

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF GAINESVILLE, FLORIDA APPROVING THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SUBSECTIONS 420.907-420.9079, FLORIDA STATUTES; AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AND PROVIDING AN EFFECTIVE DATE.

\* \* \* \* \*

**WHEREAS**, the State of Florida enacted the William E. Sadowski Affordable Housing Act, Sections 1-35, Chapter 92-317, Laws of Florida, allocating a portion of documentary stamp taxes on deeds to local governments for the development and maintenance of affordable housing; and

**WHEREAS**, the State Housing Initiatives Partnership (SHIP) Act, ss. 420.907-420.9079, Florida Statutes (1992), and Rule Chapter 67-37, Florida Administrative Code, requires local governments to develop a one- to three-year Local Housing Assistance Plan outlining how funds will be used; and

**WHEREAS**, the SHIP Act requires local governments to establish the maximum SHIP funds allowable for each strategy; and

**WHEREAS**, the SHIP Act further requires local governments to establish an average area purchase price for new and existing housing benefiting from awards made pursuant to the Act; The methodology and purchase prices used are defined in the attached Local Housing Assistance Plan; and

**WHEREAS**, as required by Chapter 420 9075 (6), Florida Statutes it is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s 120 52(17), F.S., and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.

**WHEREAS**, the Community Development Department/Housing Division has prepared a three-year Local Housing Assistance Plan for submission to the Florida Housing Finance Corporation; and

**WHEREAS**, the City Commission finds that it is in the best interest of the public for the City of Gainesville to submit the Local Housing Assistance Plan for review and approval so as to qualify for said documentary stamp tax funds; and

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GAINESVILLE, FLORIDA that:**

Section 1: The City Commission of the City of Gainesville hereby approves the Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by ss. 420.907-420.9079, Florida Statutes, for fiscal years 2005, 2006, and 2007

Section 2: The Mayor is hereby designated and authorized to execute any documents and certifications required by the Florida Housing Finance Corporation as related to the Local Housing Assistance Plan, and to do all

things necessary and proper to carry out the term and conditions of said program.

Section 3: This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Pegeen Hanrahan, Mayor  
City of Gainesville

(CORPORATE SEAL)

ATTEST:

\_\_\_\_\_  
Kurt M. Lannon, Clerk of the Commission

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Marion J. Radson, City Attorney

STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM

INFORMATION SHEET

LOCAL GOVERNMENT: City of Gainesville

CHIEF ELECTED OFFICIAL (Mayor, Chairman, etc.): Pegeen Hanrahan, Mayor

ADDRESS: Station 19, PO Box 490

Gainesville, FL 32602-0490

SHIP ADMINISTRATOR: Jacqueline S. Richardson, Housing Manager

ADDRESS: Station 10-B, PO Box 490, Gainesville, FL 32602

TELEPHONE: (352) 334-5026 FAX: (352) 334-2272

EMAIL ADDRESS: richardsjs@cityofgainesville.org

ADDITIONAL SHIP CONTACTS: N/A

ADDRESS:

EMAIL ADDRESS:

INTERLOCAL AGREEMENT: YES/NO (If yes, list other participants in the inter-local agreement):

Alachua County, Tom Webster, Housing Program Coordinator

The following information must be furnished to the Corporation before any funds can be disbursed.

LOCAL GOVERNMENT EMPLOYER FEDERAL ID NUMBER: 59-60000325

MAIL DISBURSEMENT TO: Jacqueline S. Richardson, Housing Manager

ADDRESS: Station 10-B, PO Box 490, Gainesville, FL 32602

OR: IF YOUR FUNDS ARE ELECTRONICALLY TRANSFERRED PLEASE COMPLETE THE ATTACHED FORM:

NO CHANGE FROM PREVIOUS ELECTRONIC FORM SUBMITTED

Provide any additional updates the Corporation should be aware of in the space below:

Please return this form to: SHIP PROGRAM MANAGER, FHFC 227 N BRONOUGH ST, STE 5000 TALLAHASSEE, FL 32301 Fax: (850) 922-7253

**Not Applicable.**

**EXHIBIT H**

**ALACHUA COUNTY/CITY OF GAINESVILLE  
INTERLOCAL AGREEMENT  
FOR THE ADMINISTRATION OF S.H.I.P. SPECIAL HOUSING  
NEEDS CONTRACTS DATED AFTER APRIL 12, 2005**

