



PURCHASING DIVISION

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<http://www.kcdc.org/en/DoingBusiness.aspx>

Request for Proposals

The Purchasing Division of Knoxville's Community Development Corporation (KCDC) will receive sealed proposals for:

Treasury Management and Portfolio Investment Services

Due Date: May 2, 2014

Check KCDC's web page for addenda and changes before submitting your proposal.

Due Time: By 11:00 a.m. (as shown by KCDC's clock)

Proposal Number: C14020

Deliver Proposals to: Knoxville's Community Development Corporation
Purchasing Division
901 Broadway N.E.
Knoxville, Tennessee 37917

Faxed/Emailed Responses are acceptable: Yes ☐ No ☒

Award Results: KCDC posts the award decision and the tabulation to its web page. Individual notices are normally not mailed or emailed. Please see <http://www.kcdc.org/en/DoingBusiness/SolicitationStatus.aspx> for the details.

Table of Contents

General Information for Vendors	2
Scope of Work.....	9
Submittal Structure Instructions.....	16
Treasury Management and Investment Services 2014 C14020	17
Solicitation Document A General Responses	17
Solicitation Document B HUD Form 5369C.....	18
Solicitation Document C Business Information	21
Solicitation Document D Personnel Qualification Information.....	22
Solicitation Document E Questions	23
Solicitation Document F Bank's Costs for Services	34
Solicitation Document G Bank's Suggested Account Type for the Stand Alone Accounts	36
Solicitation Document H Computation of Compensating Balance on the Revolving Fund Account	37
Solicitation Document I Overnight Investment Proposal/Sweep	38
Solicitation Document J Other Services Offered	39
Solicitation Document K References of Governmental Entities	40
Exhibit I KCDC's 2013 Transaction Data	41
Exhibit II KCDC's Audited Financial Statements for the Year Ended June 30, 2013	42
Exhibit III KCDC's Site Locations.....	43
Exhibit IV HUD's Financial Management Handbook (selected pages)	44
Exhibit V HUD-51999 HUD's General Depository Agreement and Amendment.....	55
Exhibit VI HUD-51999 KCDC's Treasury Account Management Structure	59
Exhibit VII Glossary -General (most items).....	60
Exhibit VIII Example Monthly Statement Grouping Credit & Debit Transactions (Audit Requirement) 62	

General Information for Vendors

1. **BACKGROUND AND INTENT**

- a. Knoxville's Community Development Corporation (KCDC) is the public housing and redevelopment agency for the City of Knoxville and Knox County Tennessee. KCDC's public housing property portfolio includes twenty-five housing properties at 12 different locations with 3,525 dwelling units. KCDC also oversees approximately 3,818 authorized Section 8 Vouchers and approximately 18 Redevelopment areas. KCDC employs approximately 150 persons.
- b. KCDC is seeking proposals from qualified banks to provide the highest quality of treasury management services and portfolio investment services for the best value. KCDC is seeking proposals that combine both treasury management and portfolio investment services or proposes portfolio investment services only. The best value includes the cost and quality of service as detailed within this RFP. Banks must be qualified Federal Reserve member banks or State of Tennessee charter bank providing local over-the-counter service in Knoxville Tennessee.
- c. KCDC intends for the resulting contract to begin July 1, 2014

2. **ACCEPTANCE**

Proposer's submission in response to this RFP shall constitute acceptance of the terms and conditions of the RFP. All exceptions must be clearly noted.

3. **BREACH OF CONTRACT**

If the proposer fails to fulfill its obligations under this contract in a timely and proper manner or if it shall violate any of the terms of the resulting contract, KCDC shall have the right to immediately terminate such contract and withhold payments in excess of fair compensation for work completed. The term "breach of agreement" specifically includes, but is not limited to, failure to comply with any applicable federal, state, or local laws or regulations. Notwithstanding the above, the bank shall not be relieved of liability to KCDC for damages sustained by virtue of any breach by the bank.

4. **CHANGES AFTER AWARD**

It is possible that after award the KCDC may need to revise the service needs or requirements specified in this RFP. KCDC reserves the right to make such changes after consultation with the bank. Should additional costs arise, KCDC reserves the right to consider accepting these charges provided the vendor can document the increased costs. KCDC reserves the right to make such changes after consultation with the bank.

KCDC also reserves the right to accept proposed service changes from the bank if they will lower the cost to KCDC and/or provide improved service.

5. **CODES AND ORDINANCES**

All work covered by this RFP and the resulting contract documents is to be done in full accord with national, state and local codes, ordinances, and orders that are in effect at the time the work is performed.

6. **COMPUTERS**

KCDC currently operates with Intel i3 or above CPUs running Windows 8.1 2GB RAM, 500GB HDD, integrated 1000Mbps Ethernet.

7. **CONTACT POLICY**

Contact is not permitted between the bank and anyone other than the KCDC Purchasing Division from the issuance of this RFP until an award is finalized. Information obtained from an unauthorized officer, agent, or employee of KCDC or any other person shall not affect the risks or obligations assumed by the bank or relieve the bank from fulfilling any of the conditions of the resulting contract for the purpose of this project. Additionally, such contact can disqualify the proposer from participation in the solicitation process.

8. **CONTRACT APPROVAL**

The resulting award/contract is subject to the approval of the KCDC Board and it is anticipated that this will occur at the May meeting.

9. **CONTRACT LENGTH**

It is KCDC's intent to enter into a three-year contract beginning July 1, 2014, with two optional one-year extensions for a total of five years.

10. **EVALUATION**

Responses will be examined for responsiveness and responsibility. Responsiveness equates to whether the submittal meets the requirements of the solicitation document. Responsibility deals with the issue of whether or not the bank has the capabilities to successfully complete the services detailed herein. Once responsiveness and responsibility are determined, the remaining responses will be evaluated on these criteria:

Treasury Management and Portfolio Investment Services (combined) Factors	Maximum Points
Capabilities to provide comprehensive services & understand KCDC's needs	30
Cost of Services	25
Customer Service/Responsiveness	25
Investment Proposal	20
Total Points Possible	100

Portfolio Investment Services (only) Factors	Maximum Points
Bank's capabilities to provide comprehensive services & understand KCDC's needs	25
Cost of Services	25
Customer Service/Responsiveness	10
Investment Proposal	40
Total Points Possible	100

- a. KCDC will convene an evaluation team to evaluate responsive proposals using the evaluation criteria listed herein. Evaluation team members will independently review and score each proposal. Such scores will be submitted to KCDC's Procurement Director for a master tabulation.

The evaluation team will then meet to review the composite scores. Evaluation team members may then discuss scores, strengths and weaknesses of proposals. Evaluation team members may adjust their scores if they choose to do so. If so, they will update their scoring sheets and submit the updated scoring to the Procurement Director for changing the composite score.

At this point, the evaluation team will decide whether to award to the highest scoring proposer or to determine a "shortlist" of proposers for oral presentations. If the evaluation team elects to forego the oral presentation, the process is over and a recommendation will be made to the KCDC Board.

If oral presentations are required, the Procurement Director will arrange structured oral presentations by each proposer on the shortlist. The oral presentation will consist of the proposer:

1. Answering written questions that KCDC provides to clarify their response.
2. Answering oral questions that arise during the presentation.

3. Conducting a multimedia presentation and demonstration concerning the web capabilities the bank offers for both treasury management and/or investment services. It is intended that the bank will use the internet to do a “real time” demonstration of their web page capabilities.

At the conclusion of the oral presentations, the evaluation team members will rank (i.e. “1,” “2,” or “3”) the banks that presented. The bank receiving the most votes as “1” is the top scorer. KCDC will then commence negotiations with that bank.

- b. After completion of interviews and negotiations, the evaluation team will recommend the proposed bank to the KCDC Board of Commissioners. The evaluation team will base its recommendation on the competitiveness of the written proposal and interview. Final selection by the Board of Commissioners will include information obtained from reference checks, Better Business Bureau reports and/or other similar sources. At this time, pertinent information will be posted to KCDC’s web page concerning the intended award.
- c. KCDC will consider as “non-responsive” any proposal from which required information is lacking, or any proposal that represents a material deviation from this RFP.
- d. KCDC reserves the right to request additional information from any bank after the submission deadline. KCDC also reserves the right to reject any and all, or part(s) of any and all proposals, to select one or more banks, or to award no contract and re-advertise this RFP; postpone or cancel the RFP process at any time, and to waive any irregularities in this RFP or in proposals received as a result of this RFP.
- e. All materials submitted pursuant to this RFP become KCDC’s property. Information about proposals which are submitted will not be released to anyone until the process is complete and a recommendation is ready for the KCDC Board. Members of the evaluation team will not release information to anyone except the Procurement Director.
- f. KCDC reserves the right to use all pertinent information (also learned from sources other than disclosed in the RFP process) that affect KCDC’s judgment as to the appropriateness of an award to the best-evaluated proposer.

11. **GENERAL INSTRUCTIONS**

KCDC no longer inserts “General Instructions to Vendors” in the solicitation document. Instead, these instructions may be found at www.kcdc.org. Click on “Doing Business With KCDC” where you will find a link to the instructions. By submitting a response to this solicitation, the bank accepts the responsibility for downloading, reading and bidding by the terms and conditions set forth in KCDC’s “General Instructions to Vendors.” The bank may wish to review certain applicable HUD instructions which can also be found on KCDC’s web site.

12. **INSURANCE**

The bank agrees to maintain at its sole expense during the term of this resulting contract insurance coverages and limits in accordance with the bank's standard business practices and acceptable to KCDC. Coverage must include Banker's Professional Liability insurance or equivalent and Banker's Blanket Bond insurance. Upon request, the bank shall provide KCDC with Certificates of Insurance evidencing such insurance.

13. **LICENSING & BUSINESS REQUIREMENTS**

The proposer is responsible for complying with all licensing requirements and associated business regulations whether local, state or federal. It is the responsibility of the potential bank to determine the applicability of any rule(s), regulation(s) or other requirement(s).

14. **OWNERSHIP OF DOCUMENTS**

All data prepared or obtained under the resulting contract shall be made available, upon request, to KCDC without restriction or limitation on their use. All files, images, records, et cetera shall be the exclusive property of KCDC.

15. **PARTNERSHIPS/JOINT VENTURES**

The resulting contract shall not be construed to create a partnership or joint venture between or among the parties. None of the parties of such contract shall hold itself out in a manner contrary to the terms of this. No party shall become liable for any representation, act or omission of any other party contrary to the terms of the resulting contract.

16. **PERSONNEL**

The proposer represents that it has or will secure at its own expense, all personnel required to perform the services under the resulting contract. Such personnel shall not be employees of or have any contractual relationship with KCDC.

17. **PRICE STRUCTURE**

The costs for services are to remain fixed for the contract period unless a tiered approach to pricing is suggested by the proposer and KCDC accepts such pricing structure. (Please note that a fixed price approach is preferable). Comparable services as a result of systems upgrades or bank mergers shall not cause an increase in pricing.

18. **PROFESSIONAL STANDARDS**

The bank shall maintain books, records, documents and other evidence directly pertinent to performance of work under the resulting contract in accordance with accepted professional practice and appropriate accounting procedures and practices. Audits conducted pursuant to this provision shall be in accordance with generally accepted auditing standards and formally established audit regulations, procedures and guidelines of the reviewing or audit agency.

19. **PROXIMITY**

The bank must have a branch capable of servicing KCDC within ten miles of KCDC's Main Office at 901 Broadway North in Knoxville, Tennessee, 37917.

20. **QUESTIONS**

Questions pertaining to this document should be submitted via email and referenced in the subject line as “Questions about Treasury Management Services and Portfolio Investment Services” in the subject line, no later than 4:00 p.m. five business days prior to the due date, to purchasing@KCDC.org. The answers to substantial questions will be posted as addenda on KCDC’s web page for all interested parties to review.

21. **REPORTING**

HUD requires that for federal grant awards of \$25,000 or more made after October 1, 2010, prime grant awardees (i.e. KCDC) must report associated first –tier sub-grants or sub-contracts of \$25,000 or more and prime awardee executive compensation data (of the top five paid executives) to the federal government. At this time, this applies only to “capital” funds. Upon award and if KCDC has the need, the successful vendor will be required to report this information to KCDC so that KCDC can then properly record it as the federal government requires.

22. **REQUIREMENTS/QUALIFICATIONS OF PROPOSERS**

Before a proposal is considered for award, the proposer must meet and provide evidence of qualification under all of the selected financial criteria outlined below. The proposer must:

- a. Be insured by the Federal Deposit Insurance Corporation (FDIC) or National Credit Union Share Insurance Fund (NCUSIF) and be able to provide local over-the-counter service within ten miles of KCDC’s Main Office.
- b. Warrant that it is in compliance with the Community Reinvestment Act.
- c. Have access to the Federal Wire System.
- d. Be a banking corporation (or syndicate of banking corporations) incorporated under the laws of the State of Tennessee or of the United States of America.

