



AFFORDABLE HOUSING DEPARTMENT



NEIGHBORHOOD STABILIZATION PROGRAM MULTI-FAMILY RENTAL HOUSING

2009 Request for Proposals

DEADLINE: OCTOBER 13, 2009 AT 4:00 PM

Affordable Housing Department
1208 Tech Boulevard, Suite 300
Tampa, Florida 33619 Attention: Joe Ann Lowden
Phone: (813) 246-3151

**Hillsborough County Affordable Housing Department
Neighborhood Stabilization Program – Multi-Family Application**

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Introduction

The Neighborhood Stabilization Program (NSP) was enacted as a portion of the Housing and Economic Recovery Act of 2008 (HERA) that was signed into law on July 30, 2008. The U.S. Department of Housing and Urban Development (HUD) was charged with the oversight of this program and has subsequently awarded Hillsborough County with \$19,132,978 in funding. HERA requires the County to set aside 25% of their NSP funds for housing that serves lower income persons (households whose incomes are 50% or below of the area median income). Note that this is limited to abandoned or foreclosed upon homes or residential properties.

HUD takes the position that the set-aside funds for lower income persons are for permanent housing only. As defined in the CDBG regulations, shelters for persons with special needs (such as homeless shelters and halfway houses) are public facilities. Renovation or new construction of such structures is eligible as a public facility under NSP Eligible Use E. However, because public facilities are not defined as permanent housing, they will not count towards the set aside requirement that 25% of the NSP funds “be used to house individuals or families whose incomes do not exceed 50% of area median income.” Therefore public facilities will not be considered for funding under this Request for Proposals.

The Affordable Housing Department (AHD) invites eligible non-profit and for-profit organizations to submit proposals for the acquisition, rehabilitation, and operation of multi-family rental housing that will count toward the 25% set aside requirement.

Eligible Applicants

Eligible applicants include non-profit and for-profit organizations that have been operating in good standing with the State of Florida for a minimum of two years. Any party on the Excluded Parties List System (<https://www.epls.gov/>) is considered ineligible for funding.

Eligible NSP Activities

For purposes of this Request for Proposal, one or more of the following eligible activities that result in the provision of multi-family rental housing:

1. **Purchase and Rehabilitation:** For multi-family properties that have been abandoned or foreclosed upon. Each property must be purchased at a discount of at least one percent (1%) from the current market-appraised value of the property. The NSP Notice defines “abandoned” and “foreclosed” as follows:

NSP Notice Definition: Abandoned. A home is abandoned when mortgage or tax foreclosure proceedings have been initiated for that property, no mortgage or tax payments have been made by the property owner for at least 90 days, AND the property has been vacant for at least 90 days.

NSP Notice Definition: Foreclosed. A property “has been foreclosed upon” at the point that, under state or local law, the mortgage or tax foreclosure is complete. HUD generally will not consider a foreclosure to be complete until after the title for the property has been transferred from the former homeowner under some type of foreclosure proceeding or transfer in lieu of foreclosure, in accordance with state or local law.

2. **Demolition Blighted Structures:** The NSP Notice Definition of a blighted structure a structure that exhibits objectively determinable signs of deterioration sufficient to constitute a threat to human health, safety, and public welfare.

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3. **Redevelop Demolished or Vacant Properties:** This Eligible Use allows communities to address the broadest range of property types. Because the legislation does not limit this use to homes and/or residential properties, HUD will permit grantees to acquire and redevelop ANY property type. This includes commercial or industrial property in addition to all types of residential property. Note that property acquired under Redevelopment need not be abandoned or foreclosed upon. However, it MUST be vacant. “Vacant properties” includes both vacant land and properties with vacant structures on the land. However, HUD understands redevelopment to imply that properties were once developed; therefore undeveloped or “greenfield” sites may not be acquired under Eligible Use E. HUD expects that, unlike land banks, properties acquired and improved under Eligible Use E must proceed expeditiously to construction. Properties that are eligible to be land banked with unknown end uses, or for which the end use is not imminent, should be considered for Land Banks (assuming that they have been foreclosed upon). Some corollary considerations also merit discussion, which follows the next section on housing for low-income persons.

The County will allow and pay for development fees that are fair and reasonable as part of the acquisition and rehabilitation process. Development fees and other soft/project related costs associated with the acquisition and rehabilitation shall be considered “Program Delivery” type costs and will be charged to the individual projects assisted.

Available Funds

The Affordable Housing Department is seeking proposals from eligible non-profits to utilize approximately **\$6,300,000** in County funding. These funds are comprised of \$5,000,000 in Neighborhood Stabilization Program funds and \$1,300,000 in State Housing Initiatives Partnership Program funds.

Service Area

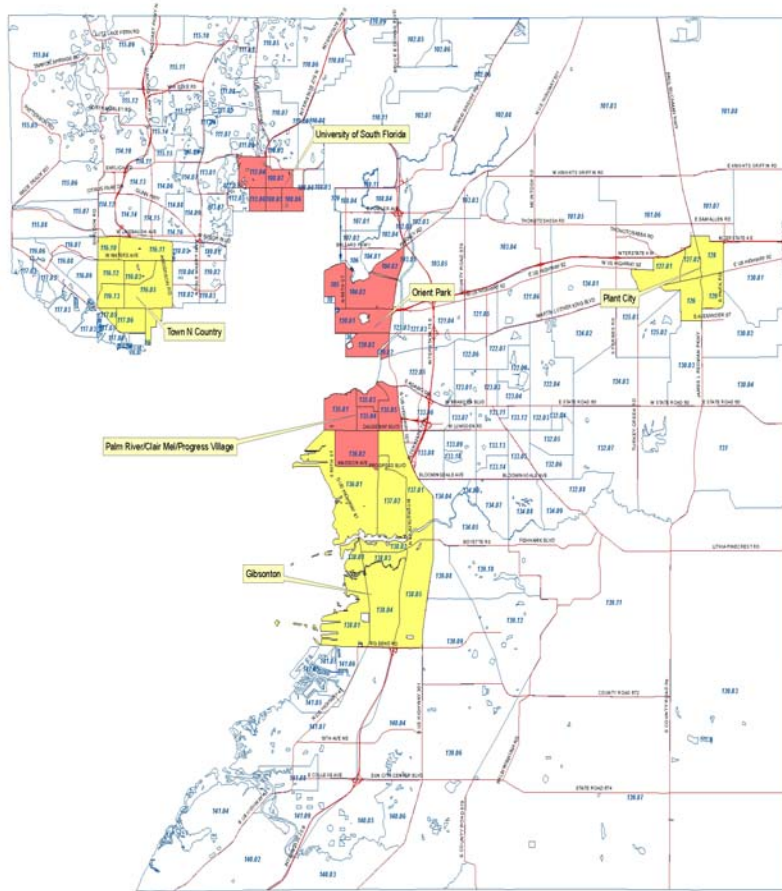
All housing units must be located in one of Hillsborough County’s Primary or Secondary NSP Target Areas. The boundaries are provided below:

