

**REQUEST FOR APPLICATIONS (RFA)**  
**Funding Sources as Determined by the City**  
**FUNDING FOR:**

**Preservation or New Construction**  
**of Affordable Rental Housing**

**\$500,000 minimum**

**Issued: March 12, 2024**

**Deadline: OPEN**

**The RFA is available on-line at:**

**<https://www.tampa.gov/housing-and-community-development>**

Issued by:

City of Tampa

Housing and Community Development  
(HCD)

2555 E. Hanna Ave.  
Tampa, FL 33610

<b>PROCESS &amp; TIMELINE</b>	
<b>Window of Opportunity for Assistance</b>	
a. Request for Applications (RFA) (the "RFA") Issued	March 12, 2024
b. Email <b>all</b> questions to Michelle Boone, HCD Supervisor at: michelle.boone@tampagov.net	
Cone of silence ordinance provides that after advertisement of the RFA, potential vendors and their representatives are substantially restricted from communicating regarding the RFA with City of Tampa Council Members and City of Tampa staff members, except for the contact designated in this RFA above.	
<b>Deadline for Applications</b>	
a. Deadline for Submission of Responses to the RFA	Applications will be accepted until all City Funds (as defined herein) have been committed.
<b>Review, Evaluation &amp; Recommendation Process</b>	
a. Staff Review of Applications	Staff will review applications as accepted and will continue to review applications until all City Funds (as defined herein) have been committed.
<b>Agreement Contracting Process</b>	
To be Completed on or before:	As soon as possible after Application
<b>Source of Funds</b>	
<p>Approximately \$5,000,000.00 is available using funds allocated to the City from federal CDBG, HOME, funding from the State of Florida, and other local funds as determined by the City ("RFA Funds") for the acquisition and development/preservation of affordable rental housing. Units to be restricted for affordable housing, with a <b>minimum of five (5) affordable units</b>. RFA Funds are subject to all applicable laws, rules, and regulations applicable to HUD, State of Florida or local funds rules and regulations. Sources and Uses demonstrating project viability are required prior to construction. <b>Only one (1) application for the same project (development site) will be eligible for funding. Minimum request per proposal is \$500,000.</b></p> <p><b>It is anticipated that projects submitted under this RFA are or will be seeking the 4% Housing Tax Credits through Hillsborough County HFA.</b></p>	
<b>Approval or Rescind Application(s)</b>	
The Director of Housing & Community Development ("HCD") reserves the right to award more than one application or rescind any or all Request for Applications (RFA), as determined in the Director's sole discretion.	

## 1. INFORMATION

The funding provided through the City from the U.S. Department and Urban Development, the State of Florida and local dollars provides funding for activities that benefit very low to moderate-income persons by providing housing, permanent jobs, public services, access to new or significantly improved infrastructure, rehabilitation of slum or blighted conditions, or to address an urgent need for which the community certifies it has no other funding.

**The City of Tampa is issuing one (1) Request for Applications (“RFA”) utilizing CDBG, HOME, State of Florida or other local funding, as determined by the City (collectively “RFA Funds”) The RFA Funds available are a minimum of \$500,000.00 per project and are available for use for acquisition and/or preservation, or new construction of affordable rental housing units.** The RFA Funds are administered through the City’s Housing and Community Development Department and designed to serve the very-low and low income families, while creating and sustaining affordable housing throughout Tampa. This RFA outlines the requirements, selection process and the information necessary to submit an application for these funds. **Multiple applications submitted for the same project by the same agency are not allowed and will result in disqualification of all the applications from that agency.**

**It is anticipated that projects submitted under this RFA are or will be seeking the 4% Housing Tax Credits through Hillsborough County HFA.**

## 2. FUNDS AVAILABLE

**Approximately \$5,000,000.00** is available through the various funding sources for the purpose of acquisition, rehabilitation/preservation or new construction of a minimum of five (5) affordable multifamily rental housing units (“City Units”). The RFA Funds will be used for development of Affordable Housing of the following priorities (the “Priority Categories”): 1) those at greatest risk of housing instability/cost-burdened; 2) those at risk of homelessness; 3) those currently homeless; and 4) those households at or below 50% Area Median Income. The RFA Funds will be made available in the form of a deferred payment loan. The terms of the loan will be a **minimum of 50 years**, as determined by the City according to the amount of the loan, with 0% interest. The loan will be secured by a Promissory Note and Mortgage to be executed by Applicant. Payment will be deferred until the end of the loan term. Payment will be due in full in the event of a default. The units must be restricted with the **Restrictive Covenants (as described below) for a minimum of 50 years**, to be set forth in a recorded land use restriction agreement to be approved by the City of Tampa.