23. **SCHEDULE**

KCDC anticipates the following schedule for procuring the services outlined in this RFP:

April 25, 2014	Last day to pose questions regarding the RFP
May 2, 2014	Proposal due by 11:00 a.m.
May 15, 2014	Proposal evaluation team finalizes recommendation
May 29, 2014	KCDC’s Board of Commissioners approves the contract
June 1, 2014	Transition begins
July 1, 2014	New service begins

24. **SECTION 3 OF THE HUD ACT OF 1968**

Section 3 is a provision of the Housing and Urban Development Act of 1968 which requires that programs of direct financial assistance administered by the U.S. Department of Housing and Urban Development (HUD) provide, to the greatest extent feasible, opportunities for job training and employment to lower income residents in connection with projects in their neighborhoods. Further, to the greatest extent feasible, contracts in connection with these projects are to be awarded to local businesses. Section 3 is a tool for fostering local economic development, neighborhood economic improvement and individual self-sufficiency.

- a. Recipients and vendors must make a good faith effort to utilize Section 3 area residents as trainees and employees in connection with the project. Targeted recruitment and the selection of Section 3 area residents for available positions are two examples of good faith efforts to meet this requirement.
- b. Recipients and vendors must make a good faith effort to award contracts to Section 3 business concerns for work in connection with the project. An example of a good faith effort to meet this requirement is the implementation of an affirmative action plan which includes targets for the number and dollar value for awarding contracts to Section 3 business concerns.
- c. Recipients and vendors must keep records and submit reports to HUD documenting the good faith efforts taken and the results of these actions. Examples of such documentation include letters to community organizations, employment development and business development centers, copies of solicitations for proposals or proposals; and copies of affirmative action plans.
- d. How can businesses find Section 3 residents to work for them? A few effective ways of getting jobs and people together are by recruiting in the neighborhood and public housing developments and telling them about available training and job opportunities. In addition, distributing flyers, posting signs, placing ads, and contacting resident organizations and local community development and employment agencies to find potential workers are effective.
- e. All contracts awarded are subject to Section 3 requirements. Proposer shall seek to fill any and all positions that are needed and unfilled with residents of KCDC communities. For additional information, please go to <http://www.hud.gov/offices/fheo/section3/Section3.pdf>. The successful vendor will supply KCDC with job announcements for any position that must be filled as a result of the award of KCDC work. Additionally the successful vendor will supply the same job announcement to the Knoxville-Knox County Committee Action Committee's Workforce Connections group. These can be faxed to 544-5269.
- f. A Section 3 resident is one who lives within a public housing authority's site. It is also people who live in an area with a HUD assisted program and whose income is below HUD's low-income requirements.
- g. A Section 3 business is one that:
 - 1. Is at least 51% owned by a Section 3 resident; or
 - 2. Employs Section 3 residents for at least 30% of its employee base; or

3. Makes a commitment to sub contract at least 25% of the project's dollars to a Section 3 business.

25. **WAIVER**

Waiver of any provision of the resulting contract shall not affect KCDC's right of KCDC thereafter to enforce such provision or to exercise any right or remedy available to it in the event of any other default.

Scope of Work

1. **ACCOUNT STRUCTURE**

a. **Cash Concentration Account/Unlimited Revolving Fund**

KCDC currently operates a cash concentration account (KCDC-Unlimited Revolving Fund) and desires to continue to do so in the future. This is one of two check writing accounts maintained by KCDC. It is desirable for the bank to provide checks free of charge for this account and the other account (Section 8 Program Fund). The Revolving Fund account has an average monthly transaction volume during FY 2014 as follows:

- 265 Deposits Credited
- 48 Electronic Credits Posted
- 1824 Items Deposited
- 302 Items Paid
- 53 Electronic Debits

The Revolving Fund account receives over the counter deposits (cash, checks and money orders), wire transfers, ACH, or intra-bank transfers. The Revolving Fund Account is the Parent Account for nine Zero Balanced Accounts (ZBA). (Please refer to Exhibit VI of this document for Treasury Account Management Structure Listing). The Revolving Fund Account will automatically fund the other ZBA Accounts and all their bank analysis fees will be directly charged to the Revolving Fund. The average Revolving Fund balance in FY 2014 is \$13,600,000.

Note: The average balances are given as a reference point only. KCDC does not guarantee these amounts in the future.

b. **Zero Balanced Accounts**

1. The Section 8 Program Fund account receives over the counter deposits (cash, checks and money orders); wire transfers, ACH and intra-bank transfers. The Section 8 Program Fund account makes landlord payments as ACH transactions and processes approximately one check per month. The Section 8 funds must be available to the landlords on the first working day of the month.
2. The Payroll Fund receives intra-bank transfers. The Payroll Fund makes payments (every other week) to employees by ACH transactions. The funds must be available on the Thursday morning prior to the Friday pay date.

3. The Public Housing General Fund receives over the counter deposits (cash, checks and money orders), wire transfers, ACH and intra-bank transfers.
4. The Manor receives over the counter deposits (cash, checks and money orders); wire transfers, ACH and intra-bank transfers with a relatively small number of transactions.
5. The KHDC Fund receives over the counter deposits (cash, checks and money orders); wire transfers, ACH and intra-bank transfers. There are a minimal number of transactions in this fund.
6. The Passport Development Corporation Account could receive over the counter deposits (cash, checks and money orders); wire transfers, ACH and intra-bank transfers. There are a minimal number of transactions in this account.
7. The Redevelopment Fund receives over the counter deposits (cash, checks and money orders); wire transfers, ACH and intra-bank transfers.
8. The Entrepreneurial Activities Account could receive over the counter deposits (cash, checks and money orders); wire transfers, ACH and intra-bank transfers. There are a minimal number of transactions in this fund.
9. The Central Office Cost Center Account could receive over the counter deposits (cash, checks and money orders); wire transfers, ACH and intra-bank transfers. There are a minimal number of transactions in this fund.

c. **Other Stand Alone Accounts**

KCDC maintains 14 other accounts in either a commercial money market savings or primary business checking account which stand-alone and earn interest on their deposit activity. The interest bearing accounts should include separate account analysis fees independent of the Revolving Fund and other ZBA Accounts. Average balances are included in Solicitation Document F.

KCDC reserves the right to open additional accounts and to close accounts during the contract period at the price proposed in this Request for Proposal.

d. **Portfolio Investment Account**

KCDC also seeks portfolio investment services from a designated account manager who will provide investing strategies (through a financial institution) that meet HUD's guidelines as prescribed in Exhibit IV (HUD's Financial Management Handbook 7475.1 REV Part 4-5 through 4-8. The KCDC investment portfolio of idle funds is approximately \$21,000,000.

Note: The average balances are given as a reference point only. KCDC does not guarantee these amounts for the future.

e. **General Depository Agreement**

The General Depository Agreement (Form HUD-51999) and amendment must be executed between KCDC and the Depository. A copy of the executed Agreement and Amendment will be sent to HUD. Please refer to Exhibit V for the General Depository Agreement and amendment form. The Depository must meet federal insurance requirements as listed in 18 (a) of Special Instruction to Vendors.

2. **DEPOSITS**

Funds are deposited in KCDC accounts in two principal ways:

- a. During the first part of the month, KCDC's courier makes daily deposits with a bank teller, for approximately twelve (12) KCDC sites plus some additional miscellaneous deposits. These deposits include checks, money orders and cash (small amount). Printed two-part encoded deposit tickets, and check endorsement stamps (self-inking) are needed for each of the twenty-five (25) properties and approximately eight (8) miscellaneous programs. It is desirable that the banking institution provide these free of charge. The bank will provide two locked deposit bags free of charge to KCDC.
- b. Funds are wired through the Automated Clearing House or by electronic funds transfer by the federal or state governments or by other banks.

3. **CHECKS**

KCDC uses three part checks for payables (two stubs and an actual check) that comply with the necessary layout required for our software system (Elite by Emphasys).

4. **COST OF SERVICES**

It is KCDC's intent to utilize a compensating balance in the concentration account to fund all bank service charges except those services provided to the stand-alone accounts that pay separate bank analysis fees and receive separate interest income. The concentration account will operate on a "target balance" basis whereby the required compensating balance to support activity charges will become a target balance. The objective is to maintain the target balance to support activity based on an average balance over a thirty (30) day period. Historically, KCDC's average balance has been sufficient to meet the compensating balance requirement.

5. **OVERNIGHT SWEEP**

All of the zero balanced accounts are tied to the Unlimited Revolving Fund Account, which is tied to a Public Funds Indexed Now Account, 100% collateralized with Fed Funds target rate of + 15 basis points with a floor of 40 basis points.

As an alternate to the above arrangement, an overnight sweep may be proposed. The bank will automatically invest any excess cash balances remaining in the concentration account. The bank will automatically handle this overnight and weekend short-term investment activity through the use of repurchase agreements as defined in Exhibit IV (HUD's Financial Management Handbook 7475.1 Rev. 4-8, Section K). Please note required certifications for the use of repurchase agreements. Any withholding requirements, how the amount to be invested is determined (include compensating balance calculation), and interest rate must be provided.

6. **IDLE FUNDS/INVESTMENTS**

- a. KCDC is required to invest idle funds in HUD-approved investments per HUD's Financial Management Handbook, 7475.1 REV. KCDC is required to choose from the list of approved financial instruments. HUD determines investment types by considering such factors as safety, yield, liquidity, maturity, amount and administrative cost. Attached in Exhibit IV is part 4-3 thru 4-8 of the HUD Financial Management handbook 7475.1 REV. KCDC's investment portfolio is currently valued at approximately \$21,000,000 with an average yield of .58%.
- b. Investment Objectives include:
 - 1. Understanding the suitability of the investment to the financial requirements of the Board.
 - 2. Preservation and safety of principal—Safety is achieved through adherence to the list of permitted investments which are backed by the full faith and credit of, or a guarantee of principal and interest by, the U.S. Government, a government agency or issued by a government-sponsored agency, coupled with an appropriate maturity date.
 - 3. Liquidity—All investments must be capable of being liquidated on one day's notice. Therefore, no investments may be made which impose a longer notice period for redemption or which are not readily marketable.
 - 4. Marketability of the investment if the investment needs to be liquidated before maturity—Sale of securities prior to maturity should be avoided due to the inherent risk. (If the market interest rate increases above the yield on the investment, the market value of the securities will decline.) Investments shall be limited to securities maturing in periods of up to one year, or such lesser period that coincides with expected disbursements by the Housing Authority, but not beyond the current financing cycle. Housing Authorities may invest in securities up to three years for the investment of operating reserves.
 - 5. Diversification of the investment portfolio.
 - 6. Yield--The highest yield consistent with the other factors of the investment policy. Tax-exempt securities are not appropriate for investment by a Housing Authority because it would not benefit from a tax advantage.
- c. KCDC is required by GAAP to book amortized cost of investments on a monthly basis. At a minimum, KCDC requires the receipt of monthly investment portfolio statements which include the adjusted cost basis of each investment and the FMV of each investment at that point in time in order to meet this requirement.

7. **COLLATERALIZATION**

- a. KCDC will require their depositories to continuously and fully (100%) secure all deposits whether regular, savings, or time that are in excess of the FDIC insured amount. The balance must be fully collateralized at all times with specific and identifiable United States Government or Agency securities as prescribed by HUD (see sub-paragraph b, c, and d or paragraph 4-8 of Exhibit IV). The collateral must be owned by the bank and shall be in the possession of an independent custodian which will hold the securities on behalf of KCDC as a bailee (evidenced by a safekeeping receipt and a written bailment for wire contract) and will be maintained for the full term of the deposit. Such securities shall, at all times, have a market value at least equal to the amount of the deposits so secured.

This requirement is waived for those institutions which are members of the state collateral pool. The proposer shall indicate in the proposal if the institution participates in the state pool and must remain an active member during the entire contract period. KCDC must have a written collateral agreement approved by the Board of Commissioners and an amendment to the General Depository Agreement executed.

8. **STATEMENTS**

- a. Bank statements shall be delivered via email or available for easy download no later than three business days after the end of each month. Earnings interest credit information should be clearly defined and included on the statement.
- b. The monthly account analysis statements shall be delivered via email or be available for easy download no later than the 10th day of the month. The statement should include activity and charges for all accounts listing items charged, unit cost, and extended price. The statements should be clearly defined and easy to understand. Float information for all deposits in the cash concentration account should be included.

9. **ON-LINE SERVICES**

- a. Electronic transmission to/from a KCDC personal computer, by modem, electronic mail, Internet access, or notification of download capability of the following items is required:
 - 1. Daily reports on balances in each account.
 - 2. Daily debit/credit transactions for each account.
 - 3. Inquiry of status of checks.
 - 4. Same day processing of stop payments by electronic transmission.
 - 5. Transfer of funds between agency accounts.
 - 6. Transfer of funds to other institutions.

7. ACH transactions (Originator/receiver of ACH credits/debits)—Acknowledgment by e-mail of all transfers on the date received. Advice narrative provided by remitter no later than the next business day.
8. Wire Transfers—repetitive and non-repetitive with confirmation.
9. Ability to import Payroll and Section 8 information into proposer's banking system.
10. Ability to make ACH vendor payments.
11. Reporting: Bank Statements, Account Analysis Statements, Same Day, Prior Day, Multiple Day, and historical data.

