

**REQUEST FOR A \$460,000 LOAN FOR A LOCAL  
GOVERNMENT CONTRIBUTION FOR  
AFFORDABLE RENTAL HOUSING DEVELOPMENT  
PURSUANT TO RFA 2022-201 (9% LIHTC/LGAO)**

**APPLICATION**

**Instructions**

1. If you have any questions, contact Neighborhood Planning Coordinator John Wachtel, at (352) 393-8565, or by email at [wachteljs@gainesvillefl.gov](mailto:wachteljs@gainesvillefl.gov).
2. Applications must be submitted and received by 7:00 a.m. (local time), Monday, August 1, 2022. Late applications will not be accepted.
3. Applications will be accepted only by email in the form of full color PDFs to [wachteljs@gainesvillefl.gov](mailto:wachteljs@gainesvillefl.gov). The City **WILL NOT** accept applications submitted by mail or FAX.
4. All signatures within an application packet must be in blue ink; and all attachments must be titled and labeled.
5. Applications must include a PowerPoint Presentation, using the template provided on the City's Housing and Community Development Website.
6. Applicants must complete the online project summary (JotForm) provided on the City's Housing and Community Development Website.
7. Applicants for this loan may be required to present the project, either virtually or in-person, to the City's Affordable Housing Advisory Committee on Tuesday, August 23, 2022 at 6:00 p.m.; and to the Gainesville City Commission on Thursday, October 6, 2022 (meeting dates are subject to change).
8. Funding awards may be subject to approval by the City Commission and are based on funding availability.
9. The City reserves the right to reject any and all applications.

## Organization Information

- 1) Organization Name:**
- 2) Organization Address (City, State, Zip):**
- 3) Type of Organization:**   ☐For Profit                 ☐Non-Profit                 ☐Governmental Agency
- 4) Incorporation Date (Month and Year):**
- 5) Estimated Budget for Current Fiscal Year:**
- 6) Number of Staff Employed (full time equivalents):**
- 7) Years of Affordable Housing Development Experience:**
- 8) Organization Contact Person and Title:**
- 9) Telephone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

## Project Development Information

- 1) Project Name:
- 2) Project Location/Address:
- 3) Project Census Tract:
- 4) Project Development Activity (check all applicable activity):  
☐ Multi-Family Rental      ☐ Supportive Housing  
☐ Single Room Occupancy      ☐ Other:
- 5) Demographic Commitment per RFA 2022-201:  
☐ Family      ☐ Elderly (if Elderly, what is minimum age?)
- 6) Project Type: ☐ New Construction    ☐ Rehabilitation    ☐ Other:
- 7) Building Type: ☐ Single-Family Detached    ☐ Duplexes    ☐ Townhouses  
☐ Mid-Rise, 4 story    ☐ Mid-Rise, 5-6 Story    ☐ High-Rise
- 8) Total Units BEFORE and AFTER Construction/Rehab/Redevelopment:

Number of Units	Single Room Occupancy	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	Other:	Total Units
Total Units <u>BEFORE</u> Development (Existing)							
Total Units <u>AFTER</u> Development							

- 9) Have you completed a First Step Meeting with the City's Department of Sustainable Development? ☐ Yes, comments attached    ☐ No

## Project Funding Information

**1) RFA 2022-201 Funding Goals (if applicable):**

GOALS	Enter "X" for All that Apply
Local Government Area of Opportunity: Application that qualifies for the Developments that were Previously Submitted in RFA 2019-113 <u>AND</u> RFA 2020-201 <u>AND</u> RFA 2021-201 but not Awarded Preference	
Local Government Area of Opportunity: Application that qualifies for the Developments that were Previously Submitted in RFA 2020-201 <u>AND</u> RFA 2021-201 but not Awarded Preference	
Local Government Area of Opportunity: Application that qualifies for the Developments that were Previously Submitted in RFA 2021-201 but not Awarded Preference	
Local Government Area of Opportunity: Application that qualifies for the Local Government Area of Opportunity Goal, regardless of whether the application was previously submitted	<b>X</b> (applies to all City Commission approved applications)
Development with a demographic commitment of Family: Application that qualifies as either a Geographic Area of Opportunity Development or a Small Area Difficult to Develop Area (SADDA) Development	

**2) Total Project Costs:**

**3) Total Project Sources (include the City's Local Government Contribution):**

Funding Source	Amount
<b>Local Government Contribution</b>	<b>\$ 460,000</b>
<b>TOTAL</b>	

*(Please list all funding sources--must equal total project costs listed above #2)*

