




ORANGE COUNTY HOUSING FINANCE AUTHORITY

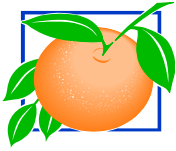
AGENDA PACKAGE

BOARD OF DIRECTORS' MEETING

WEDNESDAY, DECEMBER 4, 2024 | 8:30 A.M.

ORANGE COUNTY ADMINISTRATION BUILDING
201 South Rosalind Ave – Orlando, FL 32801 | Commissioners Chambers





ORANGE COUNTY
HOUSING FINANCE AUTHORITY

FRANTZ DUTES
INTERIM EXECUTIVE DIRECTOR

MEMORANDUM

BOARD OF DIRECTORS

VERNICE ATKINS-BRADLEY
CHAIR

KENNETH HUGHES
VICE CHAIR

CURTIS HUNTER
BOARD MEMBER

RAY COLADO
BOARD MEMBER

WIL STAMPER
BOARD MEMBER

TO: Vernice Atkins-Bradley, Chair, OCHFA
Kenneth Hughes, Vice Chair, OCHFA
Curtis Hunter, Board of Directors, OCHFA
Ray Colado, Board of Directors, OCHFA
Wil Stamper, Board of Directors, OCHFA
Warren S. Bloom, General Counsel, Greenberg Traurig
Mike Watkins, General Counsel, Greenberg Traurig
David Jones, Financial Advisor, CSG Advisors
Helen H. Feinberg, Senior Managing Underwriter, RBC Capital Markets
Donald Peterson, Co-Managing Underwriter, Raymond James
Tim Wranovix, Co-Managing Underwriter, Raymond James
Whitney Evers, Senior Assistant County Attorney – Orange County
Stephanie Taub, Manager, Fiscal & Business Services – Orange County
James Audette, Trustee – USBank

FROM: Frantz Dutes, Interim Executive Director

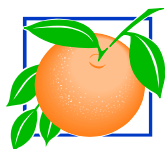
DATE: **November 27, 2024**

RE: **DECEMBER 4, 2024 BOARD OF DIRECTORS' AGENDA**

Ladies and Gentlemen, enclosed is the **Orange County Housing Finance Authority's Board of Directors' meeting agenda package; scheduled** as follows:

Date: Wednesday, December 4, 2024
Time: 8:30 a.m.
Location: Orange County Administration Center
1st Floor – Commissioners Chambers
201 Rosalind Avenue - Orlando, Florida 32801

Should you have any questions, need additional information, or you will not be attending the meeting, please contact me as soon as possible at (407) 894-0014.



FRANTZ DUTES
INTERIM EXECUTIVE DIRECTOR

BOARD OF DIRECTORS

VERNICE ATKINS-BRADLEY
CHAIR

KENNETH HUGHES
VICE CHAIR

CURTIS HUNTER
BOARD MEMBER

RAY COLADO
BOARD MEMBER

WIL STAMPER
BOARD MEMBER

OCHFA BOARD OF DIRECTORS' MEETING
December 4, 2024 ~ 8:30 A.M.

AGENDA

PUBLIC COMMENT

CONSENT AGENDA

A. GENERAL ADMINISTRATION

1. Adoption of November 6, 2024, Board of Directors Meeting minutes. Pg. 3-4
2. Ratification of November 6, 2024, Joint / Ad Hoc Committee. Pg. 5-6

B. EXECUTIVE DIRECTOR'S OFFICE

1. Approval of the Authority's Contract for Financial Advisory Services. Pg. 7-18
2. Approval of the Authority's Request for Proposals for Managed Information Technology Services. Pg. 19-33
3. Acknowledgment of the Appointment of OCHFA's Executive Director Pg. 34
4. Approval of the Authority's Updated Travel Policy. Pg. 35-40
5. Multi-Family Housing Revenue Bonds Pipeline Report. Pg. 41-42

C. FINANCIAL MANAGEMENT

1. Acknowledgement of the consolidated balance sheet for the Operating Fund; acknowledgement of the following: combined statement of rev(s)/ exp(s)/ changes in retained earnings; FY '25, operating fund comparison of budget vs. actual; FY '25, operating fund comparison of actual revenues & expenses; summary of OCHFA's operating fund investments. Pg. 43-53

D. PROGRAM OPERATIONS

1. Acknowledgement of the Current Status of the Single-Family HRB Program. Pg. 54-64
2. Acknowledgement of the Multi-Family Audit Period. Pg. 65

DISCUSSION AGENDA

A. EXECUTIVE DIRECTOR

1. Bi-Annual Election of Chair and Vice Chair. Pg. 66-67

B. OTHER BUSINESS

Section 286.0105, Florida Statutes, states that if a person decides to appeal any decision made by a board, agency, or commission with respect to any matter considered at a meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

La Sección 286.0105 de los Estatutos de la Florida establece que si una persona decide apelar cualquier decisión tomada por una junta, agencia o comisión con respecto a cualquier asunto considerado en una reunión o audiencia, necesitará un registro de los procedimientos y que, para tal fin, es posible que deba asegurarse de que se haga un registro literal de los procedimientos, cuyo expediente incluye los testimonios y las pruebas en que se basará la apelación.

Seksyon 286.0105, Lwa Florida, deklare ke si yon moun deside fè apèl kont nenpòt desizyon ki te pran pa yon tablo, ajans, oswa komisyon ki gen rapò ak nenpòt pwoblèm konsidere nan yon reyinyon oswa yon odyans, li pral bezwen yon dosye sou pwosedi yo, e ke, pou rezon sa yo, li ka bezwen asire ke yon dosye vèbal nan pwosedi yo fèt, ki dosye gen ladan temwayaj ak prèv ki montre apèl la dwe baze.

Orange County does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or family status. Those with questions or concerns about nondiscrimination, those requiring special assistance under the Americans with Disabilities Act (ADA), and those requiring language assistance (free of charge) should contact the Title VI/Nondiscrimination Coordinator at access@ocfl.net or by calling 3-1-1 (407-836-3111).

If you are hearing or speech impaired, you may reach the phone numbers above by dialing 711.

El Condado de Orange no discrimina por motivos de raza, color, origen nacional, sexo, edad, religión, discapacidad o situación familiar. Aquellos que tengan preguntas o inquietudes sobre la no discriminación, aquellos que requieran asistencia especial según la Ley de Estadounidenses con Discapacidades (ADA) y aquellos que requieran asistencia lingüística (gratuita) deben comunicarse con el Coordinador de No Discriminación/Título VI en access@ocfl.net o llamando 3-1-1 (407-836-3111).

Si tiene problemas de audición o del habla, puede comunicarse con los números de teléfono anteriores marcando 711.

Orange County pa fè diskriminasyon sou baz ras, koulè, orijin nasyonal, sèks, laj, relijyon, andikap oswa sityasyon fanmi. Moun ki gen kesyon oswa enkyetid konsènan non diskriminasyon, moun ki bezwen asistans espesyal dapre Lwa Ameriken andikape yo (ADA), ak moun ki bezwen asistans nan lang (gratis) ta dwe kontakte Kowòdonatè Tit VI/Nondiscrimination nan access@ocfl.net oswa lè yo rele 3-1-1 (407-836-3111).

Si w gen pwoblèm pou tande oswa pou w pale, ou ka kontakte nimewo telefòn ki anwo yo lè w konpoze 711.

ORANGE COUNTY HOUSING FINANCE AUTHORITY
BOARD OF DIRECTORS

V. ATKINS-BRADLEY | K. HUGHES | C. HUNTER | R. COLADO | W. STAMPER

OFFICIAL MEETING MINUTES

Meeting: Board of Directors Meeting **Date:** Wednesday, November 6, 2024 **Time:** 8:30am
Location: Orange County Administration Center – Commissioners Chambers – 1st Fl., 201 S. Rosalind Ave., Orlando, FL.

<u>Members</u>		<u>OCHFA</u>		<u>OCHFA Professionals</u>		<u>County Staff</u>
PRESENT		PRESENT		PRESENT		PRESENT
Vernice Atkins-Bradley	Ray Colado	Frantz Dutes	M. Guzman	C. Price	O. Roman	Mike Watkins
Chair	Board Member	Interim Executive Director	Staff	Staff	Staff	General & Bond Bond Counsel, GTLaw
Kenneth Hughes	Wil Stamper	S. Tan	R. Natal	D. Perez		Helen Feinberg
Vice Chair	Board Member	Staff	Staff	Staff		Managing Underwriter, RBC Capital Markets
						M.Lively
						Fiscal Business Svcs

MEETING OPENED: There being a quorum, Chair, Vernice Atkins-Bradley, called the meeting to order at 8:30 a.m.

PUBLIC COMMENT(s): No comment(s).

CONSENT AGENDA:

A. GENERAL ADMINISTRATION

- 1. Adoption of October 2, 2024, Regular Board of Directors Meeting minutes.

B. EXECUTIVE DIRECTOR'S OFFICE

- 1. Multi-Family Pipeline Report

C. FINANCIAL MANAGEMENT

- 1. **Acknowledgement Summary of OCHFA's Operating Fund Investments.** Acknowledgement of the consolidated balance sheet for the Operating Fund; acknowledgement of combined statement of rev(s)/ exp(s)/ changes in retained earnings; acknowledgement of FY 2024, operating fund comparison of budget vs. actual; acknowledgement of FY 2024, operating fund comparison of actual revenues & expenses; acknowledgement summary of OCHFA's operating fund investments.

D. PROGRAM OPERATIONS

- 1. Acknowledgement of the Current Status of the Single-Family HRB Program.
- 2. Acknowledgement of the Multi-Family Audit Period.

ACTION TAKEN

There being no discussion, the Board approved Consent Agenda items.

MOTION / SECOND: R. Colado/ W. Stamper AYE BY VOICE VOTE: All Present NAY BY VOICE VOTE: _____ ABSTAINED: _____

DISCUSSION AGENDA:

A. EXECUTIVE DIRECTOR

Frantz Dutes, Interim Executive Director, provided the Board with an update of the Authority's multi-family pipeline. He reported that Silver Lakes Village Apartments, a senior affordable housing development located in the Rosemont area of Orlando, had successfully closed in October, and will be a welcome source of housing for the community's residents.

CONSIDER APPROVAL OF BOND RESOLUTION #2024-06, FOR THE WATERS APARTMENTS, NOT-TO-EXCEED \$37,000,000:

Mr. Dutes, addressed the Board regarding consideration of Bond Resolution (#2024-06), for Multi-Family Housing Revenue Bonds, in an amount not-to-exceed \$37MM, for the proposed, The Waters Apartments. He presented the proposed project's description, development team, financial structure, sources and uses of funds, credit underwriting report (CUR) and recommendations. During his presentation, he reported that the proposed development is a new construction project, located at 1277 Plymouth-Sorrento Rd., Apopka, FL, is comprised of 180-units; consisting of 72 (seventy-two) 1-bd/1-ba; 80 (eighty) 2-bd/2-ba; and 28 (twenty-eight) 3-bd/2-ba units, with rents ranging from at \$1,014⁰⁰ - \$1,397⁰⁰ per month. He continued to provide the Board with the proposed development team: Apopka Leased Housing Associates II, LLP (Applicant)/ Dominion Inc. (Developer)/ Bessolo Design Group, Inc. (Architect)/ W.D. Construction, LLC (Contractor)/ Dominion Mgmt Svcs, LLC (Management Company)/ RBC Capital Markets (Underwriter)/ U.S. Bank Trust Company (Trustee)/ KeyBank Community Development Corp. (Syndicator).

Mr. Dutes presented the financial structure and the sources and uses of funds for the proposed development, which includes the issuance of up to \$37MM, of tax-exempt Multi-Family Housing Revenue Bonds (MHRB). He stated that the Credit Underwriter, First Housing, listed nine (9) conditions, within the Credit Underwriting Report, that must be addressed prior to the projects closing date. He informed the Board that the proposed development has a total Debt Service Coverage ratio of 1.10, **which is consistent with the Authority's minimum threshold criteria of 1.10;** and that the total project cost is \$62,938,003. The Credit Underwriting Report was prepared by First Housing, and they recommend issuance of the bonds, subject to the conditions noted within the report. Mr. Dutes concluded by stating that staff, along with **the Authority's professionals** recommend approval of proposed Bond Resolution (#2024-06) for The Waters Apartments, in an amount up to \$37,000,000.

Board Member Ray Colado, asked staff to clarify Condition #8, within the CUR – first equity installment increase of \$1. Helen Feinberg, RBC Capital Markets, approached the Board and clarified, that Florida Housing Corporation requires a 15% of the total housing tax credit equity funded at project closing. Discussion ensued.

ACTION TAKEN

There being no further discussion, the Board approved Bond Resolution (#2024-06), Underwriting Report, Terms and financing in an amount not-to-exceed \$37MM for the construction of The Waters Apartments; and authorization for the Chair, Board Member and Interim Executive Director to execute all associated documents subject to General Counsel's review.

MOTION / SECOND: R. Colado/ W. Stamper AYE BY VOICE VOTE: All Present NAY BY VOICE VOTE: _____ ABSTAINED: _____

OTHER BUSINESSADJOURNMENT

There being no further business, Vernice Atkins-Bradley – Chair, adjourned the meeting at 8:48 a.m.

RECONVENED

Meeting reconvened at 8:50 to confirm action taken / voting motion / second for Consent Agenda (R. Colado/ W. Stamper) and Discussion Agenda (R. Colado/ W. Stamper) items. There being no further business, Vernice Atkins-Bradley – Chair, adjourned the meeting at 8:53 a.m.

ATTEST:

FRANTZ DUTES
INTERIM EXECUTIVE DIRECTOR

VERNICE ATKINS-BRADLEY
CHAIR

END OF MINUTES PREPARED BY OLYMPIA ROMAN

ORANGE COUNTY HOUSING FINANCE AUTHORITY

BOARD OF DIRECTORS

V. ATKINS-BRADLEY | K. HUGHES | C. HUNTER | R. COLADO | W. STAMPER

OFFICIAL MEETING MINUTES

Meeting: Joint / Ad Hoc Committee **Date:** Wednesday, November 6, 2024 **Time:** 9:00am
Location: Orange County Administration Center – 1st FL – Room #105, 201 S. Rosalind Ave., Orlando, FL.

Committee Members

PRESENT

Vernice Atkins-Bradley
Chair

Kenneth Hughes
Committee Member

Ray Colado
Committee Member

Will Stamper
Committee Member

OCHFA Staff

PRESENT

Frantz Dutes
Interim Executive Director

Shawn Tan
Staff

Chaynae Price
Staff

Rosalind Natal
Staff

Olympia Roman
Staff

PROFESSIONALS

PRESENT

Mike Watkins
General/ Bond Counsel, GTLaw

MEETING OPENED: There being a quorum, Chair, Vernice Atkins-Bradley, called the meeting to order at 9:02a.m.

REQUEST FOR PROPOSAL – MANAGED INFORMATION TECHNOLOGY SERVICES

Frantz Dutes, Interim Executive Director, addressed the Committee regarding the publication and distribution of a Request for Proposal (RFP) **for the Authority's Managed Information Technology Services (IT)**. He provided the Committee with a **brief history of the Authority's current** Information Technology Service provider, Calloway Networks (Rick Calloway). He informed the Committee that Calloway Networks organizational changes has adversely impacted the response time to **the Authority's** IT challenges, and this **is impacting the Authority's ability** to operate efficiently; in particular, the Authority has yet to initiate the IT recommendation that the Board approved during its Strategic Planning Workshop, conducted in May. He then reminded the Committee that in May 2024, the Board also approved for staff to proceed with IT improvements.

Mr. Dutes presented the proposed RFP, highlighting the timeline and milestones to be achieved, contract terms and the evaluation process. He concluded by stating that the proposed RFP was written (Scope of Services) in collaboration with Calloway Networks; and that Calloway Networks has agreed to assist the Authority in its transition to a new provider. Brief discussion ensued.

ACTION TAKEN

There being no further discussion, the Committee recommends submission of the Authority's Request for Proposal for Managed Information Technology Services as presented, with an initial term of one (1) year subject to further negotiations; to be presented to the Board for approval at its December 4, 2024 board meeting.

