

CITY OF CLEARWATER, FLORIDA

DEVELOPMENT/ACQUISITION/REHABILITATION/PRESERVATION OF MULTIFAMILY RENTAL HOUSING PROJECTS

INSTRUCTIONS FOR FY 2015-16 APPLICATION

PURPOSE AND GOAL

The City of Clearwater has established a vision statement that states “Clearwater will be a uniquely beautiful and vibrant community.”

- That is socially and economically diverse;
- That invests for the future; and
- That is a wonderful place to live, learn, work, visit and play.

To promote the vision, the City has implemented a strategic direction to facilitate the development of the economy by diversifying the economic base. This will be accomplished by encouraging housing that matches community needs – across a range of values. Those needs are identified in the City’s Five-Year Consolidated Plan. One of the goals to address those needs is to develop projects that meet the following objectives:

- a. To create safe, decent and affordable rental units for households having the lowest incomes.
- b. To maintain the affordability of the rental units for the longest period of time possible.
- c. To assist in the provision of financially viable, market-appropriate housing in the areas of greatest housing need in the City.
- d. To assist in the provision of quality housing at a reasonable cost to meet a variety of needs, including family, elderly and special need populations.

FUNDING AVAILABILITY

Funding in the amount of \$1,600,000 is available from the Home Investment Partnership Program (HOME); the State Housing Initiatives Partnership (SHIP); and the Pinellas County Housing Trust Fund (PCHTF).

In addition to the funds stated above, the Housing Finance Authority of Pinellas County has funds available for the Land Assembly Program for Financing of Affordable Multifamily Rental Housing Developments. This Request for Applications was re-issued on February 1, 2016 and can be found at <http://www.pinellascounty.org/community/NOFA>.

EILIGIBILITY CYCLE INFORMATION

Applicants wishing to receive an award must submit an application in accordance with the requirements of the City of Clearwater's Program.

A Request for Applications was published in the Tampa Bay Times on February 5, 2016. Applications will be made available on February 8, 2016 on the City's Website. The Application submission deadline for all applications is no later than 4:30 P.M. Eastern Standard Time on March 11, 2016. All applications must be physically received in the City of Clearwater's Housing Division, 112 South Osceola Avenue, Clearwater (City Hall - First Floor). Any application received after that date and time will not be considered. Early submissions are encouraged. Applications will be selected and ranked by the Economic Development and Housing Department staff by April 1, 2016. The City of Clearwater City Council will review and approve the recommendation at one of their meetings during the period between April 2016 and May 2016. This date is subject to change without notice.

CONDITIONAL RESERVATION PROCESS

The recommended applicants will receive a conditional reservation of the funds.

THRESHOLD REVIEW

The City of Clearwater has established criteria that must be met in order for the application to be considered for the competitive review stage. Any application that fails to meet any one of the threshold criteria will be rejected. The threshold review is a basic review of the application to determine that it is complete and includes all necessary forms and supporting evidence.

The City will not fund any acquisition or rehabilitation project where the existing tenant is displaced. The City will not provide funding for acquisitions where the acquisition costs are above the appraisal value. The City will not provide funds where the rehabilitation costs are significantly above industry standards. The City will fund projects where the rents and tenant's income is within the guidelines of the HOME Program. Mixed income projects will be considered with HOME assisted units meeting guidelines of the HOME Program.

The Threshold Criteria are as follows:

Applications must be complete, consistent and contain all supporting documentation in an organized fashion. Applications that are incomplete, inconsistent, and/or illegible will be rejected.

- **Developer Information** –The principal of each experienced developer must have completed at least 3 affordable rental housing developments since 2000.
- **Project Financials**—A detailed development pro forma and operating budget, including the Sources and Uses of Funds, must be included as part of the application (Section 4.2).

Any owner or general partner that is currently in noncompliance due to site audits or the failure to comply with reporting requirements will be denied participation in the eligibility cycle. In addition, any owner that is not in compliance or good standing with any other City program will be similarly denied participation.

- **Acquisition/Rehabilitation/Development Narrative**—Each application must contain a project narrative that summarizes the scope of the proposal and the roles of the team. This narrative should include the following (Section 3.2):
 - a. A description of the proposal, including its location(s), development type, unit mix and unit size.

- b. Description of acquisition/rehabilitation.
 - c. Proposed rents.
 - d. A description of need and the target market.
 - e. A description of special amenities and services, if any.
 - f. A summary of proposed financing.
 - g. Anticipated start and completion dates.
 - h. The project must address local housing needs and priorities, as documented in the City's Consolidated Plan.
- **Site Control** - The applicant must establish evidence of site control. All site options/contracts, as applicable, must be also valid at the time of selection by the City. The following may be used as evidence of site control (Section 3.6):
 - a. Executed and recorded deed.
 - b. Executed purchase option agreement.
 - c. Executed purchase contract.
 - d. Executed long-term land lease or option on a long-term lease.
 - e. Title Commitment.
 - **Acquisition/Rehabilitation Schedule**—The application must include a list of proposed dates for the completion of the following (Section 3.6; Exhibit C):
 - a. Acquisition/Rehabilitation
 - b. Other financing commitments.
 - c. Commencement of construction.
 - d. Placement in service after rehabilitation.

EVALUATION FACTORS

All applications submitted will be evaluated by City staff using the following criteria (*100 Points Maximum*):

- **Project Location (*20 Points Maximum*)**
 - a. Is the site selected for the Project crucial to the overall success of the development? Effort should be made to locate sites that are convenient to services and in neighborhoods that include a socioeconomic mix of households. For example, located near transit services (public bus stop, transfer stop or rapid transit) or community services (grocery store, public school, senior center, medical facility, or pharmacy).
 - b. Is the project located in the Neighborhood Revitalization Strategy Area?
- **Housing Needs Characteristics (*10 Points Maximum*)**
 - a. Does the application indicate a need for the specific housing type that is proposed?
 - b. Does the project include services and/or amenities that serve the resident population?
- **Project Characteristics (*20 Points Maximum*)**
 - a. Is the size of the project appropriate for the need and demand in the community and are the unit sizes and mix of units appropriate for the community and the site?

- b. Does the project incorporate energy conservation features or green or LEED standards?
- Experience (30 *Points Maximum*)
 - a. Does the applicant have the requisite experience and financial capacity with similar projects?
- Overall Project Feasibility (20 *Points Maximum*)
 - a. Do the costs, expenditures and income projections reflect industry standards?
 - b. Does the applicant demonstrate a financial commitment to the project (i.e. equity, deferred development fee, land owner, etc.).