

# **REQUEST FOR PROPOSALS**

## **AFFORDABLE MULTI-FAMILY HOUSING DEVELOPMENT**

### **USING THE AMERICAN RESCUE PLAN ACT (“ARPA”) CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (“SLFRF”)**

#### **CITY OF ST PETERSBURG, FL HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT**



City of St Petersburg, FL  
Housing & Community Development

**REQUEST FOR PROPOSALS (RFP)**  
**Affordable Multi-family Housing Development**  
**City of St Petersburg, FL**  
**Housing & Community Development Department**

**FUNDING AVAILABILITY & ACTIVITY TIMEFRAME**

The City of St. Petersburg, FL is a recipient of American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds (SLFRF) from the U.S. Department of Treasury. After holding a series of three community input meetings, on November 29, 2021, the City Council Committee of the Whole met and voted to allocate the City’s ARPA funding in accordance with the community rankings toward the following areas of impact:

Areas of Impact	Total Per Area of Impact
1) Housing Affordability & Support	\$20,000,000
2) Health & Social Equity	\$11,110,365
3) Infrastructure	\$ 8,082,774
4) Economic Recovery/ Resilience	\$ 5,568,830
5) Public Health & Safety	\$ 651,900
Grand Total	\$45,413,869

However, on March 3, 2022, in response to additional public concerns related to housing affordability, the ARPA SLFRF was approved by City Council to be reallocated in the following manner.

Areas of Impact	Total Per Area of Impact
1) Housing Affordability & Support	<del>\$20,000,000</del> —\$34,303,505
2) Health & Social Equity	\$11,110,365
3) Infrastructure	<del>\$ 8,082,774</del> \$0
4) Economic Recovery/ Resilience	<del>\$ 5,568,830</del> \$0
5) Public Health & Safety	<del>\$ 651,900</del> 5/31\$0
Grand Total	\$45,413,869

Within the Housing Affordability & Support category, \$16,500,000 has been reserved for use toward the development of affordable multi-family rental housing units that meet the criteria contained within the ARPA SLFRF Final Rule. In addition, the City is allocating \$3,500,000 of local HCIP funding towards this RFP and receives HOME Investment Partnership Program (HOME) funds from the U.S. Department of Housing and Urban Development (HUD), and State Housing Initiatives Partnership (SHIP) funding from the State of Florida that may, at the discretion of the City be added to the funds awarded in order to best utilize the City's housing resources. If the applicant is awarded HCIP, HOME or SHIP funding in addition to the ARPA funds, the applicant will be required to comply with all applicable City, County, State, and HUD/Federal requirements including environmental reviews, Section 3, and the Davis Bacon Act in addition to the 2 CFR 200 requirements which are applicable for ARPA SLFRF.

The City is requesting proposals from experienced affordable housing developers who will agree to provide multifamily units for low to moderate income households within the city limits of St. Petersburg, FL. Proposals will be accepted from for-profit and not-for-profit developers for the construction of new units. Priority will be given to developments that already have site control with current zoning approvals for the proposed number of units contemplated and have received an invitation to credit underwriting by the Florida Housing Finance Corporation (FHFC). Funding may be provided as either a grant or a deferred payment loan. In accordance with Treasury Guidance found in [Treasury FAQ](#), for loans proposed with maturities longer than December 31, 2026, the developer must estimate the cost to the city of extending the loan over the life of the loan and may use ARPA SLFR funds toward the projected cost of the loan. Developer should provide a net present value calculation using a 5.5% discount rate as part of the proposal so that the city can analyze the estimated amount of non ARPA SLFR funding that will be required to be committed to cover the portion that Treasury may not consider as the cost of the loan.

Due to the global pandemic and the subsequent unprecedented increase in the federal inflation rate and various material supply chains and labor force shortages that have created stress in the construction industry nationwide, construction costs have been increasing locally with such uncertainty about future prices that construction contracts have been difficult to finalize. Once a contract has been finalized, current pricing may increase at a greater pace than expected at the time the original proposals were reviewed and approved through construction completion. Therefore, any proposal that has received an award of FHFC funding but requires gap financing in order to either continue construction or commence construction within 12 months and any affordable housing development location previously reviewed and approved by the City for a local funding contribution within the last 2 years that requires gap financing will also be prioritized. Funding assistance for development pipeline active awards nearing or recently starting construction will be limited to verifiable cost increases since the original city award.

