

Mandatory Questions

These questions are Pass/Fail. To be considered responsive, responsible and eligible for award, you must answer all questions.

DO NOT INCLUDE ANY COST INFORMATION IN YOUR RESPONSE TO THIS WORKSHEET.

Question #	Questions per Proposal Factors/Categories	Response by Offeror. Only Yes or No Answers	Upload Attachments with Additional Information?
	Proposal Factors		
1	List any criminal violations and/or convictions of the Proposer and/or any of its principals: (N/A is not an acceptable answer).	N/A	IF YES
2	Completed and uploaded PSL Location Form	Yes	IF YES
3	Is the firm incorporated? Yes--No If yes, in what state?	Yes, FL	N
4	List any judgements from lawsuits in the last five (5) years: (N/A is not an acceptable answer).	N/A	IF YES
5	List any lawsuits pending or completed within the past five (5) years involving the corporation, partnership or individuals with more than ten percent (10%) interest: (N/A is not an acceptable answer).	N/A	IF YES
6	Has the Proposer or any of its principals ever been declared bankrupt or reorganized under Chapter 11 or put into receivership?	N/A	IF YES
7	Completed and submitted all licenses and certifications required to perform this project.	N/A	N
8	Submitted a copy of Insurance Certificate for the type and dollar amount of insurance they <u>currently maintain</u> .	Y	Y
9	Completed and uploaded Cost Proposal Sheet	Y	Y
	Completed and uploaded Cone of Silence Form	Y	Y
10	Completed and uploaded E-Verify Form	Y	Y
11	Completed and uploaded Drug Free Workplace Form	Y	Y
12	Completed and uploaded Consultant Code of Ethics	Y	Y
	Completed and uploaded Mandatory Scored Questions	Y	Y
	Completed and uploaded Truth-In Negotiation	Y	Y
13	Completed and uploaded Non-Collusion Affidavit	Y	Y
14	Submitted W-9	Y	Y

ATTACHMENT A - MANDATORY QUESTIONS

stions in this section.
Attachment File Name
File No. 3 - PSL Location Form
File No. 3 - Certificate of Insurance
File No. 4
File No. 3 - Attachment K Cone of Silence
File No. 3 - Attachment I
File No. 3 - Attachment H Drug Free Workplace
File No. 3 - Attachment F Consultant Code of Ethics
File No. 2
File No. 3 - Attachment L Truth in Negotiation
File No. 3 - Attachment J
File No. 3 - Attachment M W-9 Form

Mandatory Scored Questions

Offerors must answer all the questions in this spreadsheet in the cell provided.

Failure to answer these questions will result in disqualification of the proposal.

Offerors must indicate whether their proposal meets the individual requirement and provide a supporting narrative in the space provided. The narrative description, along with any required supporting materials, will be evaluated and awarded points in accordance with Section 6 "Proposal Evaluation, Negotiations and Award" of this eRFP. ONLY upload documents if there is a Yes in the "Upload Attachs with Additional Information?" column, to provide additional information about specific questions. Documents not requested in this column will not be evaluated.

DO NOT INCLUDE ANY COST INFORMATION IN YOUR RESPONSE TO THIS WORKSHEET.

Question #	Questions per Proposal Factors/Categories	Response by Offeror	Upload Attachments?	Attachment Name
1	<p>Please provide Supplier Location Form for Location.</p> <p>Proposer's Location - Location shall mean a business which meets the following criteria: # of Miles from City Hall to Assigned Staff's Office location</p> <p>0-60 Miles 61-80 Miles 81-100 Miles 101-120 Miles 121-140 Miles 140+ Miles</p>	0-60	Y	File No. 3 - Attachment G
2	Is the firm listed as an existing Community Land Trust in Florida by the Florida Housing Coalition/Florida Community Land Trust (CLT) Institute http://www.flhousing.org/community-land-trusts/ ?	Y	Y	File No. 3 - FHC CLT of PBC Acknowledgement
3	Please identify lead staff members which are involved in the delivery of these services and programs and a detailed description of their experience and qualifications.	Y	Y	File No. 3 - Lead Staff Members
4	Provide Proposer's experience in administration of a shared equity model housing development program and compliance with applicable regulations, including size of organization and number of staff.	Y	Y	File No. 3 - Experience
5	Provide a Narrative description of proposed administration of the Affordable Housing Disposition Plan.	Y	Y	File No. 3 - Disposition Plan
8	Does Proposer have the capacity to provide ongoing support to the homebuyers to prevent mortgage defaults and foreclosures?	Y	Y	File No. 3 - Ongoing Support
9	Does Proposer have experience with long-term ground leases or deed restricted properties?	Y	Y	File No. 3 - Ground Lease Restricted Properties
10	Does Proposer have the financial capacity to manage the units long-term?	Y	Y	File No. 3 - FY 2018-19 Audit
11	Provide your firm's experience using a shared equity model, experience and capacity to qualify potential homeowners based on the established income criteria, capabilities, resources and key differentiators.	Y	Y	File No. 3 - Firm's Capacity
12	Provide and demonstrate Qualifications of Firm and Personnel by including Bios and Resumes of all assigned key staff and include an Organizational Chart.	Y	Y	File No. 3 - Qualification of Firm and Personnel
13	Will key staff have proper and ample availability for this program?	Y	Y	File No. 3 - Staff's Availability
14	How familiar is your firm with the Port St. Lucie Area?	Y	Y	File No. 3 - Area Familiarity
15	Provide description of affordable housing services and programs which the respondent currently provides that is similar in scope to this project being solicited. List of prior community land trust projects including location, size of project, client, and completion date (or current status).	Y	Y	File No. 3 - Affordable Housing Services and Programs
16	Proposer's Work Plans. This section should include, but is not limited to, special concerns or accommodations needed for a successful project.	Y	Y	File No. 3 - Workplan and Schedule
17	Project Management plan. A project plan is a formal document designed to guide the control and execution of a project. A project plan is the key to a successful project and is the most important document that needs to be created when starting any business project. This section shall describe the Firm's detailed plans for accomplishing the objectives of the project. It should include methods for planning, organizing, scheduling, coordinating, and administering the total effort. Explain the overall approach to the project.	Y	Y	File No. 3 - Project Management Plan
18	Value-added services/Innovation. This term is used for non-core services, or, all services beyond the identified scope. Does the firm recommend any optional value-added services? Please outline any tools in the firms "toolbox" that can be considered innovative and that have proven to benefit the successful completion of similar projects recently.	Y	Y	File No. 3 - Value Added Services

19	<p><u>Proposed Schedule.</u> Making adjustment for issues that may arise during this project, what is your proposed schedule for this project?</p> <p>This section shall include a detailed breakdown and timelines for achieving the scope of work, with a delineation of assigned staff for each task associated with the project. Also include quality assurance efforts for the data collection and analysis tasks, a process for ensuring that no individual respondents will be identified, and a project timeline. The consultant must have sufficient equipment and personnel for back-up and/or emergencies to assure prompt scheduling and completion of services within the schedule. *Final project schedule will be negotiated with awarded firm.</p>	Y	Y	File No. 3 - Workplan and Schedule
20	<p><u>Other Material.</u> Please include any additional material that may assist the City in evaluating the proposals and approach to the project. Pre-printed advertisements, brochures, and promotional material may be attached as additional information, but shall not serve as a substitute for a specific response. Attachment of brochures instead of the written response request will be grounds for disqualification or devaluation. A simple "yes" or "no" answer alone will not be acceptable unless clearly requested; an explanation shall be provided for each question/issue listed in this response outline. However, clarity and brevity of presentation, not length, will be favorably considered.</p>	Y	Y	<p>File No. 3 - Return on Community Investment File No. 3 - Year-In-Review File No. 3 - Who is the CLT of PBC</p>

ATTACHMENT G - PSL LOCATION FORM



SUPPLIER LOCATION CERTIFICATION

The undersigned, as a duly authorized representative of the Supplier listed herein, certifies to the best of their knowledge and belief, that the Supplier's location is correctly reflected based upon the below information. For purposes of this section, "Location" shall mean a business which:

- a) How far is the Supplier's fixed office or distribution point located from City Hall; and
- b) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

Complete the following and upload this document and the Google Maps print out to the required sourcing platform:

Business Name: Community Land Trust of Palm Beach County, Inc	
Current Local Address: 4938 Davis Road, Lake Worth, Florida 33461	Phone: 561-318-8430
Length of time at this address: 8 years	Fax:
Please provide your prior business address if the above address has been for less than one (1) year, prior to the issuance of this solicitation.	
Length of time at this address:	
Home Office Address: 4938 Davis Road, Lake Worth, Florida 33461	Phone: 561-318-8430
Length of time at this address: 8 Years	Fax:

(Signed) _____

(Title) **Executive Director**

STATE OF FLORIDA }
COUNTY OF ST. LUCIE} SS:

The foregoing instrument was acknowledged before me this (Date) December 10, 2020

by: Cindee LaCourse-Blum who is personally known to me or who has produced
Driver's License as identification and who did (did not) take an oath.