Restrictive Covenants: **No household income may exceed 80% AMI.** Rental amounts for the Units shall be in accordance with Tampa’s MSA Income Limits and Rent Limits, as set forth on Exhibit 1, and as updated annually by HUD/Florida Housing Finance Corporation.

The HCD Director reserves the right to negotiate award amounts regardless of the amount requested. The amount of funding available at this time is conditional. The RFAs are subject to funding available at the time of the award.

## 3. SCOPE OF WORK

City staff will expect the Applicant to have the capacity to exercise independent judgment and to perform those actions necessary to achieve the project objectives. While the Applicant will be working pursuant to a Funding Agreement entered into with the City of Tampa, it should be understood that

the Applicant will be responsible for pre-development (as applicable) of the property, including but not limited to, obtaining all required approvals and permits from applicable governing agencies, including the City of Tampa. The applicant shall also be solely responsible for payment to all suppliers, materialmen and subcontractors. Applicant shall ensure that the project is constructed by a contractor(s) licensed in the State of Florida and in good standing. The project must be completed in accordance with all applicable laws, rules and regulations. The project should incorporate energy efficient features into the design.

The Director of HCD reserves the right to rescind or reduce awarded funds for projects that present significant material changes as determined in the discretion of the Director including but not limited to additional financing, modified financing terms, development type change, and/or a reduction in the number of units.

**4. APPLICATION PREPARATION AND SUBMITTAL REQUIREMENTS:**

- One (1) original clearly marked original, within a secure binder.
- One searchable electronic copy on a USB flash drive. Documents such as site plans, workflow diagrams, photographs, environmental review, and other documents not routinely suitable for searching are exempt from the searchable requirement.
- All Applications must be submitted on 8 1/2" X 11" paper, neatly typed, single sided, margins of 1", 12-point font size, and spacing.
- Pages and attachments must be tabbed according to the sections and sequentially numbered.

**APPLICATIONS WILL BE ACCEPTED AS LONG AS FUNDING IS AVAILALBE.**

**Forward to: City of Tampa  
Housing & Community Development  
ATTN: HCD Director  
2555 E. Hanna Ave. 2<sup>nd</sup> Floor  
Tampa, FL 33610**

**5. SUBMISSION CHECKLIST. All Required Items below must be submitted with the Application. Failure to submit the Required Items will result in denial of the Application.**

1.	The Original Application contains an original signature on Applicant Cover Sheet and an Applicant Certification form, attached as Exhibit 4.	Yes	No
2.	The Applicant included Attachment "A" Certificate of Status from the Florida Secretary of State's Office certified and dated within twelve (12) months of the submittal date of this Application. This Certificate must state that the Applicant is active.  In the alternative, the Applicant may submit a printout from the Florida Division of Corporations Online, <a href="http://www.sunbiz.org">www.sunbiz.org</a> , Public Inquiry dated within twelve (12) months of the submittal date of the Application, stating that the Applicant is active. <b>Please note that a copy of the Articles of Incorporation or any similar document does not meet the requirements of this section.</b>	Yes	No
3.	The Applicant has provided its Articles of Incorporation or Articles of Organization, or other equivalent organizational documents, as applicable, and a list of all shareholders, officers, partners, and directors, as applicable.	Yes	No
4.	The Applicant included Attachment "B" a copy of the IRS determination of 501(c)(3) for non-profit Applicant agencies, if applicable.	Yes	No
5.	The Applicant provided evidence that the proposed use is allowed for the site proposed for funding and that appropriate land use and zoning is in place as of the RFA deadline.	Yes	No
6.	The Applicant or co-applicant has been in business for more than three (3) years as evidenced by the date that the Florida Articles of Organization or Articles of Incorporation were filed with the Florida Secretary of State.	Yes	No
7.	The Applicant has provided details of three (3) rental projects that Applicant has developed within the State of Florida in the past ten (10) years.	Yes	No
8.	Applicant has provided a Sources and Uses of Funds in the form attached as Exhibit 2 with a budget narrative as an attachment for all costs associated with the project	Yes	No
9.	Applicant has provided evidence that the project will not exceed total secured funds to value ratio greater than 115% from all sources. Provide the Underwriting Report, if available.	Yes	No
10.	Applicant has provided a project development schedule for construction that evidences the ability to complete the project by <b>September 30, 2026.</b>	Yes	No
11.	Applicant has provided either a deed evidencing that Applicant owns the property to be developed, or a contract for sale and purchase, evidencing that Applicant is under contract to purchase the property to be developed that is located within City of Tampa limits.	Yes	No
12.	Applicant has provided evidence that a minimum of 85% of all RFA Funds received will be applied to design, engineering, and capital costs including acquisition, rehabilitation, construction, or labor and materials. A maximum of 15% of the RFA Funds received may be applied to other eligible soft costs.	Yes	No

