

CITY OF TAMPA

**ANNUAL ACTION PLAN
REQUEST FOR PROPOSAL
DUE MARCH 7, 2011– 4:30 P.M.**



FISCAL YEAR 2012/PROGRAM YEAR 2011

Application Form and Program Guidelines

HOME Investment Partnership Program

Department of Revenue and Finance, Budget Office
306 East Jackson Street, 8 East
Tampa, FL 33602
(813) 274-5658

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Introduction

The City of Tampa receives an annual allocation from the U.S. Department of Housing and Urban Development (HUD) for the HOME Investment Partnership Program (HOME). This application and guideline package has been designed for the HOME and HOME/CHDO funding sources to be included the City of Tampa's FY12/PY11 Annual Action Plan as well as the City's current Consolidated Plan.

The HOME/CHDO programs included in this application enable the City of Tampa to address different needs within the community. If an organization wishes to be considered for more than one project, they must submit separate applications for each project. If any of the applications are incomplete, they will not be considered.

HOME Investment Partnership funding is made available to both for-profit or non-profit housing owners, sponsors or developers of affordable housing in the City of Tampa that benefit low to moderate-income households (at or below 80% Area Median Income – as adjusted for family size). **Activities include, but are not limited to, single family housing development (including mortgage assistance on newly constructed homes), multi-family housing development, housing acquisition and rehabilitation and owner occupied rehabilitation.**

Fifteen percent (15%) of the City's HOME funds must be allocated to projects undertaken by Community Housing Development Organizations (CHDOs) that are certified by the City. CHDO proposals are to be submitted through this RFP process and are included in this application.

This RFP is for CHDO Certification, CHDO projects AND regular HOME funding for projects.

Other HUD grant funds are available through separate RFP processes. In order to be considered for funding, the applicant must be a for-profit or non-profit housing owner, sponsor or developers of affordable housing with the proposed HOME activity located inside the City limits or provide services within the City. If the applicant is a 501 (c)(3) non-profit organization, the organization must have been in business for at least two years.

All applications are available for print at http://www.tampagov.net/dept_Budget/, and at http://www.tampagov.net/dept_Housing_and_Community_Development/

Overview of the RFP Process

I. PURPOSE OF THE RFP

Similar to HUD’s vision of the Consolidated and Action Plan submission process, the City of Tampa’s planning process uses a unified and comprehensive framework that encourages new opportunities for collaboration and collective problem-solving. The City is eager to partner with local for-profit and non-profit agencies in order to achieve the mutual goal of creating a better community.

II. TENTATIVE SCHEDULE OF EVENTS*

January 28, 2011	Request for Proposals Issued and Technical Assistance Workshop
March 7, 2011	Submission Deadline (APPLICATIONS SUBMITTED AFTER 4:30 P.M. WILL NOT BE ACCEPTED)
March 10, 2011	Public Hearing for Pre-Development of FY12/PY11 Action Plan
March-April 2011	Proposal Review, Site Visits, and Recommendations
May 2011	Applicants are Notified of Funding Awards
June 17, 2011	Public Hearing on Recommended FY12/PY11 Action Plan Projects
August 5, 2011	City Council Approval of Proposed FY12/PY11 Action Plan
August 15, 2011	Submission of FY12/PY11 Action Plan to HUD
October 1, 2011	Fiscal Year 2011 begins. Contract period starts 10/1/11 to 09/30/2012

*All dates are subject to change.

III. INCOME LIMITS

The purpose of the HOME Program is to provide affordable housing opportunities for Income eligible individuals or households. The U.S. Department of Housing and Urban Development establishes these limits annually based upon the Area Median Income (AMI). HUD’s 2010 income limits are provided below:

FEDERAL HUD & STATE SHIP INCOME LIMITS								
HOUSEHOLD SIZE =	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
MODERATE INCOME (120%)	49,920.00	57,120.00	64,200.00	71,280.00	77,040.00	82,800.00	88,440.00	94,200.00
LOW INCOME (80%)	33,250.00	38,000.00	42,750.00	47,500.00	51,300.00	55,100.00	58,900.00	62,700.00
VERY LOW (50%)	20,800.00	23,800.00	26,750.00	29,700.00	32,100.00	34,500.00	36,850.00	39,250.00
EXTREMELY LOW (30%)	12,500.00	14,250.00	16,050.00	17,800.00	19,250.00	20,650.00	22,100.00	23,500.00

*If project is funded, a FY2011 Income Limits Table will be provided.

IV. GENERAL REQUIREMENTS

Once an award is made, the City of Tampa requires the following from each subrecipient, for-profit or non-profit housing owner, sponsor or developer:

Operating Agreement: For-profit or non-profit agencies and organizations approved for funding will be required to sign an agreement with the City in order to ensure compliance with the appropriate program regulations. Funds may not be obligated until the agreement is accepted and signed by all parties and approved by City Council.
Funding is disbursed on a reimbursement basis.

Leverage/Match Funds: For-profit and non-profit organizations **must** demonstrate that HOME funds will be matched or leveraged at 25% from other non-federal, state, local, or private sources (please identify match or leverage in budget). Designated HOME CHDO organizations do not have a match requirement. Match or leverage sources may be cash or grant funds, but must be in place at the time of application and available during the project period, October 1, 2011 to September 30, 2012.

Readiness: Projects must display evidence of readiness to proceed (i.e. have secured site control and financial commitments). Funding must be in place and all requirements met prior to submission of application. HOME funds must be spent within the specified amount of time as determined for each project.

Indemnification: For-profit or non-profit organizations approved for funding must agree to defend, indemnify and hold harmless the City, its officers, agents and employees from and against all liability, claims, demands, damages, losses and expenses, including attorneys' fees, original and on appeal, arising out of, or related in any way to the performance of the agreement.

Insurance: For-profit and non-profit organizations approved for funding will be required to obtain the following insurance coverage (if applicable), each of which shall contain a provision which forbids any cancellation, changes or material alterations without prior notice to the City at least thirty (30) days in advance. The insurance coverage shall be evidenced by an original Certificate of Insurance provided to the City prior to the execution of the agreement. The required insurance is as follows:

- a. Commercial General Liability Insurance - shall be written on Insurance Services Office (ISO) form or its equivalent form to cover liability arising from premises and operations, independent contractors, products and completed operations, personal and advertising injury, and contractual liability. The minimum bodily injury and property damage liability limit shall be \$1,000,000 each occurrence and a \$2,000,000 general aggregate. This insurance shall not exclude coverage for sexual molestation.
- b. Automobile Liability Insurance - shall be maintained in accordance with the laws of the State of Florida as to the ownership, maintenance, and use of all owned, non-owned, leased, or hired vehicles used. For Agreements with less than \$100,000 in total grant funds, the minimum limit shall be \$500,000 combined single limit for bodily injury and property. The minimum limit for Agreements

with \$100,000 or more of a CDBG award allocated shall be \$1,000,000 combined single limit for bodily injury and property.

- c. Workers' Compensation/Liability Insurance - shall cover all employees engaged in work for the agency in accordance with the laws of the State of Florida. The minimum employer's liability limit shall be \$1,000,000 disease each employee, \$1,000,000 disease aggregate, and \$1,000,000 each accident.
- d. Professional Liability Insurance - shall cover any act or omission in rendering of professional services pursuant to the contract and the insurance coverage shall be in the amount of no less than \$1,000,000 per claim/incident.

Program Monitoring: Applicants approved for funding will be required to maintain and submit adequate information necessary to monitor program accountability and progress in accordance with the terms and conditions of the agreement.

Audited Statement and IRS Form: Applicants must submit the most current audited financial statements provided by an independent auditor and the most recent IRS Tax Form 990 with this application.

Notification: All applicants will be notified in May 2011 of funding recommendations. Receipt of an award letter is not a guarantee of funding. Please be aware that prior year funding does not guarantee future funding or funding at the same level.

Ethics Ordinance: Applicants shall comply with all applicable governmental and the City's rules and regulations including the City's Ethics Code, which may be requested by calling the Office of the City Clerk at 813-274-8397. Moreover, each applicant responding to this Request for Proposal (RFP) acknowledges and understands that the City's Charter and Ethics Code prohibit any City employee from receiving any substantial benefit or profit out of any contract or obligation entered into with the City, or from having any direct or indirect financial interest in effecting any such contract obligation. The applicant shall ensure that no City employee receives any such benefit or interest as a result of the award of this RFP.

Compliance with Applicable Laws, Rules, and Regulations for HUD Programs: Applicants who are awarded funding must act in accordance with all relative laws, rules, and regulations. This includes, but is not limited to, the following:

- **24 CFR Part 92, as amended** - The regulations governing the HOME Investment Partnership Grant Program.
- **24 CFR Part 1 and 6, Public Law 90-284, Fair Housing Act** - The regulations issued following Title VI of the 1964 Civil Rights Act and **Section 109** of the 1975 Housing and Community Development Act that prohibits discrimination in HUD programs based on sex, race, color, national origin, and religion and administer all programs and activities in a manner to affirmatively further the policies of the Fair Housing Act.
- **24 CFR Part 107 and 108** - The regulations issued following Executive Order 11063 and Executive Order 12892 which prohibits discrimination and promotes equal opportunity in housing.

