

**REQUEST FOR A \$460,000.00 LOAN FOR A LOCAL  
GOVERNMENT CONTRIBUTION FOR  
AFFORDABLE RENTAL HOUSING DEVELOPMENT  
PURSUANT TO RFA 2026-201 (9% LIHTC/LGAO)**

**APPLICATION**

**Instructions**

1. If you have any questions, contact Housing Compliance Specialist & Advocate, Marie F. Mesadieu at (352) 393-8619, or by email at [mesadieumf@cityofgainesville.org](mailto:mesadieumf@cityofgainesville.org).
2. Applicants must complete and submit the online project summary (JotForm) which can be accessed by clicking the following link: <https://form.jotform.com/252455219220046>
3. Applicants must review the “**MANDATORY** Attachments” listed on Page 7 of this application. With the exception of Attachment “B,” which can be either a PDF or a PowerPoint file, each attachment must be one separate PDF. Title files as indicated.
4. Application packets must be submitted by applicants, and received by the City, by 11:59 p.m. (local time), Friday, June 26, 2026. The City **WILL NOT** accept late application packets.
5. The City will accept application packets only by email to: [mesadieumf@cityofgainesville.org](mailto:mesadieumf@cityofgainesville.org). If necessary, due to application packet size (the City cannot accept emails larger than 25MBs), you may submit your application packet in multiple emails. Please clearly label the emails (e.g., LGAO Application Submittal 1 of 2). The City **WILL NOT** accept applications submitted by US mail or FAX.
6. Applicants for this loan **may be required** to present the project (in-person) to the City’s Affordable Housing Advisory Committee on **Tuesday, July 7, 2026 at 6:00 p.m.**; and to the Gainesville City Commission on **Thursday, July 23, 2026 at 10:00 a.m.** (meeting dates and times are subject to change).
7. Funding awards are subject to approval by the City Commission and are based on funding availability.
8. The City reserves the right to reject any and all applications.

## Organization Information

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

**Project Development Information**

- 1) **Project Name:**
- 2) **Project Location/Address:**
- 3) **Project Parcel Number(s):**
- 4) **Is the project located within the Gainesville City Limits?**    Yes    No
- 5) **Demographic Commitment per RFA 2026-201:**  
 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 (within the last 120 days) a First Step Meeting with the City’s Department of Sustainable Development?**     Yes, comments attached     No

**Project Funding Information**

1) Total Project Costs:

2) List all Project Funding Sources (include the City’s Local Government Contribution):

Funding Source	Amount
Local Government Contribution	\$ 460,000.00
<b>TOTAL (must equal Total Project Costs from #1 above)</b>	

3) Is this project a Priority 1 Application under RFA 2026-201? Yes No

4) What happens to this project if the City does not fund it?

5) What are your proposed loan terms, including interest rates and timeframes? **Be specific. We cannot accept your application without proposed loan terms. Simply noting that you are flexible and/or willing to negotiate is not sufficient or acceptable.**

## Project Rental Information

### 1) 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 project's tenants. **Total Income Units must equal Total Units AFTER Development in #8, Project Development Information, on Page 3.**

#### 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

*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.*

# MANDATORY ATTACHMENTS

	Item	Included in Application	Pending	Status of Item
	<b>IMPORTANT NOTE:</b> With the exception of Attachment “B,” which can be either a PDF or a PowerPoint file, each attachment must be one separate PDF. Title files as indicated.	<b>(Enter “X” if Item is Included or Pending or enter status of item).</b>		
A.	<b>TITLE: <u>NARRATIVE</u>.</b> Detailed narrative of the proposed project. No longer than two letter-sized pages.	<input type="checkbox"/>	<input type="checkbox"/>	
B.	<b>TITLE: <u>PRESENTATION</u>.</b> A slide presentation (PowerPoint or PDF) using the template provided by the City’s Housing and Community Development Department.	<input type="checkbox"/>	<input type="checkbox"/>	
C.	<b>TITLE: <u>OPERATION AND MAINTENANCE PLAN</u>.</b> Provide anticipated annual costs for landscaping and maintenance, including annual set-aside amounts for long-term maintenance such as roof repair and/or replacement. Explain how you will cover those costs.	<input type="checkbox"/>	<input type="checkbox"/>	
D.	<b>TITLE: <u>SITE CONTROL</u>.</b> Documentation to support property ownership or site control (i.e. Warranty Deed, Trust Deed, Fully Executed Purchase and Sale Agreement, or Signed Letter of Intent to Acquire Property).	<input type="checkbox"/>	<input type="checkbox"/>	
E.	<b>TITLE: <u>APPRAISER REPORT</u>.</b> Appraisal Report and/or Alachua County Property Appraisers Report for each identified project.	<input type="checkbox"/>	<input type="checkbox"/>	
F.	<b>TITLE: <u>TAXES</u>.</b> Alachua County Tax Collector’s receipt for most recent taxes paid on proposed projects.	<input type="checkbox"/>	<input type="checkbox"/>	
G.	<b>TITLE: <u>MAP</u>.</b> Map of the proposed development area.	<input type="checkbox"/>	<input type="checkbox"/>	
H.	<b>TITLE: <u>DEVELOPMENT COSTS</u>.</b> Development costs plan (estimated funding sources and development costs).	<input type="checkbox"/>	<input type="checkbox"/>	
I.	<b>TITLE: <u>SITE PLAN</u>.</b> Proposed Site Plan.	<input type="checkbox"/>	<input type="checkbox"/>	
J.	<b>TITLE: <u>BUILDING PLANS</u>.</b> Preliminary drawings of construction plans/building elevations.	<input type="checkbox"/>	<input type="checkbox"/>	
K.	<b>TITLE: <u>FLOOR PLANS</u>.</b> Sample floor plans.	<input type="checkbox"/>	<input type="checkbox"/>	
L.	<b>TITLE: <u>TIMELINE</u>.</b> Proposed Development timeline for the project.	<input type="checkbox"/>	<input type="checkbox"/>	
M.	<b>TITLE: <u>RENT LIMITS</u>.</b> Project rent limits.	<input type="checkbox"/>	<input type="checkbox"/>	
N.	<b>TITLE: <u>FINANCIALS</u>.</b> Copy of Applicant’s most recent audit and/or certified financial statement.	<input type="checkbox"/>	<input type="checkbox"/>	
O.	<b>TITLE: <u>SUPPORT LETTERS</u>.</b> Copies of commitment and support letters from financial institutions and partnering organizations.	<input type="checkbox"/>	<input type="checkbox"/>	
P.	<b>TITLE: <u>MARKETING PLAN</u>.</b> Summary (maximum 2 pages) 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"/>	
Q.	<b>TITLE: <u>STAFF</u>.</b> 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"/>	
R.	<b>TITLE: <u>PREVIOUS PROJECTS</u>.</b> A list of all recently completed housing developments.	<input type="checkbox"/>	<input type="checkbox"/>	
S.	<b>TITLE: <u>REFERENCES</u>.</b> 3-5 References from Local Governments that provided funding to housing developments that have been completed.	<input type="checkbox"/>	<input type="checkbox"/>	