906, Engineers & Surveyors = 925, Supplier = 912-77

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Enter "S" for firms Certified as Small Local Business Enterprises, "W" for firms Certified as Women/Minority Business Enterprise

S = SLBE W=WMBE / Federal ID	Company Name Address Phone & Fax	Type of Ownership (F=Female M=Male) BF BM = African Am. HF HM = Hispanic Am. AF AM = Asian Am. NF NM = Native Am. CF CM = Caucasian	Trade, Services, or Materials NIGP Code Listed above	Amount of Quote. Letter of Intent if available.	Percent of Scope/Contract %
82-1401177	Phoenix Construction Group 4211 W Waters Ave Tampa, FL 33614 P 813-308-0655 F 813-533-9090	HM	914	$301,441.50	3.76%
59-3371198	Millard Roofing P.O. Box 6790 Brandon, FL 33508 P 813-661-4522 F 813-677-8971	CM	914	$272,625.00	3.39%
59-3589229	Simpson Mechanical Inc 12302 N Nebraska Ave Tampa, FL 33612 P 813-558-0858 F 813-558-8578	CF	914	$421,500.00	5.25%
41-2026493	Sheppard Security 6602 Causeway Blvd Tampa, FL 33619 P 813-630-5656	CM	914	$44,625.00	.56%
26-2273117	Hometeam Pest Defense Inc 4710 Eisenhower Blvd Tampa, FL 33634 P 813-376-2962	CM	914	$16,642.88	.21%
20-5951105	Stylecraft Cabinets 6708 E Fowler Ave Tampa, FL 33617 P 813-610-1576 F 813-374-0267	CM	914	$233,550.00	2.91%

Total Subcontract/Supplier Utilization $ SEE PAGE 7
Total SLBE Utilization $ _____
Total WMBE Utilization $ _____
Percent SLBE Utilization of Total Bid/Proposal Amt. _____% Percent WMBE Utilization of Total Bid/Proposal Amt. _____%

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Signed: SEE PAGE 7 Name/Title: _____ Date: _____

MBD 20 rev. 02/01/13 **Note: Detailed Instructions for completing this form are on the next page.**

City of Tampa – DMI Schedule of Sub-(Contractors/Consultants/Suppliers) to be Utilized

(FORM MBD-20)

Contract No.: 17-P-00981 Contract Name: Residential Developer for Infill Housing Redevelopment
Contractor Name: Domain Homes Address: 5701 S Macdill Ave, Tampa, FL 33611
Federal ID: 27-2352644 Phone: 678-858-2051 Fax: 813-217-9359 Email: sgould@domainhomes.com
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S = SLBE W=WMBE / Federal ID	Company Name Address Phone & Fax	Type of Ownership (F=Female M=Male) BF BM = African Am. HF HM = Hispanic Am. AF AM = Asian Am. NF NM = Native Am. CF CM = Caucasian	Trade, Services, or Materials NIGP Code Listed above	Amount of Quote. Letter of Intent if available.	Percent of Scope/Contract %
46-1955329	First Choice Aluminum 2222 Durant Road Valrico, FL 33596 P 813-654-7067 F 813-685-3103	HF	914	$142,218.75	1.77%
27-2085058	Heritage Drywall 2200 Knight Rd Land O Lakes, FL 34639 P 813-949-9990 F 813-949-9991	CF	914	$314,484.38	3.92%
27-1612911	Global Protection Products 4800 SW 51st St Davie, FL 33314 P 941-232-6570 F 954-689-8751	CM	914	$24,133.13	.66%
59-3520720	Great American Marble P.O. Box 152135 Tampa, FL 33684 P 813-877-6261 F 813-877-6190	CM	914	$183,750.00	2.29%
59-2960733	Banko Overhead Doors 5329 W Crenshaw St Tampa, FL 33634 P 813-917-0459 F 813-882-9908	CM	914	$26,062.50	.65%
59-3493991	Fromme Carpentry P.O. Box 2399 Palm Harbor, FL 34682 P 727-638-5987 F 727-786-8122	CM	914	$38,739.00	.48%

Total Subcontract/Supplier Utilization $____SEE PAGE 7_____
Total SLBE Utilization $ _____
Total WMBE Utilization $ _____
Percent SLBE Utilization of Total Bid/Proposal Amt. ____% Percent WMBE Utilization of Total Bid/Proposal Amt. ____%

It is hereby certified that the following information is a true and accurate account of utilization for sub-contracting opportunities on this contract. ***This form must be completed and submitted with the bid or proposal.*** Modifying or failing to sign DMI forms may result in Non-Compliance and/or deemed non-responsive.

Signed: SEE PAGE 7 Name/Title: _____ Date: _____

MBD 20 rev. 02/01/13 **Note: Detailed Instructions for completing this form are on the next page.**

Page 5 of 7 DMI – Solicited/Utilized

City of Tampa – DMI Schedule of Sub-(Contractors/Consultants/Suppliers) to be Utilized

(FORM MBD-20)

Contract No.: 17-P-00981 Contract Name: Residential Developer for Infill Housing Redevelopment
Contractor Name: Domain Homes Address: 5701 S Macdill Ave, Tampa, FL 33611
Federal ID: 27-2352644 Phone: 678-858-2051 Fax: 813-217-9359 Email: sgould@domainhomes.com
[ ] See attached documents.
[ ] No Subcontracting (of any kind) will be performed on this contract.

NIGP Code General Categories: Buildings = 909, General = 912, Heavy = 913, Trades = 914, Architects = 906, Engineers & Surveyors = 925, Supplier = 912-77

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32-0108824	Tony Carmines Painting 18618 Oakway Drive Hudson, FL 34667 P 727-919-1106	CM	914	$177,296.25	2.21%
59-3046301	Montrose Shelving 7254 Mitchell Rd Brooksville, FL 34601 P 352-754-2426 F 352-754-2896	CF	914	$14,180.63	.18%
59-2109932	Despirt Tile 13027 Sherman Drive Hudson, FL 34667 P 727-432-6926 F 352-540-9932	CM 50% CF 50%	914	$161,859.38	2.02%
81-1692501	GE Appliances P.O. Box 100393 Atlanta, GA 30384 P 813-781-0356		912-77	$80,673.00	1.0%
41-2099709	Prodigy Flooring 5515 Pioneer Park Blvd Tampa, FL 33634 P 813-690-1892 F 813-971-1199	CM	914	$115,312.50	1.44%
27-1651359	Daniel Insulation 12950 Daniel Drive Clearwater, FL 33762 P 727-572-8990 F 727-573-1895	CM	914	$131,962.50	1.64%

Total Subcontract/Supplier Utilization $____SEE PAGE 7_____
Total SLBE Utilization $ _____
Total WMBE Utilization $ _____
Percent SLBE Utilization of Total Bid/Proposal Amt. ____% Percent WMBE Utilization of Total Bid/Proposal Amt. ____%

It is hereby certified that the following information is a true and accurate account of utilization for sub-contracting opportunities on this contract. ***This form must be completed and submitted with the bid or proposal.*** Modifying or failing to sign DMI forms may result in Non-Compliance and/or deemed non-responsive.

Signed: SEE PAGE 7 Name/Title: _____ Date: _____

MBD 20 rev. 02/01/13

Note: Detailed Instructions for completing this form are on the next page.

Page 6 of 7 DMI – Solicited/Utilized

City of Tampa – DMI Schedule of Sub-(Contractors/Consultants/Suppliers) to be Utilized

(FORM MBD-20)

Contract No.: 17-P-00981 Contract Name: Residential Developer for Infill Housing Redevelopment
Contractor Name: Domain Homes Address: 5701 S Macdill Ave, Tampa, FL 33611
Federal ID: 27-2352644 Phone: 678-858-2051 Fax: 813-217-9359 Email: sgould@domainhomes.com
[ ] See attached documents.
[ ] No Subcontracting (of any kind) will be performed on this contract.

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This DMI Schedule Must Be Submitted with the Bid or Proposal (Do Not Modify This Form)

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S = SLBE W=WMBE / Federal ID	Company Name Address Phone & Fax	Type of Ownership (F=Female M=Male) BF BM = African Am. HF HM = Hispanic Am. AF AM = Asian Am. NF NM = Native Am. CF CM = Caucasian	Trade, Services, or Materials NIGP Code Listed above	Amount of Quote. Letter of Intent if available.	Percent of Scope/Contract %
59-1769519	Independent Glass 6707 Benjamin Rd Tampa, FL 33634 P 813-886-1503 F 813-888-8687	CF	914	$28,050.00	.35%
33-1183119	Clean 1st Time 19104 Rosewood Creek Way Tampa, FL 33647 P 813-313-8468 F 813-333-1729	BM 50% BF 50%	914	$36,207.00	.45%
59-2701855	Sunrise Landscaping P.O. Box 16531 Tampa, FL 33687 P 813-985-9381 F 813-664-0155	CM	914	$131,250.00	1.63%
65-0513079	The Beautiful Mailbox Company 2360 W 76th St Hialeah, FL 33016 P 800-856-6983 F 305-403-4829	CM 50% CF 50%	914	$13,912.50	.17%
04-3672115	Ideal Services P.O. Box 1106 San Antonio, FL 33576 P 813-918-1458 F 352-588-9977	CM	914	$17,175.00	.21%
20-5641279	Bravo Fence 11302 N Nebraska Ave Tampa, FL 33612 P 813-885-2777 F 813-885-2444	CM	914		

Total Subcontract/Supplier Utilization $_____SEE PAGE 7_____
Total SLBE Utilization $ _____
Total WMBE Utilization $ _____
Percent SLBE Utilization of Total Bid/Proposal Amt. _____% Percent WMBE Utilization of Total Bid/Proposal Amt. _____%

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Signed: SEE PAGE 7 Name/Title: _____ Date: _____

MBD 20 rev. 02/01/13

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City of Tampa – DMI Schedule of Sub-(Contractors/Consultants/Suppliers) to be Utilized

(FORM MBD-20)

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75-3209514	TBS Construction Specialties 3302 W Granada St Tampa, FL 33629 P 813-252-4015	CM	914	$45,975.00	.57%
68-0673948	Vortex Engineering 607 S Alexander St Plant City, FL 33563 P 813-704-4842	CM 50% CF 50%	925	$9,375.00	.12%
59-3636723	Skyetec 9570 Regency Square Jacksonville, FL 32225 P 866-759-3832	CM	914	$28,875.00	.36%
59-3568712	Portable Sanitation P.O. Box 33688 Tampa, FL 33688 P 813-558-8523	CM 50% HM 50%	912	$29,085	.38%
	City of Tampa permitting and impact fees FOR INFORMATION PURPOSES ONLY		912	$1,005,540	12.69%
56-2617472	J&L Duvall Inc. 7716 Franklin Rd Plant City, FL 33565 P 813-695-2141	CF 50% CM 50%	914	$15,000.00	.19%

Total Subcontract/Supplier Utilization $ 8,027,395.29
Total SLBE Utilization $ $75,375.00
Total WMBE Utilization $ 0
Percent SLBE Utilization of Total Bid/Proposal Amt. .94 % Percent WMBE Utilization of Total Bid/Proposal Amt. 0 %

It is hereby certified that the following information is a true and accurate account of utilization for sub-contracting opportunities on this contract. ***This form must be completed and submitted with the bid or proposal.*** Modifying or failing to sign DMI forms may result in Non-Compliance and/or deemed non-responsive.

Signed: Sharon G Gould Name/Title: SHARON G GOULD / DIR OF FINANCE Date: 11/10/17

MBD 20 rev. 02/01/13

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City of Tampa Florida

Minority and Small Business Development

Certification Program
This is to certify that in accordance with City of Tampa Ordinance 2008-89

W.C. Sherrill and Company, LLC.

Is hereby certified as a

Small Local Business Enterprise (SLBE)

In the following specialty(ies)

Surveying and Mapping

This certification is valid from January 21, 2016 to January 20, 2018

Updates for recertification are required prior to the expiration date listed above. If at any time changes are made in your firm that are not in concert with our eligibility requirements, you agree to report those changes to us for evaluation. The City of Tampa reserves the right to terminate this certification at anytime it determines eligibility requirements are not being met.

Gregory K. Hart, Manager
Minority and Small Business Development

City of Tampa
Official Letter of Intent
(Form MBD-40)

A Letter of Intent is required for each WMBE/SLBE listed on the Schedule of Subcontractors to be Utilized (MBD 20 Form). Letter of Intent must be signed by both the Bidder/Service Provider and WMBE/SLBE firm.

Bid/Proposal/Contract Number: 17-P-00981

Bid/Proposal/Contract Name: Residential Developer for Infill Housing Redevelopment

A. To be completed by the Bidder/Service Provider

Name of Bidder: Domain Homes
Address: 5701 S Macdill Ave
Tampa, FL 33611

Contact Person: Sharon Gould
Telephone: 678-858-2051 Fax: 813-217-9359
Email: sgould@domainhomes.com

B. To be completed by WMBE/SLBE

Name of WMBE/SLBE: W.C. Sherrill & Company, LLC
Address: 20232 Wesley Chapel Blvd
Lutz, FL. 33559

Contract Person: Richard Welgl
Telephone: 813.345.4270 Fax: none
Email: Rick.welgl@gmail.com

C. Identify the scope of work to be performed or item(s) to be supplied by the WMBE/SLBE. On unit price bids, identify to which bid line item the WMBE/SLBE's work scope or supply corresponds:
misc. surveying services

D. Cost of work to be performed by WMBE/SLBE: _____

E. Cost of work to be performed by WMBE/SLBE as a percent of total City contract amount: _____

Bidder/Proposer certifies that it intends to utilize the WMBE/SLBE listed above, and that the work described above is accurate. Bidder/Proposer will provide City with copy of the related subcontract agreement and/or purchase order prior to commencement of the WMBE/SLBE's work. The WMBE/SLBE firm certifies that it has agreed to provide such work/supplies for the amount stated above.

Bidder/Proposer: _____ Date: _____
Signature and Title

WMBE/SLBE Firm: [signature] - Principal Date: 11.7.2017
Signature and Title

Rev. 10/12/12 MBD 40

SECTION VI
DEVELOPER'S AFFIDAVIT AND PROPOSAL SIGNATURE FORMS

Before me, the undersigned authority who is duly authorized by law to administer oaths and take acknowledgements, personally appeared

Sharon L McSwain
AFFIANT'S NAME

Who, after being duly cautioned and sworn, and being fully aware of the penalties of perjury, does hereby depose and declare, on his own behalf or as a representative on behalf of a partnership or corporation, or other entity that is the Developer in the matter at hand, as follows:

1. That the Developer, if a natural person, is of lawful age.

2. That if the Developer is a partnership, or a corporation, or other legal person or entity recognized in the State of Florida, it has complied with all laws and ordinances governing the formation and continued existence of such entities, including but not limited to, if a Florida corporation, to the filing of its Articles of Incorporation with the Florida Secretary of State and if a corporation incorporated under the laws of a state other than Florida, that it is duly authorized to do business in the State of Florida; that it is currently an active corporation or entity fully authorized to do business; and that the undersigned is representative of the corporation or entity authorized to make this affirmation and declaration and who has the power to bind said corporation or entity.

3. That if the Developer is operating under a fictitious name, Developer has currently complied with and any and all laws and procedures governing the operation of businesses under fictitious names in the State of Florida;

4. That the Developer has not submitted a rigged Bid, nor engaged in collusive bidding, or a collusive bidding arrangement, or fraudulent bidding, or entered into a conspiracy in connection with this bid with any other natural person, partnership, corporation or other entity making a bid for the same purpose. The Developer has not entered into any understanding or agreement with any other person or entity where one or more such persons or entities agrees not to bid or fixing the prices to be bid.

5. In the event that the City determines that the Developer has participated in any collusive, deceptive or fraudulent practices in derogation of the statements in this Affidavit the City, in addition to any other remedy it may exercise, will have the right to debar the Developer. The contract let under such circumstances shall be deemed invalid.

6. That the Developer is not in arrears to the City of Tampa upon debt or contract and is not in default, as surety or otherwise, of any obligation to the City, Hillsborough County or the State of Florida.

7. That no officer or employee of the City, either individually or through any firm, corporation or business of which he/she is a stockholder or holds office, shall receive any substantial benefit or profit out of the contract or award to this Developer; nor does the Developer know of any City officer or employee having any financial interest in assisting the Developer to obtain, or in any other way effecting, the award of the contract to this Developer.

8. That, by submitting this bid, the Developer certifies that he/she has fully read and understands the bid method and has full knowledge of the scope, nature, and quality of work to be performed or the services to be rendered.

9. That, by submitting this Bid for a Contract $1,000,000 and greater, Bidder certifies that the Contractor is not on the Scrutinized Companies with Activities in the Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

FURTHER AFFIANT SAYETH NOT.
Developer: Complete the applicable Acknowledgement for An Individual Acting In His Own Right, A Partnership or A Corporation, according to your firm type.

FOR AN INDIVIDUAL ACTING IN HIS OWN RIGHT

State of _____
County of _____

The foregoing instrument was sworn to (or affirmed) and subscribed before me this _____ day of _____ 20__, by _____, who is personally known to me or who has produced identification and who did not) take an oath.

_____ _____
Signature of Notary Public Signature of Affiant

Notary Public
State of: _____
My Commission
Expires: _____

_____ _____
Printed, typed or stamped Printed or typed name of Affiant
Commissioned name of notary public

FOR A PARTNERSHIP

State of _____
County of _____

The foregoing instrument was sworn to (or affirmed) and subscribed before me this ____ day of _____ ____
20__, by _____, who is a partner on behalf of _____, a partners
He/She is personally known to me or has produced identification and did (did not) take an oath.

_____ _____
Signature of Notary Public Signature of Affiant

Notary Public
State of: _____
My Commission
Expires: _____

_____ _____
Printed, typed or stamped Printed or typed name of Affiant
Commissioned name of notary public

FOR A CORPORATION

State of Florida
County of Hillsborough

The foregoing instrument was sworn to (or affirmed) and subscribed before me this 15th day of November 20 17, by Sharon L McSwain who is President and Owner
(Title)
of Domain Homes Inc.
(Corporation Name)
a corporation under the laws of the State of Florida, on behalf of the said corporation. He/She is personally known to me or who has produced identification and who did (did not) take an oath.

Signature of Notary Public — Patricia E. Cassette

Signature of Affiant

Notary Public
State of:
My Commission
Expires:

NOTARY PUBLIC
PATRICIA E. CASSETTE
MY COMMISSION # FF 155387
EXPIRES: September 18, 2018
Bonded Thru Budget Notary Services

Patricia E. Cassette

Printed, typed or stamped
Commissioned name of notary public

Sharon L. McSwain

Printed or typed name of Affiant

PROPOSAL SIGNATURE FORM

In compliance with this RFP and to all the conditions imposed herein, the undersigned offers and agrees to provide **RFP Infill Housing Redevelopment,** in accordance with the attached signed proposal, or as mutually agreed upon by subsequent negotiation. This completed Proposal Signature form must be submitted with the Developer's written proposal and will become a part of any Agreement that may be awarded. This Proposal Signature Form must be signed by an authorized representative as defined in Section IV. General Conditions, Section 3. Content of Proposal of this RFP.

Please type or print:

Name of Firm: Domain Homes Inc.

Address: 5703 S MacDill Ave

City: Tampa State: FL Zip: 33611

Contact Person: Kevin Robles Title: COO

Telephone No.: 813-917-5332 Fax No.: 813-217-9359 Email: kevin@domainhomes.com

Federal I.D. #: 27-2352644

Type Organization: [ ] Individual [ ] Small Business [ ] Non-Profit
[ ]Partnership [X] Corporation [ ] Joint Venture

Attach copies of all such licenses, permits or certificates issued to the business entity.

Business is licensed, (unless exempt by applicable law) permitted or certified to do business in the State of Florida:

[X] Yes [ ] No. License # 250104

Minority Business Status: [ ] Black [ ] Hispanic [X] Woman [ ] Other

Is your business certified as a minority business (WMBE) or small business enterprise (SLBE) with any government agency?
[X] Yes [ ] No. If yes, please list below:

Agency Name	Certification Number	Expiration Date
City of Tampa	application in process	application #8014123

Sub-Contracting Submittals required: Forms MBD-10, MBD-20 must be submitted with the bid/proposal.

By signing this Proposal Signature Form, the Developer complies with all of the requirements of the RFP package including but not limited to Communication Policy and City of Tampa Ethics Code.

Authorized Signature: Kevin D Robles Date: 11-13-17

DOMAIN HOMES, INC. ITS VICE PRESIDENT

END OF SECTION VI
Developer's Affidavit and Proposal Signature Forms

ATTESTED BY: Sharon A Gould 11/13/17
DOMAIN HOMES, INC
ITS SECRETARY

FEDERAL REQUIREMENTS
COMPLIANCE WITH APPLICABLE LAWS, RULES, AND REGULATIONS

Domain Homes, Inc. acknowledges review of the Federal Requirements described in pages 6 – 9 as part of RFP – 17 – P -00981 – 0 – 2017 QD, Request for Proposal for Residential Developer for Infill Housing Redevelopment, including but not limited to those listed below and will act in accordance with all relative laws, rules and regulations.

- Uniform Administrative Requirements. Uniform Administrative Requirements, Cost Principles, and Procurement. The Developer shall adhere to the accounting principles and procedures, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred, as applicable, including without limitation as set forth in 2 CFR part 200, et. seq.

- Cost Principles. The Developer shall administer its program in conformance with 2 CFR 200, et. seq. including 2 CFR 2400. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

- DUNS. Requirements established by the Office of Management and Budget (OMB) concerning the Dun and Bradstreet Data Universal Numbering System (DUNS), the System for Award Management (SAM), Federal Funding Accountability and Transparency Act (FFATA), and Digital Accountability and Transparency Act (DATA Act) of 2014, as set forth in Appendix A to Part 25-Award Term, Financial Assistance Use of Universal Identifier and Systems for Award Management, 75 Federal Register 55671 (September 14, 2010) (to be codified at 2 CFR part 25), and Appendix A to Part 170-Award Term, Requirements for Federal Funding Accountability and Transparency Act Implementation, 75 Federal Register 55663 (September 14, 2010) (to be codified at 2 CFR part 170).

- Minority and Women's Business Enterprises. The requirements of Executive Orders 11625, 12432, 12138 and 24 CFR 85.36(e) apply to grants under this part. Consistent with HUD's responsibilities under these Orders and with the City's Ordinance No. 26.5 Part 2, the Developer must make efforts to encourage the use of minority and women's business enterprises in connection with funded activities.

- Civil Rights Act. The Developer agrees to comply with applicable state and local civil rights ordinances and with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended (the HCDA), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086, and will include the provisions in every subcontract or purchase order, specifically or by reference, so that such provisions will be binding upon each of its contractors and subcontractors.

- In carrying out the Agreement, the Developer shall not discriminate against nor exclude any employee or applicant for employment because of race, color, religion, sex, age, familial status, handicap, sexual orientation, marital status, gender identity/expression or national origin. Upon receipt of evidence of such discrimination, City shall have the right to terminate the Agreement. The Developer shall take the necessary steps to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, age, familial or marital status,

handicap, sexual orientation, gender identity/expression or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

- The Developer shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the government setting forth the provisions of this non-discrimination clause. When expending HOME Award, the Developer shall, within the eligible population, comply with the following requirements for nondiscrimination on the basis of race, color, religion, sex, national origin, age, familial or marital status, sexual orientation, gender identity/expression, and handicap.

- Religious Activities. The Developer agrees that funds provided under the Agreement shall not be utilized for inherently religious activities prohibited by 24 CFR part 570.200G), such as worship, religious instruction, or proselytization. In accordance with Executive Order 13279, the Developer agrees that it may engage in inherently religious activities providing they are voluntary for participants in activities funded through the Agreement and occur separately in time or location from these activities. Furthermore, Developer certifies that SHIP Funds shall not be provided to primarily religious organizations, such as churches, for any activity including secular activities. In addition, SHIP Funds were not and shall not be used to rehabilitate or construct housing owned by primarily religious organizations or to assist primarily religious organizations in acquiring housing.

- Debarment and Suspension (Executive Orders 12549 and 12689). A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the 0MB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. **By its signature below Developer certifies it is not so listed.**

- Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). Contractors who apply or bid for an award of $100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

- Flood Disaster Protection. In accordance with the requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001), the Developer shall assure that for activities located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, flood insurance under the National Flood Insurance Program is obtained and maintained as a condition of financial assistance for acquisition or construction purposes (including rehabilitation).

- Energy Policy and Conservation Act. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

- HCD Contractor Handbook. City procedures and policies as set forth in the City of Tampa Division of Housing and Community Development Contractor Handbook of Procedures and Standards, incorporated herein and by reference made a part hereof, as well as all City permit and inspection requirements.

- Procurement of Recovered Materials (2 CFR 200.322). A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $ I0,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

- Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

- Government Grants. All applicable terms and conditions of government grants administrative and program requirements that apply to subrecipients as well as grantees under Title XIII, Subchapter C, Part I of the Ornnihus Budget Reconciliation Act of 1993 (26 U.S.C. 1391, et seq.) and under Title I of the CDBG Act, 24 CFR Part 570 et seq, including without limitation those specified in Subparts J and K of24 CFR Part 570.

- The U.S. Department of Homeland Security E-Verify System will be used to verify the employment eligibility of all persons employed during the term of the agreement to perform employment duties within the State of Florida, and all persons, including subcontractors, assigned to perform work pursuant to the award.

Kevin D Robles

Kevin Robles, Chief Operating Officer
Domain Homes, Inc.

11-13-17

Date

RESPONSIVENESS TO SCOPE OF SERVICES

- Identify your capital budget breakdown of the costs associated with this proposed project.
  Capital budget breakdown provided in the redacted financial documents.

- Describe the financial capacity in place to undertake redevelopment or rehabilitation activities contemplated in this RFP.
  Domain Homes has demonstrated financial capacity as evidenced by the lines of credit, pro forma and financial documents provided in the redacted documents.

- Demonstrate your capability to pay subcontractors and suppliers (include supporting documentation; financial statements and letter of credit/line of credit.
  Domain Homes has demonstrated capability to pay subcontractors through their homebuilding history; volume of construction and sales; and lines of credit and financial documents included in the redacted documents.

- What sustainable construction practices will you follow?
  Domain Homes is currently investigating the viability of a solar photovoltaic component to our home offerings but will need to make sure that the cost/benefit analysis offers true value to the client/homeowner.

  Domain Homes will also comply with 2 CFR 200.322; Section 6002 of the Solid Waste Disposal Act; and Environmental Protection Agency guidelines at CFR part 247, as required by the RFP.

- How will you reach the prospective homeowner target population? What is your Marketing Plan?
  In addition to our Marketing Plan, Domain Homes will utilize our collaborators, partners, and other public and private organizations (City of Tampa, housing counselling agencies, civic associations, community based organizations, churches, etc.) to assist in reaching the target population.

- Provide an estimated timeline for construction and development project completion.
  The Timeline for construction and development project completion is provided.

- Identify any barriers to implementing the project and how these barriers will be overcome or eliminated.

  Domain Homes has reviewed the challenges associated with a program of this size and has worked strategically with our trade partners to bring the best product into the market at the absolute best pricing while delivering a product that will intrinsically be durable and give the Homeowner a long lasting home. Additionally, Domain Homes recognizes that the key to the successful mortgaging of the Client Homeowners will be facilitated with those Non-Profit entities that have a wealth and depth of knowledge to perform at an exceptional level. Our Model Center will help the program seem real and obtainable to the Clients, the City of Tampa, Trades and Vendors, as well as the Real Estate community.

- What additional energy savings designs, systems or equipment will be incorporated into your project?
  Domain Homes product designs are an average of 18% more energy efficient than is required by State mandated energy efficiency requirements for residential construction. This will be accomplished through the installation of 15 SEER HVAC units as well as Hybrid Hot Water Heaters, Radiant Barrier Roof Sheathing, and third party application compliance inspections of every home built. Additionally, each home will be issued a HEERS rating to be presented to the homeowner. Domain Homes is also investigating offering a third party Energy Efficiency Warranty Policy along with working with Mortgage Lenders to determine if our client/Homeowners could be eligible for some Energy Efficient Mortgage Products commonly offered in the marketplace.

- If available, include existing plans of model home proposed to be used for the project
  The proposed plans are provided.

- What other redevelopment options are contemplated that can trigger market forces to ensure the highest and best use of infill projects to help create a housing market attracting residents of all income levels.
- Describe alternative and innovative project approaches that could be used in the context of this RFP to maximize the availability of additional affordable housing.
- Identify opportunities for increasing and expanding housing and redevelopment initiatives in the project area.

Response to three questions above:

Domain Homes and our community partners, Corporation to Develop Communities of Tampa, Inc. (CDC) and Habitat for Humanity Hillsborough County, view this RFP as the catalyst for long term solutions to provide quality, new affordable housing within East Tampa and its surrounding neighborhoods. Domain Homes is excited about the opportunity to build market rate housing on other vacant lots in the area not included in this RFP. We are confident that new housing can and will lead to increased rehabilitation of existing homes and repurposing of commercial structures. Domain Homes will work with CDC on block initiatives in concentrated target areas to provide landscaping, house painting and street improvements. Domain Homes' community engagement and philanthropic efforts will also help enhance the perception of East Tampa as a desirable neighborhood. Population growth within East Tampa will need additional neighborhood retail and services which is an additional benefit.

Other benefits of infill housing will be:

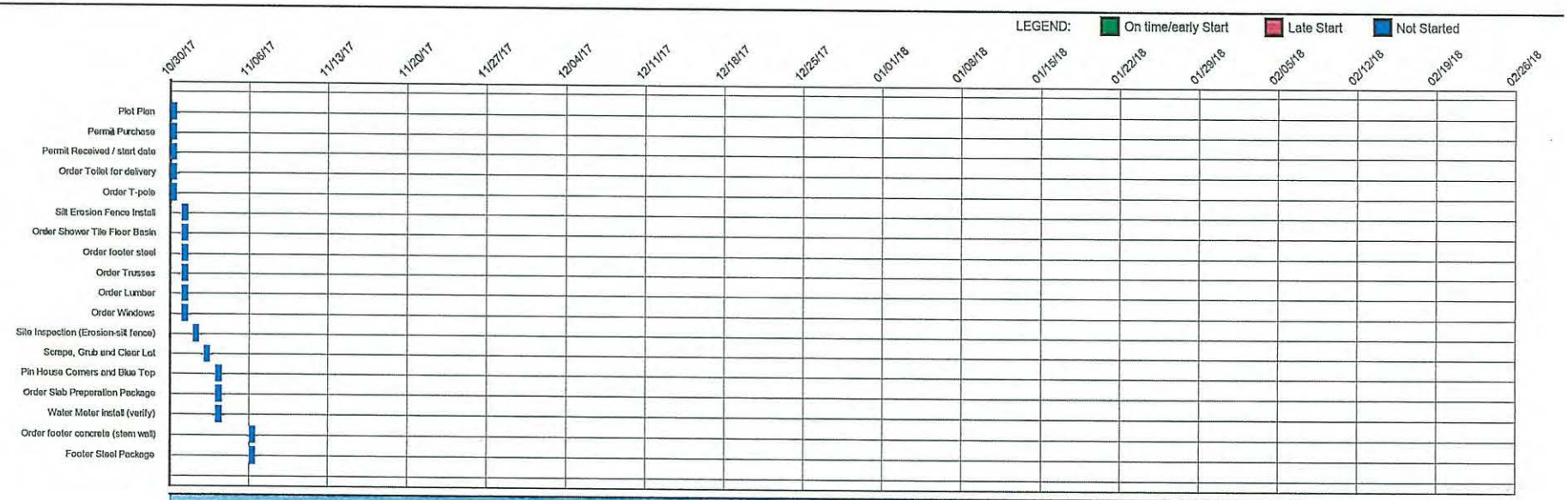
- **making better use of the urban land supply while reducing consumption of suburban and agricultural land.**
- **strengthening the real estate market and property values within older neighborhoods.**
- **new families moving to the area will have a positive impact on local schools, church and religious organizations, cultural, arts, sports groups, and local employers.**

Our comprehensive approach will spread the word that East Tampa has new, quality homes for sale. Our communication strategy will include media outlets like Tampa Bay Times, 83 Degrees Florida Sentinel, LaGaceta, social media, WURK community radio, WTMP, WMNF and Spanish stations.

By spreading the word to media outlets, lenders, community leaders, real estate professionals, civic, community and neighborhood associations we can implement a long-term strategy for affordable housing in East Tampa which can expand into other parts of Tampa that need new housing supply.

Construction Schedule
019 - Plant Overlay

Lot PLO0008 4119 W Carmen St
Model 2335A / A Madeleine Elevation A Closing 03/15/2018
Supplier *
Assignee *
Builder *



Seq. No.	Task Description	Revised Start Date	Actual Start Date	Revised End Date	Actual End Date	Duration
1	Plot Plan	10/30/2017		10/30/2017		1
2	Permit Purchase	10/30/2017		10/30/2017		1
3	Permit Received / start date	10/30/2017		10/30/2017		1
4	Order Toilet for delivery	10/30/2017		10/30/2017		1
5	Order T-pole	10/30/2017		10/30/2017		1
6	Silt Erosion Fence Install	10/31/2017		10/31/2017		1
7	Order Shower Tile Floor Basin	10/31/2017		10/31/2017		1
8	Order footer steel	10/31/2017		10/31/2017		1
9	Order Trusses	10/31/2017		10/31/2017		1
10	Order Lumber	10/31/2017		10/31/2017		1
11	Order Windows	10/31/2017		10/31/2017		1
12	Site Inspection (Erosion-silt fence)	11/01/2017		11/01/2017		1
13	Scrape, Grub and Clear Lot	11/02/2017		11/02/2017		1
14	Pin House Corners and Blue Top	11/03/2017		11/03/2017		1
15	Order Slab Preperation Package	11/03/2017		11/03/2017		1
16	Water Meter Install (verify)	11/03/2017		11/03/2017		1
17	Order footer concrete (stem wall)	11/06/2017		11/06/2017		1
18	Footer Steel Package	11/06/2017		11/06/2017		1

Construction Schedule
019 - Plant Overlay

Lot PLO0008 4119 W Carmen St
Model 2335A / A Madeleine Elevation A Closing 03/15/2018
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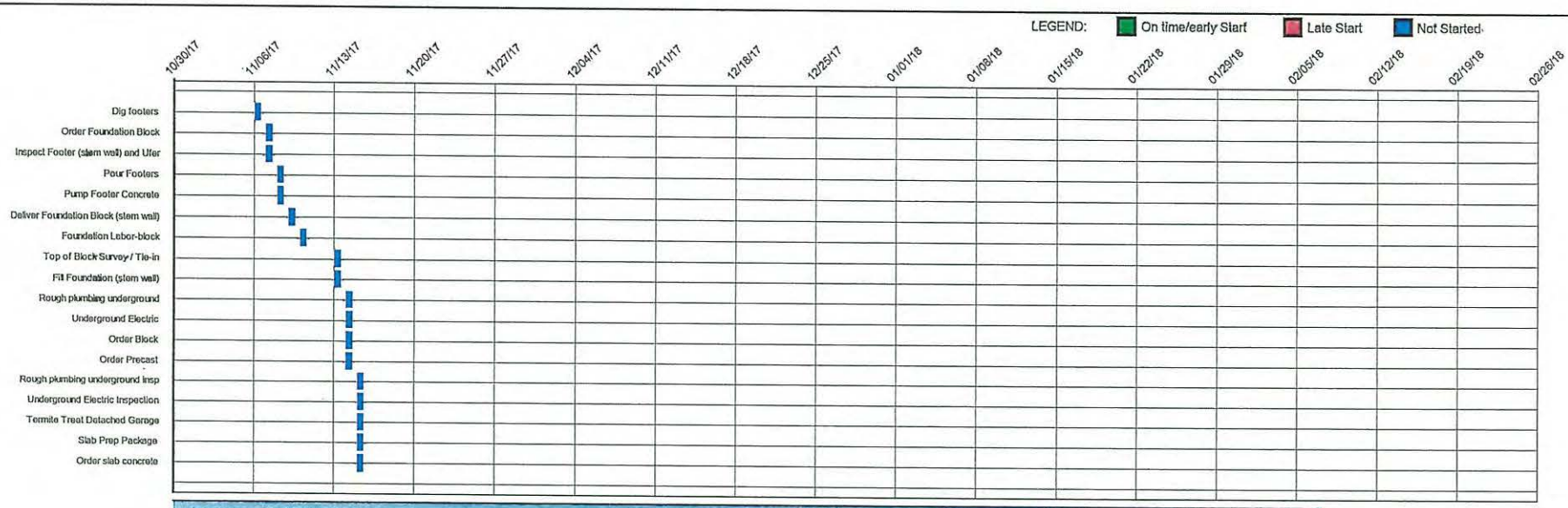
Assignee *
Builder *



Seq. No.	Task Description	Revised Start Date	Actual Start Date	Revised End Date	Actual End Date	Duration
19	Dig footers	11/06/2017		11/06/2017		1
20	Order Foundation Block	11/07/2017		11/07/2017		1
21	Inspect Footer (stem wall) and Ufer	11/07/2017		11/07/2017		1
22	Pour Footers	11/08/2017		11/08/2017		1
23	Pump Footer Concrete	11/08/2017		11/08/2017		1
24	Deliver Foundation Block (stem wall)	11/09/2017		11/09/2017		1
25	Foundation Labor-block	11/10/2017		11/10/2017		1
26	Top of Block Survey / Tie-in	11/13/2017		11/13/2017		1
27	Fill Foundation (stem wall)	11/13/2017		11/13/2017		1
28	Rough plumbing underground	11/14/2017		11/14/2017		1
29	Underground Electric	11/14/2017		11/14/2017		1
30	Order Block	11/14/2017		11/14/2017		1
31	Order Precast	11/14/2017		11/14/2017		1
32	Rough plumbing underground insp	11/15/2017		11/15/2017		1
33	Underground Electric Inspection	11/15/2017		11/15/2017		1
34	Termite Treat Detached Garage	11/15/2017		11/15/2017		1
35	Slab Prep Package	11/15/2017		11/15/2017		1
36	Order slab concrete	11/15/2017		11/15/2017		1

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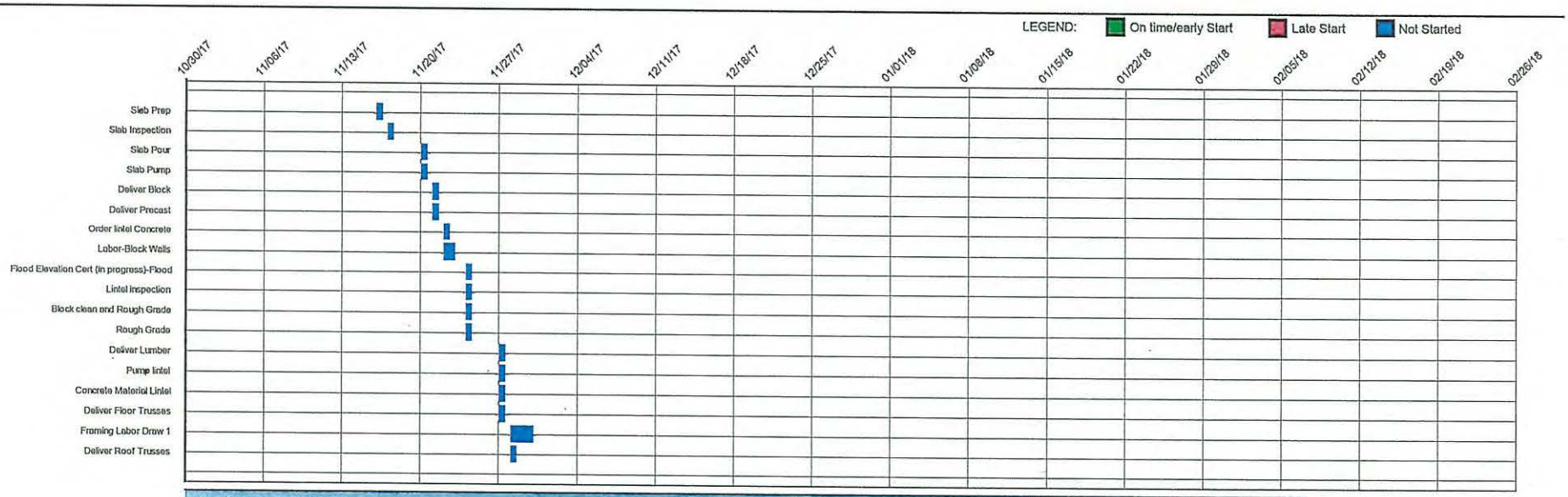

Seq. No.	Task Description	Revised Start Date	Actual Start Date	Revised End Date	Actual End Date	Duration
37	Slab Prep	11/16/2017		11/16/2017		1
38	Slab Inspection	11/17/2017		11/17/2017		1
39	Slab Pour	11/20/2017		11/20/2017		1
40	Slab Pump	11/20/2017		11/20/2017		1
41	Deliver Block	11/21/2017		11/21/2017		1
42	Deliver Precast	11/21/2017		11/21/2017		1
43	Order lintel Concrete	11/22/2017		11/22/2017		1
44	Labor-Block Walls	11/22/2017		11/23/2017		2
45	Flood Elevation Cert (in progress)-Flood	11/24/2017		11/24/2017		1
46	Lintel Inspection	11/24/2017		11/24/2017		1
47	Block clean and Rough Grade	11/24/2017		11/24/2017		1
48	Rough Grade	11/24/2017		11/24/2017		1
49	Deliver Lumber	11/27/2017		11/27/2017		1
50	Pump lintel	11/27/2017		11/27/2017		1
51	Concrete Material Lintel	11/27/2017		11/27/2017		1
52	Deliver Floor Trusses	11/27/2017		11/27/2017		1
53	Framing Labor Draw 1	11/28/2017		11/30/2017		3
54	Deliver Roof Trusses	11/28/2017		11/28/2017		1

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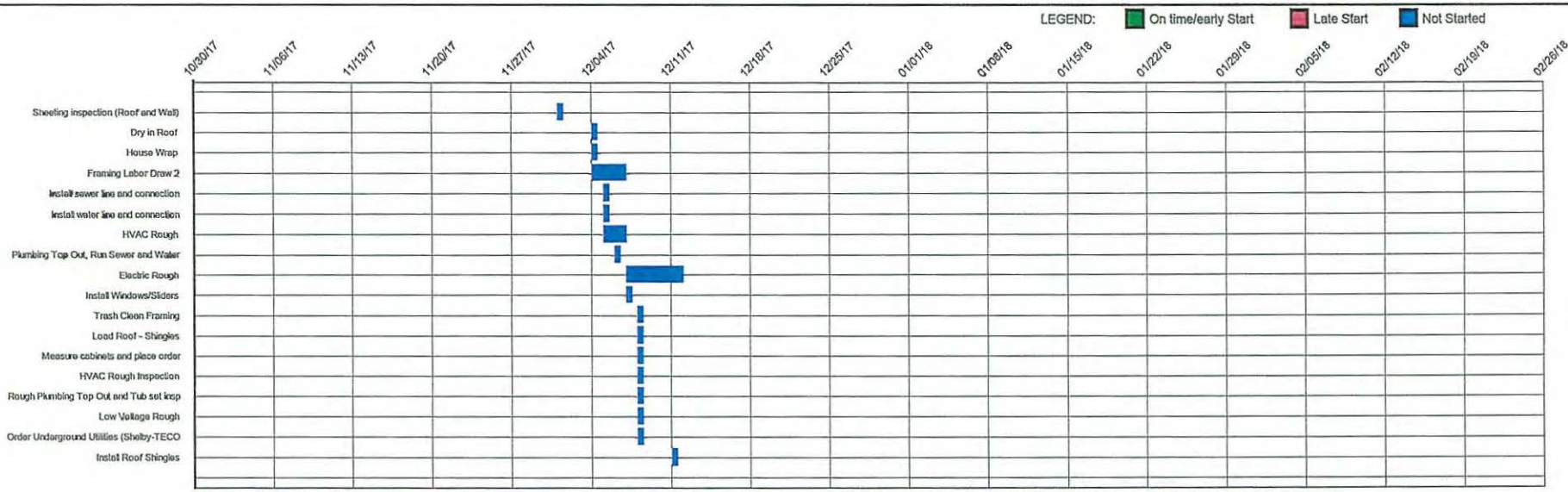

Seq. No.	Task Description	Revised Start Date	Actual Start Date	Revised End Date	Actual End Date	Duration
55	Sheeting Inspection (Roof and Wall)	12/01/2017		12/01/2017		1
56	Dry in Roof	12/04/2017		12/04/2017		1
57	House Wrap	12/04/2017		12/04/2017		1
58	Framing Labor Draw 2	12/04/2017		12/07/2017		4
59	Install sewer line and connection	12/05/2017		12/05/2017		1
60	Install water line and connection	12/05/2017		12/05/2017		1
61	HVAC Rough	12/05/2017		12/07/2017		3
62	Plumbing Top Out, Run Sewer and Water	12/06/2017		12/06/2017		1
63	Electric Rough	12/07/2017		12/12/2017		6
64	Install Windows/Sliders	12/07/2017		12/07/2017		1
65	Trash Clean Framing	12/08/2017		12/08/2017		1
66	Load Roof - Shingles	12/08/2017		12/08/2017		1
67	Measure cabinets and place order	12/08/2017		12/08/2017		1
68	HVAC Rough Inspection	12/08/2017		12/08/2017		1
69	Rough Plumbing Top Out and Tub set insp	12/08/2017		12/08/2017		1
70	Low Voltage Rough	12/08/2017		12/08/2017		1
71	Order Underground Utilities (Shelby-TECO	12/08/2017		12/08/2017		1
72	Install Roof Shingles	12/11/2017		12/11/2017		1

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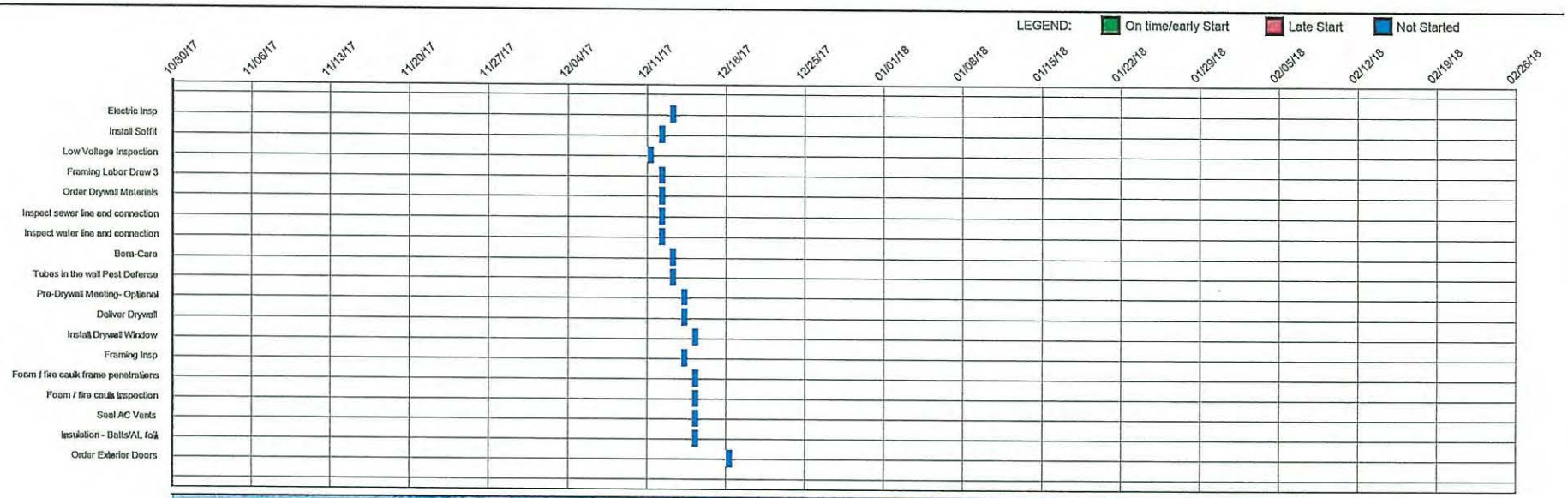
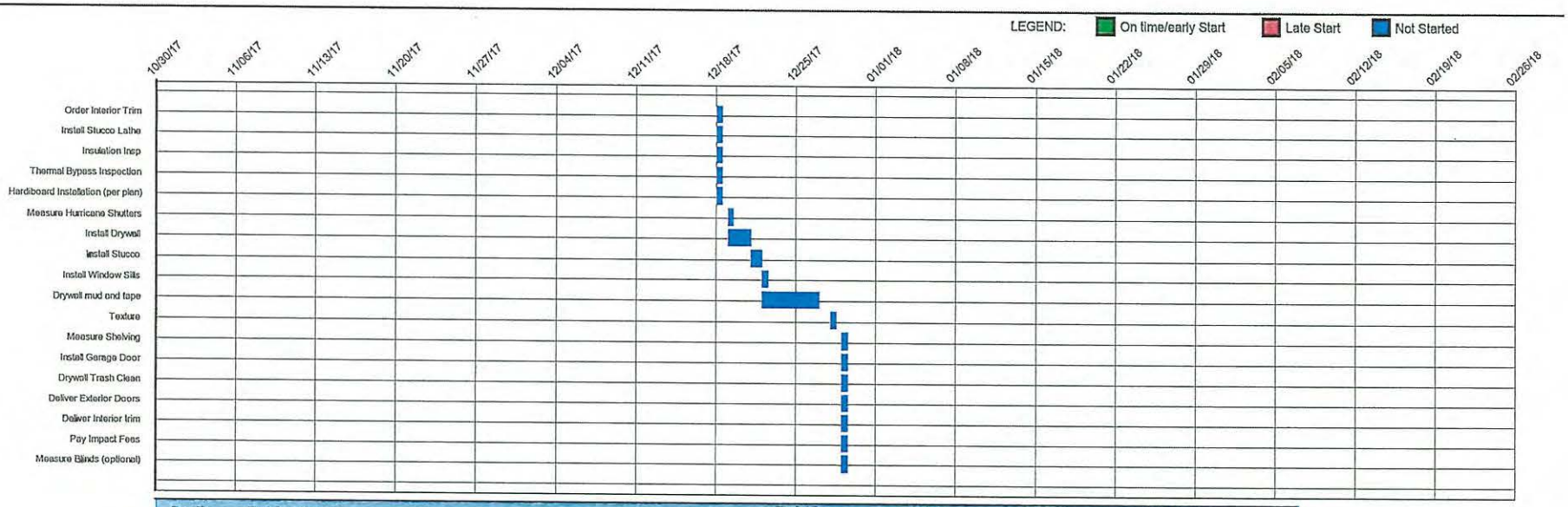


Seq. No.	Task Description	Revised Start Date	Actual Start Date	Revised End Date	Actual End Date	Duration
73	Electric Insp	12/13/2017		12/13/2017		1
74	Install Soffit	12/12/2017		12/12/2017		1
75	Low Voltage Inspection	12/11/2017		12/11/2017		1
76	Framing Labor Draw 3	12/12/2017		12/12/2017		1
77	Order Drywall Materials	12/12/2017		12/12/2017		1
78	Inspect sewer line and connection	12/12/2017		12/12/2017		1
79	Inspect water line and connection	12/12/2017		12/12/2017		1
80	Bora-Care	12/13/2017		12/13/2017		1
81	Tubes in the wall Pest Defense	12/13/2017		12/13/2017		1
82	Pre-Drywall Meeting- Optional	12/14/2017		12/14/2017		1
83	Deliver Drywall	12/14/2017		12/14/2017		1
84	Install Drywall Window	12/15/2017		12/15/2017		1
85	Framing Insp	12/14/2017		12/14/2017		1
86	Foam / fire caulk frame penetrations	12/15/2017		12/15/2017		1
87	Foam / fire caulk inspection	12/15/2017		12/15/2017		1
88	Seal AC Vents	12/15/2017		12/15/2017		1
89	Insulation - Batts/AL foil	12/15/2017		12/15/2017		1
90	Order Exterior Doors	12/18/2017		12/18/2017		1

Construction Schedule
019 - Plant Overlay

Lot PLO0008 4119 W Carmen St
Model 2335A / A Madeleine Elevation A Closing 03/15/2018
Supplier *
Assignee *
Builder *



Seq. No.	Task Description	Revised Start Date	Actual Start Date	Revised End Date	Actual End Date	Duration
91	Order Interior Trim	12/18/2017		12/18/2017		1
92	Install Stucco Lathe	12/18/2017		12/18/2017		1
93	Insulation Insp	12/18/2017		12/18/2017		1
94	Thermal Bypass Inspection	12/18/2017		12/18/2017		1
95	Hardiboard Installation (per plan)	12/18/2017		12/18/2017		1
96	Measure Hurricane Shutters	12/19/2017		12/19/2017		1
97	Install Drywall	12/19/2017		12/21/2017		3
98	Install Stucco	12/21/2017		12/22/2017		2
99	Install Window Sills	12/22/2017		12/22/2017		1
100	Drywall mud and tape	12/22/2017		12/27/2017		6
101	Texture	12/28/2017		12/28/2017		1
102	Measure Shelving	12/29/2017		12/29/2017		1
103	Install Garage Door	12/29/2017		12/29/2017		1
104	Drywall Trash Clean	12/29/2017		12/29/2017		1
105	Deliver Exterior Doors	12/29/2017		12/29/2017		1
106	Deliver Interior trim	12/29/2017		12/29/2017		1
107	Pay Impact Fees	12/29/2017		12/29/2017		1
108	Measure Blinds (optional)	12/29/2017		12/29/2017		1

Construction Schedule
019 - Plant Overlay

Lot PLO0008 4119 W Carmen St
Model 2335A / A Madeleine Elevation A Closing 03/15/2018
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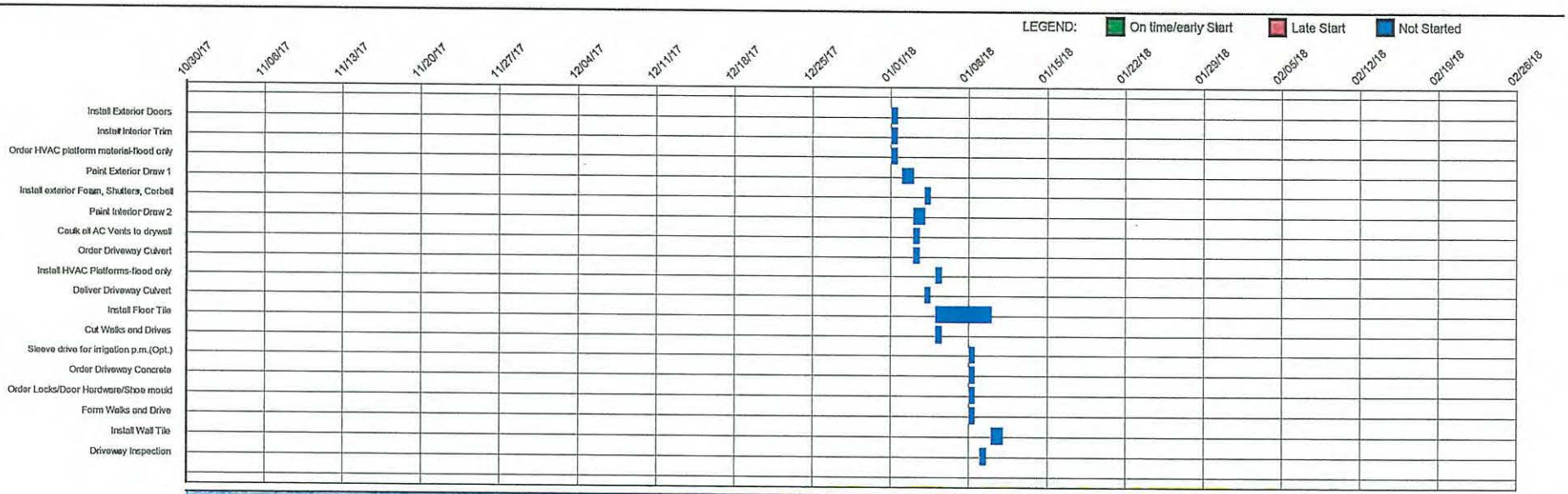

Seq. No.	Task Description	Revised Start Date	Actual Start Date	Revised End Date	Actual End Date	Duration
109	Install Exterior Doors	01/01/2018		01/01/2018		1
110	Install Interior Trim	01/01/2018		01/01/2018		1
111	Order HVAC platform material-flood only	01/01/2018		01/01/2018		1
112	Paint Exterior Draw 1	01/02/2018		01/03/2018		2
113	Install exterior Foam, Shutters, Corbell	01/04/2018		01/04/2018		1
114	Paint Interior Draw 2	01/03/2018		01/04/2018		2
115	Caulk all AC Vents to drywall	01/03/2018		01/03/2018		1
116	Order Driveway Culvert	01/03/2018		01/03/2018		1
117	Install HVAC Platforms-flood only	01/05/2018		01/05/2018		1
118	Deliver Driveway Culvert	01/04/2018		01/04/2018		1
119	Install Floor Tile	01/05/2018		01/10/2018		6
120	Cut Walks and Drives	01/05/2018		01/05/2018		1
121	Sleeve drive for irrigation p.m.(Opt.)	01/08/2018		01/08/2018		1
122	Order Driveway Concrete	01/08/2018		01/08/2018		1
123	Order Locks/Door Hardware/Shoe mould	01/08/2018		01/08/2018		1
124	Form Walks and Drive	01/08/2018		01/08/2018		1
125	Install Wall Tile	01/10/2018		01/11/2018		2
126	Driveway Inspection	01/09/2018		01/09/2018		1