- **Section 504 of the Rehabilitation Act of 1973, 24 CFR Part 40 and 41** - The regulations that sets forth policies and procedures for the enforcement of standards and requirements for handicap accessibility. The Architectural Barriers Act of 1968 and the American with Disabilities Act (ADA) provide additional laws on accessibility and civil rights to individuals with disabilities.
- **Age Discrimination Act of 1975 (42 U.S.C. 6101)** - The regulations that prohibits discrimination on the basis of age.
- **29 CFR Parts 3 and 5** - The regulations on labor standard provisions that include the payment of prevailing wages on federally assisted projects as mandated by the Davis-Bacon Act and the Contract Work Hours and Safety Standards Act. **24 CFR Part 70** provides information on the use of volunteers.
- **Copeland "Anti-Kickback" Act** (18 U.S.C. 874 and 40 U.S.C. 276c) - The regulations on contracts for construction or repair awarded by subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act.
- **24 CFR Part 58** - The regulations prescribing the Environmental Review procedure under the National Environmental Policy Act of 1969.
- **National Flood Insurance Act of 1968, 24 CFR Part 55 under Executive Order 11988** – The regulations for proposed projects and properties located in a floodplain.
- **36 CFR Part 800** - The regulations outlining the procedures for the protection of historic and cultural properties.
- **Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970** - These policies provide for displacement, relocation assistance, and real property acquisition as defined by 42 U.S.C. 4601 (URA) (42 U.S.C. 4601), and implementing regulations issued by the Department of Transportation at 49 CFR part 24 and section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)).
- **24 CFR Part 7 and 41 CFR Part 60** - Equal employment opportunity without regard to race, sex, color, religion, age, national origin, and disability in federally assisted construction contracts.
- **24 CFR Part 135** - Regulations outlining requirements of Section 3 of the Housing and Urban Development Act of 1968 providing for economic opportunities for low and very-low income local residents. All projects funded with CDBG funds must comply with Section 3 of the Housing and Urban Development Act of 1968, revised, requiring that to the greatest extent feasible opportunities for training and employment be given to low and moderate-income persons residing within the City of Tampa, and that contracts or works in connection with the project be awarded to eligible business concerns which are located in or owned in substantial part by persons residing in the City of Tampa. Special documentation is required for funding over \$100,000.
- **Residential Lead Based Paint Hazard Reduction Act of 1992** – The regulations implemented by 24 CFR Part 35, Subpart B imposes certain requirements on disclosure of lead base paint hazards.

- **24 CFR Part 24** - The regulations that prohibit use of debarred or suspended contractors on federally assisted projects and Drug Free Workplace requirements; issued according to Executive Order 12459.
- **24 CFR Part 84 and OMB Circular A-110** - Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Non-Profit Organizations. These regulations include the Conflict of Interest provision under 24 CFR 84.42 and 570 as it applies to procurement.
- **OMB Circular A-122** –The regulations that identify cost principals for non-profits.
- **OMB Circular A-133** – The regulations concerning annual audits.
- **24 CFR Part 49** – The regulations on eligibility restrictions for certain resident aliens.
- **24 CFR Part 87 and Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)** - The regulations for restrictions on lobbying and required certifications.
- **Executive Order 13170** - The regulations on increasing opportunities and access for disadvantaged businesses.
- **HUD requirements** – All other required reports, circulars, and procedures when applicable.
- **Administrative Procedures** – The rules issued by the City of Tampa in relation to process and procedures.
- **Clean Air Act (42 U.S.C. 7401) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.)** - The regulations and provision that requires compliance with all applicable standards, orders, or regulations issued following the rule.
- **ADA Compliance** - Shall comply with the applicable provisions of the Americans with Disabilities Act (42 U.S.C. 12101-12213) and implementing regulations at 28 CFR part 35 (state and local government grantees).
- **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 and with the City's Ordinance No. 26.5 Part 2, the subrecipient must make efforts to encourage the use of minority and women's business enterprises in connection with funded activities.

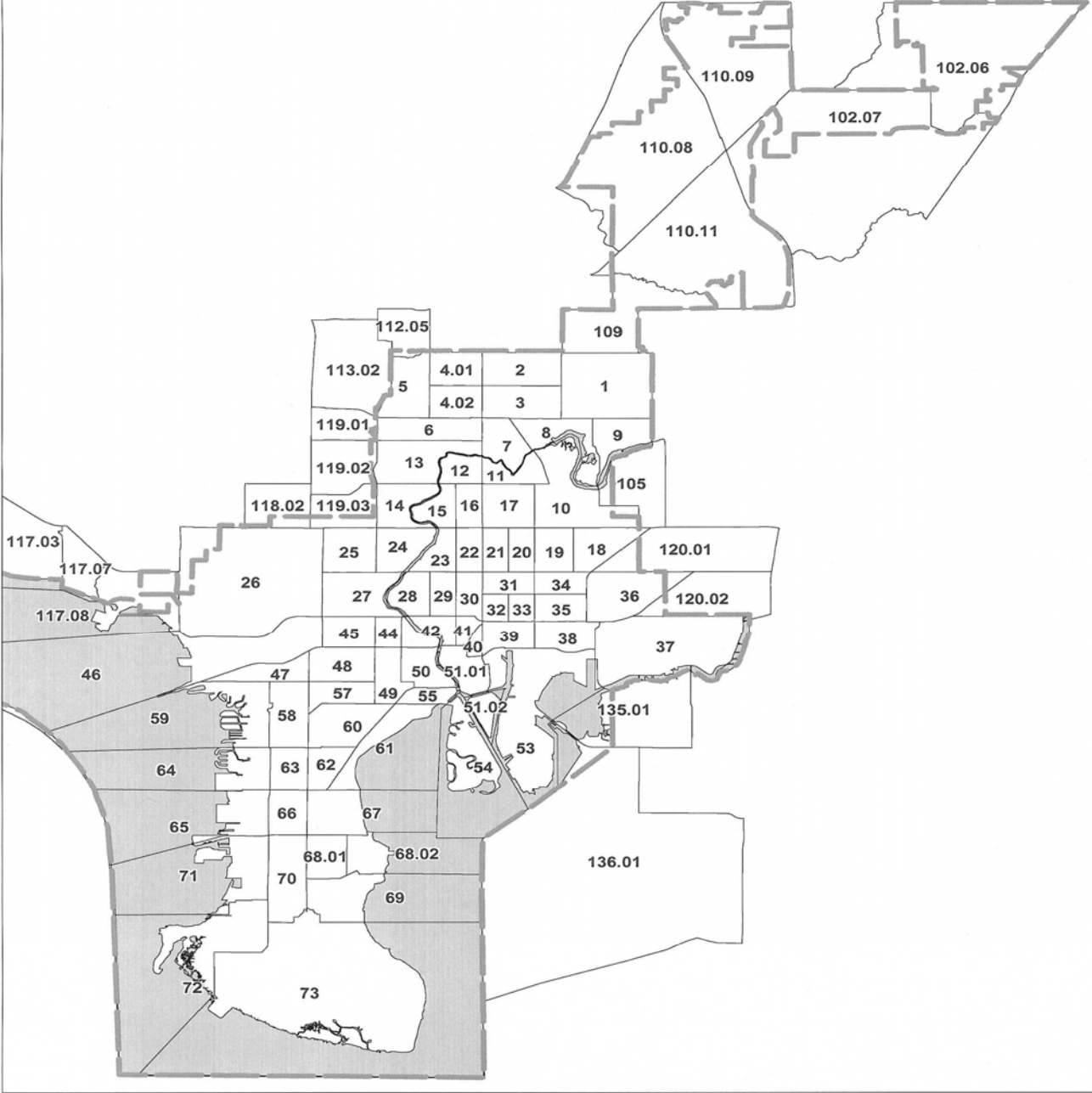
To find the Code of Federal Regulations (CFR) and Executive Orders go to these websites:
CFR: www.gpoaccess.gov/cfr/index.html

Executive Orders:
www.archives.gov/federal_register/executive_orders/executive_orders.html

V. CITY OF TAMPA BOUNDARIES

A 2000 Census map of the boundaries of the City of Tampa has been provided on the following page for your convenience.

City of Tampa Census Tracts 2000



HOME General Program / Project Guidance

I. PROGRAM GUIDELINES

The City of Tampa is requesting applications for HOME-eligible projects. These projects must be undertaken by for-profit or non-profit housing owner, sponsor or developers of affordable housing and will be selected this RFP process.

This application is not to be used for large-scale affordable housing developments (requesting \$1,000,000 or more).

