



# City of Tampa

*Jane Castor, Mayor*

## Planning and Development Housing & Community Development

4900 W. Lemon Street  
Tampa, FL 33609

Office: (813) 274-7940  
Fax: (813) 274-7941

September 6, 2019

To: Interested Affordable Housing Developers,

The City of Tampa's Housing and Community Development Division seeks to support the development of multi-family housing to address the needs outlined in the City's Consolidated Plan. The City of Tampa may provide a letter of support and a financial commitment to projects that address the need for affordable housing while de-concentrating areas of poverty, Affirmatively Furthering Fair Housing and Housing Choice, meets one or more of the goals and objectives outlined in the Consolidated Plan and effectively leverages the city's resources. The City will provide HOME funds to support selected project(s). There will be only one selection for the 9% tax credit application.

To be considered for a letter of support, please submit the following information by October 7, 2019:

- Management team to demonstrate history of regulatory compliance associated with the use of federal funds, especially HOME program funds.
- Copy of preliminary environmental review.
- Demonstrate that the affected community has successfully been engaged in the development process.
- Detailed project budget to include funding sources and uses (any request over \$100,000 should include a repayment plan).
- Estimate of the total project cost, including design, planning, hard and soft construction cost, property acquisition, infrastructure, furniture, fixtures and contingencies, etc.
- A narrative description of the project to include how this project will:
  - Population to be served.
  - Project benefits (i.e. # of affordable housing units, increase in tax base, job creation, green building elements, handicap accessibility, homeless units set aside, etc.).
  - Status of funding commitments.
  - Project timeline (completion and lease-up).
- A detailed description of the nature of the project to be constructed and/or rehabbed, including acres, square feet, number of stories, number of units, unit size, amenities, etc.
- General site plan showing building positioning on site, right of way ingress, egress, access points and circulation, location of nearest bus stop and transit routes.
- Demonstration that the land use designation and zoning district allow for the project being contemplated for development.
- Map showing other affordable housing projects in the area (5 mile radius).
- Renderings and photos of the proposed project.



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The letter of support will be good for the current Florida Housing Finance Agency Tax Credit and Bond applications due now through Dec 31, 2019. The letters of commitment will be good for one year from the date of issuance to be renewed at the City's discretion, during the one year period a formal agreement must be negotiated and approved by the City Council.

It is understood that the project proposed has not yet been fully developed; we are seeking concise documents that provide the pertinent information. The City wishes to get a feel for the project to access how it meet the goals outlined in the City's Consolidated Plan and community's needs. If you have any questions regarding your submittal please contact me via email at [Vanessa.mccleary@tampagov.net](mailto:Vanessa.mccleary@tampagov.net).

Please submit 4 Hard copies in binders and a soft copy of the requested information to:

Terry Thomas  
Community Development Coordinator  
City of Tampa  
4900 N. Lemon Street  
Tampa, FL 33609



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### APPLICATION FORM

#### I. PROPOSER/ORGANIZATION NAME AND ADDRESS

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

#### II. CONTACT INFORMATION

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

#### III. Funding Request

Funding Amount Requested \$ \_\_\_\_\_

#### IV. PROJECT SUMMARY

Project Name	
# of Units (Affordable)	
Project Address	
Cost Per Unit	
Funding Requested	\$
Other Public Funds	\$
Proposer Funding (Leverage/Match)	\$
<b>Total Project Cost</b>	\$



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### GENERAL PARTNER / MANAGING ORGANIZATION

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

### GENERAL CONTRACTOR

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:

## VIII. PROJECT TIMELINE

Activity

Date of Scheduled Completion or Completion

(month \_\_\_\_\_ & year \_\_\_\_\_)

	Activity	Date of Scheduled Completion or Completion (month _____ & year _____)
A.	# of Units	
B.	Financing:	
C.	Specifications and Bids	
D.	Construction Starts	
E.	Completion of Construction	



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Scoring Criteria	Max Points available	Points awarded	Comment
<b>A. Organizational Capacity</b> <i>(Maximum of 20 points)</i>			
• Management Team	5		
• Grant administration capabilities	5		
• Organizational History of Providing Affordable Housing	5		
• Experience Working On HUD Funded Program	5		
<b>B. Environmental Review</b> <i>(Maximum of 10 points)</i>			
• Environmental Review Complete No Issues (no further action required)	10		
• Environmental Review Mitigation Needed	3		
<b>C. Project Description</b> <i>(Maximum of 20 points)</i>			
• Describe the project	2		
• Population Served	3		
• Project Benefits (job creation, homeless set-aside, increase tax base, handicap accessibility, green building)	10		
• Project is located near essential amenities	5		
<b>D. Project Readiness/Program Implementation Schedule</b> <i>(Maximum of 10 points)</i>			
• Schedule is feasible and reasonable	5		
• Zoning/land use	5		
• Schedule fits with funding cycle	5		



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<b>E. Matched and Leveraged</b> <i>(Maximum of 15 points)</i>			
• In comparison other applications	<b>15</b>		
<b>F. Budget</b> <i>(Maximum of 20 points)</i>			
• Cost Per unit	<b>5</b>		
• Funding Status (Percentage committed)	<b>10</b>		
• Supporting documentation to justify Funding status	<b>5</b>		
<b>Total Score</b>	<b>100</b>		
<b>G. Bonus Points projects located in the East Tampa</b>	<b>10</b>		