10. **RETURNED ITEMS**

The bank shall automatically debit or credit the applicable account for all items returned. Each check or substitute check shall have a debit advice attached and shall be returned via e-mail notification with originals being mailed to KCDC within ten days. All notice of changes and return ACH transactions shall be reported on a daily basis via e-mail notification. Deposited checks or ACH transactions are returned for insufficient funds about thirty-five (35) times per month (10 for returned checks/money orders and 25 for ACH returns).

11. **IMAGING/STORAGE**

KCDC requests online web-based imaging of all cancelled checks and deposited items if cost-effective and available. Currently, KCDC receives a cleared check file via CD storage for two accounts, the Revolving Fund main concentration account and the Payroll Fund Account. This information is accessible via bank provided software. Images are currently archived for a ten-year period.

12. **DISASTER RECOVERY**

The bank must have a disaster recovery plan in place which addresses an Emergency Response Notification Process and an Operation Plan.

13. **FUTURE SERVICE NEEDS**

KCDC requests response to the following future needs/capabilities of handling resident payments via the following methods (response to include any third party solutions, scanning capabilities, interface capabilities, cost, et cetera):

- a. Lockbox Processing
- b. EBT cards
- c. Debit Cards
- d. Credit Cards
- e. Rent Payment Collection

14. **CUSTOMER SERVICE**

KCDC requires a high level of customer service from the successful bank. Among other standard customer service items, KCDC wants a bank that will:

- a. Designate an account manager who will be a single source of point of contact for problem resolution.
- b. Furnish research items within 24 hours.
- c. Conduct a quarterly review of services provided and make suggestions for other cost-effective services that may be of benefit to KCDC.
- d. Respond to any inquiries by KCDC no later than the next business day.

15. **ADDITIONAL SERVICES**

Although not required, a bank may provide information on any other services that might be beneficial and cost-effective to KCDC in improving operational cash management or investment management efficiencies (i.e. purchasing cards, controlled disbursement, safekeeping, account reconciliation and electronic payments (a listing of fees is required for any additional service)). KCDC may elect to negotiate such services with the bank.

16. **TRANSITION**

It is important that the bank properly handle the transition process, if applicable. The key contact person and staff for each service shall meet with KCDC officials immediately after the contract has been executed for a project kickoff meeting at which time the transition planning shall begin. In addition, the bank's key contacts and staff shall be available for other meetings as required by KCDC.

- a. The new bank shall provide a list of any documents, files or information it shall need from the current bank in order to have a successful transition.
- b. The new bank shall be responsible for bearing all transition costs that may occur as a result of, including but not limited to, the conversion of existing documents, loading of files, et cetera.
- c. At the termination of any contract resulting from this RFP, the bank shall work with KCDC and the new banking services provider. The bank shall provide any requested files, reports or documents within one week.

17. **NOTICE OF CHANGES**

The bank must provide at least thirty (30) days written notice of changes in its procedures.

18. **KCDC CONTACTS AND AUTHORIZED PERSONNEL**

The following persons/or their designees shall be the authorizing contacts for KCDC. Only these individuals may request services from the selected proposer (or the proposer's designees).

Executive Director/CEO	Alvin Nance
Chief Operating Officer	Art Cate
Vice President of Finance & Administration	Tracee Pross

19. **PURCHASING (P-CARDS)**

KCDC uses P-Cards for approximately seven members of its staff for various purchases. In FY13, KCDC expended \$259,454 through its P-Card program. In FY14 (July 2013 through February 2014) KCDC has expended \$94,088. Proposers are encouraged to supply information about their P-Card offerings for KCDC's review and consideration. KCDC may or may not elect to pursue such offerings.

Submittal Structure Instructions

Follow these steps and guidelines when preparing your submittal.

1. Number all pages consecutively. Reference the section that you are responding to as shown on the following pages.
2. Place your company's name on each page.
3. Be thorough yet succinct in responding to this document. The use of tables in presenting information, where appropriate, will facilitate the evaluation team's review.
4. Submit one original (with all pages marked "original") and three copies of the original submittal. Also, provide one electronic copy of your submittal.
5. Fancy brochures and advertisements are not necessary.
6. ***Do not*** use phrases such as "See the attached" or "Will be provided upon award."
7. If you have attachments, mark them (on the cover) with the submitter's name.
8. The only binding permitted with respect to submittals is three ring binders.
9. Submit your submittal in the following order and format.

THIS AND THE PREVIOUS PAGES DO NOT NEED TO BE RETURNED.

Treasury Management and Investment Services 2014 C14020 Solicitation Document A General Responses

General Information about the Vendor							
Sign Your Name to the Right of the Arrow							
Printed Name and Title							
Company Name							
Street Address							
City/State/Zip							
Contact Person (Please Print Clearly)							
Telephone Number							
Fax Number							
Cell Number							
Vendor's e-mail address (Please Print Clearly)							
<p style="text-align: center;">Please acknowledge addenda have been issued by checking below as appropriate:</p> <p>None: <input type="checkbox"/> Addendum 1 <input type="checkbox"/> Addendum 2 <input type="checkbox"/> Addendum 3 <input type="checkbox"/> Addendum 4 <input type="checkbox"/> Addendum 5 <input type="checkbox"/></p> <p>Addenda are not mailed but posted at www.kcdc.org. Click on "Doing Business With KCDC" and then on "Open Solicitations" to find addenda. Please check for addenda prior to submitting a bid.</p>							
Statistical Information							
<p style="text-align: center;">This business is owned & operated by persons at least 51% of the following ethnic background</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; padding: 5px;"> White ¹ <input type="checkbox"/> </td> <td style="width: 33%; padding: 5px;"> Black ² <input type="checkbox"/> </td> <td style="width: 33%; padding: 5px;"> Native Americans ³ <input type="checkbox"/> </td> </tr> <tr> <td style="padding: 5px;"> Hispanic ⁴ <input type="checkbox"/> </td> <td style="padding: 5px;"> Asian/Pacific ⁵ <input type="checkbox"/> </td> <td style="padding: 5px;"> Hasidic Jew ⁶ <input type="checkbox"/> </td> </tr> </table>		White ¹ <input type="checkbox"/>	Black ² <input type="checkbox"/>	Native Americans ³ <input type="checkbox"/>	Hispanic ⁴ <input type="checkbox"/>	Asian/Pacific ⁵ <input type="checkbox"/>	Hasidic Jew ⁶ <input type="checkbox"/>
White ¹ <input type="checkbox"/>	Black ² <input type="checkbox"/>	Native Americans ³ <input type="checkbox"/>					
Hispanic ⁴ <input type="checkbox"/>	Asian/Pacific ⁵ <input type="checkbox"/>	Hasidic Jew ⁶ <input type="checkbox"/>					
<p>As defined on KCDC's webpage (see the "General Instructions to Vendors"), this business qualifies as being:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; padding: 5px;"> Small Business <input type="checkbox"/> </td> <td style="width: 33%; padding: 5px;"> Section 3 <input type="checkbox"/> </td> <td style="width: 33%; padding: 5px;"> Woman Owned <input type="checkbox"/> </td> </tr> </table>		Small Business <input type="checkbox"/>	Section 3 <input type="checkbox"/>	Woman Owned <input type="checkbox"/>			
Small Business <input type="checkbox"/>	Section 3 <input type="checkbox"/>	Woman Owned <input type="checkbox"/>					



Read, sign and return this form.

Certifications and Representations of Offerors

Non-Construction Contract

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offerors to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

1. Contingent Fee Representation and Agreement

(a) The bidder/offeror represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offeror, the bidder/offeror:

(1) ☐ *has*, ☐ *has not* employed or retained any person or company to solicit or obtain this contract; and

(2) ☐ *has*, ☐ *has not paid* or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offeror shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offeror shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offeror represents and certifies as part of its bid/offer that it:

(a) ☐ *is*, ☐ *is not a small business concern*. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) ☐ *is*, ☐ *is not a women-owned small business concern*. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c) ☐ *is*, ☐ *is not a minority enterprise* which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- | | |
|---|---|
| <input type="checkbox"/> Black Americans | <input type="checkbox"/> Asian Pacific Americans |
| <input type="checkbox"/> Hispanic Americans | <input type="checkbox"/> Asian Indian Americans |
| <input type="checkbox"/> Native Americans | <input type="checkbox"/> Hasidic Jewish Americans |

3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

(1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

(1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

- (c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

4. Organizational Conflicts of Interest Certification

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:
- (i) Award of the contract may result in an unfair competitive advantage;
 - (ii) The Contractor's objectivity in performing the contract work may be impaired; or
 - (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.
- (b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.
- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.
- (d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

5. Authorized Negotiators (RFPs only)

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

6. Conflict of Interest

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

7. Offeror's Signature

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Signature & Date:

Typed or Printed Name:

Title:

Using as many pages as needed, provide the following information.

1. Narrative about the history of the bank.
2. Date of inception or incorporation of the bank.
3. Narrative about the resources of the bank.
4. Narrative description of the bank and its service offerings.
5. The financial stability of the bank as demonstrated by the submission of the most recent audited financial statements, or annual reports and/or financial reviews, or other financial information acceptable to KCDC.
6. The bank's experience in handling governmental and/or public housing clients.
7. Location of offices in Knox County including addresses.
8. Notation of the specific location that will service the KCDC Main Office. Provide your protocol for using a different branch/location. Also, provide information as to any services provided only at the Main location.
9. The bank's CRA rating.
10. Submit documentation of a Moody's or Standard and Poor's Rating.
11. Documentation that the bank is a member of the Federal Reserve or a State of Tennessee Charter Bank.
12. Documentation that the bank is a member of the State Collateral Pool.
13. Documentation of designation as a State Depository Institution.
14. Documentation of online Fedwire membership.
15. Provide documentation of insurance coverages including Banker's Professional Liability or equivalent and Banker's Blanket Bond.

Using as many pages as needed, provide the following information for each employee whose project responsibilities are considered to be significant for banking services and investment services.

1. Present an organizational chart identifying the key individuals and their proposed roles in this relationship.
2. The names of the principal-in-charge and any other key lead bank personnel (include Account or Relationship Manager and other key staff that we would work with on a regular basis).
3. A one to three paragraph summary assessment of the person assigned as KCDC's main contact. Include their background, education information and current position with the bank.
4. A statement of the years of experience for each proposed employee:
 - a. Years with current bank (list titles and start dates)
 - b. Years in the industry (list titles, dates and banks)
5. A list of five major accounts that the person has been involved in, using the following format:

Employee Name

Name of Account One	Role the employee played	Amount of the entire portfolio
Name of Account Two	Role the employee played	Amount of the entire portfolio
Name of Account Three	Role the employee played	Amount of the entire portfolio
Name of Account Four	Role the employee played	Amount of the entire portfolio
Name of Account Five	Role the employee played	Amount of the entire portfolio

6. Any current certifications applicable to the professional services the employee will provide.

In completing this proposal, the bank must answer the following questions. If additional space is needed, feel free to add pages. Note however, that KCDC does not desire voluminous responses.

BANK'S CAPABILITIES*Electronic Banking / Information Reporting*

1. Briefly describe the electronic banking systems and access methods (e.g., Internet, PC) that may be used to access account information. Explain all set-up costs associated with this functionality.
2. Does the electronic banking system allow the company to access prior day information, current day information or both?
3. If the electronic banking system allows access to prior day information, discuss:
 - a. At what time is previous day information available for access by the customer?
 - b. If information is delayed, how and when will the customer be notified?
 - c. What transaction types are reported in prior day reporting?
 - d. What prior day reports are available? Provide samples of all prior day balance and transaction reports.
4. If the electronic banking system allows access to current day information, discuss:
 - a. How frequently is this information updated throughout the day?
 - b. If information is delayed, how and when will the customer be notified?
 - c. What transaction types are reported in current day information?
 - d. What current day reports are available? Provide samples of all current day balance and transaction reports.
5. Can custom reports be created? If so, describe the information that can be requested.
6. What are the hours of access of the electronic banking system? Discuss any differences between availability of information reporting and transaction initiation.
7. Discuss the inquiry capabilities of the electronic banking system.
8. How many days of history can be accessed through the system? Provide sample reports.

- a. Does the system provide for history inquiry by date ranges?
 - b. Can the customer determine history retention?
 - c. Can the bank provide the customer with a download of historical data? If so, in what format(s)?
 - d. What (if any) are the time restrictions for data?
- 9. What other bank services are available through the system? List all transaction types (e.g., wire transfers, stop payments) that can be initiated using the electronic banking system.
 - 10. Does the electronic banking system provide image delivery for deposit, disbursement and/or adjusting items? If so, describe.
 - 11. Provide either a demo disk or Web address to demonstrate the bank's electronic banking system.
 - 12. What options does the bank offer for information reporting via file delivery to our systems?
 - 13. Can the bank provide the customer with a CD-ROM of historical data? If so, describe data provided on CD-ROM.
 - 14. Is file delivery via the Internet available?
 - 15. Explain whether copies of images or checks can be requested on-line. If not, what is the turn-around time to receive a copy or image of a check?
 - 16. Can data be exported from the electronic banking system to Excel and other software packages? Discuss.
 - 17. How does the bank monitor network availability and response speeds?
 - 18. How often and when might the customer be unable to access information?
 - 19. Describe the security capabilities of the electronic banking system to assign user authority by function (e.g., access information, initiate transactions, approve transactions, et cetera).
 - 20. Are Internet-access systems hosted internally by the bank, or by a third party hosting or co-location service?
 - 21. Discuss the type and level of any authentication and encryption methodology used for communicating with customers.
 - 22. Discuss the firewalls and intrusion detection systems that the bank has in place.