II. FUNDING AMOUNTS

The City of Tampa will have approximately \$1,000,000 in regular HOME funds for projects during the period of October 1, 2011 through September 30, 2012. These funds will be limited to in-fill housing new construction, owner occupied rehabilitation, acquisition/rehabilitation of single family and multi-family properties, and other HOME eligible projects. The amount of funding that will be released to successful applicants will be based upon the satisfactory completion of underwriting analysis (including a subsidy layering analysis), amount of funding that is needed to complete existing programs, the merit of the applications that are received, and the need for the projects that are being proposed.

In addition to regular HOME funding of \$1,000,000, the City of Tampa will also have approximately \$600,000 in HOME CHDO set-aside funding for projects during the period of October 1, 2011 through September 30, 2012. These funds will be limited to, HOME CHDO in-fill housing new construction (including mortgage assistance), owner occupied rehabilitation and other HOME CHDO eligible projects. The amount of funding that will be released to successful applicants will be based upon the amount of funding that is needed to continue to serve the communities' needs through the City's existing programs, the merit of the applications that are received, and the need for the projects that are being proposed.

The City must use a minimum of fifteen percent (15%) of its annual HOME allocation for housing owned, developed or sponsored by CHDOs. The City will evaluate organizations' qualifications and designate them as CHDOs. CHDOs also may be involved in the program as subrecipients, but the use of HOME funds in this capacity is not counted toward the fifteen percent (15 %) set-aside.

III. APPLICANT ELIGIBILITY

Applicants seeking HOME funds must be subrecipient, for-profit or non-profit housing owner, sponsor or developer of Affordable Housing (other than single family owner-occupant).

Applicants seeking HOME CHDO funds must be a City recognized HOME Community Housing Development Organization (CHDO) and must be eligible to apply for this status by the deadline date. All existing HOME CHDO's must be recertified each year to

continue to apply for and use City HOME CHDO funds. A CHDO is a community based service organization that has, or intends to, retain staff with the capacity to develop affordable housing in the City of Tampa. All (re)designated HOME CHDO's may apply for CHDO project funding, except those that have not show substantial progress with existing projects or have open monitoring findings or concerns (for a period of 60 days) that have not been satisfactorily addressed in accordance with HOME program and City of Tampa requirements.

IV. PROJECT ELIGIBILITY

Eligible activities include: development and support of affordable rental housing and home ownership opportunities through the acquisition (including assistance to first-time home buyers), new construction, owner occupied rehabilitation, reconstruction, or moderate or substantial rehabilitation of non-luxury housing with suitable amenities. Eligible expenses/costs under the HOME program include real property acquisition, site improvement, conversion, demolition, and other expenses, including financial costs, relocation expenses of any displaced persons, businesses, or organizations. The housing must be permanent or transitional housing (with leases of no less than one year), and may include permanent housing for the disabled, homeless persons, and single-room occupancy housing.

Forms of Assistance: The City of Tampa may invest HOME funds as equity investments, interest-bearing loans, non-interest-bearing loans, interest subsidies, deferred payment loans, or grants. The City reserves the right to establish the terms of assistance based on the needs of the individual project.

Minimum Amount of Assistance: The minimum amount of HOME funds that must be invested in a project is \$1,000 times the number of HOME-assisted units in the project. The HOME program also has established maximum rents, minimum years each project must be affordable, and maximum HOME investment amounts. The following rent limits apply to rental property that has utilized HOME or HOME CHDO funding.

2010 RENT LIMITS

	Efficiency	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Low Rent	\$520	\$557	\$668	\$772	\$862	\$951	\$1039
High Rent	\$656	\$704	\$847	\$970	\$1,063	\$1,154	\$1,245

The maximum allowable HOME 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 HOME rents when some or all utilities are paid by the tenant. The utility allowances prepared by Tampa Housing Authority (THA) may be used when adjusting rents. THA's current utility allowances can be found at <http://www.thafl.com/utilities.html>.

Rental projects subsidized by the HOME Program must comply with the Program Funds Rule and the Project Rule, as established by the U.S. Department of Housing and Urban Development. The Program Funds Rule states that 90% of total households assisted (HOME subsidized units), must have incomes that do not exceed 60% of the Area

Median Income (AMI). The Project Rule specifies the occupancy of units in each rental project. In projects of 5 or more HOME-assisted units, at least 20% of the HOME assisted units must be occupied by families who have annual incomes that are 50% or less of the AMI (Low Home Rent Units). Projects with fewer than five HOME-assisted units do not have to restrict any units to Low HOME Rents or limit occupancy to tenants at 50% percent or below of the AMI.

These affordable units may either be floating or fixed, with an affordability period determined by the level of subsidy and project type (i.e. new construction or rehabilitation).

<u>HOME Investment Per Unit</u>	<u>Length of Affordability Period</u>
Less than \$15,000	5 Years
\$15,000 - \$40,000	10 Years
More than \$40,000	15 Years
New Construction of Rental Housing	20 Years

Participant Eligibility: Each HOME funded activity requires certification of income by family size and that participants are low or moderate income (80% AMI or below). Participants must not exceed the low and moderate-income levels.

V. CRITERIA FOR EVALUATION

An evaluation committee shall be established to review and evaluate all RFP responses. The Committee shall conduct a preliminary evaluation of all RFP responses to ensure they are complete and meet the minimum qualifications and mandatory requirements of the RFP. Failure to comply with any mandatory requirements may disqualify an RFP response. Upon project eligibility determination, the Evaluation Committee shall review and rank each RFP response based upon the evaluation criteria as set forth in this RFP. All RFP responses submitted shall be evaluated by the Committee and shall be ranked by the criteria provided in this RFP, including the following:

Organizational Capacity & Housing Experience of Proposer (up to 30 points).

Proposers shall receive up to 30 points and responses will be evaluated based on the financial and staff capacity to complete projects in a timely and efficient manner, while providing high quality workmanship and organization. Please include client references and resumes of key personnel. Previous experience in housing development must be identified. List the previous housing development experience of the principals of the organization. Provide a summary of the experience the Property Management team has regarding affordable housing (HOME units).

- Existing City of Tampa Housing Providers must demonstrate significant progress towards completion of current funded projects, including rehabilitation/sales of the existing properties, to be eligible under this program.

Financial Capacity (up to 25 points). Proposers shall receive up to 25 points for providing complete financial statements and pro forma, which demonstrates their financial soundness. Please provide most recent 2 years of financial statements as attachments (990's or Audited Statements). Proposer must demonstrate the entity has

the financial capacity to fund project activity and work within the City's reimbursement process.

- Proposer may be required to provide verification that financial obligations such as ad valorem taxes, liens and other evidences of debt are current.

Project Readiness (up to 15 points). Proposers shall receive up to 15 points and will be evaluated based on a detailed description of the project, correct zoning designation, site control, the Proposer's capacity and proposed schedule to complete the project, expend the funds and have units occupied in a timely manner.

Leveraged Funds (up to 10 points). Proposers shall receive up to 10 points for demonstrating other funds are available to match grant funds. For-profit and non-profit organizations are **required** to provide matching funds of at least 25% to the project from other non-federal, state, local, or private sources. Designated HOME CHDO organizations do not have a match requirement.

Job Creation (up to 5 points). Proposers shall receive up to 5 points and emphasis shall be placed on projects that provide for job creation and retention using local labor. Please discuss the number of temporary construction and permanent jobs for property management and maintenance that will be created. Provide list of contractors and sub contractors. (Projects must be bid at time of award).

The Contractor and its subcontractors are also encouraged to utilize other resources as applicable and available, such as, state or local employment services or schools, targeting minority persons, women, and veterans. Each Contractor shall provide a plan for its activities related to this initiative. Report shall include information from the Contractor and its Subcontractors identifying:

- Existing employees that reside in the project area (These employees may, or may not, be expected to be utilized on this project.)
- Anticipated additional employees hired for this project that reside within the area.
- Planned payroll for the project utilizing U.S. Department of Labor Payroll Form (OMB 1215-0149) with employees denoted and provided for both Contractor and Subcontractors.

With each monthly pay request, workforce forms shall be completed and updated to reflect any changes in personnel utilized for the project.

Green Building/Deconstruction (up to 5 points). Proposer(s) shall receive scores up to 5 points based upon those who will offer sustainable rehabilitation/construction and deconstruction practices. Please describe the sustainable construction and property maintenance practices.

Women/Minority Business Enterprise Participation (W/MBE) (up to 5 points). Proposer(s) shall be eligible to receive scores up to 5 points based upon the proposer's utilization of City certified WMBE subcontractors and/or sub-consultants. Documentation of certification must be included in RFP responses. The involvement of minorities and/or females on the Development Team is strongly encouraged. Provide list of Contractors and Subcontractors.

Small Local Business Enterprise Participation (SLBE) (up to 5 points). A Prime Proposer(s) that is a City of Tampa certified SLBE firm shall be eligible to receive up to 5 points in the evaluation.

