

**NON-PROFIT DEVELOPER APPLICATION FOR  
STATE HOUSING INITIATIVES PARTNERSHIP  
DISASTER RELIEF-HURRICANE IDALIA (SHIP-  
DR HURRICANE IDALIA) FUNDING**

**DUE: JANUARY 12, 2024 AT 9:00 AM**

## **Notice of Funding Availability**

The Sarasota Consortium, a partnership between the City of Sarasota and Sarasota County, was awarded State Housing Initiatives Partnership (SHIP) Hurricane Idalia funding by the Florida Housing Finance Corporation (FHFC). Funds were allocated to eligible counties affected by Hurricane Idalia. The intent of this funding is to assist special needs individuals that were directly affected by the hurricane.

The amount of funding available is \$159,000. Eligible applicants are non-profit housing developers whose mission is to develop housing that is affordable to individuals or families whose household income does not exceed 80% of the area median income. Housing may be new construction or existing housing that will be rehabilitated. Eligible projects will be located in Sarasota County and will provide housing to persons with special needs who were adversely affected by Hurricane Idalia.

Applications can be found on the OHCD webpage at the Sarasota County website [www.scgov.net](http://www.scgov.net) and the City of Sarasota website at [www.sarasotafl.gov](http://www.sarasotafl.gov). Applications should be submitted electronically at [IdaliaDR@sarasotafl.gov](mailto:IdaliaDR@sarasotafl.gov) and will be accepted between December 11, 2023, at 9:00 AM and January 12, 2024, at 9:00 AM. No late applications will be accepted. Technical assistance is available upon request by contacting [IdaliaDR@sarasotafl.gov](mailto:IdaliaDR@sarasotafl.gov).

## **Additional Requirements**

Proposed projects may be acquisition and construction of new housing or acquisition and rehabilitation of existing housing stock. Non-profit developers applying for this funding must be able to demonstrate how they will document that the households served with this housing are special needs households whose income does not exceed 80% of the area median income and that they were adversely affected by Hurricane Idalia.

Once the non-profit developer has been selected, the non-profit developer shall demonstrate readiness to proceed (e.g. leveraged funding in place, household identification and selection plan developed, marketing plan, etc.). The non-profit developer should identify specific items needed to carry out each project. Funds must be spent within the specified amount of time and in accordance with the SHIP requirements. Non-profit developers must be able to demonstrate that projects will be completed by the expenditure deadline of June 30, 2025. Completed means that the funds have been fully expended and a beneficiary has been approved and occupies the house.

The selected non-profit developer will be required to sign a SHIP – Disaster Relief Hurricane Idalia agreement for each site with the City to ensure compliance with the SHIP program regulations.

**PART ONE  
NON-PROFIT DEVELOPER INFORMATION**

A. Name of non-profit developer:

Must have a tax exemption ruling from the Internal Revenue Service under section 501 (c) (3) or (4) of the Internal Revenue Code of 1986. Include the confirmation letter. Label the confirmation letter: Exhibit 1.

Address:

Telephone:

Cell:

Email:

B. Designated contact person: Person with decision making authority that the Office of Housing and Community Development will contact regarding the application and development project.

Name of the Designated Contact Person –

Title:

Address:

Telephone:

Cell:

E-mail:

C. Individual(s) authorized by resolution to sign this application and all other documents associated with any proposed development project.

Name:

Title:

Address:

Telephone:

Cell:

E-mail:

Attach a signed copy of the Corporate Resolution authorizing the person(s) above to sign the application and all other documents associated with any proposed development labeled: Exhibit 2.

- D. Attach the names and the addresses of the officers and members of the non-profit developer's Board of Directors labeled: Exhibit 3.
- E. Attach Articles of Incorporation and By-laws labeled: Exhibit 4.
- F. Non-profit developer's Federal Taxpayer Identification Number:  

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- G. Describe the experience of the non-profit developer and / or employees who will be assigned to any proposed projects. Attach and label narrative: Exhibit 5.
- H. Attach the following financial documents and label them: Exhibit 6.
  - 1. Current Balance Sheet
  - 2. Income and Expense Statement
  - 3. Most recent audit and management letter
- J. Complete the Agency Accountability Questionnaire and label: Exhibit 7.
- K. Attach a copy of the non-profit developer's procurement policy and label Exhibit 8.

## PART TWO PROJECT INFORMATION

A. Attach a brief description of the non-profit developer's experience with affordable housing developments, particularly where funding is provided on a reimbursement basis.

1. How many affordable housing projects for the benefit of special needs individuals has the non-profit developer completed in the past five years?
2. Does the non-profit developer have relationships with material suppliers that provide donations of goods, services, materials, equipment, or household appliances?
3. Does the non-profit developer anticipate the use of any in-kind contributions to the project?
4. Does the non-profit developer anticipate the use of volunteer labor for the project?
5. Please identify any potential barriers to completing the project(s) on time, and steps that will be taken to resolve these barriers.

