Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 10(D)(1)(A)

05-08-07

RESOLUTION NO. R-581-07

OFFICIAL FILE COPY
CLERK OF THE BOARD
OF COUNTY COMMISSIONERS
MIAMI-DADE COUNTY, FLORIDA

RESOLUTION APPROVING THE FORM OF AND AUTHORIZING EXECUTION OF AGREEMENT WITH FIRST HOUSING DEVELOPMENT CORPORATION OF FLORIDA AND CITY-WIDE ASSOCIATES, INC. FOR COMPLIANCE MONITORING SERVICES TO HOUSING FINANCE AUTHORITY OF MIAMI-DADE COUNTY

WHEREAS, the Housing Finance Authority of Miami-Dade County ("Authority") desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference; and

WHEREAS, Section 2-191.7(C) of the Code of Miami-Dade County requires that all Authority contracts first be approved by resolution of this Board,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that the Board approves the agreement between the Authority and First Housing Development Corporation of Florida and City-Wide Associates, Inc., for Compliance Monitoring Services in an amount not to exceed $44,000.00 annually in substantially the form attached hereto and made apart hereof; and authorizes the Authority, through its Chairman or other authorized officer, to execute same for and on behalf of the Authority, subject to proper execution by the other party thereto.

MEMORANDUM
(Revised)

TO: Honorable Chairman Bruno A. Barreiro and Members, Board of County Commissioners

DATE: May 8, 2007

FROM: Murray A. Greenberg
County Attorney

SUBJECT: Agenda Item No. 10(D)(1)(A)

Please note any items checked.

_____ **"4-Day Rule" ("3-Day Rule" for committees) applicable if raised**

_____ **6 weeks required between first reading and public hearing**

_____ **4 weeks notification to municipal officials required prior to public hearing**

_____ **Decreases revenues or increases expenditures without balancing budget**

_____ **Budget required**

_____ **Statement of fiscal impact required**

_____ **Bid waiver requiring County Manager's written recommendation**

_____ **Ordinance creating a new board requires detailed County Manager's report for public hearing**

_____ **Housekeeping item (no policy decision required)**

_____ **No committee review**

RS

The foregoing resolution was offered by Commissioner Joe A. Martinez, who moved its adoption. The motion was seconded by Commissioner Dennis C. Moss and upon being put to a vote, the vote was as follows:

Bruno A. Barreiro, Chairman aye
Barbara J. Jordan, Vice-Chairwoman aye

Jose "Pepe" Diaz	absent	Audrey M. Edmonson	aye
Carlos A. Gimenez	aye	Sally A. Heyman	aye
Joe A. Martinez	aye	Dennis C. Moss	aye
Dorrin D. Rolle	aye	Natacha Seijas	aye
Katy Sorenson	aye	Rebeca Sosa	aye
Sen. Javier D. Souto	absent		

The Chairperson thereupon declared the resolution duly passed and adopted this 8th day of May, 2007. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF COUNTY
COMMISSIONERS

HARVEY RUVIN, CLERK

By: KAY SULLIVAN
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency. dsh

David Stephen Hope

First Housing

MAR - 5
HOUSING FINANCE AUTHORITY OF DADE COUNTY

March 1, 2007

Ms. Patricia Braynon, Director
Housing Finance Authority of Miami-Dade County, Florida
25 West Flager Street
Suite 950
Miami, FL 33130

Re: Proposal for Compliance Monitoring Services
Submission deadline March 5, 2007

Dear Ms. Braynon:

It is with pleasure that First Housing Development Corporation of Florida (a Florida Corporation) submits this proposal to provide compliance monitoring for the Housing Finance Authority of Miami-Dade County. First Housing is currently monitoring the Bond Program for Housing Finance Authority of Miami-Dade County (HFA) and is confident in its ability to perform the enclosed services as required in this request for proposal. We understand the term will be for a one year term with a five (5) year maximum renewal contingent upon satisfactory performance.

Should you have any questions or require other information, please contact either Cynthia Brooks (see below) or myself (813) 948-2047; swillis@firsthousingfl.com.

Contact
Cynthia Brooks, Vice President
First Housing
1715 N. Westshore Blvd., Suite 700
Tampa, FL 33607
(813) 289-9410

Sincerely,

Susan D. Willis
Senior Vice President

SDW/kj

encl.

1715 N. West Shore Boulevard
Suite 700/Tampa, FL 33607-3922
1-800-967-9410
(813) 289-9410 / Fax (813) 289-5580
www.firsthousingfl.com

Memorandum

MIAMI-DADE COUNTY

Date:	May 8, 2007
To:	Honorable Chairman Bruno A. Barreiro and Members, Board of County Commissioners
From:	George M. Burgess County Manager
Subject:	Resolution regarding the Agreement between the HFA and First Housing Development Corporation of Florida And City-Wide Associates, Inc.

