

May 3, 2024

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA

ADDENDUM #2

**RFP 24-360, SHIP Funds Supporting Multi-Family Rental Development
Projects**

This addendum is issued to clarify, add to, revise and/or delete items of the RFP Documents for this work. This Addendum is a part of the RFP Documents and acknowledgment of its receipt should be noted on the Addendum.

Contained within this addendum: Clarifications, questions, and answers.

Michael Guerrero
Sr. Procurement Analyst
Procurement Division

This Addendum sheet should be signed and returned with your submittal. This is the only acknowledgment required.

Signature: _____

Printed Name: __ _____

Title: __

Company: _____

RFP 24-360, SHIP Funds Supporting Multi-Family Rental Development Addendum #2 (Continued)

Questions and Answers:

Question 1: The RFP submittal instructions on pages 9 and 10 detail what is required for Tabs 1-4. There are 4 forms on pages 25,26,30 and 31 that I do not see referenced in any of the tabs. Should these be included in a specific Tab or as a separate upload?

Answer: You may include them behind tab 4.

Question 2: The first sentence of page 5 of the RFP has a due date of May 1st and everywhere else has May 8th as the date.

Answer: The proposals are due on May 8, 2024, prior to 2:00 p.m. EST.

Question 3: Does the requirement in the RFP "Loan awards will be contingent upon the applicant's project being fully funded by all other sources being pursued" intends that the applicant must have been awarded additional funding sources, such as Low-Income Tax Credits, prior to submitting the application to meet the specified criteria?

Answer: Yes, other sources being pursued such as LIHTC applications submitted to the FHFC for approval, or SAIL loans. The applicant's pro forma should reflect all funding sources.

Question 4: If the applicant is selected, what is the deadline to expend the SAIL funds?

Answer: Polk County is using SHIP funds for these loans. The contract between the developer and Polk County, must be in place by September 30, 2024. The final internal expenditure deadline for these SHIP funds is June 30, 2026.

Question 5: Can one (1) developer submit two (2) separate RFPs for two (2) different projects?

Answer: Yes.

Question 6: For the ten (10) units required to be set aside for the Homeless Coalition of Polk County, can those be earmarked through an approved FHFC Referral Agency such as Peace River?

Answer: No. The selected Developer or Management Company must work with the Polk County Homeless Coalition's Coordinated Entry System.

Question 7: Attachment A, questions 19 through 27 are duplicated. Could you please let us know if you would like us to answer the questions twice or if I should omit the duplicate questions?

Answer: You are correct. Please do not answer questions 19-27.