

REQUEST FOR APPLICATIONS

LAND ASSEMBLY PROGRAM

FOR

FINANCING OF AFFORDABLE MULTIFAMILY RENTAL

HOUSING DEVELOPMENTS

Issued By:

HOUSING FINANCE AUTHORITY
OF PINELLAS COUNTY

RE-ISSUED: February 8, 2016

FUNDING DESCRIPTION

Purpose

In partnership with Pinellas County, the Housing Finance Authority of Pinellas County (HFA) announces the availability of Land Assembly Funds for land acquisition to assemble and promote the development of workforce housing. The goal of this Request for Applications (RFA) is to increase the number of affordable multifamily rental units within Pinellas County through new construction developments. Applications will also be accepted for developments that preserve existing affordable multifamily rental units through substantial rehabilitation.

Pinellas County is committed to providing quality affordable housing for all income levels of families through partnerships with the private sector including lenders, builders, developers and community groups. Increasing the production of affordable housing provides economic development opportunities and job creation throughout the region. All proposals must focus on increasing the number of affordable rental units in Pinellas County by constructing new housing or preserving existing affordable units.

The HFA is soliciting applications from qualified Applicants that are committed to providing affordable housing in accordance with the terms and conditions of this RFA on a first eligible, first serve basis. All selected developments will be subject to a long-term ground lease with the HFA. Priority will be given to developments that have identified funding sources to complete the development and are financially feasible. Applicants must have the capacity to successfully develop, market and manage a multifamily rental housing complex in accordance with all, county, state and federal laws and guidelines.

Submission of an application does not constitute an award commitment nor eligibility for any costs incurred in the preparation or submission of the application. The Applicant must provide a completed and executed Application that can be found at <http://www.pinellascounty.org/community/nofa/default.htm>.

Each Applicant should submit an electronic version (PDF) and one original bound version of the completed application to the HFA, attention: Sheri Harris, 26750 U.S. Highway 19 N., Suite 110, Clearwater, FL 33761, skharris@pinellashfa.com, (727) 474-1165.

Source of Funds

Land Assembly Funds are provided through the Penny for Pinellas, a voter approved one percent sales tax which is dedicated to infrastructure improvement projects in Pinellas County. Funds are budgeted from the current Penny extension 2010-2020 for affordable housing land assembly as defined in Florida State Statute Sec. 212.055 (2)(d)1.e.

“Any land acquisition expenditure for a residential housing development in which at least 30 percent of the units are affordable to individuals or families whose total annual household income does not exceed 120 percent of the area median income adjusted for household size, if the land is owned by a local government or by a special district that enters into a written agreement with the local government to provide such housing. The local government or special district may enter into a ground lease with a public or private person or entity for nominal or other consideration for the construction of the residential housing development on land acquired pursuant to this sub-subparagraph.”

SECTION TWO FORM OF ASSISTANCE

The amount of land assembly funds awarded to assist a development is directly correlated to the costs of land acquisition and the purpose of providing affordable housing units. Funds are committed to the development when a legally binding agreement has been executed between the applicant and the HFA. No commitment can be made until all financial, property data and development information have been assembled, reviewed and approved per the Pinellas County affordable housing funding procedures. Funding will be provided at the time of property acquisition. The acquisition transaction will include execution of a ground lease with the applicant. Lease terms are negotiable.

Eligible Uses: Land assembly funds may be used for land acquisition only. In addition to direct acquisition costs, other eligible expenses associated with land acquisition include items such as property assessments, standard fees and closing costs, transaction costs, and reasonable costs for demolition of sub-standard structures.

Ineligible Uses: Land assembly funds may not be used to rehabilitate any existing housing units or other structures acquired as part of the land acquisition, site improvements, new construction, or administrative fees for compensation of personnel and related operational costs.

Land Ownership Requirements: Land for developments funded through the Land Assembly Program must remain in the ownership of Pinellas County or the HFA. This will be accomplished through a long-term ground lease for the development. The affordable set aside units must continue to be affordable according to the terms of the ground lease.

SECTION THREE ELIGIBILITY INFORMATION

The following information is required as a part of the Affordable Housing Program application.

Tab 1 Applicant Information

The Applicant must provide documentation that they are a legally formed entity (limited partnership, Limited Liability Company, etc.) qualified to do business in the state of Florida. The Applicant must include evidence from the Florida Department of State, Division of Corporations, that the Applicant satisfies the foregoing requirements; such evidence may be in the form of a certificate of status or other reasonably reliable information or documentation issued, published or made available by the Florida Department of State, Division of Corporations.