Agenda Item No. 10(D)(1)(A)

RECOMMENDATION

It is recommended that the Board of County Commissioners approve an agreement to be entered into by the Housing Finance Authority of Miami-Dade County (HFA) and First Housing Development Corporation of Florida and City-Wide Associates, Inc. (the Servicer), for the performance of ongoing compliance assistance and periodic audits of the Authority's multi-family projects. First Housing Development Corporation and City-Wide Associates, Inc. are part of a joint-venture to provide these services.

SCOPE

The Authority's multi-family projects are countywide

FISCAL IMPACT/FUNDING SOURCE

The annual amount of the agreement shall not exceed $44,000 and all associated costs are covered through bond proceed revenues. This agreement will last for a period of one year, renewable for up to 5 years. Renewal each year thereafter is to increase by four percent. The expenses for FY 2006-07 are part of the adopted budget.

TRACK RECORD/MONITOR

First Housing Development Corporation of Florida and City-Wide Associates, Inc. were graded based on a selection criteria stated in the Request for Proposal (RFP), and received a higher score. They have been providing this service to HFA since 1996 with a good record in providing their expertise and assistance with the compliance functions of HFA's multi-family developments. The Compliance personnel at the HFA will be responsible in monitoring the contract.

BACKGROUND

Since its inception, HFA has encouraged the development of over 10,462 low- and moderate-income rental units in Miami-Dade County. For all housing development projects financed through the issuance of HFA's tax-exempt bonds, a minimum 20 percent of the units must be rented to low income families. The other 80 percent of the units are reserved for families of moderate income.

The HFA has the responsibility to set proper controls and safeguard the tax-exempt status of the bonds. To accomplish this, HFA staff was authorized at the HFA Board Meeting of January 22, 2007 to prepare and advertise a Request for Proposal for Compliance Monitoring Services for Multi-family

Housing Revenue Bond Projects. The Request for Proposal was advertised in the Miami Daily Business Review, The Miami Times, and The Miami Herald.

Only two proposals were received, First Housing Development Corporation of Florida and City-Wide Associates, Inc. and Infinity Management Services, LLC. On March 14, 2007 a subcommittee of HFA Board Members reviewed and graded the proposals and selected First Housing Corporation of Florida and City-Wide Associates, Inc. as the top candidate.

At their March 26, 2007 meeting, the HFA Board reviewed the proposal and approved the employment of First Housing Corporation of Florida and City-Wide Associates, Inc.

Attachments

Cynthia W. Curry
Senior Advisor to the County Manager

Proposal to

The Housing Finance Authority of Miami-Dade County

For

Compliance Monitoring

Submitted by

First Housing Development Corporation of Florida
1715 North Westshore Boulevard, Suite 700
Tampa, FL 33607

813-289-9410 Phone
813-289-1055 Fax

March 1, 2007

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Proposal
For
Compliance Monitoring

I. BACKGROUND:

First Housing Development Corporation of Florida (hereinafter "First Housing") and City-Wide Associates, Inc. (hereinafter "CWAI")(under subcontract with First Housing) herewith propose to provide the contractual services for The Housing Finance Authority of Miami-Dade County Florida (hereinafter "the Authority") Multi-Family Housing Revenue Bond Programs, as outlined in the Authority's "Request for Proposal for Compliance Monitoring."

II. SCOPE OF SERVICES:

First Housing herein offers to provide, is capable of providing, and will provide their services to the Authority as outlined below:

1. Compliance Monitoring

First Housing will provide training to the authority staff on how to ensure compliance as specified by the Authority's program documents, more specifically to provide the following services:

A. Federal Regulations, State Laws and Authority Rules will be reviewed, with appropriate forms provided to the Authority staff as necessary. In addition, training of any new Authority staff will be provided during contract period.

B. Quarterly, First Housing and CWAI will perform an audit based on a random sampling of the Authority's compliance files to determine if all proper procedures are being followed. A written report of the review, with opinions and recommendations, will be furnished to the Authority within 30 days following such audit.

C. First Housing and CWAI will keep the Authority updated on any new rules and regulations regarding compliance monitoring issues.

D. At least once a year, First Housing and CWAI will coordinate and conduct a compliance workshop in Miami, Florida, for all multi-family properties financed with tax-exempt or taxable bonds by the Authority. Owners, management company representatives, property managers, and on-site leasing staff will be invited to attend.

E. Telephone assistance will be provided to the Authority as needed throughout the year regarding compliance questions. In addition, recommendations regarding compliance issues will be made.

III. CRITERIA FOR SELECTION:

A. Proposer's Qualifications

First Housing's corporate offices are headquartered in Tampa, Florida. The location of Tampa is in the western/central portion of the State.

That factor in conjunction with the availability of, and the office's close proximity to the Tampa International Airport, permits ready access to the Miami area.

First Housing will be working closely with CWAI, which is located at 775 Northeast 79th Street, Suite F, Miami, Florida.

First Housing presently provides full-service mortgage banking services in virtually all Florida markets, to include: a) compliance monitoring, b) construction loan administration, c) project on-site inspections, d) permanent loan mortgage servicing, and e) mortgage loan origination and brokerage services.