All selected projects must address the housing priorities identified in the City's 2021-2026 Consolidated Plan. The City is seeking affordable housing proposals that will create impact, are cost effective, are project ready (can be closed within approximately 12 months of the funding award) and have leverage commitments from other public and private sources. It is the City's goal to avoid overconcentration of assisted housing units in one neighborhood or location and instead to scatter affordable units throughout the community. Proposals should provide information related to the site's proximity to a PSTA bus line, a public school, fresh groceries, and recreation facilities. On all applications, the review committee will conduct a review of the proposed sources and uses of funds, a 20 year operating pro forma, assess developer capacity and fiscal soundness, and examine the number of prior developments successfully completed that meet similar affordability restrictions.

For questions or more information, interested parties may contact Stephanie Lampe at 727-892-5563 or Housing@stpete.org

**Available Funding and Geographic Restrictions**

St Petersburg is requiring that ARPA SLFRF be used for the development of housing that is affordable to households with incomes primarily at or below 60% of the Area Median Income (“AMI”) for the Tampa-St Petersburg-Clearwater Metro Statistical Area (“MSA”). However, the FHFC 60% AMI income averaging method may also be selected. No household assisted with ARPA SLFRF may exceed the low and moderate incomes as published by Treasury using their tool for determining low and moderate income households which can be found at: <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>

The current maximum Treasury incomes for Pinellas County Florida as shown on page 6 of this RFP. All funds must be used within the City Limits of the City of St. Petersburg, FL. Additional geographic or income limitations may apply based on the funding category. Developments that provide a minimum of 50 years of affordability will be given priority.

American Rescue Plan Funds	\$ 16,500,000.00
HCIP Funds	\$ 3,500,000.00
HOME Funds	\$ 171,290.95
SHIP Funds	\$ 800,000.00

Proposals must be submitted by **6/30/2022** using the Neighborly Software system found at the following link: <https://portal.neighborlysoftware.com/STPETERSBURGFL/Participant>

1. When you access the neighborly software portal for the first time you will need to register your account by clicking on the Register link.
2. Review the complete Bid Solicitation requirements.
3. Using Neighborly, select the Affordable Housing Construction/Rehabilitation option to submit your proposal.

Faxed or emailed applications will NOT be accepted. Incomplete proposals will not be considered.

**Evaluation Criteria and Anticipated Schedule:**

The proposals received will be fully reviewed by an evaluation team, and responses will be considered in the following categories:

(1) Responsiveness 10%

Quality of the information submitted in the proposal based on completeness, relevance, conciseness, and organization of material presented.

(2) Experience/Qualifications & Capacity to accomplish the work – past performance 35%

Respondent has experience with not only affordable housing development, but also working with municipalities and federal funding. References related to both the developer and the proposed property management company prior direct experience must be reported as positive.

(3) Income levels served 20%

A Respondent who can provide some units for households with incomes at or below 30% AMI in addition to units for households with incomes at or below 60% AMI will be prioritized. (Units at 80% AMI and below will be considered as part of the income averaging method). Affordability period of 50 years or longer will be rated higher than those proposing a lesser number of years.

(4) Proposed Cost 15%

Analysis of cost reasonableness and analysis of confirmed leveraged funds. The financial feasibility of the proposal will be considered by examining the sources & uses statement, loan-to-value ratios, operating pro-forma, debt service coverage and reserves for replacement levels. In addition, the per unit city cost will also be reviewed under this evaluation category.

(5) Schedule 20%

Availability and compatibility of a schedule which shows compliance with the ARPA SLFR funding timeline. Shovel ready developments will receive priority. ARPA SLFR funds must be committed by December 31, 2024, and expended by December 31, 2026.