**4) Is this project a Priority 1 Application under RFA 2022-201? ☐ Yes ☐ No**

## Project Rental Information

### 1) Project Primary Target Market [Household Area Median Income (AMI)]:

- ☐ Extremely Low (30% or less AMI)      ☐ Very Low (31% - 50% AMI)  
☐ Low (51%- 80% AMI)                      ☐ Moderate (> 80% AMI)

### 2) Income Levels and Special Needs:

Please complete the following tables to the best of your ability. Show actual or estimated number of units for the development occupants/beneficiaries. **Total Income Units must equal Total Units AFTER Development in #8, Project Development Information.**

#### Income Levels:

Income Group (Area Median Income-AMI)	Number of Units
30% or less AMI	
31-50% AMI	
51-60% AMI	
61-80% AMI	
>80% AMI	
<b>TOTAL</b>	

#### Special Needs Population:

Category	Number of Units
Elderly	
Disabled (Not Elderly)	
Homeless	
Persons with HIV/AIDS	
Veterans	
Other:	
<b>TOTAL</b>	

## **DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST**

Are there any officers or employees of the organization or members of their immediate families, or their business or partnership associates, who will be involved with conducting this project and are:

- a) Employees of, or related to employees of, the City of Gainesville? ☐ Yes ☐ No
- b) Members of, or related to Members of the Gainesville City Commission? ☐ Yes ☐ No
- c) Beneficiaries of the program for which funds are requested, either as clients or as paid providers of goods or services? ☐ Yes ☐ No

If you have answered YES to any question, please attach a full explanation to the Application. The existence of a potential conflict of interest does not necessarily make the project ineligible for funding, but the existence of an undisclosed conflict may result in the termination of any funding awarded. The disclosure statement must be signed and dated by an authorized organization representative.

*I certify to the best of my knowledge and belief that the above information is true and correct. I authorize City of Gainesville to undertake the necessary actions to verify the information supplied. Further, I give permission for City of Gainesville to contact and receive information from my agents, financial institutions or other organizations.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Applicant and Title

\_\_\_\_\_  
Date

***U.S.C. TITLE 18 SEC. 1001 PROVIDES THAT: Whoever in any manner within the jurisdiction of any agency of the United States knowingly and willingly falsifies...or makes false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry shall be fined not more than \$10,000 or imprisoned not more than five (5) years.***

# ATTACHMENTS

## Mandatory Items for Application Review

	Item	Included in Application	Pending	Status of Item
		(Enter "X" if Item is Included or Pending or enter status of item).		
A.	Detailed narrative of proposed project.	<input type="checkbox"/>	<input type="checkbox"/>	
B.	Documentation to support property ownership or site control (i.e. Warranty Deed, Trust Deed or Letter of Intent to Acquire Property).	<input type="checkbox"/>	<input type="checkbox"/>	
C.	Appraisal Report and/or Alachua County Property Appraisers Report for each identified project.	<input type="checkbox"/>	<input type="checkbox"/>	
D.	Alachua County Tax Collector's receipt for most recent taxes paid on proposed projects.	<input type="checkbox"/>	<input type="checkbox"/>	
E.	Map of the proposed development area.	<input type="checkbox"/>	<input type="checkbox"/>	
F.	Development costs plan.	<input type="checkbox"/>	<input type="checkbox"/>	
G.	Site Plan.	<input type="checkbox"/>	<input type="checkbox"/>	
H.	Preliminary drawings of construction plans.	<input type="checkbox"/>	<input type="checkbox"/>	
I.	Development timeline for the project.	<input type="checkbox"/>	<input type="checkbox"/>	
J.	Project rent limits (HUD, LIHTC, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
K.	Copy of Applicant's most recent audit and/or certified financial statement.	<input type="checkbox"/>	<input type="checkbox"/>	
L.	Copies of commitment and support letters from financial institutions and partnering organizations.	<input type="checkbox"/>	<input type="checkbox"/>	
M.	Summary of how the project will be marketed, how the project will find tenants, and how the project will reach out to the local community.	<input type="checkbox"/>	<input type="checkbox"/>	
N.	A list of paid staff (full and/or part time) that will have responsibility for the proposed project (include job titles and summary of project duties).	<input type="checkbox"/>	<input type="checkbox"/>	
O.	A list of all housing developments completed since 2010.			
P.	3-5 Business References.	<input type="checkbox"/>	<input type="checkbox"/>	
Q.	3-5 References from Local Governments that provided funding to housing developments that have been completed.	<input type="checkbox"/>	<input type="checkbox"/>	