

**Exhibit "F"**

**DRAFT 3/10/06**

**HOUSING FINANCE AUTHORITY  
OF PINELLAS COUNTY**

**PROCEDURES FOR THE DISPOSITION  
OF REAL PROPERTY**



In support of the Community Housing Program established by the Housing Finance Authority of Pinellas County, Florida ("HFA") the following guidelines have been established to facilitate the disposition of government-owned property to advance housing and community development goals consistent with the purposes and powers of the HFA and the needs of the people of Pinellas County.

Two primary factors make the HFA uniquely positioned to serve in such a role. First, the HFA has professional infrastructure with expertise in both evaluating financial feasibility and in understanding housing infrastructure needs. Secondly, the HFA's service area encompasses all of Pinellas County, which allows for a broader perspective in meeting housing needs.

**INTENT:**

Although not all-inclusive, the following procedures will assist the HFA in considering all qualified proposals and evaluate them based on the criteria set forth hereunder and other tangible and intangible benefits that may accrue to the Pinellas community from the redevelopment of a site.

Each project will be considered in the context of the HFA's goal of eliminating the shortage of housing opportunities and promoting the redevelopment of the Pinellas community. Evaluation criteria will be customized to the unique characteristics of each piece of property. Each proposal will be evaluated on the sum total of its own unique merits including the intangible benefits that could result. The goal of this process is to identify proposals that best serves the interests and goals of the Pinellas community and HFA.

**PROCEDURE:**

The Pinellas County Community Development Department will identify parcels that have the greatest potential for redevelopment as community housing. These properties will likely come from a variety of sources including, but not limited to: land currently owned by Pinellas County, land that is escheated to Pinellas County and land that is purchased by Pinellas County.

Land identified for community housing development will be authorized for disposition and transferred to the supervision of the Community Development Department. Community Development will maintain the property until it has been sold to the development entity selected through the HFA process.

There will be two primary methods for the disposition of property through the HFA. One method will be used for scattered infill parcels. A second method will be used for parcels that can be developed for more than 3 dwelling units.

## **- Small Parcels**

Small, scattered parcels that could support the development of up to a maximum of three dwelling units will be disposed of through a Request For Proposals (RFP) process.

The value of the land will be established prior to the publication of the RFP. All proposals will include the same cost of the land in all assumptions. The price of the land will not be a selection criteria. This is due to the fact that either the cost of the land will not be payable to the County until the original buyer of the developed unit sells their home (the selected developer and first buyer will have the deed to the land transferred to them secured with an interest free mortgage, payable upon the sale of the developed parcel by the first homebuyer) or the property will be developed through a land-lease arrangement not to exceed 99 years.

Small Parcel RFP's will be evaluated based on the following criteria:

### **1. Design Standards**

The Following are the minimum design standards:

- Three bedrooms, two bathrooms
- One or two stories
- 1-car garage
- 1,250 square feet of living space
- Meets Energy Star requirements
- Concrete driveway and walkway to front door
- Sodded front and side yards; sodded or seeded rear yard
- Landscaped/xeriscaped yard
- Stucco over concrete block or frame with siding construction
- 25-year fungus resistant shingles
- 8' minimum height interior ceilings

### **2. Affordability**

The developer must demonstrate that the home will be affordable to a family with an adjusted income either below 80% of AMI or below 120% of AMI depending on the circumstances of the lot location, funding source and/or need.

### **3. Experience**

The developer must detail their experience in constructing and marketing affordable housing.

### **4. Timeline**

The developer must include a timeline that shows the expected date of significant milestones.

## **- Large Parcels**

Parcels large enough to construct 4 or more units will be disposed of through a Request For Negotiations (RFN) procedure. The property will either be sold to the selected developer or a land-lease arrangement will be negotiated not to exceed 99 years. The sales price or lease cost of the property will be negotiated with the selected developer, but will be based on the cost the county will determine is needed to reimburse the original purchasing department.

The following is a list of potential criteria that could be included, as appropriate, in a particular solicitation for proposal:

- **Net proceeds from the sale of the property**

- **Intended Use of the Property**

- Preference will be given for uses that, in the HFA's judgment best serve the Pinellas County redevelopment goals. Single-family, multi-family and mixed-use projects will be considered. While the following list is not all-inclusive, priority will be given to projects that meet one or more of the following goals:

- Serve families with children.
- Provide a range of housing options that suit the needs of the community
- Serve mixed-income residents.
- Provide innovative solutions to affordable housing challenges.
- Advance the redevelopment goals of the Pinellas community, including transit-oriented projects and projects that promote "livable communities" standards.
- Make attractive financing terms available for homebuyers.
- Promote housing in a mixed-use environment
- Serve the needs of key service providers such as teachers, law enforcement officers and other essential service providers.
- Provide housing opportunities for employees of key industries in support of economic development goals.
- Do not discriminate against persons or families solely because they receive federal rental assistance.
- Demonstrate, on the part of the owner, a long-term economic interest in the project as evidenced by the owner's significant equity investment
- Present a plan to affirmatively market residences to under served populations.

