



WELCOME

Low-Income Housing Tax Credit
August 15, 2023



Introductions



Michelle Boone

City of Tampa

Housing and Community Development Supervisor

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Michelle Boone

Housing and Community Development Team



Kayon Henderson

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Housing and Community Development Director

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Introductions



Constance Andrews

City of Tampa

Senior Procurement Analyst, Purchasing Department

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Agenda

Welcome		5 minutes
Introductions	Michelle Boone Housing & Community Development Supervisor	5 minutes
Summary & Overview	Kayon Henderson Housing & Community Development Director	5 minutes
LIHTC RFP Technical Assistance	Candice Cowen Community Development Technician	20 minutes
Next Steps	Constance Andrews Senior Procurement Analyst	5 minutes
Q & A		30 minutes

Program Overview & Objectives

- The City is continuing to support the development of multi-family housing to increase the City's affordable rental housing inventory.
- Housing affordability remains one of the City's highest priorities and through opportunities, such as the Low-Income Housing Tax Credit Program, we continue to increase the number of affordable housing units to serve our citizens.
- Our goal is to work with public and private partners to engage in both new construction and unit retention/preservation to create an additional 10,000 affordable housing units by 2027.

Program Overview & Objectives

- The City of Tampa, is accepting proposals from qualified and experienced affordable housing developers utilizing the City's Low-income Housing Tax Credit (LIHTC).
- Successful developer will enter into a partnership with City for the construction of low-income rental housing.
- Providing a path to create, expand and maintain affordable housing for low-income persons throughout the City of Tampa.

Funding Available

- Pursuant to this RFP, the City of Tampa is seeking to award Local Government Area Opportunity (LGAO) funding in an amount not to exceed the minimum required by the Florida Housing Finance Corporation (FHFC) to construct affordable rental housing units. For purpose of this RFP please assume a maximum funding amount of \$750,000; however, the actual award will not exceed FHFC minimum.
- The City will provide either HOME or SHIP funds to support the selected project(s). All applicable rules and regulations will apply to the selected project based on the specific funding source.

Funding Source Requirements

- This RFP is issued pursuant to Florida Statute 420, entitled State Housing Initiatives Partnership Program (SHIP) and;
- 24 CFR 92, entitled HOME Investment Partnerships Program (HOME)
- City of Tampa Insurance Requirements
- More detailed information on the SHIP program can be found at Florida Housing Coalition, more information can be found at the following address:
<https://floridahousing.org/>
- More detailed information on the HOME program can be found at HUD Exchange, more information can be found at the following address:
<https://www.hudexchange.info/programs/home/home-laws-and-regulations/>