Deposits

23. What is the cut-off time to ensure same day ledger credit?
24. Are there any requirements for separating cash and checks in two deposit bags?
25. Is there a limit to the number of deposit tickets that can be included in one deposit bag?
26. How are customer-encoded deposit tickets ordered?
27. How many copies of deposit tickets does the bank require?
28. What is the standard procedure for reporting deposit adjustments and what additional options are available?
29. What is the bank's policy on the receipt of tampered bags?
30. At what dollar amount do you write off discrepancies?
31. If counterfeit bills are discovered, what is your notification and adjustment process?
32. Provide the bank's standard return item and re-clear processing instructions. List any options that are available.
33. Can return items be auto re-deposited and if so, how many times?
34. How do you determine and calculate availability of deposited items?
35. Does your deposit reporting service report electronic transactions (merchant card deposits, ATM deposits, ACH, wire, etc.), as well as paper transactions?
36. Provide a list of all transaction types reported as miscellaneous transactions and the identifying codes.
37. What electronic options are available?

Clearing Capabilities

38. What is the cut-off time for local clearinghouse presentments?
39. What is the published time to notify customers of their daily clearings?
40. Will the customer be able to initiate ACH debits and/or credits from the proposed cash concentration account?
41. Can the bank block the posting of unauthorized ACH debits?

- 42. Discuss the bank's policies and procedures for processing stale-dated items.
- 43. What information is available for clearings (check number, amount, et cetera)?
- 44. Does notification of daily clearings (or funding requirements) include both check and ACH debits?
- 45. If yes, how are ACH totals reported?

Statement and Account Analysis Services

- 46. For business accounts, do you use the end of month as the cut-off date?
- 47. How soon after the cutoff date will the account statements be sent?
- 48. Is there a fee or other assessment for FDIC Insurance? If so, how does the bank calculate the charge?
- 49. Please provide the price for each service specified. Per item charges should be extended to the "estimated monthly charge" column shown in Solicitation Document E to arrive at a grand monthly total based upon KCDC volume.
- 50. Do you send individual account analysis statements for each ZBA account and the main concentration account? Do you also send a combined account analysis statement for all accounts?
- 51. The bank is to include the computational methodology as to the compensating account balance requirement. Please refer to Solicitation Document G.
- 52. Describe the method used to calculate the earnings credit rate. Provide an example of the calculation.
- 53. Is there a reserve requirement deducted from the available balance before the Compensating Balance Rate is calculated?
- 54. When calculating average balances, are daily positive and negative balances netted?
- 55. Is there a float/reserve deducted from the Average Ledger Balance?

Stop Payments

- 56. Can stop payments be placed online?
- 57. What is the deadline for same-day stop payments?
- 58. Can the system verify if a check has been paid before accepting the stop?
- 59. How long will a stop remain in effect?

60. Can the stop period be extended?

Imaging / Check Storage

61. Describe the bank's current or planned images processing capabilities.

a. Do they include online customer access to return and adjustment item images?

b. List any third-party vendors who would be used to provide images to KCDC?

62. Does your bank provide CD-Rom check image storage?

63. Describe the software used to retrieve the check images.

64. Can check images be retrieved (front and back), enlarged and rotated?

65. Can the check image be faxed, printed or exported within the software?

66. How is an individual check image located within the software?

67. When is the monthly CD-ROM sent to the client?

68. Does your bank provide online check image for current month's checks cleared before the CD-ROM is generated?

69. When is the check image available?

70. Is bank archival of checks an alternative to CD-ROM storage?

71. If so, how many years can be archived and what is the cost associated with this service?

Wire Transfer

72. Briefly describe all wire transfer initiation products currently supported by the bank including deadlines involved.

73. Describe the process for canceling a wire transfer.

74. What is the process for retrieval of funds?

75. Is there a charge for canceling a wire transfer?

76. What is the cut-off time for incoming domestic wire transfers to receive same day credit?

77. Describe the bank's procedure for providing payment confirmation information (e.g. reference numbers) upon acceptance and execution of payment orders, including the availability and method of delivery for:

- a. Internal confirmation/sequence number
 - b. Federal Reserve reference number
78. How is the status of transfers tracked by the customer once the transfer is in the system?
79. What is the bank's policy in the event of a wire transfer failure for which receipt of instructions has been confirmed to KCDC?
80. Does the bank's wire transfer system have the capability of warehousing instructions for future value dated wire transactions?
- a. If so, what are the limitations?
 - b. How many days or months in advance may wire transfers be set up?
 - c. Is the warehouse function limited to certain types of wire transfers and/or certain types of initiation methods? Explain.
81. Is it possible to cancel a previously warehoused wire transfer request before its value date?
82. At what times are future-value-dated wires automatically executed on the value date?
83. Can a specific execution/release time be specified by KCDC?
84. Does the bank have an online repetitive wire transfer setup function? If so, describe.
85. Can the customer structure a new repetitive wire transfer number online without relying on an exchange of paper documents with the bank?
86. Can the customer assign its own transfer numbers or names?
87. Does the bank require the customer to submit written inquiries for resolution of wire transfer discrepancies?
88. Does the bank have a secure online customer service/inquiry facility?
89. Describe inquiry options.

Security

90. Describe procedures when security codes are violated.
91. How many log-on attempts does the system allow before disabling a user?
92. Is this number cumulative per user?

- 93. Does the software automatically log-off an inactive user? If so, when?
- 94. Are passwords user-defined or bank provided?
- 95. Describe the procedures to be followed if a user password is lost or forgotten.
- 96. Can the password be reset immediately via dual control by the Master User and Security Administrator?
- 97. What is the lead-time to obtain a new password?

ACH Services

- 98. Describe the procedures for setting up the company's originator or "point" name.
- 99. Are multiple names allowed in your structure for one customer?
- 100. What are the bank's cutoff times for customer initiation of ACH transactions?
- 101. Describe the bank's rules regarding late transmission of files.
- 102. Can the bank accept same-day ACH settlements and if so, what are the time restrictions?
- 103. What controls are in place to protect against lost files and duplicate transmissions?
- 104. How and when is the company notified of a duplicate file?
- 105. Does the bank provide automatic file receipt acknowledgments and if so, what information is provided?
- 106. For differences noted during the confirmation process, how is the customer notified?
- 107. What is the bank's maximum retention period for future-dated transactions?
- 108. How does the bank handle file, batch, and item reversals and deletions?
- 109. What are the deadlines for reversing or deleting a file, batch, and item, respectively?
- 110. Describe the on-line process for reversing and deleting files, batches, items and the notification process.
- 111. Does the bank accept both debits and credits on the same file?
- 112. Describe the bank's ACH return process and how the customer is notified.
- 113. When will returned funds be posted to the customer's account?

- 114. Discuss any technology or process used by the bank to minimize returns of outgoing/incoming ACH transactions.
- 115. Describe the security levels that are available, including whether security levels can be set by user, business unit, account, dollar amount, and type of transaction.
- 116. How and when can these security levels be changed?
- 117. Can the customer build a database of repetitive transactions?
- 118. Is the bank able to provide the company with information contained in ACH addenda records and electronic data interchange (EDI) transactions?
- 119. If so, discuss how the information is reported and provide a sample of each reporting option.
- 120. Does the bank offer a service to protect our account from unauthorized debits?
- 121. Can ACH debits be matched to a reconciliation file before authorizing them for payment?
- 122. Can you selectively accept ACH debits only from originators authorized by KCDC?
- 123. How are such authorizations set up?

Disaster Recovery

- 124. Is there a “hot” backup processing site?
- 125. What is the contingency plan if the hot site is unavailable and prevents same-day processing?
- 126. Describe the procedures established for disaster recovery in the event of a systems failure or other disaster at the bank’s primary processing site.
- 127. Does the bank compensate in the event of loss?
- 128. How often do you test disaster recovery procedures?
- 129. When was the plan last updated and tested? What were the test results?
- 130. How far is the backup site(s) from the primary processing site?
- 131. Do the backup and primary sites share any communication linkages?
- 132. How long does it take to activate a backup processing site?
- 133. How long can you stay at the site?
- 134. What occurs when you exceed the capacity of the backup site?

135. What is the contingency plan if a "hot" backup site is not available and a disaster occurs that prevents all work from being processed on a same-day basis?
136. Indicate issues that KCDC should be prepared to assist with in recovery and return to operation.
137. What would the length of time be to restore full service under this proposal for Federal Wire and ACH operations?
138. What disaster recovery services can the bank provide if KCDC cannot operate from its own facilities?

Overnight Investment Proposal/Sweep

139. Is there a reserve requirement deducted from the available balance before the Sweep/Overnight Investments is calculated? Refer to Solicitation Document H.
140. What type of Account is to be used? Refer to Solicitation Document H.
141. What is the Overnight Investment Interest Rate? Refer to Solicitation Document H.

CUSTOMER SERVICE

Responsiveness

142. Will there be a dedicated single point of contact with your bank or a different contact for different issues?
143. What is the bank's philosophy in reviewing a customer's portfolio?

Transition/Implementation

144. Provide a copy of all agreements that will be required to initiate electronic banking and information reporting services.
145. Provide a detailed description of the implementation process, including testing and a sample implementation schedule.
146. Describe support provided during implementation, including training, technical assistance, user manuals and on-site visits.
147. Does the bank assign an implementation team?
148. Describe the normal timeframe for implementation of the following services:
 - a. Cash concentration
 - b. Wire transfer and ACH services

c. Information reporting

149. What are the critical factors that may impact that lead-time?

Training

150. What on-line system training is provided? Please list any cost involved.

151. Is on-site training available? If so, please list any cost involved.

Payroll Services

152. All employees who did not have bank accounts upon mandatory conversion to direct deposit received free checking accounts. KCDC requests the bank to provide free checking accounts for any new employees who do not have checking accounts as a result of the mandatory direct deposit requirement. Please note if this option is available.

153. Are there any other free services that might be available to KCDC employees?

INVESTMENT PROPOSAL

Investments

154. Provide a brief overview of your on-line system.

155. Are statements available on the first working day of the month?

156. Do your monthly statements show the current market value and adjusted cost basis of each security?

157. Can you customize reports?

158. Can you export from your on-line system into Excel?

159. For what length of time does your on-line system retain history?

160. Provide a Commission/Fee Schedule for investment portfolios.

161. Is continuing education for your financial investment personnel a requirement?

162. What experience do you have with Government Entity Portfolios? Please elaborate.

163. How often do you review your client's portfolios and offer suggestions?

164. In accordance to HUD's Financial Management Handbook Parts 4-7 and 4 – 8, please describe your investment strategies for the most lucrative return on investments.

165. Provide an example of your account statements.

Request for Other Information (Sample Reports, Agreements, & Demo Disks)

166. The following sample reports are to be provided with your proposal:

- a. Previous day reports
- b. Current day reports
- c. Bank statements
- d. Any other reports the bank would like to present

167. Please provide a sample agreement for each proposed service (e.g., wire transfer, et cetera).

Note: Banks are encouraged to provide demo disks or websites of applications (e.g., information reporting, ACH module, et cetera).

Solicitation Document F Bank's Costs for Services

Use this chart, based upon KCDC average volume, to indicate the price per item and extend to derive an estimated monthly charge. Note that KCDC does not guarantee any specific number of transactions.

