

**REQUEST FOR PROPOSAL #10-3446FL
CONSULTING SERVICES
US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)
FOR ASSESMENTS, PLANS AND REPORTS**

Manatee County, a political subdivision of the State of Florida (hereinafter "Manatee County" or the "County") will receive proposals from individuals, corporations, partnerships, and other legal entities authorized to do business in the State of Florida, for the purpose of providing various assessments, plans, and reports for the US Department of Housing and Urban Development (HUD) such as but not limited to Environmental Assessments, Annual Action Plans, Five-Year Consolidated Plans, Consolidated Annual Performance and Evaluation Reports (CAPER), Analysis of Impediments to Fair Housing Choice, or other similar documents that are required for recipients of federal funding by the Federal Government. This RFP is for projects that are funded through the Department of Housing and Urban Development. Federal and State guidelines for this acquisition shall apply. Proposers should be prepared to comply with such requirement as outlined in Section E of this RFP, "Compliance with Federal Laws."

TIME AND DATE DUE: Proposals will be received until 4:00 p.m., Friday, January 14, 2011, at which time they will be **publicly opened**. All interested parties are invited to attend this opening.

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**Important note: A prohibition of Lobbying has been enacted.
Please review paragraph A.18 carefully to avoid violation and possible sanctions.**

FOR INFORMATION CONTACT:
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Manatee County Financial Management Department
Purchasing Division

AUTHORIZED FOR RELEASE:  _____

REQUEST FOR PROPOSAL #10-3446FL

SECTION A: INFORMATION TO PROPOSERS

PROPOSERS MUST COMPLY WITH THE FOLLOWING INSTRUCTIONS TO BE CONSIDERED FOR SELECTION.

A.01 OPENING LOCATION

These proposals will be publicly opened at Manatee County Purchasing, 1112 Manatee Avenue West, 8th Floor, Bradenton, Florida 34205, in the presence of County officials at the time and date stated on the cover sheet. All proposers or their representatives are invited to attend.

Proposals become "Public Records" ten (10) days after the proposal opening or if an award decision is made earlier than this time as provided by Florida Statue 110.071. **No announcement of pricing or review of the proposal documents shall be conducted at the public opening of the proposals.**

A.02 PROPOSAL INFORMATION AND PROPOSAL DOCUMENTS

Bids and Proposals on <http://www.mymanatee.org>

Bid or Proposal documents and the Notices of Source Selection related to those Bids or Proposals are available for download in a portable document format (.PDF) file on the Manatee County web page on the Purchasing tab under "Bids and Proposals." You may view and print these files using Adobe Acrobat software. You may download a free copy of this software (Adobe) from the County's web page if you do not have it.

Manatee County collaborates with the Manatee Chamber of Commerce on distributing solicitations using the RFP Tool web page on the Chambers website: <http://www.Manateechamber.com> to post Bid and Proposal documents in a portable document format (.PDF) file. This step is in addition to the posting on Manatee County Government web pages.

Manatee County may also use an internet service provider to distribute Bids and Proposals. A link to that service <http://www.DemandStar.com>, is provided on this website under the Tab "DemandStar". Participation in the DemandStar system is not a requirement for doing business with Manatee County.

Note: The County posts the Notice of Source Selection seven calendar days prior to the effective date of the award.

IT IS THE RESPONSIBILITY OF EACH VENDOR, PRIOR TO SUBMITTING THEIR BID or PROPOSAL, TO CONTACT THE MANATEE COUNTY PURCHASING OFFICE (see contact information on page one of this document) TO DETERMINE IF ADDENDA WERE ISSUED AND TO MAKE SUCH ADDENDA A PART OF THEIR BID or PROPOSAL.

A.03 PROPOSAL FORM DELIVERY REQUIREMENTS

Any proposals received after the stated time and date will not be considered. It shall be the sole responsibility of the proposer to have their proposal delivered to the Manatee County Purchasing office for receipt on or before the stated time and date.

If a proposal is sent by U.S. Mail, the proposer shall be responsible for its timely delivery to the Purchasing Office. Proposals delayed by mail shall not be considered, shall not be opened at the public opening, and arrangements shall be made for their return at the proposer's request and expense.

A.04 CLARIFICATION & ADDENDA

Each proposer shall examine all Request For Proposal documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the Request For Proposal shall be made in writing through the Manatee County Purchasing Office. The County shall not be responsible for oral interpretations given by any County employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

It shall be the responsibility of each proposer, prior to submitting their proposal, to contact the Manatee County Purchasing Office (see contact information on page 1) to determine if addenda were issued and to make such addenda a part of the proposal.

Tuesday, December 28, 2010 at 5:00 p.m. shall be the deadline for clarification requests, inquiries, suggestions or interpretations and/or additional information pertaining to this Request for Proposals. This deadline has been established to maintain fair treatment for all potential bidders or proposers.

A.05 SEALED & MARKED

Five (5) signed copies of your proposal shall be submitted in one sealed package, clearly marked on the outside "**Sealed Proposal #10-3446FL**" and addressed to:

Manatee County Purchasing
1112 Manatee Avenue West
Bradenton, FL 34205

A.06 LEGAL NAME

Proposals shall clearly indicate the legal name, address and telephone number of the proposer (company, firm, partnership, individual). Proposals shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the proposer to the submitted proposal.

A.07 PROPOSAL EXPENSES

All expenses for making proposals to the County are to be borne by the proposer.

A.08 EXAMINATION OF OFFER

The examination of the proposal and the proposer generally requires a period of not less than ninety (90) calendar days from the date of the opening of the proposals.