First Housing has over 27 years of continuous service in the mortgage banking field. First Housing was established in 1978, in accordance with Florida Statutes 420.101 and 420.171, and initially began operations in April of 1979. First Housing is a quasi-public entity whose stock is currently owned by eighteen (18) banks and savings banks, comprising many of the largest financial institutions chartered to conduct business in the State of Florida.

A Board of Directors, consisting of fifteen (15) executives from its various stockholders, and First Housing's President and CEO, Mr. Douglas I. McCree, governs First Housing. In addition to the Board, First Housing operates with four committees, consisting of a five-member Executive Committee, a three-member Audit Committee, a three-member Administrative Committee, and a three-member FHA Loan Committee. Further, there is a five-member Advisory Board, made up of a member of the Florida House of Representatives, a member of the Florida State Senate, the head of the Florida Department of Financial Services or his/her

designee with expertise in banking matters; a designee of the head of the Florida Department of Financial Services with expertise in insurance matters; and the Secretary of the Department of Community Affairs (or his/her designee).

First Housing currently has 51 employees. The Compliance Department has an experienced staff of 20 familiar with the monitoring requirements of various Affordable Housing Programs. Since 1983, First Housing has been under contract with Florida Housing to provide loan origination, loan underwriting/analysis, construction loan administration (disbursement of proceeds/servicing), financial monitoring and project (tenant) compliance monitoring for multifamily rental housing developments financed via Florida Housing issuance of Multifamily Housing (Tax-Exempt Mortgage) Revenue Bonds. In addition to tax exempt bond projects, First Housing has been under contract to underwrite Florida Housing's S.A.I.L., HOME, Housing Credit, and AHL projects. Compliance monitoring services continue to be provided by First Housing to all of these developments, pursuant to the terms set forth in the respective Land Use Restriction and Extended Use Agreements pertaining to each development.

80's

In addition to working with Florida Housing, First Housing handles Compliance Monitoring duties for 12 local County Housing Authorities throughout Florida. The largest is Miami-Dade HFA, where a relationship has existed since 1992.

In 1986 the Tax Reform Act was enacted and the Low Income Housing Tax Credit (Housing Credit) Program began. First Housing has been a leading force in assisting Florida Housing in implementing the Regulations and Requirements of the program. First Housing continues to maintain a contract to handle the underwriting and compliance monitoring duties for the Housing Credit Program. The Extended Use Agreements (EUA) are carefully interpreted for each property. At each Management Review the EUA requirements and set aside requirements are checked, and Tenant Program Services and amenities are reviewed as well.

First Housing also has a current contract to handle compliance monitoring for the Florida Housing Affordable Housing Disposition Program (AHDP), which involves properties sold with required set asides. This was formerly the Resolution Trust Corporation's program. The AHDP set asides and requirements are different from the other low income programs.

For example, they have a pre-compliance period with no set time limit. These properties are required to maintain rents at low and very low income levels, with emphasis on very low. If non-compliance occurs, owners are subject to financial penalties. The AHDP properties have required special training and handling.

Closing Project Reviews have been conducted since 1994 for the southeastern district of the Federal Home Loan Bank of Atlanta. The audits are conducted in five states. The required reports for this program are extensive and include subsidy dollars, site inspections, Fair Housing information, targeting, set aside requirements, and more.

Since 1987, First Housing's compliance staff has conducted monitoring workshops on various programs for on-site managers, owners and leasing agents. These are held in various cities with typically 40 to 130 in attendance at each one. The workshops have been very beneficial to the apartments' on-site staff in carrying out their duties. The workshops are very detailed, going step by step through the leasing process for a property with set asides.

In August of 1998 First Housing conducted its first SHIP Program Review for the City of Clearwater. Since 1999 First Housing has completed SHIP Program Reviews for 34 local governments (city & county) on an annual basis. These comprehensive reviews consist of a review of the recipient files, financial records, advertising, management practices, and implementation of local housing incentive plans, in addition to physical inspections and a written report of findings.

First Housing and CWAI have been under a joint contract since June of 1997 to provide compliance monitoring for the Authority.

B. Advantages of Selecting First Housing

The above demonstrates that First Housing has worked well with different Authorities in the past, has offered, is capable of continuing to provide, and is well positioned to offer quality services to the Authority. First Housing has a current relationship with the Authority, which began in 1991.

It would be to the Authority's economic advantage to continue working with First Housing in the area of multi-family compliance monitoring, as First Housing has the staff resources and experience necessary to provide the highest quality of service at a reasonable cost to the Authority.

C. Minority Participation

First Housing will be contracting with a minority firm, CWAI. CWAI is a State Certified, 100% minority-owned and operated business enterprise.

