REQUEST FOR APPLICATIONS
FOR THE CITY OF LAKELAND
RENTAL DEVELOPMENT
INCENTIVE PROGRAM 500
LAKELAND, FLORIDA

The City of Lakeland is seeking proposals for the development of affordable multi-family housing within the City of Lakeland. The City of Lakeland will provide gap financing to qualified developers in the amount up to $50,000.00 per unit and a maximum of $500,000.00 per development.

The City of Lakeland is soliciting Request for Applications (RFA) for developers for the development of quality, affordable housing throughout the City of which 100% of the units will benefit extremely low to moderate income households.

The purpose of this (RFA) is to select qualified developers with proven experience, financial resources and professional expertise to develop, market and rent quality, affordably priced, multi-family rental units.

All responses must be submitted on or before 5:00 p.m., Tuesday, May 26, 2020, by email; to housing@lakelandgov.net.

Title the email, “CITY OF LAKELAND: RENTAL DEVELOPMENT INCENTIVE PROGRAM 500”.

Project Description:
The City of Lakeland is seeking developers to build quality affordable multi-family rental homes within the city limits. This program is designed to provide gap financing to supplement the primary funding for the project.

Requirements:
1. The developer must be certified by the City as an affordable housing developer.
2. The developer must have received approval for primary funding source.
3. The developer must be able enter into a contract with the City by 9/30/2020.
4. The developer must commence construction within twelve (12) months of the date of the contract.
5. The development must dedicate 100% of the units for extremely low to moderate income families and sign an Affidavit Affirming Affordable Construction.

This program will address the need for quality affordable housing and contribute to neighborhood stabilization.

Location:
The development must be within the city limits of the City of Lakeland, Florida

Process:
The process will be a single review and award process by a Selection Committee consisting of representatives from the City, with the selected firm(s) subject to a development agreement with specific benchmarks according to design standards approved by The City of Lakeland.

The most highly ranked Developers are anticipated to have experience in the construction of multi-family rental homes. The respondent’s financial capability to perform its obligations to complete the project is a fundamental consideration in the ranking of qualifications. The City reserves the right to request such information or require execution of such documents as may be reasonably necessary to determine the financial viability of any respondent.

Terms and conditions of site control will be negotiated in the form of a development agreement with the most highly ranked Team(s).

**Contact Agency:**
City of Lakeland
Community and Economic Development
Planning and Housing Division
1104 Martin Luther King Jr. Avenue
Lakeland, FL 33805

**Attention:**
Annie Gibson
Office Phone: 863-834-3360
Email: housing@lakelandgov.net

**Instructions:**
Please respond to all sections of the RFA Outline in the same sequence as they are presented.

Return the responses to this RFA by email titled “CITY OF LAKELAND- RENTAL DEVELOPMENT INCENTIVE PROGRAM 500” to housing@lakelandgov.net, by 5:00 p.m., Tuesday, May 26, 2020.
Application Outline

Checklist for Request for Application

Developer

1. A summary of the qualifications of the Developer and the principal who would be directly responsible for supervising the planning, design and construction, especially with regards to their prior experience over the past five (5) years in accomplishing development projects of similar type.

Project

1. Provide a detailed description of the project including: the number of units, breakdown of the unit mix by size and number of bedrooms, and estimated cost of the project. Please include a site plan and conceptual drawings.

2. Provide proof of primary funding source and a detailed budget of the project.

3. Provide documentation showing site control of proposed development.

4. Provide a statement detailing the financial performance of other similar projects with which the Developer has an involvement, including location, site size, development costs and sales prices as appropriate.

5. If any of the above submission items are not included in the response, please describe why you are unable to provide the information.

Review Process

The review process will be handled through a Selection Committee that will be formed specifically for the purpose of reviewing the responses and providing a formal recommendation to the City of Lakeland City Commission. The Selection Committee will review all qualifications, and may develop a short list of the top-ranked candidates. The Selection Committee will then evaluate these proposals and recommend the top development team(s) for approval by the City Commission. The Selection Committee may also potentially recommend more than one development team. The City expects to enter into an exclusive development agreement with the selected developer(s). In the course of the exclusive negotiations, the City will negotiate all aspects of the development program including any lot transfers and the provision of any City assistance. This will result with a development agreement and may include a real estate sales contract. Notwithstanding its intention to select a developer and negotiate a development agreement, the City reserves the right to reject any and all proposals submitted.

The City of Lakeland anticipates presenting final recommendations to the City Commission by July 6, 2020. However, the City at its sole discretion may elect to extend the submittal date to a future date and time. The City, in its sole and absolute discretion, with or without cause, and without liability of any kind to any Respondent, reserves the right to:

- Accept or reject any and/or all responses, either in whole or in part, with or without cause, waive any informality of any response, cancel this RFA at any time and or take any action
in the best interest of the City of Lakeland, subject to City Commission approval. The City’s decision in all matters shall be final;

- Retain all responses for official record purposes, including a copy of all supporting documentation, studies, reports, and evaluations and/or use them in whatever manner it deems appropriate;
- Elect not to accept any request by any respondent to correct errors or omissions in any information, calculations or competitive price(s) submitted once a response is received;
- Investigate the financial capacity, capability, integrity, experience and quality of performance of each respondent including all major stockholders and principals;

