

**CONTRACT FOR
DISASTER INTERVENTION SERVICES BETWEEN
FLORIDA HOUSING FINANCE CORPORATION
AND
EMPHASYS COMPUTER SOLUTIONS, INC.**

This Contract for Disaster Intervention Services, 030-2022 (Contract) is entered into by and between the FLORIDA HOUSING FINANCE CORPORATION (Florida Housing), a public corporation and a public body corporate and politic, with headquarters located at 227 North Bronough Street, Suite 5000, Tallahassee, FL 32301, and EMPHASYS COMPUTER SOLUTIONS, INC. (Contractor), located at 1200 SW 145th Avenue, Suite 310 Pembroke Pines, FL 33027. Upon execution by both parties, this Contract shall become effective as of the date the last party signs (Effective Date).

RECITALS

- A. The Contractor represents that it is fully qualified and possesses the requisite skills, knowledge, qualifications and experience to provide Disaster Intervention Services identified herein and offers to perform those services described in Exhibit A, Scope of Work attached hereto and incorporated herein.
- B. Florida Housing has a need for such services and does hereby accept the offer of the Contractor upon the terms and conditions outlined in this Contract.
- C. Florida Housing has the authority pursuant to Florida law, Executive Order Numbers 22-218 and 22-219, and Rule 67-49.0031, F.A.C., to direct disbursement of funds for compensation to the Contractor under the terms and provisions of this Contract.

AGREEMENT

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

A. ATTACHMENTS

This Contract has the following attachments, which are incorporated herein:

Exhibit A, Scope of Work

B. ENGAGEMENT OF THE CONTRACTOR

The Contractor agrees to provide Disaster Intervention Services in accordance with the terms and conditions hereinafter set forth. The Contractor agrees to perform the services set forth in Exhibit A, and as otherwise stated in this Contract. The Contractor understands and agrees that all services under this Contract are to be performed solely by

the Contractor, and may not be subcontracted or assigned without the prior written approval and consent of Florida Housing.

C. TERM OF CONTRACT

The initial term of this Contract shall be for nine months from the Effective Date.

D. MODIFICATION OF CONTRACT

Either party may request a modification of the provisions of this Contract. Modifications that are mutually agreed upon shall be valid only when reduced to writing and signed by the parties.

E. INVOICES

The Contractor shall submit invoices to the program contact person in Section J, Administration of Contract. Each invoice for fees shall be in a format that is clearly itemized so that the invoice states the specific services performed and when and where the services were performed. Payment of an undisputed invoice shall be made within a reasonable period of time not to exceed 30 days after receipt of the invoice. If the Contractor is found to be in non-compliance with Florida laws, federal laws, Florida Housing rules or Florida Housing policies governing its duties hereunder, or fails to perform its duties hereunder, any compensation received in connection with this Contract shall be subject to forfeiture to Florida Housing.

F. FEES/COSTS

The Contractor shall be compensated as described in Exhibit A.

G. LIABILITY: INDEPENDENT CONTRACTOR; COMPLIANCE WITH LAWS

1. Florida Housing shall not be deemed to have assumed any liability for the acts, omissions, or negligence of Contractor, its agents, its servants, or employees, and Contractor specifically accepts responsibility for its acts, omissions or negligence and for the acts, omissions or negligence of its agents, servants or employees, and shall defend and hold Florida Housing harmless from and against the claims of any party arising out of or claimed to arise out of any such any claims, demands, or actions brought against Florida Housing based on a claim or allegation that the license software or documentation provided in connection with this Contract infringes or misappropriates a patent, copyright, trade secret, information, or any other rights of any third party. Contractor shall have the right to direct the defense strategy and to select their legal representation. Florida Housing, however, shall give Contractor prompt written notice of any such claim and shall cooperate in the defense of such claims, demands or actions.

2. This Contract is executed on behalf of each Party by its signatory only in his or her designated capacity as representative and on behalf of the Party. Such individual shall neither have nor incur any individual or personal responsibility or liability under this Contract as a result of such execution.

3. Nothing herein shall be construed as a waiver of sovereign immunity by Florida Housing; it being the intent to reserve all such rights and immunities to the fullest extent of the law.

4. Contractor, together with its agents, suppliers, subcontractors, officers, and employees, shall have and always retain under this Contract the legal status of an independent contractor, and in no manner shall they be deemed employees of Florida Housing or deemed to be entitled to any benefits associated with such employment. During the term of this Contract, Contractor shall maintain at its sole expense those benefits to which its employees would otherwise be entitled to by law. Contractor remains responsible for all applicable federal, state, and local taxes, and all FICA contributions.