Tab 2 Development Team Information

All Applicants will be required to demonstrate their ability to successfully complete multifamily developments within established timeframes and should provide a list of completed developments, including the number of units in each development. Applicants must also provide a list, identifying the Principals for the Applicant and for each Developer, as follows:

- a. For a Limited Partnership, provide a list identifying the following: (a) the Principals of the Applicant as of the Application submission and (b) the Principals for each Developer as of the Application submission. This list must include warrant holders and/or option holders of the proposed Development.
- b. For a Limited Liability Company, provide a list identifying the following: (a) the Principals of the

Applicant as of the Application submission and (b) the Principals for each Developer as of the Application submission. This list must include warrant holders and/or option holders of the proposed Development.

- c. For a Corporation and all other entities, provide a list identifying the following: (a) the Principals of the Applicant as of the Application submission and (b) the Principals for each Developer as of the Application submission.

Tab 3 Market Information

The Applicant should provide information regarding the need for the proposed development as documented in a market analysis for the proposed area. If the development is for acquisition and/or rehabilitation of existing units, provide information regarding any potential subsidies that may be lost if the development is not completed such as vouchers, etc. Also include the demographics information for the target market that the development will serve. For example, elderly, families, etc.

Tab 4 Targeted Income Information

State Statute requires that a minimum of 30% of the housing units located on a land assembly funded property must be affordable to individuals or families whose total annual household income does not exceed 120 percent of the area median income adjusted for household size. Applications for developments utilizing Pinellas County Land Assembly Funds through this RFA must include a minimum number of set-aside units for households with annual incomes that are 60% or less of area median income (AMI) as adjusted for family size. The number of set-aside units shall be based on a ratio of the amount of funding provided through the Land Assembly Program. The preference and priority is to have a minimum of 40% of the units set-aside for households earning less than 60% of AMI (adjusted for family size); however, the HFA reserves the right to evaluate developments on a case-by-case basis that don't meet this threshold to determine feasibility.

Occupancy, income limits and rental rate restrictions apply to assisted rental units. Assisted units in a rental housing development must have rents that are at or below the Florida Housing Finance Corporation rent limits.

Tab 5 Funding Commitments

All proposals will require a detailed financing plan evidencing the financial feasibility of the development. To meet eligibility requirements, applicants must identify and provide commitments for funding sources to complete the development. Please provide detailed information regarding the other sources of funding to either redevelop or rehabilitate the property. Rehabilitation and construction costs are ineligible uses of Land Assembly funds. Staff will analyze the financing plan to determine the degree to which the development is feasible and likely to be completed within the time frame proposed. The HFA reserves the right to utilize its financial advisors, counsel, third party real estate underwriters, or other professionals to evaluate the financial feasibility, readiness and risk characteristics of each proposed development.

If the funding package includes non-competitive tax credits or SAIL funds that would utilize tax-exempt bonds, the financing could go through the HFA's Multifamily Bond Program. Please provide a timeline for securing the funds. Please visit www.pinellascounty.org/hfa for more information on the HFA's Multifamily Bond Program, if that resource will be utilized as part of the financing.

Please visit http://apps.floridahousing.org/StandAlone/FHFC_ECM/ContentPage.aspx?PAGE=017 for more information on Florida Housing Finance Corporation's Multifamily Programs if that resource will be utilized as part of the financing.

Tab 6 Site Control

The amount of funding that will be provided by the Land Assembly Program is directly correlated to the cost of land acquisition and associated closing costs for the purpose of providing affordable housing units. Please provide proof of ownership, lease or a copy of the purchase agreement that shows site control for the development. A property appraisal documenting the land value completed by a Florida Licensed/Certified Real Estate Appraiser will be required before final approval for funding can be approved.

Tab 7 Development Information

Applicants should provide detailed information as to the location of the proposed development and information related to the design of the units. If the development is located in one of the priority redevelopment areas of Pinellas County, please indicate which area. www.pinellascounty.org/Plan/pdf/files/CRA_Report.pdf

Please provide the following:

- Location and Legal Description
- Preliminary Site Plan
- Preliminary Floor Plans
- Schematic Designs
- Operating Pro Forma
- Detailed Development Sources and Uses of Funds
- Scope of Work, Cost Estimates, Schedule

Relocation Plan requirements (If applicable)

It is the policy of Pinellas County to minimize the displacement of families and individuals when development occurs. If the proposed development will involve displacement or relocation of families, please provide a plan that outlines the number of families to be relocated, a specific timeline, location for temporary relocation and estimated costs.

Tab 8 Zoning Information

Applicants should provide zoning and land use documentation and the compatibility of the parcel for the type of development that is being proposed. If the proposed development will require zoning and/or land use changes, please provide a detailed timeline for obtaining the zoning and/or land use approvals.

SECTION IV**APPLICATION REVIEW PROCESS**

Applications will be reviewed for completeness and responsiveness by HFA and Pinellas County staff. If it is determined that the proposal meets the eligibility requirements and goals of the Land Assembly Program, the applicant will be notified and asked to submit an application fee to the HFA in the amount of \$3,000 to move forward with the credit underwriting process.

The HFA reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected applicant(s) prior to entering into a written agreement.