



March 13, 2019

ITN GM 44-19

Affordable Housing Rental Management Services

This addendum is to address questions posed by vendors and update management housing list. The opening date for this ITN remains March 18, 2019 at 3:00 P.M.

Section 1-Scope of Services has been updated/revised as follows:

Fifty (50) two-story townhome units located in Crestview, Florida (Rolling Pines Townhome complex at the end of East Redstone Avenue in Crestview) (Properties are within a quarter mile of each other but not contiguous)

Two (2) detached single-family homes located in Crestview, Florida

Twelve (12) two-story multifamily units located in Ft Walton Beach (Palm Village-located on a single 3.79 acre site on Palm Villa Circle off Patrick Drive)

1. Is it possible to get a YTD P&L statement for 2018? The one attached was only for the month of December and it is difficult to get a view of the overall income and expenditures from one month- especially one at the end of a year. In preparing a budget a look at the previous years' expenditures would be helpful. **Response:** *The County cannot at this time provide the information in the format requested. However, the attached summary report includes revenues and expenses for each unit from the beginning of the program through the second quarter of FY 19.*
2. As of December, how many of the units were vacant and rentable and how many were vacant and non-rentable (ie in need of repairs etc.)? **Response:** *As of December 31, 2018 there were 9 empty units. The County is working to ascertain the reasons for the vacancies; however, that information is not available as of this writing.*
3. How much is the total of the "Potential Rent" for all rentable units? This is the total market rent of all units. **Response:** *Units rent from \$417.00 – \$900.00 a month. This can change depending on the tenants' income. OCDC had a total income for 2018 of \$563,860.*

4. How much of the “Potential Rent” was lost due to “Vacancy Loss” (empty units) and how much was due to “Delinquency Loss” (uncollected rent)? **Response:** *This information is not available.*
5. Currently, what is the delinquency status?
- How many are delinquent but <30 days? (not in eviction)
 - How many are delinquent >30 days? (not in eviction)
 - How many are under active eviction proceedings?

Response: *This information is not currently available.*

6. There is a very large expense for “Maintenance Payroll” Is this charge for a county employee or for an employee the vendor hired to maintain the county properties, but worked for the vendor? **Response:** *This is neither County employee nor vendor hired by the previous property manager. The previous property manager had internal staff that did the maintenance.*

7. There is a very large charge for “Service Contracts” what falls under this category and is the \$28k the annual contract costs or a monthly recurring charge? This is where a year view of the P&L would be helpful. **Response:** *Service contracts were annual contracts (lawn maintenance) and service calls (HVAC) for services and maintenance not performed by the previous property manager’s own staff. However, the County can provide a summary report that includes revenues and expenses for each unit from the beginning of the program through the second quarter of FY 19.*

- When do the contracts expire and would they roll over to new management? **Response:** *All contracts will be terminated.*
- Would the new vendor have to budget for this expense and be required to continue with these contracts? **Response:** *Contracts are terminated. The services the new vendor would need to provide are listed in the ITN.*

8. How many rentals are currently vacant? **Response:** *As of January 31 there are 12 empty units.*

9. Of the units vacant, what are the reasons (reno, repairs, currently on the market to rent etc.)? **Response:** *As of this writing the County does not have that specific information available yet. However, information that is available indicates that it is a mixture of reasons.*

10. Are these rentals available for anyone or are they only available to tenant’s that are a part of an affordable housing program or have a capped income? Are there any ratios that must be maintained? **Response:** *The units are for low-income individuals/families that must be income certified by the County before property manager can rent. The program follows the current Income Limits provided by Florida Housing Finance Corporation.*

11. Can tenants be held liable for damages during their tenancy? Example: Item stuck in the sewage line caused by the tenant. Can the tenant be charged for that repair and be subject to eviction if not paid or subsequent neglect continues to happen? **Response:** *The current leases, which are being assumed, states that the resident is responsible for damages caused by them or their guests. It is the County's intention to continue this practice. It will be the Contractor's responsibility to collect the cost of the damages from the resident.*

12. When dealing with nonpayment of rent (or charges) and non-compliance issues, will they be expected to be handled according to FL Chapter 83 (landlord and tenant) or is additional leniency provided? If special/additional steps are required, what are those steps? **Response:** *The County does not have a procedure in place at this time, and intends that respondents to the ITN will include as part of their response a recommended policy and procedure for non-compliance issues. The policy and procedure are subject to negotiation through this ITN process. The former property manager used the following guidelines which are currently still in effect:*

a) Rent is due on the first (1st) of each month and late on the fifth (5th), a late fee will be assessed on the sixth (6th) if rent is not paid by close of business on the fifth (5th) of each month. a. Three day notices will be posted and signed by the Executive Director and the property manager.

b) Only one monthly payment will be forgiven for each tenant if needed. This is a one-time forgiveness, unless the tenant left and reapplied.

c) One payment arrangement is allowed once per twelve (12) months.

d) After two (2) months of no payment with any communication and after failed payment arrangements. OCDC will begin eviction proceedings.