MOTION / SECOND: R. Colado / K. Hughes AYE BY VOICE VOTE: All Present NAY BY VOICE VOTE: ABSTAINED:

OCHFA PROPOSED TRAVEL POLICY

Mr. Dutes addressed the Committee regarding consideration of an update to **the Authority's** current Travel Policy. He provided the Committee with a brief history of the **Authority's** established and adopted travel policy since 1996. He stated that the **Authority's travel policy** was developed to ensure compliance with Florida Statutes 112.061. He then stated that at the direction of the Board, staff has researched and compared the **Authority's current policy with that of Orange County Government.**

Currently, Orange County Government's adopted travel policy complies with Florida Statutes 112.061, with the exception of the Per Diem and Mileage Rates; of which, these rates reflect that used by the U.S. General Services Administration. **He then stated that OCHFA's proposed,** updated travel policy will remain in compliance with Florida Statute 112.061, although the Per Diem and Mileage Rates used are associated with that of the U.S. General Services Administration. He also informed the Board that the proposed travel policy was reviewed and approved by **the Authority's General Counsel.**

ACTION TAKEN

There being no discussion, the Committee recommends submission of the Authority's updated Travel Policy to be presented to the Board for approval at its December 4, 2024 board meeting.

MOTION / SECOND: R. Colado / K. Hughes AYE BY VOICE VOTE: All Present NAY BY VOICE VOTE: ABSTAINED:

CONSIDER APPROVAL OF THE APPOINTMENT OF THE AUTHORITY'S EXECUTIVE DIRECTOR.

Committee Chair, Vernice Atkins-Bradley, shared her observations regarding the overall performance of the Authority's Acting Interim Executive Director, Frantz Dutes. She stated that Mr. Dutes, had completed 6-months in the role of Interim Executive Director and was very pleased with his performance, Committee members concurred **with the Chair's observation**. Chair, Atkins-Bradley, secured input from General Counsel concerning the contract terms. Mike Watkins, General Counsel, concurred that this plan of action was consistent with the contract.

ACTION TAKEN

There being no discussion, the Committee recommends submission of the Authority's appointment of Acting Interim Executive Director, Frantz Dutes, to be appointed as Executive Director of OCHFA; and that this item be presented for Board approval at its December 4, 2024, meeting.

MOTION / SECOND: _____ AYE BY VOICE VOTE: All Present NAY BY VOICE VOTE: _____ ABSTAINED: _____

ADJOURNMENT

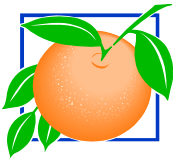
There being no further business, Vernice Atkins-Bradley – Chair, adjourned the meeting at 9:30 am.

ATTEST:

FRANTZ DUTES
INTERIM EXECUTIVE DIRECTOR

VERNICE ATKINS-BRADLEY
CHAIR

OLYMPIA ROMAN
MINUTES PREPARED BY



FRANTZ DUTES
INTERIM EXECUTIVE DIRECTOR

CONSENT ITEM

BOARD OF DIRECTORS

VERNICE ATKINS-BRADLEY
CHAIR

KENNETH HUGHES
VICE CHAIR

CURTIS HUNTER
BOARD MEMBER

RAY COLADO
BOARD MEMBER

WIL STAMPER
BOARD MEMBER

MEMORANDUM

TO:	OCHFA Board of Directors
FROM:	Frantz Dutes, Interim Executive Director
DATE:	November 21, 2024
RE:	APPROVAL OF THE AUTHORITY'S CONTRACT FOR FINANCIAL ADVISORY SERVICES. DECEMBER 4, 2024 REGULAR BOARD OF DIRECTORS' MEETING.

BACKGROUND

On February 17, 2022, the Ad Hoc Committee recommended a two (2) year contract renewal with CSG Advisors, for financial advisory services. Subsequently, on March 2, 2022, the Board **approved the Committees' recommendation with the understanding that the contract period would run through January 1, 2024. In keeping with the Boards' recommendation, on December 6, 2023, the Board approved the Financial Advisory Services contract for a one (1) year contract period with two (2) sequential 2-year renewals remaining.**

The current Financial Advisory Services contract with CSG Advisors, Inc. will expire on December 31, 2024. Over the years, CSG Advisors has delivered its financial services to the Authority in a competent and efficient manner. As a national firm they are at all times aware of market and industry trends and when appropriate, can apply these creative financing strategies at OCHFA.

We are recommending that the Authority approve a two (2) year renewal contract for Financial Advisory Services with CSG Advisors, Inc. through December 31, 2026. If approved by the Board, one remaining two (2) year renewal will occur on or about December 31, 2026.

ACTION REQUESTED

Board approval of the Authority's Financial Advisory Services contract for a two (2) year contract period, with one (1) remaining sequential 2-year renewal and authorization for Chair to execute the contract.

RENEWAL CONTRACT FOR FINANCIAL ADVISORY SERVICES

This **RENEWAL CONTRACT FOR FINANCIAL ADVISORY SERVICES** (hereinafter referred to as this "Agreement"), made and entered into as of January 1, 2025, by and between the **ORANGE COUNTY HOUSING FINANCE AUTHORITY** (the "Authority") and **CSG ADVISORS INCORPORATED** (hereinafter referred to as "CSG" or "Financial Advisor").

I. GENERAL ADVISORY SERVICES

Financial Advisor shall provide the following general, non-transaction-related financial advisory services as deemed appropriate by the Authority ("General Advisory Services"). All financial advisory assignments to Financial Advisor shall be made by the Executive Director of the Authority in writing as appropriate to the applicable entity. No work or expenditures on the part of the Financial Advisor shall begin until receipt of written work assignments unless the fees associated with such work would be included in authorized Transaction Services.

1. Assist in the development of long-term strategic plans and an annual financial plan, including strategies to effectively utilize, leverage and enhance the Authority's operation reserves, Low Income Housing Fund and other resources available to the Authority;
2. Advise the Authority generally on structuring new programs and restructuring existing programs to address housing related needs or opportunities identified by the Authority; apprise the Authority of new and creative financing techniques or concepts and advise the Authority generally on strategy options and alternatives relating to the development of proposed programs, project finance activities and other affordable housing initiatives;
3. Conduct independent and objective reviews and evaluations of the economic feasibility and cost-effectiveness of programs, project finance transactions and/or other initiatives proposed to the Authority by third parties, including governmental entities, non-profit sponsors, for-profit developers, investment banking firms and others;
4. Assist in preparing for and making presentations (relating to the Authority in general, rather than to a particular transaction) to bond rating agencies which issue or maintain ratings on the Authority's securities;
5. Assist the Authority in making submissions and presentations relating to the Authority's past, current and proposed financing activities to governmental entities, including the Orange County Commissioners, as well as to private entities such as financial institutions and foundations;
6. Evaluate and formulate recommendations regarding financial management, investment management, investment policies and strategies and, upon request of the Authority, provide direct investment management services for certain of the Authority's general and restricted funds;

7. Evaluate the financial integrity of existing Authority programs or projects and advise the Authority regarding strategies to preserve or enhance the credit ratings of bonds relating to such programs or projects;
8. Upon request of the Authority, prepare portfolio analyses of the Authority's single-family and multi-family issues;
9. Upon request of the Authority, prepare consolidated cash flow analyses for the Authority's Homeowner Revenue Bonds, as may be necessary to maintain the AAA rating on such Bonds;
10. Maintain accurate records for each of the Authority's prior single-family bond issues pertaining to IRS 10-year and 32-year rule limitations and advise the Authority of bonds eligible for replacement refunding.
11. Be available for consultation with any person or group interested in assisting the Authority in the development of low or moderate income housing;
12. Attend meetings of the Authority's Board and other meetings of the Authority relating to financing activities or other activities as determined appropriate by the Executive Director of the Authority.
13. Such other reasonably General Advisory related services as may be requested by the Authority.

CSG shall assume responsibility for the conduct of all General Advisory Services during the term of this Agreement.

II. TRANSACTION ADVISORY SERVICES

All financial advisory assignments to Financial Advisor shall be made by the Executive Director of the Authority in writing as appropriate to the applicable entity. No work or expenditures on the part of the Financial Advisor shall begin until receipt of oral direction to proceed with a specific transaction by the Executive Director. Financial Advisor shall provide the following financial advisory services relating to new issues, remarketings, restructurings or refundings of tax-exempt or taxable note or bond transactions ("Transaction Advisory Service") as may be requested by the Authority from time-to-time:

1. Advise and consult with the Authority in structuring its taxable or tax-exempt financing transactions and the lending programs or projects which are funded with proceeds of such transactions;
2. Assist the Authority by analyzing the merits of negotiated sales vs. competitive sales vs. private placements of Authority's securities, and offer recommendations on same;

3. Coordinate the activities of the Authority's financing team in effecting the issuance of notes or bonds by the Authority, including monthly advances or draws of short-term refunding obligations;
4. Advise and assist the Authority in preparing requests for proposals from, and in selecting, service providers (underwriters, bond counsel, tax counsel, financial printers, cash flow verifiers, etc.) required to assist in effecting the issuance of Authority notes or bonds;
5. With respect to proposed single family mortgage lending programs, advise and assist in establishing appropriate program parameters and requirements including mortgage loan rates/terms, servicing arrangements, insurance coverage, participating by lenders/builders/Realtors, loan origination periods, etc., and advise the Authority generally as to the financial integrity of the proposed programs;
6. Assist in the preparation of, and/or review and comment on, (i) authorizing resolutions, bond trust indentures, notices of sale and disclosure documents of the Authority relating to note or bond transactions (ii) loan origination and servicing agreements relating to single family loan programs, and (iii) loan agreements and regulatory agreements relating to multi-family project finance transactions;
7. Review the maturities, redemption provisions, call premiums, interest rates, reserve requirements, system of funds and accounts, flow of funds and other structural characteristics or security features of proposed note or bond issues and advise the Authority as to the financial integrity of such issues;
8. Review cash flow analyses or other financial projections prepared by parties other than the Financial Advisor, particularly regarding assumptions as to interest rates, revenue sources, budgeted expenditures, debt service requirements, application of bond proceeds, investment of funds and other program parameters to assess the reasonableness of the cash flow projections based on such assumptions;
9. Upon request of the Authority, prepare (for reliance upon by rating agencies, bond trustee, bond counsel, bondholders, underwriters, municipal analysts or other third parties) detailed cash flow projections and analyses of specific bond issues and related mortgage loan programs or multi-family projects, such cash projections and analyses to be accompanied by a listing of all significant underlying assumptions;
10. Assist the Authority in making information available to bidding syndicates, individual securities dealers, municipal analysts, institutional investors, credit enhancers and rating agencies in connection with new issues and prior issues of Authority notes or bonds and generally be available to respond to inquiries from such entities regarding the structure, security features and financial integrity of such securities.
11. In connection with the issuance of Authority notes or bonds through competitive bidding, assist other members of the Authority's financing team in the preparation

and publishing of the Notice of Sale as well the preparation and distribution of the bid package, including the applicable bid forms, to prospective bidders;

12. Prepare cash flow special financial analyses to comply with asset release tests and/or cash flow certificate requirements as may be established by Authority bond trust indentures;
13. Assist Authority in negotiating bond interest rates, transaction fees and expenses, and other provisions of bond purchase contracts or remarketing agreements governing the negotiated sale of notes or bonds to underwriters of the private placement of notes or bonds to institutional investors;
14. Upon request of the Authority, perform periodic arbitrage rebate analyses as may be required by the Internal Revenue Code and trust indentures relating to Authority bond transactions;
15. In consultation with other members of the financing team, provide advice regarding the strategy for reinvestment of bond proceeds and program revenues and, upon request, prepare investment agreement bid specifications and solicit bids in compliance with applicable laws and regulations.
16. Such other reasonably Transaction related services as may be requested by the Authority.

CSG shall be responsible for the conduct of all Transaction Advisory Services during the term of this Agreement.

III. FEES RELATING TO GENERAL ADVISORY SERVICES

In consideration of the General Advisory Services described in Section II, above, the Authority hereby agrees to pay to the Financial Advisor fees and expense reimbursements according to the arrangements described below.

1. **Financial Advisory Fees.** Financial Advisory fees shall be based on the actual time expended by the Financial Advisor's staff and the schedule of hourly rates (the "Hourly Rates") by staff classifications as set forth below.

<u>Staff Classification</u>	<u>Rate/Hour</u>
Principal	\$300.00
Vice President	275.00
Senior Financial Analyst	225.00
Financial Analyst	175.00

Financial Advisor shall not charge the Hourly Rate, or any fees to the Authority, in connection with services provided to the Authority regarding its competitive multifamily application process, its developing policies and guidelines related to unrated and subordinated bonds and the Authority application review process for multifamily projects.

2. **Travel Time.** Financial Advisor shall not charge the Authority for travel time between any of Financial Advisor's and the Authority office in Orlando, Florida, or other Authority meeting destinations in the State of Florida.
3. **Annual Fee Cap.** Unless specifically authorized by the Authority, the cumulative amount paid to Financial Advisor for General Advisory Services as described in Paragraph I shall not exceed the sum of (\$10,000.00) for Financial Advisor during any single Contract Year (as such term is defined herein).
4. **Prior Authorization.** Financial Advisor agrees that prior to providing General Advisory Services relating to any specific task which is reasonably expected to result in aggregate billings for such Services, written authorization from the Executive Director of the Authority staff will be obtained prior to undertaking such task.
5. **Expenses.** Financial Advisor shall be reimbursed by the Authority only for reasonable fees that are documentable, direct, out-of-pocket expenses incurred in providing requested General Advisory Services to the Authority. Such expenses shall include travel-related costs (airfare, lodging, meals, rental car, etc.) and miscellaneous expenditures (courier/express deliveries, fax transmissions, long distance telephone charges, third party printing/duplication, etc.)

IV. FEES RELATING TO TRANSACTION ADVISORY SERVICES

In consideration of the Transaction Advisory Services described in Section II above, the Authority hereby agrees to pay (or cause to be paid) the Financial Advisor fees and expense reimbursements according to the arrangements described below.

1. **Single Family Mortgage Revenue Bond Transactions.**

- a. *Method of Bond Sale.* The fee schedules described below shall apply to notes or bonds issued via negotiated public sale, competitive bid or private placement.
- b. *Advisory Fee.*

Issue Size	Fee* Basis	Minimum Fee	Maximum Fee
Up to \$20 million	\$2.00/000	\$30,000	\$40,000
Over \$20 million	\$1.50/000	\$37,500	\$45,000

* per 1000 of Bonds

- c. *Quantitative Services Charges.* The following schedule of computer fees sets forth the maximum charges which will apply to those transactions for which CSG is responsible for preparation of computer cash flow analyses (if any).

- (1) For each new issuance or remarketing of long-term bonds where a Cash Flow Certificate and/or IRS yield computation is required: \$0.75 per thousand subject to a minimum of \$18,000 and a maximum of \$25,000.
- (2) Maintenance Analyses (e.g. Cash Flow Statements relating to extension of loan origination or MBS delivery periods, replacement of investment agreements, release of funds from the bond trust indenture): (a) no charge other than documentable out-of-pocket expenses for any bonds for which CSG prepared the related New Issue Cash Flow Analyses and Yield Computations per (1) above; otherwise, (b) fee based on actual CSG staff time at the appropriate Hourly Rates, plus reasonable documented out-of-pocket expenses.
- (3) Preparation of annual Consolidated Cash Flows required to maintain the ratings on any parity bonds: \$4,000 base fee per indenture plus \$1,250 per series (issue) of bonds covered by the analysis, subject to a minimum fee per indenture of \$5,000 and a maximum fee per indenture of \$17,500 plus reasonable documented out-of-pocket expenses.

- d. *Source of Payment.* Payment to Financial Advisor for Transaction Advisory Services in paragraphs a, b, and c(1) and c(2) above will be paid from proceeds on deposit with the Trustee for cost of issuance (the particular transaction.) Payment to Financial Advisor for Advisory Services in paragraph c(3) above will be paid for by the Authority.