After written proposals have been reviewed, discussions with prospective developers may or may not be required to clarify any portions of the proposal. All inquiries, questions, requests for interpretation, correction, or clarification must be submitted in writing, by e-mail, to [stephanie.lampe@stpete.org](mailto:stephanie.lampe@stpete.org), and shall arrive not later than Noon June 9, 2022. All responses from the City shall be in writing, by email. All submitted questions, along with City's responses thereto, will be available on the City's website at [https://www.stpete.org/residents/grants\\_\\_\\_loans/multi-family\\_rental\\_loan\\_program.php](https://www.stpete.org/residents/grants___loans/multi-family_rental_loan_program.php). The City reserves the right:

- Modify, waive, or otherwise vary the terms and conditions of this RFP at any time, including but not limited to, the date schedule and proposal requirements;
- Waive irregularities in the proposals;

Reject or refuse any or all proposals. The City is issuing this RFP in two phases. The first phase will be closed on June 30, 2022, at 5:00 p.m. The second phase for any remaining funds will be released for a period of 18 months and the City may continue to accept and award proposals during that time until funding has been exhausted through commitments. In addition, Local Government Area of Opportunity (LGAO) funding priority requests for the 2022 FHFC 9% credit applications will be accepted as part of this process, and a selection will be made during the first phase of applications. Applicants for LGAO funding may, if interested, also submit an alternative budget for a noncompetitive 4% Bond financing scenario as a backup alternative.

SCHEDULE:

Advertise & Publish RFP	June 1, 2022
Submit Proposals	June 30, 2022

Project Review Committee Meetings	July late
City Council Approval	August
Conditional City Commitments Letters	September early
Reissue for any remaining funds	October 1 (tbd)

**INFORMATION DESIGNATED A TRADE SECRET AND/OR CONFIDENTIAL AND/OR PROPRIETARY**

All proposals (including all documentation and materials attached to proposals or provided in connection with this RFP) submitted to the City are subject to Florida’s public records laws (i.e., Chapter 119, Florida Statutes), which requires disclosure of public records, unless exempt, if a public records request is made. Proposals (including all documentation and materials attached to proposals or provided in connection with this RFP (even if in a separate electronic file)) submitted to the City cannot be returned. THE CITY WILL NOT CONSIDER PROPOSALS IF THE ENTIRE PROPOSAL IS LABELED A TRADE SECRET AND/OR CONFIDENTIAL AND/OR PROPRIETARY.

If proposer believes that its proposal contains information that is a trade secret (as defined by Florida law) and/or information that is confidential and/or proprietary and therefore exempt from disclosure, then such information must be submitted in a separate electronic file and comply with the following requirements. In addition to submitting the information in a separate envelope, proposer must include a general description of the information designated as a trade secret and/or confidential and/or proprietary and provide reference to the Florida statute or other law which exempts such designated information from disclosure in the event a public records request.

The City does not warrant or guarantee that information designated by proposer as a trade secret and/or confidential and/or proprietary is a trade secret and/or confidential and/or proprietary and exempt from disclosure. The City offers no opinion as to whether the reference to the Florida statute or other law by Proposer is/are correct and/or accurate. Please be aware that the designation of information as a trade secret and/or confidential and/or proprietary may be challenged in court by any person or entity. By designation of information as a trade secret and/or confidential and/or proprietary, proposer agrees to defend and indemnify the City, its employees, agents and elected and appointed officials (“Indemnified Parties”) against any and all claims, demands and actions (whether or not a lawsuit is commenced) arising out of or in connection with proposer’s designation of information as a trade secret and/or confidential and/or proprietary and to hold harmless the Indemnified Parties for any award to a plaintiff for damages, costs and attorneys’ fees, and for costs and attorneys’ fees (including those of the City Attorney’s office) incurred by the City by reason of any claim, demand or action arising out of or related to proposer’s designation of information as a trade secret and/or confidential and/or proprietary.

Failure to comply with the requirements above shall be deemed as a waiver by proposer to claim that any information in its proposal is a trade secret and/or confidential and/or proprietary, regardless of whether such information is labeled trade secret and/or confidential and/or proprietary. Proposer acknowledges, understands, and agrees that all information in proposer’s proposal (not including information submitted in a separate envelope and designated trade secret and/or confidential and/or proprietary in accordance with the requirements in this section) will be disclosed, without any notice to Proposer, if a public records request is made for such information, and the City shall not be liable to proposer for such disclosure.

Proposer acknowledges and understands that proposer’s proposal, including the information submitted in a separate envelope and designated trade secret and/or confidential and/or proprietary in accordance

with the requirements in this section, will be distributed to City staff and City consultants to allow proposer's entire proposal, including the information submitted in a separate envelope, to be evaluated.