RFP responses for the program will be evaluated and selected based on the following criteria and point system. Minimum score to be considered for funding is 85 points. Projects will be ranked and funded based on funding availability. An Evaluation Committee will review and evaluate all qualification packages submitted in response to this RFP. The Committee shall conduct an evaluation of all submittals on the basis of the information provided and other evaluation criteria as set forth in this RFP. All submittals will be ranked by the criteria provided in this RFP, including the following:

CRITERIA	MAXIMUM POINTS
Organizational Capacity & Housing Experience of Development Team	30
Financial Capacity	25
Project Readiness	15
Leveraged Funds	10
Job Creation	5
Green Building/Deconstruction	5
Women/Minority Business Enterprise Participation (W/MBE)	5
Small Business Enterprise Participation (SBLE)	5
TOTAL POINTS POSSIBLE	100

*Consolidated Plan Priorities can be found at www.tampagov.net/dept_housing_and_community_development.

To ensure fair consideration for all entities, the City prohibits proposers to communicate with any department or employee during the submission process. Questions relative to the interpretation of specifications or the process in regard to this RFQ should be referred to: **Sharon M. West, Housing and Community Development Manager**. Questions shall be submitted in writing or by email to sharon.west@tampagov.net.

Additionally, the City prohibits communications initiated by an entity with any City official or employee evaluating or considering the submittals prior to the time an award decision has been made, except as initiated by the appropriate City official or employee in order to obtain information or clarification needed to develop a proper, accurate evaluation of the submittal. Communications so initiated by an entity may be grounds for disqualifying the offending entity from consideration for qualification.

Failure to comply with mandatory requirements may disqualify a submittal. The City reserves the following rights to:

- Conduct pre-award discussion or pre-award negotiations with any or all responsive and responsible entities who submit qualifications determined to be reasonably acceptable of being selected for award; conduct personal interviews or require presentations prior to selection; and make investigations of the qualifications as it deems appropriate, including, but not limited to, a background

investigation conducted by the Tampa Police Department or any other law enforcement agency.

- Request that the entity(s) modify their submittal to more fully meet the needs of the City or to furnish additional information as the City may reasonably require.
- Accord fair and equal treatment with respect to opportunity for discussions and revisions of submittals. Such revisions may be permitted after submission and prior to award.
- Negotiate modifications that it deems acceptable, waive minor irregularities in the procedures, and reject any and all submittals.
- Process the selection of the successful proposer(s) without further discussion.
- Waive irregularity in any submittal, or reject any and all submittals, should it be deemed in its best interest to do so. The City shall be the sole judge of the entity's qualifications and reserves the right to verify all information submitted.
- Perform site visits to existing facilities or potential sites for acquisition.

Basis of Qualification. The City of Tampa reserves the right to select as many proposals as it deems fit, which qualify, based on experience, qualifications and ability to perform.

Once proposals are reviewed and ranked, site visits and/or interviews will be conducted with each applicant for funding. Those seeking HOME CHDO designation will be interviewed as well to review the HOME CHDO certification application.

Funding will be distributed to applicants based on the funding type requested, funding available, and by rank order of proposals submitted. The City of Tampa reserves the right to reduce the amount of funds committed to a project based upon past project performance and the feasibility of completing the proposed project in a timely manner.

VI. ADDITIONAL INFORMATION

For more information on becoming or operating as a HOME CHDO, see the HUD link below. It provides detailed information on the characteristics of a HOME CHDO, HOME CHDO roles and funding resources, special assistance available to HOME CHDOs, and eligible uses of HOME funds by CHDOs.

<http://www.hud.gov/offices/cpd/affordablehousing/programs/home/topical/chdo.cfm>

HOME CHDO Application and Instructions

A. GENERAL INSTRUCTIONS

For funding consideration, all projects must meet the general HOME /CHDO eligibility requirements identified on pages 8-10. Agencies and organizations responding to this Request for Proposal (RFP) must complete the attached funding application. Incomplete applications will be returned to you without review. Please check your application carefully before you send it in. If you have questions prior to submission, please contact Michelle Boone at (813) 274-7944. A separate application must be submitted for each project. Submission of qualification responses by mail, hand delivery or express mail must be in a sealed envelope with the Entity's name and return address indicated. Type or print the RFQ Title on the carrier envelope.

**Submittals may be mailed, express mailed or hand delivered by
Monday, March 7, 2011
by 4:30 PM to:
Purchasing Division
306 E. Jackson St.
Tampa, Florida 33602**

APPLICATIONS MUST BE RECEIVED BY 4:30 P.M. ON Monday, March 7, 2011. The application must be **typed** (not handwritten). Please submit 1 original and 4 complete copies. Do not staple. Paperclip all documents (no binding). The original shall have signatures in blue ink. Incomplete applications or applications submitted after the published deadline will not be considered. Once submitted, no proposal may be amended, unless the amendment has been requested by the City. The City, at its sole and absolute discretion, with or without cause, and without liability of any kind to any applicant, reserves the right to accept or reject any and/or all proposals either in whole or in part, waive any informalities or irregularities of any proposals, cancel this RFP at any time and/or take any action in the best interest of the City. The City's decision in all matters shall be final. The City reserves the right to contact an applicant if additional information is required. Applicants requiring additional proposal forms or information regarding the regulations governing the HOME Program should contact Michelle Boone at 274-7944 or michelle.boone@tampagov.net.

B. COMPLETING THE APPLICATION

The application is comprised of four sections: (1) project information, (2) HOME CHDO role information, (3) HOME CHDO certification / recertification, and (4) applicant validation. Applicants applying for HOME CHDO funding must complete all four sections.

Please complete the following application checklist and submit it with your application.

APPLICATION CHECKLIST

Page # or Tab	Required Document or Exhibit	Suggested Format or Supporting Materials	For City Use: Check if Complete
	Cover Letter	N/A	
	Application Checklist	N/A	
	Executive Summary	Narrative	
	Project Information (1)	Form Provided	
	CHDO Project Information (2) if applicable	Form Provided	
	CHDO Certification / Recertification (3) if applicable	Form Provided	
	Applicant Validation (4)	Form Provided	
	Attachments	As needed	

SECTION 1 – PROJECT INFORMATION
CITY OF TAMPA
 Division of Housing and Community Development
HOME / CHDO APPLICATION

I. APPLICANT/ORGANIZATION NAME AND ADDRESS

Name:		
Address:		
City:	State:	Zip:
Federal Tax ID:	DUNS #	

II. CONTACT INFORMATION

Name:	Title:
Phone:	Fax:
E-Mail:	Signature:

III. APPLICATION TYPE (check all that apply)

Home Project
 CHDO Project
 CHDO Certification / Recertification

IV. PROJECT TYPE (check all that apply)

<input type="checkbox"/> Single Family	<input type="checkbox"/> Duplex or Triplex	<input type="checkbox"/> Multi-Family (4 or more units)
<input type="checkbox"/> Acquisition	<input type="checkbox"/> New Construction	<input type="checkbox"/> Rehabilitation
<input type="checkbox"/> Rental	<input type="checkbox"/> Homeownership	<input type="checkbox"/> Town homes

V. PROJECT SUMMARY

Project Name	_____
Total Units	_____
# of HOME Units (Affordable)	_____
Project Location	_____
Census Tract/Block Group	_____
HOME Funding Requested	\$ _____
CHDO Funding Requested	\$ _____
Applicant Funding (Leverage/Match)	\$ _____
Total Project Cost	\$ _____

PAST PERFORMANCE / EXPERIENCE

	Yes	No
Do any unsatisfied judgments exist against the applicant/developer or any related party?		
Are there any homeowners or tenant complaints against the applicant that are unresolved arising from the development of housing units assisted with federal HOME /CHDO funds?		
<i>If "Yes" has been answered in any of the above questions, please explain:</i>		

Total number of single family projects developed to date:	
Total number of rental projects developed to date:	
Total number of multifamily projects developed to date:	
Total number of units:	
Type of units: (i.e. Family, Elderly, Special needs):	

Provide a brief narrative below of prior housing experience and success with other similar projects as it relates to housing development in this application (i.e. if applicant has been a recipient of HOME or CHDO funds, explain timeframe to complete construction project). Provide references if available.

INCOME OF POPULATION TO BE SERVED

Please indicate below the population this project will serve.

- At least 20% of the rental residential units in this development will be rent-restricted and occupied by individuals whose income is 50% or less of area median income as adjusted by family size and published annually by HUD. (Projects with 5 or more units)
- At least 90% of the rental residential units in this development will be rent-restricted and occupied by individuals whose income is 60% or less of area median income as adjusted by family size and published annually by HUD.
- Single-family residential units will serve individuals whose income is 80% or less of area median income.

SPONSOR ORGANIZATION DATA (if applicable)

Sponsor Organizations must also sign the initial application

- | | |
|--|--|
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Non-Profit Corporation |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Corporation |
| <input type="checkbox"/> General Partnership | <input type="checkbox"/> Limited Liability Company (LLC) |

Sponsored address must be a valid mailing address. All development correspondence will be mailed to the ownership entity.