A.09 DISCLOSURE

Bids or proposals become “Public Records” ten (10) days after the proposal opening or if an award decision is made earlier than this time as provided by Florida Statute 119.071. No announcement or review of the proposal documents shall be conducted at the public opening of the proposals.

A.10 ERRORS OR OMISSIONS

Once the proposal is submitted, the County shall not accept any request by any proposer to correct errors or omissions in the proposal. No changes shall be allowed until a selection is made and contract negotiations actually begin.

A.11 RESERVED RIGHTS

The County reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received by the first submission date may or may not be rejected by the County, depending on available competition and timely needs of the County. The County reserves the right to award the contract to a responsible proposer submitting a responsive proposal, with a resulting negotiated agreement which is most advantageous and in the best interests of the County. The County shall be the sole judge of the proposal, and the resulting negotiated agreement that is in its best interest and its decision shall be final. Also, the County reserves the right to make such investigation as it deems necessary to determine the ability of any proposer to perform the work or service requested. Information the County deems necessary to make this determination shall be provided by the proposer. Such information may include, but shall not be limited to: current financial statements prepared by an independent CPA; verification of availability of equipment and personnel; and past performance records.

A.12 APPLICABLE LAWS

Proposer must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of Manatee County will apply to any resulting agreement. Any involvement with any Manatee County procurement shall be in accordance with Manatee County Purchasing Code Ordinance 99-37, as amended. Any actual or prospective proposer who is aggrieved in connection with the solicitation or award of a contract may protest to the Board of County Commissioners of Manatee County as required in Section 9-101 of the Procurement Code. A protest with respect to this Request for Proposal shall be submitted in writing prior to the scheduled opening date of this proposal, unless the aggrieved person did not know and could not have been reasonably expected to have knowledge of the facts giving rise to such protest prior to the scheduled opening date of this proposal. The protest shall be submitted within seven calendar days after such aggrieved person knows or could have reasonably been expected to know of the facts giving rise thereto.

A.13 CODE OF ETHICS

With respect to this proposal, if any proposer violates or is a party to a violation of the Code of Ethics of Manatee County per Manatee County Purchasing Code Ordinance 99-37, Article 3, Ethics in Public Contracting, and/or the state of Florida per Florida Statutes, Chapter 112, Part III, Code of Ethics for Public Officers and Employees, such proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposals for work or for goods or services for Manatee County.

A.14 COLLUSION

By offering a submission to this Request for Proposal the proposer certifies the proposer has not divulged to, discussed or compared his proposal with other proposers and has not colluded with any other proposer or parties to this proposal whatsoever. Also, proposer certifies, and in the case of a joint proposal, each party thereto certifies, as to their own organization that in connection with this proposal:

- a. any prices and/or data submitted have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other proposer or with any competitor;
- b. any prices and/or cost data quoted for this proposal have not been knowingly disclosed by the proposer prior to the scheduled opening directly or indirectly to any competitor;
- c. no attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;
- d. the only person or persons interested in this proposal as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this proposal or in the contract to be entered into; and
- e. no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees.

A.15 PROPOSAL FORMS

Proposals must be submitted in the format specified in Section B hereof. Additional support information may be included. Tabs are required to identify each item defined in Section B, Form of Proposal, thereby facilitating expedient review of all responses.

A.16 PUBLIC ENTITY AND ENVIRONMENTAL CRIMES

In accordance with Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two (as of 1/01/2005 is \$25,000) for a period of 36 months from the date of being placed on the convicted vendor list.

A.17 DRUG FREE WORK PLACE

Drug Free Workplace Program: Manatee County Board of County Commissioners adopted a policy regarding maintaining a Drug Free Workplace, Resolution R-93-22. Proposers are asked to review the attached copy of the Resolution and provide either a certification of compliance with the program outlined in this Resolution or describe your firm's policy or program as it relates to maintaining a drug free workplace. This response will be considered with the other criteria described herein. Proposer shall complete Attachment "A" Drug Free Work Place Certification.

A.18 LOBBYING

After the issuance of any Request For Proposals or Invitations For Bids, prospective bidders, proposers or any agent, representative or person acting at the request of such bidder or proposer shall not contact, communicate with or discuss any matter relating in any way to the Request For Proposals or Invitation For Bids with any officer, agent or employee of Manatee County other than the Purchasing Director or as directed in the Request For Proposals or Invitation For Bids. This prohibition begins with the issuance of any Request For Proposals or Invitation For Bids, and ends upon execution of the final contract or when the invitation or request has been canceled. Violators of this prohibition shall be subject to sanctions as provided in the Manatee County Procurement Code.

A.19 PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

In accordance with Ordinance 99-37, adding Article 6, Manatee County Board of County Commissioners adopted a policy prohibiting the award of County contracts to persons, business entities, or affiliates of business entities who have not submitted written certification to the County that they have not been convicted of bribery, attempted bribery, collusion, restraints of trade, price fixing, and violations of certain environmental laws. A Non-Conviction Certification Form is attached for this purpose. Proposer shall complete Attachment "B" Public Contracting and Environmental Crimes Certification.

A.20 EQUAL EMPLOYMENT OPPORTUNITY

Manatee County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all prospective proposers that they will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to participate in response to this advertisement and will not be discriminated against on the grounds of race, color, creed, sex, age or national origin in consideration for an award.

A.21 AMERICANS WITH DISABILITIES ACT

The Board of County Commissioners of Manatee County, Florida, does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the County's functions including one's access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation for the **public meetings** specified herein (i.e. Information Conference or Proposal Opening), should contact the person named on the first page of this document at least twenty four (24) hours in advance of the activity.

