

RESOLUTION NO. 2018-179

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, ESTABLISHING AN APPLICATION PROCESS FOR THE ST. JOHNS COUNTY WORKFORCE HOUSING PROGRAM AND AUTHORIZING THE COUNTY ADMINISTRATOR, OR HIS DESIGNEE, TO IMPLEMENT THE WORKFORCE HOUSING PROGRAM.

RECITALS

WHEREAS, the County is required to maintain a list of County owned land that is suitable for the development and preservation of affordable housing in St. Johns County; and

WHEREAS, the County has no current process in place to solicit project applications for the development or disposition of these county owned land parcels; and

WHEREAS, the County acknowledges the need to establish an application process to fairly and transparently solicit potential project applications from developers to increase the development of or preserve existing workforce housing within the County. ; and

WHEREAS, the Workforce Housing Program Process, attached hereto and incorporated herein, provides a transparent process of soliciting the public for potential workforce housing on County owned land parcels; and

WHEREAS, adoption of the Workforce Housing Program process serves a public purpose.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY:

**Section 1. Incorporation of Recitals.**

The above recitals are incorporated by reference into the body of this resolution and such recitals are adopted as findings of fact.

**Section 2. Approval and Authority to Execute.**

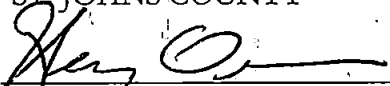
The Board of County Commissioners hereby adopts the attached St. Johns County Workforce Housing Program process and authorizes the County Administrator, or his designee, to take the necessary steps to implement the Program.

**Section 3. Correction of Errors.**

To the extent that there are typographical or administrative errors or omissions that do not change the tone, tenor, or context of this resolution, this resolution may be revised without subsequent approval of the Board of County Commissioners.

**PASSED AND ADOPTED** by the Board of County Commissioners of St. Johns County  
this 19 day of June 2018.

BOARD OF COUNTY COMMISSIONERS  
OF ST. JOHNS COUNTY

By:   
Henry Dean, Chair

ATTEST: Hunter S. Conrad, Clerk

By:   
Deputy Clerk

RENDITION DATE 6/22/18



## ***I. Purpose***

The St. Johns County Housing & Community Development Division (the Division) is seeking proposals from for-profit and non-profit developers for projects that create, repair, or preserve affordable rental or owner-occupied housing for low to moderate income households, within St. Johns County (the County), by utilizing the properties listed in the St. Johns County Affordable Housing Inventory List. In accordance with the requirements of Section 125.379(2), Florida Statutes, all projects shall ensure that the properties are developed as permanent affordable housing. The County is particularly interested in projects that propose for the highest density of affordable housing units while making a positive impact on the community. Projects awarded by the County shall be disbursed throughout St. Johns County so no single neighborhood experiences a disproportionate concentration of housing units for low to moderate income households. The developer shall be evaluated based on its financial capacity to complete projects in a timely and efficient manner, while providing high quality workmanship, organization and property management. These affordable housing opportunities are seen as the engine to further opportunities that will help foster place-making and community investment. Accordingly, while affordable housing opportunities may form the core of information submitted, the County encourages each submittal to include ideas and suggestions on leveraging and maximizing the creation of affordable housing in ways that engage what the developer sees as the full spectrum of possible community building activities. Information gathered from this process will assist the County in its continued goal of bringing resources together to improve the quality of life for its residents.

The purpose of this project is to meet the dwelling needs of households within the County by:

- Increasing homeownership opportunities for low to moderate income households (less than or equal to 120% of area median income (AMI));
- Expanding the number of affordable rental units and/or improving the quality and/or diversity of units available to low to moderate income households (less than or equal to 120% of AMI) throughout the community.

The County is particularly interested in proposals that meet the following objectives:

1. Assist or create housing in areas of the County characterized by poor quality housing, high cost housing, blight, or negative neighborhood image;
2. Assist or create affordable workforce housing that is in reasonable proximity to employment centers;
3. Reduce the number of individuals who are homeless due to a lack of affordable permanent housing options, particularly single room occupancy (SRO) units for single individuals.

## ***II. Funding***

There are no funds available for these properties at this time. Should funds become available at a later date, a RFP shall be issued that addresses the funds.