Services Provided	Charge per item	Total Monthly Average # of Transactions (FY14)	Estimated Total Monthly Average Charge For Transactions
Demand Deposit Services			
Account Maintenance Monthly	\$	10.00	\$
Deposits Credited	\$	264.86	\$
Electronic Credits Posted	\$	48.43	\$
Items Deposited	\$	1,824.43	\$
Items Paid Not Enclosed	\$	302.14	\$
Electronic Debits Posted	\$	53.29	\$
Other Miscellaneous Debits	\$	1.14	\$
Deposit Corrections	\$	0.40	\$
Zero Balance Services			
ZBA Master Account	\$	1.00	\$
ZBA Sub Account	\$	9.00	\$
Returned Check Services			
Deposited Item Returned	\$	6.00	\$
Return Items-Faxed Copies	\$	6.00	\$
Return Items-Maker Reason	\$	5.71	\$
Return Items-Single Item Adv	\$	5.71	\$
Branch/Night Deposit Services			
Branch Cash OTC Deposit/\$1,000	\$	28.57	\$
Image Delivery Services			
CD Rom Premium CD	\$	2.00	\$
CD Rom Images per Item	\$	306.00	\$
ACH Services			
ACH Returned Item	\$	21.29	\$
ACH NOC Item	\$	2.43	\$
OTM ACH Batch Processing Fee	\$	22.43	\$
OTM PPD Debits	\$	632.00	\$
OTM PPD Credits	\$	1528.14	\$
OTM ACH Addenda Orig	\$	3.14	\$
OTM ACH Corporate Payments Debits Orig	\$	0.71	\$
OTM ACH Corporate Credits Orig	\$	18.43	\$

Services Provided	Charge per item	Total Monthly Average # of Transactions (FY14)	Estimated Total Monthly Average Charge For Transactions
Wire Transfer Services			
Wire Transfer Mon Maintenance /Account	\$	2.00	\$
W/T Out Non-Rep (OTM PC Wire)	\$	6.57	\$
W/T Incoming	\$	0.17	\$
Online Treasury Management			
OTM/OLC Maintenance Fee	\$	1.00	\$
OTM/OLC Prior Day Service/Per Month	\$	1.00	\$
OTM/OLC Prior Day Per Account Maintenance	\$	24.00	\$
OTM/OLC Prior Day Per Item Detail	\$	944.14	\$
OTM/OLC Current Day Service/Per Month	\$	1.00	\$
OTM/OLC Current Day Per Account Maintenance	\$	22.00	\$
OTM/OLC Current Day Per Item Detail	\$	23.14	\$
OTM/OLC Special Report Monthly Maintenance	\$	1.00	\$
OTM/OLC Car Report/Per Report	\$	2.29	\$
Stop Service Per Month	\$	1.00	\$
Stop Payment Per Stop	\$	1.00	\$
ACH Service Per Month	\$	1.00	\$
Account Transfer Per Transfer	\$	7.71	\$
Wire Service Per Month	\$	1.00	\$
Image Item Retrieval Per Image	\$	4.14	\$
On Line Courier			
OLC DDA Statement	\$	8.57	\$
OLC Analysis Statement	\$	4.00	\$
TOTAL	\$		\$

Solicitation Document G	Bank's Suggested Account Type for the Stand Alone Accounts
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Different account types exist among the stand-alone accounts. KCDC desires the bank to propose an account type that maximizes interest and minimizes fees.

Name of Account	Average Balance (FY 14)	Proposer's Account Type	Interest Bearing/Criteria
Family Investment Foundation	\$23,000		
FSS Section 8 Voucher	\$146,000		
Passport Homes, LP	\$14,000		
Passport Homes LP Security Deposit	\$ 14,000		
Passport Homes Replacement Reserve	\$20,000		
Passport Homes Escrow Reserve	\$135,000		
Passport Homes Operating Reserve	\$75,000		
Passport Residences, LP,	\$5,000		
Passport Residences Security Deposit	\$13,000		
Passport Residences Replacement Reserve	\$95,000		
Passport Residences ACC Transition Reserve	\$38,000		
Passport Residences Operating Reserve	\$17,000		
Eastport Development, LP	\$15,000		
Eastport Development, LP Replacement Reserve	\$32,000		

Note: The average balances are given as a reference point only. KCDC does not guarantee these amounts for the future.

Compensating Balance on the Revolving Fund Account

Provide the computation used to arrive at the compensating balance requirement. See the example below.

Bank: _____

Signed: _____

Title: _____

Date: _____

Computation:

Example:

Total Services cost for month = \$3500.00

Compensating Balance Required = ((Total Service Cost for month) X (365/days of month))/Fed Funds Target (+ / - basis points)

Compensating Balance Required = ((\$3,500.00) X (365/31)) / 1.5%

Compensating Balance Required = (\$2,747,311.00)

Overnight Investment Proposal

The proposer acknowledges and agrees to all certifications required as a result of the sweep account agreement.

**Please provide any withholding requirements and how the amount to be invested is determined.
Please provide information as to the Investment Interest Rate.**

Bank: _____

Signed: _____

Title: _____

Date: _____

Example:

Federal Funds Target Rate (+ bp or –bp): _____
(Amount of basis points-plus or minus)

Use this section to detail other services that KCDC may be interested in. Include pricing scenarios. However, please note that KCDC is not interested in multipage brochures about these services at this time. If KCDC is interested in one or more of the services, KCDC will request additional information.

Solicitation Document K References of Governmental Entities

Provide five references for which you have performed similar work for during the last five years. Use the following format.

Name of the government that was serviced	
Contact person	
Contact person title	
Contact person's telephone number	
Description of the services provided	
Number of Accounts handled	
Value of Accounts handled	
Contract began	
Contract ended	
Approximate dollar value of the contract	\$

Exhibit I KCDC's 2013 Transaction Data

Services Provided	Charge Per Item	Total Monthly Average # of Transactions	Total Monthly Average Cost
Account Maintenance	\$7.000	10	\$70.000
Deposits Credited	\$0.205	264.86	\$54.296
Electronic Credits Posted	\$0.160	48.43	\$7.749
Items Deposits	\$0.110	1,824.43	\$200.687
Deposit Correction	\$6.000	0.4	\$2.400
Items Paid Not Enclosed	\$0.160	302.14	\$48.342
Electronic Debits Posted	\$0.160	53.29	\$8.526
Other Misc. Debits	\$0.170	1.14	\$0.194
ZBA Master Account	\$0.000	1	\$0.000
ZBA Sub-Account	\$10.000	9	\$90.000
Returned Check-Fax Copies	\$2.000	6	\$12.000
Return Items-Maker Reason	\$1.000	5.71	\$5.710
Return Items-Single Item Adv	\$1.000	5.71	\$5.710
Branch Cash OTC Deposits/\$1000	\$0.500	28.57	\$14.285
CD Rom Premium CD	\$25.000	2	\$50.000
CD-Rom Images per Item	\$0.025	306	\$7.650
ACH Return Item	\$2.000	21.29	\$42.580
ACH NOC Item	\$3.000	2.43	\$7.290
OTM ACH Batch Processing Fee	\$4.000	22.43	\$89.720
OTM PPD Debits	\$0.130	632	\$82.160
OTM PPD Credits	\$0.130	1,528.14	\$198.658
OTM ACH Addenda Originated	\$0.015	3.14	\$0.047
OTM ACH Corp Pymts Credits Orig	\$0.130	18.43	\$2.396
Wire Transfer Monthly Maint/Acct	\$0.000	2	\$0.000
Wire Transfer Out Non-Rep	\$8.000	6.57	\$52.560
Wire Transfer Incoming	\$8.000	0.17	\$1.360
OTM/OLC Prior Day Per Item Detail	\$0.000	944.14	\$0.000
OTM/OLC Current Day Per Account Maintenance	\$0.000	22	\$0.000
OTM/OLC Current Day Per Line Item Detail	\$0.120	23.14	\$2.777
OTM/OLC Car Report/Per Report	\$5.000	2.29	\$11.450
Stop Service	\$0.000	1	\$0.000
Stop Payment/Per Stop	\$14.000	1	\$14.000
ACH Service/Per Month	\$30.000	1	\$30.000
Acct Transfer/Per Transfer	\$0.000	7.71	\$0.000
Wire Service/Per Month	\$35.000	1	\$35.000
Image Item Retrieval/Per Image	\$0.750	4.14	\$3.105
OLC DDA Statement	\$4.000	8.57	\$34.280
OLC Analysis Statement	\$2.000	4	\$8.000
Total			\$1,192.933

Exhibit II KCDC's Audited Financial Statements for the Year Ended June 30, 2013

You may view KCDC's FY13 Audited Financial Statements at www.kcdc.org .

Exhibit III KCDC's Site Locations

The following Site Locations are provided as a reference point for the rare occasion when a KCDC employee may have a need to conduct business (i.e. cash a petty cash check, et cetera) with the proposer at a location within close proximity of their site.

Site	Address
Austin Homes/The Vista	957 E. Hill Avenue
Autumn Landing/Nature's Cove	6331 Pleasant Ridge Road
Cagle Terrace	515 Renford Drive
Isabella Towers	1515 Isabella Circle
Lonsdale Homes	2020 Minnesota Avenue
Love Towers	1171 Armstrong Avenue
Montgomery Village/Verandas	4530 Joe Lewis Road
North Ridge Crossing/Valley Oaks	712 Breda Drive
Northgate Terrace	4301 Whittle Springs Road
Section 8 Office	400 Harriet Tubman
Taylor Homes/Lee Williams/Eastport/Five Points	317 McConnell
Western Heights/Mechanicsville/Passport	1621 Jourolmon Avenue

Financial Management Handbook
7475.1 REV.
Part 4-3 thru 4-8

4-3. COLLATERALIZATION OF DEPOSITS.

PHAs shall require their depositories to continuously and fully (100%) secure all deposits whether regular, savings, or time that are in excess of the \$100,000 insured amount. This may be accomplished by the pledging or setting aside collateral of identifiable U.S. Government securities as prescribed by HUD (see sub-paragraph b, c, and d of paragraph 4-8 of this Chapter). The PHA has possession of the securities (or the PHA will take possession of the securities) or an independent custodian (or an independent third party) holds the securities on behalf of the PHA as a bailee (evidenced by safe keeping receipt and a written bailment for wire contract) and will be maintained for the full term of the deposit. Such securities shall be owned by the depository and the manner of collateralization shall provide the PHA with a continuing perfected security interest for the full term of the deposit in the collateral in accordance with applicable laws and Federal regulations. Such collateral shall, at all times, have a market value at least equal to the amount of the deposits so secured.

4-4. CASH BUDGET. *Not Printed Here!*

4-5. INVESTMENT OF FUNDS.

a. Funds Available for Investment.

Funds on deposit in the General Fund are comprised of four components: (1) funds for current transaction purposes, (2) development and/or modernization funds, (3) funds exceeding those necessary for the daily operation of the PHA which are considered available for investment and (4) any operating reserved funds. As a general rule, the average amount on deposit in the General Fund cash accounts (the targeted maximum cash balance) should be the amount needed on hand for transaction purposes or as a safeguard against cash shortages.

b. Requirement in Annual Contributions Contract.

Section 401(E) of the Annual Contributions Contract (ACC) requires that excess funds on deposit in the General Fund shall be invested in investment securities selected by the PHA and approved by HUD. This section defines excess monies as funds in excess of prudently estimated needs for the next 90 days. The requirement does not take into account modern cash management techniques which will allow a reduction in non-earning assets and the requirements of Target Investment procedures of the Performance Funding System (PFS) which require a fuller investment of assets in calculating operating subsidies. In the interest of good cash management, non-interest/bearing deposits should be reduced to the amount necessary to maintain a good banking relationship.

c. Assigning Responsibility for the Cash Management and Investment Program.

A major factor contributing to the success of the investment program is the delegation of responsibility and authority for developing and executing it. The PHA should compare the cost of establishing a cash management program in-house if qualified professional staff are available to contracting out. If PHAs contract for cash management and investment services, then the organization should have qualified personnel to achieve cost-effectiveness. Commercial banks and savings and loans association now offer such services.

4-6. CASH MANAGEMENT INCENTIVES.

a. Introduction.

Good cash management, which is an objective of management, creates responsibilities for the use of funds. Such responsibilities are placed on both the PHA and HUD for a successful program to benefit both. The primary goals of cash management are to assure the availability of cash for transaction needs, preserve the value of cash resources and earn the maximum return on funds until disbursed.

b. Temporary Funds Available for Investment.

- (1) Each PHA with an average cash balance of \$10,000 or more shall invest such funds in HUD-Approved Investment Securities (see Paragraph 4-8 of this Chapter) in order to at least meet the PFS Target Investment requirements (24 CFR Section 990.109 (e)).
- (2) See Handbook 7475.13, Performance Funding System (PFS), regarding reporting requirements for projecting investment income for the purpose of calculating PFS operating subsidy eligibility. These requirements mandate a minimum investment income (Target Investment Income) for calculating operating subsidies and allow PHAs to retain investment income in excess of the required amount. PHAs should review these requirements carefully in developing their cash management programs.

c. Monitoring.

The Office of Finance and Management, PIH, will oversee the overall cash management policy and programs for Public Housing. Actual monitoring of each PHA's cash management will continue to be the responsibility of the respective Field Office.

4-7. INVESTMENT STRATEGY.

a. HUD-Approved Investments.

A list of investments approved by HUD for the investment of PHA funds is contained in Paragraph 4-8 of this Chapter. PHAs are required to choose from these financial instruments. Within the HUD approved instruments, PHAs are permitted to modify their investment policy without prior HUD approvals. The choice of investments from the approved list should be made using the criteria developed in the remainder of this paragraph.

b. Determination of Investment Type.

The determination of the best types and mixtures of investments is dependent on several factors. The primary objective is safety. Once that objective is attained, the optimum return on the investment should be consistent with the goals of the cash management program of the PHA. The factors that should be taken into account include the following:

(1) Safety.

Safety is achieved through adherence to the list of permitted investments which are backed by the full faith and credit of, or a guarantee of principal and interest by, the U.S. Government, a Government agency or issued by a Government-sponsored agency, coupled with an appropriate maturity date.

(2) Yield.

The PHA should strive to achieve the highest yield consistent with the other factors of the investment policy. Tax-exempt securities are not appropriate for investment by a PHA because it would not benefit from the tax advantage.

(3) Liquidity.

All investments must be capable of being liquidated on one day's notice. Therefore, no investments may be made which impose a longer notice period for redemption or which are not readily marketable.

(4) Maturity.