5. Contractor shall comply with all laws, rules, codes, ordinances, and licensing requirements that are applicable to the conduct of its business, including those of federal, state and local agencies having jurisdiction and authority. In addition, and by way of non-exhaustive example, Contractor shall comply with Florida Housing policies while on Florida Housing premises and in the conduct of its business with Florida Housing personnel, so long as written copies of such policies and any updates are provided to Contractor.

6. Contractor specifically accepts responsibility for payment of all taxes, assessments, or contributions that may be required to be paid to any unit of government as a result of the payments being paid to or by Contractor, if any, in conjunction with the services rendered pursuant to this Contract. At no time shall Contractor make any commitments for or incur any charges or expenses for, or in the name of, Florida Housing.

7. Contractor shall not be relieved of liability to Florida Housing for damages sustained by Florida Housing by virtue of any termination or breach of this Contract by Contractor.

8. Notwithstanding any provision to the contrary, Contractor shall not be liable to Florida Housing or any other person for any claim or damages arising directly or indirectly from the furnishing of, Licensed Software (as defined herein), Services, or any documentation relating to such Licensed Software or Services provided hereunder or from any other cause, except for claims arising from the gross negligence or willful misconduct of Contractor or Contractor's employees, agents or subcontractors. Liability of Contractor for gross negligence shall in no event exceed the fees actually paid by Florida Housing to Contractor under this agreement. Except for acts of willful misconduct, in no event shall Contractor be liable to Florida Housing

or any third party for indirect, incidental, special, consequential, or exemplary damages of any kind arising out of the existence, furnishing, functionality or the use of the Licensed Software or Service provided hereunder, even if Contractor has been advised of the possibility of such damages.

H. DEFAULT AND REMEDIES

1. If any of the events listed in subparagraph 2. of this section occur, all obligations on the part of Florida Housing to continue doing business with Contractor or assign any future transaction to Contractor shall, if Florida Housing so elects, terminate and Florida Housing may, at its option, exercise any of its remedies set forth herein, or as otherwise provided by law. However, Florida Housing may continue doing business with Contractor as a participant after the happening of any event listed in subparagraph 2. of this section without waiving the right to exercise such remedies, without constituting a course of dealing, and without becoming liable to include Contractor in the transaction or any future transaction.

2. The Events of Default shall include, but not be limited to, the following:

a. If any report, information or representation provided by Contractor in this Contract is inaccurate, false or misleading in any respect;

b. If any warranty or representation made by Contractor in this Contract or any other outstanding agreement with Florida Housing is inaccurate, false or misleading in any respect;

c. If Contractor fails to keep, observe, or perform any of the terms or covenants contained in this Contract, or is unable or unwilling to meet its obligations as defined in this Contract;

d. If Contractor has failed to perform or complete any of the services identified in the attachments;

e. If Contractor has not complied with all Florida laws, federal laws, Florida Housing rules or Florida Housing policies applicable to the work;

f. If Contractor has discriminated on the grounds of race, color, religion, sex, national origin, or disability in performing any service identified in the attachment(s);

g. If Contractor does not comply with the terms and conditions set forth in Section 420.512(5), Fla. Stat.;

h. If Contractor commits fraud in the performance of its obligations under this Contract; or

i. If Contractor refuses to permit public access to any document, paper, letter, computer files, or other material subject to disclosure under Florida's Public Records Law.

Upon the occurrence of any Event of Default listed in subparagraph 2. above, Florida Housing will provide written notice of the Default detailing the grounds that constitute the Event of Default (Notice of Default), delivered by courier service or electronic mail to the address set forth in Section J, Administration of Contract, herein.

3. Upon the occurrence of any Event of Default listed in subparagraph 2 above, Florida Housing will provide Contractor a reasonable period of time to cure the Event of Default ("Cure Period"). Florida Housing will notify Contractor of the length of the Cure Period in the Notice of Default.