13.	<p>Summary of proposed project to be constructed with RFA Funds (the "Project"). The following format should be used to submit the information for the project presented:</p> <ul style="list-style-type: none"> <li>• Project name</li> <li>• Project location</li> <li>• Project type and description including total units and total affordable units</li> <li>• Project scope</li> <li>• Start date</li> <li>• Projected completion date and actual date of completion</li> <li>• Total development costs</li> </ul>	Yes	No
14.	Applicant has submitted a signed and notarized Public Entities Crimes Affidavit, in the form attached as Attachment C.	Yes	No
15.	Applicant has submitted a signed and notarized Certification for Drug-Free Workplace, in the form attached as Attachment D.	Yes	No
16.	Applicant has submitted a signed and notarized Certification Regarding Civil Rights Act, Americans with Disabilities Act and Lobbying, in the form attached as Attachment E.	Yes	No
17.	Applicant has submitted a signed Equal Employment Opportunity Policy, in the form attached as Attachment F.		
18.	Applicant has submitted the completed Rents and Operating Proforma, attached as Exhibit 3.		

**\* Multiple applications for the same project (development site) from the same agency are not allowed and will result in disqualification of all the Applications from that agency.**

City of Tampa  
Housing and Community Development

**REQUEST FOR APPLICATIONS (RFA)**

**1. APPLICANT COVER SHEET**

**A. Funding Request Summary**

Project Name/Address/Folio No:	Project Type:	Total #/Affordable Units:	\$ Requested
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**B. Applicant Information**

Applicant's Legal Name:	
Owner's Legal Name or Entity:	
Main Administrative Address:	
City & State:	Zip Code:
Telephone number including area code:	Fax Number:
E-mail Address:	Web Site:
CEO/Executive Officer:	Office Phone Number:
Chief Financial Officer:	Office Phone Number:
Contact Person's Name:	Telephone number including area code:
Mailing Address, City, State, Zip Code, Email	
Type of Entity (check all that apply): <input type="checkbox"/> Private-For-Profit Corporation or Limited Partnership <input type="checkbox"/> Not-For-Profit	
(State) licensed to do business in Florida (Only units of government <u>can check N/A</u> )      Yes    No    N/A.	
Federal Identification Number:	
Number of years licensed entity has been in business.	

**B.1. Co- Applicant Information (if applicable)**

Co- Applicant's Legal Name:			
Owner's Legal Name or Entity:			
Main Administrative Address:			
City & State:		Zip Code:	
Telephone number including area code:		Fax Number:	
E-mail Address:		Web Site:	
CEO/Executive Officer:		Office Phone Number:	
Chief Financial Officer:		Office Phone Number:	
Contact Person's Name:		Telephone number including area code:	
Mailing Address, City, State, Zip Code, Email			
Type of Entity (check all that apply): Private-For-Profit Corporation or Limited Partnership			
Not-For-Profit			
(State) licensed to do business in Florida (Only units of government		can check N/A	Yes No N/A.
Federal Identification Number:			
Number of years licensed entity has been in business.			