Lupe Julius Quitos
Notary (print & sign name)

Commission No. GG 210401





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/8/2020

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.

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.

PRODUCER: Plastridge Insurance Agency, 820 NE 6th Avenue, Delray Beach, FL 33483. CONTACT NAME, PHONE (561) 276-5221, FAX (561) 276-5244, E-MAIL ADDRESS: delraydocs@plastridge.com. INSURER(S) AFFORDING COVERAGE: Nautilus Insurance Company, NAIC #: 17370. INSURED: Community Land Trust of Palm Beach County, Inc., 4938 Davis Road, Lake Worth, FL 33461.

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.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes Commercial General Liability, Automobile Liability, Umbrella Liab, Excess Liab, and Workers Compensation and Employers' Liability.

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

CERTIFICATE HOLDER CANCELLATION

CERTIFICATE HOLDER: Housing Finance Authority of Palm Beach County, 100 Australian Ave., Ste 410, West Palm Beach, FL 33406. 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: [Signature]



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NOTICE TO ALL PROPOSERS:

To ensure fair consideration is given for all Proposers, it must be clearly understood that upon release of the proposal and during the proposal process, firms and their employees of related companies as well as paid or unpaid personnel acting on their behalf shall not contact or participate in any type of contact with City employees, department heads or elected officials, up to and including the Mayor and City Council. The **"Cone of Silence"** is in effect for this solicitation from the date the solicitation is advertised on DemandStar, until the time an award decision has been approved by City Council and fully executed by all parties. Information about the Cone of Silence can be found under the [City of Port St. Lucie Ordinance 20-15, Section 35.13](#). Contact with anyone other than the Issuing Officer may result in the vendor being **disqualified**. All contact must be coordinated through Mr. Jason Bezak, Issuing Officer, for the procurement of these services.

All questions regarding this Solicitation are to be submitted in writing to Jason Bezak, Procurement Agent I with the Procurement Management Department via e-mail JBezak@cityofpsl.com, or by phone 772-344-4068. Please reference the Solicitation number on all correspondence to the City.

All questions, comments and requests for clarification must reference the Solicitation number on all correspondence to the City. Any oral communications shall be considered unofficial and non-binding.

Only written responses to written communication shall be considered official and binding upon the City. The City reserves the right, at its sole discretion, to determine appropriate and adequate responses to the written comments, questions, and requests for clarification.

*NOTE: All addendums and/or any other correspondence before bid close date (general information, question and responses) to this solicitation will be made available exclusively through the [DemandStar's Website](#) for retrieval. All notice of intent to award documentation will be published on the [City Clerk's Website](#). Proposers are solely responsible for frequently checking these websites for updates to this solicitation.

I understand and shall fully comply with all requirements of City of Port. St. Lucie Ordinance 20-15, Section 35.13.

Typed Name: Cindee LaCourse-Blum

Signed: _____

Company and Job Title: Community Land Trust of Palm Beach County, Inc. Executive Director

Date: 12/09/2020



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E-Verify Form

Supplier/Consultant acknowledges and agrees to the following:

- 1. Shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Supplier/Consultant during the term of the contract; and
- 2. Shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

E-Verify Company Identification Number _____

Date of Authorization 12/09/2020


Name of Contractor Community Land Trust of Palm Beach County, Inc.

Name of Project Affordable Housing Disposition Plan

Solicitation Number (If Applicable) RFP-20210015-0-2020/JBB

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on December, 10, 2020 in Lake Worth (city), FL (state).



 Signature of Authorized Officer

Cindee LaCourse-Blum ^{Executive} Director

 Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE 10 DAY OF December, 2020.

NOTARY PUBLIC [Signature]

My Commission Expires: August 23, 2022



DRUG-FREE WORKPLACE FORM
eRFP # 20210015

The undersigned Contractor in accordance with Florida Statute 287.087 hereby certifies that

Community Land Trust of Palm Beach County, Inc does:
(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 Florida Statutes or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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



Bidder's Signature

12/14/20

Date:



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eRFP #20210015

ATTACHMENT F - CONTRACTOR'S CODE OF ETHICS

The City of Port St Lucie ("City), through its Procurement Management Department ("Procurement Management Department") is committed to a procurement process that fosters fair and open competition, is conducted under the highest ethical standards and enjoys the complete confidence of the public. To achieve these purposes, Procurement Management Department requires each vendor who seeks to do business with the City to subscribe to this Contractor's Code of Ethics.

- ◆ A Contractor's bid or proposal will be competitive, consistent and appropriate to the bid documents.
- ◆ A Contractor will not discuss or consult with other Vendors intending to bid on the same contract or similar City contract for the purpose of limiting competition. A Vendor will not make any attempt to induce any individual or entity to submit or not submit a bid or proposal.
- ◆ Contractor will not disclose the terms of its bids or proposal, directly or indirectly, to any other competing Vendor prior to the bid or proposal closing date.
- ◆ Contractor will completely perform any contract awarded to it at the contracted price pursuant to the terms set forth in the contract.
- ◆ Contractor will submit timely, accurate and appropriate invoices for goods and/or services actually performed under the contract.
- ◆ Contractor will not offer or give any gift, item or service of value, directly or indirectly, to a City employee, City official, employee family member or other vendor contracted by the City.
- ◆ Contractor will not cause, influence or attempt to cause or influence, any City employee or City Official, which might tend to impair his/her objectivity or independence of judgment; or to use, or attempt to use, his/her official position to secure any unwarranted privileges or advantages for that Vendor or for any other person.
- ◆ Contractor will disclose to the City any direct or indirect personal interests a City employee or City official holds as it relates to a Vendor contracted by the City.
- ◆ Contractor must comply with all applicable laws, codes or regulations of the countries, states and

localities in which they operate. This includes, but is not limited to, laws and regulations relating to environmental, occupational health and safety, and labor practices. In addition, Contractor must require their suppliers (including temporary labor agencies) to do the same. Contractor must conform their practices to any published standards for their industry. Compliance with laws, regulations and practices include, but are not limited to the following:

- Obtaining and maintaining all required environmental permits. Further, Contractor will endeavor to minimize natural resource consumption through conservation, recycling and substitution methods.
- Providing workers with a safe working environment, which includes identifying and evaluating workplace risks and establishing processes for which employee can report health and safety incidents, as well as providing adequate safety training.
- Providing workers with an environment free of discrimination, harassment and abuse, which includes establishing a written antidiscrimination and anti-bullying/harassment policy, as well as clearly noticed policies pertaining to forced labor, child labor, wage and hours, and freedom of association.

Name of Organization/Proposer Community Land Trust of Palm Beach County, Inc.

Signature _____

Printed Name and Title Cindee LaCourse-Blum, Executive Director

Date 12/14/2020

DISCLAIMER: This Code of Ethics is intended as a reference and procedural guide to contractors. The information it contains should not be interpreted to supersede any law or regulation, nor does it supersede the applicable contractor contract. In the case of any discrepancies between it and the law, regulation(s) and/or contractor contract, the law, regulatory provision(s) and/or vendor contract shall prevail.



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TRUTH-IN-NEGOTIATION CERTIFICATE

Solicitation# RFP-20210016

Pursuant to Section 287.055(5)(a), Florida Statutes, for any lump-sum or cost-plus-a-fixed fee professional services contract over the threshold amount provided in Section 287.017, Florida Statutes for CATEGORY FOUR, the City of Port St. Lucie, Florida requires the Consultant to execute this certificate and include it with the submittal of the Technical Proposal, or as prescribed in the contract advertisement.

The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement are accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the City determines the agreement price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such agreement adjustments shall be made within (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the City, whichever is later.

Community Land Trust of Palm Beach County, Inc.

Name of Firm

Cindee LaCourse-Blum

President or Designee (Printed)

President or Designee (Signed)

The foregoing instrument was acknowledged before me by Cindee LaCourse-Blum who is personally known to me. WITNESS my hand and official seal in the Palmetto Beach (Name of County) FL (State) last aforesaid this 10 day of December, 2020.

(SEAL)

Signature

Lupe Julius-Quitos

Notary Name (typed or printed)

Notary Name (signed)





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NON-COLLUSION AFFIDAVIT

Solicitation 20210015

State of Florida

County of Palm Beach }

Cindee Lalorse - Blum, being first duly sworn, disposes and says that:

(Name/s)

1. They are Executive Director of Community Land Trust or Palm Beach the Proposer that County, Inc
(Title) (Name of Company)

has submitted the attached PROPOSAL;

2. He is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such PROPOSAL;

3. Such Proposal is genuine and is not a collusive or sham Proposal;

4. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with the contract for which the attached proposal has been submitted or to refrain from proposing in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person to fix the price or prices in the attached Proposal or of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Port St. Lucie or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Signed) [Signature]

(Title) Executive Director



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STATE OF FLORIDA }
COUNTY OF ST. LUCIE} SS:

The foregoing instrument was acknowledged before me this (Date) December 10, 2020

by: Cindee LaCourse Blum who is personally known to me or who has produced

Driver's License as identification and who did (did not) take an oath.