2. **Multi-Family Mortgage Revenue Bond Transactions.**

- a. *Method of Bond Sale.* The fee schedules described below shall apply to new issuance, refunded or remarketed bonds (only where such remarketing requires restatement or amendment of original bond and disclosure documents, including any changes in the credit structure for the bonds) bonds issued via negotiated public sale, competitive bid or private placement.
- b. *Advisory Fee.* The Financial Advisory Fee shall be as follows:

Issue Size	Fee* Basis	Minimum Fee	Maximum Fee
Up to \$15 million	\$1.50/000	\$15,000	\$22,500
Over \$15 million	\$1.00/000	\$22,500	\$39,500

* per 1000 of Bonds

- c. *Optional Quantitative Services Charges.* The following charges will apply only to those multi-family transactions for which Financial Advisor is responsible for preparation of computer cash flow analyses; \$0.75 per thousand subject to a minimum of \$7,500 and maximum of \$15,000.
 - d. *Source of Payment.* It is the mutual expectation of both the Authority and Financial Advisor that payments to Financial Advisor for this category of Transaction Advisory Services will be paid from, or recovered by the Authority from amounts paid to the Authority by the project or developer.
3. **Short-Term Bonds.** Advisory services relating to initial issuance of (or short-term "rollovers" of) Convertible Option Bonds ("COBs") or Bond Anticipation Notes ("BANs") would be provided for a flat fee of \$5,000 per transaction, regardless of issue size.
 4. **Transaction Expense Cap.** Unless specifically authorized by the Authority, reimbursable expenses relating to the provision of Transaction Advisory Services shall not exceed (\$4,500) for any single transaction.
 5. **Other Non-Bond Transactions.** The Authority and Financial Advisor acknowledge and agree that, in the event Financial Advisor is requested to provide services relating to a program, project or other undertaking of a form or type not specifically described or contemplated in this Agreement, the parties hereto may mutually agree upon (i) a scope of services to be provided by Financial Advisor (ii) fee and expense reimbursement arrangements, and (iii) funding source(s) relating to such program, project or undertaking.

V. BILLING PROCEDURES

Financial Advisor agrees to adhere to the following procedures relating to periodic billings for Advisory services provided under this Agreement.

1. **General Advisory Service Fees.** CSG agrees to periodically submit an itemized statement or invoice for General Advisory Service fees specifying the hours worked, the name of the Financial Advisor's staff performing the work, the composite hourly rate charged and the matter, project, program or activity to which Services relate.
2. **Transaction Advisory Service Fees.** Billings for Transaction Advisory Services shall be contingent upon closing or completion of the related transaction and shall not be presented to the Authority or its representatives for payment until the date of such closing or completion. Statements or invoices presented by Financial Advisor shall clearly identify the program, project or other undertaking to which the billing relates.
3. **Expense Reimbursements.** All billings for reimbursements of expenses incurred by Financial Advisor in providing either General Advisory Services or Transaction Advisory Services shall clearly state the nature and dollar amount of the expenses

incurred and shall be supportable by receipts, paid invoices or other acceptable forms of documentation provided by Financial Advisor upon request of the Authority.

Reimbursement for expenses incurred by Financial Advisor in providing services of any type under this Agreement are not contingent upon closing or completion of the related program, project, transaction or other undertaking.

VI. ADVISOR REPRESENTATIONS AND WARRANTIES

Financial Advisor and Investment Advisor each separately hereby represent and warrant to the Authority that:

1. CSG is an independent financial consulting firm not affiliated with any firm underwriting municipal securities;
2. CSG currently does not, and will not during the term of this Agreement act as a broker-dealer with respect to municipal securities; and
3. CSG will not involve itself in the development, financing and implementation of Authority programs or projects other than as contemplated and described in this Agreement unless specifically authorized in writing by the Authority to do so; and
4. CSG has the ability to perform under this Agreement.

Financial Advisor acknowledges these representations constitute material elements of this Agreement and a breach of any one such representation would render this Agreement absolutely null and void, and render Financial Advisor liable for any and all damages suffered by the Authority due to such breach.

VII. SUBCONTRACTING

Financial Advisor hereby agrees that it will not enter into any other subcontracts for any work described under this Agreement, nor will it receive compensation from any third party for services performed under this Agreement, without obtaining prior written approval from the Authority.

VIII. ACCESS TO RECORDS

The Authority and its duly authorized representatives shall have access to the books, documents, papers and records of the Financial Advisor which are pertinent to this Agreement for purposes of making audit, examination, excerpts and transcripts.

IX. OWNERSHIP OF RECORDS

All records, reports, worksheets, work products and other materials of the Financial Advisor which result from this Agreement shall be the exclusive property of the Authority unless otherwise agreed to in writing by the Authority.

X. TERM OF AGREEMENT AND SERVICE

This Agreement shall be in effect from January 1, 2025 through January 1, 2027, subject to Section XI herein. Each year ending on December 31 for the term of this Agreement shall be considered a "Contract Year." The Authority, in its sole discretion, may extend the term of this Agreement for one (1) additional two (2) year term.

XI. CANCELLATION RIGHTS (cause or without cause)

In the event of a determination by the Authority that the services to be provided hereunder are not being, or have not been, performed in a satisfactory or professional manner; or in the event that the Financial Advisor violates any of the covenants, agreements or other provisions of this Agreement, the Authority may terminate the Agreement for cause immediately upon delivery or written notice to the Financial Advisor.

Any party may terminate this Agreement, with or without cause, by written notice to the other parties with thirty (30) days prior notice. CSG shall not be entitled to any monetary amounts based upon a termination without cause except to the extent that moneys for services rendered are due and owing hereunder. This is a personal service contract and CSG acknowledges and agrees to the Authority's right to terminate this Agreement in accordance with the foregoing sentence.

XII. ASSIGNMENT OF INTERESTS

Except as provided in the following paragraph, Financial Advisor shall not assign any interest in this Agreement and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of the Authority.

Notwithstanding the foregoing, Financial Advisor may (i) assign claims for money due or to become due from the Authority to a bank, trust company or other financial institution, and (ii) assign its individual obligations and rights under this Agreement to an organization which succeeds to all or substantially all of the financial advisory or investment advisory services set forth herein through a corporate reorganization in which the designated personnel who are responsible for the services set forth herein remain employees of the assignee.

XIII. COMPLIANCE WITH APPLICABLE LAWS

Financial Advisor and Investment Advisor agree to abide by the requirements of the following, as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 112467, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1972 and the Americans with Disabilities Act of 1990.

Financial Advisor agrees not to discriminate in its employment practice, and will render services under this Agreement without regard to race, color, religion, sex, national orientation, veteran status, political affiliation or disabilities.

Any act of discrimination committed by Financial Advisor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Agreement.

XIV. MISCELLANEOUS

This Agreement shall be governed by State of Florida law, proper jurisdiction and venue for any litigation arising out of or related to this Agreement shall be located exclusively in the federal and state courts located in Orange County, Florida.

[SIGNATURE PAGES TO FOLLOW]

SIGNATURE PAGE FOR RENEWAL CONTRACT FOR FINANCIAL ADVISORY SERVICES

IN WITNESS WHEREOF, the parties hereto have affixed their signatures.

CSG ADVISORS INCORPORATED

By: _____
Name: _____
Title: _____

**ORANGE COUNTY HOUSING FINANCE
AUTHORITY**

By: _____
Name: _____
Title: _____

Approved as to Legal Sufficiency:

By: _____
Greenberg Traurig, P.A.



FRANTZ DUTES
INTERIM EXECUTIVE DIRECTOR

CONSENT ITEM

BOARD OF DIRECTORS

VERNICE ATKINS-BRADLEY
CHAIR

KENNETH HUGHES
VICE CHAIR

CURTIS HUNTER
BOARD MEMBER

RAY COLADO
BOARD MEMBER

WIL STAMPER
BOARD MEMBER

MEMORANDUM

TO:	OCHFA Board of Directors
FROM:	Frantz Dutes, Interim Executive Director
DATE:	November 21, 2024
RE:	APPROVAL OF THE AUTHORITY'S REQUEST FOR PROPOSALS (RFP) FOR MANAGED INFORMATION TECHNOLOGY SERVICES. DECEMBER 4, 2024 REGULAR BOARD OF DIRECTORS' MEETING

BACKGROUND

Since 1999, the Calloway Networks Access, Inc. (CNA) has been providing Information Technology (IT) Services to the Authority. During this time, we received quality IT services at an affordable cost. CNA is a small family operated business. The owner of the company, Rick Calloway, was recently appointed as the Dean of the Business Program at Seminole College and his son recently left the company to pursue a career in another industry. These developments have adversely impacted the response time to our daily IT challenges, and is impacting our ability to operate efficiently. We have yet to initiate the IT recommendation that the Board approved on May 1, 2024, because CNA has not been responsive.

On May 1, 2024, the Board approved the Authority's Strategic Plan for fiscal year 2024-2027. One of the goals adopted was the "further integration and enhancement of OCHFA's operational, financial and information management systems, enabling the Authority to achieve its mission through the most efficient utilization of resources." As we proceeded to ensure that the appropriate support systems are in place to achieve this goal, we have decided that it would be best to secure the services of a new firm to provide Managed Information Technology Services. The RFP was discussed in much detail at our Ad Hoc Committee meeting conducted in November 2024.

ACTION REQUESTED

The Ad Hoc Committee recommends Board approval and distribution of the Request for Proposal (RFP) for Managed Information Technology Services.

Orange County Housing Finance Authority
2211 Hillcrest St., Orlando, FL 32803
December 12, 2024

Request for Proposal (RFP)

Managed Information Technology Services

Contact

Frantz Dutes, Interim Executive Director
Orange County Housing Finance Authority
2211 Hillcrest Street, Orlando, Florida 32803
Email fdutes@ochfa.com

DESCRIPTION

The Orange County Housing Finance Authority (“OCHFA”) is requesting proposals from firms interested in providing Information Technology Managed Services.

The Orange County Housing Finance Authority (OCHFA) is pleased to invite you to respond to this Request for Proposal (RFP) for Managed Information Technology (IT) Services. The intention of this RFP is to solicit responses and formal proposals from qualified Managed IT Services Providers (MSPs) and select an organization to provide IT services to OCHFA.

OCHFA Profile

OCHFA is a relatively small agency with a staff of nine (9). We are a regional agency, providing services in Orange, Lake, Seminole and Osceola County. We accomplish our mission by issuing mortgage revenue bonds that finance mortgages for first-time homebuyers. We also issue bonds to finance the acquisition, construction, or rehabilitation of rental housing.

OCHFA's work is done in partnership with developers, lenders investors, and nonprofit organizations that use our financing to serve low to moderate income Central Florida families. We leverage government and private funds to invest in financially sound, well-designed projects that will benefit communities for many years to come. The activities that we finance help families become more stable, put down roots, and climb the economic ladder. In turn, communities grow and prosper, broadening their tax base, creating new jobs, and maximizing local resources. OCHFA's work is truly a vehicle for economic growth.

Purpose

With this RFP, OCHFA is requesting information about your company and the IT products and solutions you provide as outlined within the Scope of Services Requirements section. This information will be gathered from several organizations and used to evaluate provider options for OCHFA.

This RFP is issued solely for information and planning purposes. This document does not commit OCHFA to contract for any services, supply, or subscription whatsoever. OCHFA will not reimburse any administrative costs incurred as a result of preparing a response to this RFP. All cost associated with a response will solely reside at the responding party's expense.

Confidentiality Statement

All information included in this RFP is considered confidential and intended only for use by responders. No information included in this document, or in discussions related to OCHFA Managed Service Provider selection effort, may be disclosed to another party or used for any other purpose without the express written or verbal consent.

I. MISCELLANEOUS TERMS AND CONDITIONS

1. **Submission of Qualification Statements:** Submissions are to be limited to a total of twenty-five (25) pages, not including a cover letter. Respondents must submit one (1) original hardcopy; five (5) hardcopies and one (1) pdf version (usb device or electronic delivery) of the proposal, to OCHFA for receipt no later than 4:00 P.M. EST on **Wednesday, January 15, 2025**. Proposals submitted by facsimile will not be accepted. Submissions must be responsive, in sequence, to the questions included as Exhibit A. Responses to each question must be included, with the question restated before each response.
2. **Review and Selection Process:** All submissions will be reviewed by Staff to determine responsiveness to the RFP. All proposals meeting responsiveness will be reviewed and evaluated by an Ad Hoc Committee of Board Members and/or Staff using the evaluation criteria form and weighing factors in Exhibit "A". The scoring will be tabulated and proposals ranked based on the numerical scores. The Chair of the Ad Hoc Committee may present the recommendations, together with a complete tabulation of numerical scoring results, to the full OCHFA Board for its consideration at its March 5, 2025, board meeting, or subsequent meeting. OCHFA may, but is not obligated to select, the firm which receives the highest numerical score in the evaluation process.

Firms and their representatives are requested not to contact the OCHFA Board Members or Staff after the release of the RFP. Questions should be in writing and directed to Frantz Dutes, Interim Executive Director, Orange County Housing Finance Authority, 2211 Hillcrest Street, Orlando, Florida 32803, **by 4:00 p.m., January 8, 2025.**

3. **Expenses Relating to Proposals:** OCHFA shall not be liable for any expenses incurred by respondents in replying to this Request for Proposal ("RFP").
4. **Rejection and Negotiation:** OCHFA reserves the right to reject any and all proposals submitted in response to this RFP and, to enter into fee negotiations with one or more respondents to this RFP.
5. **Term of Service:** It is expected that the firm selected pursuant to this RFP will serve as IT Management commencing after April 1, 2025.
6. **Distribution of RFP:** This RFP is being distributed to Managed Information Technology firms, located in Central Florida.
7. **Minority/Women Business Enterprise (M/WBE):** The Orange County Housing Finance Authority is an equal employment opportunity employer and governmental business agency. Accordingly, we encourage participation from Minority and/or Women Owned Business Enterprises (M/WBE) in this solicitation for Information Technology Managed Services.

II. SCOPE OF SERVICES

A) Environment Overview: The information below provides general information about OCHFA and our current technical environment.

Agency Location & Staff Members:

→ Business Location: 2211 Hillcrest Street, Orlando, FL 32803

Technical Environment (core hardware):

→ OS – MS Windows 10 Pro	→ Email – MS Exchange (virtual pc based)
→ Two (2) Host Servers (on premises)	→ One (1) Firewall (pfSense based)
→ Seven (7) Virtual Machines	→ One (1) Router VOIP (third-party managed)
→ Gigabit Ethernet	→ MS Hyper V Platform

Internet & Telephone Connectivity:

→ AT&T (POTS & VOIP)

Workstations & Laptops (Window PC environment):

→ Workstations (Dell): twelve (12) → Laptops (Dell): five (5)

Other Peripherals:

→ Cellphones (iOS): three (3)	→ Printer (desktop): eight (8)
→ Printer (all-in-one): three (3)	→ Printer (desktop all-in-one): one (1)

Print, scan, fax, copy services are provided via leased and networked group MFP devices, with maintenance and support provided by leasing vendor.

Software and Digital Applications:

→ MS Office Pro Plus 2013	→ Adobe Professional
→ Sage 300	→ Adobe Dreamweaver (web development)
→ Avaya IP Office VOIP	→ SelfSource (HR software)
→ Cisco WebEx	→ MS SQL Server (5 custom databases)
→ Box.com (file transfer)	

Backups, Antivirus and Remote Support:

→ AnyDesk (remote access)	→ pfSense (firewall)
→ Malwarebytes (anti-malware)	→ Tape Backup (on premises)

B) Services Requirements: As part of this RFP, OCHFA has identified a need for the following services. We realize that not every MSP will be able to provide all the services listed below, but we encourage you to respond where applicable.

1. Server & Network System Monitoring: The Managed Service Provider must provide 24/7/365 monitoring of OCHFA's server & network system with proactive communication and escalation protocols based on the severity of any unscheduled outages.
2. Patch Management Services & Preventative Maintenance: The MSP must provide management of critical security and system patches to all servers and systems on the network to ensure OCHFA's IT system and resources are properly managed and maintained.
3. Remote Backup Management: The MSP must execute a nightly backup plan for the critical servers, including a regularly-tested recovery process.
4. Email System Management: OCHFA requires the management and administration of OCHFA's email system for all users, against business email compromise cybersecurity threats.
5. Antivirus, Antispam & Antispyware Protection: OCHFA is looking for solutions to defend against security threats including phishing, malware, spam, viruses.
6. On-Site Support: When needed, the MSP should have the ability to deploy onsite resources to assist with issues which cannot be resolved through remote access to in-house system.
7. Networking Support: OCHFA requires proactive management and monitoring of our switches, firewalls, routers, and Wi-Fi systems, and other networking equipment as identified by OCHFA.
8. Security Systems Monitoring (Net Physical): MSP must provide proactive monitoring and management of OCHFA's security systems, including firewalls, intrusion prevention, secure remote access, and any implementations of advanced security solutions OCHFA may utilize.
9. Business Continuity: MSP must provide plan and solutions for mitigating the risks to the Authority's data from physical disasters – hurricanes and virtual crisis (ransomware). Support disaster recovery for servers, workstations, server data and user data.
10. Remote Workforce: MSP must provide a highly secure and stable environment for staff working remotely; as well as information security best practices.
11. Warranty and Asset Inventory Management: OCHFA expects the MSP to maintain a hardware and asset inventory that includes Desktops, Laptops, Servers, Printers/Scanners, Fax Machines, and notify OCHFA of any potential service or warranty issues. The MSP must also assist with managing the life cycle of OCHFA's devices and maintain an equipment inventory to ensure our systems are always current.
12. Software Licensing Control: Oversight of automatic renewal of software applications and maintenance of appropriate documentation.