4. When Florida Housing provides a Cure Period and if Contractor is unable or unwilling to cure the Event of Default within the Cure Period, Florida Housing may exercise any remedy permitted by law. The pursuit of any one of the following remedies shall not preclude Florida Housing from pursuing any other remedies contained herein or otherwise provided at law or in equity. The remedies include, but are not limited to the following:

a. Florida Housing may terminate the Contract on the tenth (10th) day after Contractor receives the Notice of Default or upon the conclusion of any applicable Cure Period, whichever is later;

b. Florida Housing may commence an appropriate legal or equitable action to enforce performance of the terms and conditions of this Contract;

c. Florida Housing may exercise any corrective or remedial actions including, but not limited to, requesting additional information from Contractor to determine the reasons for or the extent of non-compliance or lack of performance, issuing a written warning to advise that more serious measures may be taken if the situation is not corrected, advising Contractor to suspend, discontinue or refrain from incurring fees or costs for any activities in question or requiring Contractor to reimburse Florida Housing for the amount of costs incurred; and/or

d. Florida Housing may exercise any other rights or remedies that may be otherwise available under law.

I. TERMINATION

1. Florida Housing may terminate the contract, without cause, at any time upon ten (10) days written notice delivered by courier service or electronic mail to the Contractor at the address set forth in Section J, Administration of Contract, herein.

2. The Contractor may terminate this Contract, without cause, at any time upon ninety (90) days written notice delivered by courier service or electronic mail to Florida Housing at the physical or electronic address, as applicable, set forth in Section J, Administration of Contract, herein. The Contractor shall be responsible for all costs arising from the resignation of the Contractor and the costs associated with the appointment of and transition to a successor Contractor.

J. ADMINISTRATION OF CONTRACT

1. Florida Housing's contract administrator for this Contract is:

Contract Administrator
Florida Housing Finance Corporation
227 North Bronough St., Suite 5000
Tallahassee, Florida 32301-1329
Phone: 850.488.4197
E-mail: Contract.Admin@floridahousing.org

2. Florida Housing's program contact for this Contract is:

Bill Aldinger
Managing Director of Policy and Special Programs
Florida Housing Finance Corporation
227 North Bronough St., Suite 5000
Tallahassee, Florida 32301-1329
Phone: 850.488.4197
E-mail: Bill.Aldinger@floridahousing.org
or the designated successor.

3. The Contractor's contract administrator for this Contract is:

Sheila Roberts
Project Manager – Housing Locator
Emphasys Computer Solutions, Inc.
9725 NW 117 Avenue, Suite 305
Miami, Florida 33178
Phone: 770.800.1057
Cell: 404.402.9594
E-mail: SRoberts@emphasys-software.com
or the designated successor.

4. All written approvals referenced in this Contract shall be obtained from the parties' contract administrator or their respective designees.

5. All notices shall be given to the parties' contract administrator.

K. PUBLIC RECORDS; CONFIDENTIALITY; COPYRIGHT, PATENT, TRADEMARK; FILES

1. Public Records

Files Subject to Florida's Public Records Law: Any file, report, record, document, paper, letter, or other material received, generated, maintained or sent by the Contractor in connection with this Contract is subject to the provisions of Section 119.01-.15, Fla. Stat., as may be amended from time to time (Florida's Public Records Law). The Contractor represents and acknowledges that it has read and understands Florida's Public Records Law and agrees to comply with Florida's Public Records Law.

Pursuant to Section 119.0701(2)(b), Fla. Stat., the Contractor will be required to comply with public records laws, specifically to:

a. Keep and maintain public records required by the public agency to perform the service.

b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract. If the contractor does not transfer the records to the public agency.

d. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

Notwithstanding anything contained herein to the contrary, the provisions and requirements of this paragraph shall only apply if and when the Contractor is acting on behalf of Florida Housing.

If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide

public records relating to this contract, contact the Corporation Clerk at:

**Corporation Clerk
227 N. Bronough Street, Suite 5000
Tallahassee, Florida 32301-1329
Phone: 850.488.4197
E-mail: Corporation.Clerk@floridahousing.org**

2. Confidentiality

a. If the Contractor asserts that any information or materials intended to be delivered or provided under this Contract constitute a trade secret, or are otherwise confidential or exempt from the public records disclosure requirements of Florida's Public Records Law, such assertion must be made writing to Florida Housing's Contracts Manager upon submitting them to Florida Housing.

b. It is the Contractor's obligation and responsibility to maintain the secrecy of trade secrets and the confidentiality of other confidential information by adequately marking such materials as confidential or exempt before forwarding such information or materials to Florida Housing.