Commission No. GG 210401

Notary Print: Lupe Julius-Quitos

Notary Signature: [Signature]



Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Community Land Trust of Palm Beach County, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ **Municipality**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
4938 Davis Landings

6 City, state, and ZIP code
Lake Worth, Florida 33461

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-					
--	--	--	---	--	--	--	--	--

or

Employer identification number

2	0	-	5	0	9	0	9	5	8
---	---	---	---	---	---	---	---	---	---


Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶ 

Date ▶ 12/16/2020

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

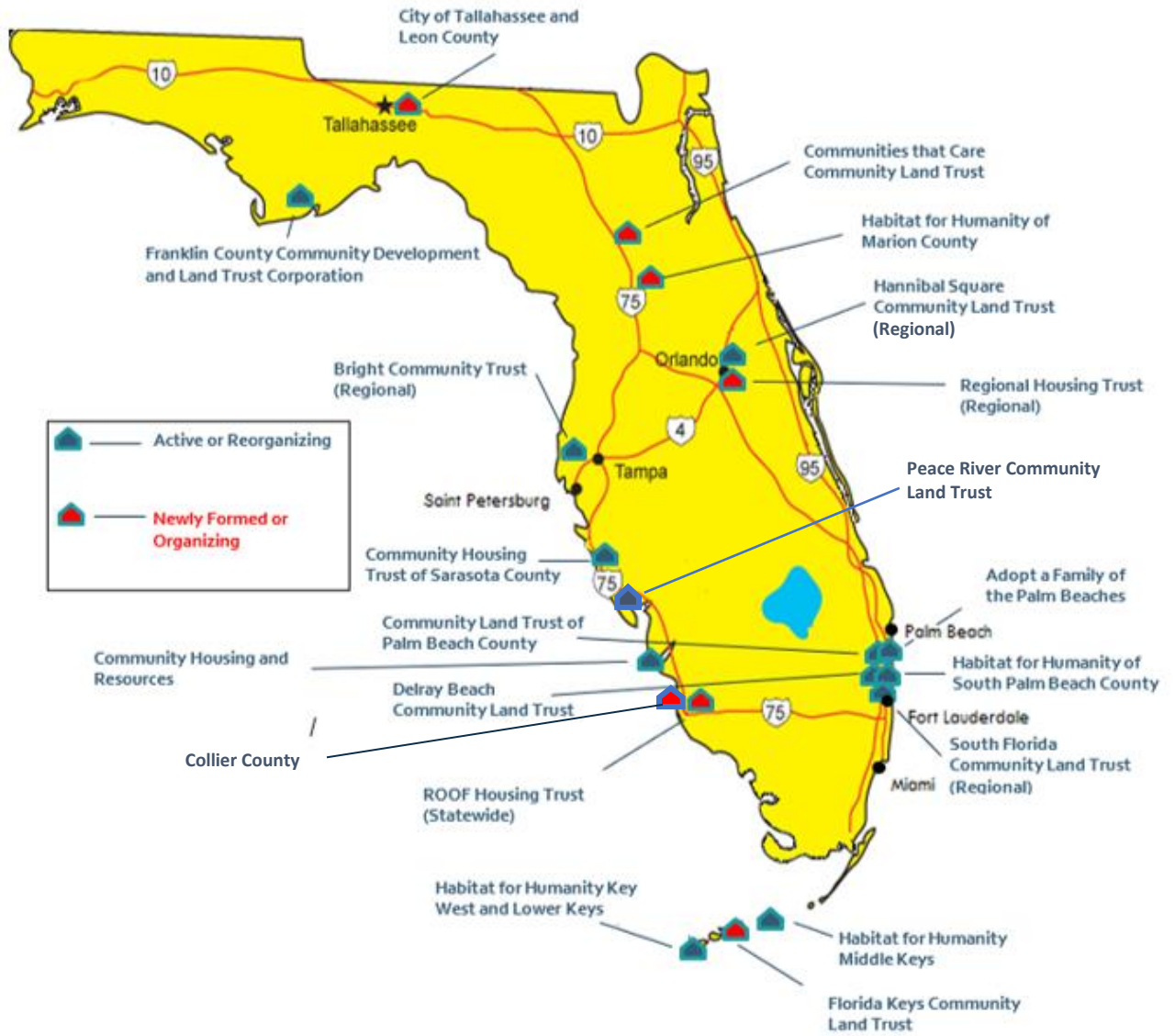
- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

FHC CLToFPBC Acknowledgement



Lead Staff Members

Cynthia LaCourse-Blum
Executive Director

Ms. LaCourse-Blum is the founding Executive Director of the Community Land Trust of Palm Beach County, Inc. She is responsible for developing and overseeing all programs, projects, services, and policies of the organization.

Education:

University of Colorado at Denver Graduate School of Politics & Public Policy 2003-2005 University of Colorado at Denver, Bachelor of Arts – Political Science 2002

Experience:

As the founding Executive Director of the CLT of PBC, LaCourse-Blum has been responsible for project management and contract administration of over \$12 million in Federal and State funds and for the redevelopment of 61 single family homes and the construction of 80 multi-family rental units.

In her position, LaCourse-Blum is responsible for developing and overseeing all programs, projects, services, and policies of the organization and manages all aspects of real estate development for the organization including acquisition, rehabilitation, disposition and new construction; obtaining public financing; coordinating due diligence and entitlement; and property management.



Figure 1 Ms. LaCourse-Blum leading a tour of the Davis Landings site to HUD officials including NSP Team Leader, John Laswick.



Figure 2 Davis Landings



Figure 3 . La Joya Villages

Christina Hewitt
Housing Manager

Christina Hewitt joined the CLT in April of 2018, after managing a nonprofit homeownership incubator for the prior 4 years. She is a cum laude graduate with a Bachelor's of Arts from Wayne State University and certified by the NCHCEC in Homeownership Counseling and Financial Capability. Christina is a seasoned nonprofit professional with over 20 years of experience in the nonprofit and governmental sectors. Since 2007, she has worked in Palm Beach County to increase the individual financial knowledge of area residents, assist families with achieving homeownership, and to address the need for affordable homes for rent and ownership with multiple nonprofit organizations. As part of her work, Christina designed and implemented the first nonprofit lease-purchase program in the County, was involved with the development of 100 homes for rent and ownership, designed financial literacy workshops, and assisted many persons with addressing their financial obstacles so they could purchase their first home. As the Housing Manager, she will be working with potential homeowners, tenants and existing homeowners of the CLT as part of creating and maintaining quality affordable homes in the County.



Lupe Julius-Quitos
Housing Coordinator

Lupe Julius-Quitos has worked in the Housing field in Palm Beach County for the last 24 years. She has served in several different capacities including Program Manager, Housing Coordinator, Executive Director, Housing Coordinator, and Realtor. Ms. Julius-Quitos is a licensed Realtor and is bilingual in English and Spanish.



Milind Chokshi
Finance Manager

Mr. Chokshi has over 30 years of experience in the accounting field. He has also specialized in non-profit fund accounting for over 20 years. Mr. Chokshi's areas of experience include not-for-profit, governmental, and entrepreneurial services. He maintains an in depth knowledge of federal, state and local grants regulations, which include single and multi -family Low Income Housing Project funded by Sec 8, by HUD under sec. 202, NSP grant, and CHDO grant. Mr. Chokshi is highly skilled in setting up internal control systems, cost allocation systems, and financial policies and procedures. He was previously responsible for the fiscal monitoring of programs funded by Children's Services Council of Palm Beach County as well as auditing Palm Beach County, City of West Palm Beach and Children's Services Council.



Experience

Julie Brunner is a Housing Consultant specializing in Community Land Trusts as well as a Community Land Trust practitioner with OPAL Community Land Trust with 22 years of experience developing and implementing resale restricted and workforce housing programs across the country. Recent projects include developing a Community Land Trust program for Salt Lake City, UT, providing technical assistance for an experienced CLT in Seattle Washington with a portfolio of 211 resale restricted homes, and providing training and technical assistance for Grounded Solutions for Community Land Trusts and Inclusionary Housing programs across the country.

Ms. Brunner's technical assistance work spans from small startup organizations or municipalities to Champlain Housing Trust, largest and most experienced CLT in the country. OPAL Community Land Trust is a small, rural CLT with a portfolio of 103 owner occupied homes, 29 affordable rentals and some commercial rentals. Julie is well known across the country for her expertise with Community Land Trusts and Resale Restricted housing as well as federal funding and regulations including HOME and CDBG. For more details, please see Ms. Brunner's resume.