13. Are the lease terms for 1 year? **Response:** *Yes*

14. Whose lease (and addendums) will be used? **Response:** *Current leases in place will be assumed. Lease and addendums for new leases can be negotiated.*

NSP Program Income Life-to-Date Report

Please see instructions on tab labeled "Instructions" within this workbook.

	Date form completed:	1/31/2019
1)	Local Government:	Okaloosa County BCC
2)	Contract #:	10DB-4X-01-56-01-F 18
3)	Contract Closeout Date:	3/31/2016
4)	Primary Contact Person:	Abra McGill
5)	Telephone #:	850-609-7024
6)	Secondary Contact Person:	Jane Evans
7)	Telephone #:	850-609-7521

22) Total Life to Date Program Income Balance:
\$ 534,802.84

		As of December 31, 2018			
	12) Property Location Address	8) Name of Activity	9) Life to Date Program Income Earned	10) Life to Date Program Income Expended	11) Balance
1	301 Dahlquist	14A - NSP Rehab SF Rentals 120%	76,436.89	48,602.66	\$ 27,834.23
2	309 Dahlquist	14A - NSP Rehab SF Rentals 120%	65,938.84	61,912.08	\$ 4,026.76
3	2071 Villa Palms	14B - NSP Rehab (MF) Rental 120%	3,315.00	4,856.49	\$ (1,541.49)
4	2073 Villa Palms	14B - NSP Set-Aside Housing (MF) Rehab	10,358.00	5,323.95	\$ 5,034.05
5	2075 Villa Palms	14B - NSP Rehab (MF) Rental 120%	7,057.16	4,939.37	\$ 2,117.79
6	2077 Villa Palms	14B - NSP Rehab (MF) Rental 120%	8,410.00	5,685.97	\$ 2,724.03
7	2079 Villa Palms	14B - NSP Rehab (MF) Rental 120%	7,788.38	5,846.16	\$ 1,942.22
8	2081 Villa Palms	14B - NSP Rehab (MF) Rental 120%	9,760.00	8,825.19	\$ 934.81
9	2085 Villa Palms	14A - NSP Rehab SF Rentals 120%	62,541.04	33,349.47	\$ 29,191.57
10	2087 Villa Palms	14A - NSP Rehab SF Rentals 120%	54,186.62	38,599.33	\$ 15,587.29
11	2089 Villa Palms	14A - NSP Rehab SF Rentals 120%	62,760.37	43,488.31	\$ 19,272.06
12	2091 Villa Palms	14A - NSP Rehab SF Rentals 120%	63,568.74	31,581.20	\$ 31,987.54
13	2093 Villa Palms	14A - NSP Rehab SF Rentals 120%	16,904.87	24,467.02	\$ (7,562.15)
14	2095 Villa Palms	14A - NSP Set-Aside Housing (SF) Rehab	59,907.43	49,097.50	\$ 10,809.93
15	Palm Village Land	01 - NSP Acquisition-Land Bank		112,978.97	\$ (112,978.97)
16	372 Crooked Pine	14A - NSP Rehab SF Rentals 120%	49,588.55	33,345.23	\$ 16,243.32
17	374 Crooked Pine	14A - NSP Rehab SF Rentals 120%	44,409.91	41,588.57	\$ 2,821.34
18	376 Crooked Pine	14A - NSP Set-Aside Housing (SF) Rehab	46,283.20	32,297.03	\$ 13,986.17
19	378 Crooked Pine	14A - NSP Rehab SF Rentals 120%	37,737.20	42,750.43	\$ (5,013.23)
20	380 Crooked Pine	14A - NSP Set-Aside Housing (SF) Rehab	41,460.70	37,753.69	\$ 3,707.01