**C. Certification of Accuracy and Compliance**

I do hereby certify that all facts, figures, and representations made in the Application are true and correct. Furthermore, all applicable statutes, terms, conditions, regulations and procedures for program compliance and fiscal control, including but not limited to, those contained in the Application will be implemented to ensure proper accountability of contracts. The selected Applicant must provide HCD with executed commitments outlining the terms of all senior and subordinate funding sources identified within Appendix A of the RFA, prior to the closing on the City loan. Acquisition must be completed complete no later than six to nine months after the Contract Execution Date. All funds must be expended by August 30, 2023. I certify that the funds requested in this Application will not supplant funds that would otherwise be used for the purposes set forth for the project in this Application and information contained within Appendix A is a true estimate of the amount needed to construct the proposed project.

I further certify that the proposed affordable housing project can be completed and operating within the development schedule, budget and operating pro forma including within the application. The filing of this Application has been authorized by the Applicant entity and I have been duly authorized to act as the representative of the Applicant in connection with this Application. I also agree to follow all terms and conditions outlined in the RFA, and all applicable federal, state and local statutes, laws, rules or ordinances.

**Authorized Representative:**

\_\_\_\_\_  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
Print Title: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**6. TERMS OF AGREEMENT AND LOAN POSITION**

The Applicant must demonstrate that the Project will be completed by **September 30, 2026.**

The City will not require outside credit underwriting if the Applicant provides documentation that the first mortgage will be subject to underwriting and loan terms similar to generally accepted industry standards for affordable multifamily developments of similar size and scope. The development budget and any subordinate mortgages must be included within the scope of such underwriting documentation and acceptable to the first mortgage lender.

The City reserves the right to engage outside credit underwriters if documentation specified above is not available. The Applicant will be responsible for all credit underwriting requirements and fees.

**7. WHO MAY APPLY**

For-profit organizations and non-for-profit organizations which are authorized to transact business in the State of Florida. Not-for-profit organizations must submit evidence of 501(c)(3) status. **It is anticipated that projects submitted under this RFA are or will be seeking the 4% Housing Tax Credits through Hillsborough County HFA.**

**8. CONTACT PERSONS**

ALL Questions regarding this RFA are to be directed by e-mail to Michelle Boone, HCD Supervisor at [michelle.boone@tampagov.net](mailto:michelle.boone@tampagov.net)

Such contact shall be for clarification purposes only.

**9. REVIEW PROCESS**

HCD staff will evaluate Applications as they are received for completeness and eligibility, until funds are exhausted. Applications determined to be non-responsive will not be considered or evaluated.



10. **INSURANCE.** Provide copy of Insurance Declaration for the agency

**Exhibit 1  
Hillsborough  
INCOME LIMITS AND RENT LIMITS**

The following charts contain the current income limits and rent limits for 2023. The income and rent limits are published annually by the U.S. Department of Housing and Urban Development (HUD) and Florida Housing Finance Corporation (FHFC). Projects considered for assistance will be required to comply with the limits posted at the time the County funds are being offered.

**HUD release: Effective: 5/15/2023**

**Hillsborough County – Tampa/St Petersburg MSA - Median Income is \$89,400**

<i>Income Limit by Number of Persons in Household</i>	<i>Percentage Category</i>		
	<b>30%</b>	<b>50%</b>	<b>80%</b>
<b>1</b>	18,250	30,450	48,650
<b>2</b>	20,850	34,800	55,600
<b>3</b>	24,860	39,150	62,550
<b>4</b>	30,000	43,450	69,500
<b>5</b>	35,140	46,950	75,100
<b>6</b>	40,280	50,450	80,650
<b>7</b>	45,420	53,900	86,200
<b>8</b>	50,560	57,400	91,750

<b>HILLSBOROUGH COUNTY RENT LIMIT BY NUMBER OF BEDROOMS IN UNIT</b>						
<b>Percentage Category</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>30%</b>	456	488	621	814	1,007	1,199
<b>50%</b>	761	815	978	1,130	1,261	1,391
<b>80%</b>	1,216	1,303	1,563	1,807	2,016	2,224

**2023 Income Limits Established by Federal Guidelines - Subject to change.**

**Exhibit 2**

**SOURCES AND USES OF FUNDS**

As an attachment, provide the following for each financial source currently in place to complete this project.