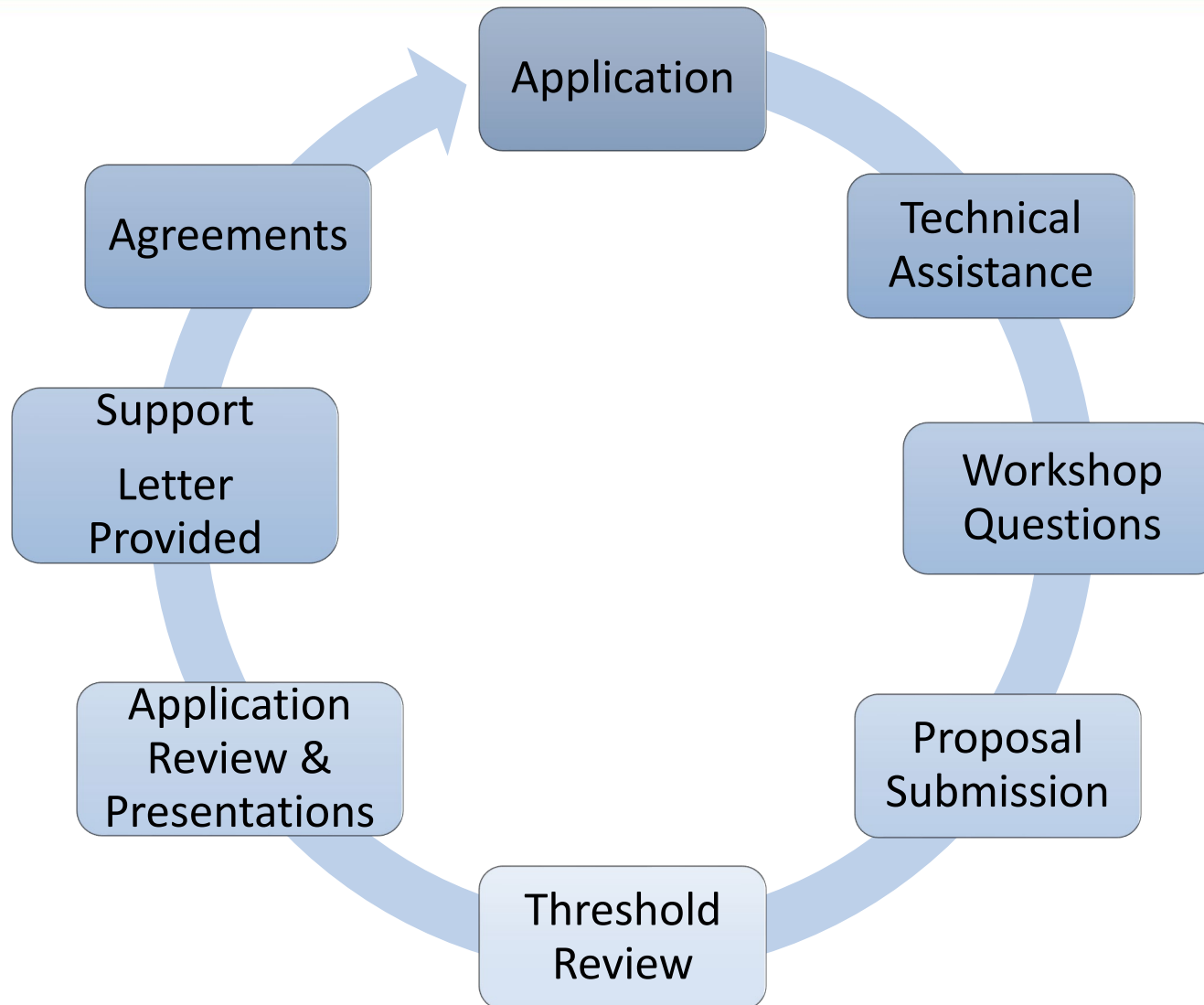
2023 Federal HUD and State of Florida Income Limits

FEDERAL HUD AND STATE INCOME LIMITS 2023 as of 5/15/2023								
HOUSEHOLD SIZE	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
ABOVE MODERATE (140%)	85,260	97,440	109,620	121,660	131,460	141,260	150,920	160,720
MODERATE INCOME (120%)	73,080	83,520	93,960	104,280	112,680	121,080	129,360	137,760
LOW INCOME (80%)	48,650	55,600	62,550	69,500	75,100	80,650	86,200	91,750
VERY LOW (50%)	30,450	34,800	39,150	43,450	46,950	50,450	53,900	57,400
EXTREMELY LOW (30%)	18,250	20,850	24,860	30,000	35,140	40,280	45,420	50,560

Accelerated Permitting & Capacity Fee Waiver

- **Selected project(s) are eligible for accelerated permitting and water/wastewater capacity fee waivers.**
- **Permit submission packages shall reference LIHTC 9% Tax Credit Program**
- **HCD will provide a participation letter for permit submission**
- **Documentation will be required prior to Certificate of Occupancy of an income qualified buyer**

Application | Process



Threshold Review

Documentation required to be provided

- ✓ Are you or any member of your team on the following lists?
 - Federal Government's list of "Excluded Parties"
 - City's list of Barred Companies
 - State of Florida's suspended vendors list or scrutinized vendors list, convicted vendors list, or discriminatory vendor list
 - Federal debarred and suspended lists

- ✓ Does your Company or any member of your team have any outstanding complaints on workmanship issues?

