

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

Meeting Date:	March 12, 2024	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Regular
		<input type="checkbox"/> Ordinance	<input type="checkbox"/> Public Hearing
Department:	Housing and Economic Development		

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

- A) rescind** the American Rescue Plan Act (ARPA) Response Replacement Fund award of \$550,000 to Vita Nova, Inc.;
- B) approve** a HOME American Rescue Plan (HOME-ARP) Program award of \$1,550,000 to Vita Nova, Inc.;
- C) direct** staff to negotiate the Loan Agreement;
- D) authorize** the County Administrator, or designee, to execute the Loan Agreement, amendments thereto, and all other documents necessary for project implementation that do not substantially change the scope of work, terms, or conditions of the award; and
- E) approve** a Budget Transfer of \$550,000 in the ARPA Response Replacement Fund to rescind funds.

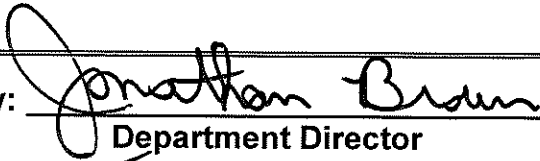

Summary: On June 13, 2023 (Agenda Item 5B-1), the Board of County Commissioners awarded an ARPA Response Replacement Fund award of \$550,000 to Vita Nova, Inc. to construct Omega Apartments, a 12-unit rental development for young adults 18-24 years of age who are transitioning from the foster care system. While the Loan Agreement has not been executed, it will provide for a forgivable 50 year term. Staff recommends the award be rescinded and the \$550,000 of funding be included in a subsequent award to Vita Nova, Inc. under the HOME-ARP Housing Program for the Omega Apartments project. This action will best facilitate project implementation.

On May 10, 2023, the Department of Housing and Economic Development (HED) issued a Notice of Funding Availability (NOFA) HED.2023.1 making up to \$7,891,211 in Federal HOME-ARP funding available for the development of multifamily rental housing, permanent supportive housing, and residential facilities to serve qualifying populations including the homeless; at-risk of homelessness; persons fleeing domestic violence, sexual assault or human trafficking; and those experiencing housing instability. This funding was made available to not-for-profit organizations, public agencies and for-profit housing developers. All projects must increase the local inventory of affordable housing units and/or residential facilities that serve qualifying populations. Applications were accepted on a first-come, first-eligible and first funded basis. Staff reviewed applications to ensure the projects met criteria for eligibility, responsiveness, and viability. Staff recommends funding in the amount of \$1,550,000 to Vita Nova, Inc. to construct Omega Apartments, a rental development to consist of 12 units to be located at 1330 Alpha Street, West Palm Beach. **(Continued on Page 3)**

Background and Policy Issues: (Continued on Page 3)

Attachments:

- 1. Omega Apartments Project Description
- 2. Notice of Funding Availability (NOFA) HED.2023.1
- 3. Budget Transfer

Recommended By:	 Department Director	2/8/2024 Date	
Approved By:	 Assistant County Administrator	2/20/24 Date	

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2024	2025	2026	2027	2028
Capital Expenditures	1,550,000				
Operating Costs					
External Revenues	(1,550,000)				
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	-0-				

# ADDITIONAL FTE POSITIONS (Cumulative)	-0-				
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Is Item Included In Current Budget? Yes X No
 Does this Item include the use of Federal funds? Yes X No
 Does this Item include the use of State funds? Yes No X

Budget Account No.:

Fund 1164 Dept 143 Unit 3100 Object 8201 \$(550,000)
 Fund 1165 Dept 143 Unit 1601 Object 8201 \$1,550,000

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Approval of this agenda item will return \$550,000 to the ARPA Response Replacement Fund and appropriate \$1,550,000 in HOME-ARP funds to Vita Nov, Inc. for the construction of the Omega Apartments project.

C. Departmental Fiscal Review:

Valerie Alleyne 2/8/2024
 Valerie Alleyne, Division Director II
 Finance and Administrative Services, DHED

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development and Control Comments:

Lisa Mante 2/14/2024
 OFMB JA 2/13 DA 2/14

Brenda Mack 2/14/24
 Contract Development and Control
 2/15/24

B. Legal Sufficiency:

[Signature] 2/16/24
 Chief Assistant County Attorney

C. Other Department Review:

 Department Director

March 12, 2024

ARPA Award to Vita Nova, Inc.