D. Staff Qualifications

Regarding the total scope of contractual services offered herein, as well as those specifically stated above concerning the Bond Program, the overall administration of services provided to the Authority will be the responsibility of Douglas I. McCree, Chief Executive Officer and the President of First Housing. Mr. McCree has 20 years of lending experience and has been with First Housing since 2000. He has been President since May 2004.

Susan D. Willis, Senior Vice President, is responsible for the coordination and implementation of all compliance monitoring programs, to include annual on-site management reviews, training workshops, correction and review of program reports, Income Certifications, etc., and she is also responsible for the hiring and training of staff. Ms. Willis has been with First Housing since August of 1983. Prior to joining First Housing she was an officer of a Savings and Loan Association, where she worked for eleven years.

Cynthia Brooks, Vice President of Compliance, has been with First Housing since March of 1987. Responsible for providing initial briefing with the Project Owner/Management Representative regarding property specific requirements under the Regulatory Agreement. Conducting on-site management reviews, as well as providing daily support to on-site management staff. Responsible for training in-house staff. Contact person for various Housing Finance Authorities.

Cindy Hardwick, Vice President of Compliance, joined First Housing in February of 1991. Ms. Hardwick conducts annual on-site management reviews, supervisor of compliance reports and verifies and checks occupancy numbers. She is also involved in special projects when needed.

- Mary Jo Scalzo, Assistant Vice President, has been with First Housing since 2003. Ms. Scalzo conducts annual on-site management reviews, corrects and reviews monthly compliance reports. Also, handles special projects and technical program support.

- Heather Wheeler, Assistant Vice President, has been with First Housing since 2000. Ms. Wheeler conducts annual on-site management reviews, corrects and reviews monthly compliance reports. Also, handles compliance training.

- Martha Stein, Assistant Vice President, has been with First Housing since 2000. Mrs. Stein conducts annual on-site management reviews, corrects and reviews monthly compliance reports. Also, handles SHIP and special projects.

- Lisa Renno, Compliance Agent, has been with First Housing since 2005. Ms Renno conducts annual on-site management reviews, corrects and reviews monthly compliance reports. Also, handles SHIP and special projects.

See Exhibit 1

E. Prior Experience

First Housing has had an ongoing contract since 1991 to handle the duties required by the Authority for Compliance Monitoring Services to ensure the tax-exempt status for the multi-family revenue bond program.

F. No Cost to Authority

No cost to the Authority will be incurred as a result of selecting First Housing as their Compliance Monitoring Servicer other than Section VIII, Compliance Monitoring Fees.

G. Housing Authorities Contact Information

Housing Authorities for which First Housing has provided similar type services.

See Exhibit 2

IV. SUBMISSION OF THE PROPOSAL:

An original and six (6) copies of First Housing's competitive, sealed proposal are provided.

V. CONTRACTUAL TERMS:

A. First Housing will submit all bills in sufficient detail so as to allow for proper pre- and post-audit thereof.

B. First Housing understands that the Authority may unilaterally cancel this contract at any time for any reason upon thirty days written notice to the proposer. The Authority will be responsible for any outstanding fees that may be due on the termination date.

C. The contract may be renewed on a yearly basis for a maximum of five (5) years after the initial contract, with the renewals contingent upon satisfactory performance evaluations by the Authority and subject to the availability of funds.

VI. SUBSEQUENT CONTRACTS:

First Housing is open to the possibility of subsequent contracts dealing with the same subject matter.

VII. AWARDS:

First Housing acknowledges the fact that the Authority reserves the right to reject any and all proposals, to modify or waive any irregularities, to negotiate price and make sure awards are made as are necessary to best serve the public's interest.

VIII. COMPLIANCE MONITORING FEE:

It is understood that this fee is for (a) the training of in-house staff on Federal Regulations, State Laws and Authority Policies, as needed, (b) initial on-site visits to the properties to train new Authority employees in audit techniques, when necessary. (The number of visits to the on-site properties to be decided upon mutual agreement between the Authority and First Housing.), (c) ongoing compliance assistance to the Authority, and (d) quarterly audits. The information provided below contemplates renewal of the contract for up to five (5) years beyond the initial one (1) year term. A sub-contract will be made between First Housing and CWAI for CWAI's fees. Concerning the income compliance monitoring, First Housing proposes the following:

Year One 2008-2009	Ongoing Compliance Annually $44,000. To be billed semi-annually; $22,000 at the end of the first six months of service and $22,000 at the end of the remaining six months.

Renewal each year thereafter to increase by 4% for the yearly fee.

IX ATTACHMENTS/EXHIBITS:

First Housing understands that all required attachments/exhibits may not be included and that, when the documents are available, the Authority will send copies to each proposal. Also, additional attachments/exhibits may need to be signed.

Person to contact regarding the proposal is Susan D. Willis, Senior Vice President (813) 948-2047 and/or Cynthia (Missy) Brooks, Vice President (813) 289-9410.