21	382 Crooked Pine	14A - NSP Set-Aside Housing (SF) Rehab	41,064.43	33,196.70	\$ 7,867.73
22	384 Crooked Pine	14A - NSP Set-Aside Housing (SF) Rehab	43,273.00	29,977.03	\$ 13,295.97
23	386 Crooked Pine	14A - NSP Rehab SF Rentals 120%	41,321.91	23,712.36	\$ 17,609.55
24	226 Swaying Pine	14A - NSP Rehab SF Rentals 120%	44,566.00	33,721.68	\$ 10,844.32
25	228 Swaying Pine	14A - NSP Rehab SF Rentals 120%	50,368.07	32,815.06	\$ 17,553.01
26	230 Swaying Pine	14A - NSP Rehab SF Rentals 120%	45,603.34	51,704.73	\$ (6,101.39)
27	154 Swaying Pine	14A - NSP Rehab SF Rentals 120%	51,070.00	25,301.93	\$ 25,768.07
28	174 Swaying Pine	14A - NSP Rehab SF Rentals 120%	45,412.50	40,074.12	\$ 5,338.38
29	188 Swaying Pine	14A - NSP Rehab SF Rentals 120%	45,746.30	60,370.94	\$ (14,624.64)
30	190 Swaying Pine	14A - NSP Set-Aside Housing (SF) Rehab	62,474.00	26,683.87	\$ 35,790.13
31	194 Swaying Pine	14A - NSP Rehab SF Rentals 120%	52,003.28	41,299.83	\$ 10,703.45
32	196 Swaying Pine	14A - NSP Rehab SF Rentals 120%	47,850.00	41,228.36	\$ 6,621.64
33	198 Swaying Pine	14A - NSP Rehab SF Rentals 120%	51,902.00	22,077.49	\$ 29,824.51
34	208 Swaying Pine	14A - NSP Rehab SF Rentals 120%	51,258.68	33,512.44	\$ 17,746.24
35	212 Swaying Pine	14A - NSP Rehab SF Rentals 120%	50,377.50	44,675.17	\$ 5,702.33
36	214 Swaying Pine	14A - NSP Set-Aside Housing (SF) Rehab	44,712.84	38,999.68	\$ 5,713.16
37	216 Swaying Pine	14A - NSP Set-Aside Housing (SF) Rehab	28,180.73	33,445.89	\$ (5,265.16)
38	220 Swaying Pine	14A - NSP Set-Aside Housing (SF) Rehab	55,385.00	30,981.49	\$ 24,403.51
39	224 Swaying Pine	14A - NSP Rehab SF Rentals 120%	53,755.00	25,484.23	\$ 28,270.77
40	236 Swaying Pine	14A - NSP Set-Aside Housing (SF) Rehab	50,683.30	32,025.99	\$ 18,657.31
41	238 Swaying Pine	14A - NSP Rehab SF Rentals 120%	47,218.50	19,661.57	\$ 27,556.93
42	242 Swaying Pine	14A - NSP Set-Aside Housing (SF) Rehab	55,653.22	38,274.11	\$ 17,379.11
43	248 Swaying Pine	14A - NSP Rehab SF Rentals 120%	44,838.68	33,298.88	\$ 11,539.80
44	252 Swaying Pine	14A - NSP Rehab SF Rentals 120%	44,482.38	51,594.82	\$ (7,112.44)
45	256 Swaying Pine	14A - NSP Rehab SF Rentals 120%	45,742.00	47,467.58	\$ (1,725.58)
46	258 Swaying Pine	14A - NSP Rehab SF Rentals 120%	56,180.26	38,423.00	\$ 17,757.26
47	262 Swaying Pine	14A - NSP Rehab SF Rentals 120%	49,249.50	33,548.93	\$ 15,700.57
48	285 Swaying Pine	14A - NSP Set-Aside Housing (SF) Rehab	51,934.07	27,193.09	\$ 24,740.98
49	297 Swaying Pine	14A - NSP Set-Aside Housing (SF) Rehab	50,399.00	26,676.33	\$ 23,722.67