13. Procurement Management: The MSP must assist with the selection of commercially rated equipment, order placement, order tracking, shipping, equipment returns, and sourcing and ordering replacement parts.
14. PC Development: Delivery and setup of machines on-site.
15. Desktop and Laptop Support: MSPs must include their ability to support existing and future desktops and laptop hardware. This includes maintenance and repair, replacement for failed equipment, and the acquisition and provisioning for new equipment as needed.
16. Printers, Copiers and Scanners: The MSP must be able to support existing printers, copiers and scanner related network-printing issues.
17. Desktop Software Standardization and Licensing and Upgrades: MSP must have a process for identifying standardization and management of desktop images and ensuring that staff are using current products; as well as current operating system and internet browser versions.
18. Break Fixes and Installation: The MSP should offer planned and on-call break/fix services, including emergency response to server issues.
19. Move, Add, Change (MAC): OCHFA is looking for the MSP to help with any changes to the location, configuration of existing equipment or software, and installation of additional equipment or software as needed.
20. Reporting: The MSP should provide relevant reporting not only based on their performance from a help desk perspective but also regarding system (hardware & cloud based) health, uptime; and assist in keeping an accurate hardware inventory to inform ongoing planning of maintenance, warranties, and refresh schedules.
21. Technology Strategy Planning: The MSP will work with the Authority's current IT consultant to develop a long-term strategic technology plan. The plan will take advantage of new and existing technologies to produce a pragmatic and effective future roadmap that enables the organization to fulfill its overall mandate in the community.
22. Account Management: The MSP must offer an internal escalation process in tandem with OCHFA to ensure the ability to have multiple points of contact available if needed depending on the items or issue encountered.
23. IT Policy Review and Development: The MSP should be able to assist in the development of customized policies related to the use of technology.
24. Data Classification: The MSP must timely and efficiently, provide services to assist with OCHFA's network Data Classification – public/ internal-only/ confidential/ restricted – as it relates to network drives and folders, assigning access levels to current, newly hired staff and staff separating employment (perform a final security audit to confirm that their access has been removed and that there are no security breaches).
25. Multi-Factor Authentication (MFA): MSP must be able to provide and manage a Multi-Factor Authentication (MFA) solution to provide an easy-to-use method to verify user identities at login and to protect logins with multi-factor authentication.

C) Response Process: Please indicate your intentions to respond to this RFP by email to the primary RFP Contact listed below by the Questions Due Date outlined below. Respondents should include responses to Exhibit-A in their proposal submission. If additional material is required for one or more questions, please label attachments clearly and reference them in your response. Responses received under this RFP that fail to address each of the questions, in adequate and complete detail, will be deemed as non-responsive and will not be considered. Note that responses of “to be provided upon request” or “to be determined” or the like, or that do not otherwise provide the information requested (e.g. left blank) are not acceptable.

- All proposals must be submitted no later than, Wednesday, January 15, 2025, By 4:00 p.m.
- All proposal must be addressed to:

Frantz Dutes, Interim Executive Director
Orange County Housing Finance Authority
2211 Hillcrest Street, Orlando, Florida 32803
Email fdutes@ochfa.com

- OCHFA requires responses to this request for proposal to be delivered in writing and electronic delivery. You may attach documentation to support your answers, if necessary.
- Please complete/respond to the questions listed within Exhibit-A, of this RFP, a proposal document, pricing breakdown, and a version of any master services agreement or other contract that would be utilized if chosen must be provided.
- Specify the name, telephone number and email address of the primary contact person regarding your firm’s proposal. Identify the personnel and provide a brief resume for each person who would be assigned to the OCHFA account if your firm is selected, pursuant to this RFP, to serve in any capacity.

III. EVALUATION & SELECTION CRITERIA

Proposal Evaluation Criteria: OCHFA will evaluate the responses based on multiple criteria and will select the best managed information technology firm to fit its needs. The following list summarizes the major qualitative areas that will be evaluated:

<u>Evaluation Criteria</u>	<u>Weighting Points</u>
Expertise and Experience	25
Completeness of Solution	25
Demonstrated Customer Service Quality and Support	20
Pricing and Contracts	25
M/WBE Firms	5
Total (Maximum Score)	100

Selection Criteria: Review and scoring of the responses, as well as clarification of information as deemed necessary by the evaluation team.

Key Dates: Below is a timeline outlining the steps with completion dates for each step in the process. By participating in the RFP, MSP's agree that they can adhere to the following general timeline.

<u>Task</u>	<u>Completion Date</u>
RFP Distributed to MSPs	December 12, 2024
Questions Due from MSPs	January 8, 2025
Responses Due from MSPs	January 15, 2025
Finalists Selection	March 5, 2025
MSP "Go Live"	April 1, 2025

IV. CONTRACT TERMS & ELIGIBILITY

Term: The initial contract term will be one (1) year.

V. CONCLUSION

Orange County Housing Finance Authority looks forward to reviewing your response and would like to thank you in advance for your participation. The Managed Services Provider selection is very important to our continued success and represents a major focus of effort for OCHFA.

OCHFA reserves the right, at its sole and absolute discretion, to amend or modify any provision of this RFP, or to withdraw this RFP at any time prior to contract award. OCHFA shall not be bound by or liable under this RFP and/or any response thereto until a final written contract has been executed by OCHFA and the vendor incorporating the terms and conditions of the award.

We appreciate and value your interest, expertise, and feedback.

Exhibit "A"**A) RESPONSE FORM QUESTIONS**

For the purposes of understanding more about your company and your ability to successfully fulfill the requirements, please provide the information below as part of your response, clearly referencing each specific question.

1.0) Expertise and Experience

- 1.1. Briefly describe the history and organization of your firm and confirm its current status as a service provider of Managed Information Technology Services.
- 1.2. Describe your firm's experience in successfully providing the different types of services offered and how they would meet the needs of OCHFA. Specify services such as: Fully Managed IT Svcs/ Co-Managed IT Services/ Managed Compliance and/or After Hours Maintenance.
- 1.3. What are the general types of organizations your clients represent?
- 1.4. Describe your onboarding/implementation process and approach if you were selected?
- 1.5. How do you typically work with IT Management at clients who have staff members?
- 1.6. Do you serve clients with 24 x 7 requirements?
- 1.7. What other services do you offer besides the core services of a Managed Service Provider?
- 1.8. What type of training do you offer either during onboarding or ongoing?
- 1.9. What do you feel are your biggest hurdles to a successful relationship?
- 1.10. Please provide at least three (3) references, to include contact names, phone numbers, email addresses and type of industry.
- 1.11. What type of general expertise can you provide in key technology areas?
- 1.12. What differentiates your organization from your competitors in the marketplace?

2.0) Completeness of Solution

- 2.1. Specifically address how your firm will ensure proper coverage of the OCHFA account in the event the primary person(s) assigned are unavailable for any reason.
- 2.2. What general types of organizations your clients represent? Do you use in-house or contracted resources for services?
- 2.3. Why do you believe that your firm is a good fit with our organization?
- 2.4. Describe your process for migrating OCHFA to your organization?
- 2.5. What OCHFA resources would you require (i.e., information, data, staff resources, communication) during initial migration and on an ongoing basis?
- 2.6. Outline the methods by which clients can access you (i.e., online, by phone, etc.)?
- 2.7. Describe the escalation and account management process?
- 2.8. Where is/are your support center(s) located?
- 2.9. How do you notify users of maintenance windows or system outages?
- 2.10. What is the firm's willingness or ability to support the security systems, phone systems, audio/visual systems?
- 2.11. Who are your technology partners? Please describe your relationships and experience with manufacturers and major distribution partners in the technology marketplace.
- 2.12. Will you subcontract any components of the proposed solution to third party organizations? If so, please describe the components to be subcontracted and provide details of any agreement in place with the subcontracted firm/individuals as well as a summary of past work that you have successfully completed together.

3.0) Demonstrated customer Service Quality and Support

- 3.1. Indicate the number of employees in your organization. You may also include additional details such as employees' areas of expertise, experience with virtualization, certifications, etc. i) Number of employees in Account Management and Technical Support; ii) How many employees are full-time vs. contractual?
- 3.2. What types of monitoring agents would you use for end user devices?
- 3.3. What is the back-end help desk system you use?
- 3.4. Do you offer managed firewalls or other managed technology?
- 3.5. Do you offer Mobile Device Management (MDM) or other mobile management technology?
- 3.6. Do you offer a Security Information and Event Management (SIEM) or other security-based technology?
- 3.7. What tools do you use for network monitoring?
- 3.8. What tools do you use for system monitoring or general health level of end user devices?
- 3.9. Do you offer or partner for laptop encryption?
- 3.10. Please provide details on your standard reporting capabilities.
- 3.11. Describe any documentation and support (e.g., user manuals, online help, interactive web-based seminars, and online knowledge base) that will be available, both from the technological perspective and the end user perspective.
- 3.12. How do you monitor customer satisfaction and quality assurance on an ongoing basis and how might we benefit from this process?
- 3.13. The OCHFA user base varies considerably in its level of technical sophistication. Please describe your experience in successfully supporting users that may be remote and possess limited technical skills.

4.0) Pricing and Contracts

- 4.1. Please attach operational cost estimates and worksheets using an hourly rate with a retainer to support these estimates. Itemize non-recurring and recurring operational costs. Recurring costs should be quoted as per user per month costs. Other pricing models may be provided as an option.

5.0) Minority/Women Business Enterprises

- 5.1. The Orange County Housing Finance Authority is an equal employment opportunity employer and governmental business agency. Accordingly, we encourage participation from all Minority / Women Owned Business Enterprises. Submit a copy of the certification from the appropriate agency.

B) PUBLIC ENTITY CRIMES

Florida Statutes Section 287.133(3)(a) requires that prior to award of a contract for certain goods or services, a sworn statement shall be submitted. A copy of such statement is attached hereto for submission – Exhibit B.

C) PUBLIC ACCESS

The Authority is a public body corporate and politic of Orange County, Florida. All documents and other materials made or received in conjunction with this proposal and Authority business will be subject to public disclosure requirements of Chapter 119, Florida Statutes. Copies of the end product(s) of the firm's work and can be made available to the public upon request. Failure to allow public access to all documents, papers, letters, or other material subject to disclosure pursuant to Chapter 119, Florida Statutes, and made and received by the firm in conjunction with the contract, may, in the discretion of the Authority, result in the cancellation of the contract.

EXHIBIT "B" PUBLIC ENTITY CRIMES**SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES**

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

1. This sworn statement is submitted to the **Orange County Housing Finance Authority**
 by: _____
 for: _____
 whose business address is: _____
 and (if applicable) its Federal Employer Identification Number _____ SSN: _____
 (FEIN): _____
 (if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement. _____)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), of the **Florida Statutes**, means a violation of any State or Federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including but not limited to, any bid or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" is defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" is defined in Section 287.133(1)(a), **Florida Statutes**, means:
 - 1) A predecessor or successor of a person convicted of a public entity crime; or
 - 2) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Section 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applied to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.



6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement (indicate by placing a check in front of the statement which applies):

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members or agents who are active in the management of the entity, nor any affiliate of the entity was charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity was charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity was charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there was a subsequent proceeding before a Hearing Officer of the State of Florida Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (**attach a copy of final order**).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY, PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, **FLORIDA STATUTES**, FOR CATEGORY TWO, OF ANY CHANGE AFFECTING THE CORRECTNESS OF THE INFORMATION CONTAINED IN THIS SWORN STATEMENT.

Signature

Date

Sworn to and subscribed before me this _____ day of _____, 2024

Personally known _____ or Produced identification _____

STATE OF: _____

Notary Name: _____

COUNTY OF: _____

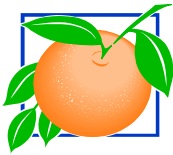
Commission #: _____

Expiration Date: _____

Notary Signature: _____

(NOTARY SEAL HERE)





FRANTZ DUTES
INTERIM EXECUTIVE DIRECTOR

CONSENT ITEM

BOARD OF DIRECTORS

VERNICE ATKINS-BRADLEY
CHAIR

KENNETH HUGHES
VICE CHAIR

CURTIS HUNTER
BOARD MEMBER

RAY COLADO
BOARD MEMBER

WIL STAMPER
BOARD MEMBER

MEMORANDUM

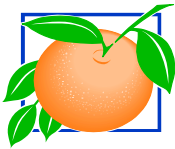
TO:	OCHFA Board of Directors
FROM:	Vernice Atkins-Bradley, Chair – OCHFA Board of Directors
DATE:	November 19, 2024
RE:	ACKNOWLEDGMENT OF THE APPOINTMENT OF FRANTZ DUTES, AS THE EXECUTIVE DIRECTOR OF THE ORANGE COUNTY HOUSING FINANCE AUTHORITY. DECEMBER 4, 2024 REGULAR BOARD OF DIRECTORS' MEETING

BACKGROUND

On March 6, 2024, Frantz Dutes, was appointed as the Interim Executive Director for the Orange County Housing Finance Authority. As the Interim Executive Director, Mr. Dutes, has performed admirably in coordinating the organizations resources to implement **and achieve the agency's** mission. Committee members concurred and proceeded to recommend the appointment of Mr. Dutes, as the Executive Director at the December 4, 2024, meeting of the Board.

ACTION REQUESTED

The Ad Hoc Committee recommends Board approval to appoint Frantz Dutes as the Executive Director of the Orange County Housing Finance Authority.



FRANTZ DUTES
INTERIM EXECUTIVE DIRECTOR

CONSENT ITEM

MEMORANDUM

BOARD OF DIRECTORS

VERNICE ATKINS-BRADLEY
CHAIR

KENNETH HUGHES
VICE CHAIR

CURTIS HUNTER
BOARD MEMBER

RAY COLADO
BOARD MEMBER

WIL STAMPER
BOARD MEMBER

TO: OCHFA Board of Directors

FROM: Frantz Dutes, Interim Executive Director

DATE: November 12, 2024

RE: **APPROVAL OF THE AUTHORITY'S UPDATED TRAVEL POLICY.**
DECEMBER 4, 2024 REGULAR BOARD OF DIRECTORS' MEETING.

BACKGROUND

In December 1996, the State of Florida's Auditor General, completed an operational audit of the Orange County Housing Finance Authority. The scope of the audit focused on administrative expenses of the Authority and related activities. The results of the audit concluded that in several instances, the Authority had not complied with significant provision of laws, administrative rules, and other guidelines covering those programs. The audit noted that the Authority's travel policy was not consistent with Florida Statute Section 112.061.

In order to ensure compliance with the recommendations from the audit, the Authority implemented internal controls and adopted a Travel Policy that is consistent with Section 112.061 Florida Statutes.

CURRENT

At the suggestion of our Board, we have reviewed our current travel policy, which has not been updated in more than twenty (20) years. In particular, the Authority's per diem and mileage rates, do not reflect current market conditions. We researched this matter and concluded that the Authority may use the per diem and mileage rates used by Orange County Government; which is based on the rates used by Government Services Agency (GSA). It is important to note that the use of these rates remain in compliance with the mandates of Section 112.061 Florida Statutes. The updated travel policy was presented to the Ad Hoc Committee for approval on November 6, 2024. Our General Counsel has reviewed the updates to our travel policy and confirms that we will be in compliance with the Florida Statutes if adopted.

ACTION REQUESTED

The Ad Hoc Committee recommends Board approval to adopt **the Authority's** Updated Travel Policy.

Per diem and travel expenses necessarily incurred by OCHFA Board Members and Staff in the performance or furtherance of their duties with the OCHFA shall be paid in accordance with the provisions of Sections 7.11 and 7.12, Orange County Administration Regulations and any subsequent amendment. The following shall govern travel by Board Members and employees of the Authority. To the extent that such provisions are inconsistent with and not permitted by the provisions of Sections §112.0361, Florida Statutes and §112.061, Florida Statutes shall control.

(1) AUTHORITY TO INCUR TRAVEL EXPENSES.