SECTION B: FORM OF PROPOSAL

This section identifies specific information which must be included with each response. The contents of each proposal shall be separated and arranged with tabs in the same order as listed in this Section B, identifying the response to each specific item.

B.01 MINIMUM QUALIFICATIONS

Proposer must have provided various assessments, plans, and reports for the US Department of Housing and Urban Development (HUD) such as but not limited to Environmental Assessments, Annual Action Plans, Five-Year Consolidated Plans, Consolidated Annual Performance and Evaluation Reports (CAPER), Analysis of Impediments to Fair Housing Choice, or other similar documents that are required for recipients of federal funding by the Federal Government to local, state or federal agencies.

B.02 ADMINISTRATIVE SUBMITTAL

- a. Proposal Signature Form.
- b. Drug Free Work Place Certification (Attachment A).
- c. Public Contracting and Environmental Crimes Certification (Attachment B).

B.03 INFORMATION TO BE SUBMITTED

- a. Provide an **explanation of the business entity which you represent**. Specify the business entity which would be bound by a contract, should your firm be selected: company or corporation; subcontractor roles; and if a joint venture, include the specific experience that the joint venture partners have working together on similar projects.
- b. **Specify the office location of the business entity** explained in the response to item B.03, (a.) which is to be the primary location of the principal and key personnel. List the key personnel at that location. For the remaining key personnel detail at what location(s) they will work from and how they will provide management or service or supply support from the locations that they will work from.
- c. Executive summary. In narrative form identify the proposed approach you plan to take for this requirement and the preliminary work program proposed.
- d. Description of your firm's background and size. Include a statement of qualifications that includes the firm's professional credentials and experience in providing these types of services detailed in this RFP. Include a summary of your firm's current workload and evidence to reflect your firm's ability to satisfy the requirements of the County.
- e. Submit a list of **subcontractors** that may be used. Identify each individual on your team and provide the following information:

- Name
 - Professional credentials; Title; Telephone number
 - Office address
 - Email address
 - Brief description of the individual's or firm's role and duties for the project
 - Individual resume
- f. Identify each principal of the firm and other "key personnel" who will be associated with the County. Describe their respective areas of expertise; include their personalized resumes, which identify the qualifications, training and experience of each key personnel.
- g. The proposer shall present a project management plan including schedule for tasks required to complete the services. Also include proposed hours for each program task. Proposer shall provide a proposed time schedule to complete the project. Each major task should be broken out on the schedule, with the corresponding number of labor hours to be used for the task. Also include the amount of time that will be spent on site.
- h. Discuss the following as it relates to your company or firm:
- Professional Qualifications
 - HUD Assessments/Plans/Reports
 - References from Previous Clients
 - HUD Previous Experience
 - Current/Projected Workload
 - Key Personnel
 - Ability to meet deadlines/budgets
 - Certified MBE or Section 3 Status
- i. Submit any other additional information which would assist the County in the evaluation of your proposal.

NOTE: The County reserves the right to make such investigation and solicit additional information or submittals as it deems necessary to determine the ability of any proposer to perform the Scope of Services stated in this Request For Proposal.

SECTION C: SELECTION

C.01 EVALUATION FACTORS

A point assessment evaluation process has been mandated by the Housing and Urban Development (HUD), Community Development Block Grant (CDBG) which is providing the Grant funding for these services. To comply with this mandate the evaluation factors and weight of each evaluation factor shall be:

<u>Evaluation</u>	<u>Maximum Raw Points</u>
1. Professional Qualifications	25
2. HUD Assessments/Plans/Reports	20
3. References from Previous Clients	15
4. HUD Previous Experience	10
5. Current/Projected Workload	10
6. Key Personnel	10
7. Ability to meet deadlines/budgets	5
8. Certified MBE or Section 3 Status	5
<u>Maximum Total Raw Points</u>	<u>100</u>

C.02 RANKING:

Review shall be conducted with responsible Proposers who may be reasonably susceptible of being selected for award, for the purposes of clarification to assure full understanding of and conformance to the solicitation requirements. Firms responding to this RFP shall be available for presentation/interviews to the Selection Committee and/or Board of County Commissioners upon notification from the Purchasing Office of the time and date determined by the County

Individual Selection Committee Members shall determine raw points for each proposer based on the evaluation factors listed in paragraph C.01. Only whole points will be assessed, and no more than the maximum raw points afforded to each evaluation factor.

To balance any extremes in the assignment of raw points by any Individual Selection Committee Member, the sum of the raw points will be used to determine a score as follows:

- highest raw point score = 10 points
- 2nd highest raw point score = 9 points
- 3rd highest raw point score = 8 points
- 4th highest raw point score = 7 points

and shall continue in similar progression for the number of proposers to be ranked.

The sum of the scores from each Individual Selection Committee Member shall be totaled. The Selection Committee's ranking shall be from the highest total score to the lowest, based on the sum of these scores. Ranking forms shall be recorded to document this process.

C.03 SELECTION FOR NEGOTIATION:

The proposers whose ability and proposals are determined to be the most advantageous to the County, taking into consideration the evaluation factors set forth in this Request For Proposal, shall be recommended for authorization to negotiate an agreement for the stated Scope Of Services.

C.04 AWARD

Award of an agreement is subject to the successful negotiations and the vote of the Board of County Commissioners to authorize execution of the agreement.