Address:		
City:	State:	Zip Code:
County:	Phone #	
Contact Person:	Fax #:	
Federal Tax ID#:		
Principle purpose of organization:		

Name of general partner(s), managing LLC member(s), principals or contact person:

	Phone #:	% Ownership:
	Phone #:	% Ownership:
	Phone #:	% Ownership:

AREA NEEDS

A. Describe applicant's process for securing input from low-income persons in your project area. In addition, provide dates and location of all public meetings/forums held in your project area within the last twelve (12) months. Provide evidence of community support (i.e. a letter of support from businesses, neighborhood associations, community development corporations or groups in your target area). (1/2 PAGE)

Please provide a copy of the Project's market study or neighborhood needs assessment (if available) Summarize below. (1/2 Page) You may also address the area needs as determined in the City's Consolidated plan.

DEVELOPMENT TEAM INFORMATION

GENERAL PARTNER / MANAGING ORGANIZATION

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:

GENERAL CONTRACTOR

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:

DESIGN ARCHITECT AND FIRM

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:

SUPERVISORY ARCHITECT AND FIRM

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:

RENTAL MANAGEMENT ENTITY (if applicable)

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Years of rental management experience:		
Total number of projects currently under management:		Total Units:

REAL ESTATE BROKERAGE FIRM

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Years of single family sales experience:		
Total number of units sold Low Income:		Total Units:

ATTORNEY AND FIRM

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
<p>Does an identity of interest or business association exist between the Applicant, Applicant's Board, Developer, Developer's Board or Owner, Owner's Board and any other member of the development team? If members of the development team are related or associated in any way, please indicate the nature of the relationship. Examples of such overlapping interests or relationships include: family relationships; acting as a director, officer or owning stock in corporations; being partners (general or limited) or principals in a partnership; members in a limited liability company; or managing, advising or directing other corporate or business entities.</p>		
<p>If there is an identity of interest, please describe.</p>		
<p>Provide the names of those development team members which have been determined, including sponsoring organization, consultant, tax accountant, and any others involved in the development team.</p>		

<p>List any direct or indirect, financial or other interest a member of the above team may have with another member of the team for this development. List "none" if there are no identities of interest.</p>

DEVELOPMENT TIMELINE

Activity Completion (_____)	Date of Scheduled Completion or (month _____ & year _____)
A. Site Control:	
Option	
Site acquisition/Purchase	
B. Financing:	
1. Construction loan	
Conditional commitment	
Loan closing	
2. Permanent loan	
Conditional commitment	
Loan closing	
C. Plans and Specifications	
Preliminary drawings	
Initial working drawings	
Working drawings & specifications	
D. Closing and Transfer of Property	
E. Construction Starts	
F. Completion of Construction	
G. Lease-up Period	From:
	To:
H. First Building to be Placed in Service	
I. Last Building to be Placed in Service	

SITE INFORMATION (Property Address _____)

Folio Number _____

Is site currently under control for the development?

Yes

No

If yes, control is in the form of:

Deed

Purchase contract

Option

Other: _____

Expiration date of contract or option: (mo, day, yr) _____

Site Control documentation must include map and a complete legal description of the property.

Total Cost of land:	\$ _____	
Exact area of site: (circle one: acres or square feet)	_____	
Seller: _____		
Address: _____		
City: _____	State: _____	Zip Code: _____

Present zoning classification: _____

Is a conditional use permit required? _____

When is approval for it expected? _____

Was property acquired with HOME or CDBG funds? Yes No

If yes, provide Contract Number: _____ Funding Year: _____

Provide Appraisal or Property Assessment from Tax Assessor's Office on each property

Are all utilities presently available to the site? Yes No

Site currently used for:	_____
Prior site uses:	_____

ADJOINING LAND USES

Describe adjoining land uses:	_____
North	_____
South	_____
East	_____
West	_____

ACQUISITION OF EXISTING BUILDING(S)*

How many residential buildings will be acquired for the development?

Are all the buildings currently under site control for the development? Yes No

Address of Building	Type of Control: Ownership, Option, Prior HOME / CHDO funding or Purchase Contract	Expiration Date of Control Document (month, date & year) or Prior HOME / CHDO Contract #	Number of Units	Acquisition Cost of Building
1.				\$
2.				\$
3.				\$
4.				\$

RELOCATION INFORMATION

Does this development involve any relocation or dislocation of tenants?

Yes

No

If Yes, describe relocation plan and assistance.

EXISTING BUILDING(S) OCCUPANCY

How many residential units are occupied: _____

Has a Uniform Relocation Act General Information Notice been sent to the residential tenants:

Yes

No

Tenant Name	Apt. #	Family Size

Attach separate sheet(s) for continuous information

GENERAL SCOPE OF WORK – REHABILITATION PROJECT

(Provide separate sheet for each Rehabilitation Project)

	Cost Estimate	Describe (Attach additional description if necessary)
Lead Testing	\$	
Lead Abatement	\$	
Interior	\$	
Exterior	\$	
Plumbing	\$	
Electric	\$	
Heating System	\$	
Roof	\$	
Appliance	\$	
Landscaping	\$	
Windows	\$	
Kitchen Cabinets	\$	
Exterior Doors	\$	
Interior Doors	\$	
Fence	\$	
Bathrooms	\$	
HA Ramps	\$	
	\$	
Other	\$	
Other		
TOTAL	\$	

Neighborhood Name:		
Project Address:		
City:	Census Tract:	Zip:
Appraisal "AS IS "Amount:	Appraisal Amount After Rehab:	

DEVELOPMENT COSTS – NEW CONSTRUCTION or Multi-Family Rehab ONLY

(New Development must include Preliminary drawing of house)

Itemized Cost	Total Cost	Non HOME Fund Cost	HOME / CHDO Fund Cost	Per Unit Cost
<u>A. To Purchase Land and Buildings</u>				
Land	\$	\$	\$	\$
Existing structures	\$	\$	\$	\$
Demolition	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
<u>Category Subtotal</u>	\$	\$	\$	\$
<u>B. For Site Work</u>				
Site Work	\$	\$	\$	\$
Off-site Improvements	\$	\$	\$	\$
Landscaping	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
<u>Category Subtotal</u>	\$	\$	\$	\$
<u>C. For Rehabilitation and New Construction**</u>				
New Building	\$	\$	\$	\$
Rehabilitation	\$	\$	\$	\$
Accessory buildings (garage, etc.)	\$	\$	\$	\$
General requirements***	\$	\$	\$	\$
Contractor overhead***	\$	\$	\$	\$
Contractor profit***	\$	\$	\$	\$
Construction Supervision:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
<u>Category Subtotal</u>	\$	\$	\$	\$

Itemized Cost	Total Cost	Non HOME Fund Cost	HOME Fund Cost	Per Unit Cost
<u>D. For Contingency</u>	\$	\$	\$	\$
Construction Contingency	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
<u>Category Subtotal</u>	\$	\$	\$	\$
Construction Cost Subtotal (Categories A-D)	\$	\$	\$	\$
<u>E. For Architectural and Engineering Fees</u>				
Architect fee-design	\$	\$	\$	\$
Architect fee-supervision	\$	\$	\$	\$
Real estate attorney	\$	\$	\$	\$
Consultant/processing agent*	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
<u>Category Subtotal</u>	\$	\$	\$	\$
<u>F. For Interim/Construction Costs</u>				
Construction insurance	\$	\$	\$	\$
Construction interest	\$	\$	\$	\$
Construction loan				
Origination fee** (only if construction lender is not permanent lender)	\$	\$	\$	\$
Credit enhancement	\$	\$	\$	\$
Real estate taxes	\$	\$	\$	\$
Category Subtotal	\$	\$	\$	\$

Itemized Cost	Total Cost	Non HOME Fund Cost	HOME Fund Cost	Per Unit Cost
G. For Financing Fees and Expenses				
Bond premium	\$	\$	\$	\$
Credit report	\$	\$	\$ NA	\$ NA
Permanent loan				
Origination fee	\$	\$	\$ NA	\$ NA
Credit enhancement	\$	\$	\$ NA	\$ NA
Underwriter's discount	\$	\$	\$	\$
Title and recording	\$	\$	\$	\$
Counsel's fee	\$	\$	\$ NA	\$ NA
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Category Subtotal	\$	\$	\$	\$
H. For Soft Costs				
Property appraisal (feasibility)	\$	\$	\$	\$
Market Study	\$	\$	\$	\$
Environmental reports	\$	\$	\$	\$
Tax credit fees	\$	\$	\$	\$
Rent-up Marketing	\$	\$	\$ NA	\$ NA
Consultants*	\$	\$	\$	\$
Cost Certification	\$	\$	\$	\$
Letter of Credit	\$	\$	\$ NA	\$ NA
Relocation Costs	\$	\$	\$ NA	\$ NA
Common Area Furniture & Fixtures	\$	\$	\$ NA	\$ NA
Other:	\$	\$	\$	\$
Category Subtotal	\$	\$	\$	\$