#### CITY NOT RESPONSIBLE FOR PREPARATION COSTS

The City will not pay any costs associated with the preparation, submittal, presentation, or evaluation of any proposal.

#### PROHIBITED COMMUNICATION

Proposer and its employees, agents, contractors, and representatives are prohibited from lobbying City Council, the Mayor, and City staff, relative to proposer's proposal or this RFP until the RFP selection and award processes have been completed. Non-compliance with this provision may result in disqualification of proposer from consideration. Notwithstanding the foregoing, this provision shall not prohibit proposer from (i) communicating with the City designated point of contact identified in this RFP; (ii) making presentations at the City's request as a duly noticed public meeting regarding this RFP, including at evaluation committee meetings; and (iii) providing public comment in accordance with applicable laws and City policies at public meetings where public comment is permitted.

#### DISQUALIFICATION

The City reserves the right to disqualify proposers before or after opening, upon evidence of collusion with intent to defraud or other illegal practices on the part of the proposers.

#### RESULTING CONTRACT

Contract documents will be prepared by the City after selection, if any, of a proposal (or proposals). The form and content of such contract documents will be determined by the City. If the proposer is seeking a grant, the proposer will be required to execute a City prepared sub-recipient agreement, and if the proposer is seeking a loan, the proposer will be required to execute City-prepared loan documents. The entity to which funding is awarded shall sign the necessary contract documents and return them to the City within ten (10) business days from the date the final approved contract documents have been received by the successful proposer(s). No agreement shall be considered binding upon the City until it has been properly executed by all parties.

Please select state and locality from the drop-down menus below.

State (select): **FL**

Locality (select): **Pinellas County**

State: FL

Locality: Pinellas County

2010 FIPS: 1210399999

HUD area: Tampa-St. Petersburg-Clearwater, FL MSA

Low- and moderate-income thresholds for Pinellas County, FL

Size of household	Low income			Moderate income		
	40% AMI	185% FPG	Threshold	65% AMI	300% FPG	Threshold
1	20,680	23,828	23,828	33,605	38,640	38,640
2	23,640	32,227	32,227	38,415	52,260	52,260
3	26,600	40,626	40,626	43,225	65,880	65,880
4	29,520	49,025	49,025	47,970	79,500	79,500
5	31,920	57,424	57,424	51,870	93,120	93,120
6	34,280	65,823	65,823	55,705	106,740	106,740
7	36,640	74,222	74,222	59,540	120,360	120,360
8	39,000	82,621	82,621	63,375	133,980	133,980

Note: When applying these thresholds, recipients should generally use the income threshold for the size of the household to be served; however, recipients may use the income threshold for a default size of three if providing services that reach a general geographic area or if doing so would simplify administration of the program to be provided. The thresholds for a three-person household are marked with boxes and can be found in cells G7 and J7.



# A. Organization Information

No data saved

Case Id: 30178

Name: test multifamily app - 2022/23

Address: \*No Address Assigned

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## A. Organization Information

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Please provide the following information. **Information should be provided in upper and lower case, do not enter in all CAPS. Addresses should be complete, do not use abbreviations.**

### ORGANIZATION INFORMATION

A.1. Name of Applicant

A.2 Applicant Address

A.3. Type of Application (select all that apply):

- Acquisition
- Rehabilitation
- New Construction
- Rental
- Ownership
- Mixed Use

Other

A.4. Type of Applicant (select all that apply):

- Non-profit
- For-Profit
- CHDO
- Partnership
- Proprietorship
- Corporation
- Public Housing Authority
- LLC

### AUTHORIZED CONTACT

A.5. First Name

A.6. Last Name

A.7. Title

A.8. Email

A.9. Phone Number

A.10. Fax

A.11. DUNS Number

A.12. Dept. of Agriculture ID Number

**Other**

## B. Program Information

No data saved

Case Id: 30178

Name: test multifamily app - 2022/23

Address: \*No Address Assigned

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### B. Program Information

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Please provide the following information.