NAME	CENSUS TRACTS
PRIMARY TARGET AREAS	
USF	108.05, 108.06, 112.04, 112.06
ORIENT PARK	104.02, 105, 120.01, 120.02
PALM RIVER / CLAIR MEL / PROGRESS VILLAGE	135.01, 135.03, 135.04, 135.05, 136.02
SECONDARY TARGET AREAS	
TOWN 'N COUNTRY	116.03, 116.05, 116.10, 116.11, 116.12, 116.13, 117.05, 117.06, 26
PLANT CITY	126, 127.01, 127.02, 128, 129
GIBSONTON	136.01, 137.01, 137.02, 138.01, 138.02, 138.03, 138.04, 138.05

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**Neighborhood Stabilization Program
Primary and Secondary Target Areas**

AFFORDABLE HOUSING DEPARTMENT
1208 TECH BOULEVARD
TAMPA, FLORIDA 33619



- Primary Target Areas
- Secondary Target Areas
- Major Roads
- County Census Tracts



DATA SOURCES: Base map, roads, and water: Hillsborough County Engineering Services; Parcel lines and data from Hillsborough County Property Appraiser; Wetlands from SWFWMD; Significant Wetlands from Planning and Development Management based on satellite imagery.

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PREPARED BY: Melissa Curren
Environmental Specialist I
813.274.6449
currenm@hillsboroughcounty.org

DATE PREPARED: October 30, 2009

EDITED: December 28, 2009

Affordability Period and Loan Terms

AFFORDABILITY PERIODS

Activity	County Subsidy	Unit Must Remain Affordable For:
Rehabilitation or Acquisition of existing housing	Less than \$15,000/unit	5 years
	\$15,000-\$40,000/unit	10 years
	Greater than \$40,000	15 years
Rehabilitation with refinancing	Any amount	15 years
New Construction or Acquisition of New Housing	Any amount	20 years

Hillsborough County will ensure long term affordability through the use of a Land Use Restriction Agreement (LURA) that will be recorded against the property. If an owner who has been assisted through this program transfers title to the property before the affordability period expires, the assistance

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provided by the County will be subject to recapture. The County will annually monitor the multi-family rental developments that are assisted with NSP and SHIP funds during the affordability period to ensure that the specified units are affordable, made available to income eligible tenants, and that the property(s) continue to meet minimum housing quality standards.

In addition, all properties receiving NSP and SHIP funding will be secured by a recorded mortgage on the property, in favor of the County. Permanent loans shall be for up to 40 years and are non-recourse debt secured by a mortgage and note. In general, construction loans shall not exceed 24 months (from issuance of the notice to proceed to certificate of occupancy).

If the loan is deferred payment, it will generally be non-amortizing. However, based on the financing requirements of a particular project, the AHD may charge and accrue interest on deferred payment loans or amortizing loans. Repayment on deferred payment loans is made from available surplus cash, if any. In general, repayment will be required on an annual basis as a project is reviewed for regulatory compliance and it is determined through the project financial statements or audits that the project has produced surplus cash. This repayment will be based on a percent of the annual surplus cash (typically 25-50%) and will reduce the loan by the amount of accumulated payments resulting from surplus cash. Repayments will be applied first to accrued interest, if any.

Rent and Occupancy Requirements

The County shall distinguish between the units in a project that have been assisted with NSP and SHIP funds and those that have not. A project may consist of units with various sizes, characteristics, and amenities, some of which may be County-assisted, while others are not. County-assisted units refers to the units within a project for which rent, occupancy and/or resale restrictions apply. The number of units designated as County-assisted will affect the maximum subsidies that may be provided to a project.

Every County-assisted rental unit is subject to rent limits designed to help make rents affordable to low-income households. These maximum rents are referred to as “Low-HOME rents.” HUD publishes the rent schedule each year based on changes in area income levels or market conditions. Low HOME Rents must have rents which are no greater than thirty (30) percent of the annual income of a family whose income equals fifty (50) percent of the median income. The current rent limits based upon this definition is provided below.

CURRENT LOW-HOME RENT LIMITS (as of 3/2009)

	Efficiency	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Max Rent	\$517	\$555	\$666	\$769	\$858	\$946	\$1,036

The maximum allowable rents must be reduced if the tenant pays for any utilities, with the exception of telephone. Utility allowances provide a mechanism for reducing the maximum allowable rents when some or all utilities are paid by the tenant. Information on utility allowances will be provided upon request.

For properties with both assisted and non-assisted units, there must be a designation of “fixed” or “floating” units. Fixed units are the specific units that are County-assisted that are designated at the time of project commitment. These units never change and are subject to rent limits and occupancy standards. Floating units are units that are County-assisted, but may change over time. The total number of County-assisted units remains constant over time, and all floating units are subject to rent limits and occupancy standards.

Income Eligibility Standards

All NSP and SHIP funded rental units must be made available exclusively to individuals or families whose incomes do not exceed 50 percent of the area median income. Household income limit information is updated annually by HUD.

HOUSEHOLD INCOME LIMITS - 50% of Area Median Income (as of 3/2009)

	1 Person	2 People	3 People	4 People	5 People	6 People	7 People
50% AMI	\$20,700	\$23,700	\$26,650	\$29,600	\$31,950	\$34,350	\$36,700

Program Income Requirements

Program income generated from the use of NSP funds and received by a private individual or other entity that is not a subrecipient is not required to be returned to the County as required by Section 2301(d)(4). Program income that is generated from the use of NSP funds prior to July 30, 2013 and received by subrecipient, however, is required to be returned to the County. Any NSP program income a subrecipient receives after July 30, 2013 and SHIP program income received from loan inception may be retained by the subrecipient in accordance with the loan terms outlined above and as stated in the agreement.

DEFINITIONS:

- a) Program income means gross income received by the recipient or a subrecipient directly generated from the use of NSP funds. More specifically, gross income from the use or rental of real or personal property acquired by the recipient or by a subrecipient with NSP funds, less costs incidental to generation of the income or gross income from the use or rental of real property, owned by the recipient or by a subrecipient, that was constructed or improved with NSP funds, less costs incidental to generation of the income;
- b) Subrecipient means a public or private nonprofit agency, authority, or organization, or a for-profit entity authorized under Sec. 570.201(o), receiving NSP funds from the recipient or another subrecipient to undertake activities eligible for such assistance under subpart C of this part. The term does not include contractors providing supplies, equipment, construction, or services subject to the procurement requirements in 24 CFR 85.36 or 84.40, as applicable.
- c) Developer - Non-profit organizations, For-profit organizations or individuals under §570.202(b)(1) can be given assistance to acquire residential property for the purposes of rehabilitation, resale, or use. The sales price of properties sold to NSP income-eligible individuals cannot exceed total costs (acquisition, rehabilitation, and development costs). Therefore, entities treated as developers must work within these parameters to generate a profit. If engaged in rehabilitation, or for acquisition prior to rehabilitation, entities treated as developers may be selected through a competitive procurement process or may be designated as grant recipients without a procurement process. See §85.36 for procurement guidance. For rental projects or others not sold to individuals for use as a primary residence, revenues are not considered Program Income. In addition, such entities are not subject to recordkeeping or audit requirements that do apply to subrecipients. This flexibility creates a burden on the grantee to underwrite all such transactions to avoid undue enrichment.

