Impact Fee Affordable Housing Assistance Program

FY 2018 Funding Application

Applications will be accepted beginning
Monday April 15, 2019 at 9:00 a.m. at
HES Offices located at
100 Australian Avenue, Suite 500
West Palm Beach, FL  33406

Applicants will be funded on a
first-come/first-eligible/first-served basis

Department of Housing & Economic Sustainability
IMPACT FEE AFFORDABLE HOUSING ASSISTANCE PROGRAM

THERE IS NO DEADLINE FOR SUBMITTING FUNDING APPLICATIONS UNDER THE IMPACT FEE AFFORDABLE HOUSING ASSISTANCE PROGRAM. HES WILL CONTINUE TO ACCEPT FUNDING APPLICATIONS UNTIL ALL FUNDING IS ALLOCATED OR RETURNED TO THE COUNTY’S IMPACT FEE FUND.

1. Statement of Purpose

The Palm Beach County Board of County Commissioners (BCC), through the Department of Housing & Economic Sustainability (HES), is soliciting applications for Impact Fee Affordable Housing Assistance Program (IFAHAP) assistance from eligible for-profit and non-profit developer entities who are seeking to build affordable rental or for-sale housing units, and individuals and households who are seeking to build owner-constructed and occupied housing units for use as their principal place of residence.

2. Background

On November 17, 2009, the BCC authorized the utilization of impact fee investment earnings on roads, parks, and public building to support the development of affordable housing in Palm Beach County. On April 10, 2018, the BCC adopted Resolution 2018-0605 which revised the IFAHAP Guidelines that govern the use of and apply to all funds made available through this 2018 Notice of Funding Availability (NOFA). Applicants are strongly encouraged to review the IFAHAP Guidelines before applying. IFAHAP Guidelines, which contain additional information and requirements, are available for review at: http://discover.pbcgov.org/hes/Pages/default.aspx

3. Available Funding

A total of $1,822,458 in impact fee funding assistance is available under the IFAHAP for the payment of the following Palm Beach County roads, parks, and public building impact fees.

Road Impact Fees: Zone 1: $416,494; Zone 2: $379,698; Zone 3: $192,502; Zone 4: $211,849; Zone 5: $461,139.

Park Impact Fees: Zone 1: $4,988; Zone 2: $25,160; Zone 3: $61,737.

Public Building Impact Fees: $68,891.

There is no limitation on the amount of funding that may be applied for provided such amount may not exceed the actual road, park, or public building impact fee amount for the affordable housing project and provided IFAHAP funds are available. Assistance under this Program shall not be provided on a retroactive basis.
4. **Location Limitations**

Only projects located in Road Impact Fee Zones 1 through 5; Parks Impact Fee Zones 1 through 3; and Public Building Impact Fee are eligible to receive funding under the IFAHAP.

**Road, Park, and Public Building Impact Fee Zone Boundary Maps are included as Exhibit A.**

Projects which are located outside or adjacent to the above described impact fee zone boundaries are ineligible. Should there be any ambiguity regarding the eligibility of a property’s location in relation to the above described boundaries, a final determination shall be made by the County in its sole discretion.

5. **Occupancy and Affordability Requirements**

All affordable housing units that receive assistance under the IFAHAP must be occupied by individuals or households whose incomes do not exceed one-hundred forty percent (140%) of the Area Median Income. Occupancy periods and housing unit affordability requirements are provided in more detail in the IFAHAP Guidelines.

**The current Income Limits Chart, which is subject to change, is attached as Exhibit B.**

6. **Property Restrictions**

Funds received under the IFAHAP and associate affordability requirements will be secured by a Declaration of Restrictions recorded on title to the assisted properties.

7. **Important Deadlines**

A. Award of funds provided herein must be approved by the BCC no later than March 12, 2020.

B. Applicants approved for funding by the BCC will receive a Certificate of Award as described in the IFAHAP Guidelines. The Certificate will expire one (1) year after the date of funding approval by the BCC.

C. Applicants approved for funding by the BCC must obtain all building permits for their projects from the building department with jurisdiction over the project within one (1) year after the date of funding approval by the BCC.

D. Applicants approved for funding by the BCC must obtain a certificate(s) of occupancy from the building department with jurisdiction over their projects for all assisted units and must have such units occupied by individuals or households as specified herein within four (4) years after the date of funding approval by the BCC.
8. Application Submittal Requirements

A. An information sheet that identifies the applicant entity by name and address and that provides the name of the person authorized to bind the applicant and the contact information for such person. **This information shall be submitted as Attachment 1.**

B. A general description of the project including name, location, type of housing units, total number of housing units to be built, and the number of housing units for which the applicant is seeking impact fee assistance. Applicants shall specify by IFAHAP impact fee zone: the total amount of impact fees due for all units in the project; any impact fee existing-use credits for the project; and the amount of impact fee assistance being requested. All such amounts shall be calculated using the impact fee schedule in effect at the time of application. **This information shall be submitted as Attachment 2.**