B. Attach a brief description of the proposed project. Include the following information:

1. Location(s) of the proposed project, if known.
2. If locations are known, will the project be the acquisition of land and construction of new housing, the acquisition and renovation of existing housing, or a combination of the two strategies?
3. What is the developer's plan for marketing the plan, particularly as it pertains to reaching low-income, special needs households that were adversely affected by Hurricane Idalia?

C. Project Schedule

Complete the following proposed estimated schedule for the development once a site is identified:

1. Date of Acquisition (if applicable)
2. Building Permit issued
3. Construction Begins
4. Construction Complete
5. Property occupied by a low-income, special needs household adversely affected by Hurricane Idalia

D. Project Budget – to be submitted to OHCD immediately after a site is selected.

ACQUISITION COSTS	
Category	Total Funds
Property	
Title Insurance	
Appraisal (if applicable)	
Recording Fees	
Survey (if applicable)	
Insurance	
Taxes	
Termite Inspection (if applicable)	
Other	
Closing Fees	
Total Acquisition Costs	

CONSTRUCTION COSTS	
Estimated Construction Costs	
Permits	
Utility Connections	
Repair Contingency	
Other	
<b>Total Construction Costs</b>	
<b>SALES COST</b>	
Closing Costs	
Total Sales Costs	
<b>DEVELOPER FEE</b>	
<b>Total Costs</b> (Acquisition+ Construction+ Sales Costs+ Developer Fee	

E. Funding Sources – to be submitted to OHCD immediately after a site is selected.

SOURCES OF FUNDS		
Category		Total Funds
SHIP-DR Hurricane Idalia funds		
Other funds (list below)	Date committed	
Total Sources of Funds		

Total sources of funds must match the total project costs.

## PART THREE BENEFICIARY SELECTION

- A. Describe the households that will be served by the project. Confirm that the household income will not exceed 80% of the area median income (AMI).
- B. Attach the non-profit developer's written applicant/beneficiary selection and outreach criteria assuring that applicants are treated fairly with equal opportunity and label Exhibit 9.
- C. Describe how the non-profit developer intends to document that the households served are special needs households adversely affected by Hurricane Idalia.



## PART FOUR EVALUATION OF PROPOSALS

The City will not be under any requirement to complete the evaluation by any specific date and reserves the right to suspend or postpone the evaluation process should the need arise due to budget constraints, time constraints or other factors as determined by the City. However, it is anticipated that the review/evaluation process will be completed in a timely manner.

A Proposal Evaluation Team, hereinafter referred to as “Team,” will be established to review and evaluate all proposals submitted in response to this NOFA. The Team shall conduct a preliminary evaluation of all proposals on the basis of the information provided and other evaluation criteria as set forth in this NOFA. The contract will be awarded to the most qualified non-profit developer per the evaluation criteria listed below.

The City reserves the right to reject any and all proposals, and the issuance of this NOFA and potential inclusion of any non-profit developer into the interview process shall in no way be deemed to create a binding contract or agreement between the non-profit developer and the City.

Proposers are advised that the City intends to select non-profit developers that the City determines to be the most responsive and responsible.

### SELECTION CRITERIA

<u>CRITERIA</u>	<u>POINTS</u>
Responsiveness to the Scope of Services	40 points
Experience and Qualifications	30 points
Resources/Leveraging of Funds	30 points
<b>TOTAL POINTS</b>	<b>100 points</b>

#### **Response regarding the Scope of Services must include:**

- Provide a capital budget breakdown of the costs associated with this proposed project.
- The financial capacity in place to undertake redevelopment or rehabilitation activities contemplated in this NOFA for the production of affordable special needs housing on a reimbursement basis.
- Demonstrate the capability to pay subcontractors and suppliers (include supporting documentation; financial statements and letter of credit/ line of

credit).

- List what sustainable construction practices will be followed.
- Provide a marketing plan for reaching the prospective target population – special needs households whose income does not exceed 80% of the area median income and who were adversely affected by Hurricane Idalia
- Provide an estimated timeline for construction and development to be completed by the June 30, 2025 deadline.
- Identify any barriers to implementing the project and outline how these barriers will be overcome or eliminated.
- List additional energy savings designs, systems or equipment which will be incorporated into the project.

**Experience and Qualifications:**

- Organization's capacity to complete projects in a timely and efficient manner, while providing high quality workmanship and organization.
- Composition and experience of the project team.
- Previous housing development and property management experience of the principals of the organization that comprise the team.
- Past performance and results realized in the context of this NOFA.

**Resources/Leveraging of Funds:**

Projects must display evidence of readiness to proceed (i.e. financial commitments in place). Leveraged funds should be in place and all other requirements met prior to submission of this application.

- Identify leveraged funds and dates of funding availability.
- Identify any in-kind contributions.
- Identify corporate or foundation donations of goods, services, materials, equipment, or household appliances.
- Identify the use of any volunteers.

**Statement of Understanding:**

I have read and understand the terms of this NOFA