NSP Program Income facts from the U.S. Department of Housing and Urban Development:

How does the NSP1 Bridge Notice impact the program income requirements for NSP1 funding?

Listed below are the primary ways that program income requirements are impacted:

- revenue generated from NSP funds and received by a private individual or developers that is NOT a subrecipient is NOT required to be returned to the grantee,

- revenue (i.e., gross income) received by a state, unit of general local government, or subrecipient that is directly generated from NSP funds is program income,
- program income received after July 30, 2013 is not required to be returned to HUD and may continue to be used for NSP-eligible activities.

If an NSP1 grantee uses both NSP1 and CDBG funds to acquire and rehabilitate a property, how do you prorate the program income and in this situation can profits be generated?

The proration is based on the amount of NSP1 and regular CDBG funds used. For example, if an entitlement community buys a property for \$10,000, rehabilitates it for \$10,000, and then sells it for \$22,000 (assuming the sale is not to an individual for use as a primary residence). The cost of acquisition and rehabilitation is paid with NSP1 funds (75%) and entitlement funds (25%). The NSP1 program income is \$16,500 (75% of \$22,000) and regular CDBG program income is (\$5,500). The profit that is subject to be returned to the Treasury is \$1,500.

How long do NSP1 grantees have to track program income on NSP1-funded activities?

As stated in the NSP1 Notice, program income from NSP1-funded activities is subjected to limitations and requirements based on the NSP1 activity that generated the program income.

Does HUD allow "debt service" as an operating expense when calculating net operating income (NOI)?

NSP1 program income includes gross income from the use or rental of real property less costs [expenses] incidental to generation of the income. Program income generated by rental projects is determined by deducting operating expenses from gross rental income. Debt service consists of principal and/or interest. Payment of principal is not a cost; it is a reduction of a liability. Interest is a cost of capital, not an operating expense. Therefore, neither principal nor interest can be deducted from gross income for the purpose of determining program income. However, these restrictions would apply only if the entity that owns the property is the grantee or its sub-recipient. These restrictions would not apply if the property owner were a developer, non-profit or "other entity."

If an NSP1 grantee (city, county, town, state) uses NSP1 funds to acquire a foreclosed multifamily family property, sells it to a private owner and provides the owner with NSP1 funds to rehabilitate the property, is the revenue that the owner receives from the rents considered to be program income?

No, the rents received by the private owner would not be considered program income. However, if the NSP1 funds that the private owner received to rehabilitate the property came in the form of a loan, the funds would have to be repaid based on the agreed upon repayment plan with the NSP1 grantee. Further, the affordability requirements on the property would have to remain in place for the specified period of time regardless of transfer of ownership.

If an NSP1 grantee (city, county, town, state) uses NSP1 funds to acquire a foreclosed multifamily family property, sells it to a subrecipient and provides the subrecipient with NSP1 funds to rehabilitate the property, is the revenue that the owner receives from the rents considered to be program income?

Yes, any rental income that exceeds operating income must be treated as program income and used for NSP-eligible uses.

Other Requirements:

Affirmative Marketing

Any entity applying for funds for development activities that will result in five or more County assisted units must adopt an affirmative marketing plan including affirmative marketing procedures and requirements. Affirmative marketing requirements and procedures must include:

1. Methods for informing the public, owners and potential tenants about fair housing laws and Hillsborough County's policies;
2. A description of what owners and/or the property managers will do to affirmatively market housing assisted with HOME Program funds;
3. A description of what owners and/or the property managers will do to inform persons not likely to apply for housing without special outreach;
4. Maintenance of records to document actions taken to affirmatively market HOME-assisted units and to assess marketing effectiveness; and
5. A description of how efforts will be assessed and what corrective actions will be taken when requirements are not met.

Appraisals

Acquisitions financed with NSP grant funds are subject to the URA, and its implementing regulations at 49 CFR Part 24, and the requirements set forth in the NSP Notice that was published in the Federal Register on October 6, 2008, as amended. The current market appraised value means the value of a foreclosed upon home or residential property that is established through an appraisal made in conformity with the appraisal requirements of the URA at 49 CFR 24.103 and completed **within 60 days** prior to an offer made for the property by a grantee, subrecipient, developer, or individual homebuyer.

The following guidance on appraisals pertains to acquisitions of foreclosed upon homes and residential properties which meet the applicable voluntary acquisition requirements of 49 CFR 24.101(b) and reflects applicable URA and NSP requirements, including the URA appraisal requirements of 49 CFR 24.103.

1. A County selected appraiser will be utilized to determine the market value of the property. The County has selected appraisers that can meet requirements established in the URA. If an appraisal has already been obtained that will meet the 60 day requirement, the County will have its appraisal reviewer to confirm the market value.
2. The successful bidder shall inform the owner in writing of what the market value of the property is considered to be based upon the appraiser's valuation. NSP funds will not be utilized to acquire the property if negotiations fail to result in an amicable agreement (see 49 CFR 24.101(b)(1) & (b)(2)).
3. If NSP funds are to be used to acquire a foreclosed upon home or residential property (other than through donation), the purchase price must be discounted at least one percent (1%) from the value established by an appraisal that meets the following requirements:
 - a. The appraisal must have been completed within 60 days of the offer made for the property (we have advised that an initial offer can be made, subject to the completion of the appraisal within 60 days of a final offer).

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- b. The appraisal must meet the URA definition of an appraisal (see 49 CFR 24.2(a)(3) and the five following requirements (see 49 CFR 24.103(a)(2)):
 - i. An adequate description of the physical characteristics of the property being appraised (and, in the case of a partial acquisition, an adequate description of the remaining property), including items identified as personal property, a statement of the known and observed encumbrances, if any, title information, location, zoning, present use, an analysis of highest and best use, and at least a 5-year sales history of the property.
 - ii. All relevant and reliable approaches to value. If the appraiser uses more than one approach, there shall be an analysis and reconciliation of approaches to value used that is sufficient to support the appraiser's opinion of value.
 - iii. A description of comparable sales, including a description of all relevant physical, legal, and economic factors such as parties to the transaction, source and method of financing, and verification by a party involved in the transaction.
 - iv. A statement of the value of the real property to be acquired and, for a partial acquisition, a statement of the value of the damages and benefits, if any, to the remaining real property, where appropriate.
 - v. The effective date of valuation, date of appraisal, signature, and certification of the appraiser.
- c. The appraiser shall disregard any decrease or increase in the fair market value of the real property caused by the project for which the property is to be acquired or by the likelihood that the property would be acquired for the project, other than that due to physical deterioration within the reasonable control of the owner.
- d. If the owner of a real property improvement is permitted to retain it for removal from the project site, the amount to be offered for the interest in the real property to be acquired shall be not less than the difference between the amount determined to be just compensation for the owner's entire interest in the real property and the salvage value (defined at §24.2(a)(24)) of the retained improvement.

Minority and Women's Business Enterprises

The requirements of Executive Orders 11625, 12432, 12138 and 24 CFR 85.36(e) apply to grants under this part. Consistent with HUD's responsibilities under these Orders, the Applicant must make efforts to encourage the use of minority and women's business enterprises in connection with funded activities. MBE reporting on contractor activity is required to be submitted to AHD quarterly.