THIS INTERLOCAL AGREEMENT (Agreement), entered into this \_\_\_\_ day of \_\_\_\_\_, 2005, by and between Alachua County, a charter county and political subdivision of the State of Florida, acting by and through its Board of County Commissioners (County), and the City of Gainesville, a municipal corporation created and existing under the laws of the State of Florida, acting by and through its City Commission (City):

**WITNESSETH:**

WHEREAS, the parties hereto previously entered into an Interlocal Agreement dated May 28th, 1996, for the provision of Special Needs Housing Program services, recorded in the public records in Alachua County, Florida; and

WHEREAS, the City and County desire to enter into a new Interlocal Agreement wherein the City and County administer each Special Needs Housing project individually yet jointly perform some preliminary functions; and

WHEREAS, the City and County are authorized by the Florida Interlocal Cooperation Act, Section 163.01, et seq., Florida Statutes, to enter into interlocal agreements and thereby cooperatively utilize their powers and resources in the most efficient manner possible; and

WHEREAS, the William E. Sadowski Affordable Housing Act, Chapter 92-137, Laws of Florida, created the State Housing Initiatives Partnership (SHIP) Act, Section 420.907, Florida Statutes, which authorizes distribution of monies in the Local Government Housing Trust Fund for the purpose of providing funds to counties and

## EXHIBIT H

eligible municipalities as an incentive for the creation of local housing partnerships, to expand production of and preserve affordable housing, to further the housing element of the local government comprehensive plan specific to affordable housing, and to increase housing-related employment; and

WHEREAS, Alachua County is an approved County and the City of Gainesville is an approved eligible municipality within the County; and

WHEREAS, the County has adopted a Local Housing Assistance Plan (County LHAP) meeting the requirements of the SHIP Act and establishing affordable housing programs; and

WHEREAS, the City has adopted a Local Housing Assistance Plan (City LHAP) meeting the requirements of the SHIP Act and establishing affordable housing programs; and

WHEREAS, the City and County have determined that the welfare of persons who have special housing needs within Alachua County are the joint concern of both local governments and that a program to provide transitional housing to such persons within the City and County can be more effectively and efficiently funded and administered through an interlocal agreement; and

WHEREAS, the City and County have each therefore provided in their respective LHAPs for the establishment of a Special Needs Housing Program, to be jointly administered by the City and the County, for the purpose of providing funding for transitional housing for such persons.

NOW, THEREFORE, IT IS AGREED as follows:

Section #1 After April 12, 2005, all projects awarded funds as part of the Special Needs Housing Program shall be administered and monitored under the terms of

## **EXHIBIT H**

this agreement. All projects awarded funds under the terms of the agreement dated May 28<sup>th</sup>, 1996, shall continue to be governed by the terms of that agreement.

Section #2 The Alachua County/City of Gainesville Special Needs Housing Program (Program) is hereby established for the purpose of providing and administering funding pursuant to the requirements of the SHIP Act to provide for transitional housing needs of persons who have special housing needs, including, but not limited to, persons with developmental disabilities; persons with mental illnesses or chemical dependency; persons with Acquired Immune Deficiency Syndrome ("AIDS") and Human Immunodeficiency Virus ("HIV") disease; runaway and abandoned youth; public assistance recipients; migrant and seasonal farm workers; refugees and entrants; the elderly; and disabled adults

Section #3. Unless terminated earlier pursuant to Section 6.e of this Agreement, the term of this Agreement shall begin on the date first above-written and run for the period of implementation of all Program years for which funding is contractually awarded to eligible program sponsors. The period of implementation shall include the term of monitoring established by the SHIP Act for each Program year

Section #4. Funding for the Program shall consist of that portion of the funds allocated to the Program by approved City LHAP and County LHAP, respectively and contractually awarded to eligible sponsors pursuant to applicable provisions of the SHIP Act, SHIP rule and adopted program guidelines.

