

**Department of Housing & Community Development**

**Post Office Box 490—Station 22**

**Gainesville, FL 32627-0490**

**Ph. (352) 393-8565**

**wachteljs@gainesvillefl.gov**

**Request for ARPA Affordable Housing**

**Development Grant**

**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****.**
2. **Applications must be submitted and received by 7:00 a.m. (local time), Monday, March 6, 2023. Late applications will not be accepted.**
3. **Applications will be accepted only by email in the form of full color PDFs to** **coghousing@gainesvillefl.gov****. The City WILL NOT accept applications submitted late, by mail, or by 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 for this grant may be required to present the project, either virtually or in-person.**
7. **Funding awards may be 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/Business Information**

1. **Organization/Business Name:**
2. **Organization/Business Address (City, State, Zip):**
3. **Type of Organization/Business:** **[ ] For Profit [ ] Non-Profit [ ] Gov. 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/Business Contact Person and Title:**
9. **Telephone**:  **Email Address:**

**Development Project Information**

1. **Project Name:**
2. **Project Location/Address:**
3. **Project size in acres:**
4. **Total number of units:**
5. **Describe the project in detail (use number of units, not percentages). Attach additional sheets if necessary. What is the mix of affordable and market rate units? What is the mix of single-family and multiple-family units? What is the mix of rental and for-sale units? What are the building heights, in stories?**
6. **Have you completed a First Step Meeting with the City’s Department of Sustainable Development? [ ]  Yes, comments attached [ ]  No**

**Project Funding Information**

**Important Notes:**

* **Maximum ARPA funding is $35,000 per affordable rental unit.**
* **Maximum ARPA funding is $50,000 per affordable single-family unit for first-time homebuyers.**
1. **Total Project Costs:**
2. **Total ARPA Funding Requested:**

**How much, on a per unit basis, for rental units?**

**How much, on a per unit basis, for single-family first-time homebuyer units?**

1. **Total Project Funding Sources:**

|  |  |
| --- | --- |
| **Funding Source** | **Amount** |
| **ARPA for Affordable Rental Housing** |  |
| **ARPA for Affordable SF 1st Time Homebuyer Housing** |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |

***(Please list all funding sources--must equal total project costs listed #1 above)***

**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.** | **[ ]**  | **[ ]**  |  |
| **B.** | **Documentation to support property ownership or site control (i.e. Warranty Deed, Trust Deed or Letter of Intent to Acquire Property).** | **[ ]**  | **[ ]**  |  |
| **C.** | **Appraisal Report and/or Alachua County Property Appraisers Report for each identified property.** | **[ ]**  | **[ ]**  |  |
| **D.** | **Alachua County Tax Collector’s receipt for most recent taxes paid on proposed projects.** | **[ ]**  | **[ ]**  |  |
| **E.** | **Map of the proposed development area.** | **[ ]**  | **[ ]**  |  |
| **F.** | **Development costs plan.** | **[ ]**  | **[ ]**  |  |
| **G.** | **Site Plan.** | **[ ]**  | **[ ]**  |  |
| **H.** | **Preliminary drawings of construction plans.** | **[ ]**  | **[ ]**  |  |
| **I.** | **Development timeline for the project.** | **[ ]**  | **[ ]**  |  |
| **J.** | **Project rent limits and/or sale prices.** | **[ ]**  | **[ ]**  |  |
| **K.** | **A copy of the Applicant’s most recent audit and/or certified financial statement.** | **[ ]**  | **[ ]**  |  |
| **L.** | **Copies of commitment and support letters from financial institutions and partnering organizations.** | **[ ]**  | **[ ]**  |  |
| **M.** | **Summary of how the project will be marketed, how the project will find tenants/homebuyers, and how the project will reach out to the local community.** | **[ ]**  | **[ ]**  |  |
| **N.** | **A list of paid staff (full and/or part time) that will have responsibility for the proposed project (include job titles, resumes/summary of housing development experience, and summary of project duties).** | **[ ]**  | **[ ]**  |  |
| **O.** | **A list of all housing developments completed since 2013.** | **[ ]**  | **[ ]**  |  |
| **P.** | **3-5 Business References.** | **[ ]**  | **[ ]**  |  |
| **Q.** | **If applicable, up to 5 references from Local Governments that provided the Applicant with funding for housing developments that have been completed.** | **[ ]**  | **[ ]**  |  |