Page 3

Summary: (continued from Page 1)

The total development cost is \$2.8M and includes a \$285,734 contribution from the City of West Palm Beach and \$750,000 from the U.S. Department of Housing and Urban Development (HUD). All 12 units will provide housing to young adults ages 18 to 24 who are transitioning from the foster care system and will bear affordability requirements of the HOME-ARP Program for no less than 50 years. The funding agreement and related documents pursuant to these HOME-ARP funds will be between the County and Vita Nova, Inc. (and its respective successors and/or assigns). To facilitate project implementation, staff requests authorization for the County Administrator, or designee, to execute the Loan Agreement and related documents. **These are Federal HOME-ARP Program funds which do not require a local match.** District 2 (HJF)

Background and Policy Issues: (continued from Page 1)

On March 11, 2021, President Biden signed the American Rescue Plan Act into law, which provided over \$1.9 trillion in relief to address the continued impact of the COVID-19 pandemic on the economy, public health, State and local governments, individuals and businesses. To address the need for homelessness assistance and supportive services, Congress appropriated \$5 billion to HUD to be administered through the HOME Program to benefit qualifying individuals and families who are homeless, at risk of homelessness, or in other vulnerable populations. HUD allocated HOME-ARP funding in the amount of \$8,768,012 to Palm Beach County and on February 7, 2023 (Agenda Item 6B-4), the Board of County Commissioners approved the County's HOME-ARP Allocation Plan which included funding strategies that would increase the local inventory of housing and residential facilities for qualifying populations. These strategies were developed in collaboration with the Community Services Department and in consultation with the Homeless and Housing Alliance, local Public Housing Authorities and the general public.

PROJECT DESCRIPTION

Omega Apartments

The proposed development entails the new construction of a three (3) story residential building located at 1330 Alpha Street, West Palm Beach, FL. The project consist of 12 one bedroom/one bath apartments. When completed, all 12 units will provide housing with wrap around services to a qualifying population and will target youth ages 18 to 24 who are transitioning out of the foster care system. All persons served will be at 50% or below of AMI and the rents for these units cannot exceed HUD-issued HOME-ARP rent limits. The total development cost for the project is \$2,893,916.



NOFA HED.2023.1 HOME-ARP Housing Program

**Funding applications will be accepted
Starting June 12, 2023 at 9:00 am**

**Applications will be funded on a
First-come/first-eligible/first-funded basis**



ATTACHMENT 2

HOME Investment Partnership – American Rescue Plan (HOME-ARP)

1. Program Overview

The Palm Beach County Board of County Commissioners (BCC), through the Department of Housing & Economic Development (HED), is offering HOME Investment Partnership – American Rescue Plan Program (HOME-ARP) funding for the development of multifamily rental housing units, permanent supportive housing, and residential facilities that will serve Qualifying Populations.

2. Eligible Projects

Eligible projects are limited to: a) new construction of multi-family housing, including redevelopment; and b) acquisition and rehabilitation of existing residential properties and conversion of non-residential properties into housing and residential facilities for Qualifying Populations.

All projects must increase the local inventory of affordable housing units and/or residential facilities serving Qualifying Populations.

Eligible uses include permanent rental housing, permanent supportive housing, transitional housing, and non-congregate shelter. Homeownership projects are not eligible for funding through NOFA HED.2023.1. All projects must be completed and in service within three (3) years of funding award.

- **New Construction of Multi-family Housing**

For the purpose of the HOME-ARP “Multifamily Housing” is defined as five (5) or more residential units located on a single property under common ownership. All projects must result in an increase in the County’s affordable housing inventory, either through construction of new housing units on a vacant site or redevelopment of an existing developed property at increased residential density.

Acquisition and Rehabilitation of Existing Properties

HOME-ARP funds can be used for the acquisition and rehabilitation of existing multifamily residential properties and the conversion of non-residential properties into housing and residential facilities for Qualifying Populations such as permanent supportive housing, transitional housing, and non-congregate shelter. The Conversion projects can result in the creation of “Single Room Occupancy” (SRO) units. SRO is defined as a housing unit that is the primary resident of the occupant and contains sleeping quarters and sanitary facilities within a single private dwelling space, and where food preparation facilities are provided either within the private dwelling space or within a common space shared by tenants.

All funded projects must result in the creation of additional inventory of housing and/or residential facilities serving Qualified Populations.