Section #5. The Program shall be administered consistent with the Alachua County/City of Gainesville SHIP Special Needs Housing Program Guidelines, attached hereto and incorporated herein by this reference as Attachment I to the Agreement, as the same may be amended as applicable, by mutual agreement of the parties



## EXHIBIT H

Section #6. The City and County agree:

- a. To jointly advertise available funding for the Special Needs Housing Program by which funding is allocated by the City and County LHAP's respectively.
- b. To jointly receive and review applications for sponsor funding through the Special Needs Housing Program.
- c. To jointly review applications for funding and make recommendations to the City and/or County Commissions, respectively for separate funding awards in accordance with the Special Needs Housing Program Guidelines.
- d. To individually monitor sponsor compliance assisted through the Program as required by the SHIP Program for each contract awarded with its respected funds.
- e. If, at any time during the term of this Agreement, the City or County which are the parties to the Agreement believe that the intent of the parties as set forth herein is not being accomplished, or that the terms of the Agreement are not fair and equitable, such party may, upon provision of ninety days written notice, renegotiate the terms and provisions of this Agreement to become effective on the first day of the next state funding cycle. If the parties are unable to renegotiate the terms and provisions of the Agreement prior to the start of the next state funding cycle, or if one party ceases to be eligible for allocation and distribution of Local Housing Assistance Trust Fund monies, then this Agreement will terminate with respect to the next funding cycle and any future funding cycle but will continue as provided herein with respect to the responsibilities of the parties associated with past and current funding cycles.

## **EXHIBIT H**

Section #7. The City agrees as follows:

a To enter into an agreement with each approved sponsor applicant for which City's funding is awarded through the Program for the purpose of implementing the Program

b Subject to the limits and provisions of Section 768.28, Florida Statutes, and to the extent of its negligence, to indemnify and hold the County, its officers and employees harmless should any claim, suit or legal action be brought against the City as a result of the implementation of the Special Needs Housing Program by the City. The City agrees to provide any legal defense necessary for such suit or legal action at no cost to the County.

c To assist the County with any aspect of the Program which is its responsibility under the terms of this Agreement upon request.

Section #8. The County agrees as follows:

a To enter into an agreement with each approved sponsor applicant for which County's funding is awarded through the Program for the purpose of implementing the Program.

b Subject to the limits and provisions of Section 768.28, Florida Statutes, and to the extent of its negligence, to indemnify and hold the City, its officers and employees harmless should any claim, suit or legal action be brought against the County as a result of the implementation of the Special Needs Housing Program by the County. The County agrees to provide any legal defense necessary for such suit or legal action at no cost to the City.

c To assist the City with any aspect of the Program which is its responsibility under the terms of this Agreement upon request.

## **EXHIBIT H**

Section #9. This Agreement and Attachment I embody the whole understanding between the parties. There are no promises, terms, conditions, or obligations other than those contained herein; and this Agreement shall supersede all previous communications, representations or agreements, either verbal or written, between the parties hereto.

Section #10. This Agreement may only be amended by a written document approved and signed by both the parties and filed with the Clerk of the Court of Alachua County, Florida.

Section #11 This Agreement shall take effect upon filing with the Clerk of the Court of Alachua County, Florida, pursuant to Section 163.01(11), Florida Statutes.

Section #12. Nothing in this Agreement shall be interpreted as a waiver by the City or the County of its sovereign immunity except as provided under Section 768.28, Florida Statutes

**EXHIBIT H**

IN WITNESS WHEREOF the parties hereto have caused the execution hereof by their duly authorized officials on the dates stated below.

**ALACHUA COUNTY, FLORIDA**

**ATTEST:**

By: \_\_\_\_\_  
**Cynthia Moore Chestnut, Chair  
Board of County Commissioners**

\_\_\_\_\_  
**J.K. "Buddy" Irby, Clerk  
(SEAL)**

**CITY OF GAINESVILLE**

**ATTEST:**

By: \_\_\_\_\_  
**Pegeen Hanrahan  
Mayor City of Gainesville**

\_\_\_\_\_  
**Kurt M. Lannon, Clerk of the City Commission**

**Approved As To Form**

**Approved As To Form and Legality**

\_\_\_\_\_  
**Robert Livingston  
Assistant Alachua County Attorney**

\_\_\_\_\_  
**Marion J. Radson  
City Attorney**

## Attachment I

# ALACHUA COUNTY/CITY OF GAINESVILLE SHIP PROGRAM SPECIAL NEEDS HOUSING PROGRAM

## PROGRAM GUIDELINES FOR CONTRACTS DATED AFTER APRIL 12, 2005

### I. GENERAL PURPOSE

#### A. Project Area and Purpose

Through an inter-local agreement, the City of Gainesville (City) and Alachua County (County) will sponsor a fund pool targeted to the construction and rehabilitation of temporary, transitional or long term rental housing addressing the following housing needs: persons who have Special Housing Needs means individuals because of particular social, economic, or health related circumstances, may have greater difficulty acquiring or maintaining affordable housing. Such persons may have, for example, encountered resistance to their residing in particular communities, and may have suffered increased housing costs resulting from their unique needs and high risk of institutionalization. Such persons may include, but are not limited to, persons with developmental disabilities; persons with mental illnesses or chemical dependency; persons with Acquired Immune Deficiency Syndrome ("AIDS") and Human Immunodeficiency Virus ("HIV") disease; runaway and abandoned youth; the elderly; and disabled adults.