- (a) Section (§) 112.031 Florida Statutes establishes procedures with respect to travel expenses of Public Officers and employees and authorizes the Orange County Housing Finance Authority Board to establish rates.
- (b) All travel must be authorized and approved by the Executive Director or, in the case of the Executive Director, by the Chair. The Executive Director or Chair, as applicable, shall not authorize or approve such a request unless it is accompanied by a signed statement by the traveler stating that such travel is on the official business of the Authority and also stating the purpose of such travel.
- (c) Travel expenses of travelers shall be limited to those expenses necessarily incurred by them (Board/ Staff Member) in the performance of a public purpose authorized by law to be performed by the Authority and must be within the limitations prescribed by this section.
- (d) Travel by public officers or employees serving temporarily on behalf of another agency or partly on behalf of more than one agency at the same time, or authorized persons who are called upon to contribute time and services as consultants or advisers, may be authorized by the Executive Director or Chair, as applicable. Complete explanation and justification must be shown on the travel expense voucher or attached thereto.
- (e) Travel expenses of employees for the sole purpose of taking merit system or other job placement examinations, written or oral, shall not be allowed under any circumstances, except that upon prior written approval of the Executive Director or Chair, as applicable, candidates for executive or professional positions may be allowed travel expenses pursuant to this section.
- (f) Prior to commencing authorized travel, a travel request and reimbursement form must be completed and approved by the Executive Director or Chair. The travel form should include information on the nature and purpose of the activity/event. All forms must include documentation to support expenses outlined in the form, including a copy of the program agenda stating the registration fee. Travelers must submit approved travel forms at least two weeks prior to authorized travel in order to receive a travel advance check to cover trip expenses, pursuant to section 5 below. Once travel is complete, all receipts and additional requests for reimbursement (for expenses not included in the travel advance check) must be remitted to the Authority within 60 days of travel. Travel documentation not received within 60 days will result in the traveler not being reimbursed for additional expenses incurred, and could restrict future travel authorizations.
- (g) A traveler who becomes sick or injured while away from his or her official headquarters and is, therefore, unable to perform the official business of the Authority may continue to receive subsistence as provided in subsection (6) during this period of illness or injury until such time as he or she is able to perform the official business of the Authority or returns to his or her official headquarters, whichever is earlier. Such subsistence may be paid when approved by the Executive Director or Chair, as applicable.

(2) OFFICIAL HEADQUARTERS. The official headquarters of a Board Member or employee shall be Orlando, Florida.

- (3) Classification of Travel and Training. Local travel and training shall mean all official travel and training inside the boundaries of Orange, Osceola, Lake, and Seminole counties. Non-local travel and training shall mean all official travel and training outside the boundaries of Orange, Osceola, Lake, and Seminole counties.
- (4) COMPUTATION OF TRAVEL TIME FOR REIMBURSEMENT. For purposes of reimbursement and methods of calculating fractional days of travel, the following principles are prescribed:
- (a) A traveler shall not be reimbursed on a per diem basis for local travel (travel for short or day trips where the traveler is not away from his or her official headquarters overnight). For non-local fractional travel, a traveler shall receive subsistence as provided in this section, which allowance for meals shall be based on the following schedule:
1. Breakfast—When travel begins before 6:00 a.m. and extends beyond 8:00 a.m.
 2. Lunch—When travel begins before 12:00 p.m. (noon) and extends beyond 2:00 p.m.
 3. Dinner—When travel begins before 6:00 p.m. and extends beyond 8:00 p.m., or when travel occurs during nighttime hours due to special assignment.

No allowance shall be made for meals when travel is confined to the city or town of the official headquarters or immediate vicinity; except assignments of official business outside the traveler's regular place of employment if travel expenses are approved.

- (5) RATES OF PER DIEM AND SUBSISTENCE ALLOWANCE. Travelers with continuous non-local travel involving an overnight absence from official headquarters may request per diem or actual cost reimbursement method, but not both.
- (a) Per diem method: Receipts are not required in order to receive a per diem. The per diem method will cover meals and lodging and is paid at a rate of \$20 for each full or partial quarter of a day (For a total of \$80 per day). Per diem rates, as set forth above, are established pursuant to the authority provided in Section 112.061, Florida Statutes, as amended from time to time:
1. Daily quarters are designated as 12:00 midnight to 6:00a.m., 6:00a.m. to 12:00 noon, 12:00 noon to 6:00 p.m., 6:00p.m., to 12:00 midnight
- (b) Actual cost Method: Actual costs for lodging, substantiated by receipts, shall be paid at the single-occupancy rate. Meal allowances shall be made using the U.S. General Services Administration ("GSA") meals expenses second highest tier rates, at the time the expense is incurred, and may be amended as the rates periodically change. The meal allowance shall be used towards all meals, taxes, and service/gratuity charges, and will be in the amounts specified below, until revised.

Breakfast: \$22

Lunch: \$23

Dinner: \$36

- (c) No one, whether traveling out of state or in state, shall be reimbursed for any meal or lodging included in a convention or conference registration fee paid by the Authority.
- (d) The Authority shall issue a travel advance check for authorized travel if received by the Finance Department at least 2 weeks prior the trip. Advance checks may include fees for mileage, taxi/shuttle transportation, hotel charges (if not prepaid and if per diem method is not selected), meals, and parking as prescribed in this policy. The Authority will pre-pay travel expenses such as registration, airfare, or hotel charges.

(6) TRANSPORTATION

- (a) All travel must be by a usually traveled route. In case a person travels by an indirect route for his or her own convenience, any extra costs shall be borne by the traveler; and reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route. The Executive Director or Chair, as applicable, shall designate the most economical method of travel for each trip, keeping in mind the following conditions:
1. The nature of the business.
 2. The most efficient and economical means of travel (considering time of the traveler, cost of transportation and per diem or subsistence required).
 3. The number of persons making the trip and the amount of equipment or material to be transported.
- (b) Transportation by common carrier when traveling on official business and paid for personally by the traveler shall be substantiated by a receipt therefore. Federal tax shall not be reimbursable to the traveler unless the state and other public agencies are also required by federal law to pay such tax. In the event transportation other than the most economical class, as approved by the Executive Director or Chair, as applicable, is provided by a common carrier on a flight check or credit card, the charges in excess of the most economical class shall be refunded by the traveler to the agency charged with the transportation provided in this manner.
- (c) 1. The use of privately owned vehicles for official travel in lieu of publicly owned vehicles or common carriers may be authorized by the Executive Director or Chair, as applicable. Whenever travel is by privately owned vehicle, the traveler shall be entitled to a mileage allowance at the standard mileage rate for business established by the IRS effective January 1, which is currently .67 cents per mile or the common carrier fare for such travel, as determined by the Executive Director or Chair, as applicable. Reimbursement for expenses related to the operation, maintenance and ownership of a vehicle shall not be allowed when privately owned vehicles are used on public business and reimbursement is made pursuant to this paragraph.
2. All mileage shall be shown from point of origin to point of destination and, when possible, shall be computed on the basis of the current map of the Department of Transportation. Vicinity mileage necessary for the conduct of official business is allowable, but must be shown as a separate item on the expense voucher.
- (d) Transportation by chartered vehicles when traveling on official business may be authorized by the Executive Director or Chair, as applicable, when necessary or where it is to the advantage of the Authority, provided the cost of such transportation does not exceed the cost of transportation by privately owned vehicle, pursuant to paragraph (c).
- (e) The Board may grant monthly allowance in fixed amounts for use of privately owned automobiles on official business in lieu of the mileage rate provided in paragraph (c). Allowances granted pursuant to this paragraph shall be reasonable, taking into account the customary use of the automobile, taking into account the customary use of the automobile, the roads customarily traveled, and whether any of the expenses incident to the operation, maintenance, and ownership of the automobile are paid from funds of the agency or other public funds. Such allowance may be changed at any time, and shall be made on the basis of a signed statement of the traveler, filed before the allowance is granted or changed and at least annually thereafter. The statement shall show the places and distances for an average typical month's travel on official business, and the amount that would be allowed under the approved rate per

mile for the travel shown in the statement, if payment had been made pursuant to paragraph (c).

- (f) No contract may be entered into between a Board Member or employee, or any other person and the Authority, in which a depreciation allowance is used in computing the amount due by the Authority to the individual for the use of a privately owned vehicle on official business; provided, any such existing contract shall not be impaired.
- (g) No traveler shall be allowed either mileage or transportation expense when gratuitously transported by another person or when transported by another traveler who is entitled to mileage or transportation expense. However, a traveler on a private aircraft shall be reimbursed the actual amount charged and paid for the fare for such transportation up to the cost of a commercial airline ticket for the same flight, even though the owner or pilot of such aircraft is also entitled to transportation expense for the same flight under this subsection.

(7) OTHER EXPENSES

- (a) The following incidental travel expenses of the traveler may be reimbursed, once substantiated by receipts and compared against amounts advanced to traveler.
 - 1. Taxi fare.
 - 2. Ferry fares, bridge, road and tunnel tolls.
 - 3. Storage or parking fees.
 - 4. Communication expense.
 - 5. Convention registration fees while attending a convention or conference which will serve a direct public purpose with relation to the public agency served by the person attending such meetings. A traveler may be reimbursed the actual and necessary fees for attending events which are not included in a basic registration fee that directly enhance the public purpose of the participation of the agency in the conference. Such expenses may include, but not be limited to, banquets, official tours and other meal functions. It shall be the responsibility of the traveler to substantiate that the charges included in the registration fee will be deducted in accordance with the allowances provided in subsection (4).
- (b) Other expenses which are not specifically authorized by this section may be approved by the Board.

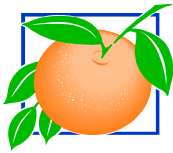
- (8) EXTENDED TRAVEL FOR PERSONAL REASONS: Travelers sometimes extend the length of a business trip by adding personal travel to the trip. In such cases, there must be no additional cost to the Authority. With supervisor approval, the Authority will cover the base travel expenses related to the official business of the Authority, and any additional cost above the base is the sole responsibility of the traveler. An extension of time for personal travel is the responsibility of the traveler and will be on the employee's own personal time. An employee's travel time beyond the amount required for OCHFA business purposes must be charged to an available leave balance. In addition, expenses for social activities (not offered as a part of the convention/training or approved Authority travel).

- (9) SPOUSES AND GUESTS: Spouses and guests may accompany the OCHFA traveler on OCHFA travel and at conferences, seminars and meetings. However, any additional costs associated with the participation of the

spouse or other guests are the responsibility of the traveler. The OCHFA is not liable for spousal/guests injury or loss resulting from theft of their personal items.

(10) NON-REIMBURSABLE EXPENSES: The following incidental and personal expenses are generally not allowable for reimbursement:

- Traffic and parking violations, also refer to Comprehensive Vehicle Policy for vehicle user responsibilities.
- Mileage traveled within the OCHFA for Board of Supervisors and designated employees receiving a vehicle allowance.
- Mileage for commute to work.
- Emergency repairs on non-OCHFA vehicles.
- Car rental insurance and Fuel Service Option (FSO) / Fuel Purchase Option (FPO).
- Insurance not provided for under this policy/procedure.
- Alcoholic beverages.
- Refreshments and snacks.
- Medicinal remedies, health supplies, cosmetics.
- Personal entertainment, e.g., in-room movies, saunas, fees for exercise room, sports events, personal reading material, personal grooming, optional tours, and souvenirs.
- Airline club membership fees and credit card fees.
- Childcare fees.
- Kennel/boarding fees.
- Tips that exceed OCHFA allowances.
- Other incidental expenses that are determined to be of a personal nature, extravagant, or might be considered to be unreasonable or unnecessary.
- Social activities such as sightseeing, tours, and golf outings are considered personal expenses and will not be paid in advance nor will traveler be reimbursed.



FRANTZ DUTES
INTERIM EXECUTIVE DIRECTOR

CONSENT ITEM

BOARD OF DIRECTORS

VERNICE ATKINS-BRADLEY
CHAIR

KENNETH HUGHES
VICE CHAIR

CURTIS HUNTER
BOARD MEMBER

RAY COLADO
BOARD MEMBER

WIL STAMPER
BOARD MEMBER

MEMORANDUM

TO:	OCHFA Board of Directors
FROM:	Frantz Dutes, Interim Executive Director
DATE:	November 25, 2024
RE:	MULTI-FAMILY HOUSING MORTGAGE REVENUE BONDS PIPELINE REPORT DECEMBER 4, 2024 REGULAR BOARD OF DIRECTORS MEETING

The Multi-Family Housing Mortgage Revenue Bonds Pipeline Report is attached. As of November 25, 2024, we have 1,684 units in process and a total of \$305,763,650, in bonds issued/pending. In November 2024, we closed on the financing for Huntington Reserve and received an application for Tax-Exempt bonds for Valencia Trace Apartments.

ACTION REQUESTED: Information Only

OCHFA MULTI-FAMILY HOUSING MORTGAGE REVENUE BONDS PIPELINE REPORT

November 30, 2024

Development/ Developer	Location	Units	Bond Amount	Application Received	Inducement Approved	Bond Resolution Approved	Total Development Cost	Per Unit Cost	Status
Valencia Trace (FL) Owner LP/Aztec Parent	101 Grande Valencia Trace Drive	229	\$ 47,000,000	12-Nov-24			\$ 82,107,838	\$ 358,550	* Application Under review by OCHFA
The Waters/Dominium	1255 Plymouth Sorrento Road Apopka FL 32712	180	\$ 37,000,000	3-Jul-23	9/6/2023	11/6/2024	\$ 62,938,003	\$ 349,656	Anticipated Closing December 2024
Lake County Portfolio/Millennial Housing	See Below**	211	\$ 37,390,000	15-Aug-22	11/2/2022	9/6/2023	\$ 71,740,987	\$ 340,005	Under Rehabilitation
52 At Park/Lincoln Avenue Capital	3225 West Colonial Drive Orlando FL 32808	300	\$ 55,500,000	12-Aug-21	10/6/2021	10/4/2023	\$ 102,402,544	\$ 341,342	Under Construction
Southwick Commons/Wendover Housing	461 East 7th Street Apopka FL 32703	192	\$ 31,000,000	27-Aug-21	10/6/2021	12/6/2023	\$ 64,786,980	\$ 337,432	Under Construction
Silver Lake Apartments/ Volunteers of America	5102 Cinderlane Pkwy Orlando FL 32808	104	\$ 13,500,000	19-Aug-21	10/6/2021	5/1/2024	\$ 28,435,040	\$ 273,414	Under Rehabilitation
Huntington Reserve/Lincoln Avenue Capital	2000 Rosedcliff Circle Sanford FL 32773	168	\$ 34,373,650	21-Jul-23	9/6/2023	8/7/2024	\$ 62,237,897	\$ 370,464	Under Rehabilitation
Catchlight Crossings Phase III/Wendover Housing	Destination Parkway/Adjacent to the Convention Center	150	\$ 25,000,000	8-Apr-22	10/5/2022		\$ 47,459,974	\$ 316,400	* Applicant Working on Financial Structure
Catchlight Crossings Phase IV/Wendover Housing	Destination Parkway/Adjacent to the Convention Center	150	\$ 25,000,000	8-Apr-22	10/5/2022		\$ 47,459,974	\$ 316,400	* Applicant Working on Financial Structure
		1,684	\$ 305,763,650				\$ 569,569,237	\$ 338,224	

NOTES:

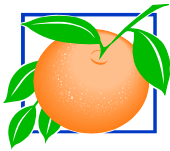
*Preliminary subject to change

**Lake County Portfolio Addresses

1350 Pamela Street Leesburg FL 34748

2311 Griffin Road Leesburg FL 34748

550 Lincoln Avenue Mount Dora FL 32757



FRANTZ DUTES
INTERIM EXECUTIVE DIRECTOR

CONSENT ITEM

MEMORANDUM

BOARD OF DIRECTORS

VERNICE ATKINS-BRADLEY
CHAIR

KENNETH HUGHES
VICE CHAIR

CURTIS HUNTER
BOARD MEMBER

RAY COLADO
BOARD MEMBER

WIL STAMPER
BOARD MEMBER

TO:	OCHFA Board of Directors
FROM:	Frantz Dutes, Interim Executive Director
CONTACT:	Olukayode Adetayo, Chief Financial Officer
DATE:	November 22, 2024
RE:	OCHFA CONSOLIDATED BALANCE SHEET FOR THE OPERATING FUND FOR THE PERIOD ENDING OCTOBER 31, 2024. DECEMBER 4, 2024 REGULAR BOARD OF DIRECTORS' MEETING.

Attached for your review is the OCHFA's Operating Fund Balance Sheet. The Operating Fund includes all funds namely: the General Fund, the Low Income Housing Fund and the Homeownership Assistance Program Fund.

The majority of the funds in the General Fund are invested in GNMA's. The GNMA's yield approximately 5.0700%. The remaining funds are invested in the US Bank Money Market. The Authority earned an average of 5.657% interest income on all investments.