**B.1. Project Name**

**B.2. Project Address**

**B.3. County Parcel ID**

**B.4. Census Tract**

**B.5. Flood Zone with Flood Map Panel Number**

#### PROJECT COST

**B.6. Total Estimated Cost of Project**

\$0.00

**B.7. City of St. Petersburg Grant/Loan Funds Requested**

\$0.00

**B.8. Number of Affordable Units**

**B.9. State Affordability Period in years**

**B.10. Total Number of Units**

**B.11. Provide a brief description of this project, including whether this is new construction, rehab of existing units, etc., total units, how many of each unit type, gross square footage (of all built environment) and how the City of St. Petersburg funds will be used for this project.**

#### HOUSEHOLDS/PERSONS BENEFITED

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**B.12. Total number benefited by this project (households by income level)**

**B.13. Total number benefited by this project (persons)**

## C. Development Team

No data saved

Case Id: 30178

Name: test multifamily app - 2022/23

Address: \*No Address Assigned

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### C. Development Team

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Please provide the following information.

C.1. List all members of the development/implementation team (as applicable) in the table below. Do not include lenders.

Function	Company/Organization	Contact Person	Telephone
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Other - Explanation

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### Documentation

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Attach resumes and references for Development Team **\*Required**

*\*\*No files uploaded*

## D. Market Information

No data saved

Case Id: 30178

Name: test multifamily app - 2022/23

Address: \*No Address Assigned

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### D. Market Information

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Please provide the following information.

#### PROJECT MARKET

D.1. Briefly describe the households/individuals that will be targeted by the project, and how strong the market demand is for your project.

#### PERSONS/HOUSEHOLDS BENEFITED

Estimate the number benefited by income group in the following table.

The information in this table is in:

#### D.2. Rental Projects

Targeted Income Level	Elderly (1 & 2 Pers)	Small Family (2 to 4 Pers)	Large Family (5 or More)	All Other Households	Individuals	Families	Non-Homeless Special Needs
<b>TOTAL</b>	0	0	0	0	0	0	0

\* AMI means Area Median Income. Exhibit 1, attached, provides specific definitions.

#### D.3. Ownership Projects

	Low-Income Homeowners with Children	Low-income Homeowner-All Others	Individuals	Families	Non Homeless Special Needs
<b>TOTAL</b>	0	0	0	0	0

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### Documentation

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Attach any backup information regarding the market for this project **\*Required**

\*\*No files uploaded

## E. Participant Selection

*No data saved*

**Case Id:** 30178

**Name:** test multifamily app - 2022/23

**Address:** \*No Address Assigned

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## E. Participant Selection

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Please provide the following information.

### **PARTICIPANT SELECTION**

**E.1. Describe how the participants (tenants, homebuyers, clients, etc.) will be selected. If selection will be subject to preference policies, describe these policies.**

### **SERVICES PROVIDED**

**E.2. If applicable, describe services that will be provided to the participants/residents of the project or program.**

### **COORDINATION WITH OTHER AGENCIES**

**E.3. If applicable, describe how other organizations will provide needed services to participants/residents.**

## F. Schedule

No data saved

Case Id: 30178

Name: test multifamily app - 2022/23

Address: \*No Address Assigned

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### F. Schedule

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Please provide the following information.

#### PROPOSED PROJECT SCHEDULE

As applicable, provide the schedule for completing the following actions.

##### F.1. Project Start-Up

	Estimated Completion Date (Future) and Actual Completion Date (Past)
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##### F.2. Financing Sources Obtained

	Estimated Completion Date (Future) and Actual Completion Date (Past)
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##### F.3. Construction/Implementation

	Estimated Completion Date (Future) and Actual Completion Date (Past)
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## G. Project Costs

No data saved

Case Id: 30178

Name: test multifamily app - 2022/23

Address: \*No Address Assigned

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### G. Project Costs

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Please provide the following information.

#### PROJECT COSTS AND USE OF CITY FUNDS

Provide information, as applicable.