- B. This Program shall be operated in accordance with all applicable rules and regulations of the County, City, State of Florida and Florida Housing Finance Corporation.

### II. FUNDING SOURCE

The funding source shall be the SHIP Special Needs Housing Program as allocated in the City and County Local Housing Assistance Plans (LHAP) respectively.

### III. ELIGIBLE PROGRAM SPONSORS

An eligible program sponsor must meet the following key eligibility criteria in order to participate:

- ✓ Sponsor organizations must be a quasi-governmental agency or a non-profit entity with current 501 (c) (3) tax exempt status;
- ✓ Sponsor organizations must demonstrate success in providing Special Needs Housing secured services during the previous three (3) consecutive years from date of application for Special Needs Housing Program funds

- ✓ Sponsor organizations must demonstrate that other funds and financing are available before SHIP funds will be committed and must certify that all assisted individuals must qualify as very low and low-income households as defined by the U.S. Department of Housing and Urban Development (HUD) and adopted by the State of Florida and distributed by the Florida Housing Finance Corporation for use in the SHIP Program. Housing projects must meet income certification guidelines as provided by City and/or County Special Needs Income Certification Plan & Monitoring Strategy.
- ✓ Sponsor organizations must have applicable federal, state and/or local license(s) as required to operate an entity within the City and/or the County.
- ✓ To the extent funds are available, Sponsor organizations must make the assisted housing and related services available to all eligible persons regardless of jurisdiction of residence within Alachua County prior to or at the time of request or referral for services.

#### IV. ELIGIBLE SPONSOR SELECTION CRITERIA

The following selection criteria and measures will be used to evaluate applications for funds submitted by an eligible sponsor:

SELECTION CRITERIA	MEASURES
Overall Capacity of Organization to Fulfill Project Proposal	Experience with similar housing construction activities; Financial resources and systems in place
Ability to Proceed and Expedite in a Timely Manner	Site Control, Zoning, Land Use Plan, Site Suitability, Engineering, Architectural
Management System for Effective Production, Cost, Quality and Control	Staffing, Operation Procedures, Project personnel availability, Staff/Agency Experience, Board Experience
Financial Management and Resources	Pro forma, Project budget, Documented Cost Estimates, Audit Reports, Adequate Cash Flow, Basic Underwriting Principles
Previous/Current Contract Compliance	Findings, Completions of other Projects funded
Experience with support services such as, special needs and/or homeownership programs and education	Training required or provided
WAGES and Workforce Development Initiatives Program participation	Documentation organization employees WAGES and Workforce Development Initiatives Program participants (if applicable).
Developer Fee	Appropriate for Level of Work Involved

The following documents may be requested as a part of the competitive application process:

Approved site plan, Letters of commitment for other funding, Evidence of site control, Three years of tax returns, Three years financial statements, Interim financial statements, Project description, Company history, Resumes of all company principals, Application form, Survey and other documentation as may be required.

## V. ELIGIBLE PROGRAM RECIPIENTS

An eligible recipient must meet the following key eligibility criteria in order to occupy a SHIP funded unit or receive assistance from eligible program sponsors:

- ✓ Must be in one of the special needs groups listed in I (A); and
- ✓ Assisted individuals must qualify as very low and low-income households as defined by the U.S. Department of Housing and Urban Development (HUD) and adopted by the State of Florida and distributed by the Florida Housing Finance Corporation for use in the SHIP Program.

## VI. ELIGIBLE PROPERTY

An eligible property for which SHIP Special Needs Housing Program Funds can assist must meet the following key eligibility criteria:

- ✓ Eligible properties shall be located in Alachua County, including the incorporated limits of the City of Gainesville;
- ✓ Rental units constructed, rehabilitated or otherwise assisted from the local housing assistance trust fund must be monitored at least annually for 15 years or the term of assistance, whichever is longer, for compliance with tenant income and affordability requirements, as otherwise exempted from Florida Statute 420.9075 (3) (e). In determining the maximum allowable rents, "Affordable" means that monthly rents or monthly mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Section 420.9071 (2), subsection (19) and subsection (28), Florida Statutes. The rent limit chart is provided by the U.S. Department of Housing and Urban Development (HUD) and adopted by the State of Florida and distributed by the Florida Housing Finance Corporation for use in the SHIP Program.
- ✓ Mobile homes shall not be assisted.