Orange County Housing Finance Authority

Operating Fund Balance Sheet
As of October 31, 2024

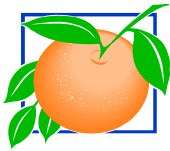
	GENERAL FUND	LOW INCOME HOUSING FUND	HOMEOWNERSHIP ASSISTANCE FUND	COMBINED TOTALS
Assets				
Cash	5,752,795.16	1,414,626.88	697,699.08	7,865,121.12
***** Investments	16,876,588.59	0.00	728,696.55	17,605,285.14
GNMA/FNMA Securities	12,175,073.27	0.00	0.00	12,175,073.27
Accounts Receivable	273,687.98	0.00	40,032.77	313,720.75
Notes Receivable	1,219,748.95	21,700.00	0.00	1,241,448.95
S/F 2014 A GNMA Collateral / Rcvbl	4,060,955.67	0.00	0.00	4,060,955.67
GF - FHLB GNMA Collateral / Rcvbl	637,351.69	0.00	0.00	637,351.69
Mortgage Receivable	0.00	301,994.34	3,667,461.84	3,969,456.18
***** Allowance for Doubtful Accounts	0.00	(274,426.89)	(1,384,360.14)	(1,658,787.03)
Mortgage & GNMA/FNMA Income Receivable	3,985,741.66	0.00	0.00	3,985,741.66
Deferred FRS Pension Contributions	210,431.00	0.00	0.00	210,431.00
Interfund Receivable/Payable	13,849,345.64	4,775,793.63	(5,585,578.35)	13,039,560.92
Prepaid Expenses	36,595.88	0.00	0.00	36,595.88
Fixed Assets	219,375.29	0.00	0.00	219,375.29
Total Assets	59,297,690.78	6,239,687.96	(1,836,048.25)	63,701,330.49

Current liabilities:

Other Payables	145,114.53	0.00	0.00	145,114.53
FRS Net Pension Liability	1,065,173.00	0.00	0.00	1,065,173.00
Accounts Payables	586,877.22	0.00	0.00	586,877.22
Total liabilities	1,797,164.75	0.00	0.00	1,797,164.75
Retained Earnings Previous Period	57,495,808.51	6,234,880.15	(1,836,347.87)	61,894,340.79
Net Income (Loss)	4,717.52	4,807.81	299.62	9,824.95
Total Liabilities & Retained Earnings	59,297,690.78	6,239,687.96	(1,836,048.25)	63,701,330.49

**** A reserve account is set up to allow for percentage of the Down Payment Assistance Notes Receivable to be recognized as doubtful accounts based on industry standards. (Approximately 3%). The actual notes receivable remain on the books while the doubtful account is set up as a contra asset account.

***** This balance includes a \$59,847.78 difference between the GNMA'S book value and market value recorded at 9/30/2024 (GASB 31).



FRANTZ DUTES
INTERIM EXECUTIVE DIRECTOR

CONSENT ITEM

MEMORANDUM

BOARD OF DIRECTORS

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RAY COLADO
BOARD MEMBER

WIL STAMPER
BOARD MEMBER

TO:	OCHFA Board of Directors
FROM:	Frantz Dutes, Interim Executive Director
CONTACT:	Olukayode Adetayo, Chief Financial Officer
DATE:	November 22, 2024
RE:	OCHFA COMBINED STATEMENT OF REVENUES, EXPENSES AND CHANGES IN RETAINED EARNINGS FOR THE PERIOD ENDING OCTOBER 31, 2024. DECEMBER 4, 2024 REGULAR BOARD OF DIRECTORS' MEETING.

Attached for your review are the OCHFA's Operating Fund Statement of Revenues, Expenses, and Changes in Retained Earnings. The Operating Fund includes all funds namely: the General Fund, the Low Income Housing Fund, and the Homeownership Assistance Program Fund.

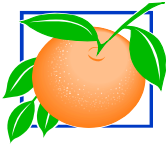
Attachments

Orange County Housing Finance Authority

Combined Statement of Revenues, Expenses, and Changes in Retained Earnings

For The 1 Period Ending October 31, 2024

	Operating Fund			
	General Fund	Low Income Hsg Fund	Homeownership Assistance Fund	Current YTD
Revenue:				
Administrative Fees	5,435.00	0.00	0.00	5,435.00
Other Revenue	10,962.75	4,807.81	1,636.29	17,406.85
Investment Income	74,027.36	0.00	172.32	74,199.68
Income from Loans, GNMA's	54,109.69	0.00	-1,013.99	53,095.70
Total Revenues	144,534.80	4,807.81	794.62	150,137.23
Expenses				
General and Administrative	139,163.00	0.00	495.00	139,658.00
Other Expenses	654.28	0.00	0.00	654.28
Total Expenses	139,817.28	0.00	495.00	140,312.28
Net Income (Loss)	4,717.52	4,807.81	299.62	9,824.95
Retained Earnings Beginning of Year	57,495,808.51	6,234,880.15	-1,836,347.87	61,894,340.79
Retained Earnings End of Year	57,500,526.03	6,239,687.96	(1,836,048.25)	61,904,165.74



FRANTZ DUTES
INTERIM EXECUTIVE DIRECTOR

CONSENT ITEM

MEMORANDUM

BOARD OF DIRECTORS

VERNICE ATKINS-BRADLEY
CHAIR

KENNETH HUGHES
VICE CHAIR

CURTIS HUNTER
BOARD MEMBER

RAY COLADO
BOARD MEMBER

WIL STAMPER
BOARD MEMBER

TO:	OCHFA Board of Directors
FROM:	Frantz Dutes, Interim Executive Director
CONTACT:	Olukayode Adetayo, Chief Financial Officer
DATE:	November 22, 2024
RE:	OCHFA FISCAL YEAR 2025 OPERATING FUND – COMPARISON OF BUDGET VS. ACTUAL AS OF OCTOBER 31, 2024. DECEMBER 4, 2024 REGULAR BOARD OF DIRECTORS' MEETING

Attached for your attention is the comparison of the Budgeted Revenues and Expenses for Fiscal Year 2025 vs. the Actual Revenues and Expenses for the period ending October 31, 2024.

Attachments

Orange County Housing Finance Authority				
Statement of Earnings				
For The 1 Period Ending October 31, 2024				
	Fiscal Year 2025	Year To Date	Budget	%age
	Budget	Revenue	Remaining	Budget
		Received	YTD	Remaining YTD
Revenue:				
2014 SERIES A	\$2,624	\$0	\$2,624	100%
2017 SERIES A	\$7,618	\$0	\$7,618	100%
2018 SERIES A	\$7,007	\$0	\$7,007	100%
2020 SERIES A	\$1,301	\$0	\$1,301	100%
2020 SERIES B	\$163,425	\$0	\$163,425	100%
2023 SERIES A	\$24,369	\$0	\$24,369	100%
2024 SERIES A	\$11,360	\$0	\$11,360	100%
HANDS 2001 F	\$6,410	\$3,430	\$2,980	46%
THE LANDINGS ON MILLENIA	\$18,730	\$0	\$18,730	100%
LEE VISTA APARTMENTS	\$29,265	\$0	\$29,265	100%
COVE AT LADY LAKE	\$19,845	\$0	\$19,845	100%
LAKESIDE POINTE APARTMENTS	\$15,045	\$0	\$15,045	100%
OVIEDO TOWN CENTER PHASE I	\$14,055	\$0	\$14,055	100%
OVIEDO TOWN CENTER PHASE II	\$10,000	\$0	\$10,000	100%
OVIEDO TOWN CENTER PHASE III	\$10,000	\$0	\$10,000	100%
OVIEDO TOWN CENTER PHASE IV	\$10,000	\$0	\$10,000	100%
FOUNTAINS @ MILLENIA II	\$10,000	\$0	\$10,000	100%
FOUNTAINS @ MILLENIA III	\$10,000	\$0	\$10,000	100%
FOUNTAINS @ MILLENIA IV	\$10,513	\$0	\$10,513	100%
SOUTHWINDS	\$14,125	\$0	\$14,125	100%
CHATHAM HARBOR APTS	\$68,040	\$0	\$68,040	100%
CRESTWOOD APARTMENTS	\$17,070	\$0	\$17,070	100%
LAKE SHERWOOD APARTMENTS	\$14,400	\$0	\$14,400	100%
OAK HARBOR APARTMENTS	\$19,860	\$0	\$19,860	100%
RIVER RIDGE APARTMENTS	\$25,920	\$0	\$25,920	100%
SEVILLE PLACE APARTMENTS	\$17,760	\$0	\$17,760	100%
NASSAU BAY APARTMENTS	\$62,100	\$0	\$62,100	100%
BUCHANAN BAY	\$36,912	\$0	\$36,912	100%
WESTWOOD PARK APTS	\$49,272	\$0	\$49,272	100%
VISTA PINES APTS	\$65,739	\$0	\$65,739	100%
LAKE WESTON POINT APTS	\$49,510	\$0	\$49,510	100%
CHAPEL TRACE APARTMENTS	\$37,001	\$0	\$37,001	100%
BAPTIST TERRACE APARTMENTS	\$31,546	\$0	\$31,546	100%
SOMERSET LANDINGS	\$40,200	\$0	\$40,200	100%
LAKE COUNTY	\$66,150	\$0	\$66,150	100%
52 AT PARK	\$166,500	\$0	\$166,500	100%
SOUTHWICK COMMONS	\$93,000	\$0	\$93,000	100%
HANDS	\$1,650	\$1,325	\$325	20%
ALHAMBRA TRACE APTS	\$1,360	\$680	\$680	50%
BOND FINANCING FEES	\$262,500	\$0	\$262,500	100%
GAIN ON SALE OF GNMA'S	\$25,000	\$0	\$25,000	100%
OTHER REVENUES	\$374,361	\$17,407	\$356,954	95%
INV INCOME	\$192,760	(\$3,145)	\$195,905	102%
INV INCOME US TREASURIES	\$487,671	\$77,345	\$410,326	84%
FHLB HELD SECURITIES GNMA/FNMA INCOME	\$22,265	\$15,933	\$6,332	28%
INTEREST INCOME ON WESTLAKES PHASE I	\$7,500	\$518	\$6,982	93%
INTEREST INCOME HANNIBAL SQUARE	\$9,000	\$4,500	\$4,500	50%
GNMA/FNMA INCOME	\$231,826	(\$50,395)	\$282,221	122%
MASTER ACC FUND GNMA/FNMA INCOME	\$22,513	\$83,554	(\$61,041)	-271%
2006 A DPA MORTGAGE INTEREST	\$600	\$8	\$592	99%
2006 A 1 DPA MORTGAGE INTEREST	\$2,100	\$1	\$2,099	100%
2007 A DPA MORTGAGE INTEREST	\$10,000	(\$1,024)	\$11,024	110%
2007 B DPA MORTGAGE INTEREST	\$10,000	\$0	\$10,000	100%
2009 A NIBP DPA MORTGAGE INTEREST	\$1,800	\$0	\$1,800	100%
	\$2,919,577	\$150,137	\$2,769,440	95%

	Fiscal Year 2025	Year To Date	Budget	%age
	Budget	Expenses	Remaining	Budget
		Incurred	YTD	Remaining YTD
Costs and expenses:				
SALARIES AND WAGES	\$1,030,805	\$89,007	\$941,799	91%
SHIPPING	\$2,500	\$101	\$2,399	96%
TRAVEL/CONFERENCE/ TRAINING	\$37,800	\$377	\$37,423	99%
CASUAL LABOR/STUDENT ASST.	\$2,500	\$0	\$2,500	100%
OFFICE MAINTENANCE	\$20,000	\$1,304	\$18,696	93%
BUILDING MAINTENANCE	\$17,600	\$3,657	\$13,943	79%
TELEPHONE	\$28,000	\$1,329	\$26,671	95%
POSTAGE	\$3,000	\$0	\$3,000	100%
OFFICE SUPPLIES	\$5,500	\$70	\$5,430	99%
OFFICE FURNITURE	\$1,000	\$0	\$1,000	100%
PUBLICATIONS	\$2,000	\$553	\$1,447	72%
PRINTING/ANNUAL REPORT	\$6,500	\$0	\$6,500	100%
EQUIPMENT / COMPUTER / PRINTER	\$10,000	\$0	\$10,000	100%
MARKETING	\$42,000	\$0	\$42,000	100%
CONTRACTOR SERVICES	\$25,000	\$993	\$24,007	96%
SEMINARS/EDUCATION	\$15,000	\$0	\$15,000	100%
EMPLOYEE BENEFITS HEALTH/LIFE	\$170,000	\$15,529	\$154,471	91%
UNEMPLOYMENT COMPENSATION	\$2,000	\$0	\$2,000	100%
OTHER INSURANCE & TAXES	\$1,200	(\$1,010)	\$2,210	184%
ANNUAL AUDIT	\$52,000	\$0	\$52,000	100%
LEGAL ADVERTISING	\$4,000	\$0	\$4,000	100%
LEGAL FEES	\$10,000	\$0	\$10,000	100%
MEMBERSHIP	\$7,800	\$1,000	\$6,800	87%
PAYROLL TAXES	\$78,857	\$5,183	\$73,674	93%
MISCELLANEOUS EXPENSE	\$10,000	\$179	\$9,821	98%
LOSS ON DPA FORECLOSURES	\$12,000	\$0	\$12,000	100%
FLORIDA RETIREMENT SYSTEM	\$140,499	\$14,149	\$126,350	90%
457 DEFERRED COMP EMPLOYER CONTRIBUTION EXP	\$51,540	\$6,876	\$44,665	87%
LIMITED HRA	\$10,500	\$0	\$10,500	100%
TERM LEAVE	\$20,000	\$0	\$20,000	100%
FILE STORAGE	\$2,400	\$0	\$2,400	100%
LOCAL MILEAGE REIMBURSEMENT	\$2,000	(\$359)	\$2,359	118%
EQUIPMENT MAINTENANCE	\$5,000	\$201	\$4,799	96%
INSURANCE COVERAGES	\$77,000	\$0	\$77,000	100%
RESERVE FOR REPLACEMENT BLDG	\$5,000	\$0	\$5,000	100%
FHLB LOAN INTEREST COLLATERAL EXP	\$0	\$25	(\$25)	
FINANCIAL ADVISORY SERVICES	\$12,000	\$0	\$12,000	100%
PERFORMACE AWARD PROGRAM	\$103,489	\$0	\$103,489	100%
ADMINISTRATIVE EXP. TRUSTEE	\$0	\$495	(\$495)	
CUSTODY FEE	\$5,500	\$0	\$5,500	100%
ADMIN EXPENSE BANK/TRUSTEE	\$1,000	\$0	\$1,000	100%
REBATE FEE EXPENSE	\$6,000	\$0	\$6,000	100%
OPERATING CONTINGENCY RESERVE	\$50,000	\$0	\$50,000	100%
1994 EXCESS GNMA INTEREST EXP	\$0	\$2	(\$2)	
1995 EXCESS GNMA INTEREST EXP	\$0	\$1	(\$1)	
LOSS ON SALE	\$0	\$651	(\$651)	
	\$2,088,990	\$140,312	\$1,948,678	93%



CONSENT ITEM

FRANTZ DUTES
INTERIM EXECUTIVE DIRECTOR

MEMORANDUM

BOARD OF DIRECTORS

VERNICE ATKINS-BRADLEY
CHAIR

KENNETH HUGHES
VICE CHAIR

CURTIS HUNTER
BOARD MEMBER

RAY COLADO
BOARD MEMBER

WIL STAMPER
BOARD MEMBER

TO:	OCHFA Board of Directors
FROM:	Frantz Dutes, Interim Executive Director
CONTACT:	Olukayode Adetayo, Chief Financial Officer
DATE:	November 22, 2024
RE:	OCHFA FISCAL YEAR 2025, OPERATING FUND – COMPARISON OF ACTUAL REVENUES AND EXPENSES FOR THE PERIODS ENDING OCTOBER 31, 2023 AND OCTOBER 31, 2024. DECEMBER 4, 2024 REGULAR BOARD OF DIRECTORS' MEETING

Attached for your review is the comparison of the Actual Revenues and Expenses for the periods ending October 31, 2023 and October 31, 2024.