- ✓ Has your Company or any member of your team ever performed any repair or construction work for employees of the Growth & Development Department during the time the employee is/was assigned to the Growth & Development Division?

- ✓ Have you or any of your Company's employees ever been convicted of a felony or are now under charges for any offense?

Threshold Review

Documentation required to be provided

- ✓ List of all Principals or Organization Chart.
(Ownership Information – Partners – Stockholders and % of Business Owned by each.).
- ✓ Developer EEO Information.
- ✓ Parent Company information, if applicable.
- ✓ If “Yes” to any of the four questions below, please provide detailed information:
 - Have you or any of your affiliates ever filed for bankruptcy?
 - Do you have any judgments, liens, or pending lawsuits?
 - Have you or any of your business affiliates discontinued business operations with outstanding debts?
 - Have you been a principal in any other entities over the last five (5) years?

Application | Process

Upon completion of the Threshold Review, the following sections are required to be completed:

1. Contact Information – Federal ID, DUNS #, SAM
2. Organizational Capacity
3. Environmental Review
4. Project Description
5. Project Readiness/Program Implementation Schedule
6. Financial Capacity
7. WMBE and SLBE Evaluation Points
8. Community Engagement

Next Steps

August 1st

RFP released

August 15th

Technical Assistance

August 17th

Deadline for Workshop Questions

August 21st

Deadline for Clarification Responses

August 31st

Proposal Submission Deadline

September 6th

Review of Applications and Award Recommendation

September 8th

Letter of Support Provided

September 13th

Florida Housing Finance Agency Tax Credit application deadline

Application | Important Dates

August 17th – Deadline for Workshop Questions

All questions regarding any of the requirements contained in the RFP package after the workshop will be required to be submitted in writing to kayon.henderson@tampagov.net no later than 4:30 PM EST.

August 21st - Deadline for Clarification Responses

Clarification questions based on the responses provided must be submitted no later than 4:30 PM EST and it will be the responsibility of the Developer to confirm that the City is in receipt of the questions.

August 31st - Proposal Submission Deadline

PROPOSALS MUST BE RECEIVED NO LATER THAN 12:00 PM EST. Submission of Proposals by regular mail, hand delivery, or express mail must be in a sealed envelope/box with the Developer's name and return address indicated.

Application | Important Dates

August 31st - Proposal Submission Deadline cont.

Type or print the RFP Title on the envelope/box. Address the Proposal envelope/box as follows:

**City of Tampa Purchasing Department
Tampa Municipal Office Building
306 E. Jackson Street, 2nd Floor
Tampa, Florida 33602**

September 6th - Proposal review and funding recommendations

Applicants who pass the threshold review will be evaluated by a selection committee and notified of the status of their proposal.

September 8th – Letter of Support

Successful developer will receive support letter from City of Tampa with a financial commitment.

September 13th – Florida Housing Finance Agency Tax Credit applications due.

Application | RFP Selection Criteria

Organizational Capacity (20 points)- Management Team, Grant administration capabilities, Organizational History of Providing Affordable Housing, Experience Working on HUD Funded Program

Environmental Review (10 points)- Environmental Review Complete or Environmental Review Mitigation Needed

Project Description(20 points) - Describe the project, Population Served, Project Benefits (job creation, homeless set-aside, increase tax base, handicap accessibility, green building)

Project Readiness (15 points) - Schedule is feasible and reasonable, Zoning/land use, Schedule fits with funding cycle

Application | RFP Selection Criteria

Financial Capacity (20 points)- Developer shall be evaluated based on the Developer's financial capacity to complete projects in a timely and efficient manner, while providing high quality workmanship, organization and property management.

WMBE (20 points)- Rating points may be awarded when the Proposer is a City of Tampa Certified WMBE firm deemed underutilized within the industry category established by the RFQ

Community Engagement (15 points)- Developer shall describe the process you will use to keep the community informed of progress through the development process, how the proposal will create minority and Section 3 employment opportunities, and obtaining community support for your proposed development

Total possible points for criteria is 120 points

Q & A

Thank you