JACKSONVILLE HOUSING FINANCE AUTHORITY

Local Government Support Funds

Application

THIS APPLICATION IS SOLELY FOR THE USE OF APPLICANTS SEEKING THE REQUIRED MINIMUM LOCAL GOVERNMENT CONTRIBUTION IN CONJUNCTION WITH APPLICATION TO FHFC FOR SAIL OR HOUSING CREDITS

SUBMIT THE ORIGINAL, ONE COPY AND A PDF OF THE ENTIRE APPLICATION
& APPLICATION FEE OF $5,000 (CHECK MADE TO JHFA) TO:

JACKSONVILLE HOUSING FINANCE AUTHORITY
LAURA STAGNER, DIRECTOR OF FINANCE
214 N. HOGAN ST., 7TH FLOOR
lstagner@coj.net
JACKSONVILLE, FLORIDA 32202
904.255.8279

SUBMIT ONE (1) COPY AND A PDF OF THE ENTIRE APPLICATION
& REVIEW FEE OF $3,000 (CHECK MADE TO THE HENDRICKSON COMPANY)

THE HENDRICKSON COMPANY
1404 ALBAN AVENUE
TALLAHASSEE, FLORIDA 32301
mark@thehendricksoncompany.com
850.671.5601

REVISED August 17, 2017

GENERAL INFORMATION

NOTE: Please see The City Council of the City of Jacksonville's Ordinance 2014-185-E, which establishes minimum Project Threshold Criteria, Project Selection Criteria, and Loan Terms, all for local government support as set forth in this application. If any of the four Project Threshold Criteria are not met (e.g., Project located in Duval County; Site control; Sufficient number of rental units per applicable FHFC program; and Project presently zoned and has appropriate land use designation permitting multi-family residential for the proposed Project), then the application will not be considered by the JHFA. If an application is approved, then the JHFA will determine the loan terms for the local government support, including the minimum requirements set forth in Ordinance 2014-185-E and including any other terms required by the JHFA (including, but not limited to, the applicant paying the JHFA's legal fees and all costs related to the local government support loan).

IF ONE OF THE PROPOSED FUNDING SOURCES FOR THIS DEVELOPMENT IS BONDS, THE BONDS MUST BE ISSUED BY JHFA. THE BOND APPLICATION MUST BE RECEIVED PRIOR TO THE SEPTEMBER 2017 JHFA MEETING.

Please indicate if Applicant will use these funds in conjunction with (check one)

☐ Other FHFC HOUSING CREDIT RFA: RFA _____
☐ FHFC HOUSING SAIL RFA # 2017-108 *(FHFC DUE DATE 10-5-2017)*
☐ FHFC HOUSING CREDIT RFA # 2017-111 (*FHFC DUE DATE 12-13-2017*)

<u>LOCAL GOVERNMENT LOAN REQUEST</u>: Please provide the details of your request for a local government contribution, including the requested loan amount and loan terms, including interest rate, maturity date, amortization, and balloon (if any). The maximum amount of the Local Government Support loan for projects funded by FHFC is the minimum amount that will allow local projects to score five points under the FHFC's guidelines. This exact amount will be noticed in each FHFC RFA.

LOAN AMOUNT REQUESTED: _____
MATURITY OF LOAN IN YEARS: _____
INTEREST RATE: _____
AMORTIZATION: _____
BALLOON, IF ANY: _____
VALUE OF CONTRIBUTION FOR FHFC APPLICATION PURPOSES: _____
EXPLANATION AND CALCULATION:

_____
_____
_____
_____
_____

I. DEVELOPMENT SUMMARY AND TIMELINE

A. Provide a short narrative description of the Development, including all amenities, unit features and scope of work to be performed. MAJOR DEVELOPMENT AMENITIES WILL BE INCLUDED IN THE LAND USE RESTRICTION AGREEMENT AND/OR THE LOW INCOME HOUSING AGREEMENT, IF APPLICABLE. Also attach as Exhibit 1 a timeline for the completion of the development which includes all key dates, including anticipated timing of permits and credit underwriting, bond closing date, completion of construction, rent up, and stabilization.

_____

_____

_____

_____

_____

_____

_____

B. Applicant must agree to participate in the Crime Free Multi-Housing Program sponsored by the Jacksonville Sheriff's Office. Terms of this program are included as Attachment 1. Proof of participation must be provided to the Authority semi-annually.