**Other Requirements**

Compliance with Applicable Laws, Rules and Regulations.
The Developer who are awarded funding must act in accordance with the relative laws, rules and regulations. This includes, but is not limited to the following:

1. Uniform Administrative Requirements;
2. Cost Principles;
3. DUNS;
4. Civil Rights Act;
5. Religious Activities;
6. Debarment and Suspension (Executive Orders 12549 and 12689);
7. Byrd Anti-Lobbying Amendment;
8. Flood Disaster Protection;
10. Other Federal regulations (Environmental Review and Davis Bacon) if applicable

All Respondents to this RFA do so at their sole expense and risk. The City assumes no financial or other obligation to Respondents to this RFA.
Affordable Housing Development Incentive Program

Application for

Rental Development Program RFA 500

PLEASE NOTE: The City of Lakeland reserves the right to fund projects at lower amounts than requested, and the right to deny applications that do not comply with the City’s Comprehensive Plan, Local Housing Action Plan, 5 Year Consolidated Plan, or policy direction from the Lakeland City Commission.

Organization Information

Organization Name: _____________________________________________________________

Organization Address (City, State, Zip): ______________________________________________

Type of Organization:

☐ Non-Profit
☐ Government Agency
☐ For-Profit
☐ Other

Years of Affordable Housing Experience: _____________________________________________

Organization Contact Person and Title: ______________________________________________

Phone Number: ____________________ Email Address: _______________________________

Project Information

Project Name: __________________________________________________________________

Project Address: ________________________________________________________________

Project Census Tract(s): __________________________________________________________

Project Type:

☐ New Construction
☐ Rehabilitation
☐ Other
Brief Project Description: ____________________________________________________________
______________________________________________________________________________

Unit Breakdown:

<table>
<thead>
<tr>
<th>Unit Type</th>
<th>Studio Efficiency</th>
<th>1 Bedroom</th>
<th>2 Bedrooms</th>
<th>3 Bedrooms</th>
<th>4 Bedrooms</th>
<th>5+ Bedrooms</th>
<th>Total Units</th>
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</thead>
<tbody>
<tr>
<td>Number of Units</td>
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Project Funding Information

Total Project Budget: ____________________________________________________________
Request Funding Amount: ________________________________________________________
Total Funding Sources (Please Include Requested Incentive Amount)

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Amount</th>
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<tbody>
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Total (Must equal total project budget)

Project Rental Information

Project Target Market (Area Median Income): _________________________________
### Income Levels:

<table>
<thead>
<tr>
<th>Income Group (Area Median Income-AMI)</th>
<th>Number of Units</th>
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<tbody>
<tr>
<td>30% or Less AMI</td>
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<tr>
<td>31%-50% AMI</td>
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<tr>
<td>51%-60% AMI</td>
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<tr>
<td>61%-80% AMI</td>
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<tr>
<td>&gt;81% AMI</td>
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<td>TOTAL</td>
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### Special Needs Population:

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of Units</th>
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<tbody>
<tr>
<td>Elderly</td>
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<tr>
<td>Disabled</td>
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<tr>
<td>Homeless</td>
<td></td>
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<tr>
<td>Persons with HIV/AIDS</td>
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<tr>
<td>Veterans</td>
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<tr>
<td>Other:</td>
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<tr>
<td>TOTAL</td>
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### Development Approvals

<table>
<thead>
<tr>
<th>Development Approvals</th>
<th>Required</th>
<th>Date Applied</th>
<th>Date Approved</th>
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<tbody>
<tr>
<td>Conceptual Review (DRT)</td>
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<tr>
<td>Site plan Review</td>
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<tr>
<td>County Impact Fee Waivers</td>
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<tr>
<td>City Impact Fee Waivers</td>
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<tr>
<td>Other:</td>
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## Required Attachments

<table>
<thead>
<tr>
<th>Item</th>
<th>Included</th>
<th>Pending</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Notice of Funding for other funding resources</td>
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<tr>
<td>Detailed project description</td>
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<tr>
<td>Documentation of site control (i.e. Warranty Deed, Trust Deed, or Letter of Intent to Acquire property.)</td>
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<tr>
<td>Appraisal Report or Property Appraisers Report for each parcel of land</td>
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<tr>
<td>Receipt for property taxes paid.</td>
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<tr>
<td>Map of proposed development area.</td>
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<tr>
<td>Detailed Development Budget.</td>
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<tr>
<td>Site Plan.</td>
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<td>Preliminary construction drawings.</td>
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<td>Development timeline.</td>
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<td>Copy of rents limits (HUD, LIHTC).</td>
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<tr>
<td>Copies of commitment and support letters from financial institutions, and development partners.</td>
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<tr>
<td>List of project staff, titles, and responsibilities.</td>
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<tr>
<td>List of project contractors and partnering organizations, including: architects, project managers, real estate brokerage firms, and attorneys.</td>
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Signature and Release

I as the applicant/developer hereby certify that the data included in this application and the items attached hereto are true and correct. I authorize the City of Lakeland to undertake the necessary actions to verify the information provided. Furthermore, I give permission for The City of Lakeland to contact and receive information from my agents, financial institutes, and other organizations as necessary.

_______________________________________      _____________________________
Signature of Applicant                                                                  Date

_______________________________________       _____________________________
Print Name of Applicant                                                                Title
Community Planning and Housing

AHRC

Comments:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
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____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Approved By:

________________________________ Date: _________________

Title ____________________________________________________________