Cindee LaCourse-Blum is the founding executive director of the Community Land Trust of Palm Beach County, Inc. (CLT of PBC). The CLT of PBC was spearheaded by Palm Beach County in 2006 as part of its affordable housing toolbox. To date, the organization has partnered with Palm Beach County, as well as the Lake Worth CRA, to develop and steward a total of 61 single family affordable and workforce housing units and 80 multi-family affordable units. Under her leadership, Ms. LaCourse-Blum has administered over \$12 million in Federal, State, and Local funding including HOME, CDBG, LIHTC, PLP, IFAP, and SHIP for the development of these units.

Stewardship services currently being provided by the CLT of PBC include, but are not limited to:

- Community land trust orientations
- Underwrite and process applications
- Annual residency certifications
- Home maintenance windshield surveys
- Annual verifications of no liens
- Income certifications
- Homeowner insurance tracking
- Capital improvements assistance
- Manage resales
- Foreclosure prevention and intervention

The CLT of PBC currently has two Full Time and one Part Time Employee's. The CLT utilizes Zabik & Associates for construction project management, Milind Chokshi for financial management and Neighborhood Renaissance for land acquisition.

Disposition Plan

Prior to beginning the disposition of homes created through the Cities Affordable Housing Program, the CLT of PBC will undertake the following to develop the City's criteria and processes of the Program:

- Work with City staff to develop web based and hardcopy marketing materials explaining opportunities to be created through the Program in general and of the CLT model in particular to prospective applicants.
- Work with City staff to develop a Universal Application to include all necessary components of the Program.
- Evaluate most efficient/effective process for homebuyer selection including lottery if necessary.
- Draft selection criteria and requirements.



Figure 1 CLT Homeowner in Davis Landings West

Once the City's Program is established, the CLT of PBC Housing Coordinator will market the Program to the residents and workforce of Port Saint Lucie. This will include housing fairs, open houses, public meetings, and community land trust orientations. A date will be advertised in which the CLT of PBC will begin accepting applications for the first 6 homes. Applications will be received online through HomeKeeper, the CLT specific Salesforce Application. Accommodations can be made for those needing to do a paper application. Applications will be processed either by lottery or on a first qualified, first served basis. With the oversight of the CLT of PBC Housing Manager, the CLT of PBC Housing Coordinator will assist the buyer in obtaining first mortgage financing, income certify applicants, and coordinate the closing with the developer, lender, and homebuyer.

All homebuyers will be required to attend a HUD certified first-time homebuyer class and a community land trust orientation. Homebuyer education and processing will be handled locally in Port Saint Lucie (virtually during the pandemic), however, all files and records will be securely kept at the CLT of PBC's headquarters in Lake Worth, Florida. A renewable 99-year ground lease will be recorded at closing with requirements that include, but not limited to, owner occupancy requirements and a resale restriction that specifies what AMI the home must be resold to and the resale formula limiting the resale price.

The CLT of PBC will handle all resales according the requirements of the to be adopted City of Port Saint Lucie Ground Lease.

On Going Support

As an established CLT with over 57 homeowner households, the CLT of PBC has an infrastructure that provides ongoing support to facilitate homeowner success. The staff of the CLT carefully monitors ground lease payments for delinquencies and reaches out to the homeowner, as this is a first indicator of a financial crisis/hardship. The Housing Manager and Housing Coordinator, both of which are seasoned housing counselors with over 30 years of combined counseling and case management experience, provides additional support services to the homeowners. These additional services are designed to enhance and refresh the homeowners' prepurchase homeownership education they received during the purchase process. Amongst the supports provided are the following:

- Budget and Credit Counseling
- Ground Lease Compliance
- Maintenance Guidance
- Foreclosure Intervention
- COVID Resource Clearinghouse
- Community Referrals for Social Services, such as mortgage and utility assistance
- Guidance with Homeowner's Insurance and Property Taxes
- Post Purchase Education Series, Coming Soon

These additional services and resource system has proven to be valuable to the CLT of PBC's homeowners during the pandemic. Many homeowners have taken advantage of the recourses provided allowing them to access mortgage and utility assistance. Additionally, the CLT of PBC has been providing food assistance in partnership with Living Hungary and the Palm Beach County's Office of Community Revitalization.

Ground Lease Restricted Properties



Figure 1 One of the CLT of PBC's first homebuyers

The CLT of PBC began selling homes under the CLT model of homeownership in 2008. It currently has 57 homes under a 99-year renewable ground lease.

Firm's Capacity

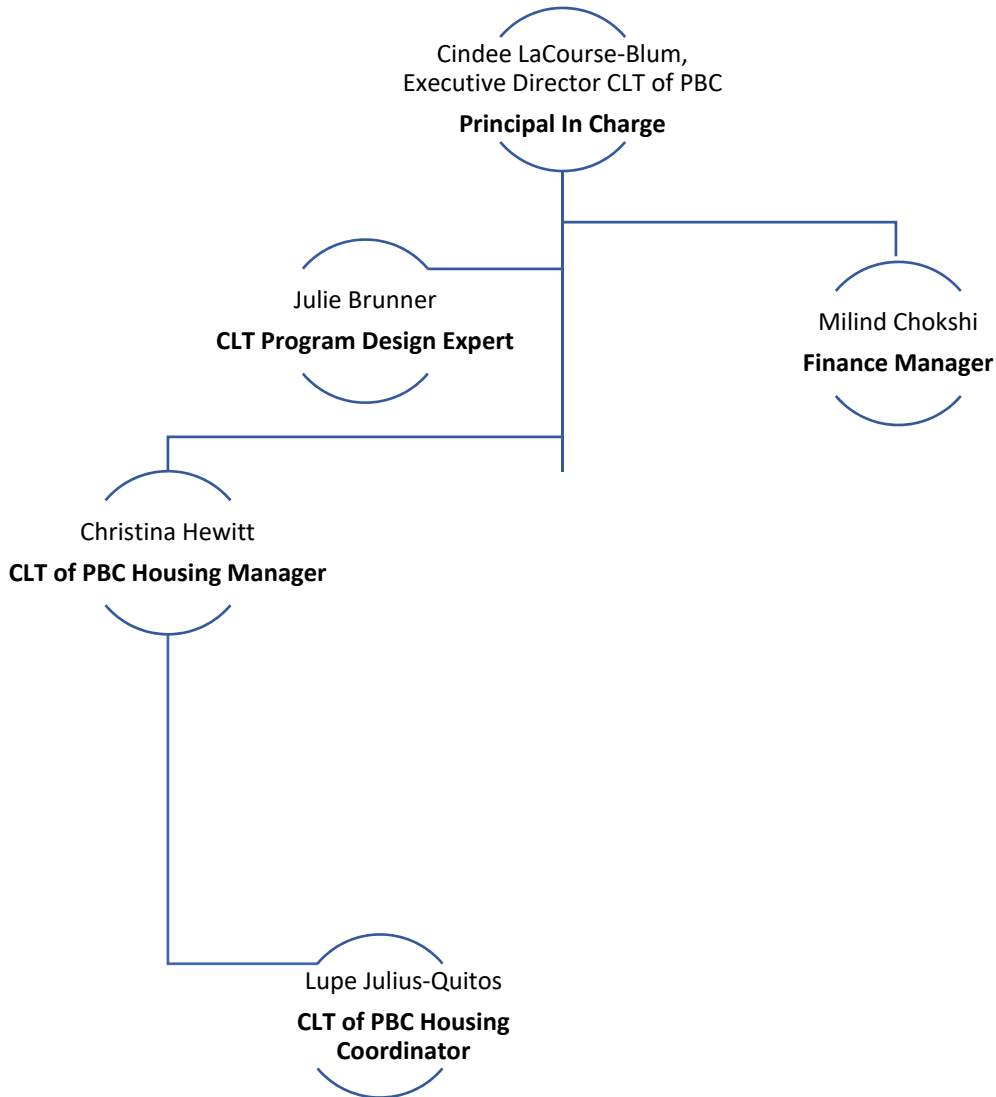
Established in 2006 by Palm Beach County, the CLT of PBC has been awarded over \$12 million in Local, State and Federal dollars to develop and steward 61 lease-hold ownership units and 80 rental units.

Twenty-five of the rental units were developed with Federal Neighborhood Stabilization Dollars and as such require income certifications. The CLT of PBC has complete responsibility for completing the income certifications based upon documentation provided using the HUD Part 5 definition of household income. The CLT of PBC has been monitored on the income certifications by Palm Beach County with no findings.

In addition, the CLT of typically utilizes HOME funding for its homeownership developments. With these units, CLT of PBC undertakes the income certification and then sends it to Palm Beach County for certification. To minimize human error, the CLT of PBC utilizes Homekeeper, the CLT specific Salesforce database management system, to maintain all of its data. The software automatically does the income calculation based on the information provided and then the CLT of PBC Housing Manager reviews all the documents to verify.