Construction Schedule
019 - Plant Overlay

Lot PLO0008 4119 W Carmen St
Model 2335A / A Madeleine Elevation A Closing 03/15/2018
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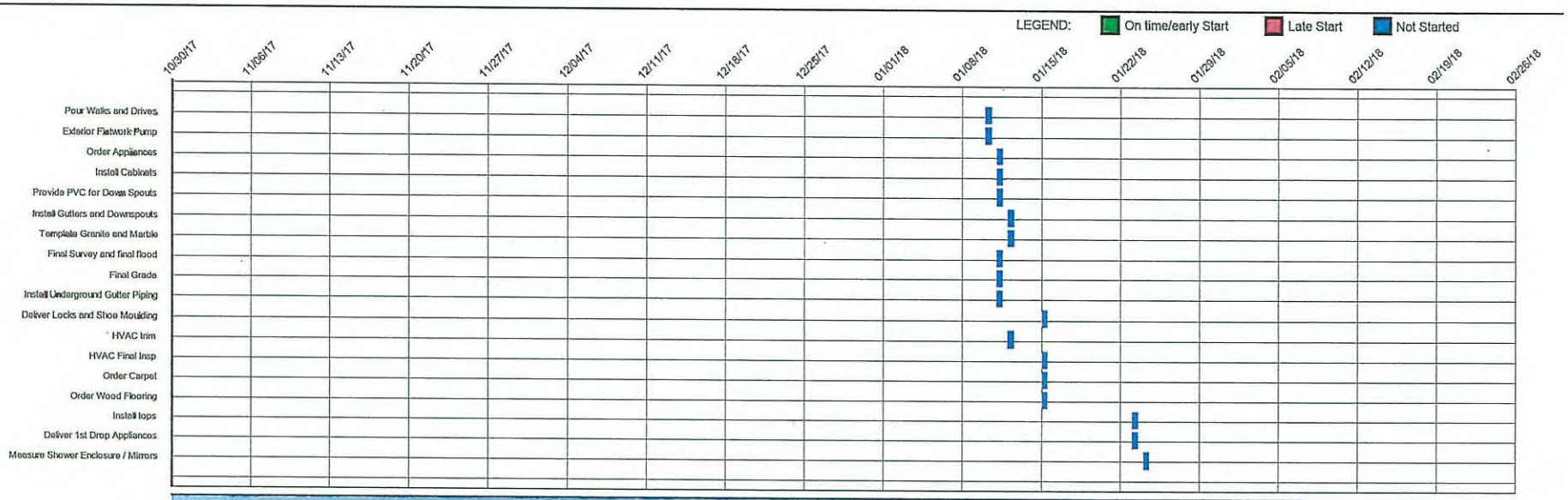

Seq. No.	Task Description	Revised Start Date	Actual Start Date	Revised End Date	Actual End Date	Duration
127	Pour Walks and Drives	01/10/2018		01/10/2018		1
128	Exterior Flatwork Pump	01/10/2018		01/10/2018		1
129	Order Appliances	01/11/2018		01/11/2018		1
130	Install Cabinets	01/11/2018		01/11/2018		1
131	Provide PVC for Down Spouts	01/11/2018		01/11/2018		1
132	Install Gutters and Downspouts	01/12/2018		01/12/2018		1
133	Template Granite and Marble	01/12/2018		01/12/2018		1
134	Final Survey and final flood	01/11/2018		01/11/2018		1
135	Final Grade	01/11/2018		01/11/2018		1
136	Install Underground Gutter Piping	01/11/2018		01/11/2018		1
137	Deliver Locks and Shoe Moulding	01/15/2018		01/15/2018		1
138	HVAC trim	01/12/2018		01/12/2018		1
139	HVAC Final Insp	01/15/2018		01/15/2018		1
140	Order Carpet	01/15/2018		01/15/2018		1
141	Order Wood Flooring	01/15/2018		01/15/2018		1
142	Install tops	01/23/2018		01/23/2018		1
143	Deliver 1st Drop Appliances	01/23/2018		01/23/2018		1
144	Measure Shower Enclosure / Mirrors	01/24/2018		01/24/2018		1

Construction Schedule
019 - Plant Overlay

Lot PLO0008 4119 W Carmen St
Model 2335A / A Madeleine Elevation A Closing 03/15/2018
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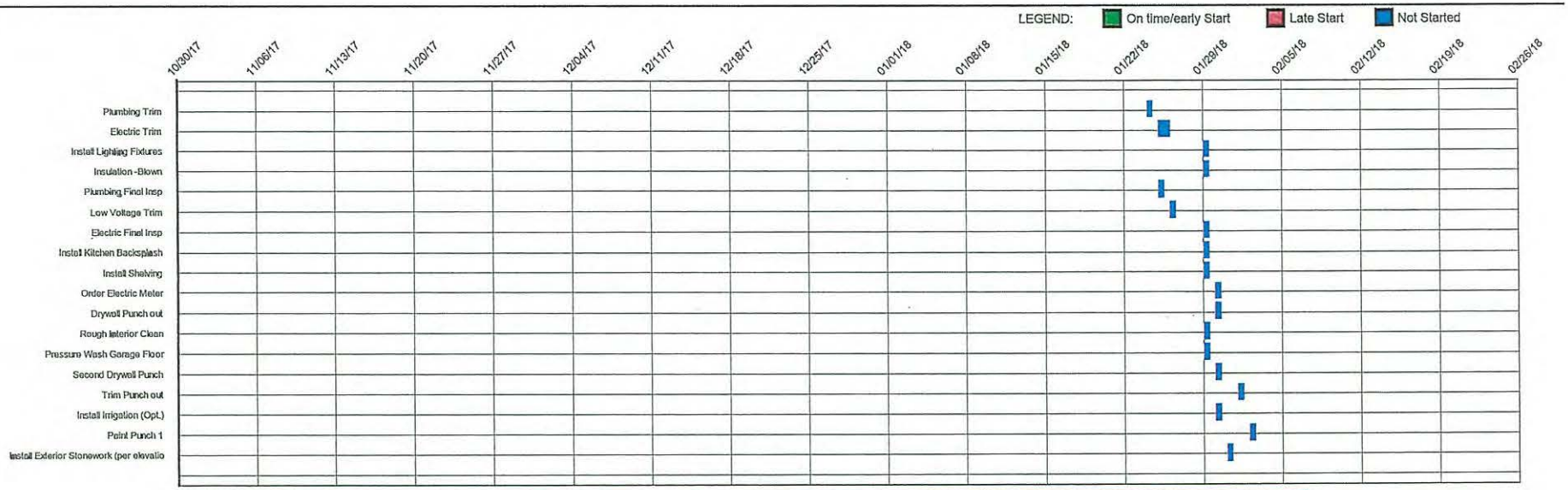

Seq. No.	Task Description	Revised Start Date	Actual Start Date	Revised End Date	Actual End Date	Duration
145	Plumbing Trim	01/24/2018		01/24/2018		1
146	Electric Trim	01/25/2018		01/26/2018		2
147	Install Lighting Fixtures	01/29/2018		01/29/2018		1
148	Insulation -Blown	01/29/2018		01/29/2018		1
149	Plumbing Final Insp	01/25/2018		01/25/2018		1
150	Low Voltage Trim	01/26/2018		01/26/2018		1
151	Electric Final Insp	01/29/2018		01/29/2018		1
152	Install Kitchen Backsplash	01/29/2018		01/29/2018		1
153	Install Shelving	01/29/2018		01/29/2018		1
154	Order Electric Meter	01/30/2018		01/30/2018		1
155	Drywall Punch out	01/30/2018		01/30/2018		1
156	Rough Interior Clean	01/29/2018		01/29/2018		1
157	Pressure Wash Garage Floor	01/29/2018		01/29/2018		1
158	Second Drywall Punch	01/30/2018		01/30/2018		1
159	Trim Punch out	02/01/2018		02/01/2018		1
160	Install Irrigation (Opt.)	01/30/2018		01/30/2018		1
161	Paint Punch 1	02/02/2018		02/02/2018		1
162	Install Exterior Stonework (per elevatio	01/31/2018		01/31/2018		1

Construction Schedule
019 - Plant Overlay

Lot PLO0008 4119 W Carmen St
Model 2335A / A Madeleine Elevation A Closing 03/15/2018
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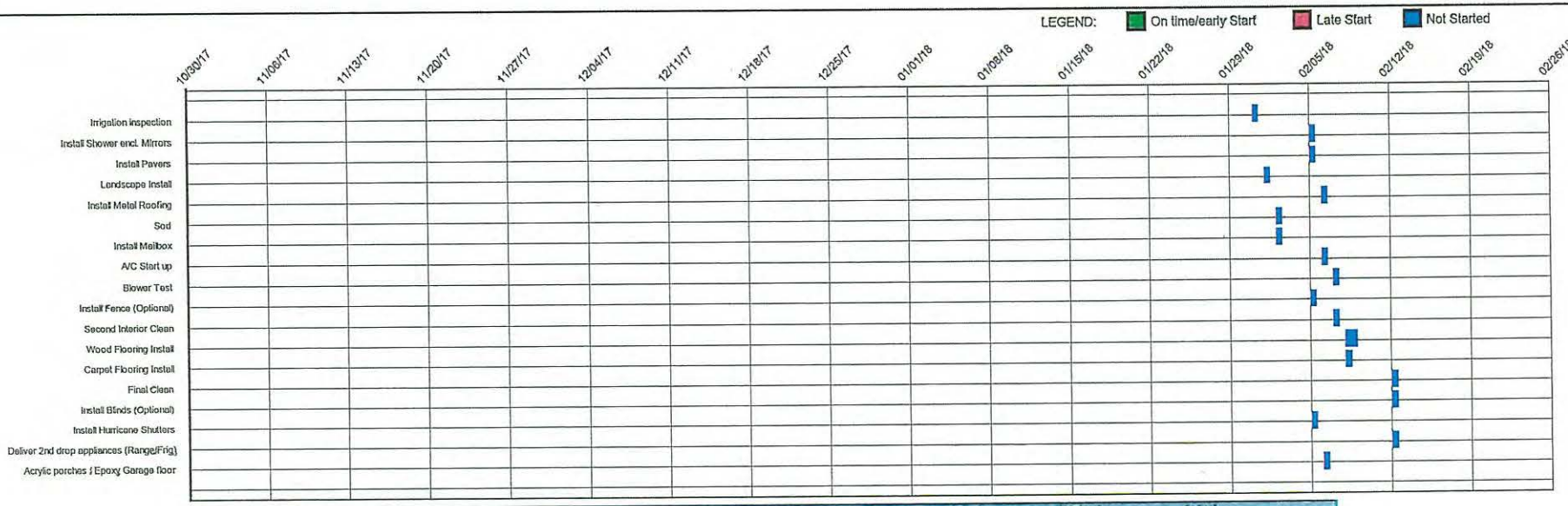

Seq. No.	Task Description	Revised Start Date	Actual Start Date	Revised End Date	Actual End Date	Duration
163	Irrigation inspection	01/31/2018		01/31/2018		1
164	Install Shower encl. Mirrors	02/05/2018		02/05/2018		1
165	Install Pavers	02/05/2018		02/05/2018		1
166	Landscape Install	02/01/2018		02/01/2018		1
167	Install Metal Roofing	02/06/2018		02/06/2018		1
168	Sod	02/02/2018		02/02/2018		1
169	Install Mailbox	02/02/2018		02/02/2018		1
170	A/C Start up	02/06/2018		02/06/2018		1
171	Blower Test	02/07/2018		02/07/2018		1
172	Install Fence (Optional)	02/05/2018		02/05/2018		1
173	Second Interior Clean	02/07/2018		02/07/2018		1
174	Wood Flooring Install	02/08/2018		02/09/2018		2
175	Carpet Flooring Install	02/08/2018		02/08/2018		1
176	Final Clean	02/12/2018		02/12/2018		1
177	Install Blinds (Optional)	02/12/2018		02/12/2018		1
178	Install Hurricane Shutters	02/05/2018		02/05/2018		1
179	Deliver 2nd drop appliances (Range/Frig)	02/12/2018		02/12/2018		1
180	Acrylic porches / Epoxy Garage floor	02/06/2018		02/06/2018		1

Construction Schedule
019 - Plant Overlay

Lot PLO0008 4119 W Carmen St
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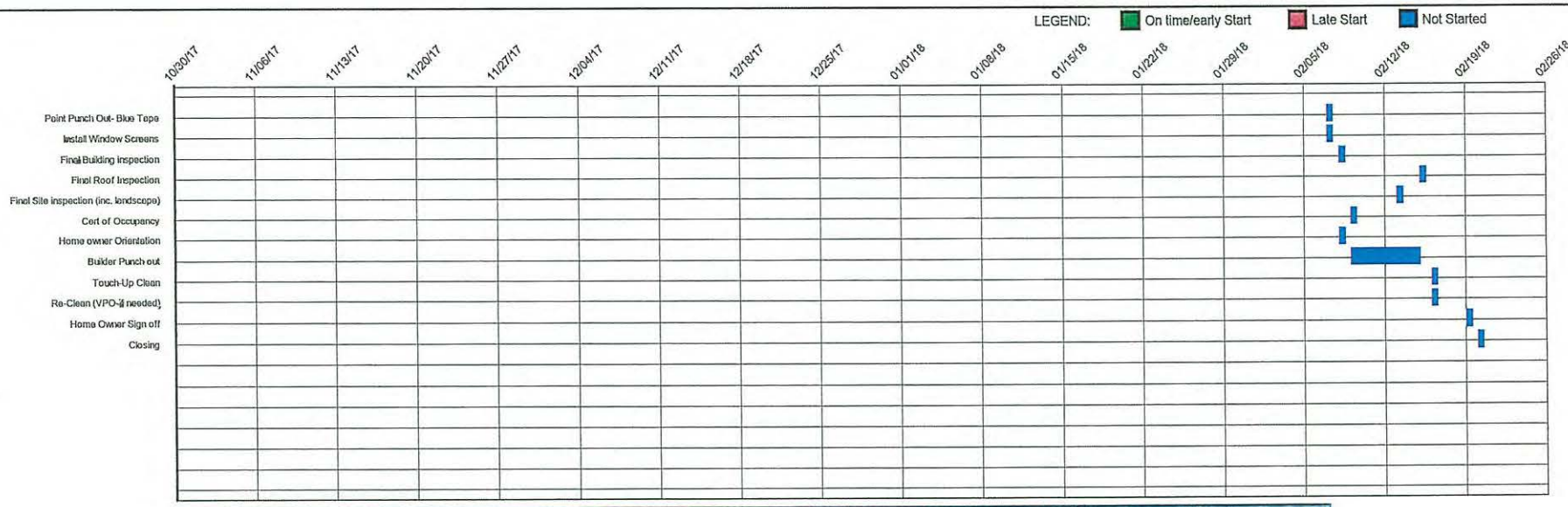


Seq. No.	Task Description	Revised Start Date	Actual Start Date	Revised End Date	Actual End Date	Duration
181	Paint Punch Out- Blue Tape	02/07/2018		02/07/2018		1
182	Install Window Screens	02/07/2018		02/07/2018		1
183	Final Building inspection	02/08/2018		02/08/2018		1
184	Final Roof Inspection	02/15/2018		02/15/2018		1
185	Final Site Inspection (inc. landscape)	02/13/2018		02/13/2018		1
186	Cert of Occupancy	02/09/2018		02/09/2018		1
187	Home owner Orientation	02/08/2018		02/08/2018		1
188	Builder Punch out	02/09/2018		02/15/2018		7
189	Touch-Up Clean	02/16/2018		02/16/2018		1
190	Re-Clean (VPO-If needed)	02/16/2018		02/16/2018		1
191	Home Owner Sign off	02/19/2018		02/19/2018		1
192	Closing	02/20/2018		02/20/2018		1

Domain Homes
New Community Startup - Action Plan

Subdivision:

Item	Task	Sales Center Placement	Who	Dependency	Distribution List	Date Started/ Ordered	Projected Finish Date	Actual Finish Date	Comments/Description
I.	Development Community Facts								
	Community Fact Sheet								
	Final Plat Copies (Sales, Builder, Operations, Sales File)								
	Identify/Estimate Cost of Development Sitework								
	Create HOA Information Notebook Including: Dues Amount, Contact Information, Covenants, Budget, Summary of Restrictions								
	Utility Providers for Community including name, address, telephone numbers for Electric, Gas, Water, Sewer, Garbage Pickup, Cable TV, info used to create Neighborhood Information Collateral Sheet								
	Obtain Architectural Review Requirements								
	Competition Scatter Graph								
	Market Analysis Information								
II.	STRATEGY SITE WALK								
	Identify Garage Swings give to Ops for Will Fit								
	Determine Sales Trailer Location								
	Identify Utility Location								

Subdivision:

Domain Homes
New Community Startup - Action Plan

Item	Task	Sales Center Placement	Who	Dependency	Distribution List	Date Started/ Ordered	Projected Finish Date	Actual Finish Date	Comments/Description
III.	OPERATIONS SETUP								
1.	SPECS / OPTIONS / DB SETUP								
	Finalize Will Fix Matrix								
	Establish Subdiv. Blue Prints								
	Perform Takeoffs								
	Obtain Vendor Quotes and Bids								
	Finalize Vendors and Contractors								
	Identify/Estimate Cost for Production Sitework								
	Load Construction Suite for Subdivision								
	Create Preliminary Budget (Excel) with Preliminary Pricing								
	Review Preliminary Budget (Excel), Comment, Provide Signoff								
	Create Final Budget (Excel)								
	Develop Standard Specification Doc.								
	Identify Options for Subdiv.								
	Price Options								
	Review, Comment, Approve Option Pricing								
	Produce Option Sheets								
2.	SAMPLES								
	Master List of Samples and Colors for Neighborhood								
	Description Labels to Apply to Samples								
	Color Schemes								
	Brick								
	Siding								
	Stone								
	Paint Book Interior/Exterior								
	Carpet/Pad/Vinyl/Hardwood								
	Cabinets/Countertops/Knobs								
	Lighting Book w/Upgrades								
	Appliance Book								
	Marble Fireplace Samples								
	Faucets								
	Trim								
	Fireplace Mantels								
	Deliver Samples								
	Display Samples								

Domain Homes
New Community Startup - Action Plan

Subdivision:

Item	Task	Sales Center Placement	Who	Dependency	Distribution List	Date Started/ Ordered	Projected Finish Date	Actual Finish Date	Comments/Description
IV	OPEN SALES TRAILER								
1.	TRAILER SET-UP								
	Trailer Size								
	Lot #								
	Parking Requirements								
	Order Trailer								
	Paint Trailer								
	Carpet For Trailer								
	Trailer Insurance								
	Trailer Permit								
	Prepare Lot								
	Temp. Pole								
	Water/Sewer Hook-Up								
	Build Deck								
	Paint Deck								
	Holding Tank								
	Extra Keys								
	Landscape								
	Built-Ins for Trailer Samples								
	Cabinet for Refrigerator								
	Phones: (2 Lines) Sales/Constr.								
	Security Setup								
2.	FURNITURE/EQUIPMENT								
	Desk								
	Chair Behind Desk								
	2 Side Chairs								
	2 Const. Chairs								
	Table/4 Chairs								
	Window Treatments								
	File Cabinet								
	Copy Machine								
	Phone								
	Fax/Phone								
	Construction Table								
	Refrigerator								
	Misc. Accessories								
	Additional Shelving								
	Helium Tank/Balloons								
	Water Cooler								
	PC, Printer, Modem								
	Fire Extinguisher								
	OSHA Signage								
	Safety Manuals								
	Schedule White Board								
	Keys Trailer/Model and Specs								

Domain Homes
New Community Startup - Action Plan

Subdivision:

Item	Task	Sales Center Placement	Who	Dependency	Distribution List	Date Started/ Ordered	Projected Finish Date	Actual Finish Date	Comments/Description
3.	MARKETING RESPONSIBILITIES								
	Develop Marketing Plan & Budget								
	Combo Board for Trailer								
	Builder Story for Trailer								
	Renderings/Product Presentation								
	Walk & Talk Book								
	PAYH Framed Info and 4"x8" info cards in plastic stand								
	Establish Sales Center and Model Startup Costs-Give to Ops for Budget								
4.	SIGNAGE NEEDS								
	Permanent Off-Site Directionals								
	Sign Leases								
	Sign Permits								
	Entrance Sign								
	Entrance Sign Riders								
	Flag Poles								
	Welcome/Logo Sign For Trailer								
	SMH Door Mat (2)								
	Sales Information Sign								
	Plant Flowers Under Sign								
	Information Mailbox & Post								
	"Agent On Duty" Sign								
	"Parking On This Side" Sign								
	"Subs Use Rear Entrance"								
	"For Sales" #_____								
	"For Sales" Ties #_____								
	"For Sales" Stands #____								
	Lot # Stickers								
	"Under Contract" Signs								
	"Private Residence"								
	"Almost Complete Signs"								
	"Open" Signs								
	WED's Route								
	WED's Produced								
	WED's Begin Placing								
	Berma Shave								
	Oval Signs								
	Handicap Sign								
	Banners								
	Teaser Sign								
	Entrepreneurial Sign								

Subdivision:

Domain Homes
New Community Startup - Action Plan

Item	Task	Sales Center Placement	Who	Dependency	Distribution List	Date Started/ Ordered	Projected Finish Date	Actual Finish Date	Comments/Description
5.	COLLATERAL START-UP								
	Builder Story 50 Copies								
	Site Plan 50 Copies								
	Area Map 50 Copies								
	Cover Sheet 50 Copies								
	Base Price Sheet 50 Copies								
	Std. Features Sheet 50 copies								
	Floorplan Handouts 50 copies								
	Inventory Price Sheets 50 copies								
	Special Payment Plans 50 copies								
	SMH Pocket Folders 1 box-500								
	Community Information Sheet with Utility Phone Numbers 50 Copies								
	Sun America Flyers for Loan Types								
6.	CONTRACT and FORMS								
	Hanging Files:								
	Purple Hanging File(legal size) for each Lot with plastic tab/label on each file. Place in file numerical by lot and block. Place in top drawer of file cabinet. Bottom drawer of file cabinet used copies of forms. Bottom draws should be arranged in 4 sections. 1. Sales Forms(contract, admendments, stip sheets etc.), Options Sheets for each plan, 2. Misc. Forms (traffic, collateral request, etc.), 3. Blue Prints for each plan 4. Plat for Community								
	Yellow Legal Folders in each purple hanging file								
	Sales: 20 copies of each								
	Contract/Purchase and Sale Agreement								
	Contract Sum. Worksheet								
	Special Stips Page								
	Sun America Credit Authorization								
	Covenants								
	Amendment Forms: 10 copies of each								
	Lot Reservation Agreement								
	Amendment to Agreement								
	General Contingency								

Domain Homes
New Community Startup - Action Plan

Subdivision:

Item	Task	Sales Center Placement	Who	Dependency	Distribution List	Date Started/ Ordered	Projected Finish Date	Actual Finish Date	Comments/Description
	Sale/ Lease of Buyers Property Contingency								
	Backup Agreement Contingency								
	Change Closing/Possession Date								
	Remove Contingency								
	Remove Contingency of Sale or Lease of Buyers Property								
	Termination and Release Aggreement								
	Special Pricing Request								
	Color Sheet - Blank								
	Options Sheets - Per Plan 10 copies								
	Other Forms: 10 copies of each								
	FHA Loan Exhibit								
	VA Loan Exhibit								
	Sign Lease Agreement								
	Current WEDs Route								
	Opening/Closing Checklist								
	Thursday Neighborhood Checklist								
	Customer Service Request Form								
	Spec Home Clean/Lawn Maintenance								
	Employee Absent Form								
	FMLS Data Input Form								
	MLS Agent Change Form								
	New Homes Data Book								
	New Homes Data Book, New Inventory Listing Sheet								
	Fax Cover Sheet								
	Directions to MMM for closing								
	Registration Cards 1 Box 500								
	Other Forms Continued:								
	Week Summary Traffic Report								
	Week Ending Traffic Report								
	Week Ending Marketing Report								
	Week Ending New Customers								
	Week Ending Prospects A,B,C								
	Week Ending Loan Tracking Report								
	Collateral Request Form								
	Weekly Sales/Const. Meeting								
	Monthly Competition Analysis								
	Sales Supply Request Form								
	Check Request Form								
	Notification of Reduction in Commission								
	Homeowner Handbook 1 copy for Sales								

Domain Homes
New Community Startup - Action Plan

Subdivision:

Item	Task	Sales Center Placement	Who	Dependency	Distribution List	Date Started/ Ordered	Projected Finish Date	Actual Finish Date	Comments/Description
	HBW Warranty Book 1 copy for sales								
	Lot Premium Worksheet								
	Set of Blue Prints w/ Elevations for Plans Sold								
	Weekly Offsite Agent Activity Report								
	Standing Inventory Punchout List								
	Sales Notebook for Desk								
	Subdiv Weekly Status Report								
	Subdiv Standard Specifications								
	Will Fit Matrix								
	Current Lot Premiums								
	Company Telephone List								
	Permitting/Building Times per Project								
	Model Home Options and Price Place in Plastic Stand in Kitchen								
	Fact Sheet (see above)								
	Copy of Each Collateral Piece see above								
	Construction Setup								
	VPO Log book								
	Will Fit Matrix								
	Set of Blue Prints for all plans								
	Blue Print Detail Specs								
	Standard Specifications								
	As Built								
	Final Plat								
	Power/Water/Sewer Phone #'s								
	Site Work Differential Matrix								
	Erosion Control Notebook								
	Safety Manuals								
	Generic Schedules								
	Schedule White Board								
	W-9 Form for new subcontractors								
	Blank Bid Forms for Each Cost Code								
	All Human Resources Forms- Workmans Comp, OSHA, Equal Employment								
	Check Request Form								
	VPO Forms								
	Employee Absent Form								
	Weed Eater/Blower								

Domain Homes
New Community Startup - Action Plan

Subdivision:

Item	Task	Sales Center Placement	Who	Dependency	Distribution List	Date Started/ Ordered	Projected Finish Date	Actual Finish Date	Comments/Description
7.	SUPPLIES (for Sales)								
	8 1/2 x 11 Copy Paper								
	11 x 14 Copy Paper								
	Pens								
	Tape/Dispenser								
	Stapler/Staples (2)								
	Staple Remover (2)								
	Gem Clips								
	Yellow Pads								
	Post-It Notes								
	Hanging Folders-Legal (Purple) with tags								
	Legal Files (Yellow)								
	Highlighters								
	Scissors								
	Letter File Trays								
	White Out								
	First Aid Kit								
	3 Hole Punch								
	1 Hole Punch								
	Trash Can(s)								
	Toilet Paper								
	Hand Soap								
	Paper Towels								
	General Cleaner (409, etc)								
	Windex								
	Furniture Cleaner								
	Vacuum Cleaner								
	Extension Cord								
	Blue Ballpoint Pens								
	Thank You Notes								
	Drawer Tray Organizer								
	Rolling Crate for Builder								
V.	SALES								
	Perform Competitive Marketing Study								
	Provide Competitive Market Presentation								
	Establish Sales/Closing Goals								
	Approve Sales/Closing Goals								
	Establish Lot Premiums								
	Distribute Covenants								
	Assemble Sales Notebook for Community								

300

Subdivision:

Domain Homes
New Community Startup - Action Plan

Item	Task	Sales Center Placement	Who	Dependency	Distribution List	Date Started/ Ordered	Projected Finish Date	Actual Finish Date	Comments/Description
VI	INITIAL STARTS								
	Start Recommendations								
	Approve Starts								
	Produce Model(s) JIO								
	Produce Specs JIO								
	Produce Model/Spec Lot Sheets and Color Sheets								
2.	MODEL HOME(S)								
	Develop Landscape Plan								
	Parking Requirements								
	Develop Furniture Plan								
	Pack Furniture for Move								
	Activate Security								
	Model Furniture Delivered								
	Model Furniture Installation								
	Insurance for Model								
	Final Walk of Model Home and Signoff								
	Develop Inventory List of Model Home								






BDRM. 4
11'-0"x11'-0"
W.I.C.
MASTER SUITE
11'-0"x13'-0"
BDRM. 3
11'-0"x10'-6"
BATH 2
M. BATH
OPT. DRYER
OPT. WASHER
OPT. REF.
KITCHEN
BDRM. 2
11'-0"x10'-6"
CASUAL DINING
FLEX/BDRM. 4
13'-8"x11'-0"
FAMILY RM.
16'-8"x15'-0"
FOYER
PORCH
1 CAR GAR.
13'-4"x20'-0"






LANAI
8'-0"x8'-0"
MASTER SUITE
10'-4"x12'-0"
FAMILY RM.
14'-0"x13'-0"
OPT. REF.
KITCHEN
M. BATH
CAFE
10'-8"x8'-0"
BATH 2
OPT. W/D
W.I.C.
FOYER
BEDROOM 3
9'-8"x10'-0"
BEDROOM 2
9'-8"x10'-0"
1 CAR GARAGE
10'-4"x20'-0"
PORCH

DOMAIN HOMES
Building value from the ground up

Buyer: ^BUYER-FULL-NAME^
Co-Buyer: ^COBUYER-FULL-NAMES^
Address: ^LOT-ADDRESS1^
Job Tracking Number: ^LOT-NUMBER^

EXHIBIT "S"

STANDARD FEATURES

This document supplements the agreement.

Interior Details

- Honeywell Security system installed on 1st Floor windows and exterior doors (monthly monitoring not included)
- Fan prewire/surface mount lights with CFL bulbs in all bedrooms and family room
- Cable outlets in all bedrooms and family room
- Spanish lace finish on ceilings throughout
- Designer lighting fixtures
- 3 1/4" base boards
- 18"x18" ceramic tile floor in wet areas
- 13"x13" ceramic tile on walls in bath/shower
- Marble window sills throughout
- Moen® faucets throughout
- Three panel Avalon interior doors with baby howe casing
- Recessed lighting in hallways with CFL bulbs*
- Blinds on all windows and slider*

Kitchen

- GE® Black on black smooth top range
- GE® microwave over the range
- GE® built-in dishwasher
- 3 CM granite countertop
- 36" Wellborn® cabinetry in maple finish
- 9" stainless steel undermount sink
- Ice maker connection
- Garbage disposal
- Convenient storage pantry*
- Recessed lighting with CFL bulbs*

Bedrooms and Baths

- Trey ceiling in master suite*
- Chrome fixtures in all bathrooms
- Elongated toilets in all bathrooms
- Hi-mac corner shelf in all baths
- 3 CM granite vanity tops
- Spacious walk-in closets in master bedroom suite*
- Full width vanity mirrors
- Raised comfort height vanity in master bath
- Closetmaid® shelving in all bedroom closets
- Beautifully detailed elevations*
- Decorative Cementous textured finish on front, sides and rear standard
- Stone/brick/shake accents*

Exterior Details

- Garage door opener, including two remotes*
- Finished garage interiors*
- Professionally landscaped with fully sodded yards with Bahia type turfgrass
- Screens on all windows
- Keyed entry with deadbolt and peep hole on front door
- Three weatherproof exterior outlets
- Two exterior hose bibs
- Exterior lighting front and rear entrances
- Coach lights on garage
- Continuous vented white aluminum soffit
- Reinforced hurricane resistant concrete block construction on first floors
- 30-year fungus resistant dimensional roof shingles
- Sherwin Williams Loxon® Masonry Coatings Systems acrylic exterior paint
- Designer inspired exterior color choice
- Fabric hurricane shutters for all windows and doors*

Energy-Saving Features

- Every home Energy Star ® Certified
- 50 gal Hybrid/Heat Pump Water Heater with 10 year warranty
- Insulated textured fiberglass exterior doors
- Off ridge roof vents for attic ventilation
- LowE dual pane windows throughout
- Carrier® HVAC 15 seer system with programmable thermostat and fresh air damper- Florida energy code*
- Mastic sealed ductwork
- R-30 insulation over living spaces
- R-11 frame wall insulation
- R-4.1 insulation on concrete exterior walls
- Radiant OSB on Roof
- Microwave vented to the outside

Warranty Program

- Domain Homes, Inc 1-year warranty
- Centricity transferable, structural 2-10 warranty
- Thorough homeowner orientation prior to closing

**Per Plan*

Information is believed accurate for all 2018 home starts, but not warranted and is subject to change without notice.

EXPERIENCE AND QUALIFICATIONS

- Describe your staff and team's capacity to complete projects in a timely and efficient manner, while providing high quality workmanship and organization.
  Domain Homes has a team of employees and subcontractors that are highly experienced and qualified with a track record of producing high volume, high quality housing on time and within budget.

- Provide client references.
  Client references are provided in the Marketing Plan, Homeowner Reference Sheet and Customer Information form.

- Provide resumes of key personnel of the team.
  Resumes are provided.

- Identify previous housing development and property management experience of the principals of the organization that comprise your team.
  The experience is described in the resumes of principals Sharon McSwain, Kevin Robles, Sharon Gould, Jim McCarthy, Nathan Miller and Francine Miller.

- Identify the composition of our team.
  An organization chart is provided.

- Provide evidence of experience which demonstrates the ability to properly execute programs which are governed by the requirements of Federal Regulations.
  Domain Homes is very familiar with and competent to work under Federal Regulations and Guidelines. Domain Homes has a large customer base of Veteran buyers obtaining financing through the Veterans Administration as well as maintaining excellent compliance with other government mortgage financing requirements along with a very strong understanding of all RESPA requirements to transact residential real estate transactions.

- Describe the past performance and results realized in the context of this RFP.
  As an Urban In-fill builder in the Tampa market Domain homes is uniquely poised to operate successfully under this RFP. Domain Homes has had excellent prior results in the revitalization of various neighborhoods within Tampa's Urban Core and sees this opportunity as no different. Additionally, Domain homes will collaborate with our Non-Profit Partners to bring the Clients to successful homeownership. Domain homes understands the detailed requirement of the city of Tampa HCD and Constructions Services as well as the managing of the Client/Homeowner expectations and deliverables required to make this program a success.

HOMEOWNER REFERENCES

Matt Heck
2920 W. LaSalle St.
Tampa, FK 33607
812-371-7385

Edmund Wonder, Jr.
2410 W. Gray St.
Tampa, FL
813-391-3956

Natalie Mohabir
811 E. Giddens Ave.
Tampa, FL
813-451-8118

Russ Somerday
330 W. Haya St.
Tampa, FL
813-520-9123

170 John Anderson Dr, Ormond Beach FL
404-561-0026
sharon@domainhomes.com

Sharon McSwain

Excellent management, organizational and people skills; adept at problem solving; Extensive knowledge of sales and marketing as it relates to homebuilding; Ability to create a business plan and assemble a team to execute it.

Skills

- Extensive negotiating skills regarding finance business matters.
- Disciplined focus toward overall business goals and objectives.
- Ability to foresee possible issues and execute the measures necessary to avert potential problems.
- Ability to recognize and hire highly effective team members to achieve overall business objectives
- Ability to communicate with all clients/contractors/co-workers and collaborators in efficient and effective manner.

Experience

2010 - PRESENT

President and Owner/ Domain Homes / Tampa Bay, FL

Responsible for overseeing the general execution of business model; Communicating with outside financing entities to ensure ability to execute overall financial objectives; Ensuring communication between all departments of company to execute yearly business goals and objectives.

1996-2009

President and Owner/ Sharon McSwain Homes /Atlanta GA

Oversee business overhead and general fiscal objectives; Maintain and cultivate new financial relationships;

Education

Bachelor of Arts - Communication, Mercer University, 1980

2107 Chestnut Forest Dr, Tampa
813-927-5332
kevin@domainhomes.com

Kevin Robles

Excellent management, organizational and people skills; adept at problem solving; an outstanding negotiator;Extensive knowledge of homebuilding and Tampa Real Estate Market overall;

Skills

- Extensive negotiating skills in all contractual and business matters.
- Disciplined focus toward overall business goals and objectives.
- Ability to foresee possible issues and execute the measures necessary to avert potential problems.
- Overall understanding and mastery of all components of the homebuilding and real estate business.
- Ability to communicate with all clients/contractors/co-workers and collaborators in efficient and effective manner.

Experience

2010 - PRESENT

COO/ Domain Homes/ Tampa Bay

Responsible for overseeing the general execution of businesses day to day activities; procuring and contracting for lots; Communicating with all permitting and governmental departments to ensure execution of fiscal objectives; Ensuring communication between all departments of company to execute yearly business goals and objectives.

2005-2009

Division Vice President/ McCar Homes /Tampa Bay

Responsible for productivity of Tampa Bay division for McCar Homes. Oversaw all aspects of home building company including sales and marketing, production and operations.

Education

Bachelor of Arts - Communication, University of West Florida, 1978

Certifications and Achievements

Certified Residential Contract, State of Florida – 1981 to Present
Active Real Estate Broker, State of Florida – 1979 to Present
President, Pasco Building Association – 2005, 2007
President, Tampa Bay Builders Association – 2011
Committee Member, Hillsborough County Affordable Housing Advisory Board 2007-2011
Chairperson, Pasco County Governmental Affairs, 2001-2006

Sharon Gould

15620 Howell Park LN, Tampa, FL 33625
678-88-2051
sgould@domainhomes.com

Manage and oversee all financing and accounting for home building company with $50M in sales revenue. Execute all sales contracts and change orders. Establish and maintain all construction funding and cash flow analysis. Monitor margins of homes and establish base costs for all plans.

Skills

- Extremely organized
- Successfully able to multi-task
- Proficient with several databases as well as Microsoft Office
- Strong communication skills
- Detail oriented
- Dependable team player that works well with others both inside and outside the company

Experience

APRIL 2010 - PRESENT

Director of Finance and Accounting / Domain Homes Tampa, FL

Oversee daily accounting activities – AP, AR, deposits, cash flows, margin reports etc. Prepare monthly organizational statements and financing reports; Maintain loans with outside lending institutions – including inspections, setup and interest payments; approve sales contracts and change orders; maintain plan library with costs; prepare and maintain quarterly and yearly budgets; maintain integrity of databases and server; oversee payroll and human resources functions

AUGUST 2003 – OCTOBER 2009

Director of Home Building Services / Sharon McSwain Homes Atlanta, GA

Oversee trade relations and costs; oversee accounting and estimating functions and staff; prepare annual budgets,

OCTOBER 1991 – AUGUST 2003

Project Manager / McBride and Son Homes Atlanta, GA

Negotiated Trade pricing and contracts as well as financial reporting for Atlanta Division, Managed contracts and closings, Prior to moving to Atlanta in 1999 – managed operations and accounting functions for Illinois division.

Education

MAY 1987

Bachelors of Arts / St. Louis University, St. Louis MO

Graduated Magna Cum Laude with majors in History and Education and minor in Psychology. Member of History, Education and Psychology honor societies. Dean's list every semester of attendance

Jim McCarthy

1317 W Woodlawn Ave, Tampa, FL 33603
813-927-5651
jim@domainhomes.com

Proficient in land acquisition, land and lot analysis, negotiating and execution of contracts. Extensive knowledge of urban core lots and neighborhoods.

Skills

- Extensive knowledge of Tampa Bay area
- Analyzing of lots
- Effective communication with sellers of lots and brokers in area
- Negotiation

Experience

SEPTEMBER 2014 - PRESENT

Vice President of Land Acquisition / Domain Homes, Tampa

Analyze lot positions and areas in Tampa and St. Pete urban core (infill) markets; negotiate and approve lot contracts in target areas; Develop lot purchase budget on quarterly and annual basis

JANUARY 2013 – SEPTEMBER 2014

Vice President of Land Acquisition / Lennar Homes, Tampa

Procure and acquire lots throughout Tampa Bay area to support 1000 unit division annually

JANUARY 2007 – DECEMBER 2012

Vice President of Land Acquisition / MI Homes, Tampa

Procure and acquire lots throughout Tampa Bay area to support 600 unit division annually

Education

MAY 1985

Bachelors / USF, Tampa

Major in Marketing and Political Science. Student Govt representative, Phi Delta Fraternity

DECEMBER 2016

Executive Education / Notre Dame Mendoza College of Business

Activities

Past President of Riverside Heights Neighborhood Assoc, North Hyde Park alliance member, Volunteer for Hands of Hope – Franciscan care, Active member of West Tampa chamber of commerce. Neighborhood University – Graduate 2017

Douglas Mertens
658 Bryan Terrace Dr
Brandon Fl. 33511
Dmertensw@aol.com

Skills:

Ability To Supervise, manage and motivate work crews
Capable of Managing multiple projects simultaneously
Proven commitment to success
Strong sense of ethics
Hands on, Strong carpenter/construction background

Experience:

Domain homes 2016-
Construction Manager

In charge of all building of homes in St Pete. From start to finish. I schedule all trades. Order all materials. Schedule all trades and inspections.

ODC Builds 2015-2016
Field Manager

In charge of slab, block and frame. My duties are coordinating all construction operations on said tasks. Ordering materials, checking all jobs for being built correctly. Calling inspections, scheduling trades. I built single and multi family homes.

Dueall construction 2013-2015
Superintendent

In charge of all custom home building, remodeling as a shell contractor. We did footers, mono slabs. Stem wall foundations and slabs, all concrete work, block and framing, drywall paint and trim. I do take offs and estimates, meet with clients. Call inspections, schedule trades and order materials

Education:

Miami Dade community college 1976-1978
Major was Business admin.

Miami Killian Senior High School
Graduated 1976

Activities:

Fishing, sports

Nathan Miller

5351 Captains Court, New Port Richey, FL
813-714-4100
nathan@domainhomes.com

Analytical, thorough, innovative and disciplined: excellent management, organizational and people skills; adept at customer relations and problem solving; an outstanding negotiator and administrator; conscientious, energetic, reliable and highly resourceful; driven to meet goals and objectives in a timely manner.

Skills

- Innate ability as a logical thinker.
- Disciplined focus toward goals and objectives.
- Ability to foresee possible issues and execute the measures necessary to avert potential problems.
- Overall understanding and mastery of all components of the homebuilding business.
- Ability to communicate with all strata of clients/contractors/co-workers and collaborators.

Experience

2016 - PRESENT

Sales Consultant/ Tampa Bay/Domain Homes

Responsible for analyzing all lot acquisitions, including lot by lot or bulk land sales. Determining product and pricing selections. Due diligence for entry into new markets, including market analysis, demographic overviews and housing market trends.

2002 - 2016

Regions Realty Group/Tampa Bay/ Owner

Engaged in General Real Estate activities; including the sales and marketing of client's listed homes, assisted in locating desirable properties, educated buyers on financing options and guided the mortgage and closing process. Listed and assisted New Home Builders in product development and pricing. Sales volume $18 -$24 million annually

Education

Bachelor of Business Administration, University of South Florida/ Tampa

Multiple licenses and coursework related to Real Estate including Brokers License and Contractors License.

5351 Captains Court, New Port Richey, FL
727-638-1546
francine@domainhomes.com

Francine Miller

A focused, energetic, results driven, incisive thinker that possesses key executive management experience in leadership, sales and marketing, strategic planning, teambuilding, and problem solving. Unique strengths consist of ability to communicate overall corporate vision, coupled with the ability to execute necessary change needed to achieve both individual and company goals encompassed by that vision.

Skills

- Excellent business acumen.
- Innate ability to identify and develop latent talent of all kinds, at all levels.
- Possess the perseverance to accomplish set goals regardless of obstacles.
- Ability to make judgements on how the market changes, create sound strategies, and then translate those strategies to operational realities.
- Possess the ability to persuade others to accept and implement necessary change.

Experience

2014 - PRESENT

Sales Consultant/ Tampa Bay/ Domain Homes

Responsible for attaining Sales and Closing Goals. Strategic analysis of markets and specific lots for product and pricing. Research and due diligence for entry to new potential markets. Collaboration on new plans with the Senior executive team.

2009 - 2014

Director of Customer Operations/ Lennar Homes/ Tampa Bay/Orlando

Responsible for all Sales, Marketing and Customer Care activities and results. Exceeded Sales and Closing numbers on a regular basis. (selling and closing over 1000 homes multiple years in a row.) Met or exceeded both gross margin and overall profitability targets.

2005 - 2009

Regional President /Kimball Hill Homes/Florida

Responsible for all aspects of the overall performance of the region's housing operation. Ensure annual operating objectives and profit targets are met within pre-agreed capital utilization and risk parameters. Ensure all contractual and other commitments were kept, and the Region complied with all ethical standards as well as applicable laws and regulations.

Education

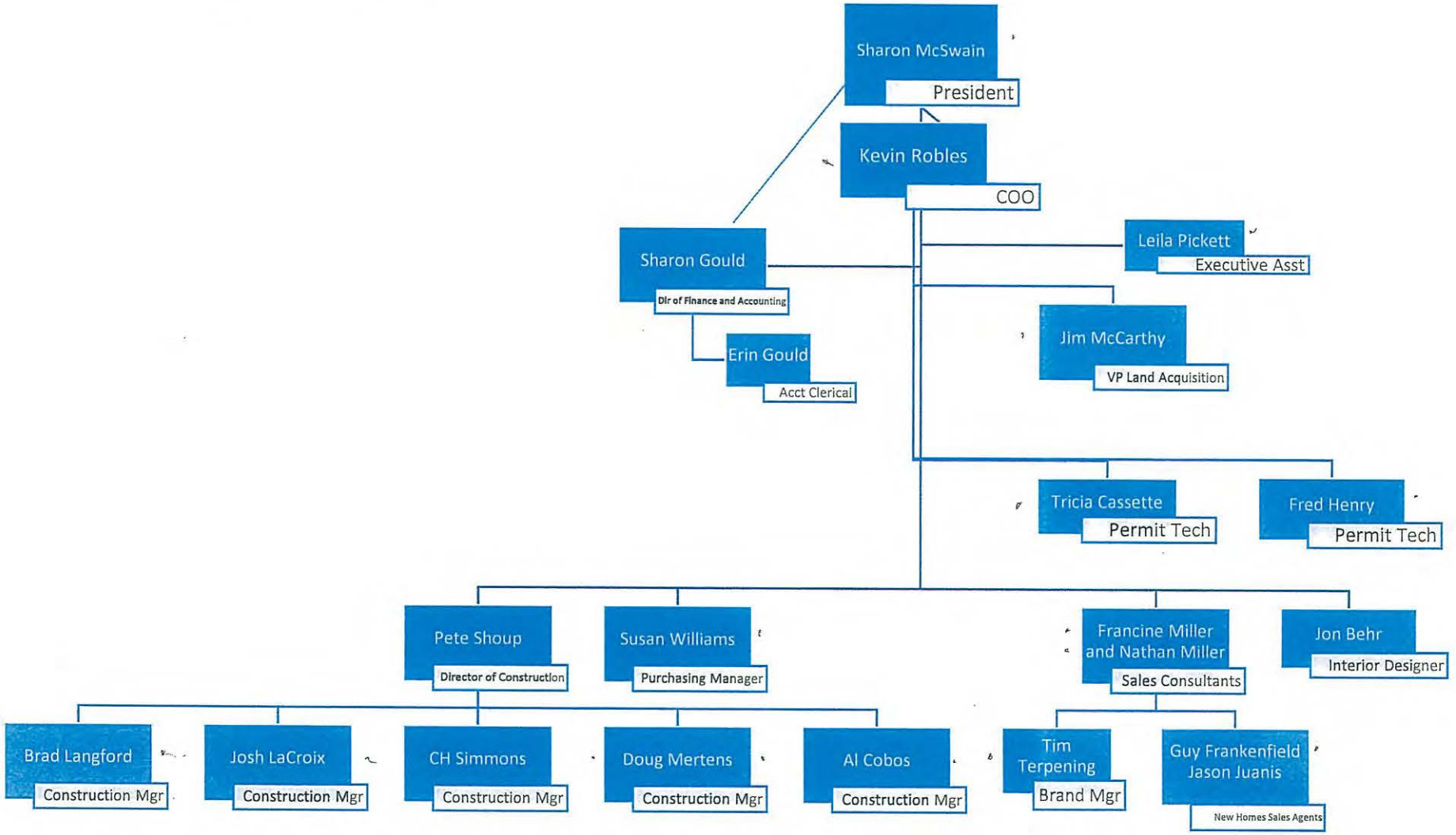
Loyola University/ Calif

Attended Loyola University on a full academic scholarship

Miscellaneous licenses and coursework related to real estate including Brokers License, Contractors License and Appraiser Trainee License. Additional continuing education in Sales, Leadership and Management.

DOMAIN HOMES

Building value from the ground up



Leveraging

Projects must display evidence of readiness to proceed (i.e. financial commitments in place). Leveraging funds should be in place and all other requirements met prior to submission of this application.

- Identify the leveraging funds and provide letter for funding commitment and date of funding availability (Attach at the end of application and reference that it is attached).
  Bank revolving loan agreements are provided in the redacted financial documents.

  Domain Homes will provide additional revolving funds in the amount of approximately $2.2 million over the life of the project to couple with the $1.5 million-dollar City of Tampa revolving construction funding. This joint effort will allow the construction velocity to produce a minimum of 75 homes in the 24-month period. Additionally, Domain Homes has an additional 10 million dollars available to increase the construction and sales velocities if the demand for affordable houses in the target area is higher than the expected 37 per year.

- Identify any in-kind leveraging contributions.
  Domain Homes shall use its Homebuilding expertise and current high-volume business to translate into best pricing structures and construction best practices to bring a better, more cost-efficient product to the program.

- Identify corporate or foundation donations of goods, services, materials, equipment or household appliances.
  At the time of this writing there are no plans for any donations of goods, or services directly to Domain Homes; however, we would interface with any benefactors or endowments that could offer financial support to the efforts to provide affordable housing within the targeted areas. Our Collaborator, Habitat for Humanity Hillsborough, will bring substantial donations of goods, services, materials and household appliances to the project.

- Identify the use of any volunteers.
  All work done on these homes is to be completed by fully licensed and insured subcontractors and trades workers and no volunteer labor will be used. Our Collaborator, Habitat for Humanity Hillsborough, will bring substantial donations of volunteer labor to assist with areas of home completion not requiring skilled contractors.

- Identify any developer initiatives you are proposing as a way to interface with existing City efforts.
  The Company's proposal is to fund direct costs of home construction primarily utilizing a City provided revolving loan of up to $1.5 million and supplemented by Domain Homes with an approximate additional $2.2 million over the life of the project. This

combined construction financing proposal will facilitate the target absorption and velocities required to complete a minimum of 75 housing closings in a 24-month period. Domain Homes will also fund all indirect costs, overhead, sales and marketing costs, and all warranty costs. Planned construction starts will be funded 80% by the City revolving loan and 20% by Domain Homes. Or, to say it another way, resulting in Domain Homes will committing to fund 1 of every 5 home construction starts in this program with the City revolver funding direct cost of construction on 4 of 5 starts. Homes constructed utilizing the City's revolving loan will place the City of Tampa's construction revolving funds in a superior position. Additionally, if the pace of market demand requires more starts than can be supported by this funding by the City and Domain Homes, Domain Homes shall have the option to provide funding for additional starts (above its 20% commitment) in exchange for an allowed increase in the maximum selling price of any additional home they choose to start (an increase of 5% of the maximum selling price to cover the explicit costs of additional bank financing). Further, the City's revolving loan would be used only for direct hard costs of construction, never funding any indirect costs. All $1.5 million dollars of City funded construction shall always be in a superior position and shall be returned in total, back to the City of Tampa after the project. The entire proposed 75 homes, Domain Homes will also be providing the funding of all indirect construction costs; estimating/budgeting, onsite builder, related field operations costs and all related overhead as well as the costs of all marketing and sales activities along with Real Estate commissions. Domain Homes shall administrate, fund and assume all home warranty costs. Domain Homes will collaborate with two non-Profit Agencies, Habitat for Humanity Hillsborough and Corporation to Develop Communities to produce more than the minimum number of units proposed in the RFP. In addition to Domain homes, our collaborators, HHH and CDC, will each construct up to an additional 10 homes each over the 24-month period, with HHH homes serving families at 50-80% AMI. THA will provide housing counselling and Youthbuild services to train workers from the community to work on the homes being built.

- Identify any additional lots in the project area that you have if you are the Successful Proposer.

  Through our neighborhood analysis we have identified an ample supply of additional buildable lots currently being held by private individuals that could become available at market rate pricing as the affordable housing initiative matures and should begin to attract a wider diversity of income levels and demographics into homeowner units in these areas. Domain Homes is well poised and capitalized to continue to foster new market rate housing units as well. We have only catalogued these opportunities and will not speculate on private properties to make sure that pricing remains stable and does not become targeted by speculative investors.

Knowledge of the Urban Core Neighborhoods

Before you can demonstrate knowledge of Tampa's urban core neighborhoods one must first understand the history of Tampa and its major infrastructure, people and events that created it and are continuing to recreate and enhance it.

Names and events like Henry Plant and his Atlantic Coast line, Vicente Martinez-Ybor's founding of Ybor City; Joseph Robles homesteading of Tampa Heights to now Soho Capital's Tampa Armature Works; Hugh Macfarlane and the other cigar factory owners who founded West Tampa; creation of transportation hubs I-275, I-4, Leroy Selmon Expressway, Veterans Expressway the Port of Tampa, Tampa International Airport; World War 2 and the creation of Drew and MacDill Fields; UT and USF; Al Austin's vision for the Westshore Business district, Tampa City Center, Jeff Vinik's Water Street vision; Mayor Buckhorn's Invision Plan for urban neighborhoods and the West River district; Tampa Housing Authority's redevelopment of College Hill/Belmont Heights, Sulphur Springs, and North Boulevard Homes; completion of the Riverwalk on the east side of the Hillsborough River and a proposed trail for the west side; the vision for the USF area via Tampa Innovation Alliance; Busch Gardens; professional sports teams Tampa Bay Buccaneers, the Lightning and Rays. These are just a few of the things, events and people who have helped to create the urban core.

In today's fast paced quest for data and knowledge, businesses and people often search for information through Wikipedia.org. It is alarming that when you enter "East Tampa History" within Wikipedia that it reads "The area has been the location of several riots." This message must change. The trend has been shifting toward new housing, businesses and amenities within the urban core. East Tampa has not kept pace with other urban neighborhoods and there is a shortage of new homes being built. If we want housing to be more affordable, we need more houses. In our opinion, affordability is going to be the biggest factor in whether Millennials and new family formations will be able to live in the urban districts. Rents above$2.00 per square foot are now the norm not the exception in downtown Tampa. With the help of numerous people, organizations and faith, this definition must be re-written as "The time for East Tampa is Now "

When identifying East Tampa and its major benefits to attract housing, social and economic benefits you must first look at the external and internal Drivers. Consider the following:

External Drivers:

Downtown Tampa: 67,000 employees, 6.8 Million square feet of office, 3,600 Hotel rooms, home of the Tampa History, Art and Children's Museums, and its new crown jewel Tampa Riverwalk.

University of South Florida: serving 48,000 students with an annual budget of $ 1.6 billion and an annual economic impact of $ 4.4 billion. The area is part of the newly formed Tampa Innovation Alliance with partners like Moffitt Cancer Center, Busch Gardens, University Mall, VA Hospital, and Florida Hospital. The formation and growth of this organization and new developments in this area will have a major influence and positive impact for East Tampa.

Ybor City and its designated National Historic District: Ybor's rich history from its early manufacturers of cigars to now well-known entertainment district with diversified blend of offices and residences. Whether MLB Baseball is in its future only creates anticipation of positive effects for this area and East Tampa.

Water Street Tampa (AKA Channel District): The redevelopment of the eastern portion of Channelside Drive along the Garrison Seaport. Spearheaded by Tampa Bay Lightning owner Jeffery Vinik and Cascade Investment co-founder Bill Gates who has purchased over 40 acres will transform this area as a "live, work, play" master planned neighborhood district with over 18 buildings, which will house about 3,500 condos and apartments, 2 million square feet of office space, 1 million square feet of cultural space and 2 hotels totaling about 650 rooms. Reported as a $3 Billion-plus project. The new USF medical school has broken ground and the owners have a long-term view of this area who intend to own the buildings rather than just develop and sell which is unique within the development world.

Internal Drivers:

City of Tampa and East Tampa CRA improvements including repaving roads, rebuilding of 22nd & 40th Streets, sidewalks and street lights, code enforcement, recreation trails, police substation and public safety and improvement of the overall neighborhood social wellbeing. Reported Public/Private Investment within the East Tampa CRA recently reported at over $480 Million. The East Tampa CRA Strategic Action Plan provides a blueprint for further future development.

Private Investment throughout the area but especially along Hillsborough Avenue with a new Walmart Super Center, new retail, restaurants and business façade improvements.

Another Internal driver of East Tampa that may be difficult to quantify is the number of dedicated residents and community leaders who are working each day to make the neighborhood better and attractive to outside investment. During the process of working on this RFP we have met many wonderful people and we are looking forward to fostering a deep and positive relationship with East Tampa. Our goal as Homebuilders is to support and assist in attracting commercial and business to do business in East Tampa.

Because our company focus is Urban; Domain Homes is uniquely qualified to fulfill this RFP and most likely exceed all expectations to build quality single family homes and to immediately make a positive impact within East Tampa and surrounding neighborhoods. In every neighborhood we build in, we meet the local neighborhood association and are always transparent of the homes we build and the expected timeline of the construction. This positive relationship with neighborhood associations and leaders is what we strive for since it is beneficial both to the neighborhoods and for us as we often get referrals on buildable lots or meet owners that are interested in selling. On our staff is a full-time employee who acts as our Neighborhood Liaison. His ability to work collaboratively with neighbors, neighborhood associations, police neighborhood watch, community leaders, City Agencies has served well for both Domain and the neighborhoods.

As demonstrated within the RFP, we are the leader of building single family homes within the urban core. An example of homes constructed and sold within the East Tampa CRA are 4 homes on East Giddens Ave. in Southeast Seminole Heights. The addresses are 811, 813, 1216 & 1218 E Giddens Ave. Pictures are attached for presentation purposes only.

Prior to the submission of our proposal, Domain Homes, has completed an in-depth study of the history and development patterns of East Tampa and the neighborhoods where the subject lots

are located. We have studied and read published reports like the East Tampa CRA Strategic Action Plan, City of Tampa Community Redevelopment Agency Annual activity reports, East Tampa CRA Progress reports, Invision Plan and the City of Tampa Neighborhood Market Drilldown. In addition, we have gathered data on the residential market, and studied and driven through the East Tampa CRA boundary and all major neighborhood corridors and nodes. Domain uses the best market data available to gather information on the real estate and housing market. Data includes Metro Study, Urban Land Institute (ULI), Moody's Analytics, Myers Research (Zonda), Multiple Listing Service (MLS), John Burns Consulting, and Landmark Reports headed by well-known housing expert and appraiser Chris Worley. As part of our on-going relationship with the City of Tampa we will give access to Chris Worley and his Landmark reports, so the City will be able to see all the housing permit and trend data that will happen once we start construction. Our team has a full grasp of both the opportunities and challenges within the area and is ready to begin. A site visit and full analysis has been completed on every address within this RFP including budgets and ranking of the neighborhoods. This strategy is addressed in detail within the RFP.

Our goal is not only to create housing choices for consumers, but to build community consensus that East Tampa is a neighborhood that offers attractive homes, convenient access to jobs, schools, shopping and a safe environment all of which are essential considerations when purchasing a new home. Domain Homes will involve stakeholders both within East Tampa and surrounding neighborhoods representing a full perspective of community leaders, neighborhood organizations, community based organizations, schools, churches, property owners, Realtors, other homebuilders and commercial developers. We along with our Community Partners will educate them to the benefits of infill development and demonstrate our success in other parts of Tampa like Port Tampa, South Tampa with emphasis on Ballast Point, North Hyde Park, West Tampa, Tampa Heights, Riverside Heights, Seminole Heights, Westshore's Carver City and numerous other neighborhoods we work each day.

East Tampa has a compelling story to tell and each stakeholder will feel the excitement of new single-family homes offer and will feel compelled to share that story. Banding together our Public, Private and Community based partners Habitat for Humanity and Corporation to Develop Communities of Tampa Inc (CDC), will spread the word.

A key component to the success of this RFP is the size and scope of the 75 lots (MOL). Because the number of lots is considerably large within the urban core we will be able to build critical mass which in turn will foster other community investment like home renovations, landscaping improvements and commercial activity.

