

CITY OF ST PETERSBURG HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT

This Request for Proposal (RFP) is to invite experienced, affordable multi-family developers, who intend to apply for the Florida Housing Finance Corporation (FHFC) Request for Applications (RFA) 2023-202, to apply for the local government funding contribution. The local government funding contribution loan amount for the City of St. Petersburg (City) shall be set at \$610,000 for the RFA application process. All loans shall be at 0% interest and secured by a promissory note and mortgage.

Application submission, including the upload of documents, is due **2 weeks** from today; **July 21, 2023, by 5:00 p.m.** Applications (including supporting documentation) is to be completed within the City of St. Petersburg Neighborly secure portal: <https://portal.neighborlysoftware.com/STPETERSBURGFL/Participant>

Please be aware that the following schedule is subject to change dependent upon FHFC guidelines:

Issue Request for applications:	7/7/2023
Applications Due to City:	7/21/2023
PRT Meeting:	7/26/2023
City Council Material (& Resolution) Due to Legal:	7/28/2023
City Council Material (& Resolution) Due to Clerk:	8/11/2023
City Council Meeting Date:	8/17/2023
City Administrator Signature:	8/18/2023
FHFC Applications Due:	9/13/2023

To ensure a competitive FHFC application, attachments are to include maps and charts demonstrating affordable housing projects are located within the Geographic Area of Opportunity or the SDDA Area, meet a proximity preference, and the City's application is selected as a "Priority One" application. Applications without this supportive documentation will not be considered.

The City may prioritize proposals from applicants who received support from the City in 2022 but were not selected for funding by FHFC and applicants who have an existing valid site plan approval. The City reserves the right to provide funding to one applicant or no applicants.

If additional funding opportunities become available to the City following the issuing of this RFP, the City reserves the right to select an eligible project submitted in response to this RFP without issuing an additional RFP(s). Therefore, the City strongly encourages and will accept project proposals for all project types, including those which do not meet the priority criteria identified above.

No applicant, applicant agent, or representative may contact members of the St Petersburg City Council from July 7, 2023, until August 18, 2023, concerning their application, or any other applicant's application, the merits of their firm, or any other aspect of the selection unless as part of an advertised public meeting. Violation of this prohibition may result in the disqualification of the Applicant.

GENERAL INSTRUCTIONS

The following instructions must be followed by Applicants in preparing, assembling, and submitting the electronic Application:

1. Send an email to Lynn.Farr@stpete.org if you have trouble registering for or submitting to the Neighborly portal.
2. Complete the application in Neighborly and provide all requested documentation prior to the deadline.

Contact Stephanie Lampe (727) 892-5563 or at stephanie.lampe@stpete.org if you have any additional questions.