SECTION D: NEGOTIATION OF THE AGREEMENT

D.01 GENERAL:

The following general terms and conditions apply to the proposal submitted for consideration and the subsequent negotiations:

- a. The proposal will serve as a basis for negotiating an agreement.
- b. Upon submission, all proposals become the property of the County which has the right to use any or all ideas presented in any proposal submitted in response to this Request for Proposal whether or not the proposal is accepted.
- c. All products and papers produced in the course of this engagement become the property of the County upon termination or completion of the engagement.

D.02 AGREEMENT:

The selected proposer shall be required to negotiate a formal agreement, in a form acceptable to Manatee County.

Negotiated Agreements may or may not include all elements of this RFP or the resulting Successful proposal where alternative terms or conditions become more desirable to the County, and the parties agree to such terms.

The Manatee County Board of County Commissioners will be presented the negotiated agreement as the best and final offer for consideration of award and execution. The Board of County Commissioners shall determine if award of the agreement is to be: considered; rejected and direct further negotiations; rejected and terminate negotiations; or accepted, authorizing the County Administrator or his designee to execute the agreement.

SECTION E: SCOPE OF SERVICES

E.01 GENERAL OVERVIEW

The Scope of Services under this Request for Proposal includes but is not limited to the consulting services necessary to prepare various assessments/plans/reports such as Environmental Assessments, Annual Action Plans, Five-Year Consolidated Plans, Consolidated Annual Performance and Evaluation Reports (CAPER), Analysis of Impediments to Fair Housing Choice, or other similar documents that are required for recipients of federal funding by the Federal Government. The successful proposer must furnish the County with both hard copies and electronic copies of the finished product. Electronic copies must be provided in a format that is compatible with and can be manipulated by the Microsoft Office Software Suite.

A. Environmental Assessments

The U.S. Department of Housing and Urban Development (HUD) requires full Environmental Assessments for large projects, controversial projects or projects with findings of significant impacts. The Environmental Assessment addresses the need for a proposed project, alternatives to the project and the environmental impacts of both the proposed and alternative projects. Title 24, Part 58 of the Code of Federal Regulations outlines the requirements for an Environmental Assessment, which must be performed before using HUD funds on all projects that do not qualify as exempt or categorically excluded. At minimum, an Environmental Assessment should address the following:

- Airport Clear Zones
- Air Quality
- Coastal Zone Management
- Endangered Species
- Environmental Justice
- Explosive and Flammable Operations
- Farmland Protection
- Flood Insurance
- Floodplain Management and Wetlands Protection
- Hazardous, Toxic or Radioactive Substances
- Historical Properties
- Noise Abatement and Control
- Sole Source Aquifers
- Wild and Scenic Rivers

For additional information, please see the attachment entitled "Environmental Review Requirements" and/or HUD's website at www.hud.gov/offices/cpd/environment/review/.

B. Annual Action Plans

The Annual Action Plan serves as Manatee County's grant application to HUD for participation in the Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) Programs. In order to receive annual CDBG/HOME entitlement allocations, eligible communities must submit an Annual Action Plan each year, which is consistent with the eligible communities' Five-Year Consolidated Plan. The Annual Action Plan is required by Title 24, Part 91.220 of the Code of Federal Regulations, serves as a budget for expenditures for the program year, and at

minimum should include the following:

- Executive Summary
- Citizen Participation
- Resources
- Annual Objectives
- Description of Activities
- Geographic Distribution/Allocation Priorities
- Annual Affordable Housing Goals
- Public Housing
- Homeless and Special Needs
- Barriers to Affordable Housing
- Other Actions
- Program Specific Requirements
- CDBG
- HOME
- HOPWA (Housing Opportunities for Persons With Aids)
- ESG (Emergency Shelter Grants)

For additional information, please see the attachment entitled “Annual Action Plan” and/or HUD’s website at www.hud.gov/offices/cpd/about/conplan/toolsandguidance/cpmp/instructions/step3/.

C. Five-Year Consolidated Plans

Title I of the National Affordable Housing Act established the requirement for states and local governments applying for direct assistance under certain HUD programs to have a HUD approved Consolidated Plan. The Consolidated Plan is a collaborative process whereby a community establishes a unified vision for community development. The Consolidated Plan serves as a five-year strategic plan for housing, community development, community services and economic development activities funded through the CDBG Program. A complete Consolidated Plan contains information required by Title 24, Part 91.200 through Part 91.230 of the Code of Federal Regulations, and at minimum should include the following:

- Consolidated Plan Time Period
- Executive Summary
- Managing the Process
- Consultation
- Citizen Participation
- Housing and Homeless Needs
- Housing Needs
- Homeless Needs
- Non-Homeless Special Needs
- Lead-Based Paint
- Housing Market Analysis
- Housing Market Analysis
- Public and Assisted Housing
- Homeless Inventory
- Special Needs Facilities and Services
- Barriers to Affordable Housing

- Strategic Plan
- General Priority Needs Analysis and Strategies
- Specific Objectives
- Housing
- Priority Housing Needs
- Specific Objectives/Affordable Housing
- Public Housing Strategy
- Homeless
- Priority Homeless Needs
- Homeless Strategy
- Specific Objectives/Homeless
- Non-Homeless Special Needs
- Priority Non-Homeless Needs
- Specific Special Needs Objectives
- Community Development
- Priority Community Development Needs
- Specific Community Development Objectives
- Community Development/Public Facilities Objectives
- Community Improvements/Public Facilities Objectives
- Community Development/Public Services Objectives
- Community Development/Economic Development Objectives
- Neighborhood Revitalization Strategy Areas
- Barriers to Affordable Housing
- Lead-Based Paint
- Antipoverty Strategy
- Institutional Structure
- Coordination
- Monitoring
- Housing Opportunities for People with Aids (HOPWA)
- Specific HOPWA Objectives
- Other Narratives and Attachments
- Action Plan
- Executive Summary
- Citizen Participation
- Resources
- Annual Objectives
- Description of Activities
- Geographic Distribution/Allocation Priorities
- Annual Affordable Housing Goals
- Public Housing
- Homeless and Special Needs
- Barriers to Affordable Housing
- Other Actions
- Program Specific Requirements
- CDBG
- HOME
- HOPWA
- Other Narratives and Attachments

For additional information, please see the attachment entitled "Consolidated Plan" and/or HUD's website at www.hud.gov/offices/cpd/about/conplan/.