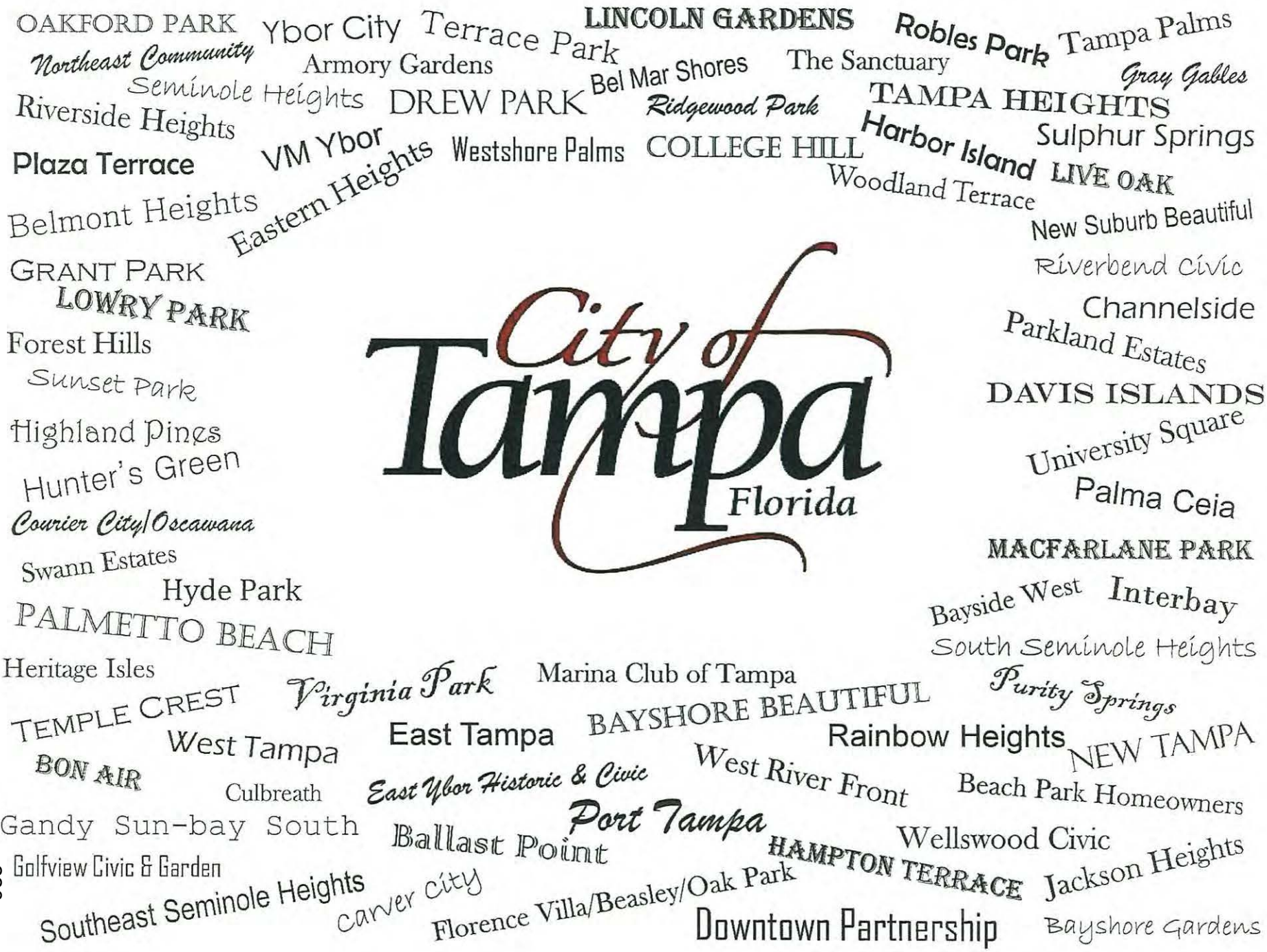
We applaud the City of Tampa and its Housing and Community Development division for addressing the need for new affordable single-family homes within the urban core. The need for affordable homes is high and will remain so as the urban core continues to improve and develop. Often in Hillsborough County there is a perception that there is a boundless supply of inexpensive land for residential development. In reality, large publicly traded homebuilders and developers

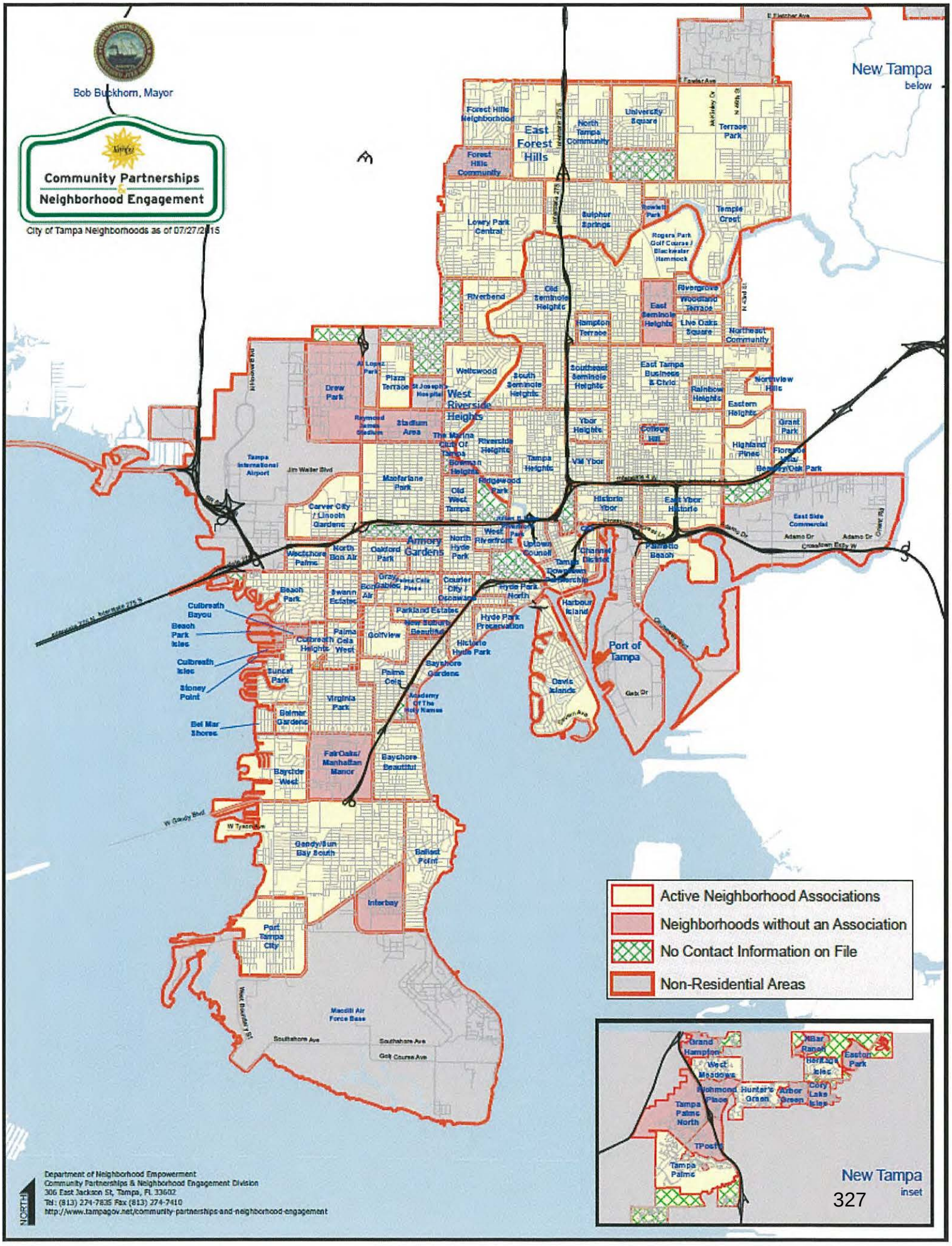
have acquired most of the remaining land parcels within the Urban Service boundary where interstate is available. We have no choice as a community but to redirect our efforts to promote the urban core for homeownership. Increased infill development can be an effective antidote to sprawl and offer needed alternatives in both housing and lifestyle.

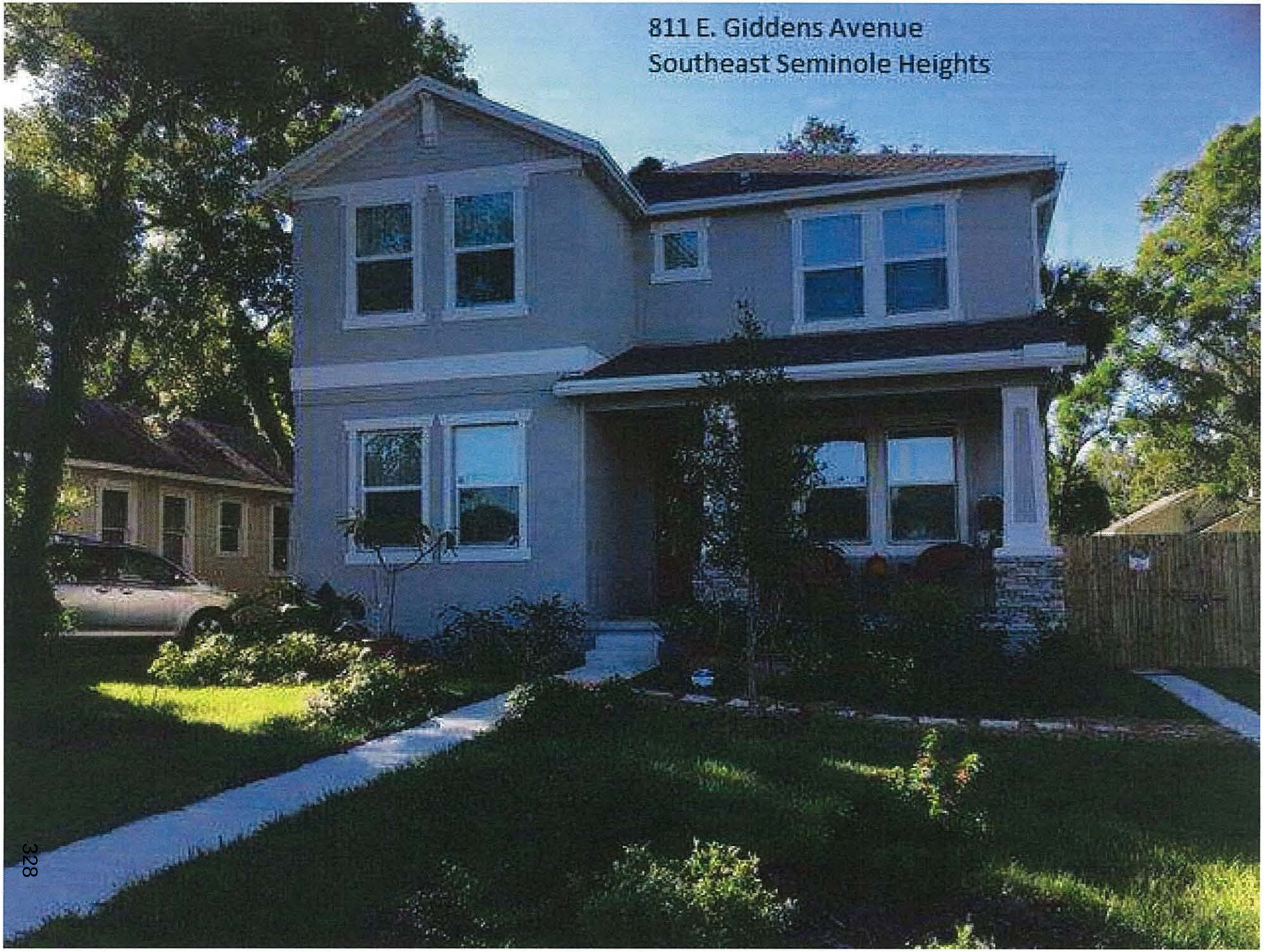
Domain Homes mirrors the goals set forth in the scope of services of this RFP. We feel we have addressed and demonstrated both financially and operationally our ability and desire to take under-utilized parcels and turn them into pride of home ownership with new single-family homes. We are committed to the area for the long term, not just for the duration of this project. We envision continued construction of affordable and market rate housing for years to come. Domain Homes has identified other privately-owned lots within the area that appear to be suitable for residential construction and have created a database with ownership and contact information. Once awarded and selected by the COT to begin construction we will interact with these owners and learn whether they want to sell and transact when the proper time permits. We have intentionally not pursued any privately-owned lots during this time of the RFP because we feel the company chosen should have the first opportunity to do business.

One by one and street by street we plan to build our single-family homes and drastically improve the neighborhood for not only our homebuyers but everyone within the immediate neighborhood. With new construction comes the benefit of other housing opportunities like revitalization and rehabilitation. Time and time again, when Domain Homes enters neighborhood or begins construction on a street you witness a higher standard of rehabilitation and improvements to yard and home maintenance. New construction and quality rehabilitation reduces code enforcement liens and stops the spiral of neighborhood decline.

In conclusion, East Tampa and its surrounding neighborhoods will benefit from the construction of new, aesthetically appealing, affordable homes and Domain Homes is up for the challenge.


OAKFORD PARK
Ybor City
Terrace Park
LINCOLN GARDENS
Robles Park
Tampa Palms
Northeast Community
Armory Gardens
Bel Mar Shores
The Sanctuary
Gray Gables
Seminole Heights
DREW PARK
Ridgewood Park
TAMPA HEIGHTS
Riverside Heights
Harbor Island
Sulphur Springs
Plaza Terrace
VM Ybor
Westshore Palms
COLLEGE HILL
LIVE OAK
Eastern Heights
Woodland Terrace
Belmont Heights
New Suburb Beautiful
GRANT PARK
Riverbend Civic
LOWRY PARK
Channelside
Forest Hills
Parkland Estates
Sunset Park
DAVIS ISLANDS
City of Tampa
Florida
Highland Pines
University Square
Hunter's Green
Palma Ceia
Courier City/Oscawana
MACFARLANE PARK
Swann Estates
Bayside West
Interbay
Hyde Park
PALMETTO BEACH
South Seminole Heights
Heritage Isles
Marina Club of Tampa
Purity Springs
TEMPLE CREST
Virginia Park
BAYSHORE BEAUTIFUL
West Tampa
East Tampa
Rainbow Heights
NEW TAMPA
BON AIR
Culbreath
East Ybor Historic & Civic
West River Front
Beach Park Homeowners
Gandy Sun-bay South
Port Tampa
Ballast Point
Wellswood Civic
Golfview Civic & Garden
HAMPTON TERRACE
Jackson Heights
Southeast Seminole Heights
carver city
Florence Villa/Beasley/Oak Park
Downtown Partnership
Bayshore Gardens


Bob Buckhorn, Mayor
Community Partnerships & Neighborhood Engagement
City of Tampa Neighborhoods as of 07/27/2015
New Tampa
below
East Forest Hills
West Riverside Heights
Armory Gardens
Port of Tampa
Active Neighborhood Associations
Neighborhoods without an Association
No Contact Information on File
Non-Residential Areas
New Tampa
inset
Department of Neighborhood Empowerment
Community Partnerships & Neighborhood Engagement Division
306 East Jackson St, Tampa, FL 33602
Tel: (813) 274-7835 Fax (813) 274-7410
http://www.tampagov.net/community-partnerships-and-neighborhood-engagement
NORTH


811 E. Giddens Avenue
Southeast Seminole Heights


813 E. Giddens Avenue
Southeast Seminole Heights


1218 E. Giddens Avenue
Southeast Seminole
Heights


1216 E. Giddens Avenue
Southeast Seminole Heights

DOMAIN HOMES

Building value from the ground up

NSE Job #	Address	Current Sales Price
2017 CLOSINGS		
January 1 - October 31		
SP00041	1427 28th Ave N	$ 543,296.00
PLM0010	3626 Royal Palm	$ 523,440.00
PLP0001	4202 W Estrella	$ 651,000.00
NHP0070	3306 Kathleen St	$ 311,640.00
NHP0095	5158 Renellie	$ 401,120.00
SHT0018	811 Giddens	$ 231,526.00
WT0005	2604 W St John	$ 311,310.00
OYL0014	4723 W Bay Vista	$ 251,615.00
BP00093	5908 Interbay Blvd	$ 449,900.00
RH00001	707 W Ohio Ave	$ 389,900.00
SP00048	819 12th Ave S	$ 372,945.00
BP00084	3106 W Hartnett	$ 338,665.00
NHP0096	5160 S Renellie	$ 371,700.00
NHP0100	2713 W St. Louis	$ 259,400.00
RH00003	817 W Woodlawn	$ 447,980.00
SP00036	2851 5th Ave S	$ 249,000.00
SHT0024	105 W Alva	$ 305,615.00
SP00024	2433 9th Ave N	$ 377,900.00
WT00006	2606 W St John	$ 309,900.00
SP00025	723 12th Ave S	$ 370,735.00
SP00023	2441 9th Ave N	$ 349,900.00
BP00095	3318 W Price	$ 515,630.00
PT00043	7107 S Westshore Blvd	$ 394,695.00
NHP0092	1725 W St. Conrad	$ 289,200.00
NHP0081	1910 Palmetto	$ 262,925.00
SP00042	325 W Wisonsin	$ 235,000.00
NHP0093	1723 St Conrad	$ 264,045.00
NHP0083	1916 Palmetto	$ 249,815.00
SHT0016	1216 Giddens	$ 314,765.00
OYL0019	1706 Lois	$ 393,295.00
NHP0082	1914 Palmetto	$ 250,980.00
PB00001	2824 Corrine	$ 281,660.00
PT00045	7111 Westshore	$ 342,090.00
SHT0019	813 Giddens	$ 289,850.00
SP00049	827 12th Ave S	$ 367,050.00
SP00059	2350 4th Ave S	$ 274,865.00
SP00022	2258 9th Ave N	$ 370,000.00
PLT0006	4006 W Waterman	$ 517,730.00
PLT0007	4004 W Waterman	$ 513,030.00
PLT0008	4002 W Waterman	$ 424,416.00
WTO0003	2416 W Lemon	$ 429,020.00
NHP0085	4127 N Habana	$ 368,310.00
NHP0103	2920 LaSalle St	$ 333,130.00
SP00060	2358 4th Ave S	$ 260,156.00
PLO0005	1912 W State St	$ 419,000.00
SHT0017	1218 Giddens	$ 270,725.00
SP00019	2610 Bayside Dr	$ 369,900.00
NHP0097	3328 W Palmetto	$ 334,390.00
BP00094	3518 Cherokee	$ 495,550.00
PT00044	7109 Westshore	$ 387,820.00
NHP0091	2721 Lake	$ 317,245.00
WTO0002	2418 W Lemon	$ 427,175.00
PLO0002	2412 Gray	$ 453,920.00
WTO0001	2112 State St	$ 388,190.00
NHP0089	2717 Lake	$ 371,055.00

DOMAIN HOMES

NSE Job #	Address	Current Sales Price
NHP0088	2715 W Lake	$ 365,775.00
PLO0004	1518 W North B	$ 465,570.00
NHP0090	2719 W Lake	$ 343,000.00
THT0016	2718 N Morgan	$ 345,515.00
PLO0001	2410 W Gray	$ 450,705.00
OYL0020	3107 S Manhattan	$ 272,745.00
THT0003	2801 N Morgan	$ 403,345.00
NHP0098	3330 W Palmetto	$ 346,300.00
NHP0102	2922 LaSalle St	$ 360,860.00
SP00045	3059 3rd Ave N	$ 459,900.00
SP00061	1119 Highland St	$ 357,572.00
CVC0003	4202 W LaSalle St	$ 314,900.00
NHP0086	4129 Habana	$ 337,295.00
PLO0003	2414 W Gray	$ 443,975.00
SHT0025	117 Minnehaha	$ 327,060.00
THT0017	2710 Jefferson	$ 340,185.00
PLP0004	2401 Lois	$ 650,060.00
SP00021	2300 9th Ave N	$ 399,450.00
PLT0009	3922 W Carmen	$ 485,370.00
OYL0022	1305 S Lois Ave	$ 353,511.00
SP00033	2417 9th Ave N	$ 394,365.00
		$ 28,212,572.00
November 1st - December 31st Projected		

DOMAIN HOMES

"Building value from the ground up."

NSE Job #	Buyer	Address	Current Sales Price
2016 Closings			
January 1st - December 31st			
SP00004	Benson	1030 10th St N	$ 383,850.00
SP00009	Randall	1101 Jackson St	$ 360,730.00
SP00010	Gelb	1045 Jackson St	$ 376,085.00
SP00006	Johnson	1100 10th St	$ 332,665.00
SP00005	Ondrick	1040 10th st	$ 389,990.00
SP00008	McCarty	1105 Jackson St	$ 401,550.00
SP00011	Gerardo	1035 Jackson St	$ 386,006.00
BP00055	McAdams	3603 Wallace	$ 349,990.00
PLM0012	Schulak	4109 W Lawn	$ 460,365.00
SHT0005	Glynn	6023 Lynn	$ 340,760.00
NHP0044	LaRue	300 N Excelda	$ 499,672.00
NHP0045	Riley	302 N Excelda	$ 463,635.00
NHP0039	Hackworth	214 N Woodlynne	$ 438,130.00
NHP0040	Chabot	212 N Woodlynne	$ 499,458.00
PT00031	Weber	6312 S Adelia	$ 322,589.00
PT00029	Roeser	6808 S Sparkman	$ 350,390.00
THT0018	Scoville	3512 N Tampa	$ 270,739.00
THT0007	Carragino	3809 N Highland	$ 272,989.00
BP00060	Burmer	5904 S Himes	$ 366,378.00
BP00061	Strickland	5902 S Himes	$ 380,730.00
NHP0049	Sprague	3125 Arch	$ 339,010.00
NHP0051	Cobbs	3121 Arch	$ 329,755.00
NHP0050	Peterman	3123 Arch	$ 311,140.00
NHP0035	Podlas	2602 Nassau	$ 333,755.00
SP00007	Staley	1110 10th St N	$ 392,505.00
THT0005	Clewer	1704 Beach St	$ 269,565.00
OYL0006	Stallard	3316 W Price	$ 229,165.00
SHT0014	Somerday	330 W Haya	$ 362,470.00
PT00028	Bourgeois	6810 Sparkman	$ 362,215.00
SHT0007	Morgan	402 Hanna	$ 349,610.00
SP00015	Phongvichith	2756 Bayside	$ 419,515.00
THT0001	Whelan	208 W Amelia Unit 1	$ 295,750.00
PT00030	Buschang	7112 S Sparkman	$ 352,645.00
SH00012	Myers	385 Dr MLK	$ 339,000.00
PLM0013	Gregory	3634 Renellie	$ 499,990.00
NHP0046	Lopez	4107 North A	$ 510,098.00
SHT0015	Swanson	6009 Lynn	$ 357,500.00
THT0015	Suarez	715 Woodlawn	$ 384,510.00
BP00070	Callan	3621 Ohio	$ 430,575.00
BP00069	Birchum	2833 Shelton	$ 451,370.00
NHP0047	Ashley	4124 W Grace St	$ 285,070.00
NHP0056	Spurling	406 N Fremont	$ 413,965.00
NHP0054	Xu	4118 Carmen	$ 374,855.00
PT00034	Gallina	6812 Trask	$ 346,701.00
PT00033	Kielpikowski	6814 Trask	$ 346,130.00
PT00032	Britton	6816 Trask	$ 317,000.00
BP00065	Keenan	6329 MacDill	$ 441,056.00
NHP0055	Barati	4116 Carmen	$ 382,018.00
THT0002	Everitt	208 Amelia Unit 2	$ 297,900.00
BP00068	Heil	3119 W Paul Ave	$ 437,805.00
NHP0058	Leontsinis	1513 W North B	$ 403,690.00
BP00063	LaMonte	3409 W Ohio	$ 393,730.00
NHP0057	Hanlon	1907 W North B	$ 396,085.00
NHP0053	Chan	3413 Spruce	$ 349,770.00
NHP0052	Afiat	3415 Spruce	$ 395,185.00

DOMAIN HOMES

NSE Job #	Buyer	Address	Current Sales Price
NHP0072	Amato	812 Habana	$ 346,555.00
PT00035	Tran	4730 Ohio	$ 383,651.00
BP00064	Ogunu	3407 Ohio	$ 431,295.00
NHP0075	Brill	814 N Habana	$ 335,310.00
BP00067	Moore	3609 W Iowa	$ 436,570.00
NHP0084	Ottman	903 Excelda	$ 378,050.00
BP00066	Dillion	3611 W Iowa	$ 415,050.00
NHP0076	Babilonia	810 N Habana	$ 348,475.00
BP00076	Valadez	2852 Shelton	$ 334,830.00
NHP0074	Salabarria	905 Excelda	$ 383,038.00
BP00077	McLaughlin	4517 Ballast Point	$ 404,330.00
BP00072	Carlin	6111 S Main	$ 413,550.00
NHP0077	Cameron	806 Habana	$ 356,546.00
SHT0011	Fernandez	6304 N 13th	$ 324,540.00
SP00016	Mistry	265 21st Ave	$ 496,570.00
NHP0071	Ganda	901 Excelda	$ 325,406.00
OYL0009	Thoma	2803 Foster	$ 372,120.00
PLM0011	Gonzalez	4414 Euclid	$ 439,900.00
NHP0073	Richter	808 Habana	$ 354,390.00
PLT0001	DeOrio	210 Woodlynne	$ 447,831.00
NHP0059	Torres	4310 Green	$ 311,785.00
BP00071	Philpitt	3025 W Napoleon	$ 398,476.00
BP00073	Eichstaedt	3209 W Cherokee	$ 450,690.00
BP00085	Castro	3512 W Paxton Ave	$ 410,465.00
BP00075	Sarokas	2850 W Shelton	$ 358,395.00
PT00036	Stock	6711 Trask	$ 326,410.00
NHP0078	Reeves	3109 North B	$ 489,610.00
NHP0036	Dollison	2600 Nassau	$ 339,900.00
NHP0062	Orosco	1908 State St	$ 393,050.00
NHP0048	Landry	3109 Spruce	$ 341,010.00
NHP0079	Van Wert	3111 North B	$ 490,690.00
THT0006	Remante	1706 Beach	$ 270,950.00
THT0019	Lopez	200 Amelia unit 1	$ 296,000.00
RH00002	Lifsin	711 W Ohio	$ 384,614.00
WT00001	Gillyard	2808 W Lemon	$ 381,905.00
SP00026	Snyder	725 12th Ave S	$ 380,725.00
NHP0063	Hoeppner	1509 W North B	$ 439,875.00
WT00002	Katz	2810 Lemon	$ 392,335.00
BP00081	Stafford	6328 MacDill Ave	$ 393,910.00
SP00038	Madden	2734 4th Ave	$ 214,920.00
BP00086	Hoormann	3215 Tyson	$ 427,800.00
PLT0002	Yadley	208 Woodlynne	$ 451,210.00
SHT0012	Brundage	6306 13th	$ 339,900.00
SP00017	Whitlock	3133 Melton	$ 428,890.00
NHP0042	Pangilinan	2722 Aileen	$ 319,900.00
WT00004	Cicchetto	3311 W Chestnut	$ 308,975.00
WT00003	Armas	3313 W Chestnut	$ 344,405.00
PLM0014	Fees	4315 S Trask	$ 445,900.00
SP00018	Langhans	1046 Jackson	$ 466,275.00
SP00028	Sullivan	4533 4th Ave S	$ 213,440.00
THT0020	Young	200 Amelia #2	$ 299,900.00
SHT0013	Perdue	6308 N 13th St	$ 320,500.00
NHP0080	Good	2421 State St	$ 347,010.00
SP00037	Rosario	1420 20th Ave N	$ 459,555.00
NHP0043	Batsford	2724 Aileen	$ 337,415.00
OYL0013	Dahlback	2910 Tyson	$ 303,825.50
PLT0003	Constantakatos	3909 North B	$ 481,855.00

DOMAIN HOMES

NSE Job #	Buyer	Address	Current Sales Price
BP00078	Hawks	3101 Hartnett	$ 333,590.00
PLT0005	Allen	3014 North B	$ 443,230.00
BP00080	Gattullo	3105 Hartnett	$ 322,030.00
BP00079	Rojas	3103 Hartnett	$ 331,605.00
SP00047	Haerle	664 11th Ave S	$ 416,170.00
SP00046	Jones	668 11th Ave S	$ 399,945.00
SP00030	Ries	812 5th St N	$ 458,075.00
PT00041	Trecida	6908 S Shamrock	$ 382,805.00
PLT0004	Swigart	3012 North B	$ 438,520.00
PT00042	Pelham	6910 S Shamrock	$ 371,575.00
BP00074	Swarens	3615 W Iowa	$ 389,900.00
BP00083	Quiabazza	3104 Hartnett	$ 336,345.00
OYL0008	Asberry	7312 DeSoto	$ 254,305.00
BP00082	Serocki	3102 Hartnett	$ 338,895.00
OYL0016	Boyd	3609 Concordia	$ 370,070.00
NHP0064	Cipriano	3419 Spruce	$ 387,565.00
NHP0099	Young	211 Matanzas	$ 505,000.00
NHP0069	Cipriano	3421 Spruce	$ 424,150.00
SHT0006	Padilla	404 Hanna	$ 395,115.00
NHP0094	Reis	5156 Renellie	$ 394,480.00
PT00039	Smith	7305 Mascotte	$ 319,186.00
PT00037	Caylor	4702 Ingraham	$ 323,395.00
			$ 50,374,232.50

KNOWLEDGE OF URBAN NEIGHBORHOODS

- Identify other home construction projects your team has completed in the project area.
  Project list is provided.

- Identify existing activities or participation with other agencies or organizations that operate in the area surrounding the properties you propose to develop.

  Domain Homes has taken an active role in every neighborhood where it has built homes. Some examples of our neighborhood involvement and philanthropy include:

Capaz Park	**Repaired & painted picnic shelters**
Barkesdale Senior Center	**Senior games sponsor**
Macfarlane Park Elementary	**PTA sponsor**
Glazer Jewish Community Center	**Donation/Corporate sponsor**
Carver City/Lincoln Gardens Civic Association	**Corporate sponsor**
West Tampa Chamber	**Member, Media Campaign sponsor**
West Tampa Little League	**Replaced stolen field equipment & concession stand items, paint donation**
Tampa Heights Civic Association	**Corporate sponsor**
Westshore Elementary	**Family Fun Fest Participant & Sponsor**
South Tampa Chamber of Commerce	**Member**

  In addition, Domain makes contributions to worthy organizations that serve the broader community. Some of the most recent are:

American Red Cross	**Hurricane relief contributions**
Southeastern Guide Dog	**Contributions and fundraising**
St. Vincent DePaul	**Contributions and fundraising**
CASA	**Contributions and fundraising**

  These activities demonstrate Domain's commitment to neighborhoods and philanthropy. Domain intends to become an active member of the East Tampa community. We pledge to work with existing neighborhood/civic associations, community based organizations, School District and neighborhood schools, churches, and law enforcement to identify community needs and take action to assist.

- Describe your knowledge of the community organizations in the City of Tampa area.

  In addition to the organizations that Domain has established relationships with as outlined above we are proud to have initiated collaborative partnerships with the Corporation to

Develop Communities, the East Tampa Business and Civic Association, and the Tampa Housing Authority, three of the primary organizations delivering housing and services to East Tampa, and countywide housing provider, Habitat for Humanity.

We have reached out to the East Tampa Community Revitalization Partnership(ETCRP) and It is our intention to work closely with East Tampa CRA staff, East Tampa CRA Advisory Committee/ETCRP as the project moves forward.

Domain has already begun outreach to major churches and the many neighborhood/civic associations within East Tampa, as well as elected officials who represent the area.

Prior to the issuance of the RFP Domain had established contacts with the City of Tampa East Tampa CRA manager and City Neighborhood Empowerment staff. Domain has had a long standing positive relationship with the City's permitting and planning divisions.

These organizations have been the catalyst for many of East Tampa's major redevelopment milestones over the last 2 decades including: the rebuilding and beautification of 22 and 40th Streets; Middleton High School; creation and implementation of the East Tampa CRA; demolition of the College Hill and Ponce de Leon housing projects and the transformation into Belmont Heights Estates; single and multi-family housing developments; and new and redeveloped commercial properties along Hillsborough Avenue. They will continue to be major influences over the future of East Tampa and key partners with Domain Homes on this project.

Habitat for Humanity® of Hillsborough County Florida, Inc.

Building strength, stability and self-reliance through shelter.

City of Tampa
Request for Proposal (RFP)
#17P000981

1. THRESHHOLD REVIEW CHECKLIST

- Habitat for Humanity of Hillsborough County FL, INC. (HFHHC) or its employees are not on the Federal Government's list of *Excluded Parties* or *Barred Companies*.
- HFHHC is authorized to obtain permits and construct new single family housing under *Florida Statute 489.103(18)*. This portion of the Florida law grants a contractor license exemption for Habitat for Humanity affiliates constructing single family housing.
- HFHHC or its employees do not have any outstanding complaints on workmanship issues.
- HFHHC is currently constructing 10-15 homes per year utilizing cash reserves, and has paid subcontractors and suppliers responsibly, building a reputation for supplier and vendor payment responsiveness. Attached are bank statements illustrating our financial capacity to continue to build 10-15 homes per year utilizing cash reserves. Cash reserves are replenished through mortgage sales, ReStore revenues, individual, corporate and community of faith donations, private and government grants, and special events. (Appendix 1)
- HFHHC has not performed repair or construction work for employees of the HCD Division.
- HFHHC or any of its employees have not been convicted of felony charges or are currently undergoing charges for any offense.
- HFHHC closed fiscal year 2017 on June 30th 2017 with 10 completed homes and is projected to complete another 13-15 homes in fiscal year 2018.
- As a non-profit organization, HFHHC in collaboration with Domain Homes, anticipates the building and selling of 10 homes from the lots made available through this RFP. Homes will be sold to qualified home owner candidates with a household income below 80% AMI.

2. GENERAL DEVELOPER INFORMATION

- Habitat for Humanity of Hillsborough County FL, Inc.
  - 509 East Jackson St., Tampa FL 33602
  - rspoor@habitathillsborough.org
  - 813-239-2242 (O) / 813-237-1967 (F)
- Federal Tax ID – 59-2850410
- License – Exempt per FS489.103(18)
- Organization Type – Corporation est. 1986
- HFHHC does business within the Hillsborough County boundaries.

3. COMPANY OWNERSHIP INFORMATION

- List of Principals or Organization Chart (Appendix 2)
- EEO / Ownership Information
    - Habitat for Humanity of Hillsborough County, Florida Inc. is a Florida non-profit corporation.
    - The corporation is governed by a 14 member board of directors. The current board members include:
        - Anthony Brooks, Chair
        - Diana Englehart, Vice-Chair
        - Jeff Philbin, Vice-Chair
        - Mark Zdrojewski, Secretary
        - John Lisi, Treasurer
        - April Young
        - Bennett Acuff
        - Jacquie Moore
        - Mike Speigl
        - Jason Quintero
        - Scott Campbell
        - Damon Moorer
        - Dayna Santana
        - Jeremy Swinyer
- Parent Company
    - Habitat for Humanity International
    - 121 Habitat St., Americus, GA 31709
    - 800-422-4828
- HFHHC or its affiliates have not filed for bankruptcy; and do not have pending judgements, liens or law suits; or discontinued business operations with outstanding debt.
- The affiliate has not been principal in any other entities over the past 5 years.

4. PERSONNEL AND TEAM INFORMATION

- Full Time Employees - 32
- Part Time Employees - 5
- HFHHC does not employ through Labor Services or Employment Agencies.
- Resumes
    - (Appendix 3)

5. REFERENCES

- Completed Projects
    - 3709 N. Highland Ave, Tampa FL 33603
        - Elizabeth Rodriguez
        - $180,000.00
    - 807 Linwood Terrace, Lutz FL
        - Joel Pierrulus
        - $207,000.00
    - 8122 N Newport Ave, Tampa FL 33604

        - Melvin & Rhea Robinson, 813-735-2526
        - $177,000.00
    - Sub-Contractor and Supplier List
        - Appendix 4

6. INSURANCE INFORMATION

    - Appendix 5

7. FINANCIAL INFORMATION

    - Appendix 6

8. RESOURCES

    - Letters of Support
        - Appendix 7
    - Owned or Sold Property in Service Area Previous 3 Years
        - 2606 East Curtis Street, Tampa
        - 2606 East Chelsea Street, Tampa
        - 3003 North Thelma Street, Tampa
        - 3309 North Morgan Street, Tampa
        - 211 West Warren Street, Tampa
        - 3409 East 26th Avenue, Tampa
        - 6204 River Terrace, Tampa
        - 913 East Ellicott Street, Tampa
        - 8122 North Newport Avenue, Tampa
        - 2117 West Kirby Street, Tampa
        - 1712 West Pine Street, Tampa
        - 10109 Dartmouth Avenue, Tampa
        - 9704 Takomah Trail, Tampa
        - 3709 North Highland Avenue, Tampa
        - 8421 North Tangerine Place, Tampa
        - 4210 East 98th Avenue, Tampa

9. MARKETING

    - Appendix 8

10. COLLABORATION

    - Memorandum Of Understanding (MOU)
        - Appendix 9

11. IMPLEMETATION TIMELINE

- Appendix 8

FLORIDA PUBLIC RECORDS LAW ACKNOWLEDGEMENT

Habitat for Humanity of Hillsborough County FL, Inc. acknowledges review and understanding of the Florida Public Records Law requirements contained in Section V, General Conditions, pages 22 – 24 of RFP – 17 – P -00981 – 0 – 2017 QD, Request for Proposal for Residential Developer for Infill Housing Redevelopment. Habitat for Humanity of Hillsborough County FL, Inc. certifies that the company and its employees will comply with all provisions.

Tina Swain

Tina Swain, Chief Executive Officer

Habitat for Humanity of Hillsborough County FL, Inc.

11/15/2017

Date

SECTION VI
DEVELOPER'S AFFIDAVIT AND PROPOSAL SIGNATURE FORMS

Before me, the undersigned authority who is duly authorized by law to administer oaths and take acknowledgements, personally appeared

Tina Swain

AFFIANT'S NAME

Who, after being duly cautioned and sworn, and being fully aware of the penalties of perjury, does hereby depose and declare, on his own behalf or as a representative on behalf of a partnership or corporation, or other entity that is the Developer in the matter at hand, as follows:

1. That the Developer, if a natural person, is of lawful age.

2. That if the Developer is a partnership, or a corporation, or other legal person or entity recognized in the State of Florida, it has complied with all laws and ordinances governing the formation and continued existence of such entities, including but not limited to, if a Florida corporation, to the filing of its Articles of Incorporation with the Florida Secretary of State and if a corporation incorporated under the laws of a state other than Florida, that it is duly authorized to do business in the State of Florida; that it is currently an active corporation or entity fully authorized to do business; and that the undersigned is representative of the corporation or entity authorized to make this affirmation and declaration and who has the power to bind said corporation or entity.

3. That if the Developer is operating under a fictitious name, Developer has currently complied with and any and all laws and procedures governing the operation of businesses under fictitious names in the State of Florida;

4. That the Developer has not submitted a rigged Bid, nor engaged in collusive bidding, or a collusive bidding arrangement, or fraudulent bidding, or entered into a conspiracy in connection with this bid with any other natural person, partnership, corporation or other entity making a bid for the same purpose. The Developer has not entered into any understanding or agreement with any other person or entity where one or more such persons or entities agrees not to bid or fixing the prices to be bid.

5. In the event that the City determines that the Developer has participated in any collusive, deceptive or fraudulent practices in derogation of the statements in this Affidavit the City, in addition to any other remedy it may exercise, will have the right to debar the Developer. The contract let under such circumstances shall be deemed invalid.

6. That the Developer is not in arrears to the City of Tampa upon debt or contract and is not in default, as surety or otherwise, of any obligation to the City, Hillsborough County or the State of Florida.

7. That no officer or employee of the City, either individually or through any firm, corporation or business of which he/she is a stockholder or holds office, shall receive any substantial benefit or profit out of the contract or award to this Developer; nor does the Developer know of any City officer or employee having any financial interest in assisting the Developer to obtain, or in any other way effecting, the award of the contract to this Developer.

8. That, by submitting this bid, the Developer certifies that he/she has fully read and understands the bid method and has full knowledge of the scope, nature, and quality of work to be performed or the services to be rendered.

9. That, by submitting this Bid for a Contract $1,000,000 and greater, Bidder certifies that the Contractor is not on the Scrutinized Companies with Activities in the Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

FURTHER AFFIANT SAYETH NOT.
Developer: Complete the applicable Acknowledgement for An Individual Acting In His Own Right, A Partnership or A Corporation, according to your firm type.

FOR A CORPORATION

State of Florida
County of Hillsborough

The foregoing instrument was sworn to (or affirmed) and subscribed before me this 06 day of November 2017, by Tina Swain , who is Chief Executive Officer
(Title)
Of: Habitat for Humanity of Hillsborough County Florida, Inc.
(Corporation Name)
a corporation under the laws of the State of Florida, on behalf of the said corporation. He/She is personally known to me or who has produced identification and who did (did not) take an oath.

Marla Turner
Signature of Notary Public

Tina Swain
Signature of Affiant

Marla Turner
Notary Public
State of: Florida
My Commission
Expires: May 19, 2018

MARLA TURNER
MY COMMISSION #FF124603
EXPIRES May 19, 2018
(407) 398-0153 FloridaNotaryService.com

Marla Turner
Printed, typed or stamped
Commissioned name of notary public

Tina Swain
Printed or typed name of Affiant

PROPOSAL SIGNATURE FORM

In compliance with this RFP and to all the conditions imposed herein, the undersigned offers and agrees to provide **RFP Infill Housing Redevelopment,** in accordance with the attached signed proposal, or as mutually agreed upon by subsequent negotiation. This completed Proposal Signature form must be submitted with the Developer's written proposal and will become a part of any Agreement that may be awarded. This Proposal Signature Form must be signed by an authorized representative as defined in Section IV. General Conditions, Section 3. Content of Proposal of this RFP.

Please type or print:

Name of Firm: Habitat for Humanity of Hillsborough County FL, Inc.

Address: 509 East Jackson St.

City: Tampa State: FL Zip: 33602

Contact Person: Tina Swain Title: CEO

Telephone No.: 813-239-2242 Fax No.: 813-237-1967 Email: tswain@habitathillsborough.org

Federal I.D. #: 59-2850410

Type Organization: [ ] Individual [ ] Small Business [X] Non-Profit
[ ]Partnership [X] Corporation [ ] Joint Venture

Attach copies of all such licenses, permits or certificates issued to the business entity.

Business is licensed, (unless exempt by applicable law) permitted or certified to do business in the State of Florida:

[ ] Yes [ ] No. License # Exempt FS489.103(18)

Minority Business Status: [ ] Black [ ] Hispanic [ ] Woman [ ] Other

Is your business certified as a minority business (WMBE) or small business enterprise (SLBE) with any government agency?
[ ] Yes [ ] No. If yes, please list below:

Agency Name	Certification Number	Expiration Date

Sub-Contracting Submittals required: Forms MBD-10, MBD-20 must be submitted with the bid/proposal.

By signing this Proposal Signature Form, the Developer complies with all of the requirements of the RFP package including but not limited to Communication Policy and City of Tampa Ethics Code.

Authorized Signature: Tina Swain
Date: 11/13/2017

END OF SECTION VI
Developer's Affidavit and Proposal Signature Forms

Appendix 1

Home Development Budget - 10 Infill Homes on City of Tampa Lots

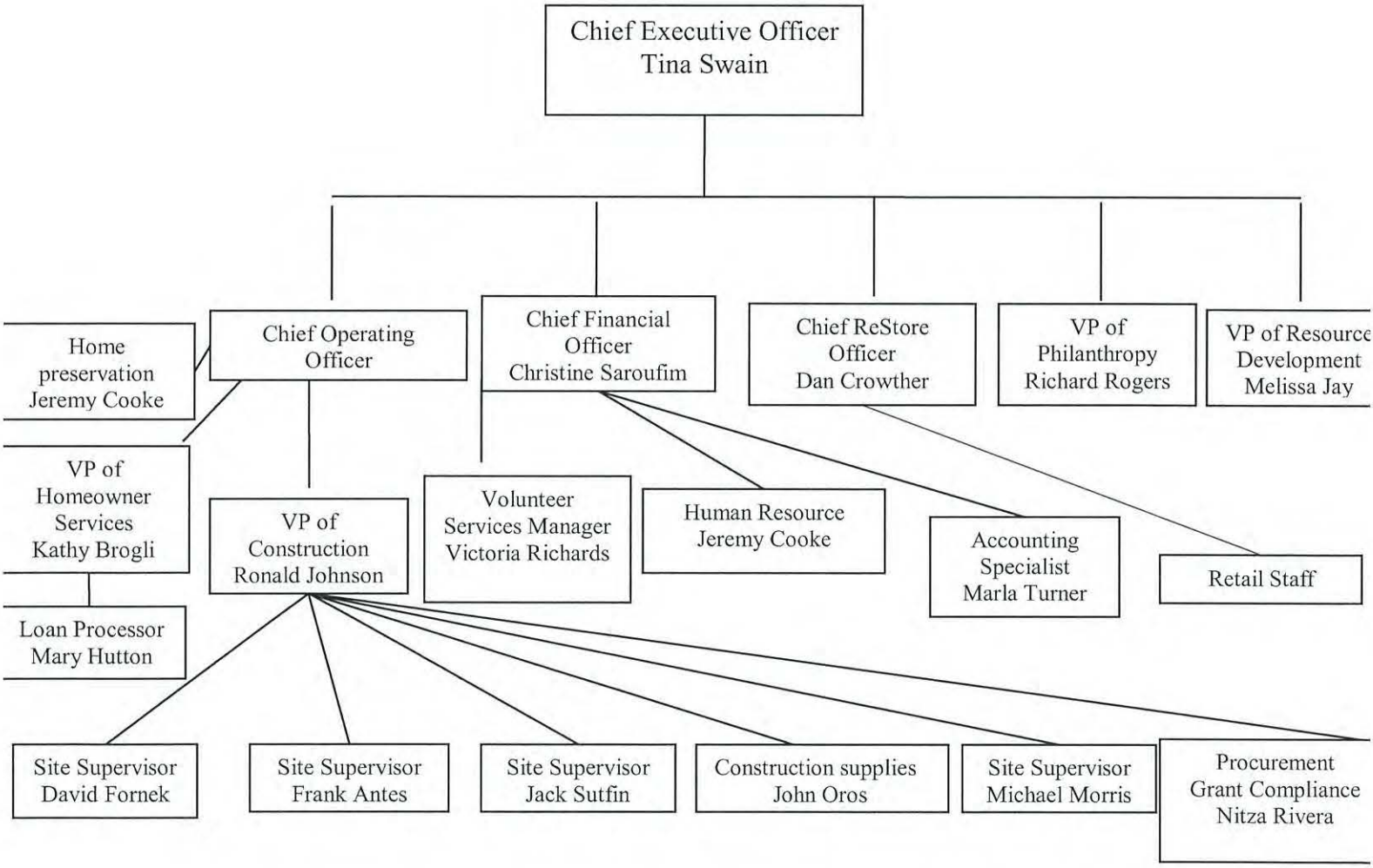
Typical Homes: 3/2/1 @ 1300 SF Finished & 4/2/1 @ 1425 SF Finished - Sustainable Products and Finishes with Energy Star Certification

Code	Estimates
5601.0000 - General Requirements	**$33,185.00**
5601.0050 - Plans and Specs	$1,400.00
5601.1060 - Engineering	$1,400.00
5601.3100 - Project Manager	$10,000.00
5601.3120 - Jobsite Supervision	$8,000.00
5601.4120 - Permits and Impact Fees	$1,800.00
5601.4200 - Impact Fees	$7,425.00
5601.4300 - City Water Connection cost/Fee	$0.00
5601.4520 - Temporary Utilities (Other than power)	$500.00
5601.5110 - Temp Light and Power (Utility cost, NOT electrician's cost)	$260.00
5601.5210 - Mobile Mini or Other On-Site Storage (Rental cost)	$600.00
5601.5220 - Sanitary Facilities (Port-O-Let)	$300.00
5601.7410 - Waste Management (Dumpster)	$1,500.00
5602.0000 - Existing Conditions	**$1,500.00**
5602.2100 - Survey (BTT, Blue Top/Stake, Tie-In, Final)	$1,500.00
5603.0000 - Concrete & Masonry	**$28,120.00**
5603.0500 - Concrete (Material)	$6,000.00
5603.1000 - Slab on Grade Formwork/Steel Placement/Finish/CMU Walls	$19,150.00
5603.1500 - Concrete Form Accessories (Rebar, Ties, Chairs, Visqueen)	$870.00
5603.3720 - Concrete Pump	$900.00
5603.9000 - Driveway/Sidewalk flatwork	$1,200.00
5604.2500 - Pre-Cast Lintels	$0.00
5605.0000 - Metals	**$1,200.00**
5605.0523 - Fastners (Nails, Screws, Bolts, Staples)	$600.00
5605.0525 - Simpson/USP (Ties, Straps, Connectors)	$600.00
5606.0000 - Wood, Plastics, Composites	**$9,320.00**
5606.1010 - Wall Building Rough Framing Package	$3,900.00
5606.1020 - Wall Raising/Truss Install Framing Package	$0.00
5606.1050 - Roof Sheathing	$920.00
5606.1700 - Trusses	$4,500.00
5607.0000 - Thermal and Moisture Protection	**$7,320.00**
5607.2100 - Wall cavity Insulation (Batts)	$375.00
5607.2200 - Blown-in Attic Insulation	$700.00
5607.2300 - Rigid Board Insulation	$330.00
5607.3000 - Roofing Shingles and Materials	$3,600.00
5607.3050 - Roofing LABOR	$1,690.00
5607.4700 - Soffit/Fascia MATERIAL	$625.00
5608.0000 - Openings	**$4,649.00**
5608.1000 - Exterior Doors	$448.00
5608.1050 - Interior Doors	$2,376.00
5608.5000 - Windows	$1,525.00
5608.7100 - Door Hardware	$300.00
5609.0000 - Finishes	**$10,250.00**
5609.2900 - Drywall (Labor and Material)	$5,600.00
5609.3000 - Tile LABOR	$2,150.00
5609.3050 - Tile MATERIAL	$1,700.00
5609.9000 - Paint MATERIAL	$800.00
5610.0000 - Specialties	**$1,000.00**
5610.2800 - Toilet and Bath Accessories & Mirrors	$500.00
5610.5600 - Shelving and Storage Assemblies	$500.00
5611.0000 - Equipment	**$700.00**
5611.3000 - Residential Appliances	$700.00
5612.0000 - Furnishings	**$2,550.00**
5612.3500 - Kitchen Cabinets	$2,000.00
5612.3600 - Countertops	$550.00
5622.0000 - Plumbing	**$5,675.00**
5622.0500 - Plumbing MATERIALS & LABOR	$5,675.00
5623.0000 - Heating, Ventilating, and Air Conditio	**$5,400.00**
5623.0500 - HVAC (New Construction System)	$5,400.00
5626.0000 - Electrical	**$6,757.00**
5626.0500 - Electrical System (New Construction)	$5,907.00
5626.2000 - Temporary Power Pole Setup	$250.00
5626.5000 - Lighting Fixtures	$600.00
5631.0000 - Earthwork	**$9,250.00**
5631.1000 - Site Clearing	$1,500.00
5631.2000 - Site Grading	$4,500.00
5631.2550 - Silt Fence/SW Control	$250.00
5631.3000 - Tree removal	$3,000.00
5632.0000 - Exterior Improvements	**$1,400.00**
5632.9050 - Sod	$1,400.00
5640.0000 - Land Development	**$0.00**
5640.1000 - Land/Development Real Estate Purchase	$0.00
5640.2500 - Development Permitting Fees	$0.00
Habitat Cost Codes	**$1,724.00**
5499 - Misc. Supplies/overhead	$0.00
5600.126 - Landscaping	$800.00
5600.140 - Windows	$0.00
Hurricane Shutters	$394.00
5600.202 - Utility Connection	$105.00
5600.350 - Energy Star Certification	$425.00
PER HOME CONSTRUTION TOTAL:	**$130,000.00**
Sales and Marketing	**$10,250.00**
Homeowner Marketing / Recruitment / Training Program	$5,750.00
Loan Origination / Underwriting / Closings Costs	$4,500.00
PER HOME CONSTRUTION & SALES TOTAL:	**$140,250.00**
PROJECTED PER HOME SALES PRICE WITH 0% MORTGAGE:	**$165,000.00**
15% MORTGAGE ASSIGNMENT DISCOUNT FOR ORIGINATING 0% MORTGAGE	**$24,750.00**
PROJECTED FUNDING RETURNED FOR ADDITIONAL HOME CONSTRUCTION	**$140,250.00**

Appendix 2

Habitat for Humanity® Hillsborough County, FL

Organizational Chart



509 E. Jackson Street | Tampa, FL 33602 | Phone: 813.239.2242 | Facsimile: 813.237.1967
www.habitathillsborough.org

TINA SWAIN, CPA

28409 Pleasant Bay Loop
Wesley Chapel, FL 33543
Phone: (813) 992-3844
Email: tswaincpa@gmail.com

CERTIFICATIONS

Certified Public Accountant
Active license in the state of Florida

EXPERIENCE

Habitat for Humanity of Hillsborough County, Inc. – Tampa, FL April 2015 - Present

Position: *Chief Executive Officer*
Duties: Report to the Board of Directors. Responsible for the executive leadership of the organization to ensure the mission is achieved. This includes supervision and mentoring of staff, matinaing and enhancing the infrastructure of the organization, serving as the primary communication link among directors, officers, committees and volunteers. In addition, serving as the public face of the organization: raising awareness about the Habitat mission and advocating for affordable housing initiatives.

Habitat for Humanity of Hillsborough County, Inc. – Tampa, FL January 2014 – April 2015

Position: *Finance Director*
Duties: Report to the Executive Director, oversee financial operations of the Affiliate, coordinate financial audit, month-end closing, fixed asset record maintenance, annual budgeting, coordination of electronic donor system, administer human resources, strategic planning, assist with technology analyses, implement efficient and effective accounting procedures and policies that result in accurate job costing and accrual based accounting, and maintain relationships with local government.

Carter Validus Advisors, LLC – Tampa, FL January 2013 – December 2013
January 2014 – Present (Contract)

Position: *Broker Dealer Due Diligence Manager*
Duties: Report to the Senior Vice President & COO, responsible for coordinating the creation of a Real Estate Investment Trust (REIT), including, working with legal counsel to register securities issued by a REIT, update performance information from an existing REIT that will be filed with the SEC and broker dealers, coordinate the flow of information from Carter Validus to the broker dealers for due diligence purposes.

Pilot Bank – Tampa, FL October 2011 – October 2012
Position: *Senior Vice President & Chief Financial Officer*
Duties: Report directly to the President & CEO, responsible for strategic planning including, capital planning, budgeting, liquidity planning and stress testing, oversee financial and deposit operations, review quarterly Call Reports, coordination of financial audit, assist in regulatory and operations audits, information technology liaison, oversee vendor management system, budgeting, budget variance analysis, investment purchases, prepare and present data for the Board of Directors, Asset Liability Committee, IT Steering Committee, and Audit Committee.

GulfShore Bank – Tampa, FL April 2007 – October 2011
Position: *Senior Vice President & Chief Financial Officer/Human Resources*
Duties In-Organization: Create Bank parameters in core processing system, set up relationships with correspondent banks, select vendors for third party services (i.e. auditors, credit cards, plastics, merchant services, exchange services, check vendors, software providers, etc.), liaison for Information Technology installation, create policy for approval by the Board, set up General Ledger and provide data to regulators during pre-opening audit, track shareholder investments.

Duties Post Opening: Report directly to the President & CEO, oversee financial and deposit operations, file quarterly Call Reports, coordination of financial audit, assist in regulatory and operations audits, month-end closing, fixed asset record maintenance, information technology liaison, create vendor management system, create business impact analysis for disaster recovery program, monitor daily activity, vendor selection, audit exception tracking, payroll, 401(k) compliance data gathering, budgeting, budget variance analysis, investment purchases, prepare and present data for the Board of Directors, Asset Liability Committee, IT Steering Committee, and Audit Committee. For two year period acted as the Information Security Officer, involved in reviewing security reports, reporting any security incidents to the board and clients of the company. Later took over the Human Resources Function as well.

Pilot Bank - Tampa, FL February 2002 – October 2006
Position: *Vice President of Financial Operations*
Duties: Consolidated financial reporting, regulatory reporting (Call Report, FR Y-6, Y-8, Y-9SP, Y-9C, Y-10, Y-11), month-end closing, fixed asset record maintenance, general ledger account analysis, audit liaison for internal, external and regulatory audits, management of three areas (Accounting, Database Administration, and Deposit Operations [managed thirteen individuals]), stockholder relations liaison between bank and transfer agent, budget variance analysis, adherence to internal controls.

Attendee of various committees, including but not limited to, Profit Improvement, Quality Standards, Conversion, Asset/Liability, etc.

Supervisory responsibilities included oversight of financial and accounting areas with duties that included daily cash balancing, accounts payable, general ledger balancing, and financial reporting for affiliate companies, proof, incoming returns, ACH operations, database admin., etc. All backroom operations typical of a community bank were under my management.

Arthur Andersen, LLP – Tampa, FL January 2001 – January 2002
Position: *Auditor (Staff)*
Duties: Experience working with public clients as well as small businesses with an emphasis in manufacturing. Retail and benefit plan experience also obtained. Application of accounting pronouncements and standards to ensure proper recognition of revenues, expenses, assets and liabilities.

The Terrace Bank (n/k/a Pilot Bank) – Tampa, FL May 2000 – December 2000
Position: *Accountant*
Duties: Daily cash reconciliations, monthly general ledger balancing, special projects under the Bank Cashier, fixed asset maintenance

Ferraro & Company, CPAs – Brandon, FL November 1997 – June 1999
Position: *Staff Accountant*
Duties: Financial statement preparation, clients included retail, food service, and entertainment. Additional accounting responsibilities included payroll and tax preparation.

OFSI (a subsidiary of Ferraro & Company, CPAs)

Position: *Operations Manager*
Duties: Coordination of I.T. hardware installation and software training using AccuLink software. AccuLink software was integrated with Solomon IV to arrive at a real-time accounting solution for growing clients.