## VII. FORM OF OWNERSHIP

Ownership types include the following:

- ✓ Fee simple title in a single-family or multi-family attached or detached unit;
- OR
- ✓ Long-term lease for a minimum duration of the period of construction/rehabilitation plus the income compliance period.
- ✓ Proof of ownership shall consist of a copy of a recorded deed and of an executed recorded mortgage instrument (if applicable) showing that title to the property has been conveyed to the sponsor organization and containing a legal description of the property. Proof of long-term lease shall consist of copy of the lease agreement.

## VIII. AWARD

- ✓ The City and County will jointly review sponsor applications for funding and make recommendations to the City and/or County Commissions, respectively for funding awards in accordance with the SHIP Special Needs Housing Programs.
- ✓ The maximum assistance will be the lesser of up to 50% of the eligible construction project cost or \$6,000 per unit. Maximum dollar amounts per unit (per bed for single-room occupancy units, per bedroom for multi-bedroom units, per bed for dormitories) will be based on the number of single or multi-occupancy bedrooms.
- ✓ Funds are provided to sponsor as a due on sale loan recorded in the public records of Alachua County, Florida. The housing must remain affordable and occupied by income eligible beneficiaries for a period of 15 years. Sponsor organizations shall comply with and provide written certification of income and rent levels for the compliance period of 15 years. All SHIP assisted rental properties offered for sale prior to the 15-year term of affordability must be subject to a right of first refusal for purchases at the current market value, less the amount of the SHIP subsidy, by eligible nonprofit organizations who would provide continued occupancy by eligible persons.

### **Collateral:**

The sponsor organization shall execute a SHIP Mortgage Agreement in the amount of the loan for Special Needs Housing Program Assistance to be recorded in the public records in Alachua County, FL.

## IX. ELIGIBLE COSTS

Eligible costs include the following:

Construction or rehabilitation of a unit or building for the purpose of providing temporary, transitional or long term rental housing for eligible households who are included in one of the special needs groups as listed in IA.

## X. CONTRACTING

This sets forth requirements and procedures with respect to Special Needs Housing contracts financed through the Special Needs Housing Program.

### A. Contract

Repair work done through the Special Needs Housing Program shall be undertaken only through a written contract between the Contractor and the sponsor organization receiving SHIP funds.

### B. Sponsor organization shall obtain or prepare the following documents:

- ✓ Scope of Work & Cost Estimate;



- ✓ Prepare construction contract documents for project and obtain bids and proposals from contractors; and
- ✓ Conduct bid opening, which is open to the public.

**XI. DISBURSEMENT**

City and/or County staff shall be responsible for the following as applicable:

- ✓ Inspect repair work;
- ✓ Make final inspection of repair work, ensure that the County and/or City Building Divisions perform applicable inspections and receive Certificate of Final Approvals; and
- ✓ Obtain warranties and releases of liens from manufacturers, suppliers and contractors prior to final payment for repair work.

Final payment shall be made to sponsor organizations upon receipt of the following:

- ✓ Application for payment;
- ✓ Copies of all invoices, receipts, cancelled checks and/or other related documents;
- ✓ SHIP Financial Report for the funding reimbursement request (Attachment II);
- ✓ Certificate of Occupancy; and
- ✓ Income Certification forms and/or other related documentation, for occupants of the project as required by the City and/or County.

**XII. TERMS & CONDITION**

The sponsor organization shall agree to abide by the following terms and conditions:

A. Sponsor organizations awarded funds through the Special Needs Housing Program will be required to enter into an agreement with Alachua County and/or City of Gainesville prior to the expenditure of any funds pursuant to the award.

B. Discrimination: *Section 420.9075(3)(c), F.S.*

In accordance with the provisions of ss 760.20-760.37, it is unlawful to discriminate on the basis of race, creed, religion, color, age, sex, marital status, familial status, national origin, or handicap in the award application process for eligible housing.

C. Wages to Work *Chapter 67-37 005(6)(b)7, F.A.C*

Should a eligible sponsor be used, the city/county has developed a qualification system and selection criteria for applications for Awards to eligible sponsors, which includes a description that demonstrates how eligible sponsors that employed personnel from the WAGES and Workforce Development Initiatives programs will be given preference in the selection process.