	12) Property Location Address	8) Name of Activity	9) Life to Date Program Income Earned	10) Life to Date Program Income Expended	11) Balance
50	320 Crooked Pine	14A - NSP Set-Aside Housing (SF) Rehab	41,500.25	32,054.11	\$ 9,446.14
51	326 Crooked Pine	14A - NSP Rehab SF Rentals 120%	52,017.50	26,029.97	\$ 25,987.53
52	328 Crooked Pine	14A - NSP Set-Aside Housing (SF) Rehab	52,428.00	27,389.56	\$ 25,038.44
53	330 Crooked Pine	14A - NSP Rehab SF Rentals 120%	48,911.37	36,821.30	\$ 12,090.07
54	332 Crooked Pine	14A - NSP Rehab SF Rentals 120%	47,642.00	35,081.66	\$ 12,560.34
55	358 Crooked Pine	14A - NSP Rehab SF Rentals 120%	49,408.50	21,383.08	\$ 28,025.42
56	360 Crooked Pine	14A - NSP Set-Aside Housing (SF) Rehab	44,874.37	26,066.75	\$ 18,807.62
57	362 Crooked Pine	14A - NSP Rehab SF Rentals 120%	55,594.98	30,485.39	\$ 25,109.59
58	364 Crooked Pine	14A - NSP Set-Aside Housing (SF) Rehab	48,206.50	32,062.70	\$ 16,143.80
59	366 Crooked Pine	14A - NSP Rehab SF Rentals 120%	47,370.85	29,581.24	\$ 17,789.61
60	368 Crooked Pine	14A - NSP Rehab SF Rentals 120%	55,378.52	27,975.63	\$ 27,402.89
61	373 Crooked Pine	14A - NSP Set-Aside Housing (SF) Rehab	46,738.64	44,271.57	\$ 2,467.07
62	375 Crooked Pine	14A - NSP Rehab SF Rentals 120%	43,058.91	32,979.37	\$ 10,079.54
63	390 Crooked Pine	14A - NSP Set-Aside Housing (SF) Rehab	44,754.98	33,988.50	\$ 10,766.48
64	392 Crooked Pine	14A - NSP Set-Aside Housing (SF) Rehab	31,506.50	28,614.01	\$ 2,892.49
65	394 Crooked Pine	14A - NSP Set-Aside Housing (SF) Rehab	35,679.05	40,403.53	\$ (4,724.48)
66	400 Crooked Pine	14A - NSP Set-Aside Housing (SF) Rehab	46,087.02	29,193.27	\$ 16,893.75
67	401 Crooked Pine	14A - NSP Rehab SF Rentals 120%	52,584.38	30,344.99	\$ 22,239.39
68	402 Crooked Pine	14A - NSP Set-Aside Housing (SF) Rehab	49,570.00	27,535.47	\$ 22,034.53
69	404 Crooked Pine	14A - NSP Rehab SF Rentals 120%	55,264.69	21,157.91	\$ 34,106.78
70	408 Crooked Pine	14A - NSP Rehab SF Rentals 120%	44,955.50	42,324.83	\$ 2,630.67
71	418 Crooked Pine	14A - NSP Rehab SF Rentals 120%	47,423.13	27,469.07	\$ 19,954.06
72	420 Crooked Pine	14A - NSP Rehab SF Rentals 120%	50,233.00	22,214.40	\$ 28,018.60
73	422 Crooked Pine	14A - NSP Rehab SF Rentals 120%	41,521.16	41,089.22	\$ 431.94
74	424 Crooked Pine	14A - NSP Rehab SF Rentals 120%	47,641.00	23,304.78	\$ 24,336.22
75	426 Crooked Pine	14A - NSP Rehab SF Rentals 120%	47,311.94	23,366.29	\$ 23,945.65
76	430 Crooked Pine	14A - NSP Set-Aside Housing (SF) Rehab	51,552.36	36,610.23	\$ 14,942.13
77	Greg Chapel Rolling Pines Other	14A - NSP Rehab SF Rentals 120%	1,227.97	2,106.25	\$ (878.28)
78	Rolling Pines Other	14A - NSP Rehab SF Rentals 120%	1,406.50	23,041.07	\$ (21,634.57)
79	Unclassified	14A - NSP Rehab SF Rentals 120%	(16,825.33)	430,079.55	\$ (446,904.88)
80	Palm Village Other	14A - NSP Rehab SF Rentals 120%		40,656.62	\$ (40,656.62)
81	Reserve Acct	14A - NSP Rehab SF Rentals 120%	300,257.66	551,367.48	\$ (251,109.82)
82	Macedonia Rolling Pines Other	14A - NSP Rehab SF Rentals 120%		363.00	\$ (363.00)
83	Rolling Pine HOA	14A - NSP Rehab SF Rentals 120%		93.65	\$ (93.65)
84	OCDC Rolling Pines Other	14A - NSP Rehab SF Rentals 120%		8,072.22	\$ (8,072.22)
85	Tools	14A - NSP Rehab SF Rentals 120%		10,164.79	\$ (10,164.79)
86	Palm Village Build Out	14A - NSP Rehab SF Rentals 120%	694,088.14	275,226.21	\$ 418,861.93
88					