- Name, address, telephone number, contact person of lender or proposed lender.
- Dollar amount requested including interest rate, terms, annual debt service.
- Type of financing (e.g., conventional/subsidized loan, federal or private grant, deferred payment loan, equity, volunteer equity, other-specify)
- Date funded, requested, and/or expected and enforceable financing commitments (attach copy of commitment letters)

**SOURCES AND USES OF FUNDS**

FUNDS AMOUNT	SOURCE	TERMS AND CONDITIONS
A.		
B.		
C.		
D.		

<b>PROJECT COSTS</b>					
<b>Itemized Cost</b>	<b>Total Cost</b>	<b>City Funds</b>	<b>Source A</b>	<b>Source B</b>	<b>Source C</b>
<b>A. Acquisition</b> 1. Site Work (not included in construction contract costs) Other					
<b>B. Construction</b> (construction contract costs) 1. Site Work New Building 2. Parking Structure or Surface Lot 3. Other					
<b>C. Architectural &amp; Engineering Fees</b> 1. Architect Fee-Design 2. Architect Fee-Supervision 3. Consultant or Processing Agent 4. Engineering Fees 5. Other					
<b>D. Other Owner Costs</b> 1. Appraisal 2. Building Permits 3. Tap Fees 4. Soil Borings/Environmental Survey 5. Real Estate Attorney 6. Construction Loan Legal 7. Title and Recording 8. Other					
<b>E. Interim Costs</b> 1. Construction Insurance 2. Construction Interest 3. Construction Loan Origination Fee					
<b>F. Permanent Financing Fees &amp; Expenses</b> 1. Credit Report 2. Permanent Loan Origination Fee 3. Title and Recording 4. Counsel's Fee					
<b>G. Applicant's Fee</b>					

<b>PROJECT COSTS</b>					
<b>Itemized Cost</b>	<b>Total Cost</b>		<b>Source A</b>	<b>Source B</b>	<b>Source C</b>
<b>H. Project Administration/ Management</b> 1. Marketing/Management 2. Operating Expenses 3. Taxes 4. Insurance					
<b>I. Total uses</b>					
<b>J. Total Financial Sources</b>					
<b>K. Difference</b>					
<b>L. Additional Sources of Permanent Financing</b>					
<b>Owner's equity</b>					
<b>Loan:</b>					
<b>Loan:</b>					
<b>Total (Compare to line L):</b>					

**The remainder of this page is left blank intentionally.**

**Exhibit #3**

**RENTS AND OPERATING PRO FORMA**

**A. Units and Rental Rates**

<b>% of Median Income</b>	<b># of Bedrooms</b>	<b># of Units</b>	<b>Sq. Ft. of Living Area*</b>	<b>Rent</b>	<b>Tenant Paid Utility Allow.</b>	<b>Proposed Net Rent</b>	<b>Net Rent/Sq. Ft.</b>
	0			\$	\$	\$	
	1			\$	\$	\$	
	2			\$	\$	\$	
	3			\$	\$	\$	
	4			\$	\$	\$	
	5			\$	\$	\$	
	<b>TOTAL</b>			\$	\$	\$	
				\$	\$	\$	
				<b>ANNUAL</b>	<b>INCOME</b>	\$	

\*Living area should be defined as only air-conditioned spaces.

**Rents and Operating Pro Forma**

**Operating Pro Forma**

- 1) Submit a thirty (30) year operating pro forma for the proposed development with the Project's estimated operating expenses, income, debt service assumptions and debt coverage ratios. The operating pro forma must be tabbed, labeled, and clearly identified.
- 2) If loan or other funding approval is in place, insert the actual interest rate(s), terms, and assumptions used in obtaining the commitment.
- 3) Evidence of the figures used to obtain the commitment must be located directly behind this form, labeled and clearly identified with the funding source guidelines.

**The remainder of this page is left blank intentionally.**

Complete the Pro Forma shown below and project figures for New Construction projects for 30 years. Attach a detailed explanation of all Project operating and debt assumptions directly behind this form with a tab labeled and clearly defined.