##### G.1. Acquisition

	Total Cost	City Funding
Total Acquisition Costs	\$0.00	\$0.00

Other - Explanation

##### G.2. Construction/Rehab Costs

	Total Cost	City Funding
Total Construction/Rehab Costs	\$0.00	\$0.00

Other - Explanation

##### G.3. Development Costs

	Total Cost	City Funding
Total Development Costs	\$0.00	\$0.00

Other - Explanation

##### G.4. Project Planning

	Total Cost	City Funding
Total Project Planning Costs	\$0.00	\$0.00

Other - Explanation

#### FINANCING COST

##### G.5. Tax Credits

	Total Funding	City Funding
Total Tax Credit Costs	\$0.00	\$0.00

Other - Explanation

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**G.6. Tax Exempt Bond Financing**

	<b>Total Cost</b>	<b>City Funding</b>
<b>Total Exempt Bond Financing Cost</b>	\$0.00	\$0.00

Other - Explanation

**G.7. Conventional Loans**

	<b>Total Cost</b>	<b>City Funding</b>
<b>Total Conventional Loan Costs</b>	\$0.00	\$0.00

Other - Explanation

**G.8. Other Loans**

	<b>Total Cost</b>	<b>City Funding</b>
<b>Total Other Loan Costs</b>	\$0.00	\$0.00

Other - Explanation

**G.9. Tenant and Homebuyer Assistance**

	<b>Total Cost</b>	<b>City Funding</b>
<b>Total Tenant and Homebuyer Assistance Costs</b>	\$0.00	\$0.00

Other - Explanation

**G.10. Total Cost**

\$0.00

**G.11. Total City Funding Requested**

\$0.00

## H. Funding Source

No data saved

Case Id: 30178

Name: test multifamily app - 2022/23

Address: \*No Address Assigned

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### H. Funding Source

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Please provide the following information.

#### SOURCES OF FUNDS

##### H.1. Permanent Financing//Owner's Equity

Name of Lender or Source of Fund	Amount Funded	Annual Debt Service	Annual Interest Rate	Loan Term (yrs)	Actual or Projected Commitment Date
<b>Total</b>	\$0.00				

##### H.2. Construction Financing

Source of Funds	Amount	Name and Phone Number of Contact
<b>Total</b>	\$0.00	

##### H.3. Tax Credit Information

Tax credit basis amount	Pct. Sold to Investors	Type of credit (4% or 9%)	Total tax credit equity	Tax credit syndicator (contact & phone)
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# I. Site Information

No data saved

Case Id: 30178

Name: test multifamily app - 2022/23

Address: \*No Address Assigned

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## I. Site Information

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Please provide the following information.

I.1. Do you have site control?

I.11. Are there designated floodplain areas on the site?

I.2. Sellers Name

I.12. Are there designated wetland areas on the site?

I.3. Seller Address

I.13. Is the project/surrounding area listed on National/State/Local Registers of Historic Places?

I.4. Telephone

I.14. Is the project affected by (within 500ft of) a noise source (airport, railroad tracks, major street/highway)?

I.5. Fax

I.15. Are you aware of any other environmental hazards that are on or near the site?

I.6. Is the sale an arms length transaction?

I.16. Are there any soil, slope or erosion concerns associated with the site?

I.7. Size of Site

I.17. Has a Phase One Environmental Assessment been completed for the site?

I.8. Is the property subdivided and zoned?

I.18. Are there any other environmental issues?

I.9. Will the project require regulatory incentives?

I.10. Are all utilities presently available to the site?

EXISTING BUILDING(S) INFORMATION: APPLICABLE TO ACQUISITION AND REHABILITATION PROJECTS.

I.19. Information about the existing building(s).

Street Address of P.I.N # of Each Building	No. of Units	No. Stories	Year Built	Appraised Value
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**I.20. Are any buildings occupied?**

**I.21 Has the building(s) on your site been checked for Lead-based paint?**

**I.22 Has the building(s) on your site been checked for Asbestos?**

**I.23 How close is the property to a public or vocational school?**

**I.24 How close is the property to a grocery?**

**I.25 How close is the property to a PSTA transit line?**

## J. Rental Project Income

No data saved

Case Id: 30178

Name: test multifamily app - 2022/23

Address: \*No Address Assigned

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### J. Rental Project Income

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Please provide the following information. (N/A for single family CHDO development)

#### J.1. Projected Rent Schedule When Project is Fully Implemented

	No. of Units by income level	No. of Bedrooms	No. of Baths	Income Level of tenant	Max Gross Rent	Utility Allowance	Monthly Net Rent Per Unit	Annual Rent for All Units	Rental Voucher Assistance
	0						\$0.00	\$0.00	