EDUCATION

B.A. Accounting:	University of South Florida Tampa, Florida Graduated Magna Cum Laude	December 2000
A.A.S. Accounting:	St. Cloud Technical College St. Cloud, MN GPA 4.0	May 1996
Graduate:	Florida School of Banking Gainesville, FL	August 2005

CIVIC & PROFESSIONAL AFFILIATIONS

Bridging Freedom - Volunteer
Habitat for Humanity – Hillsborough County – Past Board Member
Juvenile Diabetes Research Foundation – Tampa Chapter, Past Board Member

Ronald E. Spoor

3736 East Hillsborough Avenue Tampa Florida 33610 813-992-3845 rspoor@habitathillsborough.org

Education

B.A. Magna Cum Laude, Rollins College, Winter Park, Florida
***(Urban)* Growth Management** – Planning & Politics
Coursework included policy analysis, housing, statistics, land use, historic preservation, urban design, environmental planning, conflict resolution, and an independent study analyzing the history of affordable housing and making suggestions for its design/development in the future. Minor: Philosophy & Religion

Professional Experience

Habitat for Humanity of Hillsborough County, Tampa, Florida 2016 – Present
Chief Operating Officer
Responsibilities include oversight of real estate acquisition and development, design and construction, homeowner selection, education and partnership, volunteers, and housing development business model.

Habitat for Humanity of Pinellas County, Clearwater, Florida 2007 – 2015
Positions Held: Director of Real Estate Acquisition, Land Development Manager, Chief Operations Officer
Responsibilities have included oversight of real estate acquisition and development, design and construction, homeowner selection, education and partnership, volunteers, budgeting, special funding and program strategy.

Habitat for Humanity of Chester County, Coatesville, Pennsylvania 1990 – 1994 & 2004 – 2007
2004 - 2007 (Construction Director) 1990 - 1994 (Volunteer Coordinator -*site supervisor*)
As Construction Director - Manage homebuilding operations including innovative HOPE VI partnership.
As Volunteer Coordinator – Coordinate volunteers including extensive construction site supervision.

Arundel Community Development Services, Annapolis, Maryland 2000 – 2004
Construction Specialist
Administered property rehabilitation and reconstruction program for county government.
Developed in-depth understanding of government funding, contracts, procurement and process.

Christ House, Washington, D.C. 1998 – 2000
Kairos Housing Manager
Managed forty unit SRO Section 8 housing facility for formerly homeless men. Developed in-depth understanding of homeless related challenges and services as well as government related compliance.

Rollins College, Winter Park, Florida 1995 - 1998
Maintained grounds and landscaping for scenic college while obtaining college degree (tuition free).
Acquired practical knowledge of urban horticulture and its role in promoting healthy human environments.

Additional Experience

Appalachia Habitat for Humanity, Robbins, Tennessee, Full Time Stipend Volunteer 1990
Habitat for Humanity Orlando, Florida, Volunteer Construction Crew Leader 1995 – 1998
Habitat for Humanity Sandtown – Winchester, Baltimore, Construction Volunteer Early 2000s
Habitat for Humanity Guatemala – Construction Volunteer – 2013 & 2015
Habitat for Humanity of Malawi, Africa – Construction Volunteer – 2014
Pinellas County Habitat for Humanity Community Housing Development Organization – President, 2010 – 2016
Hillsborough County Habitat for Humanity Community Housing Development Org. – President 2016 - Present

Professional References

Barbara Inman, President & CEO, Habitat for Humanity of Florida, 727-475-1363

Christine Saroufim

25151 Geddy Dr. Land O' Lakes, Florida 34639
Mobile: (813) 523-3477 **Email:** Christine.saroufim@gmail.com

PROFILE Highly motivated, detail oriented, persistence, skilled in accounting and finance. My principle strengths include self-starting, managing, problem solving and the ability to manage multiple tasks. I also hold exceptional organization, communication and implementation skills. My responsibilities have included overall management of all aspects of accounting, supervision of employees and preparation of financial reporting and analysis.

EXPERIENCE

Habitat for Humanity of Hillsborough County

Chief Financial Officer

May-2015 to Present

- Accounting responsibilities include general ledger, payables, receivables, payroll, stipend checks, construction closeout cost reports, mortgage status reports, 941 taxes, sale taxes, quarterly reports, unemployment taxes and reports, audits, escrow accounts and individual accounts records, tithe, lines of credit, monthly mortgage statements, mortgage payment and escrow reconciliations, requested financial reports, etc.
- Creation and implementation of financial policies and procedures.
- Insures that materials purchased are charged to the appropriate project and maintains job files until the project is completed (i.e. permits, surveys, job cost, etc.)
- Accounts for all donations. This includes cash donations, in-kind donations of goods and services, as well as donations of equipment's. Accounting includes maintaining accounting records of all contributions. Insures donation acknowledges are sent to the donors.
- Maintains insurance records, pays premiums and files all documents necessary to maintain policies in force for all insurance including: homeowners, builders risk & general liability, automobile, worker's compensation, errors and omissions, etc. Maintains appropriate certificate of insurance for all subcontractors.
- Provides the necessary data to ensure grant compliance.
- Works with the Executive Director to prepare all needed reports.
- Financial reporting required by Habitat International.
- Arranges and coordinates annual audit with the selected accounting firm.

Pilot Bank
Controller
January 2012-May 2015

- Execution of monthly-end close, corporate consolidations, general ledger maintenance and generation of financial statements.
- Maintaining the organization's accounting principles, practices, procedures, and internal controls, including financial reporting, external reporting, external audit, and SOX compliance.
- Training, coaching, and reviewing a team of accounting staff.
- U.S. GAAP compliance and other regulations by monitoring changes and assisting in the implementation of required internal procedures to comply with authoritative guidance.
- Management of accounting function through acquisitions, including purchase accounting, conversion of accounting systems and integration of accounting processes, and annual financial statement reporting including supporting schedules for preparation of financial statements and footnotes.
- Regulatory reporting including Call Report preparation.
- Monthly/quarterly/annual financial reports and presents findings and recommendations.
- Quarterly & annual audit schedules and primary point of contact with external auditors.
- Supervises A/R, A/P, P/R personnel and transactions
- Responsible for overseeing accounting procedures, internal controls (implementing, monitoring, enhancing), and database management
- Randomly audits work flow to assure that all accounting transactions are appropriately authorized
- Substantiates and justified expenditures and expense reports
- Supervises or prepares monthly journal entries
- Prepares financial statements
- Supervises or prepares general ledger reconciliations
- Assures internal control compliance
- Oversee the reporting and integrity of accounting for invested assets in bonds, mortgage loans, equities, limited partnerships and derivatives.

GulfShore Bank
Assistant Controller
February 2008 – December 2011

- Prepare and verify daily reports
- Prepare daily journal entries required in the accounting department
- Reconcile correspondent bank accounts
- Communicate with Bank managers and others to resolve "out of balance" scenarios
- Monthly/quarterly/annual financial reports and presents findings and recommendations.
- Quarterly & annual audit schedules and primary point of contact with external auditors
- Compile monthly management reports
- Coordinate month-end and year-end closing processes
- Prepare monthly financial statements – Balance Sheet and Profit & Loss Statement
- Account reconciliation and analysis: Prepaid Expenses, Deposits, Accrued Expenses, Investments, Capital Leases, Members Equity, Inter-company balances, etc.
- Journal Entries including maintenance of recurring journal entries and allocations
- Assist the CFO 'Chief Financial Officer" in producing accurate and timely financial statements to the Board of Directors, Auditors, and Regulatory Examiners
- Assist in special projects as necessary

EDUCATION

Bachelor of Science in Accounting, University of Alexandria, Alexandria, Egypt. May 2004.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

Please read, fill out, execute and submit the form, signifying that you have read and agree to adhere to the following policy. Also, please disclose any potential conflicts including any boards or committees currently serving on, any private companies owned by you or members of your Board of Directors, and any other potential conflicts.

(a) ***Applicability.*** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply. (2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).

(b) ***Conflicts prohibited.*** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to NSP activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a NSP-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a NSP-assisted activity, or with respect to the proceeds of the NSP-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

(c) ***Persons covered.*** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.

(d) ***Exceptions.*** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.

(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

(ii) Whether an opportunity was provided for open competitive bidding or negotiation;

(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

Federal Law prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the funding sources administered through this jurisdiction (1) or who are in the position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity... either for themselves or those whom they have family or business ties, during their tenure or for one year thereafter.

Therefore, please answer the following disclosure questions:

1. Are you currently a (Please Check One):

   __ City Council Member __ Officer X Executive Management Staff
   __ Staff (associated with delivery of program)

2. City position held _____

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO ✓ YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO ✓ YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: [signature] Name (Please Print): Christine Sarouflim

Name of Current Employer: Habitat for Humanity of Hillsborough County, Inc. Date: 01/13/17

(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

Please read, fill out, execute and submit the form, signifying that you have read and agree to adhere to the following policy. Also, please disclose any potential conflicts including any boards or committees currently serving on, any private companies owned by you or members of your Board of Directors, and any other potential conflicts.

(a) ***Applicability.*** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.
(2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).
(b) ***Conflicts prohibited.*** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to NSP activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a NSP-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a NSP-assisted activity, or with respect to the proceeds of the NSP-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.
(c) ***Persons covered.*** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.
(d) ***Exceptions.*** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.
(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

(ii) Whether an opportunity was provided for open competitive bidding or negotiation;

(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

Federal Law prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the funding sources administered through this jurisdiction (1) or who are in the position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity…either for themselves or those whom they have family or business ties, during their tenure or for one year thereafter.

Therefore, please answer the following disclosure questions:

1. Are you currently a (Please Check One):

   __ City Council Member __ Officer ✓ Executive Management Staff
   __ Staff (associated with delivery of program)

2. City position held N/A

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO ✓ YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO ✓ YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: _____ Name (Please Print): Ronald Spoor

Name of Current Employer: Habitat for Humanity of Hillsborough County Date: 11/13/17

(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

Please read, fill out, execute and submit the form, signifying that you have read and agree to adhere to the following policy. Also, please disclose any potential conflicts including any boards or committees currently serving on, any private companies owned by you or members of your Board of Directors, and any other potential conflicts.

(a) ***Applicability.*** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply. (2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).

(b) ***Conflicts prohibited.*** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to NSP activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a NSP-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a NSP-assisted activity, or with respect to the proceeds of the NSP-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

(c) ***Persons covered.*** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.

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(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

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(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
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(vii) Any other relevant considerations.

Federal Law prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the funding sources administered through this jurisdiction (1) or who are in the position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity… either for themselves or those whom they have family or business ties, during their tenure or for one year thereafter.

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2. City position held N/A

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   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO ✓ YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: Tina Swain Name (Please Print): Tina Swain

Name of Current Employer: Habitat for Humanity of Hillsborough County FL, Inc. Date: 11/13/2017

(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

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(c) ***Persons covered.*** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.
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   ✓ Staff (associated with delivery of program)

2. City position held N/A

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO X YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO X YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: Marla Turner Name (Please Print): Marla Turner

Name of Current Employer: Habitat for Humanity of Hillsborough County FL Inc Date: 11-13-17

(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

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570.611 CONFLICT OF INTEREST

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   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO X YES ____

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Signature: Mary Hutton Name (Please Print): MARY HUTTON

Name of Current Employer: HABITAT FOR HUMANITY HILLSBOROUGH CTY Date: 11/13/2017

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

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570.611 CONFLICT OF INTEREST

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Signature: Kathy Brogli Name (Please Print): Kathy Brogli

Name of Current Employer: Habitat for Humanity of Hillsborough County Florida, Inc. Date: 11/13/2017

(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

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   NO N/A YES ____

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Signature: Nitza Rivera Name (Please Print): Nitza Rivera

Name of Current Employer: Habitat for Humanity Hillsborough County FL Inc Date: 11/13/17

(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

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570.611 CONFLICT OF INTEREST

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(a) ***Applicability.*** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.
(2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).
(b) ***Conflicts prohibited.*** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to NSP activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a NSP-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a NSP-assisted activity, or with respect to the proceeds of the NSP-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.
(c) ***Persons covered.*** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.
(d) ***Exceptions.*** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.
(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

(ii) Whether an opportunity was provided for open competitive bidding or negotiation;

(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

Federal Law prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the funding sources administered through this jurisdiction (1) or who are in the position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity... either for themselves or those whom they have family or business ties, during their tenure or for one year thereafter.

Therefore, please answer the following disclosure questions:

1. Are you currently a (Please Check One):

   __ City Council Member __ Officer ✓ Executive Management Staff
   __ Staff (associated with delivery of program)

2. City position held _____

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO X YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO X YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: Ron C Johnson Name (Please Print): Ron C JOHNSON

Name of Current Employer: Habitat for Humanity of Hillsborough County Florida Inc. Date: 4-13-17

(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

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   X Staff (associated with delivery of program)

2. City position held N/A

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   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO X YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: _____ Name (Please Print): Jeremy Swinyer

Name of Current Employer: Argos Ready Mix Date: 11/4/17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

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   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO__X__ YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: _____ Name (Please Print): Dayna M. Santana

Name of Current Employer: Blackcare Florida Date: 11/15/17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

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   __ Staff (associated with delivery of program)

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4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO X YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: Jacqueline L. Moore Name (Please Print): Jacqueline L. Moore

Name of Current Employer: TCM BANK, N.A. Date: 11-15-2017

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

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Signature: _____ Name (Please Print): Mark A. Edwojewski

Name of Current Employer: Strobel Building, Inc. Date: 11/15/17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

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Signature: _____ Name (Please Print): April Young

Name of Current Employer: Publix Supermarkets Date: 11/15/17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

Please read, fill out, execute and submit the form, signifying that you have read and agree to adhere to the following policy. Also, please disclose any potential conflicts including any boards or committees currently serving on, any private companies owned by you or members of your Board of Directors, and any other potential conflicts.

(a) ***Applicability.*** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.
(2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).
(b) ***Conflicts prohibited.*** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to NSP activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a NSP-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a NSP-assisted activity, or with respect to the proceeds of the NSP-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.
(c) ***Persons covered.*** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.
(d) ***Exceptions.*** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.
(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

(ii) Whether an opportunity was provided for open competitive bidding or negotiation;

(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

Federal Law prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the funding sources administered through this jurisdiction (1) or who are in the position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity…either for themselves or those whom they have family or business ties, during their tenure or for one year thereafter.

Therefore, please answer the following disclosure questions:

1. Are you currently a (Please Check One):

   __ City Council Member __ Officer __ Executive Management Staff
   __ Staff (associated with delivery of program)

2. City position held _____

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO_____ YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO_____ YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature:_____ Name (Please Print): Anthony Brooks

Name of Current Employer: Central Bank Date: 11/15/17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

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(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
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   __ Staff (associated with delivery of program)

2. City position held _____

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   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO X YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: _____ Name (Please Print): Michael Speigl

Name of Current Employer: _____ Date: 11/13/17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

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(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
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   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO ✓ YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: Diana Englehart Name (Please Print): Diana Englehart

Name of Current Employer: Tomlin St Cyr Real Estate Date: 11/15/2017

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

Section VII SUB-CONTRACTING FORMS AND PAYMENT FORM

Page 1 of 4 DMI – Solicited/Utilized
City of Tampa – DMI -Schedule of All Sub-(Contractors/Consultants/Suppliers) Solicited
(FORM MBD-10)

Contract No.: 17-P-00981 Contract Name: Residential Developer for Infill Housing Redevelopment
Contractor Name: Habitat for Humanity of Hillsborough County FL, Inc.
Address: 509 East Jackson St., Tampa FL 33602
Federal ID: 59-285-0410 Phone: 813-239-2242 Fax: 813-237-1967 Email: rspoor@habitathillsborough.org
[ ] No Firms were contacted/solicited for this contract.
[ ] No Firms were contacted because:_____
[ ] See attached documents with supplemental information.

NIGP Code General Categories: Buildings = 909, General = 912, Heavy = 913, Trades = 914, Architects = 906, Engineers & Surveyors = 925, Supplier = 912-77

This DMI Schedule Must Be Submitted with the Bid or Proposal (Do Not Modify This Form)

S = SLBE W=WMBE / Federal ID	Company Name Address Phone & Fax	Type of Ownership (F=Female M=Male) BF BM = African Am. HF HM = Hispanic Am. AF AM = Asian Am. NF NM = Native Am. CF CM = Caucasian	Trade or Services NIGP Code (listed above)	Contact Method L=Letter F=Fax E=Email P=Phone	Quote or Resp. Rec'd Y/N
26-4430293	Electrical Solutions of Tampa, Inc 8525 Robin Hood Dr, Tampa, FL 33615 813-299-9920 esoltpa@yahoo.com	HM Pend. Certification for Minority Bus.	914	E/P	TBA
59-1785733	R.J. Kielty Plumbing, Heating & Cooling, Inc. 123 Miller Rd., Valrico FL 33594 813-661-0707 hvac@rjkielty.com		914	E/P	Y
27-0949941	Paragon Plumbing Contractors, LLC 6901 Narra St. New Port Richie, FL 34563 727-808-5482 / 727-808-5482 paragonplumbing@earthlink.net	CM Pend. Certification for Small Bus.	914	E/P	TBA
27-0450151	Watertight Roofing Services, LLC 1225 E 131st St., Unit E, Tampa FL 33612 813-971-5404 shaun.bernstein1@gmail.com		914	E/P	TBA
59-3460075	Faith Plastering, Stucco & Drywall 8516 Riverview Dr., Riverview FL 33578 813-677-6769 / 813-671-8183 faithstucco@gmail.com		914	E/P	Y
27-0832025	Time Insulation 10383Oak St. NE Unit 5, St. Pete, FL 33716 813-578-2323 timeinsulation@gmail.com	N/A	914	E/P	Y

It is hereby certified that the information provided is an accurate and true account of contacts and solicitations for sub –contracting opportunities on this contract. ***This form must be completed and submitted with the bid or proposal***. Modifying or failing to sign DMI forms may result in Non-Compliance and/or deemed non-responsive.

Signed: _____ Name/Title: Ron Spoor, COO Date: 11/13/17

MBD 10 rev. 02/01/13 **Note: Detailed Instructions for completing this form are on the next page**

Page 3 of 4 DMI – Solicited/Utilized

City of Tampa – DMI Schedule of Sub-(Contractors/Consultants/Suppliers) to be Utilized

(FORM MBD-20)

Contract No.: 17-P-00981 Contract Name: Residential Developer for Infill Housing Redevelopment
Contractor Name: Habitat for Humanity of Hillsborough County FL Address: 509 E. Jackson St., Tampa, FL 33602
Federal ID:59-2850410 Phone:813-239-2242 Fax:813-237-1967 Email:rspoor@habitathillsborough.org
[ ] See attached documents.
[ ] No Subcontracting (of any kind) will be performed on this contract.

NIGP Code General Categories: Buildings = 909, General = 912, Heavy = 913, Trades = 914, Architects = 906, Engineers & Surveyors = 925, Supplier = 912-77

This DMI Schedule Must Be Submitted with the Bid or Proposal (Do Not Modify This Form)

Enter "S" for firms Certified as Small Local Business Enterprises, "W" for firms Certified as Women/Minority Business Enterprise

S = SLBE W=WMBE / Federal ID	Company Name Address Phone & Fax	Type of Ownership (F=Female M=Male) BF BM = African Am. HF HM = Hispanic Am. AF AM = Asian Am. NF NM = Native Am. CF CM = Caucasian	Trade, Services, or Materials NIGP Code Listed above	Amount of Quote. Letter of Intent if available.	Percent of Scope/Contract %
26-4430293	Electrical Solutions of Tampa, Inc 8525 Robin Hood Dr, Tampa, FL 33615 813-299-9920 esoltpa@yahoo.com	HM Pend. Certification for Minority Bus.	914	TBA	100%
59-1785733	R.J. Kielty Plumbing, Heating & Cooling, Inc. 123 Miller Rd., Valrico FL 33594 813-661-0707 hvac@rjkielty.com		914	$4,680.00	100%
27-0949941	Paragon Plumbing Contractors, LLC 6901 Narra St. New Port Richie, FL 34563 727-808-5482 / 727-808-5482 paragonplumbing@earthlink.net	CM Pend. Certification for Small Bus.	914	TBA	100%
27-0450151	Watertight Roofing Services, LLC 1225 E 131st St., Unit E, Tampa FL 33612 813-971-5404 shaun.bernstein1@gmail.com		914	TBA	100%
59-3460075	Faith Plastering, Stucco & Drywall 8516 Riverview Dr., Riverview FL 33578 813-677-6769 / 813-671-8183 faithstucco@gmail.com		914	$7,637.00	100%
27-0832025	Time Insulation 10383Oak St. NE Unit 5, St. Pete, FL 33716 813-578-2323 timeinsulation@gmail.com	N/A	914	$681.00	100%

Total Subcontract/Supplier Utilization $_____
Total SLBE Utilization $ _____
Total WMBE Utilization $ _____
Percent SLBE Utilization of Total Bid/Proposal Amt. ____% Percent WMBE Utilization of Total Bid/Proposal Amt. ____%

It is hereby certified that the following information is a true and accurate account of utilization for sub-contracting opportunities on this contract. ***This form must be completed and submitted with the bid or proposal.*** Modifying or failing to sign DMI forms may result in Non-Compliance and/or deemed non-responsive.

Signed: _____ Name/Title: Ron Spoor, COO Date: 11/13/17

MBD 20 rev. 02/01/13

Note: Detailed Instructions for completing this form are on the next page.

9507 State Road 52
Hudson, FL 34669
727-863-5486

123 Miller Road
Valrico, FL 33594
813-661-0707

R.J. KIELTY
PLUMBING • HEATING • COOLING

9701 Bachman Road
Orlando, FL 32824
407-855-2636

Established 1973
www.RJKielty.com
State License # CA-C1816725

Proposal No: 1017-13865

Proposal Date: 10/9/2017

Prepared For: **Habit Hillsborough**
509 East Jackson Street
Tampa Fl 33602

Location: 3309 North Morgan St., Tampa, Fl
Model: The Chapman

We Propose hereby to furnish material and labor - complete in accordance with specifications below for the Sum of: **$4,680.00**

Payment to be made as follows: **50% Rough In 50% Upon Completion. NET 10 Days**

All materials guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from specifications below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by worker's compensation insurance.

AUTHORIZED SIGNATURE: _____ THIS PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED IN 30 DAYS.

We hereby submit specifications and estimates for:

A/C

1	Goodman GSZ140241K Heat pump 15 seer
1	Goodman ASPT29B14A Air handler
1	Goodman HKSX05XC Heat strip 5 kw
1	Honeywell TH4210D1005 Programmable thermostat
1	SS2 Safety switch for the air handler
1	Clean comfort media air filter merv 11
1	Hurricane slab for the heat pump 36'x 36"
1	Open metal stand for the air handler
1	Aircycler G2 fresh air ventilator (provided by others)
1	Fresh air duct from the outside
2	Broan AE80BLF Fan lights 80 cfm (energy star)
2	Bath exhaust ducts to the outside
1	Dryer exhaust wall cap 4"
1	Range exhaust wall cap 7"
9	Supplies
1	Return (full louver door by others)
3	Set of abaove the door transom returns
1	Flex duct system with mastic on all joints and seams
1	Warranty: One year on all workmanship
1	Goodman equipment warranty per the manufactuer

Applies to any direct contract between an owner contractor (RJK) - Notice of Lien Laws - Florida Statutes 713.001-713.37. Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. I agree to pay reasonable attorney's fees court costs in the event of legal action. A monthly service charge of 1 1/2% will be added after 30 days.

SIGNED: Ron C Johnson DATE OF ACCEPTANCE & PAGE 2: 10-9-17

Branch: Hudson Last Edit By: Last Edit Date: 10/9/2017

Faith Drywall Inc.

8516 Riverview Dr.
Riverview, FL 33578

Estimate

Date	Estimate #
10/12/2017	4503

Name / Address
Habitat for Humanity

Description	Qty	Cost	Total
Drywall Estimate For: THE CHAPMAN-B-LEFT- 3309 N MORGAN	146	38.00	5,548.00
PRICE FOR STANDARD MARBLE SILLS PER PLAN-	1	289.00	289.00
REVISED- 10/17/17			
K.D. O.P. SQUARE BEAD			

Total 5,837.00

Phone #	Fax #	E-mail
813-677-6769	813-671-8183	faithstucco@gmail.com

Faith Drywall Inc.

8516 Riverview Dr.
Riverview, FL 33578

Estimate

Date	Estimate #
10/12/2017	4503

Name / Address
Habitat for Humanity

Description	Qty	Cost	Total
SPECIFICATIONS: 1. Price includes labor and material to install, finish & texture drywall. 1/2" Interior ceiling board on ceilings, 5/8" Type X Firecode on garage ceilings if dwelling above it, 1/2" Gypsum on walls 2. All wet areas to be installed with moisture resistant board unless stated. 3. Knock down texture to be applied on ceilings and orange peel texture on walls. 4. All corners are figured square, Round corners will be an extra charge. 5. Any areas that are to receive a slick finish will be an extra charge. We also recommend a one coat spray. 6. If there is a second story involved, there must be an opening to load drywall. If not there will be an additional charge to carry boards upstairs. 7. You must provide a designated area for trash. We do not remove trash from jobsite. 8. All repairs, as the result of damage by other trades will be charges for. Other repairs will not be started without a signed V.P.O. request form. 9. Homes sprayed by the 10th will be due in full by the 25th of the month, and homes sprayed by the 25th of the month will be due in full by the 10th of the following month.			

Total

Phone #	Fax #	E-mail
813-677-6769	813-671-8183	faithstucco@gmail.com

Faith Drywall Inc.

8516 Riverview Dr.
Riverview, FL 33578

Estimate

Date	Estimate #
10/12/2017	4503

Name / Address
Habitat for Humanity

Description	Qty	Cost	Total
This Estimate is in effect for only 30 days from the date appearing above. If this estimate is not accepted in writing within that time, this estimate will expire and will not be enforceable. Further, this estimate is based upon the plans and project conditions represented and existing at the time of this estimate and any change to plans and/or conditions, or increased material and labor pricing, will result in either additive changes to this estimate or withdrawal of this estimate. Due to the labor shortage price is subject to change at the time job is ready to start. Once the job is called in we will review the numbers and let you know of any changes before we begin work. IF THIS ESTIMATE IS APPROVED WE WILL NEED YOU TO SIGN IT AND FAX (813-671-8183) OR EMAIL (FAITHSTUCCO@VERIZON.NET) IT BACK TO OUR OFFICE SO WE CAN GET IT SCHEDULED.			

Total $5,837.00

Phone #	Fax #	E-mail
813-677-6769	813-671-8183	faithstucco@gmail.com

Faith Plastering, Stucco & Drywall

8516 Riverview Drive
Riverview, FL 33578

Estimate

Date	Estimate #
10/18/2017	10285

Name / Address
Habitat for Humanity of Hills. County

Description	Qty	Total
Stucco estimate for 3309 N. Morgan		1,800.00
Block	74	
Lath	8	
Raised stucco bands - front only	73	
OPTIONAL: Stone (Labor and material) 40 sq ft, add - $540.00		
PRICE OF STONE ON THIS ESTIMATE IS SUBJECT TO CHANGE DEPENDING ON THE STONE SELECTION MADE, IF THERE ARE ANY FREIGHT CHARGES INVOLVED BECAUSE OF STONE SELECTION OR IF A PRODUCT IS OUT OF STOCK AND HAS TO BE SHIPPED. ANY QUESTIONS PLEASE CALL THE OFFICE AT 813-677-6769.		
Mud thickness to be 1/2" on block 7/8" on lath Texture Finish		
This estimate is in effect for only 30 days from the date appearing above. If this estimate is not accepted in writing within that time, this estimate will expire and will not be enforceable. Further, this estimate is based upon the plans and project conditions represented and existing at the time of this estimate and any change to plans and/or conditions, or increased material pricing, will result in either additive changes to this estimate or withdrawal of this estimate.		
IF THIS ESTIMATE IS APPROVED WE WILL NEED IT TO BE SIGNED AND SENT BACK TO THE OFFICE VIA EMAIL (faithstucco@verizon.net) OR VIA FAX (813-671-8183) IN ORDER FOR THE JOB TO BE SCHEDULED. ANY QUESTIONS PLEASE CALL THE OFFICE (813-677-6769).		
	Total	$1,800.00

Phone #	Fax #	E-mail
(813)677-6769	(813)671-8183	faithstucco@gmail.com



TIME INSULATION

www.timeinsulation.com

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FHA • VA • HUD Approved Products

St. Petersburg	578-2323	Clearwater	441-8898
Tampa	228-9228	Manatee	941-748-5020
North Pinellas/Pasco	845-1966	FAX	578-1869

WE HONOR POWER COMPANY REBATES

PROPOSAL SUBMITTED TO:			WORK PHONE: 813-239-2742 HOME PHONE:	DATE: 10/6/17
NAME: Habitat for Humanity			JOB NAME:	
STREET:			STREET: 3309 - N. Morgan St.	
CITY:	STATE:	ZIP:	CITY: Tampa	STATE: ZIP:

Time Insulation hereby submits specifications and estimates for: 1390sq FT.

R-38 Batts Ceilings

Material + Labor. $1,077.00

option R-38 Blown Cellulose $681.00

Foam jobs: Home owners and pets must vacate premises prior to installation and for 24 hours after work is completed
It is the Customer's responsibility to secure all rebate forms from the power company to receive the rebate

*** Damage from improperly installed A/C drain lines will be the homeowner's responsibility. ***

Time Insulation hereby proposes to furnish labor and materials -- complete in accordance with the above specifications with payment to be made upon completion or work.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will become an extra charge over and above the estimate. Jobs faxed or called in for scheduling shall constitute a binding contract. All agreements contingent upon strikes, accidents or delays beyond our contract. If Time Insulation engages the services of an attorney in the collection of monies due hereunder, the payment of reasonable attorney's fees attributable thereto shall become an obligation of the undersigned to Time Insulation to the extent permitted by law.

Authorized Signature _____ Title _____

Acceptance of Proposal

The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted: Date _____ Signature _____

SERVING CUSTOMERS SINCE 1978

Page 3 of 4 DMI – Solicited/Utilized

City of Tampa – DMI Schedule of Sub-(Contractors/Consultants/Suppliers) to be Utilized

(FORM MBD-20)

Contract No.: 17-P-00981 Contract Name: Residential Developer for Infill Housing Redevelopment
Contractor Name: Habitat for Humanity of Hillsborough County FL Address: 509 E. Jackson St., Tampa, FL 33602
Federal ID:59-2850410 Phone:813-239-2242 Fax:813-237-1967 Email:rspoor@habitathillsborough.org
[ ] See attached documents.
[ ] No Subcontracting (of any kind) will be performed on this contract.

NIGP Code General Categories: Buildings = 909, General = 912, Heavy = 913, Trades = 914, Architects = 906, Engineers & Surveyors = 925, Supplier = 912-77

This DMI Schedule Must Be Submitted with the Bid or Proposal (Do Not Modify This Form)

Enter "S" for firms Certified as Small Local Business Enterprises, "W" for firms Certified as Women/Minority Business Enterprise

S = SLBE W=WMBE / Federal ID	Company Name Address Phone & Fax	Type of Ownership (F=Female M=Male) BF BM = African Am. HF HM = Hispanic Am. AF AM = Asian Am. NF NM = Native Am. CF CM = Caucasian	Trade, Services, or Materials NIGP Code Listed above	Amount of Quote. Letter of Intent if available.	Percent of Scope/Contract %
26-4430293	Electrical Solutions of Tampa, Inc 8525 Robin Hood Dr, Tampa, FL 33615 813-299-9920 esoltpa@yahoo.com	HM Pend. Certification for Minority Bus.	914	$6,700.00	100%
59-1785733	R.J. Kielty Plumbing, Heating & Cooling, Inc. 123 Miller Rd., Valrico FL 33594 813-661-0707 hvac@rjkielty.com		914	$4,680.00	100%
27-0949941	Paragon Plumbing Contractors, LLC 6901 Narra St. New Port Richie, FL 34563 727-808-5482 / 727-808-5482 paragonplumbing@earthlink.net	CM Pend. Certification for Small Bus.	914	TBA	100%
27-0450151	Watertight Roofing Services, LLC 1225 E 131st St., Unit E, Tampa FL 33612 813-971-5404 shaun.bernstein1@gmail.com		914	TBA	100%
59-3460075	Faith Plastering, Stucco & Drywall 8516 Riverview Dr., Riverview FL 33578 813-677-6769 / 813-671-8183 faithstucco@gmail.com		914	$7,637.00	100%
27-0832025	Time Insulation 10383Oak St. NE Unit 5, St. Pete, FL 33716 813-578-2323 timeinsulation@gmail.com	N/A	914	$681.00	100%

Total Subcontract/Supplier Utilization $_____
Total SLBE Utilization $ _____
Total WMBE Utilization $ _____
Percent SLBE Utilization of Total Bid/Proposal Amt. _____% Percent WMBE Utilization of Total Bid/Proposal Amt. _____%

It is hereby certified that the following information is a true and accurate account of utilization for sub-contracting opportunities on this contract. ***This form must be completed and submitted with the bid or proposal.*** Modifying or failing to sign DMI forms may result in Non-Compliance and/or deemed non-responsive.

Signed: _____ Name/Title: Ron Spoor, COO Date: 11/13/17

MBD 20 rev. 02/01/13 **Note: Detailed Instructions for completing this form are on the next page.**

Electrical Solutions of Tampa, Inc
8525 Robin Hood Dr
Tampa FL 33615
TEL - 813 299 9920
esoltpa@yahoo.com
LIC# - ER13014233
LIC# - EC13006494

Proposal

Number	E153
Date	11/13/2017

Bill To
Habitat for Humanity
3736 E Hillsborough Ave
Tampa, FL, 33610

Ship To
Habitat for Humanity
3309 N Morgan St
Tampa, FL

PO Number	Terms	Project

Description	Quantity	Rate	Amount
Wiring new Residence by plans submitted National Electrical Code (NEC) and local ordinances			
Main Electrical Service 200 Amps, 120/240 Volts over head or underground back to back on Garage exterior wall			
Receptacle outlets (Standard White) provided and installed by Electrical Contractor, each.	39		$0.00
Light switches (Decora style White) provided and installed by Electrical Contractor	27		$0.00
Rescest can Light (6" Halo Housing with White air tite Trim) provided and installed by Electrical Contractor	7		$0.00
Ceiling and wall Lights prewired and installation (ONLY) Light fixture to be provided by customer	9		$0.00
Ceiling fan prewired and installation, Fan motor to be provided by customer	4		$0.00
Bathroom exaust Fan prewired and installation, Fan to be provided and mechanically installed by others	2		$0.00

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Tampa, FL

PO Number	Terms	Project

Description	Quantity	Rate	Amount
Smoke detector (Standard White battery back up) provided and installed by Electrical Contractor	3		$0.00
Smoke and Carbon Monoxide combination type detector (Standard White battery back up) provided and installed by Electrical Contractor	2		$0.00
Garbage disposal prewired and electrical installation 120 Volts 20 Amps, Appliance to be provided and mechanically installed by others	0		$0.00
Dishwasher prewired and electric installation 120 Volts 20 Amps, Appliance to be provided and mechanically installed by others	1		$0.00
Kitchen Microwave prewired and electric installation Appliance to be provided and mechanically installed by others	1		$0.00
Kitchen Range prewired and electric installation 240 Volts 40 Amps, Appliance to be provided and mechanically installed by others	1		$0.00
Water Heater prrewired and electric installation 240Volts 30 Amps, Appliance to be provided and mechanically install by others	1		$0.00

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Tampa, FL

PO Number	Terms	Project

Description	Quantity	Rate	Amount
Washer mashine prewired and electric installation 120 Volts 20 Amps, Appliance to be provided and mechanically installed by others	1		$0.00
Dryer prewired and electric installation 240 Volts 30 Amps, Appliance to be provided and mechanically installed by others	1		$0.00
Air Condittionin A/ C condenser prewired and electric installation 240 Volts and up to 30 Amps, Appliance to be provided and mechanically installed by others	1		$0.00
Air Handler Heater prewired and electric installation 240 Volts and up to 40 Amps, Appliance to be provided and mechanically installed by others	1		$0.00
Cable TV prewired and installation	4		$0.00
Phone cable prewired and installation	1		$0.00
Total of Bid	1	$6,700.00	$6,700.00
Payments to be as fallows $ 4690.00, Rough in, $ 2010.00, Final .			

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Tampa, FL

PO Number	Terms	Project

Description	Quantity	Rate	Amount

Discount	$0.00
Shipping Cost	$0.00
Sub Total	$6,700.00
Total	$6,700.00

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/13/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Lockton Affinity, LLC	
Lockton Affinity, LLC P. O. Box 873401 Kansas City, MO 64187-3401	PHONE (A/C, No, Ext): 888-553-9002	FAX (A/C, No): 913-652-3967
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Ace American Insurance Co.	22667
INSURED Habitat for Humanity of Hillsborough Co. Hillsborough County HFH Community Housing Development Organization, Inc. 509 East Jackson Street Tampa, FL 33602	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			GL1064560-17	04/01/2017	04/01/2018	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 0
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS / NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N/A						E.L. EACH ACCIDENT	$
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Insurer A: Property Incl. Crime, Policy # PC1064560-17, 04/01/2017 - 04/01/2018, Limits Per Schedule on file with Lockton Affinity, LLC
Insurer C: Directors & Officers Liability, Policy # DO1064560-17, 04/01/2017 - 04/01/2018, Limit: $1,000,000
Insurer A: Volunteer Accident Medical Expense, Policy # MED1064560-17, 04/01/2017 - 04/01/2018, Limit: $250,000
Insurer A: Volunteer Disability, Policy # DIS1064560-17, 04/01/2017 - 04/01/2018, Temporary Total Disability Limit: 60% Salary

CERTIFICATE HOLDER

1064560

The City of Tampa, Florida

306 East Jackson St

Tampa, FL 33602

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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HABITAT FOR HUMANITY OF HILLSBOROUGH COUNTY FLORIDA, INC.

FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS' REPORT

JUNE 30, 2017

FINANCIAL STATEMENTS
JUNE 30, 2017

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Habitat for Humanity of Hillsborough County Florida, Inc.

We have audited the accompanying financial statements of Habitat for Humanity of Hillsborough County Florida, Inc. (the Organization), which comprise the statement of financial position as of June 30, 2017, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Habitat for Humanity of Hillsborough County Florida, Inc. as of June 30, 2017, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Accell Audit & Compliance, PA

Tampa, Florida
October 2, 2017

HABITAT FOR HUMANITY OF HILLSBOROUGH COUNTY FLORIDA, INC.
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2017

ASSETS	
Cash and cash equivalents	$ 817,288
Grants receivable	24,954
Unconditional promises to give	5,265
Other receivables	33,349
Prepaid expenses	30,038
Inventory - construction and ReStore	178,423
Assets held in escrow	87,206
Mortgages receivable, net	777,620
Land held for development	176,113
Property and equipment, net	849,898
Deposits	24,001
Total assets	$ 3,004,155
LIABILITIES AND NET ASSETS	
Liabilities	
Accounts payable and accrued expenses	$ 145,458
Deferred rent	68,573
Escrow deposits	87,206
Agency payable	72,294
Note payable - related party	383
Notes payable	306,651
Total liabilities	680,565
Net assets	
Unrestricted	2,310,209
Temporarily restricted	13,381
Total net assets	2,323,590
Total liabilities and net assets	$ 3,004,155

See independent auditors' report and accompanying notes to the financial statements.

HABITAT FOR HUMANITY OF HILLSBOROUGH COUNTY FLORIDA, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2017

	Unrestricted	Temporarily Restricted	Total
SUPPORT AND REVENUE			
Contributions			
Cash	$ 107,838	$ 408,069	$ 515,907
Donated lots	-	23,960	23,960
In-kind	279,006	44,192	323,198
Transfers to homeowners	1,743,212	-	1,743,212
Mortgage discount amortization	29,374	-	29,374
Sales - Habitat ReStore	1,707,973	-	1,707,973
Foundations and grants	323,570	-	323,570
Fundraising events	23,563	-	23,563
Other	19,771	-	19,771
Net assets released from restrictions	613,819	(613,819)	-
Total support and revenue	4,848,126	(137,598)	4,710,528
EXPENSES			
Program services			
Rehab/Construction and mortgage discounts	3,011,025	-	3,011,025
Family services	223,332	-	223,332
Habitat ReStore	1,383,935	-	1,383,935
Supporting services:			
Management and general	256,425	-	256,425
Fundraising	188,213	-	188,213
Total expenses	5,062,930	-	5,062,930
Change in net assets before Other Changes	(214,804)	(137,598)	(352,402)
Other changes - Revenue (Expense)			
Interest expense	(15,175)	-	(15,175)
Gain on sale of mortgages	493,610	-	493,610
Total other changes	478,435	-	478,435
Change in net assets	263,631	(137,598)	126,033
Net assets, beginning of year	2,046,578	150,979	2,197,557
Net assets, end of year	$ 2,310,209	$ 13,381	$ 2,323,590

See independent auditors' report and accompanying notes to the financial statements.

HABITAT FOR HUMANITY OF HILLSBOROUGH COUNTY FLORIDA, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2017

	Program Services					Supporting Services			
	Rehab/ Construction	Mortgage Discounts	Family Services	Habitat ReStore	Total Program Services	Fundraising	Management and General	Total Supporting Services	TOTAL
Personnel expenses	$ 413,878	$ -	$ 145,614	$ 908,397	$ 1,467,889	$ 112,571	$ 59,656	$ 172,227	$ 1,640,116
Other Expenses									
Admin and general	24,881	-	76,477	81,462	182,820	30,186	124,553	154,739	337,559
Cost of home/land sales	1,679,785	-	-	-	1,679,785	-	280	280	1,680,065
Facilities	14,495	-	558	276,252	291,305	371	47,571	47,942	339,247
Cost of goods sold, Restore	-	-	-	57,379	57,379	-	-	-	57,379
Home rehabiliation	84,246	-	-	-	84,246	-	-	-	84,246
Mortgage discounts	-	777,507 *	-	-	777,507	-	-	-	777,507
Special events	3,156	-	89	-	3,245	18,582	1,826	20,408	23,653
Other	3,919	-	407	24,680	29,006	26,241	13,139	39,380	68,386
Total expenses before Other non-cash items	2,224,360	777,507	223,145	1,348,170	4,573,182	187,951	247,025	434,976	5,008,158
Depreciation	9,158	-	187	35,765	45,110	262	9,400	9,662	54,772
Total Functional Expenses	$ 2,233,518	$ 777,507	$ 223,332	$ 1,383,935	$ 4,618,292	$ 188,213	$ 256,425	$ 444,638	$ 5,062,930

* See Note 4

407

See independent auditors' report and accompanying notes to the financial statements.

HABITAT FOR HUMANITY OF HILLSBOROUGH COUNTY FLORIDA, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2017

CASH FLOWS FROM OPERATING ACTIVITIES:	
Change in net assets	$ 126,033
Adjustments to reconcile change in net assets to net cash flows from operating activities:	
Amortization of mortgage discounts	(29,374)
Gain on sale of mortgages	(493,610)
Discounts on new mortgages transferred to owners	777,507
Donated land for development	(23,960)
Bad debt expense	8,900
Depreciation	54,772
(Increase) decrease in assets:	
Assets held in escrow	6,033
Grants receivable	(4,309)
Unconditional promises to give	(5,265)
Other receivables	(17,763)
Prepaid expenses	(18,074)
Mortgage notes receivable, net	(171,693)
Inventory - construction and ReStore	15,434
Land held for development	(106,668)
Deposits	(4,415)
Increase (decrease) in liabilities:	
Accounts payable and accrued expenses	28,989
Deferred rent	(1,912)
Escrow funds payable	(6,223)
Agency payable	(17,573)
Net cash from operating activities	116,829
CASH FLOWS FROM INVESTING ACTIVITIES:	
Acquisition of property and equipment	(94,185)
Net cash used in investing activities	(94,185)
CASH FLOWS FROM FINANCING ACTIVITIES:	
Payments on note payable - related party	(81,402)
Proceeds from notes payable	37,444
Net cash used in financing activities	(43,958)
Net change in cash and cash equivalents	(21,314)
Cash and cash equivalents, beginning of year	838,602
Cash and cash equivalents, end of year	$ 817,288
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:	
Transfer of Property to Homeowners	$ 1,743,212
Cash Paid During the Year for Interest	$ 14,975

See independent auditors' report and accompanying notes to the financial statements.

NOTE 1 NATURE OF ORGANIZATION

Habitat for Humanity International, Inc. ("HFHI") was founded in 1976 by Millard and Linda Fuller. The concept of Habitat for Humanity is that each Habitat Affiliate and those in need of adequate shelter would work side-by-side with volunteers to build affordable, decent homes. Habitat for Humanity of Hillsborough County Florida, Inc. ("Habitat" or the "Organization") became an Affiliate in 1987 and is a tax-exempt Not-for-Profit organization. Seeking to put God's love into action, Habitat brings people together to build homes, communities, and hope.

Habitat's Program Services include its home construction program, a thrift retail operation (d.b.a. the ReStore), and family service programs, all of which are provided principally to residents in Hillsborough County.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting
The financial statements of Habitat have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America ("GAAP") and, accordingly, reflect all significant receivables, payables and other liabilities.

Basis of Presentation
Habitat has adopted the Financial Accounting Standards Board ("FASB") Accounting Standards Codification Topic 958, *Not-for-Profit Entities* ("ASC 958"). Under ASC 958, Habitat is required to provide financial statements which are prepared to focus on the Organization as a whole and to present balances and transactions according to the existence or absence of donor-imposed restrictions. As such, Habitat reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and, if applicable, permanently restricted net assets.

Cash and Cash Equivalents
Habitat considers all highly liquid instruments with maturities of three months or less when purchased to be cash equivalents.

Assets Held in Escrow
Habitat currently services the mortgage notes on the homes it sells. Included in assets held in escrow are cash amounts received for insurance and property taxes on such homes. These cash amounts are recorded as an asset, which is offset by a related liability.

Fair Value of Financial Instruments
At June 30, 2017, the following methods, assumptions, and accounting principles are used to estimate fair value of each of the following classes of financial instruments for which it is practical to estimate value:

Cash and cash equivalents - the carrying amount reported in the consolidated statement of financial position approximates fair value because of the short maturity of

those instruments.

Unconditional promises to give - the fair value is determined as the present value of the amount pledged based on the interest rates applicable in the year the promises were received.

Mortgage receivables - the fair value is determined at the present value of the loan.

Accounts payable and accrued expenses - the carrying amount reported in the statement of financial position approximates fair value because of the short maturity of those instruments.

Notes payable - the carrying amount reported in the statement of financial position approximates fair value because the Organization can obtain similar loans of comparable maturities and rates by the Organization's financial institution.

Unconditional Promises to Give

Contributions are recognized when the donor makes a promise to give to Habitat that is, in substance, unconditional. Unconditional contributions that are restricted by the donor are reported as increases in unrestricted net assets, if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, or when a pledge becomes due, temporarily restricted net assets are reclassified to unrestricted net assets.

Unconditional promises to give that are expected to be collected within one year are recorded as contributions receivable at net realizable value. Unconditional promises to give that are expected to be collected in future years are recorded at the present value of their estimated cash flows. Conditional promises to give are not included as support until the conditions are substantially met. Unconditional promises to give were approximately $5,000 as of June 30, 2017 and are included on the statement of financial position.

Habitat uses the allowance method to determine uncollectible unconditional promises. The allowance is based on prior years' experience and management's analysis of specific promises made.

Homes Under Construction

Homes under construction consist of labor, material, and lot costs using the specific identification method. It also includes indirect construction costs incurred during the construction period. Habitat transferred 10 homes to homeowners in 2017.

Land Held for Development

Land held for development includes the cost of land and improvements to land or, if donated, the approximate fair value of the land at the date of the donation, held for future construction of homes.

Mortgage Notes Receivable

Mortgages receivable consist predominantly of non-interest bearing residential first

mortgages secured by real estate and payable in monthly installments over the life of the mortgage, generally over 30 years. All of the mortgages are related to new construction or the rehabilitation of existing homes rehabilitated by Habitat. These mortgages receivable are shown on the statement of financial position discounted by the prevailing interest rates for low income housing at the inception of each mortgage.

In addition to the mortgages receivable included in the statement of financial position, Habitat also enters into equity creation agreements with certain homebuyers. These equity creation agreements known as a "silent second mortgage" originate at the same time of the first mortgage and reflect the difference between the purchase price and the fair market value of the house. This equity creation agreement is part of the mortgage document and is executed for protection against homeowners who may sell their house for a profit before the mortgage is repaid and to protect the homeowner by preventing predatory lenders from paying off the first mortgage and saddling the homeowners with an onerous new mortgage. This amount is considered forgiven by the mortgagee over the life of the mortgage and the mortgagor agrees that the remaining balance is secured by the mortgage until forgiven in full. Habitat does not record a value for the equity creation agreements as it is unlikely that the amount will ever be collected.

Habitat uses established underwriting criteria to ensure that only families who meet Habitat's financial and credit criteria are approved to be partner families and receive a non-interest bearing mortgage loan from Habitat. This includes, but is not limited to, a thorough review of each prospective homeowner's credit report, sources of income, and financial history. Habitat regularly reviews its mortgages receivable and monitors the accounts for delinquencies. Habitat has documented delinquency procedures that are followed starting with 10-15 days after the payment due date. Once a payment is 120 days or more late, Habitat will turn the file over to its attorney who will send a letter or other notice as required by law. If the homeowner does not cure the default, foreclosure proceedings are initiated.

Non-interest bearing mortgages originated are discounted based on prevailing market rates at the time of the sale, which results in the net mortgage receivable balances being generally less than 50% of the home's fair market value. Therefore, Habitat believes that losses resulting from non-payment of mortgage notes receivable, given its collateral value, are not likely. Accordingly, Habitat has not recorded an allowance for mortgages receivable.

Inventory

ReStore inventory, which consists of merchandise donated by building supply stores and by individuals in the community, is stated at lower of cost or market value. With few exceptions, the donated items are used, resulting in an undeterminable market value. For these items, inventory is not recorded. The sale of these items, referred to as ReStore sales on the statement of activities, is recorded at point of sale.

Habitat's inventory also includes construction inventory, construction in process, and land held for construction which is recorded at the lower of cost or market value.

Property and Equipment

Property and equipment are recorded at cost or, if donated, the estimated fair value at the date of donation. Habitat has a policy of capitalizing expenditures for property and

equipment with costs greater than $500. Depreciation is provided using the straight-line method over the estimated useful lives of assets which range from 3 to 39 years. If donors stipulate how long the assets must be used or restrict the use of such assets for a specific purpose, the contributions are recorded as restricted support. In the absence of such stipulations, gifts of property are recorded as unrestricted support.

Net Assets

Habitat's net assets for the year ended June 30, 2017 are classified into two categories: (1) unrestricted net assets, which include no donor-imposed restrictions and (2) temporarily restricted net assets, which include donor-imposed restrictions that will expire in the future.

The unrestricted net assets consist of operating funds available for any purpose authorized by the Board of Directors (the "Board").

Temporarily restricted net assets consist of funds arising from gifts in which the donor has stipulated, as a condition of the gift, restrictions on how or when the gift may be spent. At June 30, 2017, Habitat had $13,381 of temporarily restricted net assets.

Concentration of Credit Risk

Financial instruments that potentially subject Habitat to concentrations of credit risk consist primarily of bank deposits and mortgages receivable.

Habitat maintains bank accounts with balances which, at times, may exceed federally insured limits. Habitat has not experienced any losses on such accounts, and believes it is not exposed to any significant risk on bank deposit accounts.

Habitat has the ability to foreclose on delinquent mortgages, reducing the risk of loss to the Organization.

Use of Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Revenue Recognition

Contributions received are recorded as increases in unrestricted, temporarily restricted, or permanently restricted net assets, depending on the existence and or nature of any donor restrictions.

Habitat recognizes revenue from home sales when a closing occurs. A closing is considered to occur when title, possession, and other attributes of ownership have been transferred to the buyer; and the Organization is not obligated to perform significant activities after the sale.

Federal, state and local government, and other grants are recognized as support when performance occurs pursuant to the contract agreement.

Donated Services

Donated services and materials are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence or nature of any donor

restrictions. These are reflected in the accompanying statement of activities, at their estimated fair market values at the date of receipt. Contributions of services are recorded if the services received create or enhance non-financial assets or require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. During the year ended June 30, 2017, Habitat recorded donation revenue of approximately $311,000 related to donations of building materials and services and $24,000 in donated lots from various financial institutions and donors recorded at their tax assessed just market value which approximates fair value.

ReStore sales are recognized as revenue at the time merchandise is transferred to the customer. Historically, sales returns have not been significant.

Transfers to Homeowners
Transfers to homeowners are recorded at the gross mortgage amount plus down payment received. Non-interest bearing mortgages have been discounted based upon prevailing market rates for low income housing at the inception of the mortgages. Utilizing the effective interest method, this discount will be recognized as mortgage discount amortization income over the term of the mortgage.

Advertising Costs
Advertising costs are expensed as incurred and were approximately $21,000 for the year ended June 30, 2017.

Impairment on Long-Lived Assets
Habitat's long-lived assets, such as land, building, and equipment, are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount of an asset may not be recoverable. Recoverability of assets to be held and used is measured by a comparison of the carrying amount of an asset to estimated undiscounted future cash flows expected to be generated by the asset. If the carrying amount of an asset exceeds its estimated future cash flows, an impairment charge is recognized for the amount by which the carrying amount exceeds the fair value of the asset.

Assets to be disposed of would be separately presented in the statement of financial position and reported at the lower of the carrying amount or fair value less costs to sell, and are no longer depreciated. The assets and liabilities of a disposal group classified as held for sale would be presented separately in the appropriate asset and liability sections of the statement of financial position. Habitat recognized no impairment for the year ended June 30, 2017.

Functional Expenses
Certain direct, indirect, and administrative expenses are incurred which benefit more than one program. The Organization, therefore, allocates these expenses accordingly using time charged to employees and other various methods.

Federal Income Tax
Habitat is organized as a nonprofit corporation under the laws of the State of Florida and is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code and corresponding Florida provisions. Donors of cash and/or property are entitled to

the maximum charitable contribution deduction allowed by law. Habitat follows the guidance of Accounting Standards Codification (ASC) 740, *Accounting for Income Taxes*, related to uncertainties in income taxes, which prescribes a threshold of more likely than not for recognition and derecognition of tax positions taken or expected to be taken in a tax return. There are no such uncertain tax positions for Habitat for the year ended June 30, 2017. Habitat is not currently under examination by any taxing jurisdiction. Habitat's federal returns are generally open for examination for three years following the date filed.

NOTE 3 INVENTORY

Inventory consists of the following as of June 30, 2017:

Construction in process	$	116,237
ReStore inventory		53,332
Supplies and materials		8,854
Total inventory	$	178,423

NOTE 4 MORTGAGES RECEIVABLE

The initial amount of each mortgage loan approximates Habitat's cost to build the house, plus mortgage discount expense. The notes on these mortgages are non-interest bearing, payable in equal monthly installments, and are secured by deeds of trust on the properties. The payments collected on these mortgages are used to help fund future home construction. The notes have been discounted at the prevailing market rate at the inception of the mortgage using the effective interest method over the lives of the mortgages. As mortgage payments are made, Habitat recognizes the amortization of the discount as revenue.

Mortgages receivable as of June 30, 2017 are as follows:

Non-interest bearing loans at face value	$	1,302,314
Less: Unamortized discount based on imputed interest		(524,694)
Mortgage notes receivable, net of discounts	$	777,620

During the year ended June 30, 2017, Habitat transferred 10 properties to qualified buyers at a zero-interest mortgage that is being financed by Habitat, and recorded a discount of approximately $778,000 on these mortgages that show as a non-cash expense on the Statement of Functional Expenses (See page 4).

Periodically, Habitat sells individually identified mortgages receivable to financial institutions. Habitat continues to service these receivables by collecting payments from homeowners on behalf of the purchasing financial institutions. Homeowner payments are remitted by Habitat to the purchasing financial institutions in arrears. Accordingly, Habitat has reported an agency payable liability in the amount of approximately $72,000 as of June 30, 2017. This reflects the homeowner payments held by Habitat

that must be subsequently remitted to the purchasing financial institutions. For the year ended June 30, 2017, Habitat sold 15 of its mortgages.

NOTE 5 PROPERTY AND EQUIPMENT

Property and equipment consists of the following at June 30, 2017:

Building	$ 458,876
Land	364,550
Leasehold improvements	127,662
Automobile	86,586
Equipment	54,556
Office equipment	43,073
	1,135,303
Less accumulated depreciation	(285,405)
Total property and equipment, net	$ 849,898

Depreciation expense for the year ended June 30, 2017 was approximately $55,000.

NOTE 6 OPERATING LEASES

Habitat had multiple lease obligations during the year ended June 30, 2017, which expire on various future dates. These leases include rent, a copy machine, and three trucks. Lease expense for these operating leases for the year ended June 30, 2017 was approximately $151,000.

The following is a schedule by years of the future minimum lease payments:

Year ending June 30,	Amount
2018	189,089
2019	192,358
2020	196,517
2021	200,788
2022	162,140
Thereafter	61,314
Total	$ 1,002,206

NOTE 7 NOTE PAYABLE – RELATED PARTY

During 2011, Habitat entered into a promissory note agreement with HFHI under which it could borrow up to $22,500. This promissory note agreement was entered into as part of the Self-Help Homeownership Opportunity Program ("SHOP") affiliate sub-grant agreement in which, through HFHI, Habitat was awarded $90,000 to be used to pay eligible expenses with respect to land acquisition and infrastructure improvements, with

25% of the award due to HFHI. As of June 30, 2017, the total amount due to HFHI was $383, and is recorded as a note payable – related party on the statement of financial position. This promissory note is non-interest bearing with the total principal to be paid in full before January 1, 2018.

NOTE 8 NOTE PAYABLE

Note payable consists of the following as of June 30, 2017:

Note payable, collateralized by a mortgage, payable in monthly installments of $2,126, including interest at 4.67% per annum, beginning November 2013 through October 2018.	$ 177,089
Note payable in monthly installments of $4,924, including interest at 3.52% per annum, beginning August 2015 through September 2018.	72,097
Note payable, collateralized by a vehicle, payable in monthly installments of $443, including interest at 3.98% per annum, beginning August 2015 through July 2021.	20,021
Note payable in monthly installments of $634, including interest at 3.90% per annum, beginning January 2017 through December 2022.	37,444
Total notes payable	$ 306,651
Less current portion	(86,088)
Notes payable, less current portion	$ 220,563

Future principal maturities on the note payable are as follows:

Year ending June 30,	Amount
2018	$ 86,088
2019	185,219
2020	11,735
2021	12,209
2022	7,746
Thereafter	3,654
Total	$ 306,651

NOTE 9 LINE OF CREDIT

Habitat has a line of credit with a lending institution. The line is in the amount of $50,000 with no maturity date. As of June 30, 2017, there were no amounts outstanding on the line of credit.

NOTE 10 TRANSACTIONS WITH HABITAT INTERNATIONAL

Habitat remits a portion of its unrestricted contributions to Habitat International as tithe to support its operations. Habitat contributed approximately $23,000 to Habitat International during the year ended June 30, 2017. This amount is included in program services expense in the statement of activities.