SUBMITTED BY:

Susan D. Willis, Senior Vice President

March 1, 2007
Date

DOUGLAS I. MCCREE

Professional Experience

August 2000 – Present — First Housing Development Corporation of Florida

5/2004 – Present — **President/CEO**
Responsible for the day to day management of First Housing, the development of lending programs, and, with the Board of Directors, the development of policy for the Corporation.

9/2002 – 4/2004 — **Executive Vice President/Chief Operating Officer.**
Direct the day to day operations of the corporation. Maintain relationship with secondary market agencies and governmental entities dealing with housing programs. Maintain relationship with First Housing's Affordable Housing Lending Pool participants and assist with the development of new financing structures. Additional responsibilities include budgeting, marketing & production for the corporation.

8/2000 – 8/2002 — **Senior Vice President - Public Finance Group.**
Responsible for credit underwriting, governmental relations, Board and stockholder relations, interaction with the Federal Home Loan Bank of Atlanta and new business development. In the first year with First Housing, originated and closed over $25MM in direct financing, and managed over $300MM in real estate underwriting and closings for the State and local Housing Finance Authorities.

July 1987 – August 2000 — Bank of America, N.A.

10/1999 – 8/2000 — **Senior Vice President – Affordable Housing Lending – Tampa, FL**
Manager of West and Central Florida region of start-up targeted lending group with offices in Tampa and Orlando. Met first year goals of $40MM in new loan production. Responsible for staffing, loan production, asset quality, deposit growth, new product development and community relations related to affordable housing. Represented Bank on community boards, non-profit boards and other industry related groups.

3/1998 – 10/1999 — **Senior Underwriter – Permanent Loan Group - Tampa, FL**
One of top producer's nationally with 15 loans underwritten and closed in 1998. Underwrote an additional 9 transactions which were terminated based on issues uncovered during due diligence. Consistently assigned more complex transactions based on expertise. Led review of BankAmerica Small Loan Program. Team member in 4 high level due diligence efforts analyzing large portfolio transactions.

4/1995 – 2/1998 — **Permanent Loan Group - Tampa, FL**
Opened Tampa, Florida origination office for new commercial mortgage division. Successfully penetrated market with over $50 million in loan applications in the first year of operations. Volume generation in 1995 supported the establishment of a second office in South Florida. One of the top national producers in 1996 and 1997 generating $495,000 and $532,000 in origination fees, respectively.

6/1994 – 3/1995 — **Residential Lending Group – Baltimore, MD**
One of four officers in re-established residential focus group in Baltimore. Responsible for existing $20 million portfolio of land development and construction loans. Charged with establishing NationsBank presence in market and growing portfolio. Over 45 prospect calls made, with 4 written proposals issued aggregating in excess of $10 million. Assigned to move into Philadelphia market and develop National Builder calling program.

1/1992 – 5/1994	**Special Assets Division – Baltimore, MD** Produced cash collections in excess of $60 million resulting in over $10 million in recoveries. Resolved additional loans totaling approximately $55 million via restructure and TDR. Oversaw all aspects of loan work-out, including litigation, bankruptcy and preparation for foreclosure. Provided take-back financing for South Charles Realty sales in excess of $10 million. Consistently a top performer in the Division.
9/1991 – 12/1991	**Residential Lending Group – Washington, DC** Oversaw transition period as residential group was dissolved and transferred into forming Special Assets Division.
7/1989 – 8/1991	**Community Development Lending – Washington, DC** Account officer for portfolio exceeding $30 million. Primary focus on commercial development in inner city neighborhoods. Charged with developing calling effort in Richmond market. Booked in excess of $30 million in new credit during tenure in group with an average loan size of $1.5 million.
7/1988 – 7/1989	**Commercial Real Estate Lending Group – Washington, DC** Served as secondary officer on $100 million portfolio. Charged with providing financial analysis and general credit support while learning the real estate industry.
7/1987 – 7/1988	**Training Program for Commercial Lenders – Washington, DC** Learned basic credit analysis techniques, calling techniques and general bank systems. Provided financial analysis support for all areas of the Bank.

Education

Vanderbilt University, Nashville TN

Bachelor of Science, May 1987
Major in Economics, related work in Mathematics
Varsity Swimming, Member Sigma Nu Fraternity, Vanderbilt Accolade Treasurer and Vucept Board Member

Professional Associations

Member, Florida Housing Coalition

Professional Membership NCSHA (National Council of State Housing Agencies)

Professional Membership NALHFA (National Association of Local Housing Finance Agencies)

Professional Membership MBA (Mortgage Bankers Association of America). Certified Mortgage Banker since 2004.

Clubs and Affiliations

Interbay-Glover YMCA	Past Chairman, Board Member since 1997
United Way	Keel Club Member

Vanderbilt University Alumni Association
Member of Tampa Club
Board Member Baltimore/Annapolis, MD Club 1992-1995
Board Member Washington, D.C. Club 1990-1992

Tampa Yacht and Country Club

RESUME

SUSAN D. WILLIS
August 15, 1983

Professional Experience:

August, 1983 - Present: Senior Vice President/Compliance

First Housing Development Corporation of Florida
Supervisor of Compliance Department monitoring multifamily apartment projects. The different programs are Tax Exempt Bonds, Housing Credits, State Apartment Incentive loans (SAIL), Affordable Housing loans, HOME, SHIP and AHDP. In addition, First Housing provides compliance monitoring services throughout the state of Florida.