C. A spreadsheet of the units to be assisted under the IFAHAP that lists each such unit separately, and where the square footage (living space or a/c space) and number of bedrooms of each unit is shown and where a detailed computation of the impact fees being requested for each unit by IFAHAP impact fee zone is shown using the impact fee schedule in effect at the time of application. **This information shall be submitted as Attachment 3.**

D. A project location map which is sufficiently detailed to clearly show in which IFAHAP road, park, and/or public building impact fee zone(s) the project is located. **This information shall be submitted as Attachment 4.**

E. Evidence of applicant ownership of the site in the form of a recorded deed(s) or certificate(s) of title; or evidence of site control by the applicant that includes a certified legal description and Property Control Number(s) (PCNs) of the site. **This information shall be submitted as Attachment 5.**

F. Evidence of infrastructure availability for the project site. **This information shall be submitted as Attachment 6.**

G. Evidence of appropriate zoning designation from the zoning authority with jurisdiction over the project site. **This information shall be submitted as Attachment 7.**

H. A project planning and implementation schedule that provides dates and shows how the applicant will meet all IFAHAP deadlines. **This information shall be submitted as Attachment 8.**

**NOTE:** Applicants who have already received building permits for their projects at the time of application are not eligible for assistance under IFAHAP. Only those applicants who obtain building permits after the issuance of a Certificate may receive assistance under the IFAHAP. The Certificate shall not be used to obtain a reimbursement of impact fees already paid. The Certificate shall only be used as a credit to offset impact fees due but not yet paid.
9. Addenda

If necessary, addenda to this NOFA will be transmitted electronically to all applicants. Copies of the addenda will also be made available at the Department of Housing & Economic Sustainability, 100 Australian Avenue, Suite 500, West Palm Beach, Florida 33406.

10. Submittal Format

Applicants must submit the following: one (1) original application in loose leaf form with tabbed/identified sections for each required attachment, be printed single-sided, on paper no larger than 8.5" x 11"; two (2) copies of the original application bound, printed single-sided on paper no larger than 8.5" x 11", with tabbed/identified sections for each required attachment; and one (1) electronic copy of the application in pdf file format on a DVD or memory card.

11. Contact Person

The HES contact person for matters relating to IFAHAP applications is:

Melanie Borkowski, Regulatory Specialist, Strategic Planning and Operations
Department of Housing & Economic Sustainability
100 Australian Avenue, Suite 500
West Palm Beach, FL 33406
Phone: 561-233-3687
E-mail: mborkows@pbcgov.org

12. Application Review

Applications will be reviewed by HES in the order they are received and considered for funding in such order. Applications seeking IFAHAP assistance for reimbursement of impact fees already paid will be rejected.

HES will review applications to ensure all required information has been submitted. Failure to include all of the required information shall result in rejection of an application. Applications which are considered to be complete and meet all IFAHAP Guidelines will be forwarded to the BCC for funding consideration.

13. Cost Incurred by Applicants

All expenses involved with the preparation and submission of an IFAHAP application and any work performed in connection therewith shall be borne by the applicant.

14. Proprietary/Confidential Information

Applicants are advised that all information submitted as part of, or in support of, an IFAHAP application will be available for public inspection after receipt, in compliance with Chapters 119 and 286, Florida Statutes, popularly known as the
"Public Records Law" and the "Government in the Sunshine Law", respectively.

15. **Non-Discrimination**

It is the express policy of the Palm Beach County BCC, that the County shall neither conduct business with nor appropriate funds to any entity that practices discrimination on the basis of race, color, national origin, religion, ancestry, sex, age, familial status, marital status, sexual orientation, gender identity or expression, disability, or genetic information. If awarded funds, the applicant agrees that the use or occupancy of any housing unit constructed on the Project site shall follow this policy. Palm Beach County provides equal housing opportunities to all individuals.

16. **Rules, Regulations, Licensing Requirements**

Applicants shall comply with all laws, ordinances, and regulations applicable to the IFAHAP, including those applicable to conflict of interest and collusion. Applicants are presumed to be familiar with all federal, state, and local laws, ordinances, codes, and regulations.

17. **Disclaimer**

All documents and information, whether written, oral or otherwise, provided by Palm Beach County relating to this document are being provided solely as an accommodation and for informational purposes only, and Palm Beach County is not making any representations or warranties of any kind as to the truth, accuracy or completeness, or the sources thereof. Palm Beach County shall have no liability whatsoever relating to such documents and information and all parties receiving the same shall not be entitled to rely on such documents and information, but shall have a duty to independently verify the accuracy of the information contained therein.

L. **Public Entity Crime**

As provided in Florida Statutes 287.132-133, by applying to the IFAHAP or performing any work in furtherance hereof, the applicant certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the 36 months immediately preceding the date hereof. This notice is required by Florida Statutes 287.133(3) (a).
Exhibit A-3. Palm Beach County Public Building Impact Fee Zone Map
Exhibit B. Income Limits Chart

Income Limits for West Palm Beach - Boca Raton Metropolitan Statistical Area

FY 2018 Area Median Income: $74,300

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