NOTE 11 COMMITMENTS AND CONTINGENCIES

Habitat is exposed to various asserted and unasserted potential claims encountered in the normal course of business. In the opinion of management, the resolution of these matters will not have a material effect on Habitat's financial position or the results of its operations.

NOTE 12 SUBSEQUENT EVENTS

Habitat has evaluated the need for adjustments and/or disclosure resulting from subsequent events in these financial statements through October 2, 2017, the date the financial statements were available to be issued. Habitat is not aware of any subsequent events which would require recognition or disclosures in the financial statements.

MEMORANDUM OF UNDERSTANDING
BETWEEN
DOMAIN HOMES
AND
HABITAT FOR HUMANITY OF HILLSBOROUGH COUNTY

SUBJECT: Response to City of Tampa Request for Proposal (RFP) for Residential Developer for Infill Housing Redevelopment

1. PURPOSE

a. To establish a memorandum of understanding (MOU) that describes the association between Domain Homes and Habitat for Humanity of Hillsborough County (HFHHC) in relation to the City of Tampa Request for Proposal for Residential Developer for Infill Housing Redevelopment.

b. Domain Homes and HFHHC both share a commitment to providing homeownership opportunities for City of Tampa residents. In particular, Domain Homes and HFHHC share a commitment to leverage available resources (including City of Tampa owned vacant residential property) to provide homeownership opportunities for residents who currently lack access to decent, sustainable housing due to issues with affordability and or inventory constraints.

2. SCOPE

a. Domain Homes and HFHHC recognize the advantages of collaborating to advance homeownership opportunities in the City of Tampa. Domain Homes maintains an outstanding reputation in the community for developing a significant volume of quality housing products in urban locations that attract considerable market demand. HFHHC maintains and outstanding reputation as a local affordable housing developer and affiliate of Habitat for Humanity International, a non-profit organization responsible for providing millions of housing solutions around the globe.

b. Domain Homes and HFHHC enter this MOU in particular to focus on obtaining the opportunity to redevelop property made available through the City of Tampa Request for Proposal for Residential Developer for Infill Housing Redevelopment. HFHHC will construct up to 10 homes over the 24 month period for 50-80% AMI and that Domain will not be providing any funding or construction financing for the homes.

3. RESPONSIBILITIES

a. Domain Homes and HFHHC will:

(1) Build new single family homes on properties made available through the City of Tampa and in accordance with a contract to be provided by the City of Tampa. As a part of this MOU, HFHHC will construct up to 10 homes over a 24 month period. HFHHC will sell the homes to qualified homeowner applicants with household incomes below 80% AMI. Domain Homes will not provide funding or financing for the HFHHC homes.

(2) Work with the City of Tampa Housing & Community Development Division to create media information and print material announcing the benefits of the proposed Residential Infill Housing Redevelopment.

(3) Share construction best practices (including methods for ensuring housing durability and sustainability) to promote maximum efficiencies and successful outcomes.

(4) Provide opportunity for Domain Homes homebuyers to attend certain HFHHC homeownership classes.

(5) Leverage best material application information in an effort to produce the "most for the least".

(6) Construct homes strategically (based on geography and schedule) in close proximity in an effort to maximize impact in focus areas.

(7) Share construction scheduling and protocols to mutually benefit both Domain Homes and HFHCCC.

(8) Explore joint marketing opportunities to further promote affordable housing opportunities in the local Tampa marketplace.

(9) Promote HFHHC fundraising activities when appropriate.

(10) Explore cost saving opportunities within the marketplace to the extent that they offer homebuyers the opportunity to increase value.

(11) Cross refer clients to Domain Homes and HFHHC as appropriate.

(12) Establish key performance indicators. Schedule reoccurring meetings to discuss progress on key performance indicators.

(13) Collaborate to create a joint effort to advocate for affordable housing with City of Tampa representatives.

(14) Ensure that the HFHHC Board of Directors is educated regarding the Residential Infill Housing Redevelopment and the benefits of the project's success.

4. EFFECTIVE DATE AND TERMINATION: This MOU will commence on the date of signature. The MOU shall remain in effect until terminated by either party within thirty (30) days advanced written notice of either party.

Domain Homes

Kevin D Robles

Kevin Robles, COO

11/14/17

Date

Habitat for Humanity of Hillsborough County

Tina Swain

Tina Swain, CEO

11/13/2017

Date

HFHHC – Detailed Project Schedule – Home Construction

Housing Starts
April 2018 – House #1
June 2018 – House #2
September 2018 – House #3
November 2018 – House #4
January 2019 – House #5
April 2019 – House #6
June 2019 – House #7
August 2019 – House #8
November 2019 – House #9
January 2020 – House #10

Housing Completions/Sales
July 2018 – House #1
September 2018 – House #2
December 2018 – House #3
February 2019 – House #4
April 2019 – House #5
July 2019 – House #6
September 2019 – House #7
November 2019 – House #8
February 2020 – House #9
April 2020 – House #10

HFHHC – Marketing Plan & Timeline

HFHCC will begin accepting applications from potential homeowner candidates in January 2018. HFHCC will accept applications in accordance with the following timelines:

January – April 2018 – Accept Applications for First Three Homes

Accept applications for City of Tampa home #1, home #2 and home #3. Homeowner applicants will be evaluated by the Homeowner Services Committee using established underwriting guidelines and submitted for approval to the Board of Directors. The homeowner candidates will contribute "sweat equity", attend educational classes and save for their closing cost and insurance in accordance with the HFHHC Homeownership Program. The homeowner candidates will purchase their homes in July 2018, September 2018 and December 2018.

July – September 2018 – Accept Applications for Next Four Homes

Accept applications for City of Tampa homes #4, #5, #6 and #7. Homeowner applicants will be evaluated by the Homeowner Services Committee using established underwriting guidelines and submitted for approval to the Board of Directors. The homeowner candidates will contribute "sweat equity", attend educational classes and save for their closing costs and insurance in accordance with the HFHHC Homeownership Program. The homeowner candidates will purchase their homes in February 2019, April 2019, July 2019 and September 2019.

January – April 2019 – Accept Applications for Next Three Homes

Accept applications for City of Tampa homes #8, #9 and #10. Homeowner applicants will be evaluated by the Homeowner Services Committee using established underwriting guidelines and submitted for approval to the Board of Directors. The homeowner candidates will contribute "sweat equity", attend educational classes and save for their closing cost and insurance in accordance with the HFHHC Homeownership Program. The homeowner candidates will purchase their homes in November 2019, February 2020 and April 2020.

HFHHC– Marketing Notes

HFHHC will affirmatively market all homes in a manner to attract residents without regard to race, color, national origin, sex, religion, familial status or disability. HFHHC will:

Use the Equal Housing Opportunity logo in all advertising
Display a Fair Housing poster in the HFHHC office
Maintain files of affirmative marketing activities for five years and provide access to City staff
Exercise affirmative marketing of all homes

HFHHC sells homes to applicants with a household income between 30% and 80% AMI.

ROOF VENT CALCULATION

TOTAL ROOF AREA = 2044 Sq. Ft.

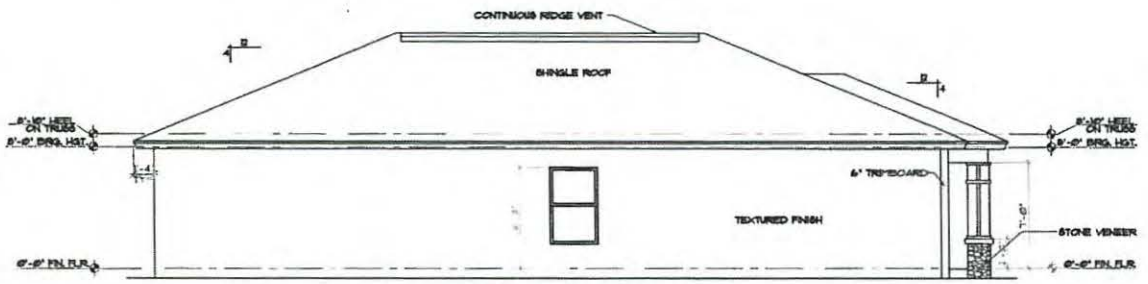
TOTAL NFA NEEDED = 2044 x 144 = 294336 Sq. In.
294336 Sq. In. / 300 sq. In.
980 sq. In. / 2 = 490

TOTAL NFA NEEDED FOR OFF RIDGE = 490 Sq. In.
TOTAL NFA NEEDED FOR SOFFIT VENT = 490 Sq. In.

261 RIDGE VENT x 2 sq. In. = 522
(188') (LINEAL FEET OF SOFFIT VENT) x 538 Sq. In. = 1049 sq. In.

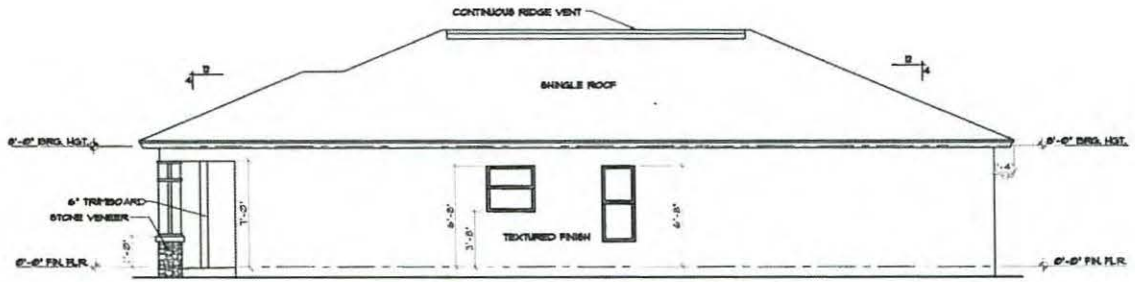
TOTAL NET FREE AREA ACHIEVED = 1571 , 980

CONT. RIDGE ROOF VENT



LEFT ELEVATION–B

SCALE: 1/4" = 1'-0"



RIGHT ELEVATION–B

SCALE: 1/4" = 1'-0"



REAR ELEVATION–B

SCALE: 1/4" = 1'-0"



FRONT ELEVATION–B

SCALE: 1/4" = 1'-0"

ARCHITECTS
AB Design Group Inc.
1441 N. RONALD REAGAN BLVD.
LONGWOOD, FL 32750
PH: 407-774-6078
FAX: 407-774-6078
www.abdesigngroup.com
AA #: 0003325

DATE	DESCRIPTION (SEE COVER SHEET)

SUBDIV. & LOT:
704
EAST MORGAN
BRANDON, FL

PROJECT#
1923.000–17001

MODEL:
THE MORRIS 55

GARAGE SWING:
LEFT

PAGE:
ELEVATION B

ARCHITECT:
STATE OF FLORIDA

JAMES CANTWELL
AR NO 12079

PRINT DATE: 09/25/17
SCALE: 1/4"=1'-0"
SHEET
3B

FLOOR PLAN NOTES

- ALL DIMENSIONS ARE FROM FACE OF 7⅝" BLOCK WALL (OR EDGE OF FLOOR SLAB) TO FACE OF WALL STUD W.N.O.
- ALL INTERIOR WALLS ARE 3 ½" W.N.O.
- DRYER VENTED THROUGH ROOF (VTR), NOT SCREENED.
- SEE SHEET GN FOR GENERAL AND STANDARD BUILDING NOTES.
- ALL HABITABLE ROOMS TO HAVE ARC FAULT CIRCUIT INTERRUPTER.
- ALL FULL HEIGHT BLOCK WALLS BETWEEN FILLED CELLS WITHOUT OPENINGS ARE SHEAR WALLS.
- 20 MINUTE FIRE RATED DOOR OR SOLID CORE DOOR AT GARAGE.
- WALL SEPARATION BETWEEN GARAGE AND RESIDENCE AND ATTIC SPACE TO BE ½" GYPSUM BOARD APPLIED TO GARAGE SIDE.

WALL LEGEND

NON-LOAD BEARING WALL @ 8'-0"

NON-LOAD BEARING WALL @ 9'-0"

INSULATED WALL BETWEEN GARAGE & LIVING (TYP.)

BLOCK MASONRY @ 8'-0" BRG.

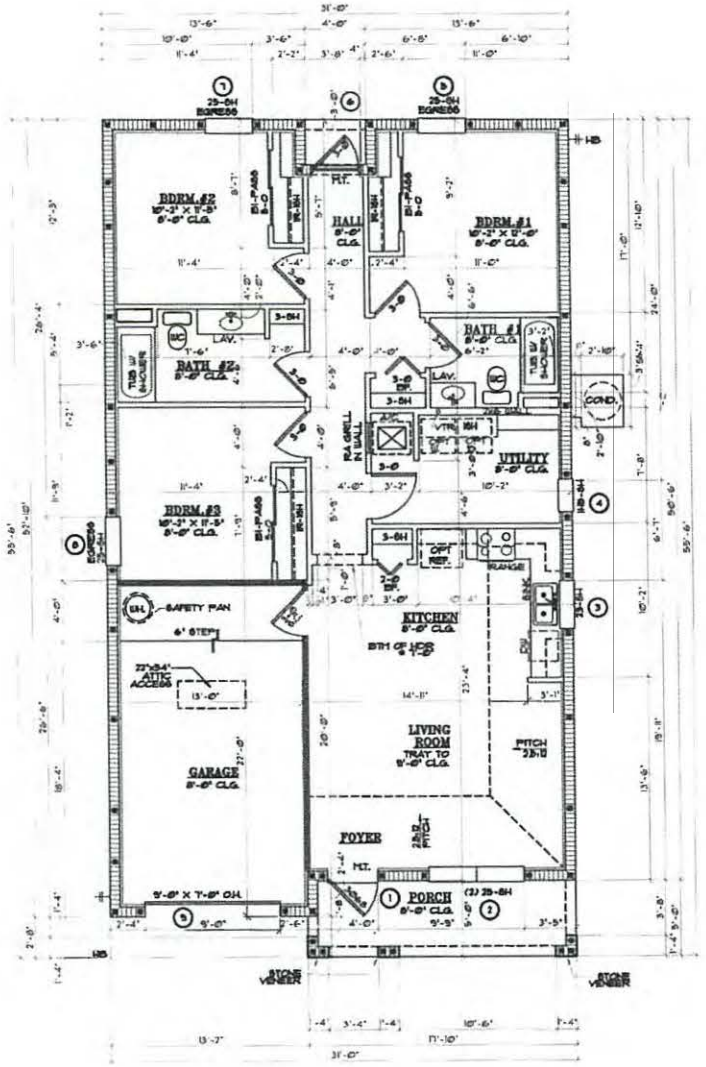
SQ.FT. CALC.'S

LIVING	1299	SQ. FT.
GARAGE	286	SQ. FT.
PORCH	86	SQ. FT.
REAR ENTRY	11	SQ. FT.
TOTAL UNDER ROOF	1686	SQ. FT.

COMPONENT AND CLADDING WIND LOADS
BASIC WIND EXPOSURE FOR 3 SECOND GUSTS

CALL#	SQUARE FOOTAGE	WINDOW SIZE AND TYPE	ZONE	80 MPH WIND	REMARKS
1	21	3068 DR	4	23.2/-25.3	
2	30	(2) 25-SH	4	22.4/-24.5	
3	9	23-SH	4	24.3/-26.3	
4	10	1HB-SH	4	24.1/-26.1	
5	15	25-SH	4	23.5/-25.6	
6	21	3068 DR	4	23.2/-25.3	
7	15	25-SH	4	23.5/-25.6	
8	15	25-SH	4	23.5/-25.6	
9	63	9'-0"x7'-0" GARAGE DOOR	5	21.4/-26.7	

BASIC WIND SPEED MPH = 80
INTERNAL PRESSURE COEFFICIENT = ±0.18
BUILDING CATEGORY II, EXPOSURE = B
USE IMPORTANCE FACTOR 1.0
ANY OPENING WITHIN 4'-0" OF ANY CORNER WILL BE A ZONE 5 CATEGORY



FLOOR PLAN – ELEV. B

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PH: 407-774-6078
FAX: 407-774-4078
www.abdesigngroup.com
AA #: 0003325

INT.	DATE	DESCRIPTION (SEE COVER SHEET)

SUBDIV. & LOT:
704
EAST MORGAN
BRANDON, FL.

PROJECT#
1923.000-17001

MODEL:
THE MORRIS 55

GARAGE SWING:
LEFT

PAGE:
FLOOR PLAN & WIND LOAD CALC.

ARCHITECT:
STATE OF FLORIDA

JAMES CANTWELL
AR NO 12079

PRINT DATE: 09/25/17
SCALE: 1/4"=1'-0"
SHEET
2

ROOF VENT CALCULATION
ELEVATION B

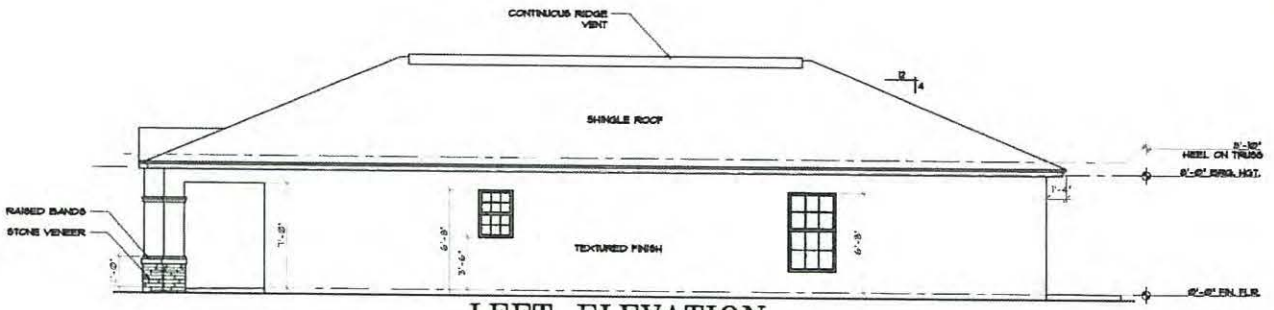
TOTAL ROOF AREA = 2143 Sq. Ft.

TOTAL NFA NEEDED = 2143 x 144 = 308592 Sq. In.
308592 Sq. In./ 300 Sq. In. = 1028 sq. in. / 2 = 514

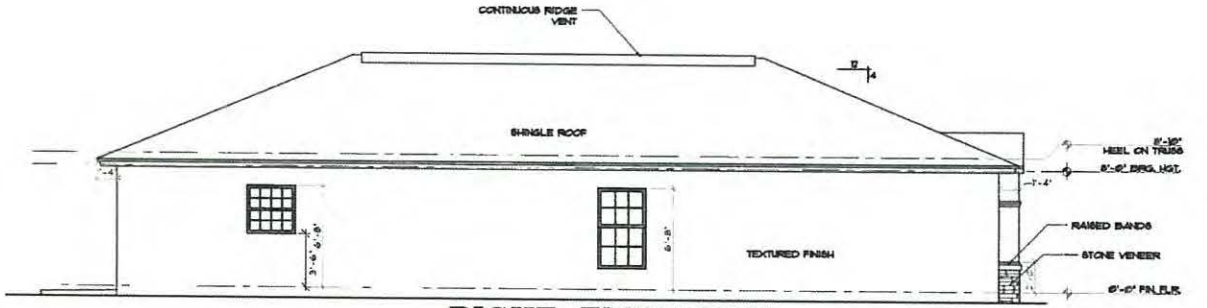
TOTAL NFA NEEDED RIDGE VENT = 514 Sq. In.
TOTAL NFA NEEDED FOR SOFFIT VENT = 514 Sq. In.

344 RIDGE VENT x 2 IN. = 688 SQ. IN.
(199') (LINEAL FEET OF SOFFIT VENT) x 5.58 Sq. In. = 1110 sq. In.

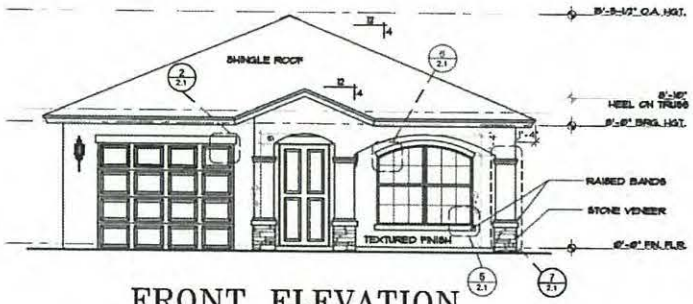
TOTAL NET FREE AREA ACHIEVED = 1798 > 1028



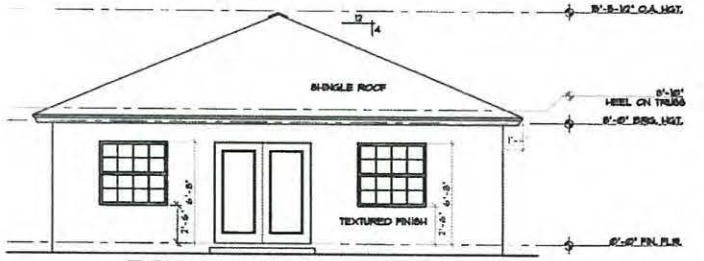
LEFT ELEVATION



RIGHT ELEVATION



FRONT ELEVATION



REAR ELEVATION

ARCHITECTS
A.B. Design Group Inc.
1441 N. RONALD REAGAN BLVD.
LONGWOOD, FL 32750
PH: 407-774-6078
FAX: 407-774-6078
www.abdesign.group.com
AA #: 0003325

DRAFTING BY:
A.B. DESIGN GROUP DRAFTING INC.
5439 BEAUMONT CENTER BLVD.
SUITE 1004
TAMPA, FLORIDA 33634
PH: (813) 886-2628
FAX: (813) 890-2602

INT.	DATE	DESCRIPTION (SEE COVER SHEET)

Habitat for Humanity

SUBDIV. & LOT:
706
EAST MORGAN
BRANDON, FL.

PROJECT#
1923.000-17006

MODEL:
THE JORDAN 58

GARAGE SWING:
LEFT

PAGE:
EXTERIOR ELEVATIONS ELEV. "B"

150 MPH-EXP B

ARCHITECT
STATE OF FLORIDA

JAMES CANTWELL
AR NO 22070

PRINT DATE: 10/18/17
SCALE:
SHEET
3B

FLOOR PLAN NOTES

- ALL DIMENSIONS ARE FROM FACE OF 7⅝" BLOCK WALL (OR EDGE OF FLOOR SLAB) TO FACE OF WALL STUD U.N.O.
- ALL INTERIOR WALLS ARE 3 ½" U.N.O.
- DRYER VENTED THROUGH ROOF (VTR), NOT SCREENED.
- SEE SHEET GN FOR GENERAL AND STANDARD BUILDING NOTES.
- ALL HABITABLE ROOMS TO HAVE ARC FAULT CIRCUIT INTERRUPTER.
- ALL FULL HEIGHT BLOCK WALLS BETWEEN FILLED CELLS WITHOUT OPENINGS ARE SHEAR WALLS.
- 20 MINUTE FIRE RATED DOOR OR SOLID CORE DOOR AT GARAGE.
- WALL SEPARATION BETWEEN GARAGE AND RESIDENCE AND ATTIC SPACE TO BE ½" GYPSUM BOARD APPLIED TO GARAGE SIDE.

SQ.FT. CALC.'S

ELEVATION 'B'

LIVING	1384	SQ. FT.
GARAGE	298	SQ. FT.
PORCH	36	SQ. FT.
TOTAL UNDER ROOF	1682	SQ. FT.
PATIO	38	SQ. FT.

WALL LEGEND

NON-LOAD BEARING WALL = 8'-0"

NON-LOAD BEARING WALL = 9'-0"

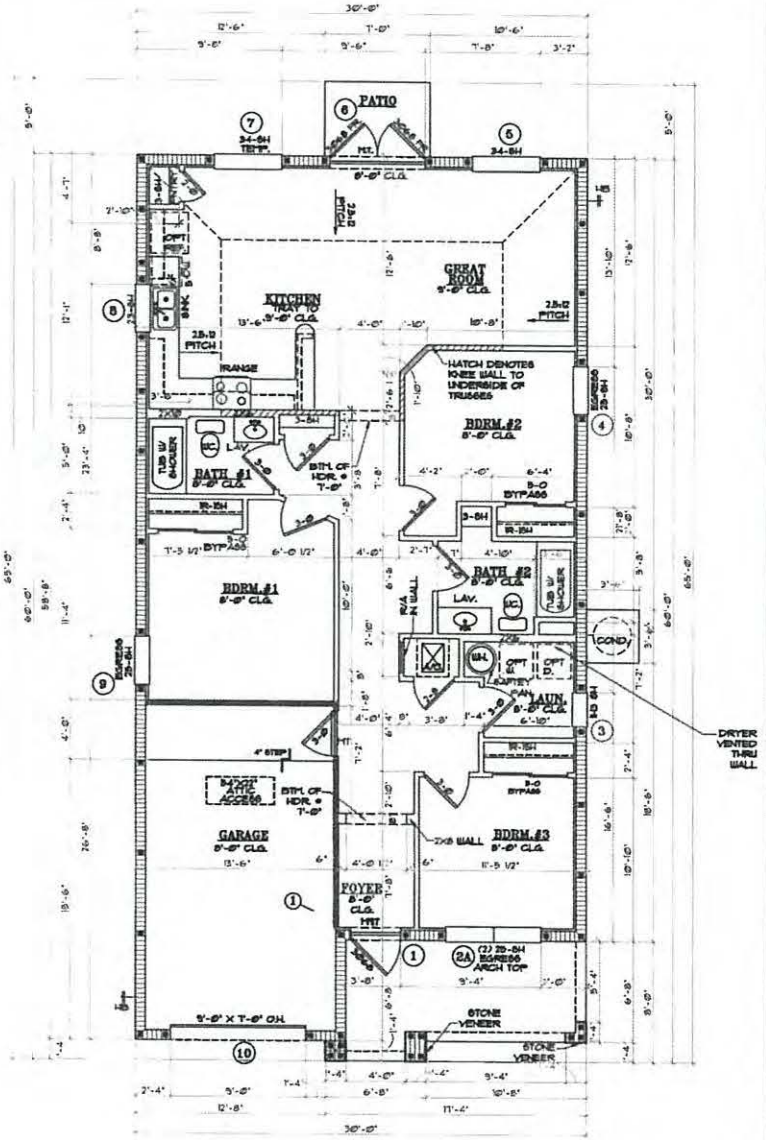
INSULATED WALL BETWEEN GARAGE & LIVING (TYP.)

BLOCK MASONRY = 8'-0" BRG.

COMPONENT AND CLADDING WIND LOADS
BASIC WIND EXPOSURE FOR 3 SECOND GUSTS

CALL	SQUARE FOOTAGE	WINDOW SIZE AND TYPE	ZONE	±sp MPH	REMARKS
1	20	3068 DR	4	23.6/-28.3	
2A	32	(2) 2'8-8H ARCH TOP	4	22.8 / -24.6	ELEV - B
3	6	2'8-8H	4	24.2/-26.3	
4	11	2'8-8H	4	23.6 / -31.2	
5	19	3'4-8H	4	23.3/-31.4	
6	48	(2) 3068 PR	4	22.1/-24.1	
7	19	3'4-8H	4	23.3/-31.4	
8	11	2'8-8H	4	24.2/ -28.3	
9	11	2'8-8H	4	23.6 / -31.2	
10	64	9'-0" X 7'-0" GARAGE DOOR	5	21.3/ -23.4	

BASIC WIND SPEED MPH = 150
INTERNAL PRESSURE COEFFICIENT = ±0.18
BUILDING CATEGORY = II, EXPOSURE = B
ANY OPENING WITHIN 4'-0" OF ANY CORNER WILL BE A ZONE 5 CATEGORY



FLOOR PLAN

ARCHITECTS
A.B. Design Group Inc.
1441 N. RONALD REAGAN BLVD.
LONGWOOD, FL 32750
PH: 407-774-6078
FAX: 407-774-4078
www.abdesigngroup.com
AA #: 0003325

DRAFTING BY:
A.B. DESIGN GROUP DRAFTING INC.
5439 BEAUMONT CENTER BLVD.
SUITE 1004
TAMPA, FLORIDA 33634
PH: (813) 886-2828
FAX: (813) 886-2802

INT.	DATE	DESCRIPTION (SEE COVER SHEET)

Habitat for Humanity

SUBDIV. & LOT:
706
EAST MORGAN
BRANDON, FL.

PROJECT#:
1923.000-17006

MODEL:
THE JORDAN 58

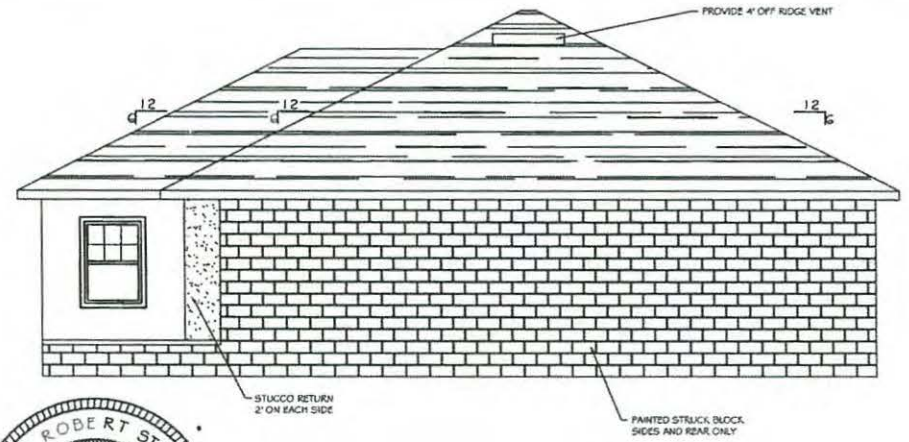
GARAGE SWING:
LEFT

PAGE:
FLOOR PLAN & WIND LOAD CALCS.
150 MPH-EXP B

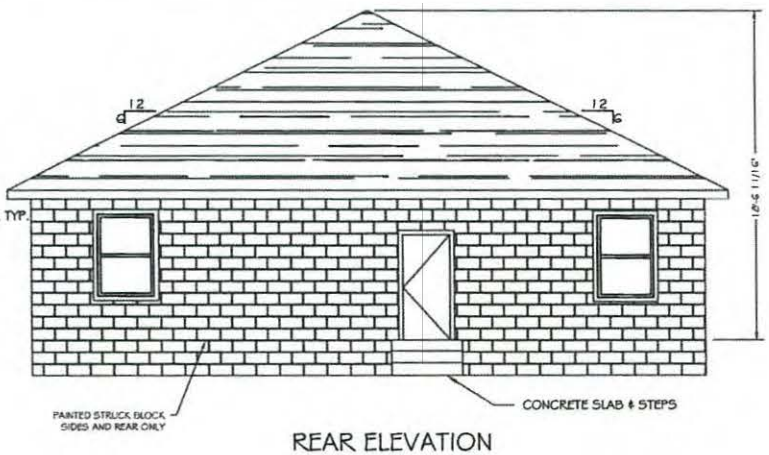
ARCHITECT:
STATE OF FLORIDA

JAMES CANTWELL
AR NO 12079

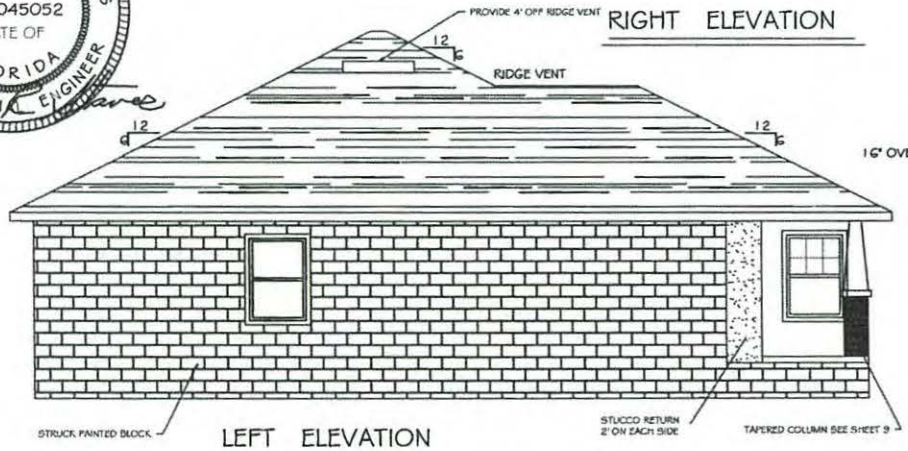
PRINT DATE: 10/18/17
SCALE:
SHEET
2



RIGHT ELEVATION



REAR ELEVATION



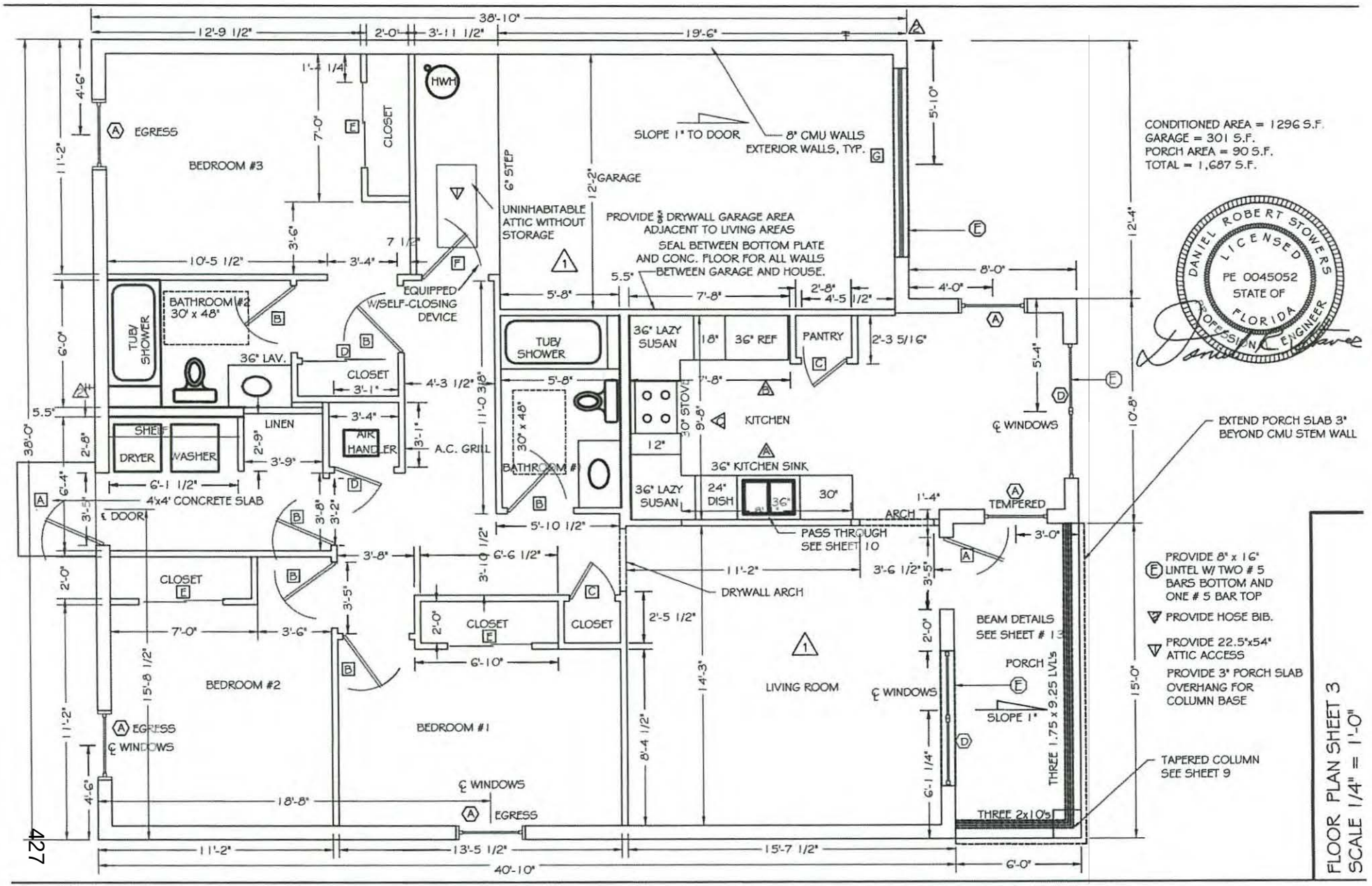
LEFT ELEVATION

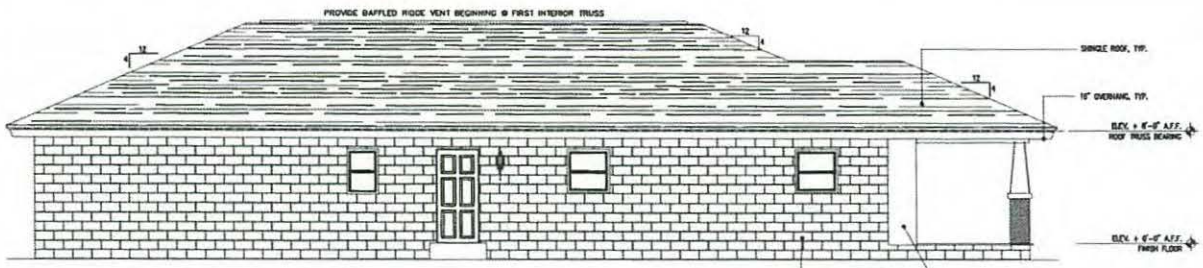


FRONT ELEVATION

DANIEL ROBERT STOWERS
LICENSED
PE 0045052
STATE OF
FLORIDA
PROFESSIONAL ENGINEER

Daniel R. Stowers P.E. Civil Engineer 5920 Bahama Way North St. Pete Beach Florida 33706	HABITAT FOR HUMANITY FOR HILLSBOURGH COUNTY	ELEVATIONS	SCALE NOT TO SCALE SHEET 8


38'-10"
12'-9 1/2"
2'-0"
3'-11 1/2"
19'-6"
BEDROOM #3
EGRESS
CLOSET
HWH
SLOPE 1" TO DOOR
8" CMU WALLS EXTERIOR WALLS, TYP.
6" STEP
GARAGE
UNINHABITABLE ATTIC WITHOUT STORAGE
PROVIDE ½" DRYWALL GARAGE AREA ADJACENT TO LIVING AREAS
SEAL BETWEEN BOTTOM PLATE AND CONC. FLOOR FOR ALL WALLS BETWEEN GARAGE AND HOUSE.
BATHROOM #2 30" x 48"
TUB/ SHOWER
36" LAV.
EQUIPPED W/SELF-CLOSING DEVICE
CLOSET
LINEN
SHELF
DRYER
WASHER
AIR HANDLER
A.C. GRILL
4'x4' CONCRETE SLAB
DOOR
TUB/ SHOWER
BATHROOM #1
30" x 48"
36" LAZY SUSAN
18"
36" REF
PANTRY
KITCHEN
30" STOVE
36" KITCHEN SINK
36" LAZY SUSAN
24" DISH
30"
PASS THROUGH SEE SHEET 10
DRYWALL ARCH
ARCH
TEMPERED
℄ WINDOWS
EXTEND PORCH SLAB 3" BEYOND CMU STEM WALL
PROVIDE 8" x 16" LINTEL W/ TWO # 5 BARS BOTTOM AND ONE # 5 BAR TOP
PROVIDE HOSE BIB.
PROVIDE 22.5"x54" ATTIC ACCESS
PROVIDE 3" PORCH SLAB OVERHANG FOR COLUMN BASE
BEAM DETAILS SEE SHEET # 13
PORCH
SLOPE 1"
THREE 1.75 x 9.25 LVL's
THREE 2x10's
TAPERED COLUMN SEE SHEET 9
LIVING ROOM
BEDROOM #2
BEDROOM #1
EGRESS
℄ WINDOWS
CONDITIONED AREA = 1296 S.F.
GARAGE = 301 S.F.
PORCH AREA = 90 S.F.
TOTAL = 1,687 S.F.
DANIEL ROBERT STOWERS
LICENSED
PE 0045052
STATE OF FLORIDA
PROFESSIONAL ENGINEER
FLOOR PLAN SHEET 3
SCALE 1/4" = 1'-0"



SIDE (WEST) ELEVATION

SCALE: 1/4" = 1'-0"

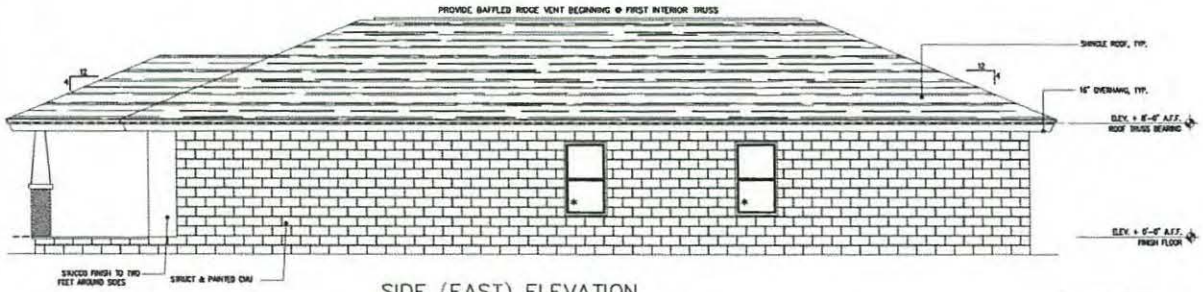
* = INDICATES EMERGENCY EGRESS WINDOW



FRONT (SOUTH) ELEVATION

SCALE: 1/4" = 1'-0"

* = INDICATES EMERGENCY EGRESS WINDOW



SIDE (EAST) ELEVATION

SCALE: 1/4" = 1'-0"

* = INDICATES EMERGENCY EGRESS WINDOW



REAR (NORTH) ELEVATION

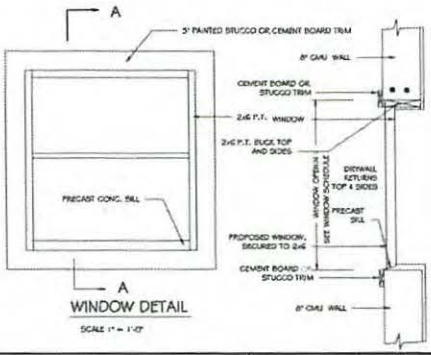
SCALE: 1/4" = 1'-0"

* = INDICATES EMERGENCY EGRESS WINDOW

EMERGENCY EGRESS:

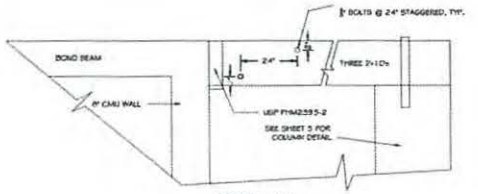
* INDICATES EMERGENCY EGRESS WINDOW.

ONE SASH OF THIS GROUP MUST BE SIZED AND EQUIPPED WITH EMERGENCY EGRESS HARDWARE TO COMPLY WITH GOVERNING FIRE AND BUILDING CODES.



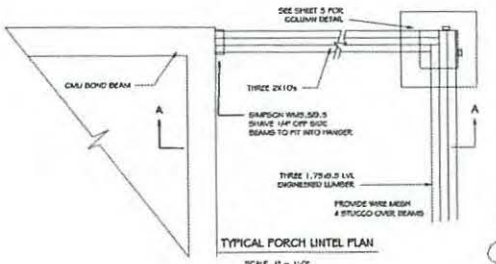
WINDOW DETAIL

SCALE 1" = 1'-0"



SECTION A-A

SCALE 1" = 1'-0"



TYPICAL PORCH LINTEL PLAN

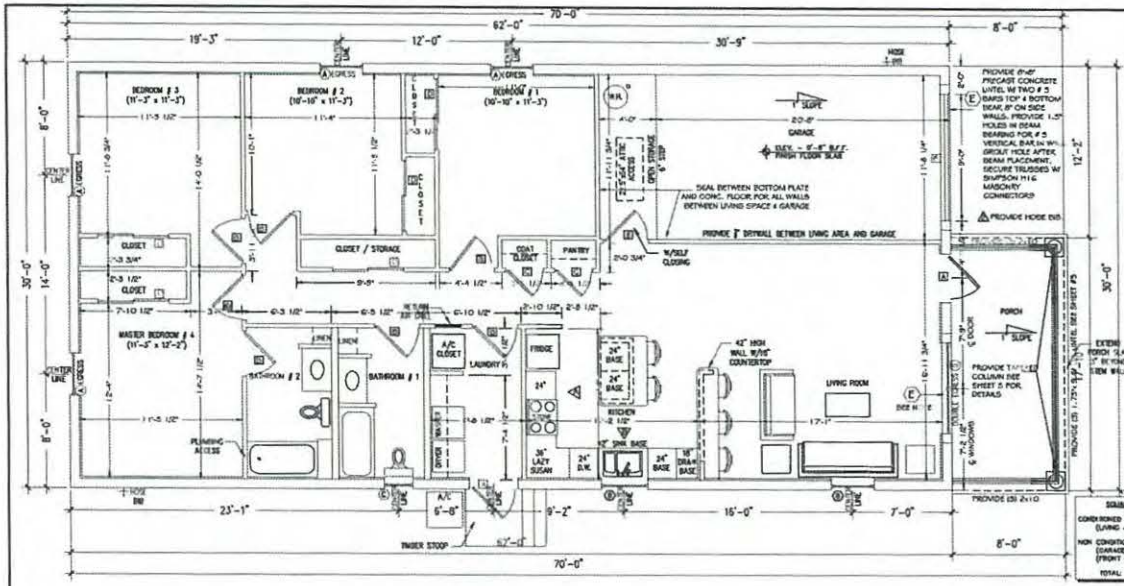
SCALE 1" = 1'-0"

NOTES

1. FOR 2x6 BUCKS PROVIDE 3.25" TAP CONS INTO CMU WALLS. ON "A" WINDOWS PROVIDE 3TAP CONS TOP & SON SIDES. FOR "B & C" WINDOWS PROVIDE 3TAP CONS INTO CONCRETE TOP & SIDES.
2. SECURE WINDOW TO WOOD BUCK W/ #8 x 1 1/2" SCREWS IN EACH ATTACHMENT HOLE.

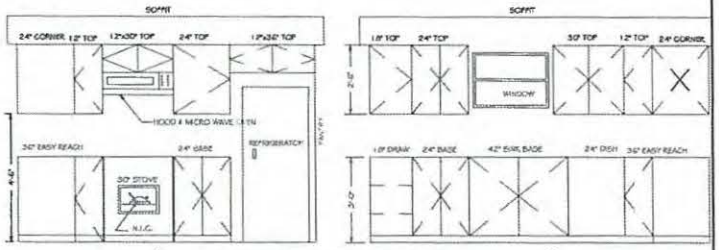
DANIEL ROBERT STOWERS LICENSED PE 0045052 STATE OF FLORIDA PROFESSIONAL ENGINEER

	Daniel R. Stowers P.E. Civil Engineer 5020 Bahama Way North St. Pete Beach Florida 33706	HABITAT FOR HUMANITY OF HILLSBOROUGH COUNTY	ELEVATIONS WINDOW AND BEAM DETAILS	SCALE 1/4" = 1'-0" SHEET 4 OF 5

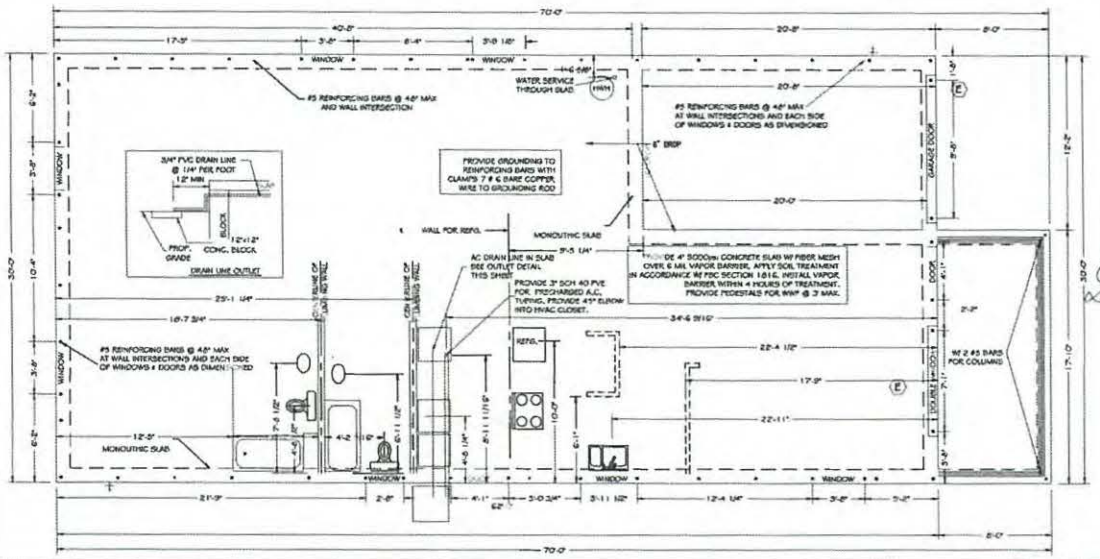


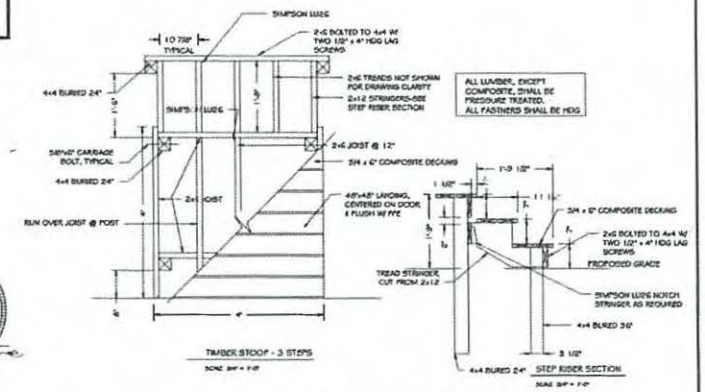
SQUARE FOOTAGE CALCULATIONS

CONDITIONED SPACE – EXCLUDING EXT. WALLS (LIVING AREAS)	1,489 sq.ft.
NON CONDITIONED SPACE: (GARAGE)	280 sq.ft.
(FRONT PORCH)	143 sq.ft.
TOTAL	1,882 sq.ft.



KITCHEN CABINET ELEVATIONS





ALL LUMBER, EXCEPT COMPOSITE, SHALL BE PRESSURE TREATED. ALL FASTNERS SHALL BE HDG

TIMBER STOOP - 3 STEPS

STEP RISER SECTION

DOOR DESIGNATION	NUMBER	SWING
A 3'-0" x 6'-8" EXTERIOR	2	RIGHT 1 LEFT
B 3'-0" x 6'-8" INTERIOR	7	3 LEFT 4 RIGHT
C 2'-6" x 6'-8" INTERIOR	2	RIGHT
D 48" BYPASS	5	N.A.
E 30" 1 HOUR FIRE RATED	1	LEFT
F 9' GARAGE DOOR SEE NOTE SH. #2		N.A.

PROVIDE 1" CLEARANCE UNDER INTERIOR DOORS

WINDOWS SHALL BE: VINYL FRAME, SINGLE HUNG, DOUBLE PANE, LOW E

WINDOW DESIGNATION	NUMBER		ROUGH OPENING	BOTTOM OF WINDOW ABOVE FLOOR
A 25 (2x3)	4	37 3/4" x 63 3/4"	39.5" x 64"	18"
B 23 (2x3)	4	37 3/4" x 39 1/4"	39.5" x 39.5"	41"
C 103 (2x3)	0	29" x 39 1/2"	29 3/4" x 39 1/2"	41"
D DOUBLE 25 (5x3)		77" x 64"	79 3/8" x 63 3/4"	18"
A 3'-0" x 6'-8" EXTERIOR	2		41" x 82 1/4"	
F 9' GARAGE DOOR	1		108" x 77"	

BATHROOM WINDOWS (C) SHALL BE OBSCURED TEMPERED GLASS

429	Daniel R. Stowers P.E. Civil Engineer 5920 Bahama Way North St. Pete Beach Florida 33706	HABITAT FOR HUMANITY OF HILLSBOROUGH COUNTY 5736 EAST HILLSBOROUGH AVE TAMPA FLORIDA, 33610	FLOOR PLAN, FOUNDATION PLAN KITCHEN & ARCH ELEVATIONS DOOR AND WINDOW SCHEDULE	SCALE 1/4" = 1'-0" SHEET 2 OF 5

Appendix 7

MEMORANDUM OF UNDERSTANDING
BETWEEN
DOMAIN HOMES
AND
HABITAT FOR HUMANITY OF HILLSBOROUGH COUNTY

SUBJECT: Response to City of Tampa Request for Proposal (RFP) for Residential Developer for Infill Housing Redevelopment

1. PURPOSE

a. To establish a memorandum of understanding (MOU) that describes the association between Domain Homes and Habitat for Humanity of Hillsborough County (HFHHC) in relation to the City of Tampa Request for Proposal for Residential Developer for Infill Housing Redevelopment.

b. Domain Homes and HFHHC both share a commitment to providing homeownership opportunities for City of Tampa residents. In particular, Domain Homes and HFHHC share a commitment to leverage available resources (including City of Tampa owned vacant residential property) to provide homeownership opportunities for residents who currently lack access to decent, sustainable housing due to issues with affordability and or inventory constraints.

2. SCOPE

a. Domain Homes and HFHHC recognize the advantages of collaborating to advance homeownership opportunities in the City of Tampa. Domain Homes maintains an outstanding reputation in the community for developing a significant volume of quality housing products in urban locations that attract considerable market demand. HFHHC maintains and outstanding reputation as a local affordable housing developer and affiliate of Habitat for Humanity International, a non-profit organization responsible for providing millions of housing solutions around the globe.

b. Domain Homes and HFHHC enter this MOU in particular to focus on obtaining the opportunity to redevelop property made available through the City of Tampa Request for Proposal for Residential Developer for Infill Housing Redevelopment. HFHHC will construct up to 10 homes over the 24 month period for 50-80% AMI and that Domain will not be providing any funding or construction financing for the homes.

3. RESPONSIBILITIES

a. Domain Homes and HFHHC will:

(1) Build new single family homes on properties made available through the City of Tampa and in accordance with a contract to be provided by the City of Tampa. As a part of this MOU, HFHHC will construct up to 10 homes over a 24 month period. HFHHC will sell the homes to qualified homeowner applicants with household incomes below 80% AMI. Domain Homes will not provide funding or financing for the HFHHC homes.

(2) Work with the City of Tampa Housing & Community Development Division to create media information and print material announcing the benefits of the proposed Residential Infill Housing Redevelopment.

(3) Share construction best practices (including methods for ensuring housing durability and sustainability) to promote maximum efficiencies and successful outcomes.

(4) Provide opportunity for Domain Homes homebuyers to attend certain HFHHC homeownership classes.

(5) Leverage best material application information in an effort to produce the "most for the least".

(6) Construct homes strategically (based on geography and schedule) in close proximity in an effort to maximize impact in focus areas.

(7) Share construction scheduling and protocols to mutually benefit both Domain Homes and HFHCCC.

(8) Explore joint marketing opportunities to further promote affordable housing opportunities in the local Tampa marketplace.

(9) Promote HFHHC fundraising activities when appropriate.

(10) Explore cost saving opportunities within the marketplace to the extent that they offer homebuyers the opportunity to increase value.

(11) Cross refer clients to Domain Homes and HFHHC as appropriate.

(12) Establish key performance indicators. Schedule reoccurring meetings to discuss progress on key performance indicators.

(13) Collaborate to create a joint effort to advocate for affordable housing with City of Tampa representatives.

(14) Ensure that the HFHHC Board of Directors is educated regarding the Residential Infill Housing Redevelopment and the benefits of the project's success.

4. EFFECTIVE DATE AND TERMINATION: This MOU will commence on the date of signature. The MOU shall remain in effect until terminated by either party within thirty (30) days advanced written notice of either party.

Domain Homes

Kevin Robles, COO

11/14/17

Date

Habitat for Humanity of Hillsborough County

Tina Swain, CEO

11/13/2017

Date

No particular architectural style is mandated. However, the entire site development must be externally cohesive to the neighborhood and designed to maximize the benefits of the site's unique topography and location. Exterior building materials should be durable and low maintenance and composed primarily of masonry, stone, hard plank, glass and architectural metals. **The use of vinyl siding is specifically prohibited.** Solutions to environmental considerations such as storm water management should be integral to the design as should energy-efficient construction methods, materials and principles meet HUD's energy star requirement.

8. LAND AREA AND BOUNDARIES

See MAP of project area under Exhibit 'A'.

9. ZONING

Parcels are zoned RS-50, low-density residential development single-family detached.

10. DESIGN CRITERIA FOR INFILL HOUSING

The purpose of the Design Criteria for Infill Housing is to ensure energy efficiency and uniform quality, while promoting a redevelopment process that will create compatible residential development. The dwelling unit must comply with the State of Florida Building Code and all City of Tampa Land Development Codes, as adopted, including these Design Criteria. Units must also comply with all ADA Universal Design standards. Site and construction plan approval by the City's Development Services Center will be required prior to receiving any commitments for vacant lots or funding from the Division of Housing and Community Development. See "Attachment A" – Housing & Community Development, Design Criteria for Infill Housing for the specific standards of the design criteria.

11. CITY REQUIREMENTS

Readiness
Once the Developer has been selected, the Developer shall demonstrate readiness to proceed (e.g. funding in place). The Developer should identify specific items needed to carry out each project. Funds must be spent within the specified amount of time determined for each project and in accordance with the City requirements. - We provide you previously with LOC letters.

Operating Agreement
The selected Developer will be required to sign a Developer/Funding Agreement with the City in order to insure compliance with the appropriate program regulations. Funds shall not be obligated until the agreement is approved by City Council and is accepted and signed by all parties.

End of Section I
Scope of Services
SECTION II
DEVELOPERS SUBMITTAL REQUIREMENTS

The following information must be submitted in the proposal.

1. THRESHOLD REVIEW CHECKLIST

The Housing and Community Development Division utilizes standards set out in its Threshold Review Checklist to evaluate the proposals submitted by each Developer and assess the Developer's standing and status to carry out work. A number of these points will only be applicable if the Developer has previously performed work for the City or worked with cooperating organizations, but all are listed as a point of reference, for potential criteria points on which proposals will be evaluated. If the Developer does not pass the Threshold Review the proposal will be deemed non-responsive and will not be evaluated.