<b>INCOME</b>	
Gross rent Income (Attach rent schedule)	
Other income (specify source)	
Subtotal	
Minus Vacancy (        % of Subtotal)	
(A)        INCOME	
<b>OPERATING EXPENSES</b>	
Salaries	
Repair and Maintenance	
Utilities	
Administration	
Contract Services	
Management Fees	
Insurance	
Miscellaneous	
Real Estate Taxes	
Replacement Reserve	
(B)        EXPENSES	
<b>NET OPERATING INCOME</b>	
(A)        Income	
(B)        Expenses	
Net Operating Income	



<b>DEBT SERVICE ASSUMPTIONS *</b>	
(A) Base interest rate	
(B) "All In" interest rate (i.e.: base rate plus spread, fees, etc.)	
(C) Amortization (Stated in number of years.)	
(D) Annual Debt Service	
<b>DEBT SERVICE COVERAGE</b>	
(E) Net Operating Income	
(F) Annual Debt Service for all mortgages	
(G) Debt Service Ratio [Divide (A) by (b)]	

\* Provide detail for each mortgage separately.

If debt service coverage relies on other sources of funds in addition to net operating income, attach separate sheet(s) describing source of funds. The attachment(s) should be placed directly behind this form labeled "Appendix B" and clearly identified.

**The remainder of this page is left blank intentionally.**

**Exhibit 4**

**APPLICANT CERTIFICATION And ACKNOWLEDGEMENT FORM**

By submitting the Application, the Applicant acknowledges and certifies that:

1. The Applicant acknowledges that any RFA Funds awarded for development of affordable rental housing, will require a long-term affordability commitment for a minimum of 50 years. The affordability period will be demonstrated via a recorded restrictive covenant which will run with the land. The Applicant further commits that the land improvements will be substantially consistent with the Project described within the RFA and that the Project can be completed and operating within the development schedule and budget submitted to HCD.
2. The Applicant entity stated in the Application may be changed only by written request of the Applicant to HCD Director if such request is received after City Council approval of the funding award.
3. The Applicant must demonstrate its ability to commence construction, of not less than 5 affordable housing units on the site, **within 90 days of the agreement** date.
4. Applicant shall timely provide HCD with any changes in funding sources or amounts.
5. The Applicant acknowledges that any funding preliminarily secured by the Applicant is expressly conditioned upon an independent review, analysis and verification of all information contained in this Application and all necessary approvals by the City Council, or other legal counsel, the Credit Underwriter, and HCD staff.
6. If preliminary funding is approved, the Applicant will promptly furnish such other supporting information, documents, and fees as may be requested or required. The Applicant understands and agrees that HCD is not responsible for actions taken by the undersigned in reliance on a preliminary commitment by the HCD.
7. The Applicant, its project team and all Financial Beneficiaries have read all applicable City rules governing this RFA and have read the instructions for completing this RFA and will abide by the applicable Florida Statutes and the credit underwriting and program provisions outlined in RFA and any applicable federal, state, city, county rules and ordinances.
8. In eliciting information from third parties required by and/or included in this Application, the Applicant has provided such parties information that accurately describes the Project as proposed in this Application.
9. The undersigned is authorized to bind all Financial Beneficiaries to this certification and warranty of truthfulness and completeness of the Application.

Under the penalties of perjury, I declare and certify that I have read the foregoing, and that the information is true, correct and complete.

\_\_\_\_\_  
Signature of Applicant Name (typed or printed)

\_\_\_\_\_  
Title (typed or printed)

\_\_\_\_\_  
Date

**SECTION I**

**ATTACHMENTS**

City of Tampa  
Housing and Community Development

**Attachment A**

CERTIFICATE OF STATUS – CORPORATION  
FLORIDA DEPARTMENT OF STATE

City of Tampa  
Housing and Community Development

**Attachment B**

IRS Form 501(c) (3)

City of Tampa  
Housing and Community Development  
**Attachment C**

Public Entities Crimes Affidavit  
SWORN STATEMENT UNDER SECTION 287.133(3)(a).

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

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

entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement.

*(Please indicate Which statement applies)?*

- Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of the entity, or an affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- There has been proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. *(Please attach a copy of the final order).*
- The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. *(Please attach a copy of the final order).*

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH**

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization on this \_\_\_\_ day of \_\_\_\_\_, 2024, by \_\_\_\_\_, as \_\_\_\_\_ of \_\_\_\_\_, who is  personally known to me or  who produced \_\_\_\_\_ as identification.