c. In the case of work product furnished to Florida Housing pursuant to this Contract that is confidential, the Contractor will treat such materials as confidential and will not reveal or discuss such materials or any other information learned as a result of this Contract with any other person or entity, except as authorized or directed by Florida Housing.

d. Working papers, copies, internal documents, procedures, methods and related materials considered confidential and/or proprietary shall be treated as confidential and/or proprietary and shall not be revealed or discussed with any other person or entity, except as authorized or directed by Florida Housing. All such records and materials will remain the property of Florida Housing.

e. If the Contractor is required to disclose or publish the existence or terms of transactions under this Contract pursuant to Florida's Public Records Law, then the Contractor shall notify Florida Housing in writing of such disclosure within two (2) days after receipt of the Public Records request.

3. Copyright, Patent and Trademark

a. If the Contractor brings to the performance of this Contract a pre-existing copyright, patent or trademark, the Contractor shall retain all rights and entitlements to that pre-existing copyright, patent or trademark unless the Contract provides otherwise.

b. If any discovery or invention arises or is developed in the course of or as a direct result of work or services performed under this Contract, the Contractor shall refer the discovery or invention to Florida Housing for a determination whether patent protection will be sought in the name of Florida Housing. Any and all patent rights accruing under or in connection with the performance of this Contract are hereby reserved to Florida Housing. In the event that any books, manuals, films, or other copyrightable material are produced, the Contractor shall notify Florida Housing in writing. Any and all copyrights or trademarks created by or in direct connection with the performance under this Contract are hereby reserved to Florida Housing.

c. All subcontracts or other arrangements entered into, by the Contractor, with prior written approval and consent of Florida Housing, for the purpose of developing or procuring copyrightable materials (e.g. audiovisuals, computer programs, software, publications, curricula, research materials or training materials, etc.) shall specifically reference and reserve Florida Housing's exclusive rights to use and exploit copyrights and licenses to the extent permitted by copyright law and Florida Statutes.

4. Files

a. Contents of the Files: The Contractor shall maintain files containing documentation to verify all compensation to the Contractor in connection with this Contract, as well as reports, records, documents, papers, letters, computer files, or other material received, generated, maintained or filed by the Contractor in connection with this Contract. The Contractor shall also keep files, records, computer files, and reports that reflect any compensation it receives or will receive in connection with this Contract.

b. Retaining the Files: The Contractor shall maintain these files for five years after the fiscal year in which the files become inactive, except that, if any litigation, claim or audit is commenced with respect to the transactions documented by such files before the end of the aforementioned five-year period and extends beyond the expiration of the five-year period, these files will be retained until all litigation, claims, or audit findings involving the files have been resolved.

c. Access to the Files: Upon reasonable notice, the Contractor and its employees shall allow Florida Housing or its agent(s) access to its files during normal business hours, 9:00 a.m. to 5:00 p.m., Monday through Friday, provided such day is not a holiday.

d. Return of the Files: In the event this Contract is terminated, all finished or unfinished documents, data, studies, computer files, correspondence, and other products prepared by or for the Contractor under this Contract shall be submitted to Florida Housing within 15 days of such termination at the expense of the Contractor.

L. PERSONALLY IDENTIFIABLE INFORMATION (PII); SECURITY

1. If Contractor or any of its subcontractors create, receive, store or transmit PII under the terms of this Contract, Contractor shall provide for the security of such PII, in accordance with the terms of this agreement and industry standards, including, without limitation, non-disclosure, use of appropriate technology, security practices, computer access security, data access security, data storage encryption, data transmission encryption, security inspections and audits. Contractor shall take full responsibility for the security of all data in its possession or in the possession of its subcontractors.

2. If Contractor or any of its subcontractors create, receive, store or transmit PII under the terms of this Contract, Contractor shall provide Florida Housing with insurance information for stand-alone cyber liability coverage, including the limits available and retention levels. If Contractor does not carry stand-alone cyber liability coverage, Contractor agrees to indemnify direct costs related to notification, legal fees, judgments, settlements, forensic experts, and public relations efforts.

3. Contractor agrees to maintain policies and procedures for PII and/or data classification. This plan must include disciplinary processes for employees that violate these guidelines.

4. Contractor agrees to at all times maintain reasonable network security that, at a minimum, includes a network firewall.