**D. Use of Proceeds**

Use loan proceeds only to pay for eligible costs to carry out the construction or rehabilitation work for which the funding is approved.

**E. Compliance Inspection**

The Sponsor organization and contractor must allow inspection of the property constructed and/or repaired under this Program by City of Gainesville and/or Alachua County for compliance with applicable City and/or County Building Code and other applicable federal, state and/or local codes and requirements.

**F. Completion of Work**

Staff will assure that work is carried out promptly and efficiently according to standard construction and rehabilitation program procedures. No payment submission will be made to the sponsor organization until a release of liens from each supplier and subcontractor and general contractor Final Approvals Certificate and warranty papers are received by County/City staff.

**ATTACHMENT II**

**ALACHUA COUNTY/CITY OF GAINESVILLE  
SPECIAL NEEDS HOUSING PROGRAM  
SHIP FINANCIAL REPORT**

<b>OFFICE USE ONLY</b>	
Date Received:	_____
Date Approved:	_____
Staff Initials:	_____

- A. SUBRECIPIENT ORGANIZATION: \_\_\_\_\_
- B. REPORTING PERIOD: \_\_\_\_\_
- C. PROGRAM REVENUES:

	APPROVED BUDGET	CURRENT PERIOD	CUMMULATIVE IO-DATE	AVAILABLE BALANCE
1. SHIP Funds	_____	_____	_____	_____
2. Sub recipient/Matching Contribution	_____	_____	_____	_____
3. Program Income	_____	_____	_____	_____
<b>Total Cashed Received</b>	_____	_____	_____	_____

D. PROGRAM EXPENDITURES:

	APPROVED BUDGET	CURRENT PERIOD	CUUMULATIVE TO-DATE	AVAILABLE BALANCE
1. New Construction Costs	_____	_____	_____	_____
2. Rehabilitation Costs	_____	_____	_____	_____
3. Other (Specify):	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>Total Expenditures</b>	_____	_____	_____	_____

- E. SHIP funds now requested: \$ \_\_\_\_\_
- F. SHIP cash balance at end of this reporting period: \$ \_\_\_\_\_

I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, THE DATA REPORTED HEREIN IS CORRECT, THAT THE AMOUNTS REPORTED HEREIN HAVE BEEN SPENI FOR A PUBLIC PURPOSE, AND THAT NONE OF THESE PAYMENTS, NOR ANY PORTION IHEREOF, HAVE BEEN SUBMITTED TO OR REIMBURSED BY ANY OTHER PUBLIC OR PRIVATE ORGANIZATION OR PERSON OR BY THE CITY OR THE COUNTY UNDER ANY OTHER AGREEMENT

Authorized SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

**EXHIBIT I**

**NEW CONSTRUCTION RENTAL PROGRAM  
SELECTION CRITERIA FOR ELIGIBLE SPONSORS**

SELECTION CRITERIA	MEASURES
Overall Capacity of Organization to Fulfill Project Proposal	Experience with similar housing construction activities; Financial resources and systems in place
Ability to Proceed and Expedite in a Timely Manner	Site Control, Zoning, Land Use Plan, Site Suitability, Engineering, Architectural
Management System for Effective Production, Cost, Quality and Control	Staffing, Operation Procedures, Project personnel availability, Staff/Agency Experience, Board Experience
Financial Management and Resources	Pro forma, Project budget, Documented Cost Estimates, Audit Reports, Adequate Cash Flow, Basic Underwriting Principles
Previous/Current Contract Compliance	Findings, Completions of other Projects funded
Experience with support services such as, special needs and/or homeownership programs and education	Training required or provided
WAGES and Workforce Development Initiatives Program participation	Documentation organization employees WAGES and Workforce Development Initiatives Program participants (if applicable).
Developer Fee	Appropriate for Level of Work Involved

The following documents must be submitted as a part of the competitive application process:

Approved site plan, 20-year cash flow projection, sources and uses of funds statement, letters of commitment for other funding, evidence of site control, building elevations and floor plans, market study, three years of tax returns, interim and three years company financial statements, current financial statements for all owners, principals and officers, project description, company history, resumes of all company principals and/or officers, application form, survey and other documentation as may be required.

Copies of the completed application packet must be submitted to the City by the published due date in order for the project to be considered for funding. The City of Gainesville reserves the right to reject any and all applications for funding do to incompleteness, irregularities, inconsistency with program objectives and/or any other reason deemed appropriate.