Properties that currently bear affordability requirements of any federal, state or local program are ineligible for HOME-ARP assistance.

3. Eligible Applicants

Eligible applicants for funding through this NOFA are housing developers/owners, including for-profit and not-for-profit organizations, public agencies, and partnerships between the same.

4. Affordability Requirements

- New Construction of Multifamily Housing

Multifamily Housing projects may receive HOME-ARP funding for all housing units within a project, or may receive funding for only a subset of the total number of units in the project. Up to 30% of the total number of HOME-ARP assisted units within a project may be restricted for occupancy by Low Income tenants ($\leq 80\%$ Area Median Income [AMI]) and the balance of HOME-ARP assisted units must be restricted for occupancy by Qualifying Populations. Refer to Exhibit A for the income limits chart for 2022.

Rents in units occupied by Qualifying Populations cannot exceed HUD-issued HOME-ARP rent limits ($\leq 50\%$ AMI) less utility allowance, with the exception of tenants who receive a tenant-based rental subsidy who contributes no more than 30% of income to rent, who may have rents up to the maximum allowed under the rental subsidy program.

Rent for units occupied by low income ($\leq 80\%$ AMI) households cannot exceed the lesser of the applicable HUD Fair Market Rent or the HOME 65% AMI rent limit, less utility allowance, with the exception of tenants who receive a tenant-based subsidy who contributes no more than 30% of income to rent, may have rents up to the maximum allowed under the subsidy program. Rent rates are depicted at Exhibit B.

- Acquisition and Rehabilitation of Existing Properties

All housing units within an Acquisition and Rehabilitation project will be considered HOME-ARP assisted units and must be restricted for occupancy by Qualifying Populations. Projects may be operated as customary rental housing and offer occupancy through a standard lease at affordable rents, including permanent supportive housing, or as transitional housing or Non-Congregate Shelter. "Non-Congregate Shelter" is defined as one or more buildings that private units or rooms as temporary shelter to individuals and families and does not require an executed lease or occupancy agreement.

Rents in units occupied by Qualifying Populations, including transitional housing units, cannot exceed HUD-issued HOME-ARP rent limits ($\leq 50\%$ AMI) less utility allowance, except for units occupied by a recipient of a tenant-based rental subsidy who contributes no more than 30% of income

to rent may have rents up to the maximum allowed under the subsidy program.

Rents in SRO units containing both sanitary and food-preparation facilities cannot exceed the HUD zero-bedroom Fair Market Rent less utility allowance. Rents in SRO units containing only sanitary facilities cannot exceed 75% of the HUD zero-bedroom Fair Market Rent less utility allowance.

All HOME-ARP funded housing units will bear affordability requirements of the HOME-ARP Program for no less than thirty (30) years.

5. Qualifying Populations

HOME-ARP funds must be used to benefit individuals and families in a specified Qualifying Population. These Qualifying Populations are 1) Homeless; 2) At-Risk of Homelessness; 3) Fleeing Domestic Violence, Sexual Assault, or Human Trafficking; and 4) At Risk of Housing Instability.

- Homeless, as defined in 24 CFR 91.5
An individual or family who lacks a fixed, regular, and adequate nighttime residence.
- At Risk of Homelessness, as defined in 24 CFR 91.5
An individual or household that has an annual income at or below 30% AMI, lacks the sufficient resources and/or support network to prevent them from becoming homeless, **and** meets one of the following conditions:
 - ✓ Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homeless prevention assistance;
 - ✓ Is living in the home of another because of economic hardship;
 - ✓ Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
 - ✓ Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State or local government programs for low-income individuals;
 - ✓ Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lines in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;
 - ✓ Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
 - ✓ Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in Palm Beach County's Consolidated Plan.
- Fleeing Domestic Violence, Sexual Assault, or Human Trafficking
Any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. This includes cases where an individual or family reasonably believes that

there is a threat of imminent harm from further violence due to dangerous or life-threatening conditions that relate to violence against the individual or a family member that has taken place within the individual's or family member's primary nighttime residence or has made the individual or family afraid to return or remain within the dwelling unit.

- At Greatest Risk of Housing Instability Any individual or family that has an annual income at or below 50% AMI **and** meets one of the conditions listed above in the "At Risk of Homelessness" definition as defined at 24 CFR 91.5.

6. HOME-ARP Funding Available

A total of \$7,891,211 in HOME-ARP funds is available under this NOFA.