Itemized Cost	Total Cost	Non HOME Fund Cost	HOME Fund Cost	Per Unit Cost
I. For Syndication Costs				
Organization (partnership)	\$	\$	\$ NA	\$ NA
Bridge loan fees & expenses	\$	\$	\$ NA	\$ NA
Tax opinion	\$	\$	\$ NA	\$ NA
Other:	\$	\$	\$ NA	\$ NA
Other:	\$	\$	\$ NA	\$ NA
Category Subtotal	\$	\$	\$ NA	\$ NA
J. For Developer's Fees*				
Developer's overhead	\$	\$	\$	\$
Developer's fee	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Category Subtotal	\$	\$	\$	\$
K. For Development Reserves				
Rent-up reserve	\$	\$	\$ NA	\$ NA
Operating reserve	\$	\$	\$ NA	\$ NA
Escrows	\$	\$	\$ NA	\$ NA
Other:	\$	\$	\$ NA	\$ NA
Other:	\$	\$	\$ NA	\$ NA
Other:	\$	\$	\$ NA	\$ NA
Other:	\$	\$	\$ NA	\$ NA
Category Subtotal		\$	\$ NA	\$ NA
Intermediary Cost Subtotal (Categories E-K)	\$	\$	\$	\$

****Construction supervision, consultant fees, developer's fees and developer's overhead are limited to a combined 12% of total development costs.**

Development Cost Summary				
Itemized Cost	Total Cost	Non HOME Fund Cost	HOME / CHDO Fund Cost	Per Unit Cost
Construction Cost Subtotal (Categories A thru D))	\$	\$	\$	\$
Intermediary Cost Subtotal (Categories E thru K)	\$	\$	\$	\$
Total Development Cost	\$	\$	\$	\$

Provide commitment letter/s and identify all none HOME funding sources for the proposed housing development.

HOME / CHDO Subsidy amount requested is \$ _____ per unit.

SYNDICATION OR EQUITY INFORMATION - Multi-Family Rental Only

Gross Equity Proceeds*	\$
Less Historic Rehabilitation Tax Credit Proceeds	(\$)
Less Expenses (describe below):	(\$)
	(\$)
	(\$)
Total Net Proceed	\$
Expected Value Per Credit Dollar*	\$

When are these net proceeds to be available? _____

If investor equity is required to meet construction financing needs, enclose a copy of the investor commitment showing when it will occur, the amount, and under what terms it will be provided.

Type of offering: Public

Type of investors: Individuals Corporations

Name of fund:		
Syndicator:		
Address:	Phone:	
City:	State:	Zip Code:

DEVELOPMENT SUBSIDY INFORMATION - Multi-Family Rental Only

Do/Will any low-income units receive rental assistance?

Yes

No

If Yes, check the type of rental assistance:

Section 8 New Construction/Substantial Rehab

Section 8 Moderate Rehabilitation

Section 8 Certificates

Other: _____

Section 8 Project Based Assistance

Tenant Based Rental Assistance – HOME

Section 8 Vouchers

Number of units receiving assistance: _____

Number of years of rental assistance contract: _____

Include conditional or firm commitment that documents number of units receiving assistance.

DEVELOPMENT RENTS - Rental Only

(See Rent Limits for Tampa, Program / Project Guidance Section)

Unit Type	# of Units	# of Baths	Average Sq Footage per Unit	Proposed Monthly Rent (Per Unit)	HOME Utility Allowance (Per Unit)	Gross Monthly Rent (Per Unit)	Gross Annual Rent (All Units)
0 BR Market							
0 BR Low HOME							
0 BR High HOME							
1 BR Market							
1 BR Low HOME							
1 BR High HOME							
2 BR Market							
2 BR Low HOME							
2 BR High HOME							
3 BR Market							
3 BR Low HOME							
3 BR High HOME							
4 BR Market							
4 BR Low HOME							
4 BR High HOME							
5 BR Market							
5 BR Low HOME							
5 BR High HOME							

A. Available Net Monthly Rental Income—Low-income: \$
B. Available Net Monthly Rental Income-Market: \$
C. Total Gross Monthly Rental Income (A+B): \$
D. Total Annual Gross Rental Income (Cx12): \$
Estimated annual percentage increase in annual income: %

ANNUAL DEVELOPMENT EXPENSE INFORMATION (Rental Only)

Provide the following information for all units. Expenses must be itemized in the listed categories. Development expenses are expected to be reasonable and appropriate. Provide documentation to support any unusual operating expense.

GROSS POTENTIAL INCOME (GPI) (Rental Only)		ANNUAL INCOME TOTAL DEVELOPMENT
	Total Gross Rental Income	\$
1	Laundry	\$
2	Parking	\$
3	Commercial	\$
4	Interest Income	\$
5	Support Service Income (Attach separate page with specific details if applicable)	\$
6	Other Income: Describe	\$
7	Other Income: Describe	\$
8	Other Income: Describe	\$
9	Total Gross Potential Income	\$
10	Less Rental Vacancy (_____%)	\$
11	Less Parking Vacancy (_____%)	\$
12	Less Commercial Vacancy (_____%)	\$
13	Less Other Vacancy (_____%)	\$

GROSS POTENTIAL INCOME (GPI) (Rental Only)		ANNUAL INCOME TOTAL DEVELOPMENT
1 4	Less Other Vacancy (_____ %)	\$
1 5	Total Vacancy Loss	\$
1 6	EFFECTIVE GROSS INCOME (EGI) GPI (line 9) less Total Vacancy Loss (line 15)	\$

Administrative Expenses of Rental Property Only		
Advertising	\$	
Management (____ % of EGI)	\$	
Legal/Partnership	\$	
Accounting/Audit	\$	
Compliance Fees	\$	
Other:	\$	
Total Administrative		\$
Maintenance		
Decorating	\$	
Repairs	\$	
Exterminating	\$	
Grounds	\$	
Other:	\$	
Total Maintenance		\$
Operating		
Elevator	\$	
Fuel (heating & hot water)	\$	
Lighting & misc. power	\$	
Water/Sewer	\$	
Gas	\$	
Trash removal	\$	
Payroll/Payroll Taxes	\$	
Hazard insurance	\$	
Common area electric*	\$	

Administrative Expenses of Rental Property Only		
Supplies	\$	
Support Service Expenses (Attach description)	\$	
Other:	\$	
Total Operating Cost		\$
Real Estate Taxes		\$
Total Annual Expenses		\$
Annual Replacement Reserve		\$

Estimated annual percentage increase in annual expenses: _____%

ANNUAL DEVELOPMENT CASH FLOW ANALYSIS SUMMARY (Rental Only)

Annual Gross Income		\$	
Less Vacancy & collection loss Factor @ %		(\$)	
Net rental income		\$	
Plus Net non-rental income		\$	
Annual Effective Gross Income			\$
Annual Operating Expenses			
Less total annual expenses		(\$)	
Less annual replacement reserve		(\$)	
Annual Net Operating Income Available for debt service and return on equity			\$
Less Annual Debt Service Costs			
	Amount	Annual Debt Service	
Estimated First Mortgage	\$	(\$)	
Servicing Fee First Mortgage	\$	(\$)	
Subordinate Mortgage	\$	(\$)	
Servicing Fee Subordinate Mortgage	\$	(\$)	
Estimated Excess Cash Flow Available for Return on Equity			\$

Identify and calculate other estimated income sources (i.e. parking, laundry, commercial space, etc.) below:

ENERGY AND AMENITIES INFORMATION (All Development)

Energy Equipment System & Fuel Type (forced air, gas, hot water, etc.)