Investments should be scheduled to mature when the funds are needed. Sale of securities prior to maturity should be avoided due to the inherent risk. (If the market interest rate increases above the yield on the investment, the market value of the securities will decline.) Investments shall be limited to securities maturing in periods of up to one year, or such lesser period that coincides with expected disbursements by the PHA, but not beyond the current financing cycle. PHAs may invest in securities up to three years for the investment of operating reserves.

(5) Amount.

The best type of investment depends, to some degree, on the amount available for investment because certain investments require a large initial amount.

(6) Administrative Cost.

In choosing an investment, a PHA must consider the administrative work involved, particularly with regard to investments of short duration. Substantial amounts can be invested for periods as short as one or two days. However, the administrative costs with small amounts may be greater than the return on the investment, thus would not be justified. Administrative costs will be higher with a more frequent turnover of investments and must be taken into account together with the yield and term in determining the optimum investment strategy.

c. Cash Management by the PHA.

The PHA should compare the return from an in-house cash management program with a program managed by an agent. If the PHA finds that administrative costs of an in-house program are such that the net yield on investments is less than that obtainable through an alternative, the general rule is that the PHA should use that alternative.

d. Cash Management by an Agent.

As an alternative to an in-house cash management program, a PHA may enter into a contract with an approved governmental unit such as a State agency established for this purpose (see Paragraph 4-8(g) Municipal Depository Fund of this Chapter) or another PHA, or a bank(excluding investment bankers and brokerage houses) to administer its cash management program. Such a program may include any of the functions of cash management, i.e., receipts, disbursements and investments. Such a contractual arrangement will give a small PHA the expertise and administrative skills which it would not otherwise be expected to have and often can make a cash management program cost-effective.

e. Low-Income Public Housing Development and Modernization Funds.

A PHA engaged in Low-Income Public Housing Development or Modernization programs shall not request funds from HUD in excess of their needs for two 30-day periods. Therefore, a PHA shall not consider investing such funds in securities maturing before 30 days unless it has been determined that such securities can be redeemed at par prior to the maturity date and that the yield will be at least equal to that of shorter term securities than available for investment.

4-8. APPROVED INVESTMENT SECURITIES.

a. Introduction.

In most cases, purchases of securities shall be a date which coincides with expected disbursements by the PHA. For the purpose of investing operating reserves, issues shall be limited to maturities three years or less. Although some of the following securities have maturities longer than three years, they can be traded in the secondary market.

b. Direct Obligations of the Federal Government Backed by the Full Faith and Credit of the United States.

(1) U.S. Treasury Bills.

These securities are short-term obligations which a PHA or its agent may purchase directly. Treasury Bills with 3-month and 6-month maturities are issued weekly and those with 9-month and 12-month maturities are issued monthly. The minimum denomination is \$10,000. They are issued on a discount basis and are redeemed at par upon maturity.

U.S. Treasury Bills are available for purchase at any time after issuance from investment departments of banks and from dealers in investment securities. Purchases may be made conveniently using the PHA's depository bank. Treasury Bills may be acquired by subscription on the issue date from a Federal Reserve Bank or branch in amounts not in excess of \$200,000. Detailed information is contained in the weekly or monthly announcements which may be received regularly upon application to a Federal Reserve Bank or branch.

(2) U.S. Treasury Notes and Bonds.

These securities are issued periodically by the Treasury Department through Federal Reserve Banks and branches. They are medium to long-term obligations which a PHA or its agent can only purchase in the secondary market to assure that they will mature at a date which coincides with scheduled disbursements by the PHA. Outstanding issues may be purchased from banks or dealers in investment securities at the market price which on any given day may be more or less than the face amount.

(a) U.S. Treasury Notes.

These notes mature in not less than one and not more than 10 years from the issue date and bear interest at fixed rates payable semi-annually.

(b) U.S. Treasury Bonds.

These bonds mature after ten years from the issue date and bear interest at fixed rates payable semiannually. Many issues of bonds are redeemable on call by the Treasury Department before maturity. The yield of such issues usually is computed to the first call date which may be as much as 5 years prior to maturity.

c. Obligations of Federal Government Agencies.

(1) Federal Financing Bank (FFB).

The Federal Financing Bank is authorized to purchase obligations held by Federal agencies and to issue obligations to the public.

(2) Government National Mortgage Association (GNMA) Mortgage-Backed Securities (GNMA I and GNMA II). The securities, guaranteed by GNMA are issued by an issuer (a GNMA-approved mortgage lender). The securities are backed by a pool of government-insured or guaranteed mortgages. The holders of the securities receive monthly payments of principal and interest. The minimum denomination issued is \$25,000. The difference in GNMA I and GNMA II is that the GNMA II payment date is on the 20th of the month and the GNMA I payment date is on the 15th; GNMA II uses a central paying agency whereas GNMA I has individual issuers sending checks to investors; and GNMA II has interest rates that vary within a one percent range. The maximum maturity for GNMA I and GNMA II is 30 years, except that GNMA I project loans mature in 40 years.

- (3) Government National Mortgage Association (GNMA) Mortgage-Backed Securities Program Mortgage-Backed Bonds (MBS).

These obligations, guaranteed by GNMA, have been issued by the Federal National Mortgage Association (FNMA) and the Federal Home Loan Mortgage Corporation (FHLMC). They have been issued in maturities varying from one to 25 years, but have not been sold since 1973. They were in denominations of \$25,000, \$100,000, \$500,000, and \$1,000,000.

- (4) GNMA Participation Certificates.

These securities, guaranteed by GNMA, were sold by GNMA as the trustee with various other Federal agencies as trustors. They represent beneficial interest in future payments of principal and interest on mortgage pools. Their maturities range between one and 20 years and the minimum denomination is \$5,000.

- (5) Maritime Administration Merchant Marine Bonds, Notes, and Obligations.

These securities are issued by shipping companies and are backed by the full faith and credit of the U.S. Government. Each issue is further secured by a first preferred ship or fleet mortgage. Maturities and denominations vary.

- (6) Small Business Administration (SBA) Small Business Investment Corporation (SBIC) Debentures.

When authorized by appropriation acts, the SBA may guarantee principal and interest payments on debentures of SBIC. The SBA may also pool these debentures and sell SBA-guaranteed debentures. These issues have maturities of 10 years and are issued in \$10,000 denominations.

- (7) Tennessee Valley Authority (TVA) Power Bonds and Notes.

These securities are secured by a first charge on net power proceeds. Payment of interest and principal on them is ranked ahead of annual payments to the U.S. Treasury. They have been issued in multiples of \$1,000.

d. Securities of Government-Sponsored Agencies.

- (1) Farm Credit Consolidated System-Wide Discount Notes.

These notes are the secured joint and several obligations of the Farm Credit System which consists of the Federal Land Banks, the Federal Intermediate Credit Banks, and the Banks for Cooperatives. They are issued in denominations of \$5,000 and maturities are authorized from 5 to 365 days.

- (2) Federal Farm Credit Banks Consolidated System-wide Bonds.

These bonds are the secured joint and several obligations of the Farm Credit Banks. Their issuance supersedes individual bond issues by the Federal Land Banks, the Federal Intermediate Credit Banks, and the Banks for Cooperatives. They are issued in multiples of \$1,000 for maturities in excess of 13 months and in multiples of \$5,000 for shorter maturities.

(3) Federal Land Banks Consolidated Bonds.

These bonds are the secured joint and several obligations of the Federal Land Banks. They are issued in multiples of \$1,000 and with maturities ranging from 1 to 15 years. The last issuances matures in 1997.

(4) Federal Home Loan Banks Consolidated Obligations.

These securities are the secured joint and several obligations of the Federal Home Loan Banks comprised of:

- (a) Bonds which have maturities of one year or more. They are issued in multiples of \$10,000, \$25,000, \$100,000 and \$1,000,000.
- (b) Notes which have maturities of less than one year. They are issued in multiples of \$10,000, \$25,000, \$100,000 and \$1,000,000.
- (c) Discount Notes which have maturities ranging from 30 to 170 days. They are issued in denominations of \$100,000 and \$1,000,000.

(5) FHLMC Mortgage Participation Certificates (PC) (Guaranteed)

These certificates represent undivided interest in specific fixed rate, first lien conventional and residential mortgages. FHLMC provides monthly interest and principal payments. The final payment is the first of the month and year in which the last monthly payment on the last maturing mortgage is scheduled to be paid.

(6) Federal National Mortgage Association (FNMA) Debentures.

These debentures are issued in denominations ranging from \$10,000 and with maturities ranging from 20 to 25 years.

(7) FNMA Notes.

The minimum investment in these notes is \$50,000 with maturities ranging from 1 to 20 years.

(8) FNMA Short-Term Discount Notes.

These notes are similar to commercial paper and are tailored to the individual needs of investors. They are sold at published rates with maturities of 30 to 270 days and in denominations ranging from \$5,000.

(9) FNMA Capital Debentures.

These debentures are subordinated to the noncapital debentures, notes, and short-term discount notes. They were last issued in 1975 in a \$10,000 minimum denomination and with maturities of 5 and 25 years.

(10) FNMA Convertible Capital Debentures.

These debentures are subordinated to all senior obligations, including non-convertible capital debentures. There was one 25-year issue in September 1971 maturing in 1996.

(11) Student Loan Marketing Associations (SLMA) Obligations.

SLMA issues obligations comprises of guaranteed student loans as follows:

(a) Floating Rate and Master Notes.

These notes bear interest at rates that vary with the 91-day Treasury Bill rate. Short-term borrowings have an original or remaining term maturity of one year or less.

(b) The Series E and F Floating Rate Notes.

These notes bear interest at rates which vary with the 91-day Treasury Bill, except that each issue has fixed minimum and maximum rates known as interest rate "collars" for any quarterly interest period.

(c) Zero Coupon Notes.

These notes are shown at net proceeds adjusted for accretion of discount.

e. Demand and Savings Deposits.

Demand and savings deposits at commercial banks, mutual savings banks, savings and loan associations and credit unions are permitted for PHA funds provided that the entire deposit is insured by the Federal Deposit Insurance Corporation (FDIC), the National Credit Union Share Insurance Fund (NCUSIF) or by the Federal Savings and Loan Insurance Corporation (FSLIC). A deposit in excess of the insurance coverage may be made at a depository institution provided that it is 100 percent collateralized by any of the securities listed under subparagraphs b, c, and d of this paragraph. Care should be taken that withdrawals may be made on demand without loss of interest and without penalty.

f. Money-Market Deposit Accounts.

Money-Market Deposit Accounts at depository institutions that may not be insured fully by the FDIC, NCUSIF, or FSLIC are permitted provided that the certificates are fully backed by 100 percent collateral consisting of securities listed under subparagraphs b, c, or d of this paragraph. When accounts exceed the \$100,000 insurance limitation, their safety also may depend on the PHA's control of the underlying collateral which must consist of clearly identified (not pooled) U.S. Government securities. Possession of the collateral securities and a continuous perfected security interest may be the only sure protection against loss in case of bank failure.

g. Municipal Depository Fund.

A Municipal Depository Fund (Fund) or Local Government Investment Pool which is established by States, municipalities, units of local government or other political subdivisions to serve as an investment fund for PHAs is permitted. The securities purchased by a Fund shall be on the HUD-approved list of investment securities. PHAs shall have either an undivided or divided interest in securities comprising the Fund. The Fund shall be under the control of the Investment Company Act of 1940, and its objective shall be clearly stated.

The investment objective of the Fund shall be to obtain as much income as possible consistent with the preservation and conservation of capital. The Fund shall disclose clearly the basis of earnings and how they are distributed.

PHAs shall obtain a statement of potential default and risk and a clear demonstration that withdrawals from the Funds will not be so restricted as to impair a PHA's day-to-day cash management needs. The management fee shall be fixed at a reasonable amount and management shall be passive. PHAs shall limit the amount of funds invested in the Fund to no more than 30 percent of a PHA's available investment funds. The Fund shall disclose the relationships of the investment advisor, manager, trustees, custodian and transfer agent. Each financial advisory relationship shall be evidenced by a written document executed prior to, upon, or promptly after the inception of the financial advisory relationship, or promptly after the creation or selection of the issuer. If the issuer does exist or has not been determined at the time the relationship commences, that written document shall set forth the basis of compensation for the financial advisory services to be rendered.

h. Super NOW Accounts.

Super NOW accounts have been available and approved for public funds since January 1983. They offer a relatively high market rate and are fully transactional (have no limitations on the number of checks or transfers).

Insurance and collateral requirements are as above for subparagraph e Demand and Savings Deposits.

i. Certificates of Deposit.

- (1) Certificates of Deposit are permitted at depository institutions that are insured by an agency of the Federal Government. Caution must be exercised for certificates exceeding the \$100,000 insurance limit or when the term is longer than 30-90 days. Although the certificates rate of return may be attractive for larger amounts and longer terms, U.S. Treasury securities offer superior safety and liquidity for the same amounts and terms.
- (2) Certificate amounts above \$100,000 are permitted provided that the excess is 100 percent collateralized by clearly identified (not pooled) U.S. Government securities. Possession of the collateral securities and a continuous perfected security interest may be the only sure protection against loss in case of bank failure.
- (3) Brokered deposits should be avoided because it is no longer possible to get \$100,000 of insurance on a number of deposits placed by brokers.