5. Contractor agrees to protect and maintain the security of data with protection security measures that include maintaining secure environments that are patched and up-to-date with all appropriate security updates as designated by a relevant authority [e.g. Microsoft notifications, Common Vulnerabilities and Exposures (CVE) database, etc.]. Contractor agrees that PII shall be appropriately destroyed based on the format stored upon the expiration of any applicable retention schedules.

6. Contractor agrees that any and all transmission or exchange of system application data with Florida Housing and/or any other parties shall take place via secure Advanced Encryption Standards (AES), e.g., HTTPS, FTPS, SFTP or equivalent means. All data stored as a part of backup and recovery processes shall be encrypted, using AES.

7. If Contractor reasonably suspects that a cybersecurity event or breach of security has occurred, they must notify Florida Housing's Contract Administrator within 48 hours.

8. In the event of a breach of PII or other sensitive data, Contractor must abide by provisions set forth in section 501.171, Fla. Stat. Additionally, Contractor must

immediately notify Florida Housing in writing of the breach and any actions taken in response to such a breach. As the information becomes available the statement must include, at a minimum, the date(s) and number of records affected by unauthorized access, distribution, use, modification or disclosure of PII; Contractor's corrective action plan; and the timelines associated with the corrective action plan.

M. OTHER PROVISIONS

1. This Contract shall be construed under the laws of the State of Florida, and venue for any actions arising out of this Contract shall lie in Leon County.

2. No waiver by Florida Housing of any right or remedy granted hereunder or failure to insist on strict performance by the Contractor shall affect or extend or act as a waiver of any other right or remedy of Florida Housing hereunder, or affect the subsequent exercise of the same right or remedy by Florida Housing for any further or subsequent default by the Contractor. A waiver or release with reference to any one event shall not be construed as continuing or as constituting a course of dealing.

3. Any power of approval or disapproval granted to Florida Housing under the terms of this Contract shall survive the terms and life of this Contract as a whole.

4. The Contract may be executed in any number of counterparts, any one of which may be taken as an original.

5. The Contractor understands and agrees to cooperate with any audits conducted in accordance with the provisions set forth in Section 20.055(5), Fla. Stat.

6. The Contractor understands and agrees to comply with the provisions of Section 448.095, Fla. Stat.

N. LOBBYING PROHIBITION

No funds compensation or other resources received in connection with this Contract may be used directly or indirectly to influence legislation or any other official action by the Florida or Federal Legislature or any state or Federal agency. The Contractor further acknowledges that it has not retained the services of any lobbyist or consultant to assist in the procurement and negotiation of this Contract.

O. LEGAL AUTHORIZATION

The Contractor certifies with respect to this Contract that it possesses the legal authority to enter into this Contract and that, if applicable, its governing body has authorized, by resolution or otherwise, the execution and acceptance of this Contract with all covenants and assurances contained herein. The Contractor also certifies that the undersigned possesses the authority to legally execute and bind the Contractor to the terms of this Contract.

P. PUBLIC ENTITY CRIME

Pursuant to Section 287.133(2)(a), Fla. Stat.: “A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.”

Any contract in violation of this provision shall be null and void.

Q. CONFLICTS OF INTEREST

1. Section 420.503(34), Fla. Stat., states:

Prohibited business solicitation communication’ means a private written or verbal communication between a member, officer, or covered employee of the corporation and a service provider regarding the merits of the service provider and whether the corporation should retain the services of the service provider. The term does not include:

- (a) A verbal communication made on the record during a public meeting;
- (b) A written communication provided to each member and officer of the corporation and made part of the record at a public meeting;
- (c) A written proposal or statement of qualifications submitted to the corporation in response to a corporation advertisement seeking proposals or statements of qualifications as part of a competitive selection process.
- (d) A verbal or written communication related to the contractual responsibilities of a service provider who was selected to provide services or who was included in a pool of service providers eligible to provide services as a result of a competitive selection process, so long as the communication does not relate to solicitation of business.
- (e) A verbal or written communication related to a proposed method of financing or proposed projects, so long as the communication does not relate to solicitation of business.

2. By executing this contract, the Contractor certifies that it shall comply with, and is currently in compliance with, Section 420.512(5), Fla. Stat., as amended.