- New Construction of Multifamily Housing
HOME-ARP funding will be provided in the form of a low-interest loan. Loans will require repayment of all principal and interest. The loan structure and terms will be tailored to each project with the intent of assuring financial viability throughout the period of affordability.
- Acquisition and Rehabilitation of Existing Properties
HOME-ARP funding may be provided in the form of a forgivable loan or a low-interest loan. Forgivable loans will bear no interest and require no debt service during their term. Contingent on successful compliance with HOME-ARP requirements during the period of affordability, the full amount of principal will be forgiven upon maturity. Low-interest loans will be structured with the intent of assuring financial viability of the project throughout the period of affordability.

6. Eligible Costs

The minimum award under this NOFA is \$250,000. There is no maximum amount of HOME-ARP funds that can be requested. All projects must demonstrate a minimum 25% match from non-County development funding sources. Applicants must document commitments from all other sources of development funding, as well as from sources of any necessary operating subsidy.

HOME-ARP funds will be provided as gap financing for project development costs.

Eligible costs are limited to:

- Property Acquisition (Acquisition and Rehabilitation of Existing Properties only)
- Architectural and Engineering
- Permitting
- Site Improvements
- Construction
- Establishment of initial operating reserve

HOME-ARP will not fund operational costs nor tenant rental subsidy. The project developer/owner will be responsible for operation of the property throughout the period of affordability, including sourcing of any necessary operating subsidies

and provision or coordination of any necessary programming and services for residents.

7. Location

The HOME-ARP Housing Program is a countywide program. Projects can be located within any municipality or unincorporated area of Palm Beach County.

For projects located within the municipal boundaries of the City of West Palm Beach, the municipality must make a financial contribution to the project. The municipal financial contribution to the project may be in the form of a grant, a loan, the market value of donated real property, or other quantifiable means, such as a waiver of permit fees, impact fees, or other development fees. The applicant is solely responsible for obtaining the municipal financial contribution, and for providing documentation evidencing the financial contribution at the time of application submittal. Additionally, projects within the City of West Palm Beach boundaries must serve beneficiaries from both the City and Palm Beach County.

8. Important Dates

- A. NOFA HED.2023.1 will be issued on Sunday, May 14, 2023.
- B. Virtual technical assistance workshop will be held on Monday, May 22, 2023 at 9:30 am. The link is as follows:
<https://pbc-gov.webex.com/pbc-gov/j.php?MTID=mdddffd3ee38341600038cf1ef299173b>
- C. **Applications will be accepted starting Monday, June 12, 2023 at 9:00 am.**
- D. Applications will continue to be accepted up until all HOME-ARP funding has been awarded to eligible projects.
- E. Funded projects must be completed within three (3) years from the date of the funding award.

9. Application Submittal Requirements

Applicants must complete the attached application for funding, including the Cover Sheet (Exhibit C) and provide for all application requirements at the time of application submittal. The application must provide all of the following:

- A. The name of project, name and address of the project developer organization, and the name, phone number and email address of a contact person.
- B. A detailed description of the project. The description shall identify the development type; numbers and types of buildings; total number of housing units by size and proposed rents; numbers of HOME-ARP assisted housing units by unit size, proposed rents, and targeted Qualifying Populations. For

congregate housing facilities for non-related persons, include the number of beds for the proposed facility and the targeted Qualifying Populations. Describe any related program or services that will be available to project residents. The description shall include project location information including the development site(s), addresses (if any), property control number(s), and a detailed site location map. The description shall include the site's proximity to and availability of transportation services, employment services, commercial facilities, medical facilities, and educational services. For New Construction projects the description shall include a site plan and architectural renderings. For Acquisition and Rehabilitation projects, the description shall include photographs of the property exterior and interior, and a description of the current physical condition of the property including structural components and major systems.