C. SUMMARY OF PROPOSED DEVELOPMENT

Name of Development	
Location of Development, by street address, or if no address, by mileage from nearest cross streets. Also, attach a map showing the development's location. The Project must be located in Duval County. (PROJECT THRESHOLD CRITERIA)	
City Council District Number	
Developer/ Location (name of controlling company, not of LP or LLC).	
Contact person for application, including name, email, and phone numbers	
Development Construction Type New Construction or Rehabilitation	
Development Demographic Family, Elderly or Other (identify)	
Number of Units, by Bedrooms	
Total Development Cost	
Cost per unit	
Land Cost	
Acquisition of Building Cost if applicable	
Hard Rehab Cost or Construction Cost	
General Contractor	
Set Aside Period	
Set Aside Levels (PROJECT THRESHOLD CRITERIA)	
Current Zoning (PROJECT THRESHOLD CRITERIA)	
Evidence of Site Control (PROJECT THRESHOLD CRITERIA)	

II. APPLICANT INFORMATION

A. Applicant Name: _____

Must be a legally formed entity (i.e., limited partnership, corporation, etc.) qualified to do business in the State of Florida at the time of submission of Application.

B. If partnership, name of general partner(s):_____

_____

If corporation, name and title of executive officer:_____

_____

Address:_____

_____

Telephone: _____ Facsimile: _____

III. PROPOSED PROJECT FINANCING

A. Proposed Finance Summary: Please provide a permanent loan period detailed sources and uses that is in a format acceptable to FHFC as part of the upcoming SAIL or HC RFA process. Attach as Exhibit 2.

IV. ABILITY TO PROCEED

Each Application shall be reviewed for feasibility and ability of the Applicant to proceed with construction of the Development.

A. Site Control (PROJECT THRESHOLD CRITERIA)

Site Control must be demonstrated by the APPLICANT. At a minimum, a Contract for Purchase and Sale must be held by the Applicant for the proposed site. The contract may not until expire 2018, and the remedy for default on the part of the seller must include or be specific performance, and the buyer **MUST** be the Applicant. Indicate which form of site control is provided:

___ Contract for Purchase & Sale showing marketable title in the name of the Seller

___ Recorded Deed showing marketable title in the name of the Applicant

___ Long-Term Lease: If site control is demonstrated by long-term lease, a copy of the executed lease must be provided. The lease may be contingent only upon the receipt Housing Credits and first-mortgage financing. Also, a Title Insurance Commitment showing marketable title in the name of the lessee must be included.

IMPORTANT: If site control is not held by the Applicant, a fully executed, enforceable **contract for purchase and sale or assignment of contract** must be provided which obligates the seller or assignor to transfer the site to the Applicant contingent **ONLY** upon the award of Financing from the Authority or FHFC. Attach Evidence of Site Control as Exhibit 3.

B. Zoning and Land Development Regulations (PROJECT THRESHOLD CRITERIA)

1. a. Is the site appropriately zoned for the proposed Development: No ___ Yes ____

   b. Indicate zoning designation (s) _____

   c. Current zoning permits ___units per acre, or ___ for the site (PUD).

   d. Total Number of Units in Development:

   Note: at a minimum, the current, applicable Future Land Use Map Designation and associated Local Government Comprehensive Plan Future Land Use Element provisions must permit the proposed Development. (PROJECT THRESHOLD CRITERIA)

2. New Construction Zoning and Land Development Regulation Development Requirements:

   Applicant must provide a letter from the appropriate local government official that the Development is consistent with zoning and land development regulations, which verify that the site is appropriately zoned and consistent with local land use regulations regarding density and intended use. **To meet minimum requirements, attach a letter from the appropriate local government official verifying that the current, applicable Future Land Use Map Designation and associated Local Government Comprehensive Plan Future Land Use Element provisions permit the proposed Development.** Attach the local government verification letter as Exhibit 4.

3. Rehabilitation Zoning and Land Development Regulation Development Requirements:

   Applicant must provide a letter from the appropriate local government official that the Development is consistent with zoning and land development regulations, which verify that the site is appropriately zoned and consistent with local land use regulations regarding density and intended use. **To meet minimum requirements, attach a letter from the appropriate local government official verifying that the current, applicable Future Land Use Map Designation and associated Local Government Comprehensive Plan Future Land Use Element provisions permit the proposed Development.** Attach the local government verification letter as Exhibit 4.
   .

V. CERTIFICATION (Original Signatures Required)

The undersigned Applicant certifies that the information in this Application is true, correct and authentic.

THE APPLICANT FURTHER ACKNOWLEDGES HAVING READ ALL APPLICABLE AUTHORITY RULES GOVERNING THE PROGRAM AND ACKNOWLEDGE HAVING READ THE INSTRUCTIONS FOR COMPLETING THIS APPLICATION.

THE APPLICANT UNDERSTANDS AND AGREES TO ABIDE BY THE PROVISIONS OF THE APPLICABLE FLORIDA STATUTES AND AUTHORITY PROGRAM POLICIES, RULES AND GUIDELINES.