Section 3

Section 3 of the Housing Development Act of 1968 will apply as amended (12 U.S.C. 1701U), relative to the hiring and training of low- and moderate-income persons and the use of local Section 3 certified businesses. The purpose of Section 3 is to ensure that the employment and other economic opportunities generated as a result of U.S. HUD assistance or by a U.S. HUD-assisted project covered by Section 3 shall, to the greatest extent feasible, be directed to low- and very-low income persons, particularly persons who are recipients of U.S. HUD housing assistance.

Labor Standards

Labor standards requirements apply to any construction, rehabilitation, alteration, or repair, including painting, flooring, and decoration, in an amount of \$2,000 or more, or 8 units or more, any part of which is federal money. These standards include:

- Paying workers the prevailing federal wages and fringe benefits effective at the time the job is contracted must be paid. (This information is provided by HUD through the Affordable Housing Department).
- Paying workers weekly and submitting certified payrolls weekly in the prescribed format. The payrolls must include details of each worker's job classification, hours worked, and wages and benefits paid. Certified payrolls must be reviewed as soon as they are received and compared to the appropriate federal wage decision. Any discrepancies must be resolved immediately.
- Workers must be interviewed on the job site regarding appropriate job classification and wages and benefits received. Employee interviews must be compared to the appropriate federal wage decision. Any discrepancies must be resolved immediately.
- Contractor and successful bidder must maintain all records for a minimum of five years of the completion of the project.

Contractors and subcontractors must comply with Federal laws and regulations regarding labor standards and the HUD Handbook 1344.1 (Federal Labor Standard Compliance in Housing and Community Development Programs) as applicable to the project.

The prevailing wage provisions do not apply to volunteers who receive no compensation and are not otherwise employed at any time in the construction work. The provisions also do not apply to members of a family providing labor in exchange for acquisition of a property for homeownership or in lieu of, or as a supplement to, rent payments. For more information about labor standards, see 24 CFR 570.603. The AHD will have a Davis Bacon Wage Consultant to assist in processing and reporting Davis Bacon activities.

Environmental Review

The environmental effects of each NSP funded activity must be assessed in accordance with the provisions of the National Environmental Policy Act of 1969 (NEPA) and related authorities listed in HUD's implementing regulations at 24 CFR Parts 50 and 58. This review is completed by Hillsborough County's Affordable Housing Department. No activity may commence until the environmental review has been completed and the Finding of No Significant Impact has been received and approved by HUD.

Flood Insurance

Under the Flood Disaster Protection Act of 1973 (U.S.C. 4001-4128), NSP funds may not be used with respect to the acquisition, new construction, or rehabilitation of a project located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, unless flood insurance is obtained as a condition of approval or commitment. Flood insurance will be required to be maintained on the property for the term of the mortgage and note.

Accessibility

In addition to the Fair Housing Act, HUD has enforcement obligations under the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), which provide additional protections to persons with disabilities. Together, these federal laws require housing providers, state and local governments, and all recipients of federal financial assistance to ensure accessibility for persons with disabilities.

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Public facilities and buildings, as well as all projects receiving federal financial assistance, must be designed, constructed and altered to be fully accessible to people with mobility and sensory impairments.

The Fair Housing Act applies to both public and private housing. Under the Fair Housing Act, new multifamily buildings must be designed and constructed to have fully accessible common areas. These buildings must also incorporate basic adaptive features in ground floor and elevator-accessible dwelling units to allow for use by people with disabilities. In addition to these requirements, when housing is created using federal funding, at least 5% of a project's dwellings must be fully accessible to people with mobility impairments, and an additional 2% must be accessible to people with vision and hearing impairments.

Recipients of HUD funding include, but are not limited to, public housing authorities, CDBG entitlement entities, and private organizations receiving HUD grant monies. Recipients must ensure full compliance with these federal laws and must also ensure compliance by all sub-recipients to whom funds are distributed. The Uniform Federal Accessibility Standards, the ADA Accessibility Guidelines, and the Fair Housing Act Accessibility Guidelines set forth architectural specifications for features of accessible design, such as ramps, passable doorways, and Braille signage.

HUD encourages state and local governments to adopt local building codes that comply with the accessibility requirements of the Fair Housing Act. In this regard, HUD has recognized ten "safe harbor" model building codes which fully comply with the Fair Housing Act's accessibility requirements. HUD provides free training and technical assistance on the Fair Housing Act's design and construction requirements through its Fair Housing Accessibility FIRST program. For more information, please visit www.fairhousingfirst.org. The Applicant must comply with the applicable provisions of the Americans with Disabilities Act (42 U.S.C. 12101-12213) and assist the County with complying with the implementing regulations at 28 CFR part 35.

Lead-Based Paint

The utilization of NSP funds requires the County and its partners to ensure that their activities comply with the same lead regulatory requirements that apply to Community Block Grant Development programs. These requirements are in the Lead Disclosure Rule (24 CFR part 35, subpart A), and the Lead Safe Housing Rule's provisions for rehabilitation (subpart J), and for acquisition, leasing, support services, or operation (subpart K), and the accompanying procedural requirements in subparts B and R. For more information regarding compliance with the Lead rules, visit the OHHLHC's web site at: www.hud.gov/offices/lead/enforcement/regulations.cfm.

Uniform Relocation Act

The Uniform Act, passed by Congress in 1970, is a federal law that establishes minimum standards for federally funded programs (see Accessibility Section above) and projects that require the acquisition of real property (real estate) or displace persons from their homes, businesses, or farms. The Uniform Act's protections and assistance apply to the acquisition, rehabilitation, or demolition of real property for federal or federally funded projects. The Applicant agrees to adhere to 49 CFR Part 24, the government-wide regulation that implements the URA, and HUD Handbook 1378, which provides HUD policy and guidance on implementing the URA and 49 CFR Part 24 for HUD funded programs and projects. For additional information visit the HUD website at: <http://www.hud.gov/offices/cpd/library/relocation/nsp/index.cfm>.

Conflict of Interest Provisions

Applicants must guarantee that no member of, or Delegate to, the Congress of the United States shall be admitted to any share or part of this contract or to any benefit to arise from the same. Additionally, the Applicant must agree that no members of the governing body of the locality in which the Project

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Sponsor is situated, no other public official of such locality or localities, and no person, unless expressly permitted by HUD, who is an employee, agent, consultant, officer, or elected or appointed official of the Applicant, and who exercises or has exercised any functions or responsibilities with respect to NSP-assisted activities, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the NSP-assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or with respect to the proceeds thereunder, either for himself or herself or for those with whom he or she has family or business ties, during his or her tenure or for one (1) year thereafter.

The Applicant must agree that the codes of conduct provisions in 24 CFR § 84.42 shall apply to the procurement of supplies, equipment, construction and services. In all cases not governed by 24 CFR 84.42, the provisions of 24 CFR 92.356 shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the Applicant assistants of the Applicant to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to 24 CFR 92).