Applicants to the CLT of PBC homeownership program apply online through its website. This application is fed directly into Homekeeper. The CLT of PBC Housing Manager then reviews the submitted information to determine whether the applicant meets program criteria including but not limited to: has the necessary credit and income, has sufficient savings, is a first time homebuyer, is the correct AMI, etc.

Organization Chart



Qualifications of Firm and Personnel

Cynthia LaCourse-Blum
Executive Director

Ms. LaCourse-Blum is the founding Executive Director of the Community Land Trust of Palm Beach County, Inc. She is responsible for developing and overseeing all programs, projects, services, and policies of the organization.

Education:

University of Colorado at Denver Graduate School of Politics & Public Policy 2003-2005 University of Colorado at Denver, Bachelor of Arts – Political Science 2002

Experience:

As the founding Executive Director of the CLT of PBC, LaCourse-Blum has been responsible for project management and contract administration of over \$12 million in Federal and State funds and for the redevelopment of 61 single family homes and the construction of 80 multi-family rental units.

In her position, LaCourse-Blum is responsible for developing and overseeing all programs, projects, services, and policies of the organization and manages all aspects of real estate development for the organization including acquisition, rehabilitation, disposition and new construction; obtaining public financing; coordinating due diligence and entitlement; and property management.



Figure 1 Ms. LaCourse-Blum leading a tour of the Davis Landings site to HUD officials including NSP Team Leader, John Laswick.



Figure 2 Davis Landings



Figure 3 . La Joya Villages

Christina Hewitt
Housing Manager

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JULIE BRUNNER

Housing & Community Development Consulting

Julie has 25 years of experience with community land trusts, nonprofit housing development, housing related technical assistance, organizational capacity building, planning and community development and neighborhood revitalization. She specializes in Community Land Trusts and resale restricted housing. For the past 19 years, Julie has worked as a housing consultant for municipalities and resale restricted housing programs across the country as well as a housing practitioner for OPAL Community Land Trust in Washington State. In her consulting role, Julie works frequently with Grounded Solutions as a technical assistance provider and faculty member. Prior to moving to the Northwest, Julie worked as Director for a participating jurisdiction's annual \$2.7 million dollar HOME and CDBG Entitlement.

Recent Representative Projects

- **Houston, TX:** Developed and launched a City-funded Community Land Trust projected to create thousands of units. This work began with the inception of the project feasibility and continues with implementation.
- **Salt Lake City, UT:** Developed Community Land Trust Program including feasibility, income targeting and affordable pricing, resale formula analysis, ground lease development and sample program manual.
- **Homestead Community Land Trust, Seattle, WA:** Technical assistance including policy and procedure manual re-write, staff support for program implementation, troubleshooting and technical support for Homekeeper.
- **Methow Valley Housing Needs Assessment, Twisp, WA:** Worked with the Methow Valley Long Term Recovery Board and key stakeholders to examine housing needs and test the feasibility for a Community Land Trust for work force housing in the Methow Valley.
- **Grounded Solutions, CHIP Program TA Provider & Lead Trainer:** Designed and delivered a multi-year training program for Cornerstone Homeownership Innovation Program (CHIP) and provided Technical Assistance for CHIP grantees across the country.
- **OPAL Community Land Trust, Orcas Island, WA:** Developing a 45-unit mixed income tax credit rental project.

Related Certifications

Master of City and Regional Planning
Rutgers University

Bachelor of Arts in Economics & International Studies
Virginia Polytechnic Institute & State University

Certified HOME Specialist
HUD Certification

Professional History

2002 – Present
Housing Consultant

2002 – Present
Housing Director
OPAL Community Land Trust
Eastsound, WA

1998 – 2001
Director of Human & Economic Development
Athens – Clarke County Government
Athens, GA

1995 – 1998
Interim Director
Greenbrier Community Services
Lewisburg, WV

1994-1995
Independent Consultant
Bulawayo, Zimbabwe

1992-1994
Associate Director
Greater Philadelphia Food Bank
Philadelphia, PA

Staff's Availability

Julie Brunner is the Community Land Trust Program Design Expert that will be the lead in Phase 1 – Research, Initial Analysis and Site Visit and Phase 2 – Program Design. Ms. Brunner has 22 years of experience developing and implementing resale restricted and workforce housing programs across the country. She understands the amount of work and time required to establish the program and has made the commitment to establish the City's Program if selected. For more details, please see Ms. Brunner's resume. The CLT of PBC Executive Director will be the local lead assisting Ms. Brunner.

The CLT of PBC Housing Manager, with the assistance of the CLT Housing Coordinator, will be the lead in Phase III - Program Delivery for the first six homes. With the utilization of the online application and HomeKeeper, as well as virtual CLT orientations, the majority of this will work will be marketing the program/units, and coordinating the closing between the client, bank, attorney and other involved parties. Staff has the proper and ample availability to complete these tasks.

Area Familiarity

The staff of the CLT of PBC are all long-term South Florida residents, and the ED is a native Floridian. The staff of the CLT meet in person and via telephone multiple times with staff from Port St. Lucie to provide technical assistance and guidance on the working of the Community Land Trust model. During these conversations, staff discussed the needs of the Port St. Lucie area and the goals that they wanted to accomplish by using this ownership model to ensure a stock of long-term affordable homes.

Affordable Housing Services and Programs

CLT of PBC Programs and Services

The CLT of PBC was spearheaded by Palm Beach County in 2006. The mission of the CLT of PBC is to build an affordable housing infrastructure of both homeownership and rental units that will remain affordable in perpetuity. To carry out its mission, the CLT of PBC undertakes the following programs/activities:

1. Housing Development – the CLT of PBC recently completed Phase I of the Kirk Rd CLT Homes Project. This phase of the project consists of the development of six scattered site CLT homes that have been sold to families with incomes at or below 80% AMI. Project financing includes \$749,767 in HOME CDHO funding from Palm Beach County, \$781k in private financing from the Housing Finance Authority of Palm Beach County, and \$100k from the Citi/Grounded Solutions Accelerator Program. The CLT of PBC was just awarded HOME CHDO funding to do two more affordable single-family homes in a phase 2.

In 2018, the CLT of PBC completed Davis Landings West, a 24-unit CLT homeownership community located in Suburban Lake Worth. Project financing includes a \$1.7 million Federal HOME Loan through Palm Beach County, \$132,551 in impact fee assistance from Palm Beach County, \$500k Predevelopment Loan from Florida Housing Finance Corporation and \$3.4 million in private financing from the Housing Finance Authority of Palm Beach County.

In 2012, the CLT of PBC partnered with Realtex Development Corporation to win the Lake Worth CRA RFP to develop 55 affordable, 2 and 3-bedroom multi-family units in the City of Lake Worth.

In October 2012, the CLT of PBC completed Phase I of Davis Landings. An affordable multi-family rental development consisting of 25 rental units that are made available to extremely low, very low- and moderate-income households. Davis Landings is currently 100% occupied.

2. Housing Acquisition and Neighborhood Stabilization- Through the Urban Infill Housing Program and Neighborhood Stabilization Program (NSPP), the CLT of PBC has acquired thirty-one (31) vacant and/or foreclosed housing units, to rehab of if necessary, and made them available for resell to very- low- and low-income households.

3. Lease with an Option to Purchase -The CLT of PBC manages an affordable rental with lease with an option to purchase program.

4. Homebuyer Counseling -- CLT of PBC staff provides one and one confidential homebuyer counseling and a two-hour CLT specific orientation in house.

5. Coordinate Services -- CLT of PBC staff coordinates services with other providers for credit and budget counseling, to establish IDA Accounts, for financial literacy classes, for homebuyer post purchase counseling and to obtaining financing from homebuyer assistance programs.

6. 1st Mortgage Financing -- CLT of PBC staff assists clients in obtaining first mortgage financing from one of our partner lenders.

7. Stewardship -- One of the defining roles that a CLT undertakes is stewardship. Once a homeowner purchases a CLT home, the CLT of PBC has and will continue to ensure that the owners are well served during their tenure of ownership. The role of stewardship is assisting

homebuyers with their homestead exemption and reviewing annual tax assessments, assistance with questions about escrow accounts, homeowner warranties, home improvements.

8. Covid-19 relief – In March 2020, the impact of the global pandemic became apparent as the economy began shutting down to combat the spread of the virus. Immediately the CLT of PBC began to pivot towards meeting the most essential needs of its clients and the surrounding community. In FY 2019-20, the CLT of PBC undertook the following Covid-19 relief efforts:

- Partnered with the Community Foundation for Palm Beach and Martin Counties to provide grocery gift cards and utility assistance to Covid-19 impacted Davis Landings tenants and Davis Landings West homeowners for a three-month period.
- Provided 3,300 hot meals (50 hot meals 7 days a week) through a partnership with Palm Beach County OCR, Living Hungry Inc., and PBSO.
- Provided 465 grocery boxes each comprised of a week's worth of vegetables, meat, cheese, and dairy for two people through a partnership with Palm Beach County OCR, Living Hungry Inc., and PBSO.
- Provided distanced learning summer and fall school supplies through a partnership.