Heating: _____

Air Conditioner: _____

Domestic hot water: _____

Amenities Included with (Low-Income Units)

<input type="checkbox"/>	Common Laundry	<input type="checkbox"/>	Community Room	<input type="checkbox"/>	Security Systems
<input type="checkbox"/>	Play Area	<input type="checkbox"/>	Other	<input type="checkbox"/>	
Unit Amenities <i>(Check all that apply)</i>					
<input type="checkbox"/>	Range/oven	<input type="checkbox"/>	Hood Fan	<input type="checkbox"/>	Disposal
<input type="checkbox"/>	Washer & dryer	<input type="checkbox"/>	Laundry hookup only	<input type="checkbox"/>	Dishwasher
<input type="checkbox"/>	Microwave	<input type="checkbox"/>	Refrigerator	<input type="checkbox"/>	Patio/Balcony
<input type="checkbox"/>	Blinds/Shades	<input type="checkbox"/>	Drapes	<input type="checkbox"/>	Cable TV Hookup
<input type="checkbox"/>	Sheet Vinyl	<input type="checkbox"/>	Ceramic Tile	<input type="checkbox"/>	Carpet
<input type="checkbox"/>	Central A/C	<input type="checkbox"/>	Sleeve and A/C unit	<input type="checkbox"/>	A/C Sleeve Only
<input type="checkbox"/>	Trash Compactor	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:

Amenities Included with (Market-Rate Units)

<input type="checkbox"/>	Common Laundry	<input type="checkbox"/>	Community Room	<input type="checkbox"/>	Security Systems
<input type="checkbox"/>	Play Area	<input type="checkbox"/>	Other	<input type="checkbox"/>	
Unit Amenities <i>(Check all that apply)</i>					
<input type="checkbox"/>	Range/oven	<input type="checkbox"/>	Hood Fan	<input type="checkbox"/>	Disposal
<input type="checkbox"/>	Washer & dryer	<input type="checkbox"/>	Laundry hookup only	<input type="checkbox"/>	Dishwasher
<input type="checkbox"/>	Microwave	<input type="checkbox"/>	Refrigerator	<input type="checkbox"/>	Patio/Balcony
<input type="checkbox"/>	Blinds/Shades	<input type="checkbox"/>	Drapes	<input type="checkbox"/>	Cable TV Hookup
<input type="checkbox"/>	Sheet Vinyl	<input type="checkbox"/>	Ceramic Tile	<input type="checkbox"/>	Carpet
<input type="checkbox"/>	Central A/C	<input type="checkbox"/>	Sleeve and A/C unit	<input type="checkbox"/>	A/C Sleeve Only
<input type="checkbox"/>	Trash Compactor	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:

SOURCES OF CONSTRUCTION & PERMANENT FINANCING FUNDS

Construction Financing:

Construction financing funds must be adequate to meet construction expenses. Provide all commitments of funds to meet construction-financing needs including investor commitments if necessary.

Source of funds	Interest Rate	Amount of Funds to be used for this Project only
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
Total Amount of Construction Financing		\$

Permanent Financing (Grants, Foundations, Banks Loans or Equity Investment etc.)

A copy of the permanent financing documents must be submitted with final application.

Name of Lender or Source of Funds	Amount of Funds	Annual Debt Service Cost	Interest Rate	Amortization Period	Term of Loan
1.			%		
2.			%		
3.			%		
4.			%		

Total Amount of Permanent Financing: \$ _____

Will the permanent financing have any type of credit enhancement?

Yes No

If yes, attach a description of the credit enhancement.

DEVELOPMENT BUDGET (Source of funds)

List all other sources of funds to be provided to the development. Accurately designate which funds will be used for each category of the Development. Commitment letters must be submitted with this application and must state term, interest rate, and repayment requirements, if any. Include investor commitment if required for construction financing. In the "Other" column please identify the source of funds to be used.

Acquisition Cost	Total Cost	CHDO	HOME	State	Local	Private	In Kind
Purchase Price							
Closing, Title, Recording							
Other: _____							
SUBTOTAL							
Basic Construction							
Bond Premium							
Infrastructure							
Environmental							
Lead Abatement							
Contingency (10%)							
Inspections							
Escalation (3%)							
SUBTOTAL							
Appraisal							
Architect							
Engineer							
Survey							
Legal							
Developer Fee							
Project Mgmt.							
Other: _____							
SUBTOTAL							

	Total Cost	CHDO set-aside	HOME	State	Local	Private	In Kind
Real Estate Tax							
Insurance							
Relocation							
Permits, Fees							
Hookups							
Construction Loan Fees							
Construction Interest							
Accounting/Audit							
Operating Reserves							
Other:							
----- SUBTOTAL							
Total Development Cost:							

Will Federal/State Historic Tax Credits be used for this project?

Yes No

a) Estimated total credit amount:

\$ _____

b) Estimated equity raised for project:

\$ _____

c) Is this building(s) currently on the historic register?

Yes No

PROFIT AND LOSS STATEMENT

Provide a profit and loss statement outlining all revenue, construction costs, financing costs, and profit / loss. Include any developer's subsidy that is being requested.

ENVIRONMENTAL ASSESSMENT

A. GENERAL INFORMATION

Is any part of the site within or near (within 1/4 mile) of the following: <i>(If "Yes", please provide written explanation)</i>			
	Yes	No	Unknown
Environmental Corridor <i>(Check with County or Regional Plan Commission)</i>			
100-year Flood Plan			
Historic Site/District			
Designated Wetland			
Prior Land Fill/Dump Site			
Known Point of Archaeological Interest			
Industrial Area			
Railway Corridor			
Airport Traffic Zone			
Attach Phase 1 and Phase 2 Environmental Report Summaries if available			

B. ENVIRONMENTAL RISKS

This section is intended to summarize your knowledge or information regarding conditions at the property or building that may present environmental risks or potential hazards if any. For each potential hazard or condition listed in the left column please indicate your knowledge or information of its current or historic presence by checking one of the three columns on the right portion on the page. A site review is required by applicant and this section must be filled out.

- If you know of or suspect the evidence or the presence of a potential hazard or condition, please place a check in the **YES** column.
- If you are neither aware of nor suspect any evidence of a potential hazard or condition, please place a check in the **NO** column.
- If you are unsure of the presence of a potential hazard or condition, please place a check in the **UNKNOWN** column.

PRESENCE OF POTENTIAL HAZARDS OR CONDITIONS <i>(Check appropriate box)</i>	Yes	No	Unknown
Has a Hazardous or Toxic Substance discharge occurred at the property?			
Are any Hazardous or Toxic Substances stored at the property?			
Are Underground Storage Tanks* present at the property?			
Are Aboveground Storage Tanks* present at the property?			
Are there Pipeline Discharges at or from the property?			
Surface Contamination, Stained soils/Pavement, Stressed Vegetation present?			

Suspicious Containers or Drums present at the property.			
Empty paints cans present?			
PCB's (Polychlorinated Biphenyls).			
Electrical Transformers, Capacitors or Fluorescent Light Ballast present.			
Are there Old White Goods (i.e., refrigeration equipment) present?			
Are any Waste Disposal Areas present on the property?			
Any evidence of Pesticides?			
Is any Scrap Metal Piles on the property?			
Potable or monitoring Wells?			
Septic Systems?			
Holding Tanks.			
Any Hazardous Thermal Insulating Materials (Area Formaldehyde) present.			
Asbestos Containing Materials (ACM)?			
Lead Piping in Domestic Water System?			
Lead-based Paint (Lead Concentrations)?			
Building Code Violations?			
Structural Deficiencies?			
Termites, Pests, Rodents?			

** If underground or aboveground storage tanks have been removed or closed, please attach tank closure report and tank registration or inventory forms in accordance with WDNR guidelines.*

A Phase I Environmental Audit will be required and must be submitted as requested during the approval process. Please provide if currently available.

LINKAGES AND SERVICES- NAME AND DISTANCE TO NEAREST:

	Name	Distance
Grocery Store		
Hospital		
Post Office		
Banks		
Day Care Center		
Elementary School		
Middle School		
High School		
Bus Stop		
Special Transit		

SECTION 2 – CHDO ROLE INFORMATION
CITY OF TAMPA
Division of Housing and Community Development
HOME / CHDO APPLICATION

I. CHDO ROLE

A CHDO can act in three (3) different capacity roles as listed below:

Owner: The CHDO is an "owner" when it holds valid legal title to or has a long-term (99-year minimum) leasehold interest in rental property. The CHDO may be an owner with one or more individuals, corporations, partnerships or other legal entities.

Developer: A CHDO is a "developer" when it either owns and develops a project, or has a contractual obligation to a property owner to develop a project.

Sponsor: (1) A CHDO is a "sponsor" for HOME-assisted rental housing when it develops a project that it solely or partially owns and agrees to convey ownership to a second nonprofit organization at a predetermined time. The conveyance may take place prior to, during or upon completion of the development phase.

(2) A CHDO is a "sponsor" for HOME-assisted homebuyer's program when it owns the property, then shifts responsibility for the project to another nonprofit at some specified time in the development process. The second nonprofit in turn transfers title, along with the HOME loan/grant obligations and resale requirements, to a HOME-qualified homebuyer within a specified timeframe.

Please indicate below what role the applicant will be serving.

<input type="checkbox"/>	Owner
<input type="checkbox"/>	Developer
<input type="checkbox"/>	Sponsor (All contractual agreements must be submitted for approval).

SECTION 3 – CHDO CERTIFICATION / RECERTIFICATION
CITY OF TAMPA
Division of Housing and Community Development
HOME / CHDO APPLICATION

I. CHDO STATUS

If the applicant is applying for CHDO certification, documentation of each of the following items must be provided or that item will be deemed incomplete. All applicants seeking CHDO funding must mark the appropriate response. If the applicant is unable to answer one of the questions using the responses provided, they are not eligible to receive CHDO funding. **Incomplete applications will not be considered for CHDO status.**

1. LEGAL STATUS

A. The nonprofit organization is organized under State or local laws, as evidenced by:

Charter Articles of Incorporation

B. No part of its net earnings are to the benefit of any member, founder, contributor, or individual, as evidenced by:

Charter Articles of Incorporation

C. Has a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501(c)(3) or (4) of the Internal Revenue Code of 1986, as evidenced by:

501(c)(3) or (4) Certificate from the IRS Is classified as a subordinate of a central organization non-profit under section 905 of the Internal Revenue code, as evidenced by a group exemption letter from the IRS that includes the CHDO.