3. In addition to the conflict of interest rules imposed by the Florida Statutes, should the Contractor become aware of any actual, apparent, or potential conflict of interest or should any such actual, apparent, or potential conflict of interest come into being subsequent to the effective date of this Contract and prior to the conclusion of the Contract, the Contractor will provide notification to Florida Housing, through first class certified mail, return receipt requested (Notice of Conflict of Interest), to the address and individual set forth in Section J, Administration of Contract herein, within ten (10) working days. If Florida Housing, in its sole discretion, finds the Contractor to be in non-compliance with this provision, without prior written consent from Florida Housing's Executive Director, any compensation received in connection with this Contract shall be subject to forfeiture to Florida Housing and all obligations on the part of Florida Housing to continue doing business with the Contractor or assign any future transaction to the Contractor shall, if Florida Housing so elects, terminate.

R. ENTIRE AGREEMENT

This Contract, including any and all attachments, embodies the entire agreement of the parties. There are no other provisions, terms, conditions or obligations between the parties. This Contract supersedes all previous oral or written communications, representations or agreements on this subject.

S. SEVERABILITY

If any provision of this Contract is in conflict with any applicable statute or rule, or is otherwise unenforceable, then such provision shall be deemed null and void to the extent of such conflict or unenforceability, and shall be deemed severable, but shall not invalidate any other provision of this Contract.

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IN WITNESS WHEREOF, the parties have executed this Contract Number 030-2022, each through a duly authorized representative, effective on the Effective Date.

EMPHASYS COMPUTER SOLUTIONS, INC.

By: Daniel Lee

Name/Title: Daniel Lee, President

Date: Oct 05 2022 17:29 EDT

FEIN: 38-2464382

FLORIDA HOUSING FINANCE CORPORATION

By: Hugh Brown
Hugh Brown (Oct 7, 2022 08:04 EDT)

Name/Title: Hugh Brown **General Counsel**

Date: Oct 7, 2022

EXHIBIT A SCOPE OF WORK

Housing Locator Services Overview

Under a separate contract already in place with Florida Housing Finance Corporation, the Contractor, Emphasys Computer Solutions (“Emphasys”), hosts www.FloridaHousingSearch.org, and ensures the online housing locator’s functionality meets 508 and AAA compliance guidelines, for those using assistive technology devices.

Emphasys Housing Locator also provides call center support to tenants and landlords using the site. The services provided through the existing Housing Locator contract include:

- Providing a bilingual call center from Monday through Friday, 9am to 8pm Eastern Time.
- Utilizing TTY Relay Services and LanguageLine to assist callers who are deaf or hard of hearing, who speak languages other than English or Spanish. Non-English speakers can also use the online housing locators in Spanish or quickly generate content translations in up to 50 languages.
- Assisting landlords in registering and listing their properties on FloridaHousingSearch.org.
- Assisting callers in searching for housing throughout Florida.
- Providing listing results via email, mail, text, or over the phone as required by the caller.

Under the basic housing locator contract that is already in place, Emphasys’ property listing update schedule is every 14-28 days (depending on size of property). This schedule will be superseded by the disaster services scope below, which requires at least weekly update attempts for properties in the target areas.

Disaster Intervention Services Overview

Emphasys will provide disaster intervention services to increase access to housing for those impacted by Hurricane Ian through a bilingual call center. Our disaster services, in a nutshell, focus on intensive recruiting of property listings and weekly updates on the availability of as many housing options as possible in the impacted counties.

Emphasys disaster response will be mobilized and a housing assessment of the impacted area will be created to guide landlord outreach. Emphasys’ leadership will engage with emergency management, volunteer organizations, disaster response coordinators and “boots on the ground,” sharing appropriate housing data collected through our systems to further the recovery.

As landlord outreach begins, experienced Emphasys staff will:

- Research housing need and supply in impacted areas;
- Deliver electronic messaging to landlords with listings on the housing locator serving Florida, to engage them in the re-housing effort;
- Accept listings of housing from a variety of agencies, and conduct outreach to get the properties listed on the locator(s);
- Bolster available housing listings on FloridaHousingSearch.org, targeting affected areas and flagging properties as “damaged” or “under repair” to assist emergency management with planning;
- Recruit landlords to flag their listings as open to disaster victims, and to accept short-term leases and FEMA or other subsidies;
- Conduct hundreds of outreach and listing update calls to landlords each week, to ensure we are providing the public the most up-to-date information about property availability;
- Participate in collaborative disaster response planning meetings via conference call; and
- Provide summary reporting of the previous week’s results and a detailed spreadsheet of all available unit listings provided weekly and more frequently upon request. See below for detail.