[AFFIX NOTARY SEAL/STAMP]

\_\_\_\_\_  
Signature of Notary  
Name: \_\_\_\_\_  
(Print or Type Name)  
Notary Public: State of Florida  
My Commission Expires: \_\_\_\_\_

City of Tampa  
Housing and Community Development

**Attachment D**

**CERTIFICATION FOR A DRUG-FREE WORKPLACE**

Every Agency awarded a contract or grant by the City of Tampa for the provision of services shall certify to the City that it will provide a drug-free workplace. By signing and submitting this certification, the undersigned certifies that it, and its subcontractors, shall provide a drug-free workplace by doing all of the following:

- 1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the Agency's workplace and specifying the actions that will be taken against employees for violations of the prohibition.
- 2) Establishing a drug-free awareness program to inform employees about all of the following:
  - a) The dangers of drug abuse in the workplace.
  - b) The Agency's policy of maintaining a drug-free workplace.
  - c) Any available drug counseling, rehabilitation, and employee assistance programs.
  - d) The penalties that may be imposed upon employees for drug abuse violations.
- 3) Posting the statement required by Section A.1) of this certification in a prominent place at the Agency's main office. For projects large enough to necessitate a construction trailer at the job site, the required signage would also be posted at the job site.

Agencies shall include in each subcontract agreement language which indicates the subcontractor's agreement to abide by the provisions of Sections A. 1) through 3) of this certification. Agencies and subcontractors shall be individually responsible for their own drug-free workplace programs.

This certification submitted to the City of Tampa is a material representation of fact upon which reliance will be placed when evaluating Agency's application and entering into a contract agreement upon an award of funds. If it later determined that the Agency knowingly rendered an erroneous certification, in addition to other remedies available, the City of Tampa may terminate the contract for default.

**Applicant address:** \_\_\_\_\_

**Authorized signature:** \_\_\_\_\_

**Print Name of Authorized Signer:** \_\_\_\_\_

**Date signed:** \_\_\_\_\_



City of Tampa  
Housing and Community Development  
**Attachment E**

**CERTIFICATION REGARDING  
CIVIL RIGHTS ACT, AMERICANS WITH DISABILITIES ACT AND LOBBYING**

**The Applicant certifies that:**

(a) It possesses legal authority to make a grant submission and to execute a community development and housing program.

(b) Its governing body has in an official meeting open to the public duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the sub-recipient to submit the final statement and all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the sub-recipient to act in connection with the submission of the final statement and to provide such additional information as may be required.

(c) The grant will be conducted and administered in compliance with:

- (1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352; 42 U.S.C. Subsection 2000 et seq.)
- (2) The Fair Housing Act (42 U.S.C. 3601-20).

(d) It will affirmatively further fair housing.

(e) It has developed its proposed activity so as to give maximum feasible priority to activities that benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The proposed use of funds may also include activities which the sub-recipient certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, where other financial resources are not available to meet such needs.

(f) It will not attempt to recover any capital costs of public improvements assisted in whole or in part with funds provided under section 106 of the Act or with amounts resulting from a guarantee under section 108 of the Act by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless: (1) funds received under section 106 of the Act are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than Title 1 the Act; or (2) for purposes of assessing any amount against properties owned and occupied by persons of moderate income, the grantee certifies to the Secretary that it lacks sufficient funds received under section 106 of the Act to comply with the requirements of subparagraph (1).

(g) It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1990 as required under Section 570.606(a) and Federal implementing regulations; the requirements in Section 570.606(b) governing the residential anti-displacement and relocation assistance plan under section 104(d) of the Act (including a certification that the sub-recipient is following such a plan); the relocation

requirements of Section 570.606(c) governing displacement subject to section 104(k) of the Act; and the relocation requirements of Section 570.606(d) governing optional relocation assistance under section 105(a)(11) of the Act.

(h) To the best of my knowledge and belief that:

- No Federal appropriated funds have paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, it will complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- It will require that the language of paragraph (h) of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

(i) It will comply with the other provisions of the Act and with other applicable laws.

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print Name and Title

City of Tampa  
Housing and Community Development

**Attachment F**

EQUAL EMPLOYMENT OPPORTUNITY POLICY

POLICY:

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

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

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

RESPONSIBILITIES:

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

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

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

PROCEDURES:

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

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature  
Print Name: \_\_\_\_\_

Date: \_\_\_\_\_