THE UNDERSIGNED REPRESENTS AND WARRANTS THAT THE INFORMATION PROVIDED HEREIN IS TRUE AND ACCURATE. THE PERSON EXECUTING THIS DOCUMENT REPRESNTS THAT HE OR SHE HAS THE AUTHORITY TO BIND THE APPLICANT AND ALL INDIVIDUALS AND ENTITIES NAMED HEREIN TO THIS WARRANTY OF TRUTHFULNESS AND COMPLETENESS OF THE APPLICATION.

THE APPLICANT ACKNOWLEDGES THAT THE AUTHORITY'S INVITATION TO SUBMIT AN APPLICATION DOES NOT CONSTITUTE A COMMITMENT TO FINANCE THE PROPOSED DEVELOPMENT. **BEFORE THE AUTHORITY CAN CLOSE A LOAN THE PROPOSED DEVELOPMENT MUST RECEIVE AN ALLOCATION OF HOUSING CREDITS OR BONDS/SAIL AND APPLICANT MUST SUCCESSFULLY COMPLETE CREDIT UNDERWRITING AND OBTAIN ALL NECESSARY APROVALS FROM THE BOARD OF DIRECTORS, AUTHORITY COUNSEL, BOND COUNSEL, THE CREDIT UNDERWRITER AND CITY COMMISSION AND STAFF.**

Applicant	Date	Signature of Witness
Name and Title ((typed or printed)		Name (typed or printed)

NOTE: ORIGINAL APPLICATION MUST CONTAIN AN <u>ORIGINAL</u> SIGNATURE, OR THE APPLICATION WILL BE <u>REJECTED AUTOMATICALLY</u>

ATTACHMENT 1

Office of the Sheriff
Jacksonville, Florida
Crime Free Multi-Housing Program

The Jacksonville Sheriff's Office has implemented a community program called the **Jacksonville Crime Free Multi-Housing Program**. The program, which is endorsed by Sheriff John Rutherford, is a partnership between the Jacksonville Sheriff's Office, owners, managers and residents of our apartment communities. Our goal is to keep drugs and other illegal activity out of our communities.

Crime Free Multi-Housing Program Overview

The program was successfully developed by the Mesa Arizona Police Department in 1992. The International Crime Free Multi-Housing Program has spread to nearly 2,000 cities in 44 states, 5 Canadian Provinces, and other countries.

The program consists of three phases that must be completed under the supervision of the Jacksonville Sheriff's Office.

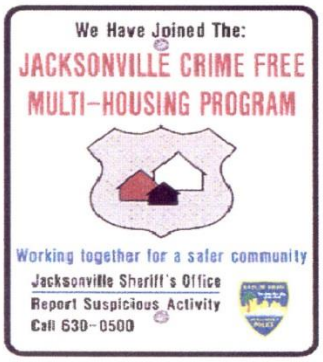
- **Phase 1 – Management Training**
  - Property Managers, owners and staff receive eight hours of training in the operation of the Crime Free Multi-Housing Program.
    - Training consists of the following:
      - Crime Prevention Techniques
      - CPTED (physical security of their communities)
      - Benefits of resident Screening
      - Lease agreements and eviction issues
      - Crime Free Lease Addendum
      - Addressing drug activity and crime on their property
      - Training the community in crime awareness
- **Phase 2 – CPTED Survey**
  - A general CPTED (Crime Prevention through Environmental Design) survey is conducted on the apartment property.
    - A minimum safety standard must be met to participate in the Crime Free Multi-Housing Program. The following items are the minimum standards;
      - 180 degree eye viewers in all front doors
      - One inch deadbolts on all exterior doors
      - Minimum of two inch screws in strike plates on exterior doors (exception; steel framed door jambs)
      - Lift and slide protection on windows (accessible)
      - Lift and slide protection on sliding doors (accessible)
      - Adequate security lighting in working order (throughout the property)

- Properly trimmed landscaping throughout the property (3 and 7 foot rule – bushes and shrubbery trimmed below 3 feet and trees trimmed up to 7 feet)
- Inoperable or expired vehicles tagged and removed from the property
- A visible display of property address, seen from the roadway

- **Phase 3 – Resident Crime Prevention Meeting**
  - The apartment management must conduct an annual crime prevention meeting with their residents.
  - Community awareness and continuous participation is encouraged

- **Certification**
  - Apartment communities that successfully complete all three phases of the training are permitted to post signs on their properties (see example sign below).
  - Certified properties will also be given the following:
    - Authorization to use the Crime Free Logo in advertising and marketing of their property.
    - Once operable, apartment managers will receive daily e-mail notifications from JSO, providing calls for service information on their property.
    - JSO will place a list of certified properties on the JSO website.
  - If a property fails to keep their standards, at our minimum level, their certification will be revoked

Sample Certified Membership Sign



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