Prior CLT of PBC Projects

Kirk Road CLT Homes Phase I, Village of Palm Springs, Florida

In 2018, the CLT of PBC completed Phase I of the Kirk Road CLT Homes Project. This phase of the project consists of the development of six (6) scattered site homes that have been sold to families with incomes at or below 80% AMI through the CLT model of homeownership.

The project was comprised of (1) 4-bedroom/2 bath/1 car garage units, 1 duplex of 3 bedroom/2 bath/1 car garage units, and (3) 2 bedroom/2 bath/1 car garage units.

Project financing included:

- \$749,767 in HOME CDHO funding from Palm Beach County
- \$781k in private financing from the Housing Finance Authority of Palm Beach County
- \$100k from the Citi/Grouted Solutions Accelerator Program.

Client: Palm Beach County

Client Contact:



Bud Cheney. Manager
Capital Infrastructure, Real Estate, &
Inspections Services
Department of Housing & Economic
Sustainability
Palm Beach County Board of County
Commissioners
100 South Australian Avenue – Suite 500
West Palm Beach, FL 33406
(561) 233-3691
ccheney@pbcgov.org
HOME Contract was \$747,767
Total Project Cost was \$1,528,512



Davis Landings West, Affordable Housing Development, Suburban Lake Worth, FL

In 2018, the CLT of PBC completed Davis Landings West, a 24-unit affordable homeownership community comprised of sixteen single family homes and eight townhomes. Twenty-two of the homes have been sold to households with incomes at or below 80% of the AMI and the remaining two are set aside for households at or below 120% AMI. All homes have been sold under the community land trust model of homeownership.

Client: Palm Beach County
Client Contact:
Bud Cheney. Manager
Capital Infrastructure, Real Estate, &
Inspections Services
Department of Housing & Economic
Sustainability
Palm Beach County Board of County
Commissioners
100 South Australian Avenue – Suite 500
West Palm Beach, FL 33406
(561) 233-3691
ccheney@pbcgov.org



HOME Contract was \$1,747,724
Total Project Cost was \$5,433,128



La Joya Villages Affordable Housing Development, City of Lake Worth Beach



In 2015, the CLT of PBC completed La Joya Villages, a 55-unit affordable multi-family housing development in Lake Worth Beach, Florida. To develop the project, CLT of PBC partnered with a private developer, Realtex Southeast. The development is comprised of two- and three-bedroom rental units. Twenty-five percent of the units are set-aside for households whose incomes are at or below 50% of the AMI. The remaining units are set aside for households whose income is at or below 60% of the AMI. The project was financed with seven layers of funding as follows:

- \$4,156,241 in 4% LIHTC from Florida Housing Corporation
- \$3,580,000 in tax exempt bonds from Palm Beach County Housing Finance Authority

- \$1,832,807 NSP2 from the Lake Worth CRA
- \$600k HOME from Palm Beach County
- \$500k Federal Home Loan Bank of Atlanta AHP
- \$50k Neighborworks through Housing Partnership
- \$50k Grant from the Community Foundation of Palm Beach and Martin Counties

Client – Lake Worth CRA

Client Contact:

Joan C. Oliva Executive

Director

Lake Worth Community Redevelopment

Agency 29 S. "J" Street

Lake Worth,

FL 33460

(561) 493-

2550

joliva@lakeworthbeachfl.gov

v

NSP Contract - \$1,832,807

Total Project Cost was

\$11,307,065



Work Plan and Schedule

Phase 1 – Research, Initial Analysis and Site Visit (April – June 2021) Lead – Julie Brunner

- Review the City's ordinance against these standards and prepare recommendations for change and/or analysis of risk associated with the current ordinance.
- Using local economic and demographic data, prepare a pricing analysis and draft pricing policy to ensure homes are priced affordability initially.
- Prepare resale formula analysis and options.
- Prepare presentations and training materials for site visit.
- Work with key City staff and City identified stakeholders to review best practices for Community Land Trusts and Affordable Housing programs.
- Present resale formula analysis and options to appropriate decision makers to select a resale formula. Include risks and benefits of various options.
- Work with City staff to identify necessary policies and procedures, based on best practices.
- Work with City staff to customize the Grounded Solutions Model Ground Lease.
- Work with City Attorney to ensure choices are acceptable to the City and answer any related questions.

Deliverables include:

- Written recommendations re: changes to the ordinance, or affirmation that it will work as drafted.
- Draft pricing workbook to calculate annual pricing requirements.
- Draft resale formula analysis.
- Customized model ground lease including resale formula selected above.

Phase 2 – Program Design (June - July 2021) Lead – Julie Brunner

- Draft policy and procedure document including documents that stipulate future property resales.
- Draft selection criteria and requirements.
- Prepare program templates, forms and documents including CLT ground lease agreement.
- Adapt Homekeeper Universal Application to include all necessary components for Port Saint Lucie's program.
- Evaluate most efficient/effective process for homebuyer selection including lottery if necessary.
- Set up fair and equitable application process with templates for logs, letters and forms.
- Evaluate the option to use HomeKeeper, to manage inquiries, applicants, financing, subsidies, homeowners, resales and properties. This includes online applications. In the absence of an automated program, develop manual systems for implementation and tracking in the short term.
- Research best practices for complaint resolution and draft policies and procedures based on best practices.

Deliverables include:

- Draft policy manual for formal adoption by the City.
- Port St. Lucie Application Form.
- Written selection criteria and recommended selection process.
- Written recommendation of data management system.
- Written Complaint Resolution Policy and Procedures.

PROGRAM DELIVERY SERVICES (July 2021 – Dec 2021) Lead – CLT of PBC Housing Manager

- Maintain a waiting list of prospective community land trust home buyers.
 - Pre-qualify home buyer applicants
 - Complete income qualification process for home buyer applicants
 - Facilitate the completion of the home buyer orientation for the community land trust homeowner.
 - Provide education to potential home buyer applicants regarding financial responsibilities as a homeowner and specifically as a community land trust homeowner.
 - Maintain and retain project and applicant files documenting intake through closing, monitoring and affordability.
 - Retain community land trust ground leases following project closeout.
 - Maintain financial record keeping and administration including filing reports required by funding sources, is applicable.
 - Conduct and attend public meetings as needed
- Deliverables include:**
- Delivery of final files in relation to the awarding of the first 6 homes.
 - Coordinated intake process for interested applicants for the City's Affordable Housing Program, to be approved by the City.
 - Waitlist of income and mortgage eligible homebuyers for the first 6 newly constructed homes.
 - Updated list of monthly HUD Certified First Time Homebuyer Workshops with times and locations as well as non-profit credit counseling programs, as needed.
 - Community Land Trust Orientations to be held as needed but no more than once a week every other week and will include some evenings and weekends. These orientations will be held virtually.
 - Monthly Program financial reports and quarterly program and compliance reports, as needed.
 - Conduct income certifications, as needed, prepared in accordance with HUD's rules and regulations and for the first 6 newly constructed homes any other regulations governing NSP 1 & 3 funding.
 - Market updated inventory of all City of PSL's Affordable Housing Units to include upcoming projects and units that will be made available.
 - Secured storage of all data, program files, and records.

Special Considerations-

If the City is considering utilizing the Salesforce based CLT specific database management software HomeKeeper, it is recommended that the City begin the On Boarding Process which can take 90 days.

Project Management Plan

The CLT of PBC will undertake the following Management Plan to ensure the goals of the City's Affordable Housing Program are met:

A. The CLT Program Design Expert, with the assistance of the CLT of PBC Executive Director, will assist in the design and development of workforce housing program policies and operating procedures incorporating the CLT model.

- Work with key Town staff and Town identified stakeholders to review best practices for Community Land Trusts and Workforce Housing programs.
- Review the City's ordinance against these standards and prepare recommendations for change and/or analysis of risk associated with the current ordinance.
- Using local economic and demographic data, prepare a pricing analysis and draft pricing policy to ensure homes are priced affordability initially.
- Prepare resale formula analysis and present data and options to appropriate decision makers to select a resale formula. Include risks and benefits of various options.
- Work with Town staff to identify necessary policies and procedures, based on best practices.
- Draft policy and procedure document.



Figure 1 The CLT of PBC has a proven track record of providing affordable homeownership opportunities through the CLT model in the Community.

B. The CLT Program Design Expert, with the assistance of the CLT of PBC Executive Director, will prepare program templates, forms and documents including CLT ground lease agreement.

- Work with City staff to customize the Grounded Solutions Model Ground Lease given the decisions made in task "A" above.
- Work with City Attorney to ensure choices are acceptable to the City and answer any related questions.