- **Net Present Value of Future Property Tax Payments**

- The anticipated amount and type of major capital investment to be made within the next 5 years in connection with the project.

- **Reduction of Public Expense**

- Public expenses that will be reduced or eliminated as a result of the project. Examples could include assuming maintenance expense of a retention pond, providing shared drainage for future redevelopment in the area, or allowing for shared use of recreational facilities.

- **Other Benefits to the County or Its Citizens**

- Unique social or civic features from which the greater community would benefit.
- Projects that enhance the Pinellas community's ability to create/retain jobs or otherwise contribute to an improved localized economic need.
- Projects that improve quality of life in economically distressed areas.
- Projects unusual quality or stature that would serve as a catalyst to further redevelopment of a particular area of Pinellas.
- Preference will be given to projects that advance the redevelopment goals of the Pinellas community.
- Projects that improve the quality of life in economically distressed areas.
- Green building projects.
- Projects that take advantage of opportunities to redevelop Brownfield and Grayfield site.

- **Financing Plan**

- All proposals will require a detailed financing plan evidencing the financial feasibility of the project. The HFA and its staff will analyze the financing plan to determine the degree to which the project is feasible and likely to be completed within the time frame proposed. The HFA reserves the right to utilize its financial advisor, counsel, third party real estate underwriters, or other professionals to evaluate the financial feasibility, readiness and risk characteristics of each proposed project.

## **ADVERTISING PLAN:**

For each project, the HFA will develop an advertising plan that encourages a variety of development options and generate as many proposals as possible. The extent of notice given and the breadth of the advertising plan would vary with the nature of the parcel being offered. In some cases, first right of refusal could be given to adjacent property owners for small, irregularly shaped parcels (such property owners would still be required to submit a proposal that indicates how their project would further the goals of the HFA and the Pinellas community).

To be considered, the HFA requires ten (10) copies of a clear and concise proposal that is bound, organized with tabbed dividers, and fully responsive to the following:

- Name, address, telephone number, and form of organization.
- Name, address, financial statements, and résumé for each of the key principals. The résumé should specifically address each principal's experience that is relevant to the proposed housing development.
- Detailed description of the proposed housing development, including type of construction, number of units, unit bedroom mix, proposed rental rates or sales prices, and any amenities to be provided. If available, preliminary site plan, drawings, elevation renderings, unit layout drawings, etc. should be included.
- An executive summary of any market or feasibility studies or real estate appraisals that have been recently prepared by independent professionals relating to the proposed development.
- Describe any code or ordinance variances that must be approved before permitting will be authorized.
- Name and experience of the architect and general contractor, if selected.
- Name and experience of the property manager or sales agent, if selected.
- Copies of any written confirmations relating to contributions from lenders or other institutions that are expected to be a party to the financing plan.
- Indicate if any other sources of federal, state, or local monies are expected and the current status of any pending request for such funding.
- Indicate if any owner's equity will be "paid in" at closing. Describe any completion guaranties, operating deficit guaranties, or other guaranties or pledged assets that would be provided in connection with the financing.
- Provide a detailed development budget for the project, including a cost breakout for any consultants or other professionals expected to be engaged. Include detailed line item pro forma including sources and uses, development costs, cash flows, and estimated rental rates or sales prices for each unit. Line items must be sufficiently detailed to allow the HFA and its consultants the ability to evaluate the reasonableness of the assumptions used in the pro forma operating statements and budgets.
- If appropriate, indicate why other sources of federal, state, or local housing subsidies, including low-income housing tax credits, are needed to complete the proposed housing development.

- Provide an explanation of how the marketing plan will address the public policy purpose of providing housing to underserved populations.
- Quantify all estimated fees including the estimated amount and timing of any developer fee, consultant fees, construction management fees, and other fees. Disclose any relationship between such parties and the any principal or agent of the development team.
- Indicate if a conflict of interest or other potential conflict of interest exists between any principal or agent of the development team and any member of the HFA's board, staff, and professionals, or with any elected representative of the Board of County Commissioners.

**RESERVATIONS:**

The HFA reserves the right to reject any and all proposals that, in its sole discretion, do not further the public policy objectives set forth above or any other reason it deems reasonable. The HFA, its staff and advisors, in accordance with the public purpose criteria set forth above, will evaluate and select the most appropriate proposal. This criteria is intended to provide a higher possibility for selection of projects which, based on the information submitted, appear to be financially feasible and best meet the HFA's objectives and the community's needs.

The HFA reserves the right to:

- At any time, modify, waive, or otherwise vary the terms and conditions of a Request for Negotiations/Proposals, including but not limited to, deadlines for submission and proposal requirements.
- Reject or refuse any or all proposals, or cancel and withdraw a Request for Negotiations/Proposals at any time.
- Accept proposals which best serve the interest of the HFA and the County.
- Waive irregularities in a proposal.
- Negotiate in order to obtain terms most beneficial to the Pinellas community and the HFA.

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