Listed below is the Threshold Review Checklist. This checklist will be used to evaluate the following information:

- Are you or any member of your team on the Federal Government's list of "Excluded Parties" or on the City's list of Barred Companies? - NO
- Provide the City of Tampa's HCD with documentation that your company has an active license to solicit and obtain permits at the City of Tampa's Development Services Center and with Hillsborough County for construction of new single-family residential housing.
- Does your Company or any member of your team have any outstanding complaints on workmanship issues? Please explain in detail. - NO
- Does your Company have the financial capacity to undertake new construction of single-family homes on a reimbursement basis and demonstrated capability to pay sub-developers and suppliers? **Please provide documentation to substantiate that you can satisfy this requirement.** **Yes - see LOCs**
- Has your Company or any member of your team ever performed any repair or construction work for employees of the HCD Division during the time the employee is/was assigned to the HCD Division? **Please disclose any and all details of such activities. - NO**
- Have you or any of your Company's employees ever been convicted of a felony or are now under charges for any offense? **Please provide all details. - NO**
- At a minimum, the Developer must have successfully completed thirty-five (35) or more single-family homes within the past year.
- Proposed to acquire a minimum of seventy-five (75) lots to develop as part of the Project.

2. GENERAL DEVELOPER INFORMATION

- Contracting Company's name, Street/Mailing Address, Email, Phone and Fax contact information.
- Federal Taxpayer Identification Number and System for Award Management (SAMS) Number. Our FTIN is 59-3150608, our SAMS number is 4RH01. Our DUNS is 87-768-4373.
- Individual Developer holding a general contracting license. Developer shall have been licensed to build

in Tampa for a minimum of one (1) year.

- Type of Organization. (Sole Proprietorship, General Partnership, Limited Partnership, Corporation, Subchapter S Corporation, Limited Liability Company, Joint Venture, Trust, etc.) and Date Organization established. - CDC of Tampa, Inc. is a corporation.

- List of Florida Counties where Developer is licensed and/or has done business during the previous five (5) years. We have done business in Hillsborough, Pasco and Pinellas counties over the past 5 years.

3. COMPANY OWNERSHIP INFORMATION

- List of all Principals or Organization Chart. (Ownership Information – Partners – Stockholders and % of Business Owned by each.). See Organizational Chart.

- Developer EEO Information – is required to comply with Federal and City of Tampa Equal Employment Opportunity Requirements. Please indicate whether or not 51% or greater of the firm is owned by a Female, Black, Hispanic, American Indian, Asian or Other Minority Designation recognized by the Federal Government. Date Organization established under present name, and list of any former business names, if applicable, during the previous five (5) years.

- Parent Company information, if applicable.

- If "Yes" to any of the three questions below please provide detailed information:

    - Have you or any of your affiliates ever filed for bankruptcy? No

    - Do you have any judgments, liens, or pending law suits? No

    - Have you or any of your business affiliates discontinued business operations with outstanding debts? No

    - Have you been a principal in any other entities over the last five (5) years?

4. PERSONNEL AND TEAM INFORMATION

- Number of full-time employees. 24

- Number of part-time employees. 2

- Name of Labor Service used and percentage of workforce employed via this method (if a Labor Service/Employment Agency service is used). Include a copy of the Labor Service's Certificate of Insurance for Worker's Compensation.

- Provide resumes of key personnel of the team, including all licenses and certifications. Previous experience in housing development must be identified. Previously sent.

5. REFERENCES

- List your projects completed within the past two (2) years to include: Location, and Contract Amount in the urban core. See attached.
- Provide three (3) references from governmental agencies, funders or individuals with construction projects completed by members of the team.
- List of sub-contractors and material suppliers you work with on a regular basis: Include the Firm name, Address, Subcontracting Firm Contact Name with Telephone and Fax Number.
- Identify other home construction projects your team has completed in the project area, specifically those in the urban core.

NOTE: Both local references and references from outside the Tampa Bay area may be verified.

6. INSURANCE INFORMATION

- Submit a sample of the Insurance Certificate to show it can meet or exceed the City's Insurance Requirements. The Selected Developer awarded the project, at that time will need to provide its' proof of Insurance Certificate showing all coverage and requirements have been met. Previously sent.

7. FINANCIAL INFORMATION

- Provide a Capital budget breakdown of the costs associated with this proposed project.
- Demonstrate that your organization has the financial capacity to undertake redevelopment or rehabilitation activities and demonstrated capability to pay subcontractors and suppliers. Please provide supporting documentation (financial statements and Letter of credit/ line of credit) LOCs previously submitted.

8. RESOURCES

- Attach letters of support and coordination of leverage funds.
- Provide information regarding additional properties already owned or sold in the past three years in the service area.

9. MARKETING

- Provide a marketing and sale plan for the proposed project.
- Provide a plan for addressing families at 80% of area median income or below. (i.e. How much of the funding will be provided in the form of a grant to the buyer, housing counseling, etc.)

10. COLLABORATION

- Provide signed MOUs or Agreements with agencies that spell out their role and any compensation.

11. IMPLEMENTATION TIMELINE

Name	Office Held	Committee	Address	Contact Number	E-Mail Address	Year Joined	County	Place of Employment
Best, Evangeline	V. Chair / Executive	Programs	3416 E. Fern St, Tampa, FL 33610	813-237-0601hm, 813-924-8266cell	erbest@verizon.net	2010	Hillsborough	Retired – HCSD and Head Start
Ervin, Patricia	Member	Programs	8203 Down Royal Road, Tampa, FL, 33610	813-784-5524 hm/wk	pervin4237@gmail.com	2015	Hillsborough	Digital Marketing Group, 8203 Royal Down Road, Tampa, FL, 33610
Few, Cynthia	Member	Fundraising	4506 N. 29th St., Tampa FL 33605	813-980-0360hm, 813-541-3104cell	fblckbeauty3@yahoo.com	2012	Hillsborough	Retired – Merck / Medco Customer Service Rep
Haylock-Moore, Tammy	Chair / Executive	Real Estate	3908 N. Ridge Aver, Tampa FL 33603	813-483-8297wk, 813-470-0660cell	(813) 230-7537 tammy.haylock-moore@chase.com	2010	Hillsborough	JPMorgan Chase Bank 100 n. Tampa St. Floor 33 Tampa, FL 33602
Lee, Jr. Albert	Member	Real Estate	6544 Steeplechase Dr, Tampa FL 33625	813-920-1997hm, 813-810-6358cell	albertlee_tbbbic@yahoo.com	2002	Hillsborough	Heights Capital Group. LLC 5373 Ehrlich Rd. #203 Tampa, FL 33625
Makhani, Suleman	Member		10525 Weybridge Drive Tampa, FL 33626	(813) 368-7700	suleman.makhani@suntrust.com	2017	Hillsborough	SunTrust Bank, V P 401 E Jackson Street, 10th Floor, Tampa, FL 33602
Meteye-James, Denese	Secretary / Executive	Finance, Fundraising	4411 Pompano Dr., Tampa FL 33617	813-988-1962hm	dmeteyejames@tampabay.rr.com	1996	Hillsborough	Retired- Dept. of Children & Families
Myers, Gwendolyn	Member	Programs	2704 North 32nd Street, Tampa, FL, 33605-3049	813-247-2410hm, 813-625-6550cell	gwenmyers@verizon.net	2015	Hillsborough	Retired-Hillsborough County Government
Ogburn, David	Member	Fundraising	16319 Sambourne Lane Tampa FL 33647	813-910-0809hm, 813-418-4059 wk	dogburn@usameribank.com	2013	Hillsborough	USAmeribank 119 W Whiting St, Tampa FL 33602
Page, Eric	Member	Real Estate Chair	Not Published	813-227-8167wk, 727-403-0232cell	epage@shutts.com	2009	Hillsborough	Shutts & Bowen, LLP 4301 W. Boy Scout Blvd, STE 300, Tampa, FL 33607
Patterson, Krys	Treasurer / Executive	Finance	19159 Cypress Green Dr., Lutz FL 33558	727-835-6965 (o); 813-477-1205 (m)	krys.patterson@53.com	2010	Hillsborough	Fifth Third Bank, Florida Region, 5425 State Road 54, MD T42340, New Port Richey, FL, 34652
Prida, Andres	Member	Finance	3004 Hawthorne Rd, Tampa FL 33611	813-601-9778hm, 813-226-6091 ext126wk	aprida@pridacpas.com	2013	Hillsborough	Prida Guida & Co, PA, 1106 North Franklin St, Tampa FL 33602
Susi McGourty	Member	Finance	Not Published	813-341-9101wk X3640	susi.begazo-mcgourty@thafl.com	2017	Hillsborough	Tampa Housing Authority 5301 W Cypress Tampa, FL 33607
Unger, John	Member		4502 Perdita Ln, Lutz, FL 33558	(813) 792-2551 hm, (813) 872-1365 wk	junger@bankoftampa.com	2017	Hillsborough	The Bank of Tampa 4400 N. Armenia Ave., Tampa FL 33603

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:
JUL 24 1997

CORPORATION TO DEVELOP COMMUNITIES
OF TAMPA INC
C/O CHLOE CONEY
2705 E MARTIN LUTHER KING BLVD
TAMPA, FL 33610-7737

Employer Identification Number:
59-3150608
DLN:
17053172788007
Contact Person:
D. A. DOWNING
Contact Telephone Number:
(513) 241-5199

Addendum Applies:
No

Dear Applicant:

Based on the information you recently submitted, we have classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Internal Revenue Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in 501(c)(3) is still in effect.

This classification is based on the assumption that your operations will continue as you have stated. If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status.

This supersedes our letter dated May 02, 1997.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, you should keep it in your permanent records.

Letter 1078 (DO/CG)

ARTICLES OF AMENDMENT

TO THE

ARTICLES OF INCORPORATION

OF

LEE DAVIS NEIGHBORHOOD DEVELOPMENT CORPORATION

Pursuant to the provisions of Section 617.1002, Florida Statutes, the Lee Davis Neighborhood Development Corporation has adopted the following amendment to its Articles of Incorporation:

1. Article I is hereby amended to read as follows:

The name of the corporation is CORPORATION TO DEVELOP COMMUNITIES OF TAMPA, INC. The principal office of the corporation is located at 2705 E. Martin Luther King, Jr. Boulevard, Tampa, Florida 33610. The mailing address of the corporation is 2705 E. Martin Luther King, Jr. Boulevard, Tampa, Florida 33610.

2. The date of adoption of this Amendment was October 7, 1996.

3. There are no members entitled to vote on the amendment. The amendment was adopted by the Board of Directors of the corporation.

4. Except as amended hereby, the remainder of the Articles of Incorporation remain unchanged.

CERTIFICATION

I hereby certify that the Amendment to the Articles of Incorporation of Lee Davis Neighborhood Development Corporation set forth above was duly adopted by the Board of Directors of the corporation at its duly called meeting on October 7, 1996, at which a quorum was present and voting throughout.

Mary E. Comella

Mary E. Comella, Corporate Secretary

ARTICLES OF INCORPORATION
OF
LEE DAVIS NEIGHBORHOOD DEVELOPMENT CORPORATION
A Florida "Not for Profit" Corporation

FILED
82 MAY -5 AM 8:54
SECRETARY OF STATE
TALLAHASSEE, FLORIDA

The undersigned, acting as incorporator of a corporation under the Florida Statutes, adopts the following Articles of Incorporation:

Article I

The name of the corporation is LEE DAVIS NEIGHBORHOOD DEVELOPMENT CORPORATION. The principal office of the corporation is located at 3402 N. 22nd Street, Tampa, Florida 33605. The mailing address of corporation is 3402 N. 22nd Street, Tampa, Florida 33605.

Article II

The period of duration is perpetual. The corporation is organized pursuant to the Not for Profit Corporation laws of the State of Florida. The qualification for members, if any, and the manner of their admission shall be regulated by the bylaws.

Article III

The purposes for which this corporation is formed are exclusively charitable, educational and scientific and consist of the following:

1.) To raise the economic, educational and social levels of the residents of Hillsborough County Florida, including members of the minority community, who are substantially unemployed, underemployed, or whose income is below federal poverty guidelines, to foster and promote community wide interest and concern for the problems of said residents to the end that (a) educational and economic opportunities may be expanded; (b) sickness, poverty, crime, and environmental degradation may be lessened; and (c) racial tensions, prejudice, and discrimination, economic, and otherwise, may be eliminated.

2.) To expand the opportunities available to said residents and groups to own, manage, and operate business enterprises in economically depressed areas; to assist said residents and groups in developing entrepreneurial and management skills necessary for the successful operation of business enterprises; and to assist said residents and groups in obtaining financial support from other sources.

3.) To expand opportunities available to said residents and groups to obtain adequate low-cost housing accomodations by constructing, rehabilitating, and providing decent, safe and sanitary housing in Hillsborough County for persons and families of low-income who otherwise would not be able to find or afford a suitable place to live.

It is the purpose of the corporation thereby to relieve the poor, distressed, underprivileged and indigent by enabling them to secure the basic human needs of decent shelter and to thus lessen the burdens of government and promote the social welfare. To provide such housing through rehabilitation of existing substandard buildings and construction of new facilities in the place of blighted structures or blighted vacant sites for the purpose of combatting the deterioration of the community and contributing to its physical improvement.

4.) To aid, support, and assist by gifts, contributions, or otherwise, other corporations, community chests, funds and foundations organized and operated exclusively for charitable, educational or scientific purposes, no part of the net earnings of which inures to the benefit of any private shareholder or individual, and no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation.

5.) To do any and all lawful activities which may be necessary, useful, or desirable for the furtherance, accomplishment, fostering, or attaining of the foregoing purposes, either directly or indirectly, and either alone or in conjunction or cooperation with others, whether such others be persons or organizations of any kind or nature, such as corporations, firms, association, trusts, institution, foundations, or governmental bureaus, departments of agencies.

6.) All of the foregoing purposes shall be exercised exclusively charitable and educational purposes in such a manner that the corporation will qualify as an exempt organization under section 501 (c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

Article IV

Notwithstanding any other provision of these articles, this organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal and state income tax under section 501 (c) (3) of the Internal Revenue Code of 1986 or the corrasponding provision of any future United States Internal Revenue law.

Article V

The address of the initial registered office of the corporation is 3402 North 22nd Street, Tampa, Florida 33605. The registered agent at this address is Chloe Coney.

Article VI

1) There shall be 9 directors on the initial Board of Directors.

2) The method of election of the Board of Directors shall be stated in the bylaws.

3) The names and addresses of the initial Board of Directors are:

Audrey Spotford
2817 20th Street
Tampa, Florida 33605

Roy Robinson
1321 Cypress Street
Tampa, Florida 33606

Lorenzo Johnson
1117 5th Ave.
Tampa, Florida 33605

Emma Hendrix
3406 33rd Ave.
Tampa, Florida 33610

Miriam Thomas
1108 E. Lake Ave.
Tampa, Florida 33605

JoAnn Thomas
1701 E. 7th Ave.
Tampa, Florida 33605

Alberta Blake
4403 48th Street
Tampa, Florida 33605

Chloe Coney
12319 Twin Branch Acres Rd.
Tampa, Florida 33626

Robert Miller
702 Franklin Avenue
Tampa, Florida 33601

Article VII

The Corporation is organized exclusively for charitable and educational purposes. The Corporation is not organized nor shall it be operated for the primary purpose of generating pecuniary gain or profit. The Corporation shall not distribute any gains, profits or dividends to the Directors, Officers, or Members thereof, or to any individual, exce as reasonable compensation for services actually performed in carrying out the Corporation's charitable and educational purposes. The property assets, profits and net income of the Corporation are irrevocable dedica ed to charitable and educational purposes no part of which shall inure t the benefit of any individual.

Article VIII

No substantial part of the activities of the corporation shall consist of the carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in, any political campaign on behalf of any candidate for public office.

Article IX

Upon winding up and dissolution of the Corporation, the assets of the Corporation remaining after payment of all debts and liabilities shall be distributed to an organization recognized as exempt under section 501 (c)(3) of the Internal Revenue Code of 1986 to be used exclusively for charitable and educational purposes. If the Corporation holds any assets in trust, such assets shall be disposed of in such a manner as may be directed by decree of the Circuit Court of the district in which the Corporation's principal office is located upon petition therof by the Attorney General or by any person concerned in the liquidation.

Article X

In the event that this Corporation shall become a "private foundation" within the meaning of section 509 of the Internal Revenue Code 1954, the Corporation shall distribute its income for each taxable year at such time and in such manner as not to subject it to tax under section 4942 of the Internal Revenue Code; shall not engage in any act of self-dealing as defined in section 4941(d) of the Internal Revenue Code; shall not retain any excess business holdings as defined in section 4943(c) of the Internal Revenue Code; shall not make any investments in such manner as to subject it to tax under section 4944 of the Internal Revenue Code; and shall not make any taxable expenditures as defined in section 4945 (d) of the Internal Revenue Code.

Article XI

Any person (and the heirs, executors and administrators of such person) made or threatened to be made a party to any action, suit of proceeding by reason of the fact that he is or was a Director or Officer of the Corporation shall be indemnified by the corporation against any and all liability and the reasonable expenses, including attorney's fees and disbursements, incurred by him (or by his heirs, executors or administrators) in connection with the defense or settlement of such action, suit or proceeding, or connection with any appearance therein, except in relation to matters as to which it shall be adjudged in such action, suit or proceeding that such Director or Officer is liable for negligence or misconduct in the performance of his duties. Such right of indemnification shall not be deemed exclusive of any other rights to which such Director or Office (or such heirs, executors of administrators) may be entitled apart from this Article.

XII

The name and address of the incorporator is: Audrey Spotford, 2817 20th Street, Tampa, Florida 33605.

These Articles of Incorporation are hereby executed by the incorporator on this 22nd day of April, 19 92.

Audrey Spotford

Audrey Spotford

STATE OF FLORIDA

SS:

COUNTY OF HILLSBOROUGH

I HEBEBY CERTIFY that on this day, before me, an officer duly authorized in the State aforesaid and in the County aforesaid to take acknowledgments, personally appeared Audrey Spotford to me known to be the person described in and who executed the foregoing instrument as incorporator and acknowledged before me that he or she executed the same.

WITNESS my hand and official seal in the County and State last aforesaid this 22nd day of April, 19 92.

Connie Snyder

NOTARY PUBLIC STATE OF FLORIDA

My Commission Expires:

NOTARY PUBLIC STATE OF FLORIDA
MY COMMISSION EXP. NOV. 16, 1992
BONDED THRU GENERAL INS. UND.

REGISTERED AGENT'S
ACCEPTANCE OF APPOINTMENT

I Chloe Coney, hereby accept my appointment as registered agent for the LEE DAVIS NEIGHBORHOOD DEVELOPMENT CORPORATION, a Florida not for profit corporation. ~~My address is: 12319 Twin Branch Acres, Tampa, Florida 33626~~.

Chloe Coney
Chloe Coney

April 22, 1992
Date

FILED
92 MAY -5 AM 8:54
SECRETARY OF STATE
TALLAHASSEE, FLORIDA

The CDC of Tampa Homeownership Center is located on the North-East side of Tampa at 1907 E Hillsborough Avenue, Tampa FL 33610. CDC of Tampa have been actively involved in the East Tampa area since 1992. Our mission is to "Create opportunities for people to build prosperous futures and vibrant communities." The CDC of Tampa creates these opportunities by deploying comprehensive community development strategies – that connect workforce development, housing and real estate with education, resident engagement and community safety – to drive economic prosperity.

Homeownership Center

Created in 1999, the Home Ownership Center focuses on three educational components: (1) Financial Coaching and (2) Homeownership and (3) Foreclosure Prevention. Financial Capability involves both classroom training and individualized Coaching. It is designed to help participants identify and prepare strategies to overcome barriers to economic independence and financial stability. The CDC of Tampa is a HUD certified and NeighborWork's certified organization.

Homeownership Center's Client Flow:

- **Orientation and Intake:** Orientation explains who CDC of Tampa is, and the additional services provided by the agency (i.e. youth leadership, workforce development, business incubator, and affordable housing). The personal profile form is completed and turned in with supporting documentation.
- **Data Entry/ Client Tracking:** Information from the personal profile form is entered into CounselorMax database system. A hard copy file is created and the client is scheduled for an assessment.
- **Counselor's Assessment:** Credit reports are pulled and documented. A preliminary assessment of the client's financial state and mortgage readiness is determined. The assessment includes an initial budget, affordability analysis and identification of obstacles. The client is scheduled for a counseling session. It is at this point financial literacy counseling and education begin and is used at every point going forward.
- **Initial Counseling Session:** An *action plan* is created and client goals and tasks are developed. Budgeting, debt recommendation, and credit rebuilding tools are utilized. CounselorMax tracking system is updated to include the session and action plan. Subsequent monthly sessions are scheduled to track the action plan and goals. The initial and ongoing counseling sessions are 1 on 1 and privately held. If the client is near mortgage ready, the client is scheduled for a homebuyer education class.
- **Homebuyer Education:** Clients who are nearly ready or short term will attend an 8 hour "Realizing the American Dream" training class. Topics that are covered in the "Realizing the American Dream" curriculum include Financial Management, Budgeting, Understanding Credit, Navigating the Mortgage Process, Selecting and Inspecting a Home, New Homeowner Responsibilities and more.
    - **Down Payment Assistants:** The CDC of Tampa is an approved DPA provider for the City of Tampa and The State of Florida [Hardest Hit Program]

- **Post Purchase Education:** Previous Homebuyer Education clients are invited back to receive pertinent information regarding, home improvement, potential rehab programs, maintaining affordability, and potential predatory lending practices.
- **Foreclosure Prevention Counseling:** Clients that are undergoing difficulties paying their mortgage, are seen by one of our housing counselors in a 1 on 1 counseling session. Counseling includes discussions on debt management, budgets improvements, loan resolution, loan modification and repayment planning.

Real Estate Development Center

- Single Family: Utilizing an array of leveraged public and private financing, CDC of Tampa builds affordable single-family homes, primarily on vacant scattered-site in-fill urban lots. Targeting 70% to 120% Area Median Income.

Workforce Development Center

- Pre-Apprenticeship Training: CDC of Tampa provides industry recognized certifications - Intro to Green Construction (includes OSHA training) and Painting
    - This can be used as a job creation strategy, by training 4 to 6 low-income residents to work with the subcontractors.
- Job placement and Career advancement services can also be used a buffer to mitigate defaults and or foreclosures of home buyers.

Community Engagement Center

- Resident Leadership Training: helps to create strong grass root leadership, resulting in more engaged community (leadership within Neighborhood Watch and Associations).
- Neighborhood Success Plans: Access to a comprehensive suite of more than 350 data collection instruments that can be used to measure a wide range of contextual, perceived and observable changes in individuals and communities.
- Safe and Sound: The CDC of Tampa is the back bone organization for the Hillsborough County Community Violence Prevention Collaborative, a collective designed to build strong families, safe schools and healthy neighborhoods.

LIFT: Tampa Impact

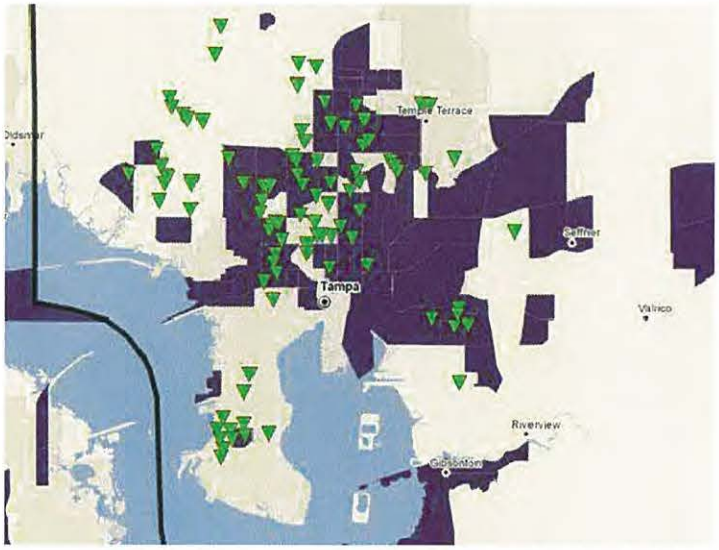
NeighborWorks® AMERICA

The NeighborhoodLIFT® program is a collaboration between Wells Fargo Bank, N.A., Wells Fargo Foundation, NeighborWorks America and local non-profit organizations. The NeighborhoodLIFT® program is designed to provide sustainable homeownership initiatives in cities affected by the housing crisis.

Wells Fargo provided **$5.6 million** in down payment assistance and program support to **213** new homeowners in **Tampa, Florida.**

Many LIFT homebuyers bought homes in low-income census tracts; many of these areas also have higher-than-average vacancy rates. The LIFT program incentivizes homebuyers to remain in their homes for at least five years, increasing occupancy and helping stabilize neighborhoods.

Corporation to Develop Communities of Tampa, Inc., Tampa Bay Community Development Corporation, and **Housing Partnership, Inc.,** all local organizations, provide required homebuyer education and counseling before families receive down payment assistance of $15,000 or $25,000. Research conducted using credit bureau data provided by Experian has shown that home buyers who receive NeighborWorks homebuyer education and counseling are 30 percent less likely to get into trouble with their mortgage, making homeownership more sustainable over time (Mayer and Temkin, 2013).

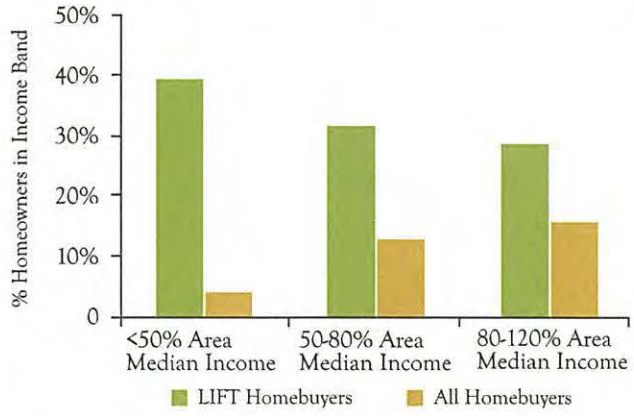


LIFT Homeowner

Low Income (80% or less of Area Median Income)

> "The LIFT Program helped educate me on credit scoring and mortgage types, and the money enabled me to purchase my first home with a comfortable payment (less than my rent had been.)"
>
> *— new LIFT homebuyer in Tampa, FL*

LIFT Helps Lower-Income Families Achieve Homeownership



*Source: NeighborWorks program data and local HMDA 2012 data

- **59%** say that it would have taken 1 or more years to achieve homeownership without the LIFT program.
- **82%** say that homebuyer education services will help them manage finances and sustain homeownership.
- **100%** say that owning their own home has increased their overall sense of stability a great extent.

Properties Developed in Tampa over past 2 years by CDC of Tampa

3501 E. 29th Avenue (2015) - $89,901 TDC

2011 E. 22nd Avenue (2015) - $99,251 TDC

1403 College Park Lane (2015) - $56,899 TDC

2912 E. 24th Avenue (2015) - $50,691

3108 E. Shadowlawn Ave (2016) - $99,571 TDC

8708 N. 13th Street (2016) - $57,039 TDC

1117 W. Hiawatha Street (2016) - $57,374 TDC

1917 E. Shadowlawn Ave (2016) - $74,256 TDC

1421 E. Linebaugh Ave (2017) – $81,968 TDC

2006 E 33rd Avenue (2017) - $146,312 TDC

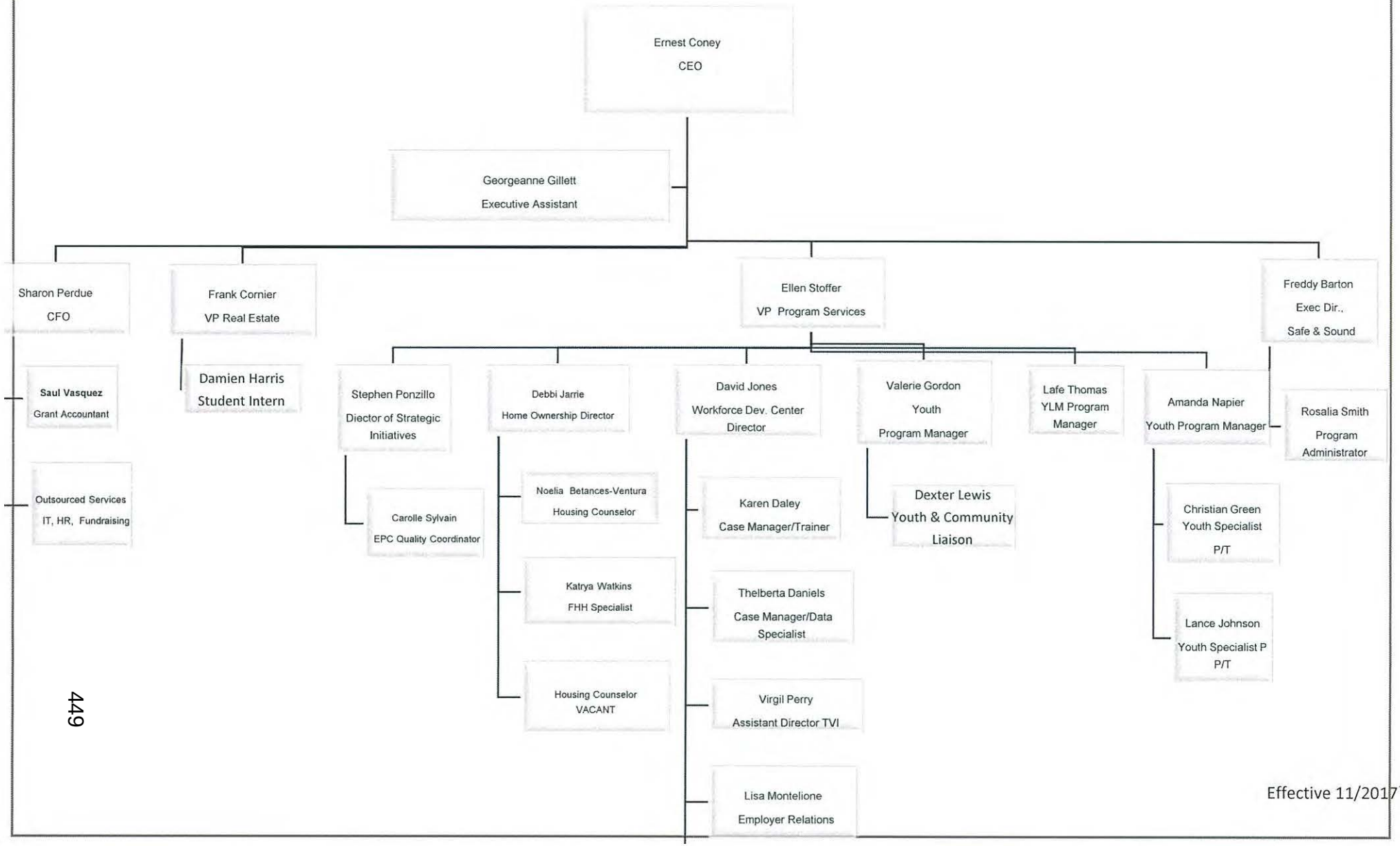
3404 E 28th Avenue (2017) - $185,000 TDC

3408 E 28th Avenue (2017) - $185,000 TDC

3410 E 28th Avenue (2017) - $185,000 TDC

3406 E 28th Avenue (2017) - $185,000 TDC

CDC of Tampa
Organizational Chart



Effective 11/2017`

Ernest M. Coney Jr.
2109 N. Jefferson
Tampa, FL. 33602

(813) 231-4362 Office
(813) 294-0220 Cell

EDUCATION

Dartmouth College, Hanover, NH - 1990 to 1994
B.A. in Sociology. Concentration on Administrative and Organizational Theories.

University of South Florida, Tampa, FL - 1994 to 1996
Master of Public Health. Concentration on Health Policy and Management.

WORK EXPERIENCE

Chief Executive Officer, CDC of Tampa Inc., Tampa, FL
October 2006 to Present

- Implemented database management systems for Youth, Career, and Housing Counseling services.
- Designed self-sufficiency programs in the areas of workforce and youth development, and housing development and counseling to create an economic impact of $14 million.
- Oversight of 25,000 square feet of commercial real estate, for economic development.
- Facilitated the development of 30 single family homes and more than 132 multi-family units.

Sr. Actuarial Analyst, Actuarial Department, Well Care HealthPlans, Inc., Tampa, FL
August 2004 to October 2006

- Assist Executive Management reach goal of $3 billion in revenues by identifying and evaluating new product lines, expansion markets, and contracting strategies.
- Took the lead on standardizing methodologies and pricing models, to effectively set strategic direction to include revenue maximization, product and benefit selection, and cost saving initiatives.
- Responsible for producing the corporate budget, reforecast, and operational indicators to assist Plan Level Executives (State Executives) maintain goals for operational quality and financial viability.

Director, Managed Care, Quality Health Plans, Inc., Holiday, FL
April 2003 to July 2004

- Oversight of the Member Service, Claims, and Finance Departments, to include development of Policy and Procedures, Reporting, Operational Efficiency, and adherence to Quality Assurance Guidelines.
- Created P&L initiative to increase revenue by 25%, and decrease expenses by 15%.
- Responsible for developing network improvement initiatives with physicians, and IPA groups by identifying effective practice and referral patterns.
- Assisted in developing and negotiating IPA risk deals.
- Developed a market expansion plan for Medicare and Medicaid, to include external trend analysis, profitability, market share, and hospital networks by county.
- Responsible for producing utilization and financial reports to evaluate Hospital and Physician contract performance, to include settlement and bonus payment.
- Developed restated financials by product line to evaluate corporate profitability.
- Assisted in the development of product lines and member benefits.
- Worked with the IS&T department to develop database reporting logic and data integrity.

Sr. Financial Analyst, Medical Economics, Well Care HMO, Inc., Tampa, FL
September 2000 to March 2003

- Assisted Executive Team increase corporate profit by $19 million, by identifying new market share and product lines, eliminating unprofitable business, and increasing the performance of marginal products.
- Prepared quantitative reports to include profitability, and sensitivity analysis to effectively understand and track the major drivers behind revenues and expenses.
- Responsible for preparing Florida Medicare ACRP's, and Commercial (Florida and New York) rate filings to State Insurance Departments and other regulator agencies.
- Produced the pricing model and actuarial memorandum for the acquisition and renewal of the Healthy Kids product in several counties.
- Responsible for preparing IBNR reports for all lines of business (Medicaid, Medicare, and Commercial) by region (Florida, New York, and Connecticut).
- Assisted in the development of the Florida Medicare benefit designs by market, to include the impact of copays and value added medical benefits on utilization and profit.

Senior Financial Analyst, United HealthCare of Florida, Tampa, FL
November 1997 to September 2000

- Responsible for contracting physicians in Hillsborough, Manatee, and Polk Counties, and assisted in hospital contracting.
- Produced the Annual Business Plan, utilizing several strategic analysis - external trend, performance review, internal assessment, etc
- Developed budgets approximating $500,000,000 in revenue
- Assisted in the development of several Integrated Delivery System Financials, based on their respective risk arrangements and funding.
- Developed program to analyze fee schedules, which assisted Contracting Department in negotiating profitable reimbursement levels.
- Responsible for a variety of financial reports and analysis to include IBNR calculations, Medical Cost, SG&A Expenses, and Revenues for the Gulf Coast Region.
- Member of the Quality Assurance Committee, and Medical Expense Team.

Office Administrator, First Physician Care of Tampa Bay Inc., Tampa, FL
July 1995 to September 1997

- Responsible for the business and professional management of two Medicaid pediatric physician offices to include policy and procedure adherence, budget controls, accounts payable, personnel management, and supervision of all employees.
- Prepared cost analysis, variance analysis, and financial ratios, as well as, the business or corrective action plan to result in process improvement for several primary care offices.
- Trained physicians and staff on respective contractual and policy issues associated with various Medicaid, and other indigent populations from private and governmental organizations.
- Trained Billing Specialist on batch billing and cash deposit process.
- Responsible for marketing, credentialing, and necessary networking. Increased managed care members by 9%.
- Maintained a 38% contribution margin by increasing billed revenue by 45%, and decreasing expenses by 13%.

Community Activities

Economic Development Chair, CAC-East Tampa CRA, 2007 to present
Member, Equal Business Opportunity Advisory Committee, 20010 to present
Dartmouth Alumni Recruiter, 2001 to Present

Sharon L. Perdue

ACCOUNTING AND FINANCIAL MANAGEMENT

Certified Public Accountant with 30+ years of financial management experience including 10 years of public accounting and 8 years of Non-Profit entity financial and grant management. Proven ability to provide accurate financial reporting, manage corporate risk, analyze financial results, provide strategic direction as well as implement innovative solutions to improve operational efficiencies and manage ongoing expenses.

KEY ACCOMPLISHMENTS

- Management of $150 million corporate budget for garment manufacturer.
- Responsible for maintenance of financial records and preparation for external audit with no significant audit adjustments made by external audit firm.
- Participated in development of corporate vision statement and development of company-wide strategic plans to support vision.
- Created a project budget and cash flow template for use by a condo developer company to project revenue, cost, cash flow and profit by development. This tool was used to present information to investors as well as provide a budget for the project.
- Provided business analysis tools and staff training for a mechanical engineering contractor to enable them to better monitor project status and project profitability.
- Project leader for design, programming, conversion and implementation of manufacturing work in process accounting system. This system reduced the workload by 60 hours per week resulting in level headcount during a period of high growth.
- Participated in bank negotiations and in preparation of projections for $40 million revolving loan facility and in subsequent year for multimillion dollar construction loan for new warehouse and corporate offices. Managed administration of loan during construction period.
- Preparation of all financial and operational information required for prospectus to take company public (IPO). Participation in process of becoming public.
- Supervision of accounts receivable, accounts payable, inventory, cost accounting, cost development, payroll, fixed assets and general ledger.

INDUSTRY EXPERIENCE

- Non-Profit
- Manufacturing
- Distribution
- Construction
- Professional Services
- Real Estate
- Financial Services

PROFESSIONAL EXPERIENCE

2015 to present	Corporation to Develop Communities of Tampa, Inc – Non Profit Community Development Corporation, CFO
2014 - 2015	SLV Lighting North America, Inc. – Lighting design, manufacture and distribution, Accounting Manager
2012 – 2014	Bessolo Design Group, Inc – Architectural & Engineering Firm Controller
2009 - 2012	Sharon L. Perdue, CPA, PA-Small business controller services. Primary client – Non Profit Community Development Corporation
2004 – 2009	Money Coaches of Tampa – Financial Planning Firm, CFO
2000 - 2004	B2d semago – CPA's and business advisors Director of Small Business Services Primary clients – construction industry
1998 - 2000	Sharon L. Perdue, CPA, PA-Small business accounting services. Primary clients – Nonprofit organizations
1990 - 1998	Tropical Sportswear Int'l Corporation Marketer and manufacturer of men's casual slacks and shorts. Sr. VP of Finance
Prior to 1990	Arthur Young (currently Ernst and Young)

COMPUTER SOFTWARE

Quickbooks – All versions including Pro and Enterprise
MIP Nonprofit Accounting
Microsoft Suite – Outlook, Excel, Word, Powerpoint

PROFESSIONAL CERTIFICATION AND EDUCATION

Certified Public Accountant - Florida

B.S. in Accounting, University of South Florida

Frank Cornier

813.965.2052 frank.cornier@cdcoftampa.org

Experience

Vice President of Real Estate Development
Corporation to Develop Communities of Tampa, Inc., Tampa, FL June 2014 - Present

Provide day to day oversight and management of real estate development department and projects. Projects include development of homes using grant/subsidies such as CHDO and UrbanLIFT, as well as home development using traditional lines of credit (unsubsidized development). Prepare and submit reports to funders and lenders on progress of developments. Other responsibilities include specification writing, procurement, bidding, draw requests, construction management, change orders, project completion and closeout. Successfully written proposals that have been awarded funding, including banks, NeighborWorks and City of Tampa (CDBG and HOME funding). Have also developed organizational relationships with other organizations, Realtors, City of Tampa, City of St. Petersburg, and local developers.

Serve on a community advisory board for a local affordable housing lender, providing input on lending products that would address low-to-moderate income housing needs.

Assistant Senior Lending Manager
Chase Bank, Tampa, FL January 2013 - June 2014

Primarily responsible for overseeing a group of 8 Lending Managers in making certain their 100+ Mortgage Bankers are meeting sales production goals, customer service benchmarks and compliance with federal regulations. Secondary role was to serve as an advisor on Chase's Business Development Team on matters of Community Reinvestment Act (CRA) activity, Fair Lending and market gaps in low-to-moderate income communities. This team developed strategies and activities for implementation, tracked those activities and reported the results to Senior Management. Activities included establishing and maintaining relationships with non profit organizations, municipalities, Realtor organizations and other community based 501c3 organizations. As a member of this team, I also reviewed Home Mortgage Disclosure Act (HMDA) and demographic information to determine market trends, penetration and deficiencies.

Volunteered with Habitat for Humanity to help build new homes for low income families.

Relocated to Tampa, FL November - December 2012

President & CEO (Formerly Executive Director)
NYS Licensed Residential Real Estate Broker
NCS Community Development Corporation, Rochester, NY **2002 - October 2012**

As an Officer of the corporation, was responsible for overseeing day to day operations including financial management, hiring, supervising and professional development of staff, developing and maintaing annual budgets, program development and evaluation, grant administration and training, and compliance. Diversified funding by researching new funding sources and successful proposal applications. Increased 2011-2012 annual budget by over $1 million dollars, to a total budget of $4.2 million dollars. Wrote many proposals that were successfully funded, including from City, State and Federal sources. Implemented design standards in local housing projects. Worked with residents to develop resident-driven goals for neighborhood revitalization. Provided technical assistance to other similar organizations needing capacity building. Became one of the most productive and respected affordable housing organizations in the City of Rochester. Provided construction management to complete hundreds of properties, including specification writing and project feasibility analysis. Represented buyers and sellers in traditional real estate transactions. Created and grew a for profit property management subsidiary company that provided additional revenue to parent company and managed hundreds of units. Worked closely with Board of Directors to further organizational mission and assist with developing policies, strategic planning and implementation.

Served on Mayor Robert Duff's Transition Team to develop his first 100 day plan for addressing community issues. Also served as a delegate for the Puerto Plata Sister City Committee, representing the City of Rochester in Puerto Plata, in an effort to encourage trade, tourism and education.

Board member of Housing Opportunities, Inc., an affordable rental housing organization that merged with PathStone (Rural Opportunities, Inc.) in 2005.

Board member of Northwest Neighborhood Outreach Center, a human service organization that assists low income families achieve self-sufficiency.

Deputy Director
Neighborhood Housing Services of Rochester, NY **2000 - 2002**

Provided management and oversight of lending, education and construction departments. Successfully created and implemented new housing development programs. Established relationships with faith based and other organizations to promote and offer housing services. Responsibilities also included the implementation, evaluation and reporting of all programs and contracts with local municipalities and funders.

Served on the Greater Rochester Community Reinvestment Coalition, an advocacy and advisory group which met with banks regarding their CRA activities and Fair Lending practices.

Housing & Development Director
NYS Licensed Residential Real Estate Broker
Ibero-American Development Corporation, Rochester, NY **1996 - 2000**

Tripled production of affordable housing units developed. Managed housing development and homebuyer education departments. Wrote specifications for all projects, placed projects out to bid, awarded projects, managed construction through completion, marketed properties and sold properties to low-to-moderate income homebuyers. Created new homebuyer programs to reach underserved

communities. Maintained database for all housing projects to keep projects on time and budget. Provided real estate representation to buyers and sellers of residential real estate. Also managed real estate salespeople licensed under me. Promoted 3 times since hire date.

Education & Training

University of South Florida, Tampa, FL
Certificate in Community Real Estate Development 2015

Southern New Hampshire University, Manchester, New Hampshire
Master of Science in Community Economic Development with concentration in City & Regional Planning, Graduation Pending

United Way Leadership Development Program, Rochester, NY
Certificate of Completion, 1999

Pratt Institute, Brooklyn, NY
Master of Science Internship with concentration in Economic Development, 1998

Greater Association of Realtors, Rochester, NY, NYS Licensed Broker with concentration in Real Property Law & Fair Housing, 1999 and on-going for continuing education as required to maintain license (22.5 hours every 2 years).

Also have completed a variety of real estate and construction training programs provided by NeighborWorks, Enterprise and the Institute for Real Estate Management (IREM).

Skills

Proven management track record. Experienced in all facets of running a not for profit organization. Proficient in proposal writing, administration, tracking and reporting. Proficient in development and construction management of affordable housing projects. Experienced in all facets of residential real estate. Can manage a variety of departments, individuals and programs. Ability to analyze problems and develop solutions. Can analyze financials and create development & operating budgets. Experienced in working with Boards of Directors and volunteers. Have taught in a variety of forums including the NYS Affordable Housing conference in Albany, NY, Neighborhood Preservation Coalition conferences and local workshops. Computer literate, including Microsoft office software products. Proficient in MS Excel. Professional level thinking and writing skills, as would be required in senior level positions.

DAVID P. JONES

1205 E. Linebaugh Avenue • Tampa, FL 33612 • (813) 431-9535

PERSONAL SUMMARY

Over 15 years of experience as program manager in a not-for-profit environment. Excellent interpersonal, human relations and communicative skills. Possess the insight and skills to achieve program objectives through the efforts of staff and volunteers. Ability to be proactive in situations and make sound decisions.

SUMMARY OF QUALIFICATIONS

- 15 years of proven leadership skills gained through managing not-for-profit programs:
  - ✓ Career Training and Job Placement (10 years)
  - ✓ Youth Development and Mentoring (4 Years)
  - ✓ Social Purpose Business-Youth Entrepreneurship (5 Years)
- Increased overall employment of clients completing job readiness training by 85%
- Established Employer Advisory Board to create determine necessary job skills required by potential employers
- Successfully managed Federal DOL Grant achieving 100% of employment goals for ex-offenders trained in general construction skills.
- Successfully managed youth development program that achieved 100% graduation rate for 3 years.
- 8 years' experience as a print production professional working in corporate and independent settings
- Experience with successfully managing all aspects of a textile screen printing center
  - ✓ Selecting, managing and training staff
  - ✓ Developing and managing department budget
  - ✓ Establishing and monitoring productivity and quality control goals

PROFESSIONAL EXPERIENCE

- Implemented a cohesive and comprehensive youth development curriculum for youth ages thirteen through eighteen using Best Practice Models.
- Implemented planning and project management processes to ensure the effective coordination and integration of the programs and resources of the career training center.
- Provided support to executive leadership and staff in the areas of developing the strategic plan for management, program execution and communications.
- Collaborated with local adult education and developmental services to increase effective referrals services for clients and families.

- Assisted with funds development for training programs and supportive services.
- Managed and development of maintenance of community service projects

EMPLOYMENT HISTORY

2010-Present	***Workforce Development Center Director***	CDC of Tampa, Inc. Tampa, FL
2006-2010	***Youth Program Manager***	CDC of Tampa, Inc. Tampa, FL
2001-2006	***Manager***	CDC of Tampa, Inc. dba/ Youth Opportunity Print Center Tampa, FL
1997-2001	***Inside Sales Manager***	Express Printing Center Tampa, FL
1997-1997	***Pressman***	Free Press Publishing Tampa, FL
1994-1997	***Customer Service Order Processing***	Sir Speedy Printing Tampa, FL

EDUCATION

Springfield College – Tampa, Florida — 2005 Graduate, B.S. Human Services
Lancaster Vocational Program-Trenton, FL — Printing and Graphic Arts
Leto High School, 1992 - H.S. Diploma

PROFESSIONAL DEVELOPMENT

Neighborhood Work CLI - Action Planning
Florida A & M University Small Business Development
Seedco Business Plan for Social Purpose Business
Certified Financial Education Instructor -Neighbor Works America
Certified Re-Entry Specialist – School of Public and Environmental Affairs
Indiana University Purdue University of Indianapolis
Certified Advance Youth Development Specialist

Noelia Betances Ventura
5019 Cypress Trace Dr.
Tampa, FL 33624
Telephone no: 813-277-8898
Noeliabetances12@gmail.com

OBJECTIVE

To obtain optimal advancement in my career in which I can effectively utilize my skills in banking/accounting, leadership, and customer service.

QUALIFICATIONS

- Bilingual (English and Spanish)
- Outstanding communication and presentation skills.
- Strong ability in personnel training, and motivating co-workers.
- Skilled in organization and office procedures.
- Ability to achieve immediate and long-term goals and meet operational deadlines.
- Team Player.
- Ability to motivate my team to perform and achieved goals.
- Ability to Multi task.

EXPERIENCE

CDC of Tampa, Inc.
2016-present
Senior Housing Counselor

- Financial Capability Coach
- First time home buyer educator
- Responsible for intake of our clients
- Credit counseling to potential home owners
- Budget advise
- Income qualifications calculations
- Helping clients develop and achieve their savings goals
- Assisting clients seek the right down payment assistance for them

Regions Bank
2013-2016
Financial Services Specialist

- Responsible for research and analyzing issue related to customer accounts.
- Identifying customer's loan needs to refinance, purchase or debt consolidation.
- Generating loan applications for business and personal purpose.
- Providing advice. Guidance and education to customers to assist them with their financial goals.

- Providing community support with Regions @work program, conducting seminars on education for mortgage loans, identity theft and importance of credit.
- Motivating and coaching our team to achieve branch sales and services goals.
- Analyzing suspicious activity on customers' accounts and researching past history for customer activity.
- Identifying valid and fraudulent charges, using multiple research technique to resolve issues, reconciling and summarizing fraud losses and communicating with customers to notify of inquiry and problem resolution.

BB&T Corporation
Certified Relationship Banker 2
Residential and commercial financial services
2004-November2013

- Proactively initiate, develop, and manage long-term, profitable relationships.
- Expanded customers base through a variety of effective sales techniques.
- Delivered convincing oral sales presentations to upper management of major companies regarding BB&T @Work.
- Great understanding of Loans procedures based on banking general experience.
- Effectively assisted in the hiring and monitoring of co- workers' performance.
- Manage existing client relationships to identify future needs and consultatively address them.
- Profile prospects and clients to identify additional financial needs and refer to appropriate financial partners.
- Deliver superior quality service in person or by phone such that client needs are met on a consistent, positive basis.
- Gain an understanding of each client in order to identify additional financial needs and refer to appropriate IRM partners.
- Identify, solicit, develop, manage, service and expand business relationships in an assigned market using a consultative relationship management approach.
- Relation Banker Mentor, TRAINED AND ASSISTED OTHER Co-worker understand BB&T Values, Cultures, Procedures, etc.

Teller and Customer Service

- Promoted from Teller to Relationship Banker
- Participate in daily operational function of bank Teller being responsible for delivery of superior quality service while adhering to corporate, regulatory, and audit guidelines.
- Provide timely and efficient completion of client transactions while maintaining accurate records and thorough proper handling of all monies assigned.
- Other positions held: Teller/ Customer Service. Paycheck Advance, Tampa FL: Hired as Sales Floor and promoted to Supervisor, KFC; Tampa, FL.

EDUCATION

- A/A Degree in General Education (concentration of Accounting Courses).
- Banking and Accounting Courses, Seminars.
- Workshops through BB&T University.
- Other Seminars and training classes that include: Regulation CC, Anti-Regulation Y, Anti-Money Laundering, CTR, Regulation B Equal Credit Opportunity Act, Fair Credit Reporting Act, Identify Red Flags, business and retail lending training, etc.

ACCOMPLISHMENTS

- 2015 Reaching higher award top performer for the West Florida region.
- Top Performer during Summer Promotion Win in 2010, South Central Region.
- Olympian Award Winner, South Central Region (4 times).
- Top 25 Relationship Banker in Banking Network approximately 10 times.
- Perfect Mystery Shops Scores, providing the Perfect Client Experience.

COMMUNITY INVESTMENT

Volunteer for Indian Health Fair yearly.
Visiting our community and small business providing information in any area of the banking industry.
BB&T Lighthouse Project, donating time to nonprofit organizations, such as library, schools, day care. Etc.
Hoke County Parks and Recreation Center, Volunteer as assistant Coach for various Sports.

6434 Oaktree Court
Tampa, Florida 33610
Tel: (813) 520-6826
E-mail: Katrya.Watkins@cdcoftampa.org

Katrya L. Watkins-Kennedy

Career Summary

- ✓ Program assistant experience specific to organizations that serve at risk children.
- ✓ Proven adaptability and flexibility in dealing with complex program and emergency demands of an organization. Ability to make sound decisions while working within the Agency's philosophy.
- ✓ Demonstrated track record of being an effective leader, motivator and staff development coordinator. Ability to be Creative and Innovative.
- ✓ Excellent work ethic with the ability to perform independently and as a resourceful team player.
- ✓ Ability to Plan, Organize, and Facilitate Meetings

Professional Experience

CDC of Tampa, Inc., Tampa, Florida September 2014- Present

Housing Advisor/Certified Counselor

As the housing advisor for the state of Florida's Hardest Hit Fund Program I provide support and information to homeowners who are applying for assistance for the Florida Hardest Hit (UMAP) and Principal Reduction programs. I initiate contact with homeowners to provide them with key information that will be vital in the processing of their file in preparation for Underwriter review. I manage the files and cases by requesting and reviewing asset and income information and performing a series of computation and tests to determine if a file meets program eligibility guidelines. Housing advisors are also required to utilize several public records data bases to obtain property information such as mortgages, deeds and property appraisals. Advisors serve as a point of contact between the homeowner and the Underwriter throughout the application process.

CDC of Tampa, Inc., Tampa, Florida January 2008 – August 2014

Prodigy Program Administrator

As the Program Assistant/Administrator, I am responsible for providing support to specified programs, including but not limited to Prodigy and other associated programs. Duties include: tracking program participants, ensuring materials are readily available

while assisting with program operations. Provide staff development and training scheduling and compliance for program personnel, per policy. Marketing the agency's mission in an effort to develop linkages with community agencies and resources by maintaining public relations. Develop and implement programs, policies and procedure. Ensure that required reports and data base information are produced in an accurate and timely manner.

Prodigy Instructor

Provide instruction in art discipline (Creative Writing and Spoken Word) to students' ages 7-17. Instruct students in cultural arts and to work with parents, program partners and community members in a culturally diverse setting. Design, plan and develop course curricula (through lesson plans) so that students are challenged to discover their personal strengths through creative expressions and identifiable life skills.

MCMS Collection Agency, Tampa, FL April 2007 – December 2007

Administrative Assistant

Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Train and supervise lower-level clerical staff/medical collectors. Communicate with partnering healthcare agencies and hospitals regarding patient accounts

Time Inc., Tampa, FL May 2005 – August 2005

Customer Service Representative

Answer phones to respond to orders, general customer inquiries, invoice questions, and customer complaints. Project a professional company image through phone interaction. Upsell products and services.

Education

H. W. Blake High School Tampa, Fl May 2003
(Honors Graduate)

University of South Florida Tampa, Fl January 2005 - May 2005
College of Education (Intern: Phillip Shore Elementary and Dunbar Elementary)

University of South Florida Tampa, Fl Aug. 2003- Dec. 2009
English- Education

English- Creative Writing

Technical Skills

- ✓ Proficient computer skills including Microsoft Office
- ✓ Proficient with Quick Books Pro Accounting/bookkeeping Skills
- ✓ Curriculum Developer
- ✓ Event Planning
- ✓ Writing
- ✓ Managing
- ✓ Data Entry
- ✓ Navigator/Internet Explorer

Professional Training/Certifications

- ✓ NHEC Certification in Foreclosure Intervention and Default Counseling
- ✓ Beginning Advanced Foreclosure: Case Study Practicum
- ✓ Five Levels of Leadership
- ✓ Lesson Plan Evaluation
- ✓ Teaching/Learning Styles
- ✓ Classroom Management
- ✓ Teaching At- Risk Youth
- ✓ Programs Online Database (POD)

References

Valerie Gordon, After School Program Coordinator. CDC of Tampa, Inc., 813.248.9738
Katie McGill, Executive Director. Dress for Success, 813.731.1249
Nikki Durham, Program Manager. YMCA of Greater Springfield, 813.480.9075

Additional references available upon request

Debbi Jarrie

223 Hardcastle Place, Valrico FL 33594

(813) 407-6282

Debbi5280322@gmail.com

Skills

Bilingual in Spanish fluently speak, read, and write. Public speaking, group leader, team worker, active listener, management, supervision, grant writing, resourceful, good judgement, crisis intervention. Knowledgeable in all Microsoft software, networking, and software/hardware troubleshooting.

Experience

CDC of Tampa, February 2016 - present

Homeownership Director

- Assists in developing and implementing a marketing plan for recruiting prospective homeowners (to show vacant lots/rehabs/new construction).
- Conducts credit reference checks and prepares programs and related correspondence.
- Develops relationships with mortgage lenders and assists selected families through the mortgage process.
- Assists in developing and implementing a training program to educate prospective homeowners and new homeowners about the purchasing process and responsibilities of home ownership.
- Coordinate the development and implementation of a comprehensive pre-purchase Homeownership Program comprised of both counseling and education components.
- Prepare monthly reports to document program and services data.
- Assists in the preparation of proposals for funding to support and expand housing.
- Oversee and assist the marketing to counties, communities, lenders, and other agencies to secure housing funds and educational opportunities.
- Attends local and county government and other community meetings pertaining to low income housing development as assigned.
- Attends organizational staff and board committee meetings as scheduled.

- Participates annually in updating the organization's strategic plan. Prepares and administers the program's annual budget.
- Carries out other related assignments requested by the COO, which are consistent with the goals and objectives of the organization.
- Provides quality controls for all aspects of the program to include training and counseling sessions, program effectiveness, and client files.
- Provides training and technical assistance to Counseling and Education staff members including tracking, evaluation and follow-up.

Catholic Charities, FL 2006 - January 2016

Program Manager/Homeownership Educator/ Refugee Services

- Manage day to day operations of 13 Programs
- Assist and identify Funding Sources in writing proposals and grants.
- Complete reports to funders in a timely manner
- Supervision of 13 employees
- Ensure resettlement of Refugees are per cooperative agreement
- Ensure loan delinquency is at a minimal for Microenterprise program
- Teach homeownership classes for first time homebuyers in Spanish and English
- Provide counseling & make appropriate referrals to clients who are facing foreclosure
- Provide counseling & make appropriate referrals to clients who are victims of a predatory loan
- Provide credit reports and advise client of appropriate steps of action to improve credit
- Initiate clients by marketing and networking with other nonprofits, or community lending institutions
- Initiate collaborations with other nonprofit agencies to achieve a well rounded educational first time homebuyers program.