C. The CLT of PBC Housing Manger will market the Affordable Housing Program to prospective applicants.

- Work with Town Staff to develop web based and hardcopy-based marketing materials explaining opportunities to be created through the Workforce Housing Program in general and of the CLT model in particular to prospective applicants.
- Hold outreach events to introduce the Program to residents and the workforce of Port St. Lucie.

D. The CLT Program Design Expert, with the assistance of the CLT of PBC Executive Director, will set up fair and equitable application process with templates for logs, letters, and forms.

- Adapt Homekeeper Universal Application to include all necessary components for Port ST. Lucie's program.
- Evaluate most efficient/effective process for homebuyer selection including lottery if necessary.
- Draft selection criteria and requirements.
- Evaluate the option to use HomeKeeper, to manage inquiries, applicants, financing, subsidies, homeowners, resales, and properties. This includes online applications. In the absence of an automated program, develop manual systems for implementation and tracking in the short term.



Figure 2 CLT Homeowners Getting the Keys to their new home

E. The CLT of PBC Housing Manager will maintain a waiting list of prospective community land trust home buyers.

- Maintain a waiting list of community land trust prospective buyers per the procedure identified in task "D" above.

F. The CLT of PBC Housing Manager will pre-qualify home buyer applicants.

- CLT housing coordinator will collect information needed for a bank prequalification and submit the documents to a CLT lender partner.

G. The CLT of PBC Housing Manager will complete the income qualification process for home buyer applicants.

To complete the income qualification for Prospective households, the CLT Housing Coordinator will:

- Assist the client in completing an application form that includes the proper privacy notices and required releases.
- Collect and analyze appropriate income documentation for household members either through third party verification or source documentation.
- Ask questions about raises or other anticipated income changes (from employer, applicant) but assume that current circumstances will continue for next 12 months unless there is documentation that current circumstances will change within next 12 months - e.g., pay raises, overtime, family size or composition.
- Calculate applicant's projected household income based upon documentation provided using the HUD Part 5 definition of household income.

H. The CLT of PBC Housing Manager will facilitate the completion of the home buyer orientation for the community land trust home- owner.

- All community land trust homebuyers will be required to complete a community land trust orientation prior to purchasing a CLT home.

- The CLT Housing Coordinator will hold regular CLT orientations that will cover the following topics:
- What is a CLT?
- The similarities and differences of traditional homeownership vs CLT homeownership
- Benefits of CLT homeownership
- CLT Services to homeowners
- Rights, roles, and responsibilities of CLT Homeowners
- CLT Ground Lease
- CLT Resale Formula
- CLT Homebuyer Criteria and Process
- Any additional topics requested by the Town

I. The CLT of PBC Housing Manager will provide education to potential home buyer applicants regarding financial responsibilities as a homeowner and specifically as a community land trust homeowner.

- Require all homebuyers attend an 8-hour first time homebuyer workshop from a HUD Certified Housing Counseling Agency.
- Maintain an updated list of HUD Certified Housing Counseling Agencies and make it available to applicants.

J. The CLT of PBC Housing Manager will maintain and retain project and applicant files documenting intake through closing, monitoring and affordability.

- Work with Town staff to customize a records management plan that meets the Towns requirements when maintaining and retaining applicant files through the period of affordability.

K. The CLT of PBC Housing Manager will retain community land trust ground leases following project closeout.

CLT Ground Leases will be kept as active files though their 99-year term or until resale. At which point, they will be retained per the records management plan identified in task "N" above.

L. The CLT Program Design Expert, with the assistance of the CLT of PBC Executive Director to develop and implement a plan for Complaint Resolution.

- Research best practices for complaint resolution.
- Draft policies and procedures based on best practices.

Value Added Services

In 2019, with a grant from the Enterprise Foundation and JP Morgan Chase, the CLT of PBC went through the process of updating its website, developing an online Form Assembly based platform application that feeds directly into HomeKeeper. This saves hundreds of staff hours per year and makes data tracking and reporting much more efficient. It is possible to create a Port Saint Lucie Program in the CLT of PBC's HomeKeeper and application saving the City the time and money in developing their own.

Work Plan and Schedule

Phase 1 – Research, Initial Analysis and Site Visit (April – June 2021) Lead – Julie Brunner

- Review the City's ordinance against these standards and prepare recommendations for change and/or analysis of risk associated with the current ordinance.
- Using local economic and demographic data, prepare a pricing analysis and draft pricing policy to ensure homes are priced affordability initially.
- Prepare resale formula analysis and options.
- Prepare presentations and training materials for site visit.
- Work with key City staff and City identified stakeholders to review best practices for Community Land Trusts and Affordable Housing programs.
- Present resale formula analysis and options to appropriate decision makers to select a resale formula. Include risks and benefits of various options.
- Work with City staff to identify necessary policies and procedures, based on best practices.
- Work with City staff to customize the Grounded Solutions Model Ground Lease.
- Work with City Attorney to ensure choices are acceptable to the City and answer any related questions.

Deliverables include:

- Written recommendations re: changes to the ordinance, or affirmation that it will work as drafted.
- Draft pricing workbook to calculate annual pricing requirements.
- Draft resale formula analysis.
- Customized model ground lease including resale formula selected above.

Phase 2 – Program Design (June - July 2021) Lead – Julie Brunner

- Draft policy and procedure document including documents that stipulate future property resales.
- Draft selection criteria and requirements.
- Prepare program templates, forms and documents including CLT ground lease agreement.
- Adapt Homekeeper Universal Application to include all necessary components for Port Saint Lucie's program.
- Evaluate most efficient/effective process for homebuyer selection including lottery if necessary.
- Set up fair and equitable application process with templates for logs, letters and forms.
- Evaluate the option to use HomeKeeper, to manage inquiries, applicants, financing, subsidies, homeowners, resales and properties. This includes online applications. In the absence of an automated program, develop manual systems for implementation and tracking in the short term.
- Research best practices for complaint resolution and draft policies and procedures based on best practices.

Deliverables include:

- Draft policy manual for formal adoption by the City.
- Port St. Lucie Application Form.
- Written selection criteria and recommended selection process.
- Written recommendation of data management system.
- Written Complaint Resolution Policy and Procedures.

PROGRAM DELIVERY SERVICES (July 2021 – Dec 2021) Lead – CLT of PBC Housing Manager

- Maintain a waiting list of prospective community land trust home buyers.
 - Pre-qualify home buyer applicants
 - Complete income qualification process for home buyer applicants
 - Facilitate the completion of the home buyer orientation for the community land trust homeowner.
 - Provide education to potential home buyer applicants regarding financial responsibilities as a homeowner and specifically as a community land trust homeowner.
 - Maintain and retain project and applicant files documenting intake through closing, monitoring and affordability.
 - Retain community land trust ground leases following project closeout.
 - Maintain financial record keeping and administration including filing reports required by funding sources, is applicable.
 - Conduct and attend public meetings as needed
- Deliverables include:**
- Delivery of final files in relation to the awarding of the first 6 homes.
 - Coordinated intake process for interested applicants for the City's Affordable Housing Program, to be approved by the City.
 - Waitlist of income and mortgage eligible homebuyers for the first 6 newly constructed homes.
 - Updated list of monthly HUD Certified First Time Homebuyer Workshops with times and locations as well as non-profit credit counseling programs, as needed.
 - Community Land Trust Orientations to be held as needed but no more than once a week every other week and will include some evenings and weekends. These orientations will be held virtually.
 - Monthly Program financial reports and quarterly program and compliance reports, as needed.
 - Conduct income certifications, as needed, prepared in accordance with HUD's rules and regulations and for the first 6 newly constructed homes any other regulations governing NSP 1 & 3 funding.
 - Market updated inventory of all City of PSL's Affordable Housing Units to include upcoming projects and units that will be made available.
 - Secured storage of all data, program files, and records.

Special Considerations-

If the City is considering utilizing the Salesforce based CLT specific database management software HomeKeeper, it is recommended that the City begin the On Boarding Process which can take 90 days.

Return on Community Investment

A community land trust (CLT) is a non-profit community based organization that provides permanently affordable homeownership opportunities to families of low and moderate income. A CLT acquires land and legally separates ownership of the buildings (homes) from ownership of the land. Homebuyers in CLT programs purchase only the house and all the improvements and enter into a renewable 99 year ground lease for exclusive use of the land. **Removing the cost of the land from the transaction makes the home more affordable for the initial buyer. Resale restrictions in the ground lease ensure the home will be affordable for all future buyers.**

\$8.5 Million

CLT of PBC property
value at purchase

\$9.9 Million

CLT of PBC property
value in 2019



\$1.4 Million increase in value

\$1.24 Million retained for future
affordability investments

**with \$3.45 Million initially invested that is a
36.8% Return on Community Investment**

Without CLT of PBC's resale restrictions only 38% of homes that are presently affordable would remain affordable to the 80% of AMI category.