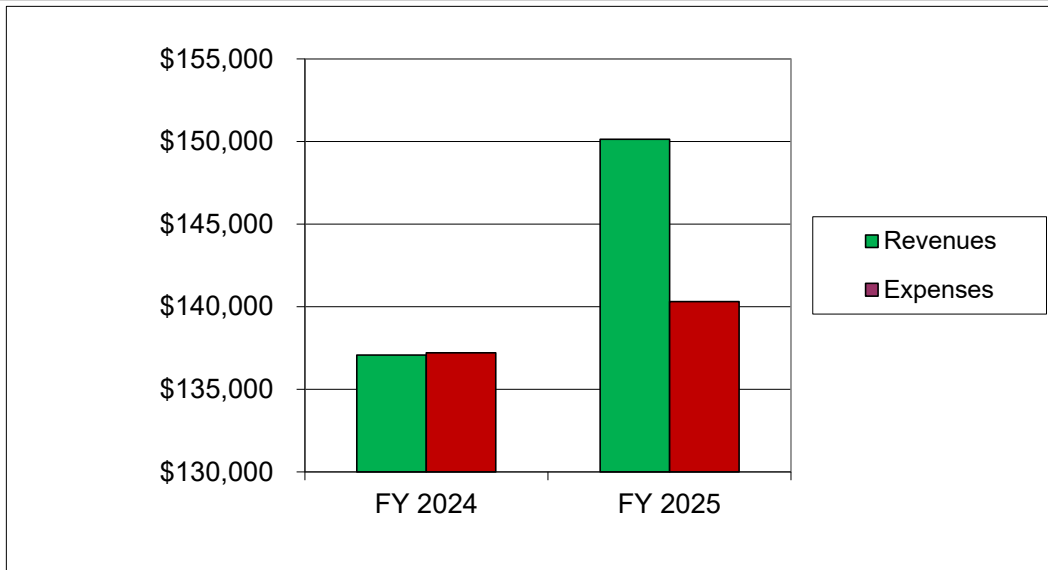
Attachments

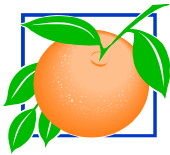
Actual Revenues and Expenses Comparison
For the Period Ending October 31, 2024

	FY 2024	FY 2025	% Δ
Revenues	\$137,074	\$150,137	10%
Expenses	\$137,221	\$140,312	2%

Revenues increased this year compared with last year. This is due to increased interest income from US Treasury notes. The overall change in revenues is 10%.

Overall, general operating expenses slightly increased this year compared to last year due to a budgeted increase in salaries and related expenses. The overall change in expenses is 2%.





CONSENT ITEM

FRANTZ DUTES
INTERIM EXECUTIVE DIRECTOR

MEMORANDUM

BOARD OF DIRECTORS

VERNICE ATKINS-BRADLEY
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BOARD MEMBER

TO:	OCHFA Board of Directors
FROM:	Frantz Dutes, Interim Executive Director
CONTACT:	Olukayode Adetayo, Chief Financial Officer
DATE:	November 22, 2024
RE:	SUMMARY OF OCHFA'S OPERATING FUND INVESTMENTS. DECEMBER 4, 2024 REGULAR BOARD OF DIRECTORS' MEETING

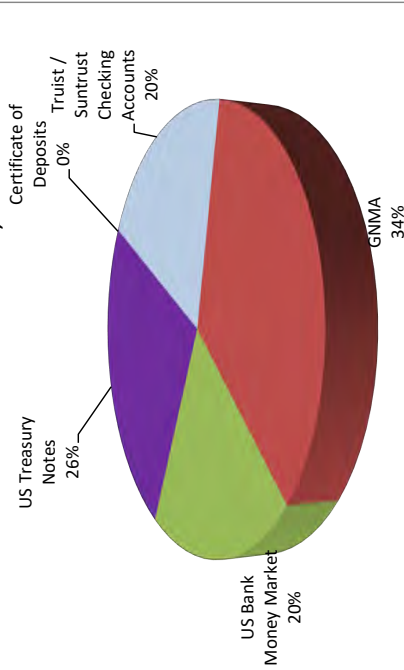
As of October 31, 2024 the total investments in the Operating Fund of the Orange County Housing Finance Authority was \$37,917,631.33 producing an average yield of 5.657% as shown in the Summary of Accounts. If you have any questions on this matter do not hesitate to ask me.

Attachments

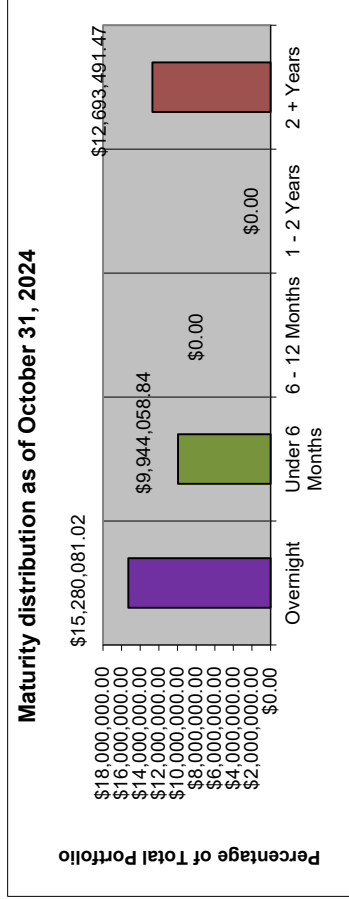
Orange County Housing Finance Authority
Summary of Accounts
as of October 31, 2024

Account	Account #	Institution	Ending Balance ¹	Net Interest Earned ¹	Average Yield (Annualized) ¹
Operating Fund	215252054184-000	Truist / Suntrust Bank	\$5,446,680.98	\$10,962.75	4.4000%
Low Income Housing Fund	215252054192-000	Truist / Suntrust Bank	\$1,414,626.88	\$4,807.80	4.4000%
Homeownership Assistance Fund	1000042656834	Truist / Suntrust Bank	\$697,699.08	\$1,636.29	4.4000%
Custody Account	129142000	US Bank Money Market	\$6,400,123.75	\$22,488.25	4.4400%
Custody Account	129142000	US Treasury Notes	\$9,944,058.84	\$77,344.82	3.500%
Custody Account	129142000	GNMA - OCHFA Investment	\$12,177,474.47	\$40,462.81	5.0700%
Custody Account	141763000	US Bank Money Market /NIBP	\$728,696.55	\$2,823.07	4.4400%
Custody Account	261060000	US Bank Money Market /Turnkey	\$592,253.78	\$2,292.93	4.4400%
FHLB Collateral	38786	FHLBank Atlanta	\$516,017.00	\$15,932.98	4.5800%
Total			\$37,917,631.33	\$178,751.70	5.657%

Sector Allocation as of October 31, 2024



Maturity distribution as of October 31, 2024



Liquidity \$15,280,081.02

Note:
1. Ending Bal., Net Int. Earned, Avg. Yields shown above are recorded directly from month-end accts statements provided by respective institutions.



ORANGE COUNTY
HOUSING FINANCE AUTHORITY

FRANTZ DUTES
INTERIM EXECUTIVE DIRECTOR

CONSENT ITEM

MEMORANDUM

BOARD OF DIRECTORS

VERNICE ATKINS-BRADLEY
CHAIR

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VICE CHAIR

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BOARD MEMBER

RAY COLADO
BOARD MEMBER

WILL STAMPER
BOARD MEMBER

TO:	OCHFA Board of Directors
FROM:	Frantz Dutes, Interim Executive Director
CONTACT:	Shawn Tan, Director Program Operations
DATE:	November 18, 2024
RE:	STATUS REPORT: 2024-A HOMEOWNER REVENUE BOND PROGRAM; TBA "TURNKEY" MORTGAGE LOAN PROGRAM DECEMBER 4, 2024 REGULAR BOARD OF DIRECTORS' MEETING.

2024-A HOMEOWNER REVENUE BOND PROGRAM

The **Authority's SERIES** 2024-A Homeowner Revenue Bonds (HRB) Program was authorized by the Board on April 3, 2024 for the aggregate principal amount not-to-exceed TWENTY FOUR MILLION DOLLARS (\$24MM) of Homeowner Revenue Bond Program proceeds. The Board authorized Staff to begin a pipeline of loans for future issuance. The 2024 (HRB) Program offers a 30-year loan product. The Down Payment Assistance (DPA) is currently at \$10,000, and is a 30-year deferred loan at 0% interest.

PRODUCTS	INTEREST RATES	ORIGINATION FEE
Zero Point	5.75%	1%

Commencing from the initial reservation date, there is an aggregate total of Nineteen Million Five Hundred Ninety Seven Thousand Seven Hundred Ninety Three Dollars (\$19,597,793) financed by the Single-Family Acquisition, and Single-Family Custody Account.

As of September 23, 2024:

- Sixty Eight (71) loans were originated: 68-FHA; 3-VA; 0-USDA-RD.
- **The Authority's 2024A** DPA program has financed or committed an aggregate total of: Six Hundred Seventy Thousand Dollars (\$670,000).

The Reservation Period start date was April 30, 2024, and Final Delivery end date is April 15, 2025.

TBA "TURNKEY" MORTGAGE LOAN PROGRAM

The **Authority's TBA "Turnkey" Mortgage Loan program was authorized by the board on August 2, 2017.** This conventional loan program is a partnership with OCHFA, Freddie Mac, and Raymond James and Associates. Since the inception of the program a total of Twenty Two Million Three Hundred Three Thousand Two Hundred Twenty Six Dollars (\$22,303,226) have been financed. The Down Payment Assistance is currently at \$7,500, and is a 30 year deferred loan at 0% interest.

As of September 24, 2024:

- One Hundred Twenty-Two (123) loans were Originated
- Financed or committed an aggregate total of Nine Hundred Twenty Two Thousand Five Hundred Dollars (\$922,500) in Down Payment Assistance

ACTION REQUESTED: For information only

**Orange County HFA
Demographic Analysis Report
2024A SF Program**

ORIGINATION SUMMARY REPORT

ORIGINATOR	LOANS	AMOUNT	% OF TOTAL
American Neighborhood Mortgage Acceptance Company, LLC	1	\$297,110.00	1.41%
American Pacific Mortgage Corporation	1	\$274,928.00	1.41%
Bank of England	2	\$603,301.00	2.82%
Centennial Bank	2	\$734,430.00	2.82%
Everett Financial, Inc.	9	\$2,511,438.00	12.68%
Fairway Independent Mortgage Corporation	6	\$1,700,946.00	8.45%
FBC Mortgage, LLC	2	\$579,313.00	2.82%
Guaranteed Rate, Inc.	2	\$644,001.00	2.82%
Guild Mortgage Company LLC	2	\$639,404.00	2.82%
Movement Mortgage, LLC	2	\$562,829.00	2.82%
Nationwide Mortgage Bankers, Inc.	2	\$551,118.00	2.82%
NewRez LLC	2	\$603,072.00	2.82%
Novus Home Mortgage is a division of Ixonia Bank	4	\$1,170,131.00	5.63%
Open Mortgage, LLC	1	\$304,385.00	1.41%
Paramount Residential Mortgage Group, Inc.	3	\$821,480.00	4.23%
Stockton Mortgage Corporation	1	\$309,284.00	1.41%
The Mortgage Firm Inc	1	\$311,258.00	1.41%
Waterstone Mortgage Corporation	28	\$6,979,365.00	39.44%
TOTAL	71	\$19,597,793.00	100.00%

CITY SUMMARY

CITY	LOANS	AMOUNT	% OF TOTAL
Altamonte Springs	1	\$402,930.00	1.41%
Apopka	4	\$1,374,641.00	5.63%
Casselberry	5	\$1,416,900.00	7.04%
Clermont	1	\$297,110.00	1.41%
Eustis	1	\$202,991.00	1.41%
Fruitland Park	1	\$161,884.00	1.41%
Grand Island	1	\$271,982.00	1.41%
Howey in the Hills	1	\$296,525.00	1.41%
Kissimmee	7	\$2,029,748.00	9.86%
Leesburg	2	\$319,347.00	2.82%
Longwood	2	\$569,002.00	2.82%
Mascotte	1	\$290,638.00	1.41%
Mount Dora	1	\$324,022.00	1.41%
Orlando	27	\$6,927,634.00	38.03%
Sanford	7	\$2,059,103.00	9.86%
Sorrento	2	\$578,599.00	2.82%
Tavares	3	\$821,803.00	4.23%
Umatilla	2	\$591,549.00	2.82%
Winter Park	1	\$357,000.00	1.41%
Winter Springs	1	\$304,385.00	1.41%
	71	\$19,597,793.00	100.00%

COUNTY SUMMARY

COUNTY	LOANS	AMOUNT	% OF TOTAL
Lake	15	\$3,859,340.00	21.13%
Orange	36	\$9,784,807.00	50.70%
Osceola	6	\$1,785,548.00	8.45%
Seminole	14	\$4,168,098.00	19.72%
TOTAL	71	\$19,597,793.00	100.00%

HOUSEHOLD ANNUAL INCOME REPORT

ANNUAL INCOME	LOANS	% OF TOTAL
\$15,000-\$29,999	1	1.41%
\$30,000-\$44,999	6	8.45%
\$45,000-\$59,999	11	15.49%
\$60,000-\$74,999	16	22.54%
\$75,000-\$89,999	30	42.25%
\$90,000-\$104,999	7	9.86%
TOTAL	71	100.00%

HOUSEHOLD SIZE REPORT

HOUSEHOLD SIZE	LOANS	% OF TOTAL
1 - One person	24	33.80%
2 - Two persons	16	22.54%
3 - Three persons	18	25.35%
4 - Four persons	8	11.27%
5 - Five persons	2	2.82%
6 - Six persons	2	2.82%
7 - Seven persons	1	1.41%
TOTAL	71	100.00%

LOAN AMOUNT REPORT

LOAN AMOUNT	LOANS	% OF TOTAL
\$125,000-\$150,000	4	5.63%
\$150,000-\$175,000	2	2.82%
\$175,000-\$200,000	4	5.63%
\$200,000-\$225,000	4	5.63%
\$225,000-\$250,000	6	8.45%
\$250,000-\$275,000	13	18.31%
\$275,000-\$300,000	10	14.08%
\$300,000-\$325,000	16	22.54%
\$325,000-\$350,000	5	7.04%
\$350,000-\$375,000	4	5.63%
\$375,000-\$400,000	1	1.41%
\$400,000+	2	2.82%
TOTAL	71	100.00%

PURCHASE PRICE REPORT

PURCHASE PRICE	LOANS	% OF TOTAL
\$125,000-\$150,000	1	1.41%
\$175,000-\$200,000	1	1.41%
\$200,000-\$225,000	10	14.08%
\$225,000-\$250,000	4	5.63%
\$250,000-\$275,000	5	7.04%
\$275,000-\$300,000	18	25.35%
\$300,000-\$325,000	11	15.49%
\$325,000-\$350,000	10	14.08%
\$350,000-\$375,000	6	8.45%
\$375,000-\$400,000	2	2.82%
\$400,000+	3	4.23%
TOTAL	71	100.00%

LOAN TYPE REPORT

LOAN TYPE	LOANS	% OF TOTAL
FHA	68	95.77%
VA	3	4.23%
TOTAL	71	100.00%

PROPERTY TYPE REPORT

PROPERTY TYPE	LOANS	% OF TOTAL
1 Unit Single Family Detached	61	95.77%
Townhouse	10	4.23%
TOTAL	71	100.00%

CATEGORY TYPE REPORT

TYPE	LOANS	% OF TOTAL
Existing	61	85.92%
New	10	14.08%
Unspecified	0	0.00%
TOTAL	71	100.00%

TARGET/NON TARGET REPORT

TYPE	LOANS	AMOUNT	% OF TOTAL
TARGET	2	\$511,909.00	2.82%
NON TARGET	69	\$19,085,884.00	97.18%
TOTAL	71	\$19,597,793.00	100.00%

INTEREST RATE RANGES REPORT

RATE	LOANS	% OF TOTAL
5.2500% - 5.4900%	3	4.23%
5.7500% - 5.9900%	5	7.04%
6.2500% - 6.4900%	28	39.44%
6.5000% - 6.7400%	22	30.99%
6.7500% - 6.9900%	13	18.31%
TOTAL	71	100.00%

FIRST TIME HOMEBUYER REPORT

FIRST TIME HOMEBUYER	LOANS	% OF TOTAL
No	0	0.00%
Yes	71	100.00%
TOTAL	71	100.00%

ADDITIONAL / ASSISTANCE

ADDTL MTG PROGRAM \ PRIMARY MTG PROGRAM	LOANS	LOAN AMOUNT	AVG LOAN AMOUNT
OCHFA DPA \ 2024A SF Program	67	670,000.00	10,000.00