DJ Multi Services-Valrico, FL 2005 - 2006

Business Owner

- Built clientele for retail business

- Sales Marketing through internet and mail out
- Provided excellent customer service
- Accounts receivable/payable
- Negotiate pricing with various Distributors

Self employed Mortgage Broker Residential/Commercial Lending- Hillsborough County, FL 2005-2006

Mortgage Broker

- Originate and process residential mortgages
- Originate and process Commercial refinances for small business
- Create Business plans

Goodwill Industries – Pinellas Park, FL 2005

Financial Career Planner

- Assisted clients with job placement, resume building and interview skills
- Matched clients with lists of employers on file
- Held groups to recruit for specific program
- Develop individualized goal-oriented plan based on specific objectives and local program SOP's
- Coordinate all services relative to the programs offered, within the agency, in compliance with their policies and operating procedures
- Develop customer budgets and track expenditures/expenses
- Develop Personal Re- Employment Account with customers
- Assess and document customer training suitability
- Provide consistent employment plan progress checks, by monthly contacts
- Input data collection and update all progress in training in OSMIS

BVCAP - Pawtucket, RI 2004 - 2005

- Homeownership Education Specialist
- Teach homeownership classes for first time homebuyers in Spanish and English
- Provide counseling & make appropriate referrals to clients who are facing foreclosure

- Provide counseling & make appropriate referrals to clients who are victims of a predatory loans
- Provide credit reports and advise client of appropriate steps of action to improve credit
- Provide guidance to homeowners and landlords in issues they may face such as tenant eviction or lead paint removal

Education

Rhode Island College - Providence, RI

45 credits earned from the School of Social Work thus far

Certificates

Neighbor-works Training the Trainer Certified, Foreclosure Intervention/Prevention Counseling (NWA&HUD), Neighbor-works HECM Counseling, HUD FHA Training, Adoption Specialist Certified, Domestic Violence Awareness Certified, Family Intervention Units earned, Childhood Learning units earned, Time Management certificate, Crisis Intervention units earned, and Human Services training, (TANF)

ELLEN J. STOFFER

2826 Rampart Circle 727.512.4740

Clearwater, FL 33761 estoffer1@tampabay.rr.com

SUMMARY

Management professional with extensive experience in leadership, project/program management, grant writing and public speaking.

QUALIFICATIONS

- Program Management
- Program Analysis
- Public Speaking
- Budget Development
- Communication Skills
- Change Agent
- Process Improvement
- Program Development
- Strategic Thinker
- Team Building
- Collaboration Builder
- Research
- Committed to Excellence
- Project Management
- Training
- Management
- Relationship Management
- Creative Problem Solver

PROFESSIONAL EXPERIENCE

CORPORATION TO DEVELOP COMMUNITIES OF TAMPA **2016- Present**

Vice President, Program Services

Responsible for the management and production of housing, employment and youth programming.

- Responsible for administrative and program management. Maintains agency day-to-day operations by assisting in their formulation and enforces program, operational, and personnel policy and procedures. Works with CEO to insure that day-to-day operations are consistent with the long-term direction of organization.
- Recruits, hires and orients a productive staff by maintaining uniform procedures that are consistent with CDC's employment policy and procedures handbook. Maintain employee benefits program.
- Ensures excellent program services. Assess clients changing needs and designs appropriate curriculum and programs to serve those needs consistent with CDC's long range plan to enhance the impact and effectiveness of our services.

ELLEN J. STOFFER
727.512.4740 estoffer1@tampabay.rr.com

- Manages funding sources by insuring deadlines, objectives, progress reports, and record and bookkeeping requirements are met. Compliance with federal and state regulations and contract requirements by keeping abreast of changes, identifying and making appropriate changes. (CDBG, CSBG, HOME, HUD, OCS, etc)
- Market CDC and recruit clients by developing and maintaining referral sources, and networking with community based organizations.
- Develops operating plan and budget for President/CEO and Board approval.
- Establishes and maintains budget controls for programs and administration.
- Responsible for computer systems design and utilization.

UNITED WAY SUNCOAST, Tampa, FL **2006 – 2016**

Director, Income and Investment Strategies

Serve as lead staff for two major functions: Income Strategies and Investment Strategies.

- Built comprehensive financial stability program from a single initiative to a multi initiative program that provides services to more than 17,000 individuals/families annually.
- Oversee free tax preparation program using more than 300 volunteers; resulting in $15 million annually in tax refunds.
- Have secured more than $1,500,000 in grant funding to support programs.
- Established bi-county coalition of over 50 organizations working together to insure access to financial stability programs/services are available to all.
- Lead allocation process of $9.3 million to 91 social service programs within 64 agencies.
- Transformed annual investment process from a single year to a multi-year process.
- Developed, implemented and managed the first community wide Request for Proposal system for the organization.
- Skilled at establishing collaborative relationships with superiors and direct reports.

TAMPA JEWISH FAMILY SERVICES, Tampa, FL **2000 – 2005**

Executive Director

Responsible for total operation of a general social services agency providing safety net services in Hillsborough County.

- Lead organization to a 22% increase in revenue in four years.
- Lead the accreditation process for a non-profit social service agency resulting in a deficiency free report.

ELLEN J. STOFFER
727.512.4740 estoffer1@tampabay.rr.com

- Handled all personnel issues including hiring, training, assessing and disciplinary action.

MANORCARE HEALTH SERVICES, Varied locations **1995 – 2000**

Director, Product Implementation

As Director of Product Implementation was responsible for identifying viable locations in existing skilled nursing homes in which to establish subacute rehabilitation programs throughout the entire east coast of the county. Ultimately opened 17 units.

- Completed due diligence activities for each location to determine success potential.
- Hired Program Managers for each site.
- Provided training for the staff at each site.
- Provided management to staff both remotely and on site.
- Created and delivered product training and orientations to over 500 participant

Director, Arden Courts

As Director, Arden Court oversaw operations of a 56 bed Assisted Living Facility specifically dedicated for persons with Alzheimer's disease and other dementias.

- Managed a staff of 40.
- Created a marketing plan which resulted in a 32% increase in occupancy in one year.
- Managed a budget of $3,000,000.

EDUCATION AND CERTIFICATIONS

M.A., Guidance and Counseling – Michigan State University – E. Lansing, Michigan
B.S., Community Services – Michigan State University – E. Lansing, Michigan
Certified Life Coach – Coach Training Alliance

NLP
Neighborhood Lending Partners, Inc.



November 15, 2017

Mr. Frank Cornier
CDC of Tampa, Inc.
Vice President of Real Estate Development
1907 E. Hillsborough Avenue
Tampa, FL 33610

Dear Frank:

In response to the City of Tampa's request for a letter of recommendation as part of its RFP process, I am writing with great enthusiasm to recommend CDC of Tampa as a viable and effective development partner.

Neighborhood Lending Partners of Florida, Inc. (NLP) has been a successful community development lender for nearly 25 years and has a mission to support for-profit and nonprofit developers in their efforts to increase the quality and quantity of affordable housing stock across the State of Florida.

Our most recent project with CDC of Tampa, Inc. is Beacon Homes, the development of a subdivision of single-family homes in East Tampa for sale to income eligible buyers. NLP provided CDC of Tampa with a revolving line of credit that was used in part to fund Beacon Homes. Although the development is still in process, CDC of Tampa effectively built and sold the first three homes financed by NLP. The homes turned out beautifully and the homeowners were thrilled with the product.

I would not hesitate to recommend CDC of Tampa; they are a major asset to our community.

Sincerely,

Lanie Wasserman
Senior Vice President/Senior Lender
Neighborhood Lending Partners, Inc.

USAmeriBank
1-800-949-5666
usameribank.com

November 15, 2017

To Whom It May Concern:

RE: CDC of Tampa, Inc.

The purpose of this letter is to advise you of the banking relationship between Corporation To Develop Communities of Tampa, Inc. also known as the CDC of Tampa, myself and USAmeriBank. The CDC is a well-respected client of the USAmeriBank since 2014. As a high valued credit customer, the CDC has always maintained their banking and credit activities in a satisfactory manner. The CDC Affordable Housing Projects financed through USAmeriBank have been completed on time and on budget.

If you should need further information, please do not hesitate to contact me at 813-739-3362 or via email at tmulvihill@usameribank.com.

Sincerely,

Terri Mulvihill
Senior Vice President
USAmeriBank

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

Please read, fill out, execute and submit the form, signifying that you have read and agree to adhere to the following policy. Also, please disclose any potential conflicts including any boards or committees currently serving on, any private companies owned by you or members of your Board of Directors, and any other potential conflicts.

(a) ***Applicability.*** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.
(2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).
(b) ***Conflicts prohibited.*** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to NSP activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a NSP-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a NSP-assisted activity, or with respect to the proceeds of the NSP-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.
(c) ***Persons covered.*** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.
(d) ***Exceptions.*** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.
(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

(ii) Whether an opportunity was provided for open competitive bidding or negotiation;

(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

Federal Law prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the funding sources administered through this jurisdiction (1) or who are in the position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity...either for themselves or those whom they have family or business ties, during their tenure or for one year thereafter.

Therefore, please answer the following disclosure questions:

1. Are you currently a (Please Check One):

   __ City Council Member __ Officer ✓ Executive Management Staff
   __ Staff (associated with delivery of program)

2. City position held _____

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO ✓ YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO ✓ YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: E M Coney Jr Name (Please Print): Ernest M. Coney Jr

Name of Current Employer: CDC of Tampa, Inc Date: 11/13/19

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

Federal Law prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the funding sources administered through this jurisdiction (1) or who are in the position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity...either for themselves or those whom they have family or business ties, during their tenure or for one year thereafter.

Therefore, please answer the following disclosure questions:

1. Are you currently a (Please Check One):

   __ City Council Member __ Officer X Executive Management Staff
   __ Staff (associated with delivery of program)

2. City position held _____

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO X YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO X YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: Ellen Stoffer Name (Please Print): Ellen Stoffer

Name of Current Employer: Corporation to Develop Communities of Tampa Date: 11/13/17

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(1) 24 CFR: 570.611 (CDBG): and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

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Therefore, please answer the following disclosure questions:

1. Are you currently a (Please Check One): N/A

   __ City Council Member __ Officer __ Executive Management Staff
   __ Staff (associated with delivery of program)

2. City position held _____

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO X YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO X YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: Sharon Perdue Name (Please Print): SHARON PERDUE

Name of Current Employer: CORPORATION TO DEVELOP COMMUNITIES OF TAMPA, INC Date: 11/13/17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

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Therefore, please answer the following disclosure questions:

1. Are you currently a (Please Check One):

   __ City Council Member __ Officer __ Executive Management Staff
   X Staff (associated with delivery of program)

2. City position held n/a

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO X YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO X YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: [signature] Name (Please Print): Frank Cornier

Name of Current Employer: CDC of Tampa, Inc. Date: Nov 9, 2017

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
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(vii) Any other relevant considerations.

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Therefore, please answer the following disclosure questions:

1. Are you currently a (Please Check One):

   __ City Council Member __ Officer __ Executive Management Staff
   ✓ Staff (associated with delivery of program)

2. City position held None

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO ✓ YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO ✓ YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: _____ Name (Please Print): DAVID JONES

Name of Current Employer: CDC of TAMPA, INC. Date: 11/13/17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

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Therefore, please answer the following disclosure questions:

1. Are you currently a (Please Check One):

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   X Staff (associated with delivery of program)

2. City position held _____

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO X YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO X YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: _____ Name (Please Print): Nalla Betances Ventura

Name of Current Employer: CDC of Tampa Date: 11/13/17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
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(vii) Any other relevant considerations.

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2. City position held _____

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO ✓ YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO ✓ YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: _____ Name (Please Print): DEBBI JARPIE

Name of Current Employer: CDC of TAMPA Date: 11/13/17

(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

Please read, fill out, execute and submit the form, signifying that you have read and agree to adhere to the following policy. Also, please disclose any potential conflicts including any boards or committees currently serving on, any private companies owned by you or members of your Board of Directors, and any other potential conflicts.

(a) ***Applicability.*** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.
(2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).
(b) ***Conflicts prohibited.*** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to NSP activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a NSP-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a NSP-assisted activity, or with respect to the proceeds of the NSP-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.
(c) ***Persons covered.*** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.
(d) ***Exceptions.*** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.
(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

(ii) Whether an opportunity was provided for open competitive bidding or negotiation;

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decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

Federal Law prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the funding sources administered through this jurisdiction (1) or who are in the position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity...either for themselves or tho e whom they have family or business ties, during their tenure or for one year thereafter.

Therefore, please answer the following disclosure questions:

1. Are you currently a (Please Check One):

   __ City Council Member X Officer __ Executive Management Staff
   __ Staff (associated with delivery of program)

2. City position held _____

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO X YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO X YES ____

   If yes, plea state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signa[redacted] Name (Please Print): Kym Patterson

Name of Current Employer: Fifth Third Bank Date: 1/14/17

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ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

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(a) ***Applicability.*** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.
(2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).
(b) ***Conflicts prohibited.*** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to NSP activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a NSP-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a NSP-assisted activity, or with respect to the proceeds of the NSP-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.
(c) ***Persons covered.*** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.
(d) ***Exceptions.*** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.
(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

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(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

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Therefore, please answer the following disclosure questions:

1. Are you currently a (Please Check One): NO

   __ City Council Member __ Officer __ Executive Management Staff
   __ Staff (associated with delivery of program)

2. City position held N/A

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO ✓ YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO ✓ YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: [signature] Name (Please Print): Tammy A. Haylock-Moore

Name of Current Employer: JP Morgan Chase Bank NA Date: 11/16/17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

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(a) ***Applicability.*** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.
(2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).
(b) ***Conflicts prohibited.*** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to NSP activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a NSP-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a NSP-assisted activity, or with respect to the proceeds of the NSP-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.
(c) ***Persons covered.*** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.
(d) ***Exceptions.*** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.
(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

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(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
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Therefore, please answer the following disclosure questions:

1. Are you currently a (Please Check One):

   __ City Council Member __ Officer __ Executive Management Staff
   __ Staff (associated with delivery of program)

2. City position held _____

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO X YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO X YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: Erin E. Page Name (Please Print): Erin E. Page

Name of Current Employer: Shutts & Bowen Date: 11/16/17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

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Please read, fill out, execute and submit the form, signifying that you have read and agree to adhere to the following policy. Also, please disclose any potential conflicts including any boards or committees currently serving on, any private companies owned by you or members of your Board of Directors, and any other potential conflicts.

(a) ***Applicability.*** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.
(2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).
(b) ***Conflicts prohibited.*** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to NSP activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a NSP-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a NSP-assisted activity, or with respect to the proceeds of the NSP-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.
(c) ***Persons covered.*** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.
(d) ***Exceptions.*** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.
(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

(ii) Whether an opportunity was provided for open competitive bidding or negotiation;

(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

Federal Law prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the funding sources administered through this jurisdiction [1] or who are in the position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity...either for themselves or those whom they have family or business ties, during their tenure or for one year thereafter.

Therefore, please answer the following disclosure questions:

1. Are you currently a (Please Check One):

   __ City Council Member X Officer __ Executive Management Staff
   __ Staff (associated with delivery of program)

2. City position held _____

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO X YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO X YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: _____ Name (Please Print): Andres S Prida

Name of Current Employer: Prida, Guida & Perez, P.A. Date: 11/16/17

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[1] 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

Page 1 of 4 DMI – Solicited/Utilized

City of Tampa – DMI -Schedule of All Sub-(Contractors/Consultants/Suppliers) Solicited

(FORM MBD-10)

Contract No.: 17-P-00981 Contract Name: Residential Developer for Infill Housing Redevelopment

Contractor Name:_____ Address:_____

Federal ID:_____ Phone:_____ Fax:_____ Email:_____

[ ] No Firms were contacted/solicited for this contract.

[ ] No Firms were contacted because:_____

[ ] See attached documents with supplemental information.

NIGP Code General Categories: Buildings = 909, General = 912, Heavy = 913, Trades = 914, Architects = 906, Engineers & Surveyors = 925, Supplier = 912-77

This DMI Schedule Must Be Submitted with the Bid or Proposal (Do Not Modify This Form)

S = SLBE W=WMBE Federal ID	Company Name Address Phone & Fax	Type of Ownership (F=Female M=Male) BF BM = African Am. HF HM = Hispanic Am. AF AM = Asian Am. NF NM = Native Am. CF CM = Caucasian	Trade or Services NIGP Code (listed above)	Contact Method L=Letter F=Fax E=Email P=Phone	Quote or Resp. Rec'd Y/N

It is hereby certified that the information provided is an accurate and true account of contacts and solicitations for sub –contracting opportunities on this contract. ***This form must be completed and submitted with the bid or proposal***. Modifying or failing to sign DMI forms may result in Non-Compliance and/or deemed non-responsive.

Signed: E M Conz Name/Title: CEO Date: 11/14/17

MBD 10 rev. 02/01/13 **Note: Detailed Instructions for completing this form are on the next page**

City of Tampa – DMI Schedule of Sub-(Contractors/Consultants/Suppliers) to be Utilized

(FORM MBD-20)

Contract No.: 17-P-00981 Contract Name: Residential Developer for Infill Housing Redevelopment

Contractor Name:_____ Address:_____

Federal ID:_____ Phone:_____ Fax:_____ Email:_____

[ ] See attached documents.

[ ] No Subcontracting (of any kind) will be performed on this contract.

NIGP Code General Categories: Buildings = 909, General = 912, Heavy = 913, Trades = 914, Architects = 906, Engineers & Surveyors = 925, Supplier = 912-77

This DMI Schedule Must Be Submitted with the Bid or Proposal (Do Not Modify This Form)

Enter "S" for firms Certified as Small Local Business Enterprises, "W" for firms Certified as Women/Minority Business Enterprise

S = SLBE W=WMBE Federal ID	Company Name Address Phone & Fax	Type of Ownership (F=Female M=Male) BF BM = African Am. HF HM = Hispanic Am. AF AM = Asian Am. NF NM = Native Am. CF CM = Caucasian	Trade, Services, or Materials NIGP Code Listed above	Amount of Quote. Letter of Intent if available.	Percent of Scope/Contract %

Total Subcontract/Supplier Utilization $_____

Total SLBE Utilization $ _____

Total WMBE Utilization $ _____

Percent SLBE Utilization of Total Bid/Proposal Amt. _____% Percent WMBE Utilization of Total Bid/Proposal Amt. _____%

It is hereby certified that the following information is a true and accurate account of utilization for sub-contracting opportunities on this contract. ***This form must be completed and submitted with the bid or proposal.*** Modifying or failing to sign DMI forms may result in Non-Compliance and/or deemed non-responsive.

Signed: E M Cary Name/Title: CEO Date: 11/14/17

MBD 20 rev. 02/01/13

Note: Detailed Instructions for completing this form are on the next page.

City of Tampa – DMI Sub-(Contractors/Consultants/Suppliers) Payments

[ ] Partial [ ] Final

(FORM MBD-30)

Contract No.: 17-P-00981 Contract Name: Residential Developer for Infill Housing Redevelopment
Contractor Name:_____ Address:_____
Federal ID:_____ Phone:_____ Fax:_____ Email:_____
GC Pay Period:_____Payment Request/Invoice Number:_____ City Department:_____
_____

Total Amount Requested for pay period: $_____ Total Contract Amount (including change orders):$_____
-Type of Ownership - (F=Female M=Male), BF BM = African Am., HF HM = Hispanic Am., AF AM = Asian Am., NF NM = Native Am., CF CM = Caucasian S = SLBE

Type Trade/Work Activity []Sub []Supplier Federal ID	Company Name Address Phone & Fax	Total Sub Contract Or PO Amount	Amount Paid To Date Amount Pending Previously Reported	Amount To Be Paid For This Period Sub Pay Period Ending Date
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$

(Modifying This Form or Failure to Complete and Sign May Result in Non-Compliance)

Certification: I hereby certify that the above information is a true and accurate account of payments to sub – contractors/consultants on this contract.

Signed: E M Conroy Name/Title: CEO Date: 11/14/17

DMI form 30 (rev. 10/01/12) **Note: Detailed Instructions for completing this form are on the next page**

CDC of Tampa

Approved Budget - 2017

Budget Summary	
Income	
Federal Grants	769,253
State and Local Grants	1,029,825
Foundations	335,000
United Way of Tampa Bay	223,750
Special Events/Fundraising	190,000
Contributions	3,778
Program Service Fees	466,340
Real Estate Rehab Net Sales	19,709
Developer Fees	211,337
Real Estate Rental	216,563
Inkind Contributions	18,225
Total Income	3,483,780
Expense	
Salaries & Benefits	1,976,394
Occupancy Expenses	165,126
Direct Program Svc Expenses	538,332
Other G&A Expenses	711,867
Total Expense	3,391,719
Net Income	92,061

PROMISSORY NOTE
(Revolving Line of Credit)

PRINCIPAL AMOUNT: $750,000.00 ____ __, 2017

For Value Received, **CORPORATION TO DEVELOP COMMUNITIES OF TAMPA, INC.**, a Florida nonprofit corporation ("**Borrower**"), promises to pay to the order of **NEIGHBORWORKS CAPITAL CORPORATION,** a Colorado nonprofit corporation or its successors and assigns (collectively, the "**Lender**"), the principal sum of Seven Hundred Fifty Thousand and No/100 Dollars ($750,000.00), or so much thereof as will be advanced, plus interest on the unpaid principal balance (herein called the "**Principal Amount**"), from the date of advance hereunder until paid in full, at the interest rate set forth below.

1. DEFINITIONS. In addition to the terms defined in Sections 3(d) and 6 of this Note, the terms "**Borrower**," "**Lender**," and "**Principal Amount**" have the meanings set forth above, the terms "**Business Day**," "**Event of Default**," "**Home**," and "**Loan Documents**" have the meanings attributed to such terms in the Loan Agreement, and the following terms have the following meanings:

a. "**Closing Date**" means the date set forth above.

b. "**Fixed Rate**" means a per annum rate of interest equal to five and one-half percent (5.5%).

c. "**Loan Agreement**" means that certain Loan Agreement of even date herewith between the Borrower and Lender.

d. "**Maturity Date**" means July 1, 2019.

e. "**Note**" means this Promissory Note, together with all extensions, renewals, modifications and substitutions thereof or therefor.

2. INTEREST RATE. The per annum interest rate payable on this Note is at all times equal to the Fixed Rate, compounded monthly, unless otherwise set forth herein.

3. PAYMENTS. This Note will be repaid as follows:

a. During the period commencing on the Closing Date until the Maturity Date, accrued and unpaid interest only on the Principal Amount outstanding under the Note will be payable in successive monthly installments commencing on the first day of June.

b. All payments on this Note will be applied first to late charges and other fees payable hereunder, if any, then to accrued and unpaid interest and then in reduction of the Principal Amount.

c. Interest will at all times be calculated based upon a 360-day year and actual number of days elapsed in any period for which interest is payable. At Lender's option, upon written notice to Borrower, Lender may elect to calculate interest on the basis of a 365-day year.

d. In addition to the payments of interest set forth in Section 3(a) above, a mandatory partial payment of the Principal Amount of the Note equal to the Principal Amount advanced to Borrower for a Home ("**Repaid Amount**") is promptly due upon the closing of the transfer of such Home to a third party and Lender will execute and send to Borrower for recordation at the time of sale of such Home an executed Satisfaction of Mortgage (the "**Satisfaction**") for the Property (as such term is defined in the Loan Agreement) of such Home, which Satisfaction shall have been prepared in advance by Borrower and be in form and substance acceptable to Lender, and which Satisfaction can be recorded at the closing of the transfer of such Home as long as Lender is paid the Repaid Amount at such closing.

4. MATURITY DATE. The entire outstanding Principal Amount, together with all accrued and unpaid interest thereon and all other sums payable hereunder, will mature and be due and payable in full to Lender, unless sooner accelerated pursuant to Section 5 below or otherwise, on the Maturity Date.

5. ACCELERATION; EXPENSES. Lender may accelerate the Maturity Date if an Event of Default occurs, regardless of any prior forbearance. Borrower will pay all of the costs and expenses incurred by Lender in connection with collecting or attempting to collect any sums due under this Note or enforcing any provision of this Note or any of the other Loan Documents, including, but not limited to, attorneys' fees and disbursements and applicable statutory costs, whether incurred out of court or in litigation, including pre-trial, appellate and bankruptcy proceedings.

6. LATE PAYMENTS AND DEFAULT INTEREST. If any amount due under this Note is not received by Lender within ten (10) Business Days after the date such amount is due, Borrower will pay to Lender a late charge equal to the lesser of (a) ten percent (10%) of such overdue amount or (b) the maximum amount allowable under applicable law, which late charge will be immediately due and payable without notice or demand by Borrower. Upon and during the continuance of an Event of Default, the interest rate on this Note will bear interest at a rate equal to the lesser of (A) 12% per annum or (B) the maximum statutory rate allowable by applicable law (the "**Default Rate**"), and Lender will have all rights and remedies set forth in the Loan Agreement and the other Loan Documents, time being of the essence. Upon and during the continuance of an Event of Default, interest on the Principal Amount will accrue at Default Rate until either the Principal Amount, together with all accrued interest thereon, is paid in full or Lender waives in writing the Event of Default. The foregoing is not to be construed as a waiver by Lender of its right to pursue any other remedies available to it under this Note or any other Loan Document.

7. PREPAYMENT.

a. This Note may be prepaid in whole or in part, without premium or penalty, at any time.

b. Any partial prepayments under this Note do not relieve Borrower of the obligation to pay periodic installments of principal and/or interest hereunder as and when the same would otherwise fall due.

8. WAIVER; NO RELEASE; REMEDIES CUMULATIVE. Presentment, demand, notice of dishonor, notice of protest and protest are hereby waived by Borrower and all makers, sureties, guarantors and endorsers hereof. This Note is the joint and several obligations of Borrower and all makers, sureties, guarantors and endorsers, and is binding upon them and their successors and assigns. No release of any person liable for the indebtedness evidenced hereby, and no release of any security for the indebtedness evidenced by this Note, or any portion thereof, and no extension, alteration, amendment, subordination or waiver of any provision of this Note or of any other Loan Document made by agreement between Lender and any other person or party will release, discharge, modify, change or affect the liability of Borrower or any other person now or hereafter liable under this Note or under such other Loan Document. The remedies provided Lender in this Note and the other Loan Documents are cumulative and concurrent, and in addition to every other right or remedy now or hereafter provided by law or equity. Such remedies may be pursued singly, successively or together against the Maker, any of the Collateral, or any other security interests at the option of Lender. Borrower hereby expressly waives any right to make a claim for or relating to the marshaling of assets. The failure to exercise or delay in exercising any such remedy is not to be construed as a waiver or release thereof.

9. THE LOAN AGREEMENT AND SECURITY INTERESTS; GOVERNING LAW. This Note is issued pursuant to the Loan Agreement. The indebtedness evidenced hereby is evidenced by, among other things, the Loan Agreement and the other Loan Documents, and is subject to all of the terms and conditions thereof. Reference is made to the Loan Agreement and the other Loan Documents for certain rights as to acceleration of the indebtedness evidenced by this Note. Upon the occurrence of an Event of Default under the Loan Agreement, the Principal Amount and all accrued and unpaid interest thereon, and all other amounts evidenced by the Loan Documents will, at the option of Lender, become immediately due and payable. This Note is governed by the laws of the State of Maryland, without regard to conflicts of law provisions.

10. LINE OF CREDIT. This Note evidences a revolving line of credit. Advances under this Note may be requested only in writing by Borrower or as provided in this Section 10. All communications, instructions of

directions by telephone or otherwise to Lender are to be directed to Lender's office as set forth in the Loan Agreement. The following person or persons are authorized to request advances and authorize payments under the line of credit until Lender receives a notice from Borrower pursuant to the notice provisions in the Loan Agreement of revocation of such authority: _____. Borrower agrees to be liable for all sums either (a) advanced in accordance with the instructions of an authorized person, or (b) credited to any of Borrower's accounts. The unpaid principal balance owing on this Note at any time may be evidenced by endorsements on this Note or by Lender's internal records, including computer print-outs. Lender will have no obligation to advance funds under this Note if: (w) Borrower is in default under the terms of this Note, any other Loan Document or any other agreement between Borrower and Lender, (x) Borrower ceases doing business or is insolvent, or (y) Borrower has applied funds provided pursuant to this Note for purposes other than those authorized by Lender.

11. LEGAL RATE OF INTEREST. This Note is subject to the express condition that at no time will Borrower be obligated or required to pay interest on the Principal Amount at a rate in excess of the maximum rate that Borrower is permitted by law to contract or agree to pay. If by the terms of this Note, Borrower at any time is required or obligated to pay interest on the Principal Amount at a rate in excess of such maximum rate, then the rate of interest hereunder will be deemed to be reduced immediately and automatically to such maximum rate, interest payable hereunder will be computed at such maximum rate and any prior interest payment made in excess of such maximum rate will be immediately and automatically applied to, and will be deemed to have been a payment made in reduction of, the Principal Amount.

12. INVALIDITY. In the event any one or more of the provisions contained in this Note or any other Loan Document is for any reason held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability will not affect any other provision of this Note or such other Loan Document, but this Note and the other Loan Documents are to be construed as if such invalid, illegal or unenforceable provision had never been contained herein or therein.

13. CAPTIONS. The captions and headings set forth in this Note are for convenience purposes only and do not limit, define or otherwise have any effect on the interpretation of the agreements and understandings set forth herein.

14. RELATIONSHIP OF PARTIES. Lender is in no event to be construed for any purpose to be a partner, joint venturer or associate of Borrower, or of any lessee, operator, concessionaire or licensee of Borrower, in the conduct of their respective businesses.

15. MODIFICATION. This Note may not be modified, amended, discharged or waived orally, but only by an agreement in writing signed by the party against whom such modification, amendment, discharge or waiver is sought to be enforced.

16. SUCCESSORS AND ASSIGNS; PARTICIPATIONS. This Note inures to and binds the parties hereto and their respective heirs, executors, administrators, personal representative, successors and assigns, provided, however, Borrower may not assign this Note or any Loan Proceeds, or assign or delegate any of its rights or obligations without the prior express written consent of Lender in each instance, which consent is at the sole and absolute discretion of Lender. Lender, in its sole and absolute discretion, may transfer or pledge this Note, and may sell or assign participations or other interests in all or part of the Loan, on the terms and subject to the conditions of the Loan Documents, all without notice to or the consent of Borrower and the transferee(s) will thereupon become vested with all the powers and rights herein given to Lender with respect thereto; and Lender will thereafter be forever relieved and fully discharged from any liability or responsibility in the matter, but Lender will retain all rights and powers hereby given with respect to property not so transferred. Without notice to or the consent of Borrower, Lender may disclose to any actual or prospective purchaser of any securities issued or to be issued by Lender or its affiliates, to any actual or prospective purchaser or assignee of any participation or other interest in this Note, the Loan, or any other loans made by Lender to Borrower (whether evidenced by this Note or otherwise) and to any other person or entity that may have a direct or indirect interest in the Note and/or the Loan, any financial or other information, data or material in Lender's possession relating to Borrower, or the Loan.

17. PURPOSE OF LOAN. This Note evidences a loan made by Lender to Borrower pursuant to the terms of the Loan Agreement and evidenced by the Loan Documents. Borrower warrants and represents that the loan evidenced hereby is being made for business or investment purposes. Borrower agrees that the obligation evidenced by this Note is an exempt transaction under the Truth-in-Lending Act, 15 U.S.C. § 1601, et seq.

18. RECOURSE. This note is recourse to Borrower.

19. VENUE; WAIVER OF JURY TRIAL. Borrower agrees that at the option of Lender, all litigation arising out of this Note will be in any local court located in the State of Maryland or any federal court located within the District of Maryland, and Borrower waives any defense of inconvenient forum. Borrower further agrees that (i) process may be served upon it by certified or registered mail, return receipt requested, directed to Borrower at its address stated in the Loan Agreement, and Borrower hereby waives any defense of insufficiency of service with respect to process so served; and (ii) **BECAUSE OF THE COMPLEXITIES OF COMMERCIAL TRANSACTIONS AND THE NEED FOR EXPEDITIOUS RESOLUTION OF DISPUTES, ALL LITIGATION ARISING OUT OF THIS PROMISSORY NOTE OR ANY OF THE OTHER LOAN DOCUMENTS WILL BE BEFORE A COURT SITTING WITHOUT A JURY, AND BORROWER HEREBY WAIVES TRIAL BY JURY IN ALL SUCH LITIGATION.**

20. ORAL AGREEMENTS OR COMMITMENTS. **ORAL AGREEMENTS OR COMMITMENTS TO LOAN MONEY, EXTEND CREDIT OR TO FORBEAR FROM ENFORCING REPAYMENT OF A DEBT INCLUDING PROMISES TO EXTEND OR RENEW SUCH DEBT ARE NOT ENFORCEABLE. TO PROTECT BORROWER AND LENDER FROM MISUNDERSTANDING OR DISAPPOINTMENT, ANY AGREEMENTS BORROWER AND LENDER REACH COVERING SUCH MATTERS ARE CONTAINED IN THIS WRITING, WHICH IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN BORROWER AND LENDER, EXCEPT AS BORROWER AND LENDER MAY LATER AGREE IN WRITING TO MODIFY IT.**

PRIOR TO SIGNING THIS NOTE, BORROWER READ AND UNDERSTOOD ALL PROVISIONS OF THIS NOTE. BORROWER AGREES TO THE TERMS OF THE NOTE AND ACKNOWLEDGES RECEIPT OF A COMPLETED COPY OF THE NOTE.

IN WITNESS WHEREOF, the undersigned has caused this Note to be executed the date and year first above written.

CORPORATION TO DEVELOP COMMUNITIES OF TAMPA, INC.,
a Florida nonprofit corporation

By: _____
Name: Ernest M. Coney, Jr.
Title: Chief Executive Officer

PROMISSORY NOTE
(REVOLVING LINE OF CREDIT)

US $700,000.00 April 22, 2016

FOR VALUE RECEIVED, the undersigned, **Corporation to Develop Communities of Tampa, Inc.**, a Florida not-for-profit corporation ("**Borrower**") jointly and severally (if more than one) promises to pay to the order of **Neighborhood Lending Partners of West Florida, Inc.**, a Florida not-for-profit corporation, the principal sum of SEVEN HUNDRED THOUSAND AND NO/100 DOLLARS ($700,000.00), or so much thereof as may be from time to time outstanding, with interest in accordance with the terms of this Note.

1. **Defined Terms.** As used in this Note, (i) the term "**Lender**" means the holder of this Note, and (ii) the term "**Indebtedness**" means the principal of, interest on, or any other amounts due at any time under, this Note, the Security Instrument or any other Loan Document, including prepayment premiums, late charges, default interest, and advances to protect the security of the Security Instrument. Event of Default and other capitalized terms used but not defined in this Note shall have the meanings given to such terms in the Security Instrument (as defined in Paragraph 6).

2. **Address for Payment.** All payments due under this Note shall be payable at 3615 West Spruce Street, Tampa, Florida 33607, or such other place as may be designated by written notice to Borrower from or on behalf of Lender.

3. **Revolving Line of Credit.** This Note is issued pursuant to, and is subject to, the terms and conditions of that certain construction loan agreement, dated of even date herewith, by and among Lender, Borrower, and the guarantor named therein, as amended from time to time (the "Loan Agreement"). Any capitalized terms not defined herein shall have the meaning ascribed to such terms in the Loan Agreement. This Note is a revolving line of credit note, and as such, all or part of the principal amount evidenced by this Note may be borrowed (and to the extent any principal amount advanced is repaid by Borrower, such sum may be borrowed again), but only in accordance with the Loan Agreement and only if Borrower is not in default under this Note or any of the other Loan Documents executed in connection with this Note.

4. **Interest.**

(a) The principal amount of this Note shall bear interest at an interest rate equal to the greater of (i) five and one-half percent (5.50%) per annum or (ii) the Prime Rate plus 1.50% per annum. The term "Prime Rate" shall mean the highest prime rate published on the applicable date in the "Money Rates" column of *The Wall Street Journal* or as published by an equivalent source as determined by Lender if *The Wall Street Journal* is not published. The interest rate that is applicable to principal outstanding under this Note shall change on each date that the Prime Rate changes.

(b) Interest on this Note shall be calculated on the basis of a year of three hundred sixty (360) days, which computes a daily amount of interest for a hypothetical year of three hundred sixty (360) days, then multiplies such amount by the actual number of days elapsed in an interest calculation period.

5. Payment of Principal and Interest. Principal and interest shall be paid as follows:

(a) Accrued interest under this Note shall be payable in arrears on a monthly basis beginning on May 5, 2016, and continuing on the same day of each month thereafter during the term of this Note.

(b) Principal under this Note shall be as required by the Loan Agreement. The principal balance of this Note shall continue to bear interest after the occurrence of an Event of Default at the Default Rate (as term is hereafter defined) until and including the date on which it is paid in full.

(c) Any regularly scheduled installment of principal and any regularly scheduled installment of interest that is received by Lender before the date it is due shall be deemed to have been received on the due date solely for the purpose of calculating interest due.

6. Application of Payments. If at any time Lender receives, from Borrower or otherwise, any amount applicable to the Indebtedness which is less than all amounts due and payable at such time, Lender may apply that payment to amounts then due and payable in any manner and in any order determined by Lender, in Lender's discretion. Borrower agrees that neither Lender's acceptance of a payment from Borrower in an amount that is less than all amounts then due and payable nor Lender's application of such payment shall constitute or be deemed to constitute either a waiver of the unpaid amounts or an accord and satisfaction.

7. Security. The Indebtedness is secured, among other things, by a real estate mortgage and security agreement dated as of the date of this Note (the "**Security Instrument**"), and reference is made to the Security Instrument for other rights of Lender concerning the collateral for the Indebtedness.

8. Acceleration. If an Event of Default has occurred and is continuing, the entire unpaid principal balance, any accrued interest, and all other amounts payable under this Note and any other Loan Document shall at once become due and payable, at the option of Lender, without any prior notice to Borrower. Lender may exercise this option to accelerate regardless of any prior forbearance.

9. Late Charge. If any monthly amount payable under this Note or under the Security Instrument or any other Loan Document is not received by Lender within ten (10) days after the amount is due, Borrower shall pay to Lender, immediately and without demand by Lender, a late charge equal to five percent (5.0%) of such amount. Borrower acknowledges that its failure to make timely payments will cause Lender to incur additional expenses in servicing and processing the loan evidenced by this Note (the "**Loan**"), and that it is extremely difficult and impractical to determine those additional expenses. Borrower agrees that the late charge payable pursuant to this Paragraph represents a fair and reasonable estimate, taking into account all circumstances existing on the date of this Note, of the additional expenses Lender will incur by reason of such late payment. The late charge is payable in addition to, and not in lieu of, any interest payable at the Default Rate pursuant to Paragraph 10.

10. Default Rate. So long as any monthly installment or any other payment due under this Note remains past due for thirty (30) days or more, interest under this Note shall accrue on the unpaid principal balance from the earlier of the due date of the first unpaid monthly installment or other payment due, as applicable, at a rate (the "**Default Rate**") equal to the maximum interest rate which may be collected from Borrower under applicable law. If the unpaid principal balance and all accrued interest are not paid in full upon the termination of this Note, the unpaid principal balance and all accrued interest shall bear interest from the date of termination of this Note at the Default Rate. Borrower also acknowledges that its failure to make timely payments will cause Lender to incur additional expenses in servicing and processing the Loan, that, during the time that any monthly installment or payment under this Note is delinquent for more than thirty (30) days, Lender will incur additional costs and expenses arising from its loss of the use of the money due and from the adverse impact on Lender's ability to meet its other obligations and to take advantage of other investment opportunities, and that it is extremely difficult and impractical to determine those additional costs and expenses. Borrower also acknowledges that, during the time that any monthly installment or other payment due under this Note is delinquent for more than thirty (30) days, Lender's risk of nonpayment of this Note will be materially increased and Lender is entitled to be compensated for such increased risk. Borrower agrees that the increase in the rate of interest payable under this Note to the Default Rate represents a fair and reasonable estimate, taking into account all circumstances existing on the date of this Note, of the additional costs and expenses Lender will incur by reason of the Borrower's delinquent payment and the additional compensation Lender is entitled to receive for the increased risks of nonpayment associated with a delinquent loan. Any judgment that is rendered on the indebtedness evidenced by this Note shall accrue interest at the rate that is the lower of the highest rate allowed by law or three percent (3.0%) per annum over the statutorily set judgment rate of interest.

11. Voluntary and Involuntary Prepayments.

(a) Borrower may voluntarily prepay this Note in whole or in part at any time without payment of any prepayment fee or penalty.

(b) Any required prepayment of less than the unpaid principal balance of this Note shall not extend or postpone the due date of any subsequent monthly installments or change the amount of such installments, unless Lender agrees otherwise in writing.

12. Costs and Expenses. Borrower shall pay on demand all expenses and costs, including fees and out-of-pocket expenses of attorneys and expert witnesses and costs of investigation, incurred by Lender as a result of any default under this Note or in connection with efforts to collect any amount due under this Note, or to enforce the provisions of any of the other Loan Documents, including those incurred in post-judgment collection efforts and in any bankruptcy proceeding (including any action for relief from the automatic stay of any bankruptcy proceeding) or judicial or non-judicial foreclosure proceeding.

13. Forbearance. Any forbearance by Lender in exercising any right or remedy under this Note, the Security Instrument, or any other Loan Document or otherwise afforded by applicable law, shall not be a waiver of or preclude the exercise of that or any other right or remedy. The acceptance by Lender of any payment after the due date of such payment, or in an amount which is less than the required payment, shall not be a waiver of Lender's right to require

prompt payment when due of all other payments or to exercise any right or remedy with respect to any failure to make prompt payment. Enforcement by Lender of any security for Borrower's obligations under this Note shall not constitute an election by Lender of remedies so as to preclude the exercise of any other right or remedy available to Lender.

14. Waivers. Presentment, demand, notice of dishonor, protest, notice of acceleration, notice of intent to demand or accelerate payment or maturity, presentment for payment, notice of nonpayment, grace, and diligence in collecting the Indebtedness are waived by Borrower, and all endorsers and guarantors of this Note and all other third party obligors.

15. Loan Charges. Borrower agrees to pay an effective rate of interest equal to the sum of the interest rate provided for in this Note and any additional rate of interest resulting from any other charges of interest or in the nature of interest paid or to be paid in connection with the loan evidenced by this Note and any other fees or amounts to be paid by Borrower pursuant to any of the other Loan Documents. Neither this Note nor any of the other Loan Documents shall be construed to create a contract for the use, forbearance or detention of money requiring payment of interest at a rate greater than the maximum interest rate permitted to be charged under applicable law. If any applicable law limiting the amount of interest or other charges permitted to be collected from Borrower in connection with the Loan is interpreted so that any interest or other charge provided for in any Loan Document, whether considered separately or together with other charges provided for in any other Loan Document, violates that law, and Borrower is entitled to the benefit of that law, that interest or charge is hereby reduced to the extent necessary to eliminate that violation. The amounts, if any, previously paid to Lender in excess of the permitted amounts shall be applied by Lender to reduce the unpaid principal balance of this Note. For the purpose of determining whether any applicable law limiting the amount of interest or other charges permitted to be collected from Borrower has been violated, all Indebtedness that constitutes interest, as well as all other charges made in connection with the Indebtedness that constitute interest, shall be deemed to be allocated and spread ratably over the stated term of the Note. Unless otherwise required by applicable law, such allocation and spreading shall be effected in such a manner that the rate of interest so computed is uniform throughout the stated term of the Note.

16. Commercial Purpose. Borrower represents that the Indebtedness is being incurred by Borrower solely for the purpose of carrying on a business or commercial enterprise, and not for personal, family or household purposes.

17. Counting of Days. Except where otherwise specifically provided, any reference in this Note to a period of "days" means calendar days, not Business Days. For purposes of this Note, a "**Business Day**" means any day other than a Saturday, Sunday or any other day on which Lender is not open for business.

18. Governing Law. This Note shall be governed by the law of the jurisdiction in which the Land is located.

19. Captions. The captions of the paragraphs of this Note are for convenience only and shall be disregarded in construing this Note.

20. Notices. All notices, demands and other communications required or permitted to be given by Lender to Borrower pursuant to this Note shall be given in accordance with Section 31 of the Security Instrument.

21. Consent to Jurisdiction and Venue. Borrower agrees that any controversy arising under or in relation to this Note shall be litigated exclusively in the jurisdiction in which the Land is located (the "Property Jurisdiction"). The state and federal courts and authorities with jurisdiction in the Property Jurisdiction shall have exclusive jurisdiction over all controversies which shall arise under or in relation to this Note. Borrower irrevocably consents to service, jurisdiction, and venue of such courts for any such litigation and waives any other venue to which it might be entitled by virtue of domicile, habitual residence or otherwise.

22. WAIVER OF TRIAL BY JURY. BORROWER AND LENDER EACH (A) AGREES NOT TO ELECT A TRIAL BY JURY WITH RESPECT TO ANY ISSUE ARISING OUT OF THIS NOTE OR THE RELATIONSHIP BETWEEN THE PARTIES AS LENDER AND BORROWER THAT IS TRIABLE OF RIGHT BY A JURY AND (B) WAIVES ANY RIGHT TO TRIAL BY JURY WITH RESPECT TO SUCH ISSUE TO THE EXTENT THAT ANY SUCH RIGHT EXISTS NOW OR IN THE FUTURE. THIS WAIVER OF RIGHT TO TRIAL BY JURY IS SEPARATELY GIVEN BY EACH PARTY, KNOWINGLY AND VOLUNTARILY WITH THE BENEFIT OF COMPETENT LEGAL COUNSEL.

Evidence of the payment of documentary stamp tax due on this Note has been affixed to the Security Instrument of even date that secures this Note.

IN WITNESS WHEREOF, Borrower has executed this Note to be effective as of the date first stated above.

"BORROWER"

CORPORATION TO DEVELOP COMMUNITIES OF TAMPA, INC., a Florida not-for-profit corporation

By: E M Coney Jr
ERNEST M CONEY, JR, as its
CEO

(CORPORATE SEAL)

#40161038_v1

USAmeriBank

BANKING ON VALUES

PROMISSORY NOTE

Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer	Initials
$150,000.00	06-22-2016		401970100	Ref / 76		MTM	

References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item.
Any item above containing "****" has been omitted due to text length limitations.

Borrower: Corporation to Develop Communities of Tampa, Inc.
1907 E. Hillsborough Ave. #100
Tampa, FL 33610

Lender: USAMERIBANK
Operations Center - (FL)
4790 140th Avenue N.
Clearwater, FL 33762

Principal Amount: $150,000.00 **Date of Note: June 22, 2016**

PROMISE TO PAY. Corporation to Develop Communities of Tampa, Inc. ("Borrower") promises to pay to USAMERIBANK ("Lender"), or order, in lawful money of the United States of America, on demand, the principal amount of One Hundred Fifty Thousand & 00/100 Dollars ($150,000.00) or so much as may be outstanding, together with interest on the unpaid outstanding principal balance of each advance. Interest shall be calculated from the date of each advance until repayment of each advance.

PAYMENT. Borrower will pay this loan in full immediately upon Lender's demand. Borrower will pay regular monthly payments of all accrued unpaid interest due as of each payment date, beginning July 22, 2016, with all subsequent interest payments to be due on the same day of each month after that. Unless otherwise agreed or required by applicable law, payments will be applied first to any accrued unpaid interest; then to principal; then to any late charges; then to any escrow or reserve account payments as required under any mortgage, deed of trust, or other security instrument or security agreement securing this Note; and then to any unpaid collection costs. Borrower will pay Lender at Lender's address shown above or at such other place as Lender may designate in writing.

VARIABLE INTEREST RATE. The interest rate on this Note is subject to change from time to time based on changes in an independent index which is the WALL STREET JOURNAL PRIME RATE as published in the Money Rates Section of the Wall Street Journal (the "Index"). The Index is not necessarily the lowest rate charged by Lender on its loans. If the Index becomes unavailable during the term of this loan, Lender may designate a substitute index after notifying Borrower. Lender will tell Borrower the current Index rate upon Borrower's request. The interest rate change will not occur more often than each day. Borrower understands that Lender may make loans based on other rates as well. The Index currently is 3.500% per annum. Interest on the unpaid principal balance of this Note will be calculated as described in the "INTEREST CALCULATION METHOD" paragraph using a rate of 1.000 percentage point over the Index, rounded up to the nearest 0.125 percent, resulting in an initial rate of 4.500% per annum based on a year of 360 days. NOTICE: Under no circumstances will the effective rate of interest on this Note be more than (except for any higher default rate shown below) the lesser of 18.000% per annum or the maximum rate allowed by applicable law.

INTEREST CALCULATION METHOD. Interest on this Note is computed on a 365/360 basis; that is, by applying the ratio of the interest rate over a year of 360 days, multiplied by the outstanding principal balance, multiplied by the actual number of days the principal balance is outstanding. All interest payable under this Note is computed using this method.

PREPAYMENT. Borrower agrees that all loan fees and other prepaid finance charges are earned fully as of the date of the loan and will not be subject to refund upon early payment (whether voluntary or as a result of default), except as otherwise required by law. Except for the foregoing, Borrower may pay without penalty all or a portion of the amount owed earlier than it is due. Early payments will not, unless agreed to by Lender in writing, relieve Borrower of Borrower's obligation to continue to make payments of accrued unpaid interest. Rather, early payments will reduce the principal balance due. Borrower agrees not to send Lender payments marked "paid in full", "without recourse", or similar language. If Borrower sends such a payment, Lender may accept it without losing any of Lender's rights under this Note, and Borrower will remain obligated to pay any further amount owed to Lender. All written communications concerning disputed amounts, including any check or other payment instrument that indicates that the payment constitutes "payment in full" of the amount owed or that is tendered with other conditions or limitations or as full satisfaction of a disputed amount must be mailed or delivered to: USAMERIBANK, Operations Center - FL, PO Box 17540 Clearwater, FL 33762.

LATE CHARGE. If a regularly scheduled interest payment is 10 days or more late, Borrower will be charged 5.000% of the unpaid portion of the regularly scheduled payment or $10.00, whichever is greater. If Lender demands payment of this loan, and Borrower does not pay the loan in full within 10 days after Lender's demand, Borrower also will be charged either 5.000% of the unpaid portion of the sum of the unpaid principal plus accrued unpaid interest or $10.00, whichever is greater.

INTEREST AFTER DEFAULT. Upon default, including failure to pay upon final maturity, the interest rate on this Note shall be increased to 18.000% per annum based on a year of 360 days. However, in no event will the interest rate exceed the maximum interest rate limitations under applicable law.

DEFAULT. Each of the following shall constitute an event of default ("Event of Default") under this Note:

Payment Default. Borrower fails to make any payment when due under this Note.

The failure to make any payment under this Note or any related Agreement with ten (10) days after receipt of written notice thereof from Lender or the failure to perform any of the other covenants described in the Loan Documents within thirty (30) days after receipt of written notice thereof from Lender.

Other Defaults. Borrower fails to comply with or to perform any other term, obligation, covenant or condition contained in the Note or in any of the related documents or to comply with or to perform any term, obligation, covenant or condition contained in any other agreement between Lender and Borrower.

Default in Favor of Third Parties. Borrower or any Grantor defaults under any loan, extension of credit, security agreement, purchase or sales agreement, or any other agreement, in favor of any other creditor or person that may materially affect any of the Borrower's property or Borrower's ability to repay this Note or perform Borrower's obligations under this Note or any of the related documents.

False Statements. Any warranty, representation or statement made or furnished to Lender by Borrower or on Borrower's behalf under this Note or the related documents is false or misleading in any material respect, either now or at the time made or furnished or becomes false or misleading at any time thereafter.

Death or Insolvency. The dissolution or termination of Borrower's existence as a going business, any member withdraws from Borrower, or any

other termination of Borrower's existence as a going business or the death of any member, the insolvency of Borrower, the appointment of a receiver for any part of Borrower's property, any assignment for the benefit of creditors, any type of creditor workout, or the commencement of any proceeding under any bankruptcy or insolvency laws by or against Borrower.

Defective Collateralization. This Agreement or any of the Related Documents ceases to be in full force and effect (including failure of any collateral document to create a valid and perfected security interest or lien) at any time and for any reason.

Creditor or Forfeiture Proceedings. Commencement of foreclosure or forfeiture proceedings, whether by judicial proceeding, self-help, repossession or any other method, by any creditor of Borrower or by any governmental agency against any collateral securing the loan. This includes a garnishment of any of Borrower's accounts, including deposit accounts, with Lender. However, this Event of Default shall not apply if there is a good faith dispute by Borrower as to the validity or reasonableness of the claim which is the basis of the creditor or forfeiture proceeding and if Borrower gives Lender written notice of the creditor or forfeiture proceeding and deposits with Lender monies or a surety bond for the creditor or forfeiture proceeding, in an amount determined by Lender, in its sole discretion, as being an adequate reserve or bond for this dispute.

Events Affecting Borrower and or Guarantor. Any of the preceding events occur with respect to any Borrower and or Guarantor of any of the Indebtedness, or any Borrower and or Guarantor dies or becomes incompetent, or revokes or disputes the validity of, or liability under, any of the Loan Documents evidenced by this Note.

Change in Ownership. Any change in ownership of twenty-five percent (25%) or more of Borrower.

Adverse Change. A material adverse change occurs in Borrower's financial condition, or Lender believes the prospect of payment or performance of this Note is impaired.

Insecurity. Lender in good faith believes itself insecure.

LENDER'S RIGHTS. Upon default, Lender may declare the entire unpaid principal balance under this Note and all accrued unpaid interest immediately due, and then Borrower will pay that amount.

ATTORNEYS' FEES; EXPENSES. Lender may hire or pay someone else to help collect this Note if Borrower does not pay. Borrower will pay Lender the amount of these costs and expenses, which includes, subject to any limits under applicable law, Lender's reasonable attorneys' fees and Lender's legal expenses whether or not there is a lawsuit, including reasonable attorneys' fees and legal expenses for bankruptcy proceedings (including efforts to modify or vacate any automatic stay or injunction), and appeals. If not prohibited by applicable law, Borrower also will pay any court costs, in addition to all other sums provided by law.

JURY WAIVER. Lender and Borrower hereby waive the right to any jury trial in any action, proceeding, or counterclaim brought by either Lender or Borrower against the other.

GOVERNING LAW. This Note will be governed by federal law applicable to Lender and, to the extent not preempted by federal law, the laws of the State of Florida without regard to its conflicts of law provisions. This Note has been accepted by Lender in the State of Florida.

CHOICE OF VENUE. If there is a lawsuit, Borrower agrees upon Lender's request to submit to the jurisdiction of the courts of Hillsborough County, State of Florida.

DISHONORED ITEM FEE. Borrower will pay a fee to Lender of $30.00 if Borrower makes a payment on Borrower's loan and the check or preauthorized charge with which Borrower pays is later dishonored.

RIGHT OF SETOFF. To the extent permitted by applicable law, Lender reserves a right of setoff in all Borrower's accounts with Lender (whether checking, savings, or some other account). This includes all accounts Borrower holds jointly with someone else and all accounts Borrower may open in the future. However, this does not include any IRA or Keogh accounts, or any trust accounts for which setoff would be prohibited by law. Borrower authorizes Lender, to the extent permitted by applicable law, to charge or setoff all sums owing on the Indebtedness against any and all such accounts.

COLLATERAL. Borrower acknowledges this Note is secured by Various Mortgages, Assignment of Rents and fixtures described in Commercial Security Agreements for real properties to be purchased, all located in the State of Florida.

LINE OF CREDIT. This Note evidences a revolving line of credit. Advances under this Note may be requested orally by Borrower or as provided in this paragraph. All oral requests shall be confirmed in writing on the day of the request. All communications, instructions, or directions by telephone or otherwise to Lender are to be directed to Lender's office shown above. The following person or persons are authorized, except as provided in this paragraph, to request advances and authorize payments under the line of credit until Lender receives from Borrower, at Lender's address shown above, written notice of revocation of such authority: **Ernest M. Coney, Jr., President of Corporation to Develop Communities of Tampa, Inc. Advance amounts will be capped at the lesser of 75% Loan to Value of the appraisal or sales contract. The specific requirements of each advance are further detailed on the Advance Request form attached hereto as Exhibit "A".** Borrower agrees to be liable for all sums either: (A) advanced in accordance with the instructions of an authorized person or (B) credited to any of Borrower's accounts with Lender. The unpaid principal balance owing on this Note at any time may be evidenced by endorsements on this Note or by Lender's internal records, including daily computer print-outs.

ANNUAL REVIEW. This line of credit shall be subject to an annual review by Lender. The annual review will evaluate the current situation of the Borrower and may, at Lender's sole discretion, call for modifications in the loan documents and/or additional requirements. Some of these modifications may involve the interest rate, repayment terms, fees or other provisions Lender determines applicable.

The annual review process is not to be deemed a commitment to extend or limitation on the ability to demand at any time during the term of the loan; however, any such annual review may result in a demand for payment.

LENDER'S RIGHTS - CLARIFICATION OF TERMS. The LENDER'S RIGHTS paragraph as stated in this Promissory Note, is amended to include an Event of Default as outlined in the DEFAULT paragraph. To the extent any notice, either as a component of the Event of Default or as a component of the demand, would not be required if giving such notice would violate any applicable bankruptcy or other law.

RELEASE PRICE. Lender will release each individual property taken as collateral on this loan upon receipt of all proceeds of the sale of each property with a pay down of principal on this loan from Borrower equal to the original amount that was advanced on this loan for the acquisition of each property.

INTANGIBLE TAX. At the time of each advance, Borrower agrees to pay all intangible taxes due in the amount associated with the advance amount. Taxes will be paid and attached to the mortgage for recording in Florida.

PRIOR NOTE. That certain Promissory Note dated September 11, 2015 in the original principal amount of $100,000.00, for which Florida documentary stamp tax was paid, together with all renewals of, extensions of, modifications of, refinancings of, consolidations of, and substitutions for, including the increase and renewal Promissory Note dated of even date herewith in the new principal amount of $150,000.00 (collectively, "Promissory Note"). Florida documentary stamp tax will be paid in connection with the increase to the Promissory Note.

SUCCESSOR INTERESTS. The terms of this Note shall be binding upon Borrower, and upon Borrower's heirs, personal representatives, successors and assigns, and shall inure to the benefit of Lender and its successors and assigns.

NOTIFY US OF INACCURATE INFORMATION WE REPORT TO CONSUMER REPORTING AGENCIES. Borrower may notify Lender if Lender reports any inaccurate information about Borrower's account(s) to a consumer reporting agency. Borrower's written notice describing the specific inaccuracy(ies) should be sent to Lender at the following address: USAMERIBANK, Operations Center - (FL), 4790 140th Avenue N., Clearwater, FL 33762.

GENERAL PROVISIONS. This Note is payable on demand. The inclusion of specific default provisions or rights of Lender shall not preclude Lender's right to declare payment of this Note on its demand. If any part of this Note cannot be enforced, this fact will not affect the rest of the Note. Borrower does not agree or intend to pay, and Lender does not agree or intend to contract for, charge, collect, take, reserve or receive (collectively referred to herein as "charge or collect"), any amount in the nature of interest or in the nature of a fee for this loan, which would in any way or event (including demand, prepayment, or acceleration) cause Lender to charge or collect more for this loan than the maximum Lender would be permitted to charge or collect by federal law or the law of the State of Florida (as applicable). Any such excess interest or unauthorized fee shall, instead of anything stated to the contrary, be applied first to reduce the principal balance of this loan, and when the principal has been paid in full, be refunded to Borrower. Lender may delay or forgo enforcing any of its rights or remedies under this Note without losing them. Borrower and any other person who signs, guarantees or endorses this Note, to the extent allowed by law, waive presentment, demand for payment, and notice of dishonor. Upon any change in the terms of this Note, and unless otherwise expressly stated in writing, no party who signs this Note, whether as maker, guarantor, accommodation maker or endorser, shall be released from liability. All such parties agree that Lender may renew or extend (repeatedly and for any length of time) this loan or release any party or guarantor or collateral; or impair, fail to realize upon or perfect Lender's security interest in the collateral; and take any other action deemed necessary by Lender without the consent of or notice to anyone. All such parties also agree that Lender may modify this loan without the consent of or notice to anyone other than the party with whom the modification is made. The obligations under this Note are joint and several.