### **III. Requirements/Scope of Service**

County staff will expect the developer to have the capacity to exercise independent judgment and to perform those actions necessary to achieve the project objectives. While the developer will be working under the general direction of the Housing Department, it should be understood the County has limited professional staff capacity to support the project and will rely on the experience and expertise of the developer to ensure all necessary components of the housing project are completed in a timely manner. The selected developer will be responsible for assembling all necessary professionals including but not limited to planning, architectural and engineering services, contractors and sub-contractors, lenders for construction and permanent financing, real estate specialists and miscellaneous development consultants. The developer shall be responsible for developing an understanding of the property in question and any and all encumbrances that may impact the development of the property (deed restrictions, liens, ownership questions, environmental factors, etc.). Upon approval of the proposal, the developer shall hold two neighborhood meetings to address any and all concerns of the neighboring property owners. The developer shall work with the County's Public Information Office to advertise and serve public notice concerning these meetings. Meetings shall be audibly recorded, transcribed, and submitted to the Division by the developer. All advertising costs shall be the responsibility of the developer. The neighborhood meetings may occur prior to application submittal. Developers are asked to complete an application to describe the details of the proposed project. Approval of a submitted project by the Board of County Commissioners does not circumvent any other laws, ordinances, processes, or requirements mandated by local, state, or federal government regulations. All projects should meet the requirements outlined in the Scope of Services outlined below. The County also requests that the developer provide information on whether proposer's organization meets the definition of small business, minority business enterprise, or women's business enterprise.

Scope of Service includes but is not limited to the following:

1. Owner-Occupied Housing:

- Proposal for owner-occupied housing must meet at least one of the three objective listed on pages 1 and 2.
- Single family housing must be created, preserved or repaired for households with income at or below 120% AMI.
- Housing units may not exceed the State Housing Initiatives Partnership program (SHIP), home purchase price designated by the Florida Housing Finance Corporation. (<http://www.floridahousing.org/programs/special-programs/ship---state-housing-initiatives-partnership-program/purchase-price-limits>)
  - Projects should incorporate energy efficient features into the design.

- Housing sold to income eligible buyers may not exceed a loan to value ratio of 100%.
- All properties shall contain a deed restriction that requires the development of the property as permanent affordable housing.
- Housing (after rehab) shall comply with all applicable County and City minimum housing and building codes as well as all applicable land development regulations.
- Housing shall be compatible with the surrounding area in both use and design.

## 2. Rental Housing:

- Housing must be created, repaired or preserved for households with income at or below 120% AMI whose rent is no more than 35% of gross income of a household at 120% AMI including utilities.
- Housing must be kept affordable and be income restricted in perpetuity.
- Housing (after rehab) shall comply will all applicable local, state, and federal housing and building codes.
- Staff will evaluate all proposals based on the project's contribution to increase the affordable housing stock, upon project need, and availability of developer's resources.
- Projects should incorporate energy efficient features into the design.
- Newly constructed housing will be located in areas of the County which do not have a high concentration of lower income housing.
- Compatible with the surrounding area in both use and design.
- Utilize urban design principles where applicable

## **IV. *Submission of Proposals***

St. Johns County Housing and Community Development will be soliciting applications, from private and nonprofit organizations, for project proposals to provide for affordable housing and/or for the development of shelter for the homeless within St. Johns County. Notice of project will be posted on the County Housing and Community Development website and staff will coordinate with the St. Johns County Communications Department for public notice. Project applications can be downloaded at <http://www.sjcfl.us/Housing/>. Please review the application package carefully. If you should have any questions, please contact the Housing and Community Development Division at (904) 827-6890 or [housing@sjcfl.us](mailto:housing@sjcfl.us). Staff are available to answer any questions or provide technical assistance. Developers must: Submit One (1) electronic copy of the application to [housing@sjcfl.us](mailto:housing@sjcfl.us) and submit one (1) original and five (5) paper copies of the application to: St. Johns County Health and Human Services Department Housing and Community Development Division Attn: Housing and Community Development Manager, 200 San Sebastian View, Suite 2300 St. Augustine, FL 32084 Applications

are due by #####, at 5:00 p.m. Project applications received after the deadline will not be considered for this project cycle.