D. Has among its purposes the provision of decent housing that is affordable to low- and moderate-income people, as evidenced by a statement in the organization's:

Charter Articles of Incorporation
 By-Laws Resolutions

2. CAPACITY

A. Conforms to the financial accountability standards of 24 CFR 84.21, "Standards for Financial Management Systems", as evidenced by:

a notarized statement by the president or chief financial officer of the organization a certification from a Certified Public Accountant
 a HUD approved audit summary

B. Has a demonstrated capacity for carrying out activities assisted with HOME funds, as evidenced by:

- resumes and/or statements that describe the experience of key staff members who have successfully completed projects similar to those to be assisted with CHDO funds
- contract(s) with consultant firms or individuals who have housing experience similar to projects to be assisted with HOME funds, to train appropriate key staff of the organization

C. Has a history of serving the community within which housing to be assisted with HOME funds is to be located, as evidenced by:

- a statement that documents at least one year of experience in serving the community
- for newly created organizations formed by local churches, service or community organizations, a statement that documents that its parent organization has at least one year of experience in serving the community

**The CHDO or its parent organization must be able to show one year of serving the community prior to the date the participating jurisdiction provides HOME funds to the organization. In the statement, the organization must describe its history (or its parent organization's history) of serving the community by describing activities which it provided (or its parent organization provided), such as, developing new housing, rehabilitating existing stock and managing housing stock, or delivering non-housing services that have had lasting benefits for the community, such as counseling, food relief, or childcare facilities. The statement must be signed by the president or other official of the organization.

3. ORGANIZATIONAL STRUCTURE

A. Maintains at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations as evidenced by the organization's:

- By-Laws Charter
- Articles of Incorporation

**Under the HOME program, for urban areas, the term "community" is defined as one or several neighborhoods, a city, county, or metropolitan area. For rural areas, "community" is defined as one or several neighborhoods, a town, village, county, or multi-county area (but not the whole state).

B. Provides a formal process for low-income, program beneficiaries to advise the organization in all of its decisions regarding the design, development, and management of affordable housing projects, as evidenced by:

- By-Laws Resolutions
- written statement of operating procedures approved by the governing body

- C. A CHDO may be chartered by a State or local government, but the following restrictions apply: (1) the State or local government may not appoint more than one-third of the membership of the organization's governing body; (2) the board members appointed by the State or local government may not, in turn, appoint the remaining two-thirds of the board members; and (3) no more than one-third of the governing board members are public officials (including any employees of the City of Tampa), as evidenced by the organization's:

<input type="checkbox"/>	By-Laws	<input type="checkbox"/>	Charter
<input type="checkbox"/>	Articles of Incorporation		

- D. If the CHDO is sponsored or created by a for-profit entity, the for-profit entity may not appoint more than one-third of the membership of the CHDO's governing body, and the board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members, as evidenced by the CHDO's:

<input type="checkbox"/>	By-Laws	<input type="checkbox"/>	Charter
<input type="checkbox"/>	Articles of Incorporation		

4. RELATIONSHIP WITH FOR-PROFIT ENTITIES

- A. The CHDO is not controlled, nor receives directions from individuals, or entities seeking profit from the organization, as evidenced by:

<input type="checkbox"/>	By-Laws	<input type="checkbox"/>	a Memorandum of Understanding (MOU)
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- B. A Community Housing Development Organization may be sponsored or created by a for-profit entity, however both of the following items must be true:

<input type="checkbox"/>	the for-profit entity's primary purpose does not include the development or management of housing, as evidenced in the for-profit organization's By-Laws
<input type="checkbox"/>	the CHDO is free to contract for goods and services from vendor(s) of its own choosing, as evidenced in the CHDO's (select one):

<input type="checkbox"/>	By-Laws	<input type="checkbox"/>	Charter
<input type="checkbox"/>	Articles of Incorporation		

SECTION 4 – APPLICANT VALIDATION
CITY OF TAMPA
Division of Housing and Community Development
HOME / CHDO APPLICATION

The Undersigned hereby acknowledges and certifies to the City of Tampa Division of Housing and Community Development (the "City"), individually and on behalf of the Applicant as part of this Application for HOME and/or CHDO set-aside funds in the amount of \$_____ for the development of _____ housing units.

The applicant certifies the following:

1. The information contained in the Application, including all statements and certifications attached hereto, is true and correct and has been prepared with due diligence. The Applicant has an affirmative duty to notify the City about any changes to the information contained in the Application or to the Applicant. The Applicant knows of no facts or circumstances that would threaten or adversely affect the Development and cause the information in the Application to be incorrect or misleading. The City or its agents may make verification of information contained in the Application at any time.
2. The Applicant agrees to indemnify and hold harmless the City, its members, officers, employees and agents, from and against, any and all claims, suits, damages, costs and expenses arising out of the City's review of and decisions with regard to the Application. City analysis and review of the Application and related documentation is for its own purposes. A grant commitment does not exist until the City has issued an Award Letter and the Applicant has accepted such letter.
3. Misleading information or misrepresentation contained in the Application may result in the termination of the underwriting/approval process, a revocation of grant approval and/or prohibition from participation in City programs.
4. The Contract Documents when entered into by the City and the Applicant shall supersede all discussions, negotiations and agreements about the Application.
5. The execution and delivery of the Application and this document is duly authorized and binding on the Applicant.

Date: _____

Name of Applicant

Signature of Executive Director

Name of Executive Director

Signature of Board President

Name of Board President

§ 92.356 Conflict of Interest

Please read and sign at the bottom of the next page, signifying that you have read and agree to adhere to the following policy. Also, please disclose any potential conflicts including any boards or committees currently serving on, any private companies owned by you or members of your Board of Directors, and any other potential conflicts.

a. *Applicability.* In the procurement of property and services by participating jurisdictions, State recipients, and subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, apply. In all cases not governed by 24 CFR 85.36 and 24 CFR 84.42, the provisions of this section apply.

b. *Conflicts prohibited.* No persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to activities assisted with HOME funds or who are in a position to participate in a decision making process or gain inside information with regard to these activities, may obtain a financial interest or benefit from a HOME-assisted activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

c. *Persons covered.* The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the participating jurisdiction, State recipient, or subrecipient which are receiving HOME funds.

d. *Exceptions: Threshold requirements.* Upon the written request of the participating jurisdiction, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it determines that the exception will serve to further the purposes of the HOME Investment Partnerships Program and the effective and efficient administration of the participating jurisdiction's program or project. An exception may be considered only after the participating jurisdiction has provided the following:

1. A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and
2. An opinion of the participating jurisdiction's or State recipient's attorney that the interest for which the exception is sought would not violate State or local law.

e. *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the participating jurisdiction has satisfactorily met the requirements of paragraph (d) of this section, HUD will consider the cumulative effect of the following factors, where applicable:

1. Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project which would otherwise not be available;
2. Whether the person affected is a member of a group or class of low-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
3. Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision making process with respect to the specific assisted activity in question;
4. Whether the interest or benefit was present before the affected person was in a position as described in paragraph (c) of this section;

- 5. Whether undue hardship will result either to the participating jurisdiction or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
- 6. Any other relevant considerations.

f. Owners and Developers.

1. No owner, developer or sponsor of a project assisted with HOME funds (or officer, employee, agent or consultant of the owner, developer or sponsor) whether private, for profit or non-profit (including a community housing development organization (CHDO) when acting as an owner, developer or sponsor) may occupy a HOME-assisted affordable housing unit in a project. This provision does not apply to an individual who receives HOME funds to acquire or rehabilitate his or her principal residence or to an employee or agent of the owner or developer of a rental housing project who occupies a housing unit as the project manager or maintenance worker.

2. Exceptions. Upon written request of a housing owner or developer, the participating jurisdiction (or State recipient, if authorized by the State participating jurisdiction) may grant an exception to the provisions of paragraph (f)(1) of this section on a case-by-case basis when it determines that the exception will serve to further the purposes of the HOME program and the effective and efficient administration of the owner's or developer's HOME-assisted project. In determining whether to grant a requested exception, the participating jurisdiction shall consider the following factors:

- i. Whether the person receiving the benefit is a member of a group or class of low-income persons intended to be the beneficiaries of the assisted housing, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
- ii. Whether the person has withdrawn from his or her functions or responsibilities, or the decision making process with respect to the specific assisted housing in question;
- iii. Whether the tenant protection requirements of § 92.253 are being observed;
- iv. Whether the affirmative marketing requirements of § 92.351 are being observed and followed; and
- v. Any other factor relevant to the participating jurisdiction's determination, including the timing of the requested exception.

Name

Conflicts/Potential

Name (Printed)

Name (Printed)

Signature

Signature