J. Repurchase Agreements.

Repurchase (repos) agreements for a term not to exceed 30 days may be entered into with Federally insured depository institutions to purchase and sale of securities identified under subparagraphs b, c, and d. A repurchase agreement is an agreement negotiated with a bank usually for a short period (1 to 7 days) wherein securities approved for investment are purchased from that bank at a stated price with the bank agreeing to repurchase them on a specified date for a specified amount. The minimum may vary, although it is usually \$100,000. There are three main types: (1) fixed term, where both parties are bound to the negotiated time period, (2) demand, where the agreement stays in effect until terminated by either party, and (3) day-to-day, where daily renewal is by mutual consent and 24-hour notice is required for termination. The PHA should review existing and future repos for compliance with the following certifications. Prior approval by HUD is not necessary, however, the repos seller depository or its agency must provide a written certification to HUD, Assistant Secretary for Public and Indian Housing (Office of Finance and Management), the Field Office, and to the PHA (OMB Approval Number 2577-0099).

- (1) That the depository's repo program complies with applicable Federal and State statutes and regulations and that the program does not involve sales or loans of Federal securities by securities dealers that are not regulated or that report to the Federal Reserve Board;
- (2) That the depository owns the underlying Federal securities (approved for repurchase under Paragraph 4-8 of this Chapter) when the repo interest is sold and that the value of the securities is equal to or greater than the amount the PHA pays for the repo;
- (3) that the PHA has possession of the securities (or the PHA will take possession of the securities) or an independent custodian (or an independent third party) holds the securities on behalf of the PHA as a bailee (evidenced by a safe keeping receipt and a written bailment for hire contract), from the time the repo interest is sold to the PHA and will be (or is expected to be) maintained for the full term of the repo;
- (4) that the repo agreement and any related documents identify specific Federal securities related to the specific repo purchased by the PHA;

- (5) that the repo interest does not represent any interest in a pool or fund of Federal securities for which registration under the Investment Company Act of 1940 may be required;
- (6) that the PHA will have a continuous perfected security interest in the underlying Federal securities Under State or Federal law for the full term of the repo (disclosing the method by which perfection has or will be accomplished, i.e., by possession, filing, registration of book-entry securities and/or Federal preemption of State law by Federal regulation);
- (7) that the depository or a reporting dealer selling the repo has not received any adverse financial report from a credit reporting agency, State or Federal regulatory agency; and
- (8) that the depository will not substitute other securities as collateral, except to increase the Value of the repo security to match the repos' purchase price.

k. Sweep Accounts.

Sweep Accounts is a contractual agreement between a bank and a PHA which provides that the bank will regularly "sweep" or transfer any available collected balances from the PHA's account into repurchase agreements. The Sweep Accounts agreement shall include all the certification provided in the Repurchase Agreement and adherence to paragraph 4-3, Collateralization of Deposits.

l. Separate Trading of Registered Interest and Principal of Securities.

Separate Trading of Registered Interest and Principal of Securities (STRIPS) are Treasury-based zero-coupon securities which consist of interest or principal on U.S. Treasury securities. STRIPS were issued in minimum increments of \$1,000. STRIPS pays no interest until maturity and the rate of return is "locked in" at the time of purchase. The delivery of STRIPS is accomplished by wire transfer through the Federal Reserve book-entry system. STRIPS shall be in the name of the PHA.

Exhibit V HUD-51999 HUD's General Depository Agreement and Amendment

General Depository Agreement

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB No. 2577-0270
exp. 09/30/2013

This Agreement, entered into this _____ day of _____, 20____ by and between _____

(herein called the "PHA/IHA"), a duly organized and existing public body corporate and politic of the _____
_____ of _____
and _____
(herein called the "Depository"), located at _____

Witnesseth:

Whereas, the Department of Housing and Urban Development (herein called "HUD") has entered into one or more contracts (herein called the "Contract") with the PHA/IHA for the purpose of providing financial assistance to develop and operate lower income housing projects, as authorized by the United States Housing Act of 1937, as amended (42 USC 1437, et seq.); and

Whereas, under the terms of the Contract the PHA/IHA is required to select as depositories of its funds financial institutions whose deposits or accounts are insured by either — the Federal Deposit Insurance Corporation or the National Credit Union Share Insurance Fund as long as this Agreement is in force and effect.

Now Therefore, in consideration of the mutual covenants herein-after set forth, the parties hereto agree as follows:

1. The deposits and accounts of the Depository shall continue to be insured by either — the Federal Deposit Insurance Corporation or the National Credit Union Share Insurance Fund.

2. All monies deposited by the PHA/IHA with the Depository shall be credited to the PHA/IHA in a separate interest bearing deposit or interest bearing accounts, designated

Accounts" (herein the "Accounts"). Any portion of PHA/IHA Funds not insured by a Federal insurance organization shall be fully (100%) and continuously collateralized with specific and identifiable U.S. Government or Agency securities prescribed by HUD. Such securities shall be pledged and set aside in accordance with applicable law or Federal regulations. The PHA/IHA shall have possession of the securities (or the PHA/IHA will take possession of the securities) or an independent custodian (or an independent third party) holds the securities on behalf of the PHA/IHA as a bailee (evidenced by safe keeping receipt and a written bailment for hire contract) and will be maintained for the full term of deposit. The Depository may substitute other securities as collateral to equal or increase the value. If PHA/IHA is an agency of an Indian tribe, the collateral shall be in United States bonds and otherwise as may be prescribed for public funds by the United States Secretary of the Treasury.

3. Except as stated in Paragraph 5, the Depository shall honor any (a) check or other order to pay from the Accounts, or (b) directive to purchase investment securities with monies from the Accounts or to sell securities, if such order or directive is in

writing and signed on behalf of the PHA/IHA by an officer or member designated by resolution of the Board of Directors of the PHA/IHA to have such authority. To assist the Depository in its obligation, the PHA/IHA shall furnish the Depository with a certified copy of the resolution.

4. Any securities received from the PHA/IHA or purchased by the Depository with monies from the Accounts shall be considered to be a part of the Accounts and shall be held by the Depository in safe-keeping for the PHA/IHA until sold. Interest on such securities and the proceeds from the sale thereof shall be deposited in the Account upon receipt.

5. If the Depository received written notice from HUD that no withdrawals by the PHA/IHA from the Accounts are to be permitted, the Depository shall not honor any check or other order to pay from the Accounts or directive to purchase or sell securities, or permit any withdrawals by the PHA/IHA from said Accounts until the Depository is authorized to do so by written notice from HUD.

6. The Depository is not obligated to be familiar, and shall not be charged, with knowledge of the provisions of the Contract, and shall be under no duty to investigate or determine whether any action taken by either the PHA/IHA or HUD in respect of the Accounts are consistent with or are authorized by the Contract or whether either PHA/IHA or HUD is in default under the provisions of the Contract. The Depository shall be fully justified in accepting and acting on, without investigation, any certificate or notice furnished to it pursuant to the provisions of this Agreement and which the Depository shall in good faith believe to have been duly authorized and executed on behalf of the party in whose name the same purports to have been made or executed.

7. The rights and duties of the Depository under this Agreement shall not be transferred or assigned by the Depository without the prior written approval of the PHA/IHA and HUD.

This Agreement may be terminated by either party hereto upon thirty days' written notice to the other party, and HUD. The rights and duties of the Depository hereunder shall not be transferred or assigned nor shall this Agreement be terminated during any period in which the Depository is required to refuse to permit withdrawals from the Accounts as provided in Paragraph 5.

8. HUD is intended to be a third party beneficiary of this Agreement and may sue to enforce its provisions and to recover damages for failure to carry out its terms.

9. The Depository shall promptly notify the PHA/IHA of crediting or depositing of any monies in the Accounts.

10. The provisions of this Agreement may not be modified by either Party without the prior written approval of HUD.

11. Previous General Depository or Savings Depository Agreements, if any, entered into between the Depository and the PHA/IHA are hereby terminated and all monies and securities of the PHA/IHA on deposit with or held by the Depositories pursuant to the terms of said Agreement shall continue to be held for account of the PHA/IHA pursuant to and in accordance with the provisions of this Agreement.

12. At no time shall the PHA/IHA Funds in the Accounts be permitted to exceed the amount insured by Federal deposit insurance (herein the "Insured Amount"). At any such time as the amount of funds in the Accounts reach the Insured Amount, whether by the accrual of interest or otherwise, the Depository shall promptly, as directed by the PHA/IHA, and in an amount sufficient to limit the funds in the Accounts to the Insured Amount, either: (a) remit payment to the PHA/IHA or, (b) on behalf of the PHA/IHA, purchase securities approved for

investment by the PHA/IHA. Such securities shall not be considered to be a part of the Account pursuant to Paragraph 4 hereof but shall be held by the Depository as custodian or trustee for the PHA/IHA in a separate account established for that purpose by the Depository (herein the "Securities Account"). The Securities Account shall be designated:

Income or other proceeds from securities held in the Securities Account shall, as directed by the PHA/IHA, upon receipt, be paid to or on behalf of the PHA/IHA; provided, however, that such proceeds shall, to the extent consistent otherwise with the provisions of this Paragraph, be deposited in the Accounts. If the Depository receives written notice from HUD pursuant to Paragraph 5 hereof that no withdrawals by the PHA/IHA from the Accounts are to be permitted, the Depository shall not honor any directive from the PHA/IHA to sell securities, or permit any withdrawals by the PHA/IHA, from the Securities Account until the Depository is authorized to do so by written notice from HUD. During the pendency of such restrictions on the Accounts and the Securities Account, the Depository, except as directed in writing by HUD, shall not remit any payment to the PHA/IHA for the purpose of limiting the amount of funds in the Account to the Insured Amount but shall instead purchase securities approved for investment by the PHA/IHA and hold such securities in the Securities Account.

(For use only in certain States that have statutes that prohibit Public Housing Agencies and Indian Housing Authorities from implementing paragraph 2.)

In Witness Whereof, the PHA/IHA and the Depository have caused this Agreement to be executed in their respective names and their respective seal to be impressed hereon and attested as of the date and year first above written.

(SEAL)
ATTEST:
By _____

Secretary

PHA/IHA

Chairman

Depository

By _____

(SEAL)
ATTEST:

Note: Strike paragraphs 11 and 12 if not applicable.

FIRST AMENDMENT TO GENERAL DEPOSITORY AGREEMENT

THIS FIRST AMENDMENT TO GENERAL DESPOSITORY AGREEMENT dated as of XXX, 2014 (this "Amendment"), by and between KNOXVILLE'S COMMUNITY DEVELOPMENT CORPORATION, a housing and redevelopment authority of the City of Knoxville, Tennessee organized under the Tennessee Housing Authorities Law, Tenn. Code Ann. §§ 13-20-101 et seq. (the "PHA/IHA"), SUNTRUST BANK, a national banking association with offices in Knoxville, Tennessee (the "Depository").

RECITALS

A. The PHA/IHA and the Depository entered into a General Depository Agreement dated July 1, 2009 (the "Depository Agreement") pursuant to which the PHA/IHA selected the Depository as the depository of its funds upon the terms and conditions contained in the Depository Agreement.

B. The PHA/IHA and the Depository desire to modify certain of the terms and conditions of the Depository Agreement related to collateralization.

C. The PHA/IHA and the Depository also desire to obtain the approval of the amendment of the Depository Agreement from the United States Department of Housing and Urban Development ("HUD").

NOW THEREFORE, in consideration of the mutual agreements contained herein and other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

Definitions. Capitalized terms used but not defined in this Amendment shall have the meaning given to them in the Depository Agreement.

1. **Collateralization.** Paragraph 2 of the Depository Agreement is hereby deleted and the following is substituted in lieu therefor:

2. All monies deposited by the PHA/IHA with the Depository shall be credited to the PHA/IHA in a separate interest bearing deposit or interest bearing accounts designated "Unlimited Revolving Fund Accounts" (herein, the "Accounts"). Any portion of the PHA/IHA funds not insured by a Federal insurance organization shall be fully (100%) collateralized by the collateral pool established pursuant to Tenn. Code Ann. §§ 9-4-501 *et seq.* (the "Collateral Pool for Public Deposits Act of 1990"). At all times during the term of this Agreement, the Depository shall qualify as a "qualified public depository" as such term is defined in the Collateral Pool for Public Deposits Act of 1990.

3. **Effect of Amendment.** Except as provided in this Amendment, all of the terms and conditions of the Depository Agreement shall remain in full force and effect.

4. **Counterparts.** This Amendment may be executed in counterparts, each of which when so executed shall be deemed an original, but all such counterparts together shall constitute but one and the same instrument.

[Signatures appear on following page.]

IN WITNESS WHEREOF, the parties have caused this Amendment to be duly executed as of the day and year first above written.