Weekly reports included in standard operational situation will include:

- Number of units added since prior week’s report, by target area;
- Number of units available and number of listings on waiting lists;
- Number of trailer pads available (if applicable);
- Number of phone calls to locate property information;
- Outcome of each call including number of landlords reporting damaged units and number of landlords willing to accept short-term leases and/or rental subsidies;
- Housing search volume compared to prior week and same week in prior year; and
- A list of available units verified within the prior three (3) weeks.

Pricing Per 30-Day Level of Effort

Pricing per 30-day level of effort is calculated typically based on population per declared county. For every 25,000 people (rounded down), the cost is estimated at \$270 per month. **Pricing is indicated in Table 1; however, for disaster services, actual hours of staff time will be billed.**

Each event type is unique and requires a tailored response. These guidelines cannot possibly be fully definitive and are subject to change based on the actual event. Additional work effort will require additional dollars. Out-of-scope, special requests, onsite requirements, expanded declarations, extended timelines and other to-be-determined needs will be priced per event and per request.

Items that can impact cost:

- Rural versus metro locations.
- Extremely low housing vacancy rates in target areas for landlord recruitment.
- Extended timelines/level of effort.
- Multiple events in localized area.
- Delay in beginning outreach to assess damage and availability.
- Inconsistent communication from agencies regarding work effort.
- Acts of nature that are not in control of the service.

Emphasys Housing Locator will continue to work the relief effort as long as reasonably required, but the level of effort and cost typically drops steadily over time based on regular check-ins with the customer to determine if ongoing intensive outreach and updating is warranted or if the levels can be reduced.

Table 1: Pricing

Housing Locator and Disaster Intervention Services	One Time Fee	Monthly Cost
Disaster services plan and customized reporting set-up (property database)	\$1,500	N/A
Marketing (website posts, eblasts, press releases, etc.)	\$1,500	N/A
Call center: GUI screen, scripting, database setup and customized reporting set-up (call center database)	\$8,000	N/A
Disaster Services Outreach, property listing, property updates, weekly reporting, conference calls	N/A	\$95,308*
Monthly Total:	N/A	\$95,308

*This is the maximum per month that will be charged for Disaster Services for the target counties. Pricing is based on \$270 per month for every 25,000 people by target county, shown in Table 2, below.

Payment Schedule

It is standard practice to require payment for the one-time setup fees upfront, and to require payment for disaster services in arrears based on actual staff time committed to the effort. As reduced staff time is requested or required, monthly costs will decline. The payment schedule is as follows:

- Due upon contract signing: \$11,000 for one-time setup fees.
- Due monthly, for previous month's disaster services: Payment not to exceed \$95,308.

Table 2: Target Area Characteristics
[\(https://www.census.gov/quickfacts/fact/table/FL/\)](https://www.census.gov/quickfacts/fact/table/FL/)

Target County	Population 7/1/2021	Max Price per month	# Housing Units 7/1/2021	Owner- occupied units 2016-2020	Median Gross rent 2016-2020
Charlotte	194,843	\$2,104	113,474.00	81.6	\$1,042.00
Collier	385980	\$4,169	233,658.00	74.4	\$1,374.00
DeSoto	34408	\$372	15,692.00	68.9	\$738.00
Flagler	120932	\$1,306	57,815.00	76.5	\$1,327.00
Hardee	25425	\$275	9,880.00	67	\$759.00
Hillsborough	1478194	\$15,964	617,907.00	59.3	\$1,186.00
Lee	787976	\$8,510	428,910.00	72.7	\$1,225.00
Manatee	412703	\$4,457	212,675.00	73.8	\$1,185.00
Orange	1422746	\$15,366	575,826.00	56	\$1,284.00
Osceola	403282	\$4,355	162,335.00	64.4	\$1,261.00
Pinellas	956615	\$10,331	517,744.00	68.1	\$1,165.00
Polk	753520	\$8,138	327,799.00	69.5	\$1,014.00
Putnam	74167	\$801	36,206.00	71.4	\$742.00
Sarasota	447057	\$4,828	258,634.00	76.2	\$1,342.00
Seminole	470093	\$5,077	196,649.00	65.8	\$1,323.00
St. Johns	292466	\$3,159	125,222.00	81.4	\$1,355.00
Volusia	564412	\$6,096	277,289.00	71.2	\$1,097.00
Totals	8,824,819	\$95,308			

030-2022 - Disaster Intervention Services - Hurricane Ian

Final Audit Report

2022-10-07

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