D. Consolidated Annual Performance and Evaluation Reports (CAPER)

HUD Grantees must submit a CAPER within 90 days after the end of their program year. The CAPER provides detailed financial and beneficiary information for the program year and explains how a jurisdiction is carrying out its housing and community development strategies, projects and activities. At minimum, the CAPER should include the following:

- Introduction
- Executive Summary
- Summary of Resources and Distribution of Funds
- Three – Five Year Plan Assessment of Progress
- Assessment of Annual Progress
- Affirmatively Furthering Fair Housing
- Affordable Housing
- Continuum of Care
- Other Actions in Strategic Plan or Action Plan Taken
- Leveraging Resources
- Citizen Comments
- Self Evaluation
- Monitoring
- Program Narratives for CDBG Funding Received
- Assessment of Relationship of CDBG Funds to Goals and Objectives
- Changes in Program Objectives
- Assessment of Efforts in Carrying Out Planned Actions
- Use of CDBG Funds for National Objectives
- Anti-displacement and Relocation
- Low/Mod Job Activities
- Program Income Received
- Prior Period Adjustments
- Loans and Other Receivables
- Lump Sum Agreements
- Neighborhood Revitalization Strategies
- Program Narratives for HOME Funding Received
- Assessment of Relationship of HOME Funds to Goals and Objectives
- HOME Match Report
- Home MBE and WBE Report
- Assessment
- Program Narratives for HOPWA Funding Received
- Assessment of Relationship of HOPWA Funds to Goals and Objectives
- Part 1: Grantee Executive Summary
- Grantee and Community Overview
- Annual Performance under the Action Plan
- Barrier and Trends Overview
- Unmet Housing Needs: Assessment of Unmet Housing Needs
- Part 2: Sources of Leveraging
- Part 3: Accomplishment Data – Planned Goal and Actual Outputs

- Part 4: Summary of Performance Outcomes
- Housing Stability: Assessment of Client Outcomes on Maintaining Housing Stability (Permanent Housing and Related Facilities)
- Prevention of Homelessness: Assessment of Client Outcomes on Reduced Risks of Homelessness (Short-Term Housing Assistance)
- HOPWA Outcomes on Access to Care and Support
- Part 5: Determining Housing Stability Outcomes
- Part 6: Certification of Continued Usage for HOPWA Facility-Based Stewardship Units (ONLY)
- Public Participation
- Other Attachments and Narratives

For additional information, please refer to the attachment entitled “End of Year Reporting” and/or HUD’s website at www.hud.gov/offices/cpd/about/conplan/toolsandguidance/cpmp/instructions/step4/.

E. Analysis of Impediments to Fair Housing Choice

Analysis of Impediments to Fair Housing Choice (AI) is a requirement of the Consolidated Plan (24 CFR 91). The regulations require that each jurisdiction submit a certification to HUD that it is affirmatively furthering fair housing by conducting an analysis of impediments to fair housing choice, taking actions to overcome the impediments identified, and maintaining records of the analysis and actions taken. The Analysis of Impediments to Fair Housing Choice must be updated at the beginning of a new Consolidated Plan five-year planning cycle. At minimum, the AI should include the following information:

- Introduction and Executive Summary of the Analysis
- Who Conducted
- Participants
- Methodology Used
- How Funded
- Conclusions
- Jurisdictional Background Data
- Demographic Data
- Income Data
- Employment Data
- Housing Profile
- Maps
- Other Relevant Data
- Evaluation of Jurisdiction’s Current Fair Housing Legal Status
- Fair housing complaints/compliance reviews resulting in a charge/finding of discrimination by the Secretary
- Fair housing suits filed by the Dept. of Justice or private plaintiffs
- Reasons for trends/patterns
- Discussion of other fair housing concerns/problems
- Identification of Impediments to Fair Housing Choice
- Assessment of Current Public and Private Fair Housing Programs and Activities in the Jurisdiction
- Conclusions and Recommendations
- Signature Page

For additional information, please refer to the attachment entitled "Fair Housing Planning Guide" and/or HUD's website at www.hud.gov/offices/fheo/images/fhpg.pdf

F. Other Requirements - Section 3 Clause (24CFR, Section 135.38)

SECTION 3 REQUIREMENTS

The purpose of Section 3 is to ensure that economic opportunities generated from HUD funded (partially or fully) projects will be directed to low- and very low-income persons. The following minimum thresholds have been set by HUD for determining compliance with Section 3 requirements:

1. All contractors/subcontractors must attempt to fill at least 30% of newly created positions with Section 3 residents.
2. All prime contractors must attempt to award at least 25% of the total cost all subcontracts for Section 3 covered contracts to Section 3 businesses.
3. A combination of 1 and 2 above

Demonstrating Compliance with Section 3 Resident Requirements

All contractors and subcontractors must attempt to provide training and/or employment opportunities, as prioritized below, for at least thirty percent (30%) of newly created positions required for the project:

- i. Section 3 residents residing in the service area or neighborhood in which the Section 3 covered project is located (category 1 residents)
- ii. Participants in HUD Youthbuild Programs (category 2 residents)
- iii. Homeless persons residing in the service area or neighborhood in which the Section 3 covered project is located
- iv. Other Section 3 residents

Demonstrating Compliance with Section 3 Business Requirements

All prime contractors must attempt to award subcontracts to Section 3 businesses whenever feasible, as prioritized below:

- i. A business that is 51 percent or more owned by Section 3 residents; or
- ii. A business whose permanent, full time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within 3 years of the date of first employment with the business were Section 3 residents; or
- iii. A business that provides evidence of a commitment to sub-contract in excess of 25 percent of the dollar award of all sub-contractors to be awarded to businesses that meet the qualifications set forth in paragraphs 1 & 2 above.