Previous position: Loan Officer. Originated over 12 million in single family loans. Construction draw disbursement: handled the multifamily tax exempt draw requests during construction.

1972 - 1983

Assistant Secretary
Manatee Federal Savings & Loan Association, Bradenton, Florida
Assistant manager of the Mortgage Department, including supervision of loan processing and loan closings.

Previous positions: Data Processing Department - Supervisor 1978-1982. Duties included computer program changes, scheduling of computer reports, preparation of policy procedures, and terminal installations. Mortgage Department - processed loan construction draws, served as fire and flood insurance clerk, loan processor, and loan officer. Also served previously as teller, head teller, and branch manager relief.

Professional Certification:

Housing Credit Certified Professional

Special Training/Membership:

National Association of Local Housing Authorities
Florida Association of Local Housing Authorities
National Council of State Housing Finance Agencies

1985 - 1990

Mortgage Bankers Association. Multifamily servicing, Multifamily Insurance, Florida Construction Lending & the Law, Real Estate Lending, and Construction Draws.
University of Tampa. Successful Management
Institute for Professional and Executive Development, Inc. Tax credit courses.

1972 - 1983

Florida Informanagement Services, Orlando. Dollar I, Dollar II, Mgmt. Information Systems Coordinator, Advanced Computer Training.
Institute of Financial Education. Completed various courses through this institute regarding all different aspects of the loan industry.

RESUME

CYNTHIA BROOKS
March 5, 1987

Professional Experience:

1987 – Present: First Housing Development Corporation of Florida
Vice President
Approve Management Review drafts and final copy along with all backup documentation completed by Compliance staff to ensure completeness and accuracy prior to submission to county/state agencies and owners. Oversee department deadline report to ensure drafts are submitted within the 15 day deadline and final reviews are issued within the required 30 days. Oversee the responsibilities of nine employees. Monitor training of new employees in conducting on-site audits under the various programs. Oversee the preparation process of upcoming regional workshops held with the Agency. In-office contact person for Miami-Dade Housing Finance Authority Compliance Specialist. Respond to any inquiries. Approve quarterly audits of Miami-Dade properties.

Assistant Vice President (1994-2005)
Maintain new property contracts and responsible for ensuring Initial Reviews are set up in a timely fashion. Ensure training of owners and management staff. Responsible for approving billing for all properties. Draft reports and correspondence regarding the annual audits, as well as monthly reports submitted by on-site staff. Approve management reviews drafted by First Housing staff. Provide support in compliance procedures to on-site management personnel, as well as First Housing staff. Responsible for conducting on-site audits of multifamily communities participating in various Federal and State low-income programs.

Previous positions: Compliance Agent (1988-1994): Responsible for reviewing monthly reports submitted by both state and county financed communities. Drafted correspondence as well as direct contact with on-site management regarding certification procedures. Also assisted in on-site audits conducting the physical inspections of the community. Receptionist/Secretary (1987-1988) Responsible for screening all incoming calls and greeting clients. Typing and tracking of reports, reviews and correspondence for the Compliance Department. Some assistance in reviewing quarterly reports.

1986 - 1987 Adams Communications Corporation
Secretary/Receptionist

1980 - 1986 Parmelee, Miller, Welsch & Kratz, P.C.
Secretary

Special Training:
Spectrum C3P Training, 2005

RESUME

CYNTHIA G. HARDWICK
February 11, 1991

Professional Experience:

February 1991 - Present: Vice President - Compliance Department
First Housing
Conduct on-site audits of multifamily communities participating in the Tax Exempt Bond, Housing Credit, SAIL, HOME, and AHLP programs. Also review monthly and quarterly reports submitted by state and county financed communities. Preparation of reports and correspondence regarding annual audits, monthly and quarterly reports, non-compliance letters, as well as direct contact with on-site management regarding compliance procedures. Training new employees on all procedures. Supervise and approve all percentage reports to the Florida Housing Finance Corporation submitted monthly and quarterly.

Previous experiences in logging, checking and approving/rejecting Single Family Mortgage Bond loans. Some knowledge of the SHIP Program.

March 1989 - 1990 Secretary/Telephone Support
NCNB Bank, N.A.
Telephone support for branch banks when computers were down; provided current balances; placing holds on accounts by providing guarantee on funds available; stopped payment on accounts; updated central information files; combined customer accounts, i.e. researching and matching customer accounts to create one file; safe deposit box payment rejects; direct deposit input on customer accounts, i.e. pension and annuity; balance daily totals for direct deposits; research death reclamations.