**V. *Review Process and Criteria for Selection:***

Applications shall be reviewed by the Affordable Housing Grant Review Committee. The Committee shall review all applications and provide recommendations to the Board of County Commissioners. The Committee shall be composed of five members of County staff designated by the Director of Health and Human Services. In selecting the Committee members, the Director shall select members whose expertise qualifies them to provide recommendations with respect to the grant applications. If the Director determines that the expertise of a non-County employee is required for the purposes of evaluating grant applications, the Director may include a non-County employee on the Committee for such purposes. This person's expertise shall be tied to their experience with the development of workforce housing. The non-employee will be fully informed that all work and evaluation performed on behalf of the County is subject to all applicable Florida laws, including the Florida Public Records law. The Committee shall be subject to Government in the Sunshine, and its meetings shall be open to the public.

**VI. *Evaluation of Proposals***

Applications will be evaluated and the developers selected based on the following criteria:

1. **Developer Capability and Track Record.** The developer's track record, including whether the developer and/or development team has successfully completed and/or operated a similar type project or a project of similar scope and size. The following other factors shall be considered:
  - The developer's past relationships with other private and nonprofit organizations as well as governmental agencies shall be evaluated.
  - How potential homeowners/renters will be marketed to/marketing plan.
  - Demonstration of staff and team's capacity to complete projects in a timely and efficient manner, while providing high workmanship and organization
  - Past performance and results with other projects similar in scope to this program
  - Ability of organization to leverage other funds
  - Identification of funds to be leveraged
  - Identification of volunteers
  - Identification of donation of goods
  
2. **Capacity to undertake new or additional projects.** Ability to secure construction financing:

- Developer's approach and plan of work
  - Submitted pro forma
  - Financial capacity of the developer's organization
  - Resumes of key personnel
  - Identification of previous housing development and property management experience of the principals of the organization that comprise the project implementation team.
  - Organization chart outlining the project team.
  - Key personnel experience which demonstrates the ability to properly execute programs which are governed by the requirements of Federal Regulations
3. **Quality of References.** Qualification and experience in providing the requested development as exemplified by past projects and client contracts.
4. **Neighborhood Contrast and Project Design.** Knowledge of and experience in identifying the following:
- Affordable housing needs for the St. Johns County
  - Number of affordable housing units' and community impact
  - Energy efficiency and accessibility features.
  - An understanding of social issues associated with aging in place and development designed to address these issues.
  - Compliance with all requirements outlined in this RFP's Scope of Services.
  - Project consistency with the County's priorities and objectives outlined in this program document.
  - Sustainable construction practices.
  - Existing plans that could be implemented in the proposed project
  - Use of innovative products and design.
  - Types of warranties to be provided on structures.
5. **Feasibility.** Ability of the developer to implement the proposed project identifying the following factors:
- Individual component costs and revenue sources.
  - Total project cost and value to be attained.
  - Readiness of project to proceed and
  - Anticipated time frame to complete the project.
  - Identification of capital budget breakdown of the costs associated with the proposed project
  - Recognition of potential internal and external barriers to the project.
  - Risk of the project. List the rubric check PLT

**Additional criteria for rental proposal:**

1. Property management experience – number of units managed; years of experience; the number of affordable units managed and the performance record. A submitted plan of how the property is to be managed after development. Familiarity of the various funding sources for housing development and rental subsidies.

**Applications will be evaluated and bonus points shall be given to the following preferences:**

1. Leveraging public and private sources of funds;
2. Developed units are part of a mixed income project, where income restricted units are distributed throughout the building or development so as to avoid a disproportionate concentration in any one area;
3. Developed units remain income restricted and/or affordable in perpetuity;
4. Energy improvements that lead to lower, long-term utility costs for occupants of developed units;
5. Payment made to the County for the acquisition of the property; payments to be utilized for additional affordable housing initiatives through the existing St. Johns County Affordable Housing Trust Fund.
6. A developer that shows collaboration. It is encouraged that a collaborative effort be made to include Housing Counseling Agencies and not-for-profit housing providers with experience in Northeast Florida and affordable housing sales programs.

The Affordable Housing Committee will consider staff evaluations and shall have the ability to use other additional criteria to come to a full complement of recommendations to the St. Johns County Board of County Commissioners.

***VII. Contract Negotiations:***

The County reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award, with the selected developer(s) prior to entering into a written agreement.

***VIII. Questions/Contact Person:***

Questions concerning this proposal, the application, or the review process may be directed to Joseph Cone, Housing and Community Development Manager by email at [jccone@sjcfl.us](mailto:jccone@sjcfl.us) for record retention purposes.