Manatee County is required to document Section 3 employment/training opportunities annually, on the Section 3 Summary Report, Economic Opportunities for Low- and Very Low Income Persons; Form HUD 60002 (Section H). Each contractor/subcontractor is required to assist Manatee County in HUD reporting requirements by submitting a Contractor and Subcontractor Report with the first certified payrolls for each project. During the duration of the project, subsequent reports may be required to document any additional Section 3 hiring.

All efforts undertaken by each contractor/subcontractor to meet Section 3 requirements must be documented, regardless of whether those efforts result in job training or creation. The proposer/bidder selected for this project will be required to submit a Section 3 Plan for each contractor/subcontractor, which includes but is not limited to all efforts that will be undertaken to address Section 3 requirements, such as names and payroll histories of existing employees that will be utilized for the project, hiring needs by job classification, and efforts to secure Section 3 business concerns/residents.

For assistance in obtaining Section 3 status, contractors can contact the Manatee County Neighborhood Services Department (Bill O'Shea) at (941) 748-4501, extension 6858 for information. Section 3 status is not a requirement for award of this contract, but will be given preference in award evaluation.

G. Compliance with Federal Laws

- a) Equal Employment Opportunity – Contractor is required to comply with EO 11246, “Equal Employment Opportunity,” as amended by E.O 11246, Equal Employment Opportunity,” as amended by E.O. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and as supplemented by regulations at 41 CFR, Part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”; and
- b) Copeland “Anti-Kickback” Act (18 U.S.C. 874 and 40 U.S. 276c) Contractor is required to comply with the Copeland “Anti-Kickback” Act (18 USC 874), as supplemented by Department of Labor Regulations (29 CFR Pat 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled; and
- c) Rights to Inventions Made Under a contract or agreement – Contractor is required to comply with 37 CFR part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by HUD; and
- d) Byrd Anti-Lobbying Amendment (31 U.S.C., 1352) – Contractor is required to file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or other award covered by 31 USC 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award ; and
- e) Debarment and Suspension (E.O.s 12549 and 12689 – No contract shall be made to parties listed on the General Services Administration’s List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, “Debarment and Suspension,” as set forth at 24 CFR part 24. This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O 12549. Contractors with awards that exceed the small purchase threshold shall provide

the required certification regarding its exclusion status and that of its principal employees; and

- f) Drug-Free Workplace Requirements – The Drug-Free Workplace Act of 1988 (42 U.S.C. 701) requires grantees (including individuals) of federal agencies, as a prior condition of being awarded a grant, to certify that they will provide drug-free workplaces. Contractor is required to comply with drug-free workplace requirements in accordance with the Act and with HUDs rules at 24 CFR part 24, subpart F; and
- g) Section 3 Clause - All Section 3 covered contracts shall include the following clause (referred to as the section 3 clause as stated in the RFP):
1. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
 2. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
 3. The contractor agrees to send each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 Clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
 4. The contractor agrees to include this Section 3 Clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 Clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
 5. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.

6. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

7. With respect to work performed in connection with Section 3 covered Indian housing assistance; Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned economic enterprises. Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

SECTION F

MANATEE COUNTY LOCAL PREFERENCE LAW AND VENDOR REGISTRATION

F.01 Vendor Registration

All vendors are encouraged to register with Manatee County using the on-line "Vendor Registration" web page on www.mymanatee.org.

Enclosed is a copy of the current Manatee County law that details the County's Local Preference and definition of a Local Business.

If you assert that your firm meets the stated definition of a Local Business, we ask that in addition to registering on the County's Web page, you fill out the attached "**Affidavit As To Local Business Form**" that is the **last page** in this section of the proposal, have the completed document notarized, and mail the original to the following address: Manatee County Administration Center, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205.

Your cooperation in registering your business with Manatee County will enhance our opportunities to identify sources for goods and services, plus identify Local Businesses. This information is used for soliciting quotations up to \$250,000.00 and for competitive solicitations of larger purchases.

You will note that Manatee County collaborates with the Manatee Chamber of Commerce, posting bids on www.manateechamber.com as well as using the same vendor categories for registration. Our staff can assist you with your registration as needed. Our office hours are 8:00 A.M. to 5:00 P.M., Monday through Friday on regular business days. Please call (941) 749-3014 if you wish to have a purchasing staff member assist you.

Quick steps to on line registration: **www.mymanatee.org**

A link to "Purchasing" is listed under the "Quick Links" on page one of this County Web Site. On the left hand side of the Purchasing Web page, click on "Vendor Registration."

This will bring up the Vendor Registration form for on-line input. Please note that the definition of a "Local Business" changed on March 17, 2009. The Web page will be updated to include the current Law which has been provided in this section of the **proposal**.

Thank you for reviewing this information and considering registering your business with Manatee County. Registration is not mandatory; however, by taking the time to register, you are helping the County to provide timely notifications of quotation, bid, and proposal opportunities to your business.