Professional Certification:

Received Housing Credit Certification in 1999

Special Training:

Spectrum C3P Training

RESUME

HEATHER WHEELER
January 10, 2000

Professional Experience:

2000-Present — Assistant Vice President
First Housing, Tampa, Florida
Schedules and conducts in-house and onsite training seminars for the owners and management staff for all state and county programs. Organizes and facilities multi-program training workshops for Florida Housing Finance Corporation. Set-ups and conducts Housing Credit training seminars throughout the State of Texas and promotes First Housing's services throughout the Texas market. Assists in training employees on all procedures and answer compliance questions. Conducts Management Reviews of Multi-family properties with Mortgage Revenue Tax Exempt Bonds, Housing Credit, S.A.I.L. (State Apartment Incentive Loan Program), Affordable Housing Loans, and HOME funds reviewing income eligibility and tenant certifications as well as compliance with the reporting requirements of these programs. Reviews monthly reports submitted by these properties to ensure continuing compliance with the various programs.

1999 – 1999 — Internal Auditor/compliance Specialist
Market Street Mortgage, Tampa, Florida
Conducted branch audits to do file testing and process testing of closed files as well as in-house audits of various departments which included interviewing personnel for information. Researched various compliance issues, regulations, and/or statutes. Reviewed licensing files for any follow-up of expired documents and applied for new licenses in new branch locations which included ordering and completing license applications and renewal of existing licenses and annual reporting.

1996 – 1999 — Mortgage Loan Processor
Bank of America, Tampa, Florida
Reviewed loan documents, prepared Mortgage Loan documents for closings, acted as liaison between branch offices and title companies when closing loans and handled delinquent files.

1992 – 1996 — Inside Sales Representative
Market Lynx, Tampa, Florida

Professional Certification:

Housing Credit Certified Professional

Education:

Associate of Arts – St. Petersburg Junior College
Bachelor of Science in Political Science – University of South Florida

RESUME

MARTHA S. STEIN
March 6, 2000

Professional Experience:

March 2000 - Present

Assistant Vice President - First Housing
Monitoring compliance quarterly for Miami-Dade Housing Finance Authority. Monitoring the State Housing Initiative Program (SHIP). Monitoring reviews are completed on an annual basis to ensure that program is being administered according to state regulations and guidelines and to test for eligible persons, test for eligible housing, test financial tracking and review consolidated Financial Annual Reports for a level of consistency. Along with conducting physical inspections of completed projects. Responsible for drafting the Request for Proposal to be submitted to the Florida Housing Finance Corporation. Conduct Annual and Follow-up Reviews of Multi-family Properties with Mortgage Revenue Tax Exempt Bonds, Housing Credits, S.A.I.L. (State Apartment Incentive Loan Program), AHL (Affordable Housing Loan) and HOME funds. Review monthly reports submitted by these properties to ensure properties are in compliance with the Land Use Restriction Agreements, Extended Use Agreements and reporting requirements such as certifying tenants timely and using correct Income Limits.

1996 - 2000

Housing Manager – Sumter County
Managed daily administration and management of the Counties Housing Services Department including the Section 8 Program consisting of 132 Certificates, Community Development Block Grant Program (CDBG) in the amount of $750,000 and the State Housing Initiative Program (SHIP) in the amount of $350,000.

Special Training:
The Real Estate School – received certificate
Succeeding as a First time manager workshop- received certificate
Supervisory Training – received certificate
Housing Counseling Training – received certificate
Rehab "Nuts and Bolts" workshop.
The Predevelopment Process workshop
The Basics of Home Inspections – University of Florida- received certificate
Understanding the Income Qualification Process
Theo Pro – Compliance Complexities of HOME/LIHTC
Theo Pro – Compliance Complexities of BONDS/LIHTC
Dale Carnegie Training
Business Grammar Made Easy
Understanding the Income Qualifications process
Homebuyer Counseling and Training
Advanced Topics in Income Compliance
The Development Process
Planning for Your Community's Affordable Housing Needs

RESUME

LISA RENNO
October, 2005

First Housing Development Corporation
Compliance Agent — Oct. 2005- present

Monitoring compliance quarterly for Miami-Dade Housing Finance Authority. Monitoring the State Housing Initiative Program (SHIP). Monitoring reviews are completed on an annual basis to ensure that program is being administered according to state regulations and guidelines. Conduct Annual and Follow-up Reviews of Multi-family Properties with Mortgage Revenue Tax Exempt Bonds, Housing Credits, S.A.I.L. (State Apartment Incentive Loan Program), AHL (Affordable Housing Loan) and HOME funds. Review monthly reports submitted by these properties to ensure properties are in compliance with the Land Use Restriction Agreements, Extended Use Agreements and reporting requirements such as certifying tenants timely and using correct Income Limits.