GENDER REPORT

GENDER	LOANS	% OF TOTAL
MALE	21	29.58%
FEMALE	50	70.42%
NONBINARY	0	0.00%
UNDISCLOSED	0	0.00%
TOTAL	71	100.00%

RACE REPORT

DESCRIPTION	LOANS	% OF TOTAL
American Indian/ Alaskan Native	1	1.41%
Asian & White	1	1.41%
Asian Indian	1	1.41%
Black/ African American	15	21.13%
Black/African American & White	1	1.41%
Declined to Respond	14	19.72%
Other	1	1.41%
White	37	52.11%
TOTAL	71	100.00%

ETHNICITY REPORT

ETHNICITY	LOANS	AMOUNT	% OF TOTAL
HISPANIC	23	\$6,642,622.00	32.39%
NON HISPANIC	38	\$10,835,034.00	53.52%
Declined to Respond	10	\$2,120,137.00	14.08%
TOTAL	71	\$19,597,793.00	100.00%

RACE BY ETHNICITY REPORT

RACE	LOANS	% OF TOTAL	HISPANIC	NON HISPANIC	DECLINE TO RESPOND
American Indian/ Alaskan Native	1	1.41%	0	1	0
Asian & White	1	1.41%	0	1	0
Asian Indian	1	1.41%	0	1	0
Black/ African American	15	21.13%	2	13	0
Black/African American & White	1	1.41%	0	1	0
Declined to Respond	14	19.72%	4	1	9
Other	1	1.41%	1	0	0
White	37	52.11%	16	20	1
TOTAL	71	100.00%	23	38	10

PIPELINE REPORT

PROGRAM PIPELINE	LOANS	AMOUNT	% OF TOTAL
Reservation	2	\$651,325.00	2.82%
UW Certification	1	\$319,113.00	1.41%
eHP Compliance	3	\$782,162.00	4.23%
Purchased/Servicer	0	\$0.00	0.00%
Investor/Trustee	65	\$17,845,193.00	91.55%
TOTAL	71	\$19,597,793.00	100.00%

PROGRAM SUMMARY

AVERAGE PRINCIPAL MORTGAGE:	\$276,025.25
AVERAGE PURCHASE PRICE:	\$292,817.41
AVERAGE DPA AMOUNT:	\$10,000.00
AVERAGE AGE OF PRIMARY BORROWER:	37
AVERAGE HOUSEHOLD SIZE:	2
AVERAGE EMPLOYED IN HOUSEHOLD:	1
AVERAGE HOUSEHOLD ANNUAL INCOME:	\$71,232.66

11/14/2024

**Orange County HFA
Demographic Analysis Report
Freddie Mac Program**

ORIGINATION SUMMARY REPORT

ORIGINATOR	LOANS	AMOUNT	% OF TOTAL
Atlantic Bay Mortgage Group, LLC.	2	\$335,620.00	1.63%
Bank of England	3	\$597,475.00	2.44%
Centennial Bank	2	\$357,100.00	1.63%
Christensen Financial, Inc.	6	\$1,030,755.00	4.88%
Columbus Capital Lending LLC	1	\$124,925.00	0.81%
Envoy Mortgage, Ltd	3	\$491,810.00	2.44%
Equity Prime Mortgage, LLC	1	\$150,350.00	0.81%
Everett Financial, Inc.	2	\$227,200.00	1.63%
Fairway Independent Mortgage Corporation	13	\$2,268,561.00	10.57%
FBC Mortgage, LLC	5	\$1,042,905.00	4.07%
Guaranteed Rate, Inc.	1	\$116,850.00	0.81%
Guild Mortgage Company LLC	1	\$184,500.00	0.81%
Hamilton Group Funding, Inc.	1	\$142,590.00	0.81%
Land Home Financial Services, Inc.	8	\$1,538,224.00	6.50%
Movement Mortgage, LLC	1	\$135,800.00	0.81%
New American Funding, LLC	11	\$2,098,607.00	8.94%
Waterstone Mortgage Corporation	62	\$11,459,954.00	50.41%
	123	\$22,303,226.00	100.00%

CITY SUMMARY

CITY	LOANS	AMOUNT	% OF TOTAL
Altamonte Springs	4	\$534,850.00	3.25%
Apopka	9	\$1,606,556.00	7.32%
Casselberry	3	\$480,650.00	2.44%
Clermont	1	\$106,400.00	0.81%
Eustis	2	\$345,303.00	1.63%
Fern Park	1	\$256,080.00	0.81%
Fruitland Park	3	\$579,963.00	2.44%
Kissimmee	17	\$3,258,090.00	13.82%
Leesburg	1	\$189,150.00	0.81%
Longwood	1	\$189,053.00	0.81%
Maitland	1	\$108,000.00	0.81%
Mascotte	1	\$204,188.00	0.81%
Mount Dora	1	\$169,750.00	0.81%
Ocoee	3	\$657,810.00	2.44%
Orlando	53	\$9,212,675.00	43.09%
Oviedo	2	\$474,650.00	1.63%
Saint Cloud	7	\$1,614,250.00	5.69%
Sanford	4	\$719,720.00	3.25%
Sorrento	2	\$469,828.00	1.63%
Tavares	3	\$570,750.00	2.44%
Winter Park	2	\$226,195.00	1.63%
Winter Springs	2	\$329,315.00	1.63%
TOTAL	123	\$22,303,226.00	100.00%

COUNTY SUMMARY

COUNTY	LOANS	AMOUNT	% OF TOTAL
Lake	14	\$2,635,332.00	11.38%
Orange	69	\$12,148,086.00	56.10%
Osceola	22	\$4,427,490.00	17.89%
Seminole	18	\$3,092,318.00	14.63%
TOTAL	123	\$22,303,226.00	100.00%

HOUSEHOLD ANNUAL INCOME REPORT

ANNUAL INCOME	LOANS	% OF TOTAL
\$15,000-\$29,999	2	1.63%
\$30,000-\$44,999	41	33.33%
\$45,000-\$59,999	47	38.21%
\$60,000-\$74,999	24	19.51%
\$75,000-\$89,999	8	6.50%
\$90,000-\$104,999	1	0.81%
TOTAL	123	100.00%

HOUSEHOLD SIZE REPORT

HOUSEHOLD SIZE	LOANS	% OF TOTAL
1 - One person	49	39.84%
2 - Two persons	34	27.64%
3 - Three persons	20	16.26%
4 - Four persons	14	11.38%
5 - Five persons	4	3.25%
6 - Six persons	2	1.63%
TOTAL	123	100.00%

LOAN AMOUNT REPORT

LOAN AMOUNT	LOANS	% OF TOTAL
\$50,000-\$75,000	2	1.63%
\$75,000-\$100,000	2	1.63%
\$100,000-\$125,000	12	9.76%
\$125,000-\$150,000	16	13.01%
\$150,000-\$175,000	25	20.33%
\$175,000-\$200,000	21	17.07%
\$200,000-\$225,000	24	19.51%
\$225,000-\$250,000	12	9.76%
\$250,000-\$275,000	7	5.69%
\$275,000-\$300,000	1	0.81%
\$300,000-\$325,000	1	0.81%
TOTAL	123	100.00%

PURCHASE PRICE REPORT

PURCHASE PRICE	LOANS	% OF TOTAL
\$50,000-\$75,000	1	0.81%
\$75,000-\$100,000	3	2.44%
\$100,000-\$125,000	7	5.69%
\$125,000-\$150,000	13	10.57%
\$150,000-\$175,000	20	16.26%
\$175,000-\$200,000	23	18.70%
\$200,000-\$225,000	26	21.14%
\$225,000-\$250,000	21	17.07%
\$250,000-\$275,000	5	4.07%
\$275,000-\$300,000	2	1.63%
\$300,000-\$325,000	2	1.63%
TOTAL	123	100.00%

LOAN TYPE REPORT

LOAN TYPE	LOANS	% OF TOTAL
FreddieMac 80% AMI	38	30.89%
FreddieMac HFA Advantage	70	56.91%
FreddieMac OVER 80% AMI	15	12.20%
TOTAL	123	100.00%

PROPERTY TYPE REPORT

PROPERTY TYPE	LOANS	% OF TOTAL
1 Unit Single Family Detached	88	71.54%
Condominium	27	21.95%
Duplex w/approval	4	3.25%
Rowhouse	1	0.81%
Townhouse	3	2.44%
TOTAL	123	100.00%

CATEGORY TYPE REPORT

TYPE	LOANS	% OF TOTAL
Existing	120	97.56%
New	3	2.44%
Unspecified	0	0.00%
TOTAL	123	100.00%

TARGET/NON TARGET REPORT

TYPE	LOANS	AMOUNT	% OF TOTAL
TARGET	4	\$609,580.00	3.25%
NON TARGET	119	\$21,693,646.00	96.75%
TOTAL	123	\$22,303,226.00	100.00%

INTEREST RATE RANGES REPORT

RATE	LOANS	% OF TOTAL
2.7500% - 2.9900%	4	3.25%
3.0000% - 3.2400%	5	4.07%
3.2500% - 3.4900%	19	15.45%
3.5000% - 3.7400%	5	4.07%
3.7500% - 3.9900%	6	4.88%
4.0000% - 4.2400%	2	1.63%
4.2500% - 4.4900%	2	1.63%
4.5000% - 4.7400%	14	11.38%
4.7500% - 4.9900%	11	8.94%
5.0000% - 5.2400%	3	2.44%
5.2500% - 5.4900%	38	30.89%
5.5000% - 5.7400%	7	5.69%
7.0000% - 7.2400%	1	0.81%
7.2500% - 7.4900%	4	3.25%
7.5000% - 7.7400%	2	1.63%
TOTAL	123	100.00%

FIRST TIME HOMEBUYER REPORT

FIRST TIME HOMEBUYER	LOANS	% OF TOTAL
No	2	1.63%
Yes	121	98.37%
TOTAL	123	100.00%

ADDITIONAL / ASSISTANCE

ADDTL MTG PROGRAM \ PRIMARY MTG PROGRAM	LOANS	LOAN AMOUNT	AVG LOAN AMOUNT
AIS \ Freddie Mac Program	21	33,500.00	1,595.24
OCHFA BOND DPA \ Freddie Mac Program	1	7,500.00	7,500.00
OCHFA TBA DPA \ Freddie Mac Program	122	922,500.00	7,561.48

GENDER REPORT

GENDER	LOANS	% OF TOTAL
MALE	70	56.91%
FEMALE	53	43.09%
NONBINARY	0	0.00%
UNDISCLOSED	0	0.00%
TOTAL	123	100.00%

RACE REPORT

DESCRIPTION	LOANS	% OF TOTAL
American Indian/ Alaskan Native & Black/ African American	1	0.81%
Asian Indian	2	1.63%
Black/ African American	23	18.70%
Black/African American & White	2	1.63%
Chinese	1	0.81%
Declined to Respond	4	3.25%
Other	9	7.32%
White	81	65.85%
TOTAL	123	100.00%

ETHNICITY REPORT

ETHNICITY	LOANS	AMOUNT	% OF TOTAL
HISPANIC	45	\$8,207,167.00	36.59%
NON HISPANIC	73	\$13,131,514.00	59.35%
Declined to Respond	5	\$964,545.00	4.07%
TOTAL	123	\$22,303,226.00	100.00%

RACE BY ETHNICITY REPORT

RACE	LOANS	% OF TOTAL	HISPANIC	NON HISPANIC	DECLINE TO RESPOND
American Indian/ Alaskan Native & Black/ African American	1	0.81%	1	0	0
Asian Indian	2	1.63%	0	2	0
Black/ African American	23	18.70%	0	22	1
Black/African American & White	2	1.63%	1	1	0
Chinese	1	0.81%	0	1	0
Declined to Respond	4	3.25%	1	0	3
Other	9	7.32%	6	2	1
White	81	65.85%	36	45	0
TOTAL	123	100.00%	45	73	5

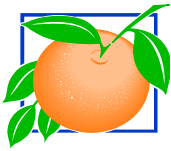
PIPELINE REPORT

PROGRAM PIPELINE	LOANS	AMOUNT	% OF TOTAL
UW Certification	1	\$184,500.00	0.81%
eHP Compliance	1	\$160,000.00	0.81%
Investor/Trustee	121	\$21,958,726.00	98.37%
TOTAL	123	\$22,303,226.00	100.00%

PROGRAM SUMMARY

AVERAGE PRINCIPAL MORTGAGE:	\$181,327.04
AVERAGE PURCHASE PRICE:	\$189,727.20
AVERAGE DPA AMOUNT:	\$6,690.97
AVERAGE AGE OF PRIMARY BORROWER:	38
AVERAGE HOUSEHOLD SIZE:	2
AVERAGE EMPLOYED IN HOUSEHOLD:	1
AVERAGE HOUSEHOLD ANNUAL INCOME:	\$51,824.73

11/15/2024



FRANTZ DUTES
INTERIM EXECUTIVE DIRECTOR

CONSENT ITEM

BOARD OF DIRECTORS

MEMORANDUM

VERNICE ATKINS-BRADLEY
CHAIR

KENNETH HUGHES
VICE CHAIR

CURTIS HUNTER
BOARD MEMBER

RAY COLADO
BOARD MEMBER

WIL STAMPER
BOARD MEMBER

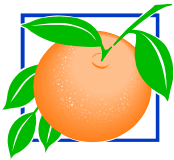
TO:	OCHFA Board of Directors
FROM:	Frantz Dutes, Interim Executive Director
CONTACT:	Mildred Guzman, Program Operations Administrator
DATE:	November 15, 2024
RE:	MULTI-FAMILY OCCUPANCY REPORT DECEMBER 4, 2024 - REGULAR BOARD OF DIRECTORS' MEETING

OCCUPANCY REPORT

The reporting period for the month of November was not representative of a complete reporting cycle. Management at the properties were unable to produce and submit their respective Occupancy Reports on time to be presented with the December's meeting report. The Occupancy Rates will be available for the board meeting of January, 2025.

ACTION REQUESTED

For information only.



FRANTZ DUTES
INTERIM EXECUTIVE DIRECTOR

DISCUSSION ITEM

BOARD OF DIRECTORS

VERNICE ATKINS-BRADLEY
CHAIR

KENNETH HUGHES
VICE CHAIR

CURTIS HUNTER
BOARD MEMBER

RAY COLADO
BOARD MEMBER

WIL STAMPER
BOARD MEMBER

MEMORANDUM

TO:	OCHFA Board of Directors
FROM:	Frantz Dutes, Interim Executive Director
DATE:	November 21, 2024
RE:	ELECTION OF CHAIR AND VICE CHAIR DECEMBER 4, 2024 REGULAR BOARD OF DIRECTORS' MEETING.

BACKGROUND

In accordance with the policies adopted by the Board for the election of Chairman and Vice Chairman of the Orange County Housing Finance Authority which states in part, selection of **Officers "...shall take place bi-annually (i.e., once every two (2) years) at the applicable regular December meeting of the Board."**

The current Chair and Vice-Chair were elected in December 2022; their term expires on December 31, 2024. The policy requires that an election be held once every two (2) years at the applicable December meeting. The election procedure is as follows: The Chair and Vice Chair shall be selected by the members of the Board (inclusive of the candidates for Chairman and Vice Chairman) by a majority vote. In an effort to familiarize you with the policy, a copy is enclosed.

ACTION REQUESTED

Election of Chair and Vice Chair.

**SECTION FOURTEEN
PROCEDURE FOR ELECTION OF
CHAIRMAN AND VICE CHAIRMAN
OF THE BOARD OF
THE ORANGE COUNTY HOUSING FINANCE AUTHORITY**

Candidates for Chairman of the Board of the Orange County Housing Finance Authority (the "board") will be nominated by members of the board, inclusive of the candidates themselves. The chairman shall be selected by the members of the board (inclusive of the candidates for chairman) by a majority vote. Such vote shall take place bi-annually (i.e., once every two (2) years) at the applicable regular December meeting of the Board. The term of the chairmanship shall therefore be two (2) years. No chairman may serve for more than two (2) consecutive terms as chairman.

Candidates for vice-chairman of the board will be nominated by members of the board, inclusive of the candidates themselves. The vice-chairman shall be elected by the members of the board (inclusive of the candidates for chairman) by a majority vote. Such vote shall take place bi-annually (i.e., once every two (2) years) at the applicable regular December meeting of the board. The term of the vice-chairmanship shall therefore be two (2) years. No vice-chairman may serve for more than two (2) consecutive terms as vice-chairman.

In the event that the chairman of the board is unavailable or unable to act in that capacity, the vice-chairman shall undertake such duties for the duration of such unavailability or inability. In the event the vice-chairman is unable to perform such duties, the remaining members of the board shall select a vice-chairman pro-tem for such purposes.

The chairman or the vice-chairman may be removed by a majority vote of the board following ten (10) days notice of a meeting for such purpose.