The Applicant must represent that it has no interest, and shall not acquire such interest, financial or otherwise, direct or indirect, nor engage in any business transaction or professional activity or incur any obligation of any nature which would conflict in any manner with the performance of scope of service required hereunder.

Without receiving prior written authorization by the County, the Applicant shall not (i) retain any individual or company with whom the Applicant or any individual member thereof has a financial or other conflict of interest; nor (ii) in fulfillment of this Agreement, do business with a for-profit entity in which the Applicant or any individual member has a financial or other interest therein.

The Applicant warrants to the County that no gifts or gratuities have been or will be given to any County employee or agent, either directly or indirectly, to obtain this Award.

Rehabilitation Standards

All housing that requires rehabilitation must meet local building codes including the Standard Southern Building Code (SBCCI), and ordinances pertaining to providing housing that is decent, safe, sanitary, and fit for habitation. Hillsborough County's Written Rehabilitation Standards will be used to describe in detail the specifications for the rehabilitation work needed to bring substandard housing into compliance with Ordinance 04-18, as amended, which defines the minimum housing code for Hillsborough County. These standards can be found on the County's web site located at:

<http://www.hillsboroughcounty.org/affordablehousingoffice/nsp/>

Contract Procedures for Successful Bidders

Mandatory training is held for successful bidders following a Notice of Award to provide information that will enable them to carry out their contractual responsibilities. Information is given on the proper completion of financial reports and the proper documentation required for reimbursements.

The AHD will monitor all successful bidders to ensure program compliance. Monitoring is an ongoing process that assesses the quality of program performance over the duration of the contract. Monitoring provides information for making informed judgment about program effectiveness and management efficiency, as well as identifies internal weaknesses that may contribute to fraud or abuse. The procedures established are to ensure program compliance with the requirements of the County and other applicable laws and regulations.

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- **Desk Monitoring:** Desk monitoring is the review of pertinent program/project documents submitted by the successful bidder. Staff uses the contract agreement and its amendments as a basis for conducting the desk monitoring of specific projects. Quarterly reports and reimbursement requests forms submitted by the successful bidder is the primary information used by the staff for desk monitoring. Desk monitoring also includes a self-monitoring component where an audit of the department files is conducted through a data collection tracking system to ensure complete and accurate documentation is being maintained.
- **Internal & Onsite Monitoring:** Internal and onsite monitoring may include, but is not limited to: 1.) Review of program and financial records, 2.) Project files to verify supporting documentation is available and maintained, and 3.) Internal policies and procedures as applicable to the program. Onsite reviews will be conducted annually to assess capabilities of the successful bidder and its staff in implementing projects in accordance to the terms of the contract agreement.
- **Quarterly Reports:** Quarterly reporting is a requirement of the contract agreement. The information contained in the quarterly reports permits County staff to monitor program and financial performance of the successful bidder and allows early identification of potential compliance problems. The quarterly reports are required to be submitted regardless of the level of activity or expenditure.

Application Process

The AHD invites organizations with eligible projects to submit proposals. The County is seeking proposals from organizations that can demonstrate the capability of addressing the priority needs of the Consolidated Plan, NSP Action Plan Amendment, and the Local Housing Assistance Plan.

RFP TIMELINE

September 18, 2009	Technical Assistance Workshop (9:00 a.m.)
October 12, 2009	Deadline for Proposals (4:00 p.m.)
October 2009	Applicant interviews
November 2009	Review Committee makes recommendations to Director of the Affordable Housing Department
November-December 2009	Conduct contract negotiations with successful Applicants.

DEADLINE

Proposals are due no later than 4:00 p.m. Monday, October 12, 2009 and must be date stamped by the Affordable Housing Department for official time received. Proposals are to be submitted at:

Hillsborough County
Attention: Joe Ann Lowden
Affordable Housing Department
1208 Tech Boulevard, Suite 300
Tampa, FL 33619

Proposals submitted by fax or email will not be accepted.

TECHNICAL ASSISTANCE WORKSHOP

Attendance of the Technical Assistance Workshop is highly recommended for any organization submitting a proposal in response to this Request for Proposal (RFP). At this workshop, staff will provide an overview of project expectations and will be available to answer any questions regarding program requirements and the application process. This workshop will be held:

DATE: Friday, September 18, 2009
TIME: 9:00 a.m.
LOCATION: Affordable Housing Department
1208 Tech Boulevard, Suite 300
Tampa, FL 33619

RFP REVIEW PROCESS

Staff will conduct an initial review to determine whether the project is eligible and that the proposal is complete. The Applicant will be notified in writing if the initial review determines the proposal is either ineligible or incomplete. Omitted information will not be accepted unless requested.

EVALUATION CRITERIA

All eligible, complete proposals will be reviewed and ranked by a review committee. Proposals will be reviewed and scored on a competitive basis relative to the evaluation criteria below. **The maximum possible score is 100.**

Upon successful completion of the preliminary evaluation, the Application Evaluation Committee will review and rank each proposal based upon the evaluation criteria as set forth below:

1. **Demographic Commitment (5 points).** Applicant(s) will receive 5 points for projects that exclusively serve senior citizens, severely disabled (as defined by the Bureau of Census Current Population Reports), victims of domestic violence, homeless persons, or children aging out of foster care.
2. **Organizational Capacity and Relevant Experience (20 points).** Applicant(s) will receive scores ranging from 0 to 20 points based upon the capacity of the organization and relative experience with similar projects and federal funding.
3. **Financial Capacity of the Organization (15 points).** Applicant(s) will receive scores ranging from 0 to 15 based upon evidence indicating that the Applicant has the financial capacity to provide the proposed activity.
4. **Project Financial Viability (20 points).** Applicant(s) will receive scores ranging from 0 to 20 based upon evidence of long-term project viability. Special areas of focus will include an examination of the operating pro forma to determine if adequate reserves will be established and projection appear realistic; the marketing strategy; and demonstrated understanding of the total project scope.
5. **Prior Performance (10 points).** Applicant(s) will receive scores ranging from 0 to 10 points for the quality of past performance with regards to housing development funded with local, state or federal affordable housing dollars. Developers with multiple development projects and a record of good performance will maximize this rating category.

6. **Ability to Proceed (10 points).** Applicants(s) will receive scores ranging from 0 to 10 points based upon their demonstration of readiness to proceed. Factors that will be considered include site control, potential environmental issues, staffing, and the commitment of other funding sources.
7. **Leveraging of Funds (10 points).** Applicants(s) will be awarded points based upon the funds requested (plus any other County funds already committed) divided by total project cost. Points will be awarded for the proposed percentage of County funds in the project as follows:
 - a. 10 points = 50% or more of the project is leveraged
 - b. 8 points = 40-49% or more of the project is leveraged
 - c. 6 points = 30-39% or more of the project is leveraged
 - d. 4 points = 20-29% or more of the project is leveraged
 - e. 2 points = 10-19% or more of the project is leveraged
 - f. 0 points = Less than 10% of the project is leveraged
8. **Non-profit partnerships / Ownership (10 points).** Projects without nonprofit partnerships or ownership shall receive 0 points for this rating factor. Projects with nonprofit partnerships or ownership shall receive a score ranging from 1 to 10 points, depending upon the how significant and meaningful the nonprofit partnership or ownership is. The most significant partnership would occur with full equity ownership. Examples of limited partnerships include, but are not limited to, nonprofits providing property management, social services, and marketing.