Office Management/Medical Billing & Coding
Mt. Pleasant Physical Therapy — Jan. 2005 - Aug. 2005

- Proficient in Medic/MISYS
- Verified benefits and obtained pre-certification
- Negotiated collection procedures with customers with past due accounts
- Data entry

Rooms and Operations
Phillips Motel Inc., Shamokin Dam PA — June 1998 - Dec. 2004

- Trained new employees
- Managed housekeeping staff
- Made business decisions on needs in rooms
- Conducted Inventory
- Had access to money and business accounts

Education

B.S. in Business Administration (Management) — Dec. 2004
Bloomsburg University, Bloomsburg PA

Relevant Course Work

Principles of Management
Human Resource Management
Financial and Managerial Accounting
Training and Development
Leadership Seminar
Compensation Management

RESUME:

MOSES C. FLORENCE

ADDRESS: (Office) 775 Northeast 79th Street, Suite F
Miami, Florida 33138

EDUCATION

Bachelor of Science degree: Howard University, Washington, D.C.
Undergraduate curriculum: Engineering (BSME)

Master of Business Administration, University of Miami
Coral Gables, Florida. - M B A

BUSINESS EXPERIENCE

President (Owner):
City-Wide Associates, Inc., Miami, Florida (10-82 to Present)
Real Estate Appraisal and Consultant Services

Partnership with First Housing Development Corporation of Florida for Housing Compliance Monitoring Services for the Miami-Dade County Housing Finance Agency multifamily projects (6-97 to Present)

Vice President and Property Manager:
Thurston & Associates, Inc. Ft. Lauderdale, Fl. (10-78 To 10-82)
Real Estate Property Management Services, with over 1,200 rental and co-op apartment units under management.

President (Owner):
City-Wide Realty Corp., Miami, Florida (9/74 to 10/78)
Real Estate Broker and Rental Agent

OTHER BUSINESS AND PROFESSIONAL EXPERIENCE

Education Coordinator & Member of Board of Directors-
South Florida Board of Realtists. (SFBOR) (4-93 To 6-99)

Regional Vice President-
National Society of Real Estate Appraisers (NSREA) (3-95 To 1-98)

Chapter Vice President, Board Of Directors-
American Society of Appraisers (ASA) (5-96 To 5-99)

Moses C. Florence

PROFESSIONAL CREDENTIALS

Certified General Real Estate Appraiser, State of Florida

Licensed Real Estate Broker, State of Florida

SUMMARY OF OTHER BUSINESS EXPERIENCE

South Florida Board of Realtist (SFBOR) (10-91 to Present)
The SFBOR is a real estate trade association affiliated with National Association of Real Estate Brokers (NAREB), the oldest Afro-American Trade organization in the U.S. Members of the National Association of Real Estate Brokers are known throughout the country as "Realtists". The membership of the SFBOR and NAREB encompasses disciplines and specialties in all areas of real estate including Real Estate Broker Services, Property Management, and Appraisal Services. The SFBOR and NAREB are committed to achieving the ideals of Democracy in Housing.

Wexford Properties, Inc. (3-91 To 12-92)
Wexford was organized in 1991 by property management professionals with the objective of contracting with the Resolution Trust Corporation for property management services. As Vice President, responsibilities included preparation and negotiation of management contracts and financial operations. Negotiated contracts to manage 409 units.

Keyes Investment Group, Inc. (7-84 To 9-87)
Keyes Investment Group, Inc. (KIG), was a subsidiary of The Keyes Company, Realtors, one of the largest real estate brokerage firms in Florida. KIG was organized to market syndication of real estate limited partnerships. Other activities included sales of private placement securities,financial planning and investment counselling.

COMMUNITY SERVICE ACTIVITIES

-Chairman, Board of Directors, Tacolcy Economic Development Corp, Miami, Florida
A community based non-profit housing development organization
-Former Board of Directors, New Washington Heights Community Development Conference
A community based non-profit housing development organization
-Former Housing Consultant: Home and Housing of Dade, Inc.
A community based non-profit housing development organization.
-Assisted the Urban League of Greater Miami to establish Small Business Development Centers in Miami and West Palm Beach, Florida.

Housing Authorities Contact Information

Florida Housing Finance Corporation
227 N. Bronough Street Ste 5000
Tallahassee, Florida 32301
Laura Cox

Housing Finance Authority of Miami-Dade County
25 W. Flagler Street Ste 950
Miami, Florida 33138
Pat Brayon

Housing Finance Authority of Pinellas County
600 Cleveland Street Ste 800
Clearwater, Florida 33755
Anthony Jones

Hillsborough Housing Finance Authority
10119 Windhorst Road
Tampa, Florida 33619
Margaret Tagliarini

Escambia County Housing Finance Authority
25 W. Cedar Street, Suite 530
Pensacola, Florida 32501
Gordon Jernigan

Housing Finance Authority of Polk County
PO Drawer 7608
Winter Haven, Florida 33883
Kerry Wilson

Community Development Division
Pasco County Government
7530 Little Road, Ste 340
New Port Richey, Florida 34654
George Romagnoli

Brevard County Housing Finance Authority
44020 South Washington Avenue
Titusville, Florida 32780
Angela Abbott