As residential values in Palm Beach County continue to increase and incomes remain stagnant, without resale restricted homes larger affordability investments will be necessary to provide affordable home buying opportunities to low-income homebuyers.

One example, In 2014 a CLT of PBC homeowner purchased a home for \$110,500. The home's market value was \$136,000 at the time of purchase. By 2019 that home was worth \$177,508 per Zillow's Zestimate.

- 🏠 Having been in the home just under 5 years, 10% of the appreciation, or \$4,150, would be reserved for the homeowner.
- 🏠 The value of the original \$25,500 affordability investment made in 2014 grew to \$62,857.
- 🏠 Although the market value increased over 30% the home remains affordable for the next homeowner with a \$114,650 purchase price.

Year in Review



Through the commitment of its all-volunteer Board of Directors, the dedication of its staff, and support of its members, the CLT of PBC has been able to accomplish the following in FY 2019-20:

New Housing Construction



- Broke ground on Phase 2 of the Kirk Road CLT Homes Project. This phase is comprised of two (2) 3bd/2ba homes. The project was financed with a \$185k Federal HOME CHDO Loan from Palm Beach County and a \$500k revolving construction loan from the Palm Beach County Housing Finance Authority.
- Awarded a \$92k HOME CHDO grant for the construction of a single family home on F Street in Lake Worth Beach. The lot was donated to the CLT of PBC by the Lake Worth CRA. The home will be sold under the community land trust model of homeownership to a homebuyer whose household income is below 80% of the AMI.

CLT of PBC Housing Rehab Program



- **Latona Avenue**
Sold the rehabbed unit on Latona Ave in Lake Worth Beach under the community land trust model of homeownership to a homebuyer whose household income is below 50% of the AMI.
- **Blue Cypress**
Completed the rehabilitation of a 3bd/3ba unit in west Lake Worth that will be sold under the community land trust model of homeownership to a homebuyer whose household income is below 120% of the AMI.

CLT Rentals

- Made 82 affordable rental housing units available to households with incomes ranging from 30% AMI to 120% AMI at Davis Landings, La Joya Villages and the CLT of PBC's Lease with an Option to Purchase Program.



COVID Relief

In March 2020, the impact of the global pandemic became apparent as the economy began shutting down to combat the spread of the virus. Immediately the CLT of PBC began to pivot towards meeting the most essential needs of its clients and the surrounding community. In FY 2019-20, the CLT of PBC undertook the following Covid-19 relief efforts:

- Partnered with the Community Foundation for Palm Beach and Martin Counties to provide grocery gift cards and utility assistance to Covid-19 impacted Davis Landings tenants and Davis Landings West homeowners for a three month period.
- Provided 3,300 hot meals (50 hot meals 7 days a week) through a partnership with Palm Beach County OCR, Living Hungry Inc., and PBSO.
- Provided 465 grocery boxes each comprised of a week's worth of vegetables, meat, cheese and dairy for two people through a partnership with Palm Beach County OCR, Living Hungry Inc., and PBSO.
- Provided distanced learning summer and fall school supplies through a partnership with Palm Beach County OCR and PBSO.



Grants Awarded

- Awarded \$40,000 operating grant from the Community Foundation for Palm Beach and Martin Counties
- Awarded \$15,000 Covid-19 Relief Grant from the Community Foundation for Palm Beach and Martin Counties
- Awarded \$15,000 operating grant from the Grounded Solutions Network
- Awarded \$10,000 operating grant from BankUnited
- Awarded \$10,000 operating grant from Wells Fargo
- Awarded \$5,000 operating grant from Synovus
- Awarded \$5,000 operating grant from TD Charitable Foundation
- Awarded \$3,000 operating grant from City National Bank
- Awarded \$2,500 operating grant from FineMark National Bank and Trust



Who is the CLT of PBC?

The Community Land Trust of Palm Beach County (CLT of PBC) is a countywide community based non-profit organization founded by Palm Beach County in 2006 whose sole purpose is to build up a sustainable housing infrastructure comprised of permanently affordable rental and homeownership opportunities for current and future residents in Palm Beach County!

What is a community land trust?

- non-profit organization that provides permanently affordable homeownership opportunities to families priced out of the traditional housing market
- homebuyers in CLT programs purchase only the house and all the improvements and enter into a renewable 99 year ground lease for exclusive use of the land from the CLT
- a resale formula contained in the ground lease is designed to balance equity gain for the owner at the same time that it sets a resale price that is affordable for future buyers

Supporters of the CLT of PBC include:

- Palm Beach County donates properties to the CLT of PBC as well as provides low coast loans and grants to be utilized for the development of affordable/workforce housing;
- Housing Finance Authority of PBC provides below market loans for housing development;
- Lake Worth CRA has donated land and provided grants to the CLT of PBC for the development of affordable rental housing;
- The Community Foundation of Palm Beach and Martin Counties provides grants to the CLT of PBC for the development of affordable housing;
- The CLT of PBC also receives program support from banks and foundations including BankUnited, Wells Fargo, TD Charitable Foundation, Enterprise Foundation, City National Bank, JP Morgan Chase, Synovus, and FineMark National Bank and Trust

Success stories

To date the CLT of PBC has developed 61 permanently affordable CLT homes and 80 multifamily units.



Figure 1 Kirk Road CLT Homes Project, 6 single family homes



Figure 2 La Joya Villages, a 55 unit multi-family rental



Figure 3 Davis Landings, a 25 unit multi-family rental community



Figure 4 Davis Landings West, a 24 unit CLT homeownership community

Who we serve:

CLT of PBC homeowners and renters are comprised of a wide range of the Palm Beach County Workforce including, but not limited to, teachers, bus drivers, medical professionals, social service workers, municipal employees, IT professional, janitors, electricians, foremen, truck drivers, housekeepers, day care workers, administrative assistants, postal employees and retail clerks.



Ways for local governments to partner with the CLT of PBC:

- Donate land suitable for the development of affordable/workforce housing.
- Donate tax escheated properties to the CLT of PBC for the redevelopment of affordable/workforce housing.
- Provide development subsidies to the CLT of PBC to bridge the affordability gap in affordable/workforce housing.
- Collaborate to establish a homebuyer Initiated Program.
- Include the model CLT Purchase Assistance Program Strategy, created by Florida Housing Coalition and approved by Florida Housing Finance Corporation, in their LHAP.

**Cost Proposal "Mandatory" Worksheet
Solicitation No.
City of Port St. Lucie, Florida**

Contractor must provide their cost information in this spreadsheet. Failure to complete this spreadsheet will result in disqualification from the Solicitation. The Contractor's figure submitted below must include all costs associated with and in support of the Contractor's technical proposal.

Offeror must submit the "Cost Proposal Mandatory Worksheet" as part of the response. The cost proposal will be evaluated in accordance with the solicitation documentation.

Description		Response
1	Fee for Program Design Services (a one-time fee for program design and initial launch)	Program Design: 42,000.00 Program Launce: 30,000.00 = 72,000.00
2	Pricing list for all additional services as needed, per unit and/or over time monthly/yearly	Management of Homes - 600.00 per year per home
3	All sales and turnovers past the first 6 single family homes stated (Provide flat fee per unit.)	5,000.00 per unit

Contractor's Full Legal Name as listed on W-9: Community Land Trust of Palm Beach Coutny, Inc.

Printed Name and Title of Person Signing: Cindee LaCourse-Blum, Executive Director

Authorized Signature: Cynthia LaCourse-Blum (could not physically sign an Excel File)

Date: 12/22/2020

**This form must be completed in its entirety by the Contractor and posted as required in the solicitation.
DO NOT INCLUDE ANY COST INFORMATION IN THE TECHNICAL RESPONSE.**

Description		Response
1	Fee for Program Design Services (a one-time fee for program design and initial launch)	Program Design: 40,000.00 Program Launch: 30,000.00 = 70,000.00
2	Pricing list for all additional services as needed, per unit and/or over time monthly/yearly	Management of Homes - 600.00 per year per home
3	All sales and turnovers past the first 6 single family homes stated (Provide flat fee per unit.)	5,000.00 per unit
OPTIONAL SERVICES		
4	Initial property inspection and status report (if applicable) - Bid Documents - Recommendation for Bid Award - Davis Bacon Compliance Report: Issued monthly for duration of construction.	Fee \$8,500 per single family unit or duplex
5	Assessment of suitability for affordable housing report for identified publicly owned surplus lands - Initial property inspection and status report to include analysis of ownership, title issues, easements and confirmation of suitability for use.	Fee \$450 per lot (0-19 lots at once) Fee is \$300 per lot (20+ lots at once) (includes title search)
6	Prepare draft ideas and plans for collaboration with affordable housing developers and assist with negotiations.	Fee hourly rate at \$60 per hour.