PHA/IHA:

KNOXVILLE'S COMMUNITY DEVELOPMENT
CORPORATION

By: _____
R. Culver Schmid, Chairman

Attest:

Secretary

DEPOSITORY:

BANK

By: _____

ACKNOWLEDGED AND CONSENTED TO BY:

UNITED STATES OF AMERICA
Secretary of Housing and Urban Development

By: _____
Marcia Lewis, Director
Knoxville, TN Program Center
Office of Public Housing

Exhibit VI HUD-51999 KCDC's Treasury Account Management Structure

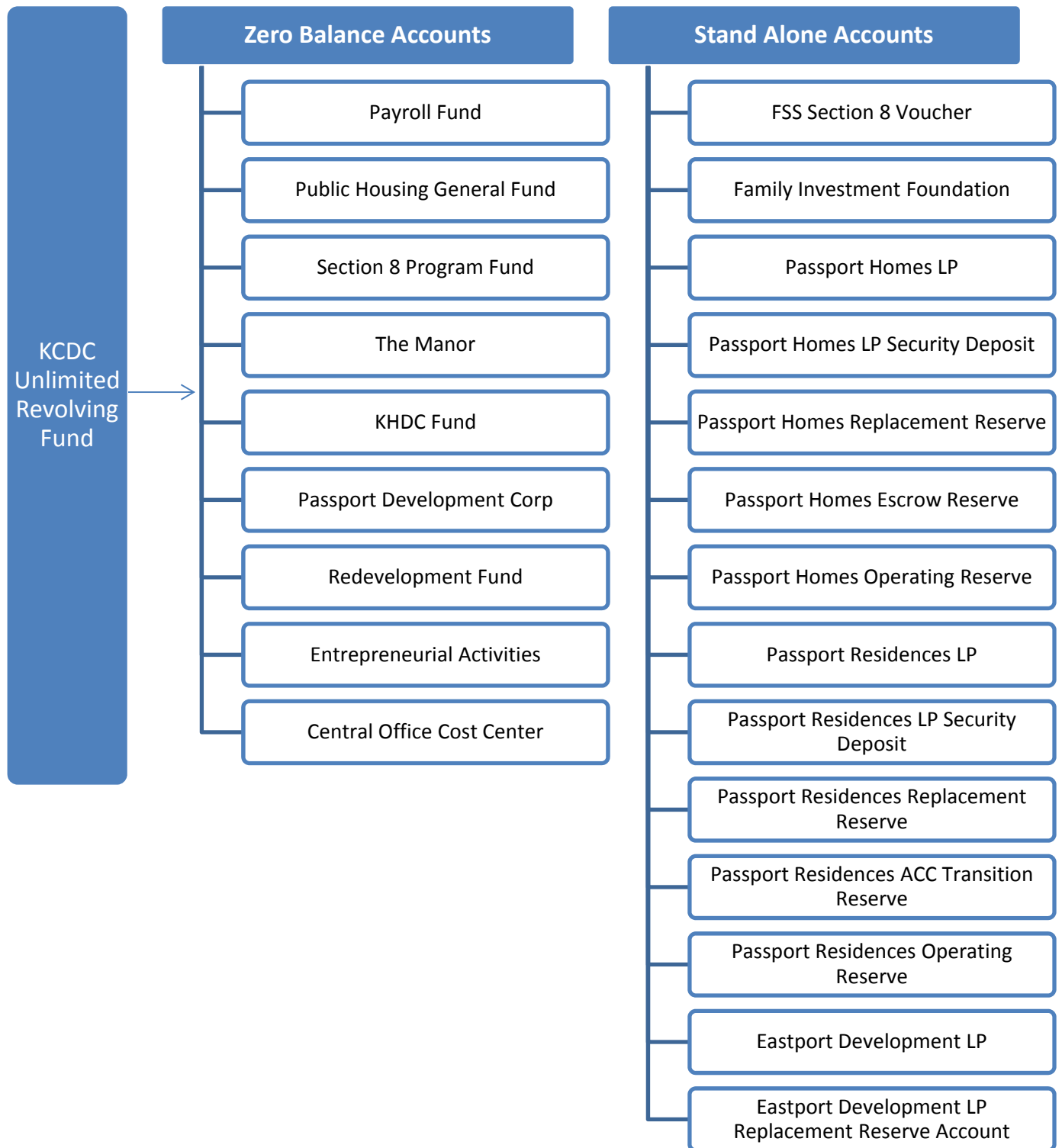


Exhibit VII Glossary -General (most items)

Description	Definition
Account Maintenance-Monthly	Fixed charge for maintaining a demand deposit account.
Acct Transfer/Per Transfer	Charged per account transfer (including the debit and the credit).
ACH NOC Item	Charge for the receipt of a notification of change (NOC) on an ACH transaction originated.
ACH Return Item	Charge for an originated ACH debit or credit transaction returned via the ACH network that is charged back to the originating company's account.
ACH Service/Per Month	Monthly charge per Company ID ACH module.
Branch Cash OTC Deposit/\$1000	Charge for processing cash over the counter at the bank's branch office.
CD ROM Image Service	Charge for clients receiving a CD ROM which contains images of all paid items for the period. Each account on CD is charged for service.
CD ROM Images per item	The Per item fee associated with images included on the CD ROM.
Check Return Statement	Fee to enclose paid checks with deposit statements.
Clearinghouse Items	Charge for processing deposited checks drawn on local clearinghouse member banks.
Deposits Credited	Charge for handling and posting a deposit consisting of any combination of coin, currency, checks, food stamps or merchant card drafts.
Electronic Debits Posted	Charge for posting an incoming ACH debit to an account.
FDIC Expense per \$1,000	Charge for fee to FICO of \$0.009 per \$1,000 for non-interest bearing accounts.
Image Acct Maint/Per Mo	Monthly account maintenance fee for each image-enabled account.
Info Reporting Maintenance Fee	Monthly product access fee.
Items Paid	Charge for handling and posting checks drawn on and paid against a demand deposit account.
Local Fed/IN State Fed Items	Charge for processing deposited checks drawn on banks that are members of the same Federal Reserve district as the bank of deposit.
On Us Items	Charge for processing deposited checks drawn on the bank of deposit.
Online Analysis Statement	Charge for electronic Account Analysis Statements.
Other Miscellaneous Debits	Charge for posting a debit to an account.
OTM ACH Addenda Originated	Charged for each ACH addenda record created.
OTM ACH Batch Processing	Charged for each collection application processed per processing window, regardless of the number of batches/files sent in each window.
OTM ACH Corp Credits Orig	Per-credit charge for Processing a corporate-CCD, CCD+ (including Tax Payments)—ACH credit transaction originated by the client via OTM.
OTM Consumer PPD Credits Orig	Charged for each ACH credit originated/created.
OTM Consumer PPD Debits Orig	Charged for each ACH debit originated/created.

Description	Definition
Out of State Items	Charge for processing deposited checks drawn on banks that are outside the Federal Reserve district of the bank of deposit.
PD Acct Maint/Per Acct (21+)	Monthly account maintenance fee for each account set up for prior day information.
PD Detail/Per Item (1-2500)	Charge applied to each prior day detail item loaded for each on-line treasury management ID.
PD Service/Per Month	Monthly module access fee applied to each company ID with the prior day reporting module.
Return Items-Maker Reason	Charge per item for key-entering maker's name and/or the return reason to display on advice or online report.
Returned Items	Charge per item for processing a deposited item returned.
SD Acct Maint/Per Acct (21+)	Monthly account maintenance fee for each account set up for same day information.
SD Detail/Per Item (1-1500)	Charge applied to each same day detail item loaded for each OTM company ID.
SD Service/Per Month	Monthly module access fee applied to each OTM company ID with the same day reporting module.
Stop Service/Per Month	Monthly charge per Company ID for stop payment module.
Wire Service/Per Month	Monthly charge per Company ID for wire transfer module.
Wire Transfer Monthly Maint/Acct	Charge for providing funds transfer services.
Wire Transfer—Incoming	Charge for handling and posting a Fedwire Transfer received for the customer.
ZBA Master Account	Charge for maintaining zero balance services at the master account level.
ZBA Sub Account	Charge for maintaining zero balance services at the sub-account level.

Exhibit VIII Example Monthly Statement Grouping Credit & Debit Transactions (Audit Requirement)

KNOXVILLE'S COMMUNITY DEVELOPMENT CORPORATION				
Multi-Day Statement				
Requested Dates: 02/01/2014 thru 02/28/2014				
Generated on 3/3/2014 10:52:41 AM				
Company	KNOXVILLES COMMUNITY DEVELOPMENT			
Account	XXXXXXXXXXXXXXXXXXXXX			
Account Summary	Amount			
Opening Ledger (as of 02/01/14)	XXXXXXXXXXXXX			
Total Debits	\$4,629,576.95			
Total Credits	\$8,733,366.28			
Closing Ledger (as of 02-28-14)	XXXXXXXXXXXXX			
Credit Transactions	Amount	Availability	Bank Ref.	
2/6/2014 ACH Credit Received	\$2,150.00		xxxxxxxxxxx	
2/10/2014 ACH Credit Received	\$2,550.00			
2/18/2014 ACH Credit Received	\$1,000,095.56			
2/24/2014 ACH Credit Received	\$2,500.00			
2/25/2014 ACH Credit Received	\$1,000,000.00			
2/26/2014 ACH Credit Received	\$4,250.00			
2/26/2014 ACH Credit Received	\$5,000.00			
2/27/2014 ACH Credit Received	\$2,000,000.00			
2/3/2014 ZBA Credit	\$1,750.00			
2/3/2014 ZBA Credit	\$2,500.00			
2/3/2014 ZBA Credit	\$21,665.38			
2/3/2014 ZBA Credit	\$1,969,456.00			
2/3/2014 ZBA Credit	\$990.00			
2/4/2014 ZBA Credit	\$300.00			
2/4/2014 ZBA Credit	\$868.00			
2/4/2014 ZBA Credit	\$3,050.00			
2/4/2014 ZBA Credit	\$75,022.43			
2/5/2014 Deposit	\$82.30			
2/5/2014 ZBA Credit	\$70.00			
2/5/2014 ZBA Credit	\$392.00			
2/5/2014 ZBA Credit	\$15,428.00			
2/5/2014 ZBA Credit	\$1,349,541.14			
2/6/2014 ZBA Credit	\$198.00			
2/6/2014 ZBA Credit	\$460.00			
2/6/2014 ZBA Credit	\$59,272.06			
2/7/2014 ZBA Credit	\$65.00			
2/7/2014 ZBA Credit	\$5,648.19			
2/7/2014 ZBA Credit	\$36,743.70			
2/7/2014 ZBA Credit	\$115,174.30			
2/10/2014 ZBA Credit	\$393.00			
2/10/2014 ZBA Credit	\$393.62			

2/10/2014	ZBA Credit	\$9,212.00		
2/11/2014	Deposit	\$6.18		
2/11/2014	ZBA Credit	\$683.00		
2/11/2014	ZBA Credit	\$13,316.86		
2/12/2014	ZBA Credit	\$7,771.00		
2/14/2014	Deposit	\$172.02		
2/14/2014	ZBA Credit	\$711,618.00		
2/14/2014	ZBA Credit	\$5,655.26		
2/18/2014	ZBA Credit	\$853.84		
2/18/2014	ZBA Credit	\$34,460.50		
2/18/2014	Deposit	\$2,586.43		
2/18/2014	ZBA Credit	\$0.59		
2/18/2014	ZBA Credit	\$285.00		
2/19/2014	ZBA Credit	\$1,936.00		
2/19/2014	ZBA Credit	\$2,602.00		
2/20/2014	ZBA Credit	\$1,256.19		
2/20/2014	ZBA Credit	\$1,843.83		
2/21/2014	ZBA Credit	\$135.25		
2/21/2014	ZBA Credit	\$1,202.90		
2/21/2014	ZBA Credit	\$6,566.71		
2/21/2014	ZBA Credit	\$140,172.23		
2/24/2014	ZBA Credit	\$110.00		
2/24/2014	ZBA Credit	\$655.14		
2/24/2014	ZBA Credit	\$5,824.50		
2/25/2014	ZBA Credit	\$214.00		
2/25/2014	ZBA Credit	\$5,190.53		
2/26/2014	ZBA Credit	\$53.00		
2/26/2014	ZBA Credit	\$3,453.00		
2/27/2014	ZBA Credit	\$3.48		
2/27/2014	ZBA Credit	\$100.00		
2/27/2014	ZBA Credit	\$2,767.01		
2/28/2014	Deposit	\$50,000.00		
2/28/2014	Auto Transfer Credit	\$8,004.14		
2/28/2014	Auto Transfer Credit	\$16,424.78		
2/28/2014	ZBA Credit	\$88.40		
2/28/2014	ZBA Credit	\$7,484.56		
2/28/2014	ZBA Credit	\$9,973.75		
2/28/2014	Interest Credit	\$4,675.52		
Item	69	\$8,733,366.28		
Debit Transactions		Amount	Availability	Bank Ref.
2/3/2014	ACH Debit Received	\$2,948.00		xxxxxxxxxxxxxx
2/4/2014	ACH Debit Received	\$54.35		
2/5/2014	ACH Debit Received	\$47,192.00		
2/14/2014	ACH Debit Received	\$1,761.42		
2/18/2014	ACH Debit Received	\$36,181.00		