PRIOR TO SIGNING THIS NOTE, BORROWER READ AND UNDERSTOOD ALL THE PROVISIONS OF THIS NOTE, INCLUDING THE VARIABLE INTEREST RATE PROVISIONS. BORROWER AGREES TO THE TERMS OF THE NOTE.

BORROWER ACKNOWLEDGES RECEIPT OF A COMPLETED COPY OF THIS PROMISSORY NOTE.

BORROWER:

CORPORATION TO DEVELOP COMMUNITIES OF TAMPA, INC.

By: _____
Ernest M. Coney, Jr., President of Corporation to Develop Communities of Tampa, Inc.

Florida Documentary Stamp Tax

Florida documentary stamp tax required by law in the amount of $350.00 were paid and affixed to Promissory Note dated September 11, 2015. Florida documentary stamp tax in the amount of $175.00 have been collected and will be paid directly to the Department of Revenue.

LaserPro, Ver. 16.1.10.003 Copr. C+H USA Corporation 1997, 2015. All Rights Reserved. - FL L:\CFI\LPL\D20.FC TR-9339 PR-137

MEMORANDUM OF UNDERSTANDING

BETWEEN

DOMAIN HOMES, INC.

And

CORPORATION TO DEVELOP COMMUNITIES, INC.

This Memorandum of Understanding defines the relationship, agreements, and performance of each of the parties for implementation of the project outlined in the proposal to the City of Tampa for Residential Developer for Infill Housing Redevelopment – RFP 17-P-00981-0-2017 Q/D.

Domain Homes, Inc. (DHI) and Corporation to Develop Communities of Tampa, Inc. (CDC) mutually agree:

- to work cooperatively and collaboratively to achieve the goals of the RFP over the course of the 24-month project. The parties will share information and best practices to achieve project outcomes.

- to work together to market and promote the project and homes, to identify and qualify potential buyers, and to successfully close sales of the constructed homes.

- to comply with all requirements and provisions set forth in the RFP and subsequent Development Agreement as required by the City of Tampa.

- that CDC and DHI will have access to information from the other party on all houses (address and construction cost) and homeowners (demographic and mortgage info) and from other development partners or Real Estate agents. CDC will insert DHI information into their client database systems for reporting and mapping purposes and the information shall be used for that purpose only.

- DHI shall oversee performance of CDC to assure timely progress on home construction and satisfactory completion of homes. DHI reserves the right to discontinue assignment of lots if CDC fails to satisfactorily perform in a timely manner.

- CDC agrees to provide the following services as part of the project and DHI aggrees to the compensation listed for each element:

1) Housing Counseling Services:
    - Provide Group Counseling sessions to result in certifications (qualifying clients) for 1st time homebuyer programs and Down Payment Assistance (150 students)
    - Provide intake and one-on-one counseling sessions to qualify up to 72 (or number of homes needed) for mortgage products and/or down payment assistance (as applicable)
    - Provide credit repair counseling up to 30 clients or more if needed
    - Provide Post-Purchase counseling to 72 (or number needed): how to maintain home

DHI and CDC acknowledge the services needed to prepare clients and the potential for additional staff resources that may be required. Prior to project start, DHI and CDC will negotiate a system to provide advance partial payments for services with additional payments at time of housing closings based on the level of service provided to each client.

2) Real Estate Services:
   - Develop and construct up to 10 homes over the 24-month project timeline for customer incomes of 75% to 120 % AMI. Additional homes may be constructed based on CDC's financial capability and satisfactory production of homes built.
   - It is agreed and understood that certain lot locations may have a construction gap of $10K/home. Both parties will work through this issue as it arises and develop an agreeable solution.

   CDC will derive compensation from the sale of each home. No additional compensation will be provided by DHI.

3) Workforce Center Services
   - The parties agree that a workforce training component will be jointly developed to provide opportunities for low income individuals to obtain employability and construction trades skills and to have opportunities for employment by contractors within the project. Elements of the programs, cost, providers, and compensation will be determined after award of the project.

4) Community Engagement
   - Organize block initiatives within high target areas (beautifications, plantings, painting of other homes, street paintings, etc.).

   DHI will fund 50% ($1,000) of the$2,000 cost per neighborhood block subject to the CDC securing matching funding for the remaining 50% ($1,000). DHI's total contribution for this activity shall not exceed $4,000.

DOMAIN HOMES, INC.

Kevin Robles, COO

11-15-17
Date

CORPORATION TO DEVELOP COMMUNITIES OF TAMPA, INC.

Ernest M. Coney, Jr.

11/15/17
Date

PROPOSAL SIGNATURE FORM

In compliance with this RFP and to all the conditions imposed herein, the undersigned offers and agrees to provide **RFP Infill Housing Redevelopment,** in accordance with the attached signed proposal, or as mutually agreed upon by subsequent negotiation. This completed Proposal Signature form must be submitted with the Developer's written proposal and will become a part of any Agreement that may be awarded. This Proposal Signature Form must be signed by an authorized representative as defined in Section IV. General Conditions, Section 3. Content of Proposal of this RFP.

Please type or print:

Name of Firm: Corporation to Develop Communities of Tampa, Inc. (CDC of Tampa)

Address: 1907 E Hillsborough Avenue, suite 100

City: Tampa State: FL Zip: 33610

Contact Person: Ernest M Coney Jr. Title: CEO

Telephone No.: 813-231-4362 Fax No.: 813-231-4680 Email: ernest.coney@cdcoftampa.org

Federal I.D. #: 59-3150608

Type Organization: [ ] Individual [ ] Small Business [ ] Non-Profit
[ ]Partnership [x] Corporation [ ] Joint Venture

Attach copies of all such licenses, permits or certificates issued to the business entity.

Business is licensed, (unless exempt by applicable law) permitted or certified to do business in the State of Florida:

[ ] Yes [ ] No. License # We are exempt.

Minority Business Status: [ ] Black [ ] Hispanic [ ] Woman [ ] Other

Is your business certified as a minority business (WMBE) or small business enterprise (SLBE) with any government agency?
[ ] Yes [x] No. If yes, please list below:

Agency Name	Certification Number	Expiration Date

Sub-Contracting Submittals required: Forms MBD-10, MBD-20 must be submitted with the bid/proposal.

By signing this Proposal Signature Form, the Developer complies with all of the requirements of the RFP package including but not limited to Communication Policy and City of Tampa Ethics Code.

Authorized Signature: E M Coney Date: 11/15/17

END OF SECTION VI
Developer's Affidavit and Proposal Signature Forms

SECTION VI
DEVELOPER'S AFFIDAVIT AND PROPOSAL SIGNATURE FORMS

Before me, the undersigned authority who is duly authorized by law to administer oaths and take acknowledgements, personally appeared

Ernest M. Coney Jr., CEO for Corporation to Develop Communities of Tampa, Inc.
AFFIANT'S NAME

Who, after being duly cautioned and sworn, and being fully aware of the penalties of perjury, does hereby depose and declare, on his own behalf or as a representative on behalf of a partnership or corporation, or other entity that is the Developer in the matter at hand, as follows:

1. That the Developer, if a natural person, is of lawful age.

2. That if the Developer is a partnership, or a corporation, or other legal person or entity recognized in the State of Florida, it has complied with all laws and ordinances governing the formation and continued existence of such entities, including but not limited to, if a Florida corporation, to the filing of its Articles of Incorporation with the Florida Secretary of State and if a corporation incorporated under the laws of a state other than Florida, that it is duly authorized to do business in the State of Florida; that it is currently an active corporation or entity fully authorized to do business; and that the undersigned is representative of the corporation or entity authorized to make this affirmation and declaration and who has the power to bind said corporation or entity.

3. That if the Developer is operating under a fictitious name, Developer has currently complied with and any and all laws and procedures governing the operation of businesses under fictitious names in the State of Florida;

4. That the Developer has not submitted a rigged Bid, nor engaged in collusive bidding, or a collusive bidding arrangement, or fraudulent bidding, or entered into a conspiracy in connection with this bid with any other natural person, partnership, corporation or other entity making a bid for the same purpose. The Developer has not entered into any understanding or agreement with any other person or entity where one or more such persons or entities agrees not to bid or fixing the prices to be bid.

5. In the event that the City determines that the Developer has participated in any collusive, deceptive or fraudulent practices in derogation of the statements in this Affidavit the City, in addition to any other remedy it may exercise, will have the right to debar the Developer. The contract let under such circumstances shall be deemed invalid.

6. That the Developer is not in arrears to the City of Tampa upon debt or contract and is not in default, as surety or otherwise, of any obligation to the City, Hillsborough County or the State of Florida.

7. That no officer or employee of the City, either individually or through any firm, corporation or business of which he/she is a stockholder or holds office, shall receive any substantial benefit or profit out of the contract or award to this Developer; nor does the Developer know of any City officer or employee having any financial interest in assisting the Developer to obtain, or in any other way effecting, the award of the contract to this Developer.

8. That, by submitting this bid, the Developer certifies that he/she has fully read and understands the bid method and has full knowledge of the scope, nature, and quality of work to be performed or the services to be rendered.

9. That, by submitting this Bid for a Contract $1,000,000 and greater, Bidder certifies that the Contractor is not on the Scrutinized Companies with Activities in the Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

FURTHER AFFIANT SAYETH NOT.
Developer: Complete the applicable Acknowledgement for An Individual Acting In His Own Right, A Partnership or A Corporation, according to your firm type.

FOR AN INDIVIDUAL ACTING IN HIS OWN RIGHT

State of Florida
County of Hillsborough

The foregoing instrument was sworn to (or affirmed) and subscribed before me this 15 day of November 2017 by Ernest M Coney Jr., who is personally known to me or who has produced identification and who did (did not) take an oath.

Karen N. Daley
Signature of Notary Public

E M Coney
Signature of Affiant

Notary Public
State of: Florida
My Commission
Expires: 4-24-2018

KAREN N DALEY
MY COMMISSION #FF115918
EXPIRES April 24, 2018
(407) 398-0153 FloridaNotaryService.com

Karen Daley
Printed, typed or stamped
Commissioned name of notary public

Ernest M Coney Jr.
Printed or typed name of Affiant

FOR A PARTNERSHIP

State of _____
County of _____

The foregoing instrument was sworn to (or affirmed) and subscribed before me this ____ day of _____, 20__, by _____, who is a partner on behalf of _____, a partnership. He/She is personally known to me or has produced identification and did (did not) take an oath.

_____
Signature of Notary Public

_____
Signature of Affiant

Notary Public
State of: _____
My Commission
Expires: _____

_____
Printed, typed or stamped
Commissioned name of notary public

_____
Printed or typed name of Affiant

FOR A CORPORATION

State of Florida
County of Hillsborough

The foregoing instrument was sworn to (or affirmed) and subscribed before me this 15 day of Nov. 20 17, by Ernest M Coney Jr., who is CEO of

Corporation to Develop Communities of Tampa, Inc.
(Corporation Name)

a corporation under the laws of the State of Florida, on behalf of the said corporation. He/She is personally known to me or who has produced identification and who did (did not) take an oath.

Karen N. Daley
Signature of Notary Public

E M Coney
Signature of Affiant

Notary Public
State of: Florida
My Commission Expires: 4-24-2018

KAREN N DALEY
MY COMMISSION #FF115918
EXPIRES April 24, 2018
(407) 398-0153 FloridaNotaryService.com

Karen Daley
Printed, typed or stamped
Commissioned name of notary public

Ernest M Coney Jr.
Printed or typed name of Affiant

Tampa Housing Authority

Building a World Class Community, One Family and One Neighborhood at a Time

Welcome to Tampa Housing Authority

From The Desk Of Jerome Ryans, President/CEO



We are dedicated to providing quality, affordable housing and superior customer service to all of our clients. Several initiatives ensure that our residents and employees enjoy a friendly, efficient environment.

We realize that our employees are the backbone of the agency and our commitment to diversity and a workplace that rewards safety, innovation, teamwork and accountability, support productive motivated employees.

It is my hope that you find the information useful and visit us again and again to assist you in your quest to know more about the Tampa Housing Authority.



Welcome to the Tampa Housing Authority Website

We are located at 5301 W Cypress St, Tampa, FL

1 2 3 4

Important News

- **Housing Quality Standards protocol changes. Meeting on 9/21/2017**
- **More Project Based waitlists open.**
- **J. L. Young waitlist open for studio apartment units.**

- **Robles Park 4 and 5 bedroom Project Based waitlist open.**
- **New RAD program - How it affects you.**
- **YouthBuild Program for Low-Income Residents, Ages 16 to 24. Apply now!**
- **Information About the New Reed Building at Encore**

Oaks at Riverview Community Center | After School Programs Events, Rentals & More

Workshop
Forms

Assisted & Public Housing



The Tampa Housing Authority was incorporated in 1939 and provides housing opportunities to more than 21,000 residents in the Tampa Bay area.

This Agency currently administers 3,026 public housing units and 8,271 Housing Choice Vouchers (Section 8).

Learn More...

Real Estate Development



Includes Strategic Planning, Modernization and Construction Services, along with the Center for Affordable Homeownership.

This department is structured to provide a unified containment of affordable housing for our residents.

Learn More...

Doing Business with THA



We welcome and look forward to doing business with all new vendors! Add your business to our Approved Vendor list (may take up to 2 weeks).

Be sure to view our current bid opportunities where you can offer your services that THA is looking for right now!

Learn More...

Tampa Housing Authority

Building a World Class Community, One Family and One Neighborhood at a Time

Office Of Real Estate Development

The department of Real Estate Development consists of Development and Strategic Planning, Modernization and Construction Services and the Center for Affordable Homeownership. The department is structured to provide a unified containment of affordable housing for our residents

Through the department of Real Estate Development the Authority is positioned to build new housing or acquire developments of mixed income, mixed-used and market rate quality. This set up will operate in a manner that would allow for profit to be attained in the development and acquisition of properties in the Hillsborough County area. The idealized profit visualization, although novel for a Housing Authority, is a very important goal for THA. It will minimize self economic dependence from HUD and allow for more creative ventures of housing opportunities.

To that extent, THA's Real Estate Development department has continued to seek out partnerships and opportunities for the ascertainment of those goals.







David Iloanya
Director of Real Estate Development

In This Section

:: Welcome
:: 2017 PHA Plan
:: News and Events
:: Contact Us

OFFICES UNDER THIS DEPARTMENT

:: Strategic Planning
- Cedar Pointe
- Encore District
- Gardens at South Bay
- Oaks at Riverview
- Belmont Heights Estates
- West River Redevelopment

:: Modernization & Construction Services

The Housing Authority Of The City Of Tampa Provides Equal Opportunity To Participates In Our Housing Programs. Any Disabled Person, Outlined By The American With Disabilities Act, Requiring A Reasonable Accommodation To Make This Process Accessible May Request Such By Contacting (813) 341-9101

HUD Shortcuts

- Avoiding Foreclosure
- Fair Housing and Equal Opportunity (FHEO)
- Fair Housing Laws and Presidential Executive Orders
- Senior Housing: What you should know...
- Buying a Home

Resources

- HOUSING
- Florida Housing Search.org
- Section 8 available unit listings
- Recovery Funding
- Waiting list
- Landlords orientations
- CFAH - Center For Affordable Homeownership

Most Used Forms

- Online Housing Application
- Landlord Guide, Application, Unit Listing Forms
- Inspection form
- Authorization to Release Information
- Foreclosure Intervention Packet
- First Time Home Buyer/Credit Counseling Registration Packet
- Online Vendor Application
- Contracting Direct Deposit Form

Where Can I Get More Help?

Assisted Housing Information:

Tampa Housing Authority

Building a World Class Community, One Family and One Neighborhood at a Time

Center For Affordable Homeownership

HUD Approved Housing Counseling Agency

Program & Property Services

Mission

To provide educational and supportive services to the residents of Hillsborough County for the promotion of community stabilization.

About Us



Under the direction of Program & Property Services Department, the Center for Affordable Homeownership (CFAH) is committed to empowering potential homebuyers with the ability to make educated and informed decisions regarding the process of purchasing a home and also assist homeowners who may be at risk of foreclosure.

By working with First-Time Homebuyers and local mortgage lenders, the Center has made it possible for families to transition from renting to owning affordable homes. The process starts with the potential homebuyer attending a First-Time Homebuyer Educational Training and, upon completion, receiving one or more individual counseling sessions.

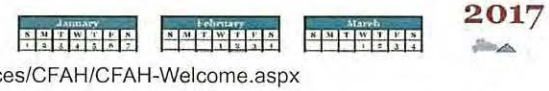
By assisting homeowners who are at risk of losing their home, the Center empowers individuals and families to take the courageous step in working toward a viable solution in protecting their investment and avoiding foreclosure.

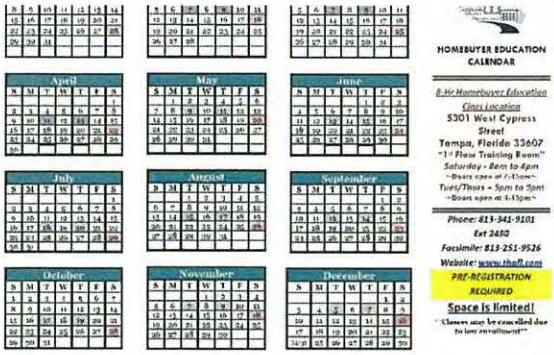
The Center for Affordable Homeownership is your support network before, during and after you have purchased a home. Think of us as your personal trainer to become and stay a homeowner.

Office Hours
Monday through Friday, 8:00am - 5:00pm

2017 Homebuyer Education Calendar

Attend to qualify as a First-Time Homebuyer! Get details and the registration form.





CFAH Events Calendar

Click marked dates to view events:

October	November 2017					December
Sun	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Links & Resources

Fannie Mae	Visit Site
Freddie Mac	Visit Site
HUD Guide for Avoiding Foreclosure	Visit Site
Office of Fair Housing and Equal Housing Opportunities	Visit Site
Loan Modification Scam Alert	Visit Site

Get ADOBE READER

You may need Adobe Acrobat Reader to read these documents.



Stephanie Brown-Gilmore
Director Of Program & Property Services

In This Section

:: Program & Property Services Main Page
:: CFAH Welcome Page
:: Our Services
:: Education & Training
:: Income Limits

Folio Number	Address		Initial Selection	Lot issue	Willing to Resolve
144208.0000	1001 E BOUGAINVILLEA AVE	HCD	Yes		
151667.0000	3307 E COMANCHE AVE	HCD	Yes		
152041.0100	3416 E WILDER AVE	HCD	Yes		
152796.0000	4705 E HENRY AVE	HCD	Yes		
153166.0000	5903 N 37TH ST	HCD	Yes		
153225.0000	3722 E HENRY AVE	HCD	Yes		
153619.0000	4007 E LOUISIANA AVE	HCD	Yes		
153673.0000	4220 E OSBORNE AVE	HCD	Yes		
153739.0000	4607 BOOKER T DR A	HCD	Yes		
153765.0000	4606 N MANLEY ST	HCD	Yes		
154397.0000	4305 THONOTOSASSA AVE	HCD	No	Lot fit issue	No
154640.0000	4245 E CURTIS ST	HCD	Yes		
155299.0000	3105 E SHADOWLAWN ST	HCD	Yes		
156013.0000	2405 E IDA ST	HCD	Yes		
156227.0000	3611 E 38TH AVE	HCD	Yes		
156431.0000	4511 COURTLAND ST	HCD	No		
156545.0100	2213 E CAYUGA ST	HCD	Yes		
156591.0500	2205 E EMMA ST	HCD	Yes		
156592.0000	2203 E EMMA ST	HCD	Yes		
156663.0000	2408 E CHELSEA ST	HCD	Yes		
156664.0000	2406 E CHELSEA ST	HCD	Yes		
156747.0000	4612 N 34TH ST	HCD	Yes		
156877.0000	4625 N 35TH ST	HCD	No	Incorrect Address	Yes
156890.0000	4614 N 35TH ST	HCD	Yes		
156896.0000	4626 N 35TH ST	HCD	Yes		
157068.0000	1806 E ELLICOTT ST	HCD	No	SHRS	Yes
157076.0000	1807 E ELLICOTT ST	HCD	No	SHRS	Yes
157180.0000	1901 E PALIFOX ST.	HCD	No	SHRS	Yes
158204.0000	3024 N 48TH ST A	ETI	Yes		
158249.0000	2921 N 46TH ST	HCD	Yes		
167497.0000	704 E LAKE AVE	HCD	Yes		
167584.0000	308 E VIRGINIA AVE	HCD	Yes		
167699.0000	505 E LAKE AVE	HCD	Yes		
167701.0000	503 E LAKE AVE	HCD	No	Zoning Issue	Yes
167704.0000	506 E BAKER ST	HCD	Yes		
167705.0000	508 E BAKER ST	HCD	Yes		
172275.0000	4110 N 10TH ST	HCD	Yes		
172314.0000	915 E IDA ST	HCD	Yes		
172483.0000	1411 E NORTH BAY ST	HCD	Yes		
173075.0000	3517 N 11TH ST	HCD	Yes		
174064.0000	2919 E 33RD AVE	HCD	Yes		
174139.0000	2920 E 31ST AVE	HCD	Yes		
174141.0000	2921 E 31ST AVE	HCD	Yes		
174142.0000	2917 E 31ST AVE	HCD	Yes		
174146.0000	2911 E 31ST AVE	HCD	Yes		
174178.0000	2612 E LAKE AVE	HCD	Yes		
174197.0000	2601 E LAKE AVE	HCD	Yes		
174225.0000	3508 N 30TH ST	HCD	Yes		
174246.0000	2627 E 29TH AVE	HCD	Yes		
174359.0000	2609 E 27TH AVE	HCD	Yes		
174376.0000	3404 N 29TH ST	HCD	Yes		
174427.0000	3516 N 23RD ST	HCD	Yes		
174428.0000	3518 N 23RD ST	HCD	Yes		
174487.0000	2507 E 29TH AVE	HCD	Yes		
174509.0000	2409 CASSELL ST	HCD	Yes		
174606.0100	3404 25th Street	HCD	Yes		
174693.0000	3612 E 23RD AVE	HCD	Yes		
175175.0000	3719 N 38TH ST	HCD	Yes		
175553.0000	3509 E 10TH AVE	HCD	Yes		
182743.0000	109 E EUCLID AVE	HCD	Yes		

182964.0000	414 E HUGH ST	HCD	Yes		
187079.0000	2101 E 22ND AVE	ETI	Yes		
187106.0000	1907 E 23RD AVE	HCD	Yes		
187138.0000	1812 E 21ST AVE	HCD	No	Lot fit issue	No
187165.0000	3000 N 18TH ST	HCD	Yes		
187166.0000	3002 N 18TH ST	HCD	Yes		
187209.0000	1511 E 26TH AVE	HCD	Yes		
187538.0000	1809 E 21ST ST	HCD	Yes		
187651.0000	2932 N 22ND ST	ETI	Yes		
187669.0000	2924 N 21ST ST	ETI	Yes		
187671.0000	2929 N 21ST ST	HCD	Yes		
187673.0000	2924 N 22ND ST	ETI	Yes		
187674.0000	2925 N 21ST ST	ETI	Yes		
187678.0000	2919 N 21ST ST	ETI	Yes		
187680.0000	2917 21ST ST	ETI	Yes		
188027.0000	3303 N 22ND ST	ETI	Yes		
188027.0000	3201 N 22ND ST	ETI	Yes		
188028.0000	3309 N 22ND ST	ETI	Yes		
188029.0000	3313 N 22ND ST	ETI	Yes		
188031.0000	3317 N 22ND ST	ETI	Yes		
188037.0000	3103 HOLMES ST	ETI	Yes		
188038.0000	2304 LINK ST	ETI	Yes		
188044.0000	2209 E 24TH AVE	ETI	Yes		
188045.0000	3115 HOLMES ST	ETI	Yes		
188046.0000	3205 HOLMES ST	HCD	Yes		
188047.0000	2212 E 24TH AVE	ETI	Yes		
188048.0000	2210 E 24TH AVE	ETI	Yes		
188064.0000	3207 HOLMES ST	HCD	Yes		
188181.0000	2216 E MALLORY AVE	HCD	Yes		
188270.0000	2216 E 18TH AVE	HCD	Yes		
188582.0000	2925 E 17TH AVE	HCD	Yes		
188714.0000	2710 E 15TH AVE	HCD	Yes		
188718.0000	2713 E 15TH AVE	HCD	Yes		
191627.0000	814 E PALM AVE	HCD	No	Lot fit issue	No
191643.0000	805 E PALM AVE	HCD	Yes		
191649.0000	1903 N TALIAFERRO AVE	HCD	Yes		
191650.0000	1904 N MITCHELL AVE	HCD	Yes		
191654.0000	1909 N MITCHELL AVE	HCD	Yes		
191664.0000	1901 N MITCHELL AVE	HCD	No		
191707.0000	805 E OAK AVE	HCD	No	Lot fit issue	Yes
191713.0000	1807 N MITCHELL AVE	HCD	Yes	Lot fit issue	Yes
191718.0000	1808 N MITCHELL AVE	HCD	Yes		
191725.0000	1805-1809 N TALIAFERRO AVE	HCD	Yes		
191728.0000	615 E OAK AVE	HCD	Yes		

* Domain Homes, Inc. considers this a preliminary review and lot selection due to the "cone of silence" which precluded discussion with City of Tampa staff. Domain Homes, Inc. reserves the right to revise lot selections subject to final review with City of Tampa staff after award of the project.

CITY OF ST. PETERSBURG

CITY OF ST. PETERSBURG, FLORIDA
Office of the Mayor

RICK KRISEMAN, Mayor

November 6, 2017

Ms. Vanessa McCleary
City of Tampa
Housing & Community Development Manager
306 E. Jackson St.
Tampa, FL 33602

Dear Ms. McCleary,

Domain Homes has been a valuable partner providing middle and high-end housing within the City of St. Petersburg. They have constructed many new homes in difficult infill locations within neighborhoods around the City and were the first to provide reasonably priced homes within the Southside Community Redevelopment Area (CRA). We applaud them for their efforts and support them in their application to provide infill housing in the City of Tampa.

We strongly support the addition of new housing to urban neighborhoods that will bring new vibrancy after years of neglect and lack of investment. The newly built housing will serve as a catalyst for upgrading the existing housing stock and attracting business and other community development.

Sincerely,

Rick Kriseman
Mayor

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

Please read, fill out, execute and submit the form, signifying that you have read and agree to adhere to the following policy. Also, please disclose any potential conflicts including any boards or committees currently serving on, any private companies owned by you or members of your Board of Directors, and any other potential conflicts.

(a) ***Applicability.*** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.
(2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).
(b) ***Conflicts prohibited.*** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to NSP activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a NSP-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a NSP-assisted activity, or with respect to the proceeds of the NSP-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.
(c) ***Persons covered.*** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.
(d) ***Exceptions.*** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.
(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

(ii) Whether an opportunity was provided for open competitive bidding or negotiation;

(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

Federal Law prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the funding sources administered through this jurisdiction (1) or who are in the position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity…either for themselves or those whom they have family or business ties, during their tenure or for one year thereafter.

Therefore, please answer the following disclosure questions:

1. Are you currently a (Please Check One):

   __ City Council Member __ Officer __ Executive Management Staff
   __ Staff (associated with delivery of program)

2. City position held _____

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO ✓ YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO ✓ YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: [signature] Name (Please Print): T. Brandt Acuff

Name of Current Employer: Morgan Auto Group Date: 11/17/17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

Please read, fill out, execute and submit the form, signifying that you have read and agree to adhere to the following policy. Also, please disclose any potential conflicts including any boards or committees currently serving on, any private companies owned by you or members of your Board of Directors, and any other potential conflicts.

(a) ***Applicability.*** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply. (2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).

(b) ***Conflicts prohibited.*** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to NSP activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a NSP-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a NSP-assisted activity, or with respect to the proceeds of the NSP-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

(c) ***Persons covered.*** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.

(d) ***Exceptions.*** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.

(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

(ii) Whether an opportunity was provided for open competitive bidding or negotiation;

(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

Federal Law prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the funding sources administered through this jurisdiction (1) or who are in the position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity…either for themselves or those whom they have family or business ties, during their tenure or for one year thereafter.

Therefore, please answer the following disclosure questions:

1. Are you currently a (Please Check One):

   __ City Council Member __ Officer __ Executive Management Staff
   __ Staff (associated with delivery of program)

2. City position held N/A

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO ✓ YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO ✓ YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: _____ Name (Please Print): Jason J. Quintero

Name of Current Employer: Carlton Fields P.A. Date: 11/17/17

(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

Please read, fill out, execute and submit the form, signifying that you have read and agree to adhere to the following policy. Also, please disclose any potential conflicts including any boards or committees currently serving on, any private companies owned by you or members of your Board of Directors, and any other potential conflicts.

(a) ***Applicability.*** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply. (2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).

(b) ***Conflicts prohibited.*** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to NSP activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a NSP-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a NSP-assisted activity, or with respect to the proceeds of the NSP-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

(c) ***Persons covered.*** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.

(d) ***Exceptions.*** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.

(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

(ii) Whether an opportunity was provided for open competitive bidding or negotiation;

11-16-2017

(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

Federal Law prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the funding sources administered through this jurisdiction (1) or who are in the position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity...either for themselves or those whom they have family or business ties, during their tenure or for one year thereafter.

Therefore, please answer the following disclosure questions:

1. Are you currently a (Please Check One): N/A

   __ City Council Member __ Officer __ Executive Management Staff
   __ Staff (associated with delivery of program)

2. City position held N/A

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO X YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee. N/A

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO X YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship. N/A

Signature: Scott Campbell Name (Please Print): Scott J. Campbell

Name of Current Employer: The Beck Group Date: 11-16-2017

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

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(a) ***Applicability.*** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.
(2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).
(b) ***Conflicts prohibited.*** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to NSP activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a NSP-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a NSP-assisted activity, or with respect to the proceeds of the NSP-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.
(c) ***Persons covered.*** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.
(d) ***Exceptions.*** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.
(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

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(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

(ii) Whether an opportunity was provided for open competitive bidding or negotiation;

(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
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   __ Staff (associated with delivery of program)

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   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO ✓ YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: _____ Name (Please Print): Damon Moorer

Name of Current Employer: FCBA Bancard + TCM Bank Date: 1.21.17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

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(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

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(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
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   __ Staff (associated with delivery of program)

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   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO ✓ YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: [signature] Name (Please Print): Jom Lisi

Name of Current Employer: RSM Date: _____

(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

FEDERAL REQUIREMENTS
COMPLIANCE WITH APPLICABLE LAWS, RULES AND REGULATIONS

Habitat for Humanity of Hillsborough County FL, Inc., acknowledges review of the Federal Requirements described in pages 6-9 as part of RFP-17-P-00981-0-2017 QD, Request for Proposal for Residential Developer for Infill Housing Redevelopment, including, but not limited to those listed below and will act in accordance with all relative laws, rules and regulations.

- Uniform Administrative Requirements. Uniform Administrative Requirements, Cost Principles, and Procurement. The Developer shall adhere to the accounting principles and procedures, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred, as applicable, including without limitation as set forth in 2 CFR part 200, et. seq.

- Cost Principles. The Developer shall administer its program in conformance with 2 CFR 200, et. seq. including 2 CFR 2400. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

- DUNS. Requirements established by the Office of Management and Budget (OMB) concerning the Dun and Bradstreet Data Universal Numbering System (DUNS), the System for Award Management (SAM), Federal Funding Accountability and Transparency Act (FFATA), and Digital Accountability and Transparency Act (DATA Act) of 2014, as set forth in Appendix A to Part 25—Award Term, Financial Assistance Use of Universal Identifier and Systems for Award Management, 75 Federal Register 55671 (September 14, 2010) (to be codified at 2 CFR part 25), and Appendix A to Part 170—Award Term, Requirements for Federal Funding Accountability and Transparency Act Implementation, 75 Federal Register 55663 (September 14, 2010) (to be codified at 2 CFR part 170).

- Minority and Women's Business Enterprises. The requirements of Executive Orders 11625, 12432, 12138 and 24 CFR 85.36(e) applies to grants under this part. Consistent with HUD's responsibilities under these Orders and with the City's Ordinance No. 26.5 Part 2, the Developer must make efforts to encourage the use of minority and women's business enterprises in connection with funded activities.

- Civil Rights Act. The Developer agrees to comply with applicable state and local civil rights ordinances and with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended (the HCDA), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086, and will include the provisions in every subcontract or purchase order, specifically or by reference, so that such provisions will be binding upon each of its contractors and subcontractors.

- In carrying out the Agreement, the Developer shall not discriminate against nor exclude any employee or applicant for employment because of race, color, religion, sex, age, familial status, handicap, sexual orientation, marital status, gender identity/expression or national origin. Upon receipt of evidence of such discrimination, City shall have the right to terminate the Agreement. The Developer shall take the necessary steps to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, age, familial or marital status, handicap, sexual orientation, gender identity/expression or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

• The Developer shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the government setting forth the provisions of this non-discrimination clause. When expending HOME Award, the Developer shall, within the eligible population, comply with the following requirements for nondiscrimination on the basis of race, color, religion, sex, national origin, age, familial or marital status, sexual orientation, gender identity/expression, and handicap.

• Religious Activities. The Developer agrees that funds provided under the Agreement shall not be utilized for inherently religious activities prohibited by 24 CFR part 570.200(j), such as worship, religious instruction, or proselytization. In accordance with Executive Order 13279, the Developer agrees that it may engage in inherently religious activities providing they are voluntary for participants in activities funded through the Agreement and occur separately in time or location from these activities. Furthermore, Developer certifies that SHIP Funds shall not be provided to primarily religious organizations, such as churches, for any activity including secular activities. In addition, SHIP Funds were not and shall not be used to rehabilitate or construct housing owned by primarily religious organizations or to assist primarily religious organizations in acquiring housing.

• Debarment and Suspension (Executive Orders 12549 and 12689). A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), ''Debarment and Suspension.'' The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. **By its signature below Developer certifies it is not so listed.**

• Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). Contractors who apply or bid for an award of $100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

• Flood Disaster Protection. In accordance with the requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001), the Developer shall assure that for activities located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, flood insurance under the National Flood Insurance Program is obtained and maintained as a condition of financial assistance for acquisition or construction purposes (including rehabilitation).

• Energy Policy and Conservation Act. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

• HCD Contractor Handbook. City procedures and policies as set forth in the City of Tampa Division of Housing and Community Development Contractor Handbook of Procedures and Standards, incorporated herein and by reference made a part hereof, as well as all City permit and inspection requirements.

• Procurement of Recovered Materials (2 CFR 200.322). A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid

Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

• Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of ''funding agreement'' under 37 CFR § 401.2 (a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that ''funding agreement,'' the recipient or sub-recipient must comply with the requirements of 37 CFR Part 401, ''Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,'' and any implementing regulations issued by the awarding agency.

• Government Grants. All applicable terms and conditions of government grants administrative and program requirements that apply to sub-recipients as well as grantees under Title XIII, Subchapter C, Part I of the Omnibus Budget Reconciliation Act of 1993 (26 U.S.C. 1391, et seq.) and under Title I of the CDBG Act, 24 CFR Part 570 et. seq., including without limitation those specified in Subparts J and K of 24 CFR Part 570.

• Travel. The Developer shall obtain written approval from the City for any travel outside the metropolitan area with funds provided under the Agreement.

• The U.S. Department of Homeland Security E-Verify System will be used to verify the employment eligibility of all persons employed during the term of the agreement to perform employment duties within the State of Florida, and all persons, including subcontractors, assigned to perform work pursuant to the award.

Tina Swain

Tina Swain, CEO
Habitat for Humanity of Hillsborough County FL, Inc.

11/17/17

Date

The Corporation to Develop Communities, Inc. (CDC) seeks to have Domain Homes, Inc. act as the General Contractor on homes that the CDC builds as part of this project and will utilize subcontractors, including minority and female sub-contractors, as specified by Domain Homes, Inc.

Marketing Plan

This marketing plan shall be used to attract prospective homebuyers of all minority and non-minority groups regardless of their race, color, religion, sex, national origin, disability, familial status, or religious affiliation. Racial groups to be marketed to may include Caucasian, African American, Native American, Alaskan Native, Asian, Native Hawaiians or Other Pacific Islanders. Other groups who may be subject to housing discrimination include, but are not limited to, Hispanic or Latino groups, persons with disabilities, families with children, or persons with different religious affiliations.

Through our various outreach, programs and services, we have determined that the Latino community is least likely to apply for purchasing these homes without special outreach. As a result, marketing shall be done both in English, as well as Spanish. This shall include brochures, newspaper advertising, radio/television, public service announcements and events, intake applications, and website information. CDC of Tampa has trained, bilingual staff that can provide information, have conversations with, and administer homebuyer education/counseling to Spanish speaking buyers.

Medium:

- CDC of Tampa's website shall be used to provide information on the lots, floor plans and homes available for purchase. This shall include square footage, bedrooms, baths, amenities, price, and income limits/requirements.
- HUD fair housing posters are displayed in CDC of Tampa's offices.
- Media and community contacts used to market the homes developed may include neighborhood, minority, or women's organizations, grass roots faith-based or community-based organizations, labor unions, employers, public and private agencies, disability advocates, or other groups that assist potential homebuyers.
- All marketing efforts shall bear the equal housing opportunity logo or be mentioned in any radio or television advertising. Printed materials shall also bear the City of Tampa logo.

Each development site shall be listed on the MLS by a Licensed Real Estate professional with information on the home to be built including an elevation, floor plan and pricing. MLS listings for homes that are not presold, shall also have actual pictures of the completed home. For Sale signage shall also be placed on all homes to make Buyers and the community aware of the development taking place and who to contact for more information.

CDC of Tampa staff have all been trained on fair housing laws and objectives. All potential homebuyers will attend CDC of Tampa's Homebuyer Orientation, held every other Wednesday

evening. These orientations are designed to explain the homebuying process, down payment and closing cost assistance they may qualify for, and answer questions that homebuyers may have. It is at these orientation sessions where requirements such as homeownership counseling and education also take place. CDC of Tampa's website will have a calendar with orientation location, dates and time.

Families between 80% - 120% of area median income may be eligible for up to $5,000 in down payment and closing cost assistance, which shall be paid at closing from sales proceeds.

Families at 80% of area median income

In general, the marketing to families at 80% of area median income will be consistent with the marketing previously stated above. Families at this income, however, will be eligible for up to $15,000 in down payment and closing cost assistance, which shall be paid at closing from sales proceeds.

Biweekly homebuyer orientation, as well as monthly homebuyer education class attendees shall be made aware of these home and be provided information on purchasing one of these homes.

CDC of Tampa

City Lots RFP - Development Timeline

	2017	2018												
	December	January	February	March	April	May	June	July	August	September	October	November	December	January
Award Notification														
Identification of 10 lots for CDC to develop														
Order surveys on 10 lots CDC will develop														
Site Plans for Homes 1,2,3,4														
Submit Site and Construction Documents for Permitting on Homes 1, 2, 3, 4														
Commence construction on Homes 1,2,3,4														
Commence Marketing and secure Presales														
Site Plans for Homes 5, 6, 7, 8														
Submit Site and Construction Documents for Permitting on Homes 5, 6, 7,8														
Construction completion on Homes 1,2,3,4														
Close on Home 1,2,3,4														
Commence construction on Homes 5,6,7,8														
Continue marketing and secure Presales														
Site Plans for Homes 9,10														
Submit Site and Construction Documents for Permitting on Homes 9,10														
Construction completion on Homes 5,6,7,8														
Close on Home 5,6,7,8														
Commence construction on Homes 9,10														
Continue marketing and secure Presales														
Construction completion on Homes 9,10														
Close on Home 9,10														

CORPORATION TO DEVELOP COMMUNITIES OF TAMPA, INC.

2019

February	March	April	May	June	July	August	September	October	November	December

City RFP	up to 80% AMI Carport Design 3-Bedrm	up to 120% AMI Garage Design 3-Bedrm	Totals 5 homes up to 80% AMI 5 homes up to 120% AMI
SOURCES:			
Sales Price	$ 165,000	$ 185,000	$ 1,750,000
USES: Acquisition & Construction			
Acquisition Costs			
Land Acquisition	0	0	0
Building Acquisition	0	0	0
Title & Recording/Recordation Fees/Settlement Charges	432	432	4,320
Total Acquisition Costs:	432	432	4,320
Construction Hard Costs:			
Hard Costs (incl. G.C.'s General Req./Overhead/Profit)	93,159	118,081	1,056,197
A/C cage	400	400	4,000
Site Preparation (tree removal/clearance/fill/grading)	825	825	8,250
Total Construction Hard Costs:	94,384	119,306	1,068,447
Financing Costs:			
Bank Interest Reserve, Acq (7.0%/15 mo/100% outstand.)	51	51	510
Bank Loan Fee (1.5% of loan amount)	0	0	0
Bank Underwriting Fee (1.0% of loan amount)	0	0	0
Bank Legal Fee	0	0	0
Bank Interest Reserve, Constr. (6.0%/6 mo/50% outstand.)	989	989	9,890
Bank Loan Origination Fee (1.0% of loan amount)	1,544	1,544	15,440
Bank Legal Fee	0	0	0
Financing Application Fees	0	0	0
Total Financing Costs:	2,584	2,584	25,840
Soft Costs:			
Architectural & Plan Use Fees (incl. Blue Prints/Copying)	1,800	1,800	18,000
Engineering -- Civil/Structural	500	500	5,000
DPA	15,000	5,000	100,000
Insurance -- Hazard & Liability (Property/Wind/Hail)	0	0	0
Insurance -- Builder's Risk/210 Warranty Policy	692	692	6,920
Real Estate Taxes	0	0	0
Marketing (6% of Sales Price)	9,900	11,100	105,000
Seller's Sales Expenses/Fees @2%	3,300	3,700	35,000
Appraisals	735	735	7,350
Legal	353	353	3,530
Lender's Plans/Cost Review	0	0	0
Lender's Inspection Fees	367	367	3,670
Surveys	550	550	5,500
Environmental & Soil Testing/Geotechnical	750	750	7,500
Building Permits & Fees	10,500	10,500	105,000
Utilities	160	160	1,600
Project Coordination Fee	0	0	0
Home Security Systems	300	300	3,000
Lawn Care/Landscaping	360	360	3,600

Total Soft Costs:	45,267	36,867	410,670
Total Costs before Contingency and Developer Fee	**142,667**	**159,189**	**1,509,277**
Hard Cost Contingency (5.0%)	4,719	5,965	53,422
Financing & Soft Cost Contingency (5.0%)	4,847	4,427	46,374
Developer's Fee (10%)	12,767	15,419	140,928
Total Uses	**$165,000**	**$185,000**	**$1,750,000**
Sources Over Uses	$ -	$ -	$ -

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 6/22/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: John Kravitz
Rip Weachter Insurance Agency, Inc. 4311 W El Prado Blvd Tampa FL 33629	PHONE (A/C, No, Ext): (813) 831-8889 FAX (A/C, No): (813) 831-8180 E-MAIL ADDRESS: johnk@weachterinsurance.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Philadelphia Insurance Companies	
INSURER B : Progressive Insurance Company	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED	
CORPORATION TO DEVELOP COMMUNITIES OF TAMPA INC, Mailing Address PO BOX 310385 Tampa FL 33680	

COVERAGES CERTIFICATE NUMBER: CL1762208758 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X Sexual abuse:$25K/$50K GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:			PHPK1672418	6/29/2017	6/29/2018	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 300,000 $ 20,000 $ 1,000,000 $ 2,000,000 $
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			02843803-1	01/25/2017	01/25/2018	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $ 1,000,000
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000			PHUB589106	6/29/2017	6/29/2018	EACH OCCURRENCE AGGREGATE	$ 1,000,000 $ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $
A	Professional liability			PHPK1672418	06/29/2017	06/29/2018	Per occurrence General Aggregate	$1,000,000 $2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

City of Tampa Purchasing Dept
Tampa Municipal Building
306 E Jackson Street
Tampa, FL 33602

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

John Kravitz/JOHN

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COMMENTS/REMARKS

Unable to Alter Acord Certificate of cancellation. Insured receives 10 days written notice of cancellation for Non payment of premium and 30 days written notice fro non-renewal of policy -- Mandatory Per Florida State Law

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ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 04/18/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER V. H. JR. & ASSOCIATES, INC. P O BOX 77244 TAMPA, FL 33675	CONTACT NAME: VILLARD HOUSTON JR PHONE (A/C, No, Ext): 813-931-5546 FAX (A/C, No): 813-931-9137 E-MAIL ADDRESS: VILLARD@VHINSURANCE.COM
INSURED CDC OF TAMPA INC 1907 E HILLSBOROUGH AVE STE 100 TAMPA, FL 33610	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : GUARANTEE INSURANCE CO INSURER B : TRAVELERS INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	DED ☐ RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: N If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WCP100468904GIC	01/04/2017	01/04/2018	☐ PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
B	WRAP+ CRIME			105735636	01/26/2015	01/25/2018		$250,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
CITY OF TAMPA DIVISION OF HOUSING AND COMMUNITY DEVELOPMENT 306 E JACKSON STREET TAMPA, FL 33602	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

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The ACORD name and logo are registered marks of ACORD

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

Please read, fill out, execute and submit the form, signifying that you have read and agree to adhere to the following policy. Also, please disclose any potential conflicts including any boards or committees currently serving on, any private companies owned by you or members of your Board of Directors, and any other potential conflicts.

(a) *Applicability.* (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.
(2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).
(b) *Conflicts prohibited.* The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to NSP activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a NSP-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a NSP-assisted activity, or with respect to the proceeds of the NSP-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.
(c) *Persons covered.* The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.
(d) *Exceptions.* Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.
(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

(ii) Whether an opportunity was provided for open competitive bidding or negotiation;

(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

Federal Law prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the funding sources administered through this jurisdiction [1] or who are in the position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity...either for themselves or those whom they have family or business ties, during their tenure or for one year thereafter.

Therefore, please answer the following disclosure questions:

1. Are you currently a (Please Check One):

   __ City Council Member __ Officer __ Executive Management Staff
   __ Staff (associated with delivery of program)

2. City position held N/A

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO X YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO X YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: _____ Name (Please Print): John Unger

Name of Current Employer: The Bank of Tampa Date: 11-16-17

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[1] 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

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(2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).
(b) *Conflicts prohibited.* The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to NSP activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a NSP-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a NSP-assisted activity, or with respect to the proceeds of the NSP-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.
(c) *Persons covered.* The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.
(d) *Exceptions.* Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.
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(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

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Therefore, please answer the following disclosure questions:

1. Are you currently a (Please Check One): N/A

   __ City Council Member __ Officer __ Executive Management Staff
   __ Staff (associated with delivery of program)

2. City position held N/A

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO ✓ YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO ✓ YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: David Ogburn Name (Please Print): David Ogburn

Name of Current Employer: USAmeriBank Date: 11/16/17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

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Therefore, please answer the following disclosure questions:

1. Are you currently a (Please Check One):

   __ City Council Member ✓ Officer __ Executive Management Staff
   __ Staff (associated with delivery of program)

2. City position held CDC Board of Director's

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO ✓ YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee. FRANK JAMES, JR.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO____ YES ✓

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: Denese M. James Name (Please Print): DENESE M. JAMES

Name of Current Employer: FRANK James, Jr. Date: 11-16-17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

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570.611 CONFLICT OF INTEREST

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(b) ***Conflicts prohibited.*** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to NSP activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a NSP-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a NSP-assisted activity, or with respect to the proceeds of the NSP-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.
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(d) ***Exceptions.*** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.
(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

(ii) Whether an opportunity was provided for open competitive bidding or negotiation;

(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

Federal Law prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the funding sources administered through this jurisdiction (1) or who are in the position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity...either for themselves or those whom they have family or business ties, during their tenure or for one year thereafter.

Therefore, please answer the following disclosure questions:

1. Are you currently a (Please Check One):

   __ City Council Member __ Officer __ Executive Management Staff
   __ Staff (associated with delivery of program) Board of Directors. CDC of Tampa

2. City position held N/A

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO ✓ YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO ✓ YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: Cynthia S. Few Name (Please Print): Cynthia S. Few

Name of Current Employer: Retired Date: 11/17/17

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(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE FORM

570.611 CONFLICT OF INTEREST

Please read, fill out, execute and submit the form, signifying that you have read and agree to adhere to the following policy. Also, please disclose any potential conflicts including any boards or committees currently serving on, any private companies owned by you or members of your Board of Directors, and any other potential conflicts.

(a) *Applicability.* (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.
(2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).
(b) *Conflicts prohibited.* The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to NSP activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a NSP-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a NSP-assisted activity, or with respect to the proceeds of the NSP-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.
(c) *Persons covered.* The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.
(d) *Exceptions.* Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.
(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

(ii) Whether an opportunity was provided for open competitive bidding or negotiation;

(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

Federal Law prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the funding sources administered through this jurisdiction (1) or who are in the position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity...either for themselves or those whom they have family or business ties, during their tenure or for one year thereafter.

Therefore, please answer the following disclosure questions:

1. Are you currently a (Please Check One):

   __ City Council Member ✓ Officer __ Executive Management Staff
   __ Staff (associated with delivery of program)

2. City position held _____

3. Are you a business partner of any City of Tampa employee(s), member of City Council or member of the City of Tampa's Housing and Community Development Division (HCD)? NO ✓ YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee.

4. Are you an immediate family member of any City of Tampa employee(s), member of City Council or employee of HCD?
   NO ✓ YES ____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or HCD employee and the relationship.

Signature: [signature] Name (Please Print): Evangeline R. Best

Name of Current Employer: Retired Date: 6/2003
Sch. District of Polk Co.

(1) 24 CFR: 570.611 (CDBG); and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.

FEDERAL REQUIREMENTS
COMPLIANCE WITH APPLICABLE LAWS, RULES, AND REGULATIONS

Corporation to Develop Communities of Tampa, Inc. acknowledges review of the Federal Requirements described in pages 6 -9 as part of RFP - 17 -P -00981 - 0 -2017 QD, Request for Proposal for Residential Developer for Infill Housing Redevelopment, including but not limited to those listed below and will act in accordance with all relative laws, rules and regulations.

- Uniform Administrative Requirements. Uniform Administrative Requirements, Cost Principles, and Procurement. The Developer shall adhere to the accounting principles and procedures, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred, as applicable, including without limitation as set forth in 2 CFR part 200, et. seq.

- Cost Principles. The Developer shall administer its program in conformance with 2 CFR 200, et. seq. including 2 CFR 2400. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

- DUNS. Requirements established by the Office of Management and Budget (OMS) concerning the Dun and Bradstreet Data Universal Numbering System (DUNS), the System for Award Management (SAM), Federal Funding Accountability and Transparency Act (FFATA), and Digital Accountability and Transparency Act (DATA Act) of 2014, as set forth in Appendix A to Part 25-Award Term, Financial Assistance Use of Universal Identifier and Systems for Award Management, 75 Federal Register 55671 (September 14, 2010) (to be codified at 2 CFR part 25), and Appendix A to Part 170-Award Term, Requirements for Federal Funding Accountability and Transparency Act Implementation, 75 Federal Register 55663 (September 14,2010) (to be codified at 2 CFR part 170).

- Minority and Women's Business Enterprises. The requirements of Executive Orders 11625, 12432, 12138 and 24 CFR 85.36(e) apply to grants under this part. Consistent with HUD's responsibilities under these Orders and with the City's Ordinance No. 26.5 Part 2, the Developer must make efforts to encourage the use of minority and women's business enterprises in connection with funded activities.

- Civil Rights Act. The Developer agrees to comply with applicable state and local civil rights ordinances and with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended (the HCDA), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086, and will include the provisions in every subcontract or purchase order, specifically or by reference, so that such provisions will be binding upon each of its contractors and subcontractors.

- In carrying out the Agreement, the Developer shall not discriminate against nor exclude any employee or applicant for employment because of race, color, religion, sex, age, familial status, handicap, sexual orientation, marital status, gender identity/expression or national origin. Upon receipt of evidence of such discrimination, City shall have the right to terminate the Agreement. The Developer shall take the necessary steps to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, age, familial or marital status,

handicap, sexual orientation, gender identity/expression or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

- The Developer shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the government setting forth the provisions of this non-discrimination clause. When expending HOME Award, the Developer shall, within the eligible population, comply with the following requirements for nondiscrimination on the basis of race, color, religion, sex, national origin, age, familial or marital status, sexual orientation, gender identity/expression, and handicap.

- Religious Activities. The Developer agrees that funds provided under the Agreement shall not be utilized for inherently religious activities prohibited by 24 CPR part 570.200G), such as worship, religious instruction, or proselytization. In accordance with Executive Order 13279, the Developer agrees that it may engage in inherently religious activities providing they are voluntary for participants in activities funded through the Agreement and occur separately in time or location from these activities. Furthermore, Developer certifies that SHIP Funds shall not be provided to primarily religious organizations, such as churches, for any activity including secular activities. In addition, SHIP Funds were not and shall not be used to rehabilitate or construct housing owned by primarily religious organizations or to assist primarily religious organizations in acquiring housing.

- Debarment and Suspension (Executive Orders 12549and 12689).A contract award (see2 CPR 180.220) must not be made to parties listed on the government wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CPR 180that implement Executive Orders 12549 (3 CPR Part 1986 Comp., p. 189) and 12689 (3 CPR Part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. **By its signature below Developer certifies it is not so listed.**

- Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). Contractors who apply or bid for an award of $100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

- Flood Disaster Protection. In accordance with the requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001), the Developer shall assure that for activities located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, flood insurance under the National Flood Insurance Program is obtained and maintained as a condition of financial assistance for acquisition or construction purposes (including rehabilitation).

- Energy Policy and Conservation Act. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

- HCD Contractor Handbook. City procedures and policies as set fo1th in the City of Tampa Division of Housing and Community Development Contractor Handbook of Procedures and Standards, incorporated herein and by reference made a pa1t hereof, as well as all City permit and inspection requirements.

- Procurement of Recovered Materials (2 CFR 200.322). A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $ I0,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

- Rights to Inventions Made Under a Contractor Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or sub-recipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Films Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

- Government Grants. All applicable terms and conditions of government grants administrative and program requirements that apply to sub-recipients as well as grantees under Title XIII, Subchapter C, Part I of the Ornnihus Budget Reconciliation Act of 1993 (26 U.S.C. 1391, et seq.) and under Title I of the CDBG Act, 24 CFR Part 570 et seq, including without limitation those specified in Subparts J and K of24 CFR Part 570.

  - The U.S. Department of Homeland Security E-Verify System will be used to verify the employment eligibility of all persons employed during the term of the agreement to perform employment duties within the State of Florida, and all persons, including subcontractors, assigned to perform work pursuant to the award.

Ernest M. Coney Jr.,
Chief Executive Officer
Corporation to Develop Communities
of Tampa, Inc.

11/17/17
Date

MEMORANDUM OF UNDERSTANDING

BETWEEN

DOMAIN HOMES, INC.

And

TAMPA HOUSING AUTHORITY

This Memorandum of Understanding defines the relationship, agreements, and performance of each of the parties for implementation of the project outlined in the proposal to the City of Tampa for Residential Developer for Infill Housing Redevelopment – RFP 17-P-00981-0-2017 Q/D.

Domain Homes, Inc. (DHI) and the Tampa Housing Authority (THA) mutually agree:

- to work cooperatively and collaboratively to achieve the goals of the RFP over the course of the 24-month project. The parties will share information and best practices to achieve project outcomes.

- to work together to market and promote the project and homes, to identify and qualify potential buyers, and to successfully close sales of the constructed homes.

- to comply with all requirements and provisions set forth in the RFP and subsequent Development Agreement as required by the City of Tampa.

- that upon award by the City of Tampa DHI and THA will develop procedures to implement each aspect of this agreement.

- THA agrees to provide the following services as part of the project and DHI agrees to compensate at the rate of $1,000 total per home closing to be paid at the third party end user closing, for the services detailed under each category: First-Time Homebuyer Education Training, Pre-Purchase Counselling, Credit and Budget Counselling, and Home Maintenance.

FIRST-TIME HOMEBUYER EDUCATION TRAINING

Eight (8) hours in Homebuyer Education to improve the participant's knowledge of the home buying process.

- Training is held monthly, on Saturdays from 8:00am to 4:00pm, for the entire calendar year.
  Topics for the workshops include:
  - Money Management
  - Understanding Credit
  - Shopping for a Home
  - The Lending Process
  - Foreclosure Prevention
  - Downpayment Assistance

PRE-PURCHASE COUNSELING

one-on-one pre-purchase counseling to assist potential homebuyers through the process of achieving their goal of homeownership. Pre-purchase counseling services will analyze the client's credit and budget, assist with

setting goals, develop an action plan and evaluate mortgage readiness in order to provide the knowledge and tools needed for making the best, informative and educated decision in their homebuying process.

Completion of First-Time Homebuyer Education Training is required **prior to individual counseling.*

CREDIT AND BUDGET COUNSELING

The basic elements of credit and budget counseling are Credit, Budget and Savings. Counselors will assist individuals with the restoration of credit, review of monthly expenses and the establishment of a savings plan by empowering them to reach their financial goals and solve financial problems.

SECTION 8 HOMEOWNERSHIP VOUCHER PROGRAM

All participants of the Assisted Housing (Section 8) Program are able to receive one-on-one counseling in order to utilize the Homeownership Voucher Program to assist in purchasing a home.

Qualified THA applicants and program participants are now able to use their Section 8 Housing Choice Vouchers toward mortgages for their own homes.

Working with the Center for Affordable Homeownership and local mortgage lenders, has made it possible for families to move from rental housing to affordable homes.

HOME MAINTENANCE EDUCATION

The goal of the training is to educate participants by adding the ability to be self-sufficient. Classes are offered twice annually consisting of four (4) classes each covering the following topics:

- Home Safety
- Energy Efficiency
- Basics of Electrical
- Drywall Repair
- Painting
- Plumbing and Flooring

YOUTHBUILD PARTICIPATION IN THE INFILL LOTS

The Youthbuild participation will be limited to the provision of labor force throughout the construction of the infill houses. For each house constructed, the cost of the Youthbuild labor force will be in accordance with Davis Bacon Wage Rate or not exceed $15/hour.

DOMAIN HOMES, INC.

Kevin Robles, COO

11-17-17
Date

TAMPA HOUSING AUTHORITY

Leroy Moore, Sr. Vice President, COO

11/17/2017
Date