MANATEE COUNTY LOCAL PREFERENCE LAW AND VENDOR REGISTRATION

F.02 Section 2-26-6. Local preference, tie bids, local business defined.

- (a) Whenever a responsible local business bidder and a responsible non-local business bidder are found, upon the opening of bids, to have both submitted the lowest responsive bid, the bid of the local bidder shall be awarded the contract. Should more than one responsible local business bidder match the responsible non-local business bidder's lowest responsive bid, or should no responsible local business bidder match the lowest responsive bid but two or more responsible non-local business bidders submit lowest responsive bids for equal amounts, then the award of the contract shall be determined by a chance drawing, coin toss, or similar tie-breaking method conducted by the purchasing office and open to the public. Any bidders seeking to be recognized as local businesses for purposes of this local business preference provision may be required by the terms of the bid announcement to certify they meet the definition of local business set forth in this section, and to register as a local business with the county in the manner prescribed by the county to facilitate the county's ability to track the award of contracts to local businesses and to allow the county to provide future notifications to its local businesses concerning other bidding opportunities.
- (b) Nothing herein shall be deemed to prohibit the inclusion of requirements with respect to operating and maintaining a local place of business in any invitation for bids when the bidder's location materially affects the provisions of the services or supplies that are required by the invitation.
- (c) Local business is defined as a business legally authorized to engage in the sale of the goods and/or services to be procured, and which certifies within its bid that for at least six (6) months prior to the announcement of the solicitation of bids it has maintained a physical place of business in Manatee, Desoto, Hardee, Hillsborough, Pinellas or Sarasota County with at least one full-time employees at that location.
- (d) Each solicitation for bids made by the county shall contain terms expressly describing the local business preference policies of the county, and shall provide that by electing to submit a bid pursuant to a request for bids, all bidders are deemed to understand and agree to those policies.**
- (e) For all contracts for architecture, professional engineering, or other professional services governed by Florida Statute § 287.055, the Consultants' Competitive Negotiation Act, the county shall include the local business status of a firm among the factors considered when selecting which firms are "most highly qualified." In determining which firm is the "most qualified" for purposes of negotiating a satisfactory contract, preference shall be given to a local business where all other relevant factors are equal.
- (f) Local preference shall not apply to the following categories of contracts:
1. Goods or services provided under a cooperative purchasing agreement or similar "piggyback" contract;
 2. Contracts for professional services subject to Florida Statute § 287.055, the Consultants' Competitive Negotiation Act, except as provided for in subsection (e) above;

F.02 Section 2-26-6. Local preference, (CONTINUED)

(f) Local preference shall not apply to the following categories of contracts continued)

3. Purchases or contracts which are funded, in whole or in part, by a governmental or other funding entity, where the terms and conditions of receipt of the funds prohibit the preference;

4. Purchases or contracts made pursuant to a non-competitive award process, unless otherwise provided by this section;

5. Any bid announcement which specifically provides that the general local preference policies set forth in this section are suspended due to the unique nature of the goods or services sought, the existence of an emergency as found by either the county commission or county administrator, or where such suspension is, in the opinion of the county attorney, required by law.

(g) To qualify for local preference under this section, **a local business must certify to the County that it:**

1. Has not within the five years prior to the bid announcement admitted guilt or been found guilty by any court or state or federal regulatory enforcement agency of violation of any criminal law, or a law or administrative regulation regarding fraud;

2. Is not currently subject to an unresolved citation or notice of violation of any Manatee County Code provision, except citations or notices which are the subject of a current legal appeal, as of the date of the bid announcement;

3. Is not delinquent in the payment of any fines, liens, assessments, fees or taxes to any governmental unit or taxing authority within Manatee County, except any such sums which are the subject of a current legal appeal.

Ref: Ordinance 09-21 and 09-23 **PASSED AND DULY ADOPTED** in open session, with a quorum present and voting, on the 17th day of March, 2009.

MANATEE COUNTY GOVERNMENT AFFIDAVIT AS TO LOCAL BUSINESS

(Complete and Initial Items B-F)

A. Authorized Representative

I, [name] _____, am the [title] _____

and the duly authorized representative of: [name of business] _____
_____ and that I possess direct personal knowledge to make informed responses to these certifications and the legal authority to make this Affidavit on behalf of myself and the business for which I am acting; and by electing to submit a **proposal** pursuant to this **Request For Proposals**, shall be deemed to understand and agree to the local business preference policies of Manatee County; and that I have the direct knowledge to state that this firm complies with all of the following conditions to be considered to be a Local Business as required by the Manatee County Code of Law, Section 2-26-6.

B. Place of Business: I certify that the above business is legally authorized to engage in the sale of goods and/or services and has a physical place of business in Manatee, DeSoto, Hardee, Hillsborough, Pinellas or Sarasota County with at least one (1) fulltime employee at that location. The physical address of the location which meets the above criteria is:

_____ [Initial] _____

C. Business History: I certify that business operations began at the above physical address with at least one fulltime employee on [date] _____ [Initial] _____

D. Criminal Violations: I certify that within the past five years of the date of this **proposal** announcement, this business has not admitted guilt nor been found guilty by any court or local, state or federal regulatory enforcement agency of violation of any criminal law or administrative regulation regarding fraud. [Initial] _____

E. Citations or Code Violations: I certify that this business is not currently subject to any unresolved citation or notice of violation of any Manatee County Code provision, with the exception of citations or notices which are the subject of a legal current appeal within the date of this **proposal** announcement. [Initial] _____

F. Fees and Taxes: I certify that within this business is not delinquent in the payment of fines, liens, assessments, fees or taxes to any governmental unit or taxing authority within Manatee County, with the exception of those which are the subject of a legal current appeal. [Initial] _____

Each of the above certifications is required to meet the qualification of "Local Business" under Manatee County Code of Law, 2-26-6. Signature of Affiant _____

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by (name of person making statement).