#### J.2. Current Rent Schedule (complete for rental projects that are currently occupied)

	No. of Units of This Type	No. of Bedrooms & Bath	Income Level of Tenant	Monthly Rent Per Unit	Annual Rent for All Units	Rental Voucher Assistance?
	0			\$0.00	\$0.00	

#### J.3. Utility Allowance Information (Tenant Paid Utilities)

Utility Cost	Tenant Pays (Amount)	Type
	\$0.00	

#### J.4. Annual Income from Other Sources

Source	Amount
Total	\$0.00

#### J.5. Appliances included with unit (select all that apply):

- Microwave
- Dishwasher
- Range
- Disposal
- Washer/Dryer Hook-ups
- Air Conditioner
- Refrigerators

Other

**J.6. Gross Income all Units**

\$0.00

## K. Rental Project Expenses

No data saved

Case Id: 30178

Name: test multifamily app - 2022/23

Address: \*No Address Assigned

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### K. Rental Project Expenses

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Please provide the following information. Skip for Single Family for sale home development.

Annual Project Expenses (for first year of operation after construction/rehab):

#### K.1. Annual Administrative Costs\*

Item	Amount
Total Annual Administrative Costs	\$0.00

Other - Explanation

#### K.2. Annual Operating Costs

Item	Amount
Total Annual Operating Costs	\$0.00

Other - Explanation

#### K.3. Annual Maintenance Cost

Item	Amount
Total Annual Maintenance Costs	\$0.00

Other - Explanation

#### K.4. Annual Taxes and Insurance

Item	Amount
Total Taxes and Insurance	\$0.00

#### K.5. Annual Program Expenses\*

Item	Amount
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#### K.6. Total Annual Operating Cost

\$0.00

#### K.7. Cash Flow Assumptions (min. \$300 per unit reserve for replacement)

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# L. Homes for Sale

No data saved

Case Id: 30178

Name: test multifamily app - 2022/23

Address: \*No Address Assigned

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## L. Homes for Sale

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Please provide the following information, if applicable. If not, Complete & Continue.

ACQUISITION, REHABILITATION, OR NEW CONSTRUCTION OF HOMES FOR SALE: (TO BE FILLED OUT FOR THIS TYPE OF PROJECT ONLY):

L.1. Current Appraised value per home (if acquisition/rehab) or of lot (if acquisition/new construction)

	Average	Maximum
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L.2. City Funds requested per home

	Average	Maximum
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L.3. Specific terms of the financial assistance provided to homeowners

L.4. Use of Funds

Activity	Total Cost Per Unit
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L.5. How long will your organization hold title to the homes before conveying them to qualified home buyers?

L.6. Describe the carrying costs that will be included in the price to the homebuyer (e.g., insurance, maintenance, financing charges, etc.)

L.7. Description of the homes to be sold (Complete one row of table for each type of home)

Size of Home (in number of bedrooms and baths)	Type of Home	Gross Square Foot of Home	Square Foot of Living Space	Anticipated Selling Price	Anticipated Appraised Value
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L.8. Units meet Energy Star standard?

L.9. Number of fully accessible versus visitable units:

## M. CHDO Developments

*No data saved*

**Case Id:** 30178

**Name:** test multifamily app - 2022/23

**Address:** \*No Address Assigned

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### M. CHDO Developments

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**Please provide the following information, if applicable. If not, Complete & Continue.**

**M.1. Are you applying as a St Petersburg Community Housing Development Organization (CHDO)?**

**M.2. Are you requesting CHDO Operating Cost?**

## N. Required Documents

No data saved

Case Id: 30178

Name: test multifamily app - 2022/23

Address: \*No Address Assigned

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## N. Required Documents

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Please provide the following information.