- C. A detailed description of the developer/owner experience with the development and operation of projects similar to that proposed for funding.
- D. An organizational chart that identifies all parties that have an ownership interest in the developer/owner and proposed project.
- E. Evidence of site control for the entire project site(s) in the form of a fully executed contract for purchase of the property(ies), option to purchase, long-term lease, lease option, recorded deed, or recorded certificate of title.
- F. A detailed development pro forma that identifies all development sources and uses of funding, and that identifies all proposed sources of County funding/subsidy. Include documentation supporting all proposed construction costs in the form of either an estimate of probable cost prepared by a licensed architect or by written price estimates from at least two (2) licensed contractors.
- G. Documentation evidencing availability of all sources of funding required for the non-County balance of the project development budget. Acceptable documentation includes documentation from the funding source(s) providing a firm or a conditional commitment to fund and identifying all terms and conditions. For projects located in the City of West Palm Beach, provide documentation from the City committing a specific financial contribution to the project development costs.
- H. A detailed 15-year operating pro forma that identifies all project revenues, expenses, debt service, and reserves, and which explicitly states all assumptions.
- I. Documentation of availability of all sources of operating subsidy (if any), including project-based voucher subsidies.
- J. Provide a detailed project schedule including all development activities from pre-development through completion/occupancy, and indicating activity status at time of submittal.

K. Identify the current zoning and land use for the project site, and identify all applicable development review processes including but not limited to: re-zoning, zoning variances, future land use changes, comprehensive plan amendments, platting, site plan approval, and building permitting. Provide estimated dates/timeframes for all submittals, reviews, hearings, and approvals, and indicate the status of project applications in all such applicable development review processes.

10. Submittal Format

Applicants must submit one (1) original wet-signed copy and two (2) photocopies of the application and all required documentation on single-sided paper no larger than 8.5" x 11" in a binder with tabbed/identified sections; and one (1) electronic copy of the application in pdf file format on a DVD or USB flash/jump drive.

11. Contact Person

The HED contact person for matters relating to the HOME-ARP Housing Program funding application is:

Jo Miller, Senior Planner, Strategic Planning Division
Department of Housing & Economic Development
100 Australian Avenue, Suite 500
West Palm Beach, FL 33406
Phone: 561-233-3620
E-mail: ejmiller@pbcgov.org

12. Application Review and Funding Recommendation

All applications in response to this NOFA must be submitted to HED. Applications will be reviewed by HED staff in the order they are received. HED staff shall review each application for eligibility and responsiveness to the NOFA submittal requirements. **Applications determined by HED to be ineligible or unresponsive to the NOFA submittal requirements may re-apply and the resubmitted application will be processed in the order the resubmitted application is received.** Applications determined, in the sole judgement of the County, to be eligible and responsive to all submittal requirements will be considered for funding assistance on a first-come/first-eligible/first-funded basis, subject to funding availability.

13. Funding Awards

All funding awards will be made by the Palm Beach County Board of County Commissioners (BCC).

14. Cost Incurred by Applicants

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

15. Proprietary/Confidential Information

Applicants are advised that all information submitted as part of, or in support of, this 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.

16. 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.

17. Rules, Regulations, Licensing Requirements

Applicants shall comply with all laws, ordinances, and regulations applicable to Palm Beach County, 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.

18. 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.

19. 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. Income Limits Chart



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

FY 2022 Area Median Income: \$90,300

Number of Persons in Household	80% of AMI
1	\$51,550
2	\$58,900
3	\$66,250
4	\$73,600
5	\$79,500
6	\$85,400
7	\$91,300
8	\$97,200

Exhibit B. Rent Limits Chart

Unit Size	HOME ≤ 50% AMI Rent Limits	HOME ≤ 65% AMI Rent Limits	Fair Market Rent (FMR)
0 Bedroom*	\$805	\$1,028	\$1,049
1 Bedroom	\$862	\$1,102	\$1,274
2 Bedroom	\$1,035	\$1,324	\$1,578
3 Bedroom	\$1,196	\$1,521	\$2,120
4 Bedroom	\$1,335	\$1,678	\$2,575
5 Bedroom	\$1,472	\$1,832	\$2,961
6 Bedroom	\$1,610	\$1,987	\$3,348

*Includes maximum fee for a single bed in a congregate living facility.