All responses to this RFP will be reviewed by a Review Committee. The Committee will perform a preliminary review of all proposals, with a follow-up interview of each applicant. At the interview, applicants will be required to make a 3 to 5 minute presentation on the merits of their project. The presentation will be followed by a question and answer session conducted by the Review Committee. These presentations will be open to attendance by the public and other applicants.

It is the responsibility of the Review Committee to ensure that each proposal contains all the information and documents required to verify that the proposal is appropriate for funding. This committee evaluates the content of the proposals and determines:

- Whether the proposed project appropriately addresses the identified needs;
- Whether the proposed project complies with existing state and county laws, ordinances, regulations and policies;
- Whether, if funded, implementation of the proposal would be delayed by the application for and processing of required discretionary land use permits;
- Feasibility of timely implementation of the project; and
- Whether cost estimates appear to be accurate.

Additionally, committee members may visit the proposal sites, which may impact the final funding recommendation.

If a proposal is determined to be ineligible, the Applicant is informed and the proposal is withdrawn from consideration. In cases where there is uncertainty as to the proposal's eligibility, the County's HUD CPD representative will be consulted for a final decision.

The Review Committee will evaluate proposals based on information provided in the original submission, but have the option of requesting additional information for clarification purposes.

AWARD RECOMMENDATIONS

The Review Committee will make funding recommendations to the Director of the Affordable Housing Department. Projects must score a minimum of 70 points to be eligible for funding. However, obtaining a score of 70 or above does not guarantee that the project will receive funding. The number of awards will be determined by the number of qualifying Applicants and the amounts requested by each. Award amounts may not be equal to the full amount requested in the proposal.

The Director of the Affordable Housing Department will confirm or revise the recommendations and will subsequently make tentative commitments. Final funding commitment will occur following the appeal period and once an independent third-party underwriter performs an analysis of the approved proposals and provides verification to the County that the proposals are acceptable.

The underwriter will confirm that the forecasted initial year Debt Coverage Ratio (DCR) shall be at a minimum, no less than 1.15. In the case of a project supported by a long-term rent subsidy contract or other extenuating circumstance, the initial year DCR will be adjusted accordingly. A higher DCR may be used in cases of small or special use projects where there is higher than normal risk. In general, the following minimum DCR range will apply for such projects:

<u>Project Size (# of units)</u>	<u>Minimum DCR</u>
1-5	1.50
6-10	1.40
11-15	1.30
16-20	1.20
> than 20	1.15

As part of the subsidy layering analysis, the Affordable Housing Department will utilize this DCR table to ensure that a project receives no more capital subsidy than is necessary to make the project financially feasible.

The maximum loan to value ratio shall be 90%, except for projects owned or sponsored by a non-profit or limited equity cooperative for which the maximum LTV shall be 95%. Non-amortizing or deferred payment loans may be excluded from the LTV calculation.

The number of awards will be determined by the number of qualifying Applicants and the amounts requested by each. Award amounts will not necessarily be equal to the full amount requested in the proposal.

If the County has committed funds to a project that can no longer proceed (i.e. other required funding is no longer available, site is not feasible due to environmental issues, etc.), the County reserves the right to redistribute funds to the next highest ranked Applicant. At the County’s discretion, the funding commitment may be increased based on funding availability and need.

DISCLAIMER

The County reserves the right to: 1) accept or reject any or all proposals received; 2) waive any non-substantive deficiency or irregularity; 3) negotiate with any qualified Applicant; 4) award a contract in what it believes to be the best interest of the County; 5) cancel this request, in part or its entirety, if it is deemed to be in the best interest of the County; 6) reject the Proposal of any Applicant who has previously failed to perform properly; 7) reject the Proposal of any Applicant who has failed to complete a contract within the specified timeframe; 8) reject the Proposal of any Applicant that is not in a position

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to fulfill a resulting contractual obligation. This Request for Proposals (RFP) does not commit the County to award any contract, pay any pre-award expenses, or pay any costs incurred in the preparation of a Proposal.

APPEAL PROCESS

In the event a Applicant (1) did not submit a complete proposal and will not be considered for funding, (2) is ineligible to receive funding for their proposal, or (3) was not recommended for funding by the Review Committee, the Affordable Housing Department will notify the Applicant in writing. This notice will be sent via certified mail with the return receipt requested.

If the Applicant wishes to object, it must do so not later than five working days from the date the letter was sent by sending a letter to the Director of the Affordable Housing Department that includes all pertinent documents and information necessary to support the Applicant's position.

If the Affordable Housing Department receives an objection within the five (5) working day period, the appropriate staff will review the objection and provide a recommendation to the Director of the Affordable Housing Department.

If the Director of the Affordable Housing Department concurs with the Applicant, the Applicant will be notified, and the process will be concluded.

If the Director of the Affordable Housing Department does not concur with the Applicant, the Applicant will be notified in writing of the decision and that it may appeal to the Affordable Housing Officer. This notice will be sent via certified mail with the return receipt requested.

If the Applicant wishes to appeal to the Affordable Housing Officer, it must do so not later than five working days from the date the letter was sent by sending a letter to the Director of the Affordable Housing Department, requesting that the appeal be forwarded to the Affordable Housing Officer.

If the Department receives the appeal within the five (5) working day period, the appropriate staff will review the appeal and the Director of the Affordable Housing Department will provide information for review by the Affordable Housing Officer.

If the Affordable Housing Officer concurs with the Applicant, the Applicant will be notified, and the appeal process will be concluded.

If the Affordable Housing Officer does not concur with the Applicant, the Applicant will be notified in writing of the County's intent to proceed. The Affordable Housing Officer's response will constitute the Applicant's final administrative action with regard to its appeal.

If a Applicant fails to object or respond at any point in the process, that Applicant waives its rights to appeal. Objections or responses received after the five (5) day time period will not be considered.

The Director of the Affordable Housing Department has the authority to determine whether or not a recommendation will be deferred pending the outcome of a protest.

Prior to responding to the RFP, each qualified organization is urged to review the RFP and read the instructions carefully. Before submitting the proposal, check all calculations and review the package for completion of all forms and sections. Inaccuracies, omissions and use of RFP forms from previous competitions will be grounds for rejection.

PROPOSAL INSTRUCTIONS AND CONTENT

- Please keep responses to questions as brief and concise as possible.
- All forms need to be submitted in a typed format.
- Each proposal should be submitted with **one original and four copies**, three-hole punched at the left side. Please insert section dividers. It is not necessary to attach a cover letter.
- Letters from collaborating agencies or other funding sources should clearly specify their role in the project or contribution (financial or in-kind) that they will make.
- If your organization is submitting more than one application, please prioritize each project by attaching a list of all projects submitted in a prioritized order.
- Proposals should follow the established outline and instructions and will be compiled in the order provided on the proposal checklist.
- The proposal section being addressed should be cited and quoted prior to the response. Attachments should be submitted at the end of the applicable section.
- Proposals must be submitted on standard 8 ½" x 11" paper, consecutively numbered pages. No handwritten submittals will be accepted. All pages must be one-sided submissions.
- The original must contain signatures in blue ink.
- Please verify that all dates, figures, and budgets are accurate.
- Proposals will be evaluated based on information provided in the submitted application. Omitted information will not be accepted unless clarification is requested by the Review Committee.
- Templates are provided for certain attachments and exhibits. Please use these templates. All other attachments must be developed and provided by the applicant.