(Notary Seal) Signature of Notary: _____

Name of Notary (Typed or Printed) _____

Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____

Submit executed copy to Manatee County Purchasing, Suite 803, 1112 Manatee Avenue W., Bradenton, FL 34205

PROPOSAL SIGNATURE FORM
RFP #10-3446FL

Firm Name

Mailing Address:

City, State, Zip Code

() _____
Telephone Number

The undersigned attests to his (her, their) authority to submit this proposal and to bind the firm herein named to perform as per agreement. If the firm is selected by the County the undersigned certifies that he/she will negotiate in good faith to establish an agreement to provide an HUD for assessments, planning and reports according to the requirements of this RFP #10-3446FL

Signature

Witness Signature

Date: _____

Date: _____

Name and Title of Above Signer

Name and Title of Above Signer

Address of any branch office
proposed to service Manatee County other than above

Name and Title of Firm's Representative for Manatee County

Telephone Number of Firm's Representative for Manatee County

ATTACHMENT "A"

Drug Free Work Place Certification

SWORN STATEMENT PURSUANT TO RESOLUTION R-93-22, ON DRUG FREE WORK PLACES

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

This sworn statement is submitted to the Manatee County Board of County Commissioners by:

_____ for _____
[print individual's name and title] [print name of entity submitting sworn statement]

whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____ (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____)

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to the County that it will provide a drug free work place by:

(1) providing a written statement to each employee notifying such employee that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance as defined by §893.02(4), Florida Statutes, as the same may be amended from time to time, in the person's or entity's work place is prohibited specifying the actions that will be taken against employees for violation of such prohibition. Such written statement shall inform employees about:

- (i) the dangers of drug abuse in the work place;
- (ii) the person's or entity's policy of maintaining a drug free environment at all its work places, including but not limited to all locations where employees perform any task relating to any portion of such contract, business transaction or grant;
- (iii) any available drug counseling, rehabilitation, and employee assistance programs; and
- (iv) the penalties that may be imposed upon employees for drug abuse violations.

(2) Requiring the employee to sign a copy of such written statement to acknowledge his or her receipt of same and advice as to the specifics of such policy. Such person or entity shall retain the statements signed by its employees. Such person or entity shall also post in a prominent place at all of its work places a written statement of its policy containing the foregoing elements (i) through (iv).

(3) Notifying the employee in the statement required by subsection (1) that as a condition of employment the employee will:

- (i) abide by the terms of the statement; and
- (ii) notify the employer of any criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after such a conviction.

(4) Notifying the County within ten (10) days after receiving notice under subsection (3) from an employee or otherwise receiving actual notice of such conviction.

(5) Imposing appropriate personnel action against such employee up to and including termination; or requiring such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

(6) Making a good faith effort to continue to maintain a drug free work place through implementation of sections (1) through (5) stated above.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT:

- (1) Such person or entity has made false certification.
- (2) Such person or entity violates such certification by failing to carry out the requirements of sections (1), (2), (3), (4), (5), or (6) or Resolution R-01-36 Section 4, E (1) (a) or
- (3) Such a number of employees of such person or entity have been convicted of violations occurring in the work place as to indicate that such person or entity has failed to make a good faith effort to provide a drug free work place as required by Resolution R-01-36 Section 4, E (1) (a).

[Signature]

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20____ by _____.

Personally known _____ OR Produced identification) _____
(Type of identification)

Notary Public Signature My commission expires _____

[Print, type or stamp Commissioned name of Notary Public]

ATTACHMENT "B"

PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

SWORN STATEMENT PURSUANT TO
MANATEE COUNTY CODE OF LAW

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

This sworn statement is submitted to the Manatee County Board of County Commissioners by _____
[print individual's name and title]

_____ for _____
[print name of entity submitting sworn statement]

whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____. If the entity has no

FEIN, include the Social Security Number of the individual signing this sworn statement: _____

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to the County that it has not:

(1) been convicted of bribery or attempting to bribe a public officer or employee of Manatee County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or

(2) been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or

(3) been convicted of a violation of an environmental law that, in the sole opinion of the County's Purchasing Director, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or

(4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or

(5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such and entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors. For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests among family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to the County's Purchasing Director. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the County.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT **SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.**

[Signature]

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20____ by _____.

Personally known _____ OR Produced identification _____
[Type of identification]

Notary Public Signature My commission expires _____

[Print, type or stamp Commissioned name of Notary Public]

Signatory Requirement - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

ATTACHMENT "C"

REFERENCE DOCUMENTS WEBSITE AVAILABILITY

1. "Environmental Review Requirements" HUD's website at:
www.hud.gov/offices/cpd/environment/review/.
2. "Annual Action Plan" HUD's website at:
www.hud.gov/offices/cpd/about/conplan/toolsandguidance/cpmp/instructions/step3/.
3. "Consolidated Plan" HUD's website at:
www.hud.gov/offices/cpd/about/conplan/.
4. "End of Year Reporting" HUD's website at:
www.hud.gov/offices/cpd/about/conplan/toolsandguidance/cpmp/instructions/step4/.
5. "Fair Housing Planning Guide" HUD's website at:
www.hud.gov/offices/fheo/images/fhpg.pdf