EXHIBIT C

**Notice of Funding Availability (NOFA)
HOME – ARP Housing Program
NOFA HED.2023.1**

APPLICATION COVER SHEET

Name of Project: _____

Project Type: _____

Project Location: _____

Total Project Cost: _____

Total Amount Requested from NOFA HED.2023.1: _____

Project Developer/Applicant: _____
(As defined in NOFA)

Developer/Applicant Address: _____

City & Zip Code: _____

Contact Person/Title: _____

Contact Phone Number: (____) _____

Contact E-Mail Address: _____

ALL REQUESTED INFORMATION MUST BE COMPLETED





EXHIBIT C



Notice of Funding Availability (NOFA) HOME – ARP Housing Program NOFA HED.2023.1

- A. Name of Project / Name of Project Developer and/or Organization / Contact Person Information**
(Name of project, name and address of the project developer and /or organization, and the name, phone number and email address of a contact person.)
- B. Detailed Project Description**
(Include a detailed description of the project, including but not limited to: development category; development type; numbers and types of buildings; total number of housing units by size; proposed rents, and targeted Qualifying Populations. For congregate housing facilities got non-related persons, include the number of beds for the proposed facility and the targeted Qualifying Populations. Describe any related program or services that will be available to project residents. The description shall include project location information including the development site(s), addresses (if any), property control number(s) (PCNs) and a detailed site location map. The description shall include the site's proximity to and availability of transportation services, employment services, commercial facilities, medical facilities, and educational services. For New Construction projects the description shall include a site plan and architectural renderings. For Acquisition and Rehabilitation projects, the description shall include photographs of the property exterior and interior, and a description of the current physical condition of the property including structural components and major systems.)
- C. Describe Developer/Owner experience with the development and operations of similar projects**
(Include a detailed description of the developer/owner experience with the development and operation of projects similar to that proposed for funding.)
- D. Attach organizational chart that identifies all entities that have an ownership in the proposed project**
(Provide an organizational chart that identifies all parties that have an ownership interest in the developer/owner and proposed project.)
- E. Attach Evidence of Site Control**
(Provide evidence of site control for the entire project site(s) in the form of a fully executed contract for purchased of the property(ies), option to purchase, long-term lease, lease option, recorded deed, or recorded certificate of title.)
- F. Attach a Detailed Development Pro Forma Including All Sources and Uses of Funding Including all Proposed Sources of County Funding/Subsidy**
(Attach a detailed development pro forma that identifies all development sources and uses of funding, and that identifies all proposed sources of County funding/subsidy. Include documentation supporting all proposed construction costs in the form of either an estimate

of probable cost prepared by a licensed architect or by written price estimates from at least two (2) licensed contractors.)

G. Attach Documentation of Availability of All Non-County Funding Sources

(Provide documentation evidencing availability of all sources of funding required for the non-County balance of the project development budget. Acceptable documentation includes documentation from the funding source(s) providing a firm or a conditional commitment to fund and identifying all terms and conditions. For projects located in the City of West Palm Beach, provide documentation from the City committing a specific financial contribution to the project development costs.)

H. Attach Detailed 15-Year Operating Pro Forma

(Attach a detailed 15-year operating pro forma that includes all project revenues, expenses, debt service, and reserves, and which explicitly states all assumptions.

I. Attach Availability of Operating Subsidy (if applicable)

(Provide documentation of availability of all sources of operating subsidy, if any, including project-based voucher subsidies.)

J. Attach Detailed Project Schedule

(Provide a detailed project implementation schedule including all development activities from pre-development through completion/occupancy, and indicating activity status at time of submittal.)

K. Provide Current Zoning and Land Use for the Project Site

(Identify the current zoning and land-use for the project site, and identify all applicable development review processes including but not limited to: re-zoning, zoning variances, future land use changes, comprehensive plan amendments, platting, site approval, and building permitting. Provide estimated dates/timeframes for all submittals, reviews, hearings, and approvals, and indicate the status of project applications in all such applicable development review processes.)

Applicant: _____

By: _____
Print Name and Title

Signature: _____

Date: _____

Applications must be signed by the CEO or the Executive Director for the organization.

**BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET TRANSFER**

FUND 1164 - ARPA Response Replacement Fund

Use this form to provide budget for items not anticipated in the budget.

ACCOUNT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED 02/09/24	REMAINING BALANCE
EXPENDITURES								
143-310C-4900	Disaster Expenses	0	1,177,790	550,000	0	1,727,790	0	1,727,790
143-310O-8201	Contributions-Non-Govts Agencies	0	550,000	0	550,000	0	0	0
TOTAL EXPENDITURES				550,000	550,000			

Department of Housing and Economic Development
INITIATING DEPARTMENT/DIVISION
 Administration/Budget Department Approval
 OFMB Department - Posted

Signatures



Date

2/9/2024

By Board of County Commissioners
At Meeting of :
 March 12, 2024

Deputy Clerk to the
Board of County Commissioners