All proposals are due to the Affordable Housing Department by 4:00 p.m., Monday, October 12, 2009.

Any questions or need for further information should be directed to:

**Joe Ann Lowden
Affordable Housing Department
1208 Tech Boulevard, Suite 300
Tampa, FL 33619
(813) 246-3151**

Table of Contents

Tab A

Applicant Name: _____

Project Name: _____

Each copy submitted must include all of the following information in the following order. Proposals that do **not** contain all of the required documents may be considered ineligible. Forms marked with an asterisk are provided. *PLEASE NOTE: the requested content will meet the requirements of the Board of County Commissioners Policy #04.05.00.00 adopted March 2006.*

- Tab A**
- 1. Table of Contents*
 - 2. Project Summary Form*

Tab B **Executive Summary of the Business (no more than 2 pages of narrative)**

- 1. Provide a summary of the business
- 2. Provide a summary of your business's mission
- 3. Provide a summary of the Products/Services offered
- 4. Provide a summary of the industry and your position within the industry
- 5. Describe the nonprofit status and terms with the IRS (when did you/will you be classified as a public charity). Include your Certificate of Good Standing from the State. Include the federal EIN for the charity.
- 6. Provide a brief summary of key staff and Executive Director
- 7. The request: Describe the purpose of the project and accomplishments expected once completed.

Tab C **Business History**

- 1. Describe how, when and why the business was created
- 2. Provide the Mission Statement of the business
- 3. Relevant Experience Form*

Tab D **Services/Projects**

- 1. Provide details of the services offered
- 2. Provide details of the recipients of the services
- 3. Provide the benefits derived by the recipients of the services
- 4. Describe the reason for the request of monies for capital construction
- 5. Detail what will be gained as a result of the capital construction
- 6. Project Description Form*

Tab E **Industry, Competition, and Market**

- 1. Provide details on the strategy—historical and projected
- 2. Provide details on your customers—historical and projected
- 3. Provide details on your market size—historical and projected
- 4. Provide details on your competition—nature and number
- 5. Provide details on the available market
- 6. Provide details on your method of sales (i.e. marketing plan)
- 7. Provide details on determining the pricing of your product
- 8. Provide details on your customer service
- 9. Marketing and Outreach Form*

Table of Contents

Tab A

Applicant Name: _____
Project Name: _____

Tab F Operation

- 1. Describe the business's overall operating plan
- 2. Provide a synopsis of your management reporting system(s)

Tab G Management, Organization, Ownership

- 1. Describe the management of the business by function and show the line of reporting throughout the business
- 2. Describe and show the organizational structure and ownership of the business, current and future
- 3. Provide the information on who has the authority to execute documents for the Board of Directors
- 4. Provide bios for your key staff and Executive Director as it relates to the implementation of the proposed project.
- 5. Provide information on the planned training of key staff.

Tab H Financial

- 1. Provide audited historical financial statements for the most current 3 fiscal years
- 2. Provide a pro forma breakeven analysis for 15 years, with assumptions used
- 3. Provide a pro forma best case, worst case, and most likely case income statements and Balance sheets for 15 years, with assumptions used
- 4. Provide a financial cost/benefit analysis of the project for which the capital funds are to be used
- 5. Provide the performance measures to be used for the project (i.e. timelines for rehabilitation, occupancy, completion, etc.)
- 6. Provide a pro forma breakeven analysis for 15 years, with assumptions used
- 7. Financial Supplement Form*

Tab I Appendixes

- 1. Environmental Assessment Acknowledgement Form*
- 2. Request for Funding Form*
- 3. Other – Applicant's Optional Material

NSP Multi-Family Rental Property

Project Summary Form

Part 1 – General Organizational Information

Organization Name: _____
 Tax ID Number: _____
 Year Incorporated: _____
 Project Name: _____
 Contact Person: _____
 Mailing Address: _____
 City, State, Zip Code: _____
 Phone: _____
 Fax: _____
 Email: _____

Part 2 – Program Funding

Project Type	Total No. of Units	County \$ Requested	Applicant Funds	Other Sources	Total Project Cost*	Percentage of County Investment**
Multi-Family Rental						

*To determine **Total Project Cost**, add County NSP/SHIP \$ Requested, Applicant Funds, and Other Sources.

To determine **Percentage of County Investment, divide the Total Project Cost by County NSP \$ Requested.

Part 3 – Project Summary

Provide a *brief* description of the proposed project in the space below to include a project summary and specifically what the County funds will be utilized for. The description should be no more than five sentences and describe the project (not the organization). *Ex: ABC Agency will acquire and rehabilitate a 60-unit multi-family rental property to be leased to low-income families.*

Part 4 – Project Location

1. Physical Address of Project: _____
City, State, Zip Code: _____
2. Identify Census Tract: _____
3. Identify NSP Target Area: _____
4. Identify the project location by describing the project's legal description, if known. Describe the condition of housing in this particular area.

Relevant Experience Form

A. Previous Experience with Federal funds:

1. Does your organization have previous experience with projects involving federal funds?
 Yes No If no, skip to question 4.

2. If yes, how many years of previous experience do you have with federally funded projects?
Briefly describe your experience below.

3. If you have previous experience with federal projects was your organization required to pay back funds, in violation of regulations, etc.?
 Yes No
If **yes**, indicate the actions cited.

4. If your organization does not have experience with federally funded projects, how will you ensure adherence to federal requirements? List examples of related experience.

B. Previous Experience with Hillsborough County Projects

1. Do you have previous experience with Hillsborough County Projects?

Yes No If **yes**, please describe below.

2. Has your organization received HUD funds through Hillsborough County?

Yes No If **yes**, please describe below. If no, skip to question

3. If you are a prior recipient of Hillsborough County HUD funds, what was the date (mm/dd/yyyy) of your last Hillsborough County monitoring visit? _____

4. Were there any findings and/or concerns in your last monitoring visit?

Yes No

If **yes**, indicate the findings and/or concerns cited, the corrective action taken, and the date Hillsborough County cleared the findings and/or concerns.

5. If your organization has not received funds through Hillsborough County, describe your experience managing projects of similar a similar type and size.

Project Description Form

Part 1 – Project Beneficiaries

A. Population the Housing will Exclusively Serve

- | | |
|--|--|
| <input type="checkbox"/> Senior Citizens | <input type="checkbox"/> Severely Disabled |
| <input type="checkbox"/> Victims of Domestic Violence | <input type="checkbox"/> Homeless Persons |
| <input type="checkbox"/> Children Aging out of Foster Care | <input type="checkbox"/> Other _____ |

Part 2 – Statement of Work / Project Scope

A. Does your project involve:

- | | | |
|------------------------|------------------------------|-----------------------------|
| Major rehabilitation?* | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Minor rehabilitation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Acquisition? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

* *Major rehabilitation* is defined as rehabilitation that involves costs in excess of 75 percent of the value of the building before rehabilitation. The value of the building means the monetary value assigned to a building by an independent real estate appraiser, or as otherwise established by the grantee or the State recipient.