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### Documentation

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[Board of Directors Roster](#) \*Required

\*\*No files uploaded

[Corporate Resolution](#) \*Required

\*\*No files uploaded

[Mandatory Disclosure](#) \*Required

\*\*No files uploaded

[Zoning Status Form](#) \*Required

\*\*No files uploaded

IRS Determination Letter, if applicable

\*\*No files uploaded

General Liability and Property Insurance Documents

\*\*No files uploaded

Audited Financial Statement, if available

\*\*No files uploaded

Participant Income Documentation

\*\*No files uploaded

Participant Selection Plan/Affirmative Fair Housing Marketing Plan (HUD-935.2)

\*\*No files uploaded

**Funding Commitment Documentation**

*\*\*No files uploaded*

**Evidence of Site Control *\*Required***

*\*\*No files uploaded*

**Copy of Deed, if available**

*\*\*No files uploaded*

**Title Commitment**

*\*\*No files uploaded*

**Location Map and Legal Description *\*Required***

*\*\*No files uploaded*

**Property Appraisal, if available**

*\*\*No files uploaded*

**Preliminary Site Plan**

*\*\*No files uploaded*

**Color Photographs, if applicable**

*\*\*No files uploaded*

**Preliminary Floor Plans and Elevations**

*\*\*No files uploaded*

**General Development Specifications**

*\*\*No files uploaded*

**Project Schedule *\*Required***

*\*\*No files uploaded*

**Environmental Information**

*\*\*No files uploaded*

**Project Development Pro-Forma (Sources & Uses) *\*Required***

*\*\*No files uploaded*

**Project Operating Pro-Forma (min. 20 years, using 5% vacancy, 2% income increase, 3% expense increase) OR Sales Pro-Forma for CHDO Single Family Development **\*Required****  
*\*\*No files uploaded*

**Articles of Incorporation **\*Required****  
*\*\*No files uploaded*

**FHFC Principle Disclosure Form **\*for applicants using FHFC funding****  
*\*\*No files uploaded*

## Submit

*No data saved*

**Case Id:** 30178

**Name:** test multifamily app - 2022/23

**Address:** \*No Address Assigned

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## Submit

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Please provide the following information.

The Applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining a loan or grant under the City of St Petersburg's affordable housing programs and is true and complete to the best of the Applicant's knowledge and belief. Verification may be obtained from any source named herein. The Applicant agrees that this application is a public document and is subject to the Freedom of Information Act.

**ONLY check here if there is** a conflict of interest or a potential conflict of interest or a **potential** between any principal, agent or employee of the applicant or borrower (including all third parties engaged or expected to be engaged by the applicant or borrower) and any member of the City Council, City staff member, Housing Finance Authority (HFA) board member, or HFA employee or agent. Upload a document explaining the conflict.

**Signature**

*\*\*Not signed*

**Date Submitted**

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## Documentation

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Upload document disclosing any conflicts of interest

*\*\*No files uploaded*

**MANDATORY DISCLOSURE**

I HEREBY CERTIFY that I am the \_\_\_\_\_ of \_\_\_\_\_, Inc. or LLC (“Agency” or “Developer”) and represent and warrant to the City of St. Petersburg, Florida (“City”) that at the time of submission of the Agency’s application for City American Rescue Plan State and Local Fiscal Recovery Funding (ARPA SLFRF) and at the time of execution of a funding Agreement (“Agreement”) with the City and for the duration of the Term of the Agreement, no employee, officer or agent is in violation of Federal criminal law involving: (i) waste; (ii) fraud; (iii) abuse; (iv) bribery and/or (v) gratuity violations potentially affecting this ARPA SLFRF award to the Agency (“Award”).

In the event that there is a violation of these representations and warranties, the Agency shall notify the City in writing within thirty (30) days of the discovery of the violation that the employee, officer or agent has been terminated by the Agency, or that the Agency desires to terminate the Award.

I understand failure to notify the City as required herein shall give the City, in addition to any remedies in equity or at law, the right to take the following actions: 1) refuse to execute the Agreement until correction of the violation; 2) withhold payments pending correction of the violation; 3) deny both use of funds and any applicable matching credit for all or part of the cost of the activity or action not in compliance;. 4) wholly or partially suspend or terminate the Agreement; 5) notify Treasury or HUD to initiate suspension or debarment proceedings as authorized under 2 CFR Part 180; and 6) withhold further federal awards for the Agency.

DATED at St. Petersburg, Florida, this \_\_\_\_ day of \_\_\_\_\_, 2022.

Agency:\_\_\_\_\_

By:\_\_\_\_\_

Print:\_\_\_\_\_

As its:\_\_\_\_\_ (please use blue ink)