B. Do you have site control? (Or Earnest Money Agreement executed if applying to acquire)

- Yes (Date offer made: _____) No

If **yes**, explain how you have met acquisition requirements in URA involving this property. If **no**, explain how you intend to secure site control prior to the start of this project.

Tab D

C. Do tenants currently reside in the property?

- Yes No

If **yes**, Describe the process for the temporary relocation of residential tenants, those who will not be required to move permanently, but who must relocate temporarily for the proposed project. If applicable, describe the project's relocation assistance for displaced persons.

D. Give a brief explanation of how your organization will meet the Labor Standards requirements in the space below.

E. Provide a brief description of the following information.

- Property Analysis
 - Property Description, including amenities and unit features.
 - Current Property Condition/Inspection.
 - Appraisal Information. Provide a statement and include as an attachment.
 - Unit Inspection Summary (Existing Structure Only).

- Improvements to Property

Tab D

F. Indicate the number of County-assisted and market units and the proposed monthly rent/sales price by the following bedroom sizes.

If funding will not be targeted to specific units, all units must be comparable and County-assisted units must be distributed through out every unit type.

Bedroom Size	# County-assisted	# Other Non-Market	# Market Rate	Proposed monthly rent
1				
2				
3				
4				
Other				
Total				

G. Will County-assisted units and market units be comparable?

Yes No

If **no**, explain differences in the space below.

Tab D

J. Lead Based Paint Compliance. Please describe how your organization will address lead-based paint hazards associated with this project.

Marketing and Outreach Form

Part 1 – Affirmative Marketing Activities

Provide a overview of the affirmative marketing plan, which must include: (1) methods for informing the public, owners and potential tenants about fair housing laws and Hillsborough County's policies; (2) a description of what owners and/or the property managers will do to affirmatively market housing assisted with County funds; (3) a description of what owners and/or the property managers will do to inform persons not likely to apply for housing without special outreach; (4) maintenance of records to document actions taken to affirmatively market County-assisted units and to assess marketing effectiveness; and (5) a description of how efforts will be assessed and what corrective actions will be taken when requirements are not met.

Part 2 – Minority Outreach

Describe the procedure to ensure the inclusion, to the maximum extent possible, of minorities and women and entities owned by minorities and women in the procurement of property and services.

Financial Supplement Form

Part 1 – Budget Information

A. Provide a Budget Narrative.

The budget narrative should explain the development budget in detail.

Tab H

B. **Working capital:** Describe your line of credit or working capital for this project in the space below. Indicate the source of the working capital and attach documentation to the application providing evidence of the source.

Part 2 – Letters of Commitment

Identify commitments for matching and leveraged funds for the proposed project in the space provided below and include **letters of commitment** for these funds as attachments.

- ✓ All letters must be on the organization’s letterhead and must include date, amount of match/leverage, and an authorized signature.
- ✓ Letters must be dated within 30 days of the application submission date.
- ✓ Letters must demonstrate that the funding is applicable to the project detailed in this application.
- ✓ Do not include letters of commendation unless financial support is provided by the person/organization and is detailed in the same letter.

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DEVELOPMENT BUDGET

TAB H

ACTIVITY	COUNTY FUNDS	APPLICANT FUNDS	OTHER FUNDS	TOTAL
Acquisition costs				
Land				\$0.00
Existing structures				\$0.00
Other acquisition costs				\$0.00
Site Work (not in construction contract)				
Demolition/clearance				\$0.00
Site remediation				\$0.00
Improvements				\$0.00
Other acquisition costs				\$0.00
Construction/rehab costs				
Other site work				\$0.00
New construction				\$0.00
Rehabilitation				\$0.00
General requirements				\$0.00
Builder's overhead				\$0.00
Builder's profit				\$0.00
Performance bond premium				\$0.00
Construction contingency				\$0.00
Other				\$0.00
Architectural and Engineering				
Architect fee - design				\$0.00
Architect fee - construction supervision				\$0.00
Engineering fees				\$0.00
Other A & E fees				\$0.00
Other Owner Costs				
Project consultant fees				\$0.00
Legal and organizational expenses				\$0.00
Syndication fees				\$0.00
Market study				\$0.00
Appraisal fees				\$0.00
Survey				\$0.00
Soil boring/environmental/LBP evaluation				\$0.00
Tap fees and impact fees				\$0.00
Permitting fees				\$0.00
Real estate attorney fees				\$0.00
Construction loan legal fees				\$0.00
Other				\$0.00
Interim Financing Costs				
Construction insurance				\$0.00
Construction interest				\$0.00
Construction loan origination fee				\$0.00
Title and recording costs				\$0.00
Other				\$0.00
Permanent Financing Fees and Expenses				
Credit report				\$0.00
Permanent loan origination fees/points				\$0.00
Mortgage broker fees				\$0.00
Title and recording fees				\$0.00
Counsel's fee				\$0.00
Lender's legal fees				\$0.00
Other				\$0.00

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ACTIVITY	COUNTY FUNDS	APPLICANT FUNDS	OTHER FUNDS	TOTAL
Miscellaneous Costs				
Developer fees				\$0.00
Project reserves				\$0.00
Relocation costs				\$0.00
Project Administration and Management Costs				
Marketing/management				\$0.00
Operating				\$0.00
Taxes				\$0.00
Insurance				\$0.00
Other				\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00

Environmental Assessment Acknowledgement Form

Applicant: _____

Development Name: _____

Acknowledgement

The Applicant acknowledges that, if the initial environmental assessment reveals conditions requiring the completion of a Format 2 detailed environmental assessment prior to release of funds for this project, the Applicant must complete or retain the services of a qualified environmental consultant to complete all required assessment activities necessary to resolve, mitigate, or otherwise resolve the environmental conditions that required performance of that detailed assessment. The Applicant also agrees to comply with all requirements and conditions resulting from or identified by the environmental assessment to complete the project.

This Acknowledgement is submitted under the authority of:

Signature of Chairperson or Executive Director

Typed Name of Certifying Official

Date Signed

Request for Funding Form

Applicant: _____
Development Name: _____
\$ Funding Requested _____

Certification

This certifies that it understands that if funding is approved by the Hillsborough County Board of County Commissioners, the organization will enter into an Agreement with the Board and must meet all programmatic and fiscal contractual requirements deemed appropriate by the County (including insurance requirements). The organization also agrees to comply will all requirements and conditions to provide documentation supporting the application.

The organization certifies that the information contained in this Application is true and complete. It also understood that if an organization provides false, incorrect information and misrepresentation in their application it will automatically disqualify the organization. Funds will not be released until all requirements have been met, the U.S. Department of Housing and Urban Development has released the funds, environmental reviews have been completed, and agreements have been fully executed between all parties.

The Application is submitted under the authority of:

Signature of Chairperson or Executive Director

Typed Name of Certifying Official

Date Signed