



Application Package for Tax Increment Finance Funding

South St. Petersburg CRA

# Affordable Multifamily Housing Rebate

Applications & supporting documents are to be submitted in a single envelope at least 8"x 10" in size to:

Anthony Chan, Economic Development Specialist  
Planning and Economic Development Department, Ninth Floor  
One 4<sup>th</sup> Street North (Municipal Services Building)  
St. Petersburg, Florida 33701  
(727)551-3279  
[tony.chan@stpete.org](mailto:tony.chan@stpete.org)

## Application Process

Eligible affordable multifamily housing projects will be awarded TIF funding contingent on City Council approval. Because the incentive involves a multiyear rebate of ad valorem taxes from all applicable Pinellas County taxing authorities, City Council will review and approve the project and award amount, which will be based on its current and projected fiscal impact on the “Housing and Neighborhood Revitalization” budget of the South St. Petersburg CRA Redevelopment Trust Fund.

In order for City Council to assess the fiscal impact of the rebate during its review and approval process, it will be necessary to estimate the annual rebate of a Project. To that end, City Administration will utilize the taxable values from comparable affordable housing projects in St. Petersburg to estimate the annual tax per dwelling unit that can then be applied to the project.<sup>1</sup> Ultimately, the ad valorem rebate will be based on the taxable building value of the Project assigned by the Pinellas County Property Appraiser’s Office in the first year after completion, provided it is less than the rebate approved by City Council. **In no case will the amount of the rebate exceed the amount approved by City Council.**

Successful applicants must sign a Grant Agreement with the Mayor or designee which specifies their obligations and rights upon issuance of the Grant. To ensure timely commencement and completion of the Project, the Applicant shall abide by the following deadlines:

- Within 60 days of execution of the Grant Agreement, file a “Notice of Commencement” pursuant to the requirements of the City’s Construction Services and Permitting Department.
- Within 6-18 months of execution of the Grant Agreement, request a “Review of Completed Work” from the City of St. Petersburg. (Length of time will depend on the nature of work to be performed.)

---

<sup>1</sup> Original version adopted on February 4, 2016, was administratively amended on August 8, 2016, to improve methodology for estimating taxes on residential projects.

Applicants requiring the execution of a Grant Agreement to secure additional financing will be allowed 90 days from the execution date to do so before the above deadlines will commence. The applicant shall make the request for this extension in writing. Absent approval of an extension of these deadlines by the City, failure to comply will result in the cancellation of the TIF Agreement, rescission of the rebate and return of the earmarked funding to the South St. Petersburg Redevelopment Trust Fund. The applicant must maintain the improvements in accordance with the terms of the Grant Agreement as well as the City's Code of Ordinances.

Applications are to be submitted in an 8"x10" envelope or larger with the project's name and location, the applicant's name and address and labeled with the envelope labeled "Affordable Multifamily Housing Rebate Program". The application should be delivered to the Planning and Economic Development Department on the 9<sup>th</sup> Floor of the Municipal Services Building, which is located at 1 Fourth Street North, St. Petersburg, Florida, 33701. Enter through the door on the far left after exiting the elevator. Before leaving the envelope containing the application at the above location, please ensure that the date and time of submission has been recorded on the envelope by City staff. This is important because funding will be awarded to projects with complete applications on a first come, first served basis.

## **Eligibility Guidelines**

The **Affordable Multifamily Housing Development Program** is an annual rebate for up to 15 years on increases in ad valorem taxes from all applicable Pinellas County taxing authorities resulting from the development of affordable housing in the South St. Petersburg CRA. The rebate will be based on the increase in ad valorem taxes in the first year the completed project goes on the tax rolls. The maximum award is \$50,000 per project per year. For the purposes of this program, "affordable housing" is defined as housing meeting the needs of households whose income is 80 percent or below the area median household income. The maximum income and rent levels for this program are based on the Florida Housing Finance Corporation's SHIP Program, which are periodically adjusted. Please see the current levels on the last page of this document.

In the case of a renovation of an existing multifamily building, the ad valorem rebate will be based on the difference between the taxable building value in the first year after Project completion and the year prior to the Project's commencement. Adaptive reuse projects that convert nonresidential buildings to residential use are eligible for the rebate, which will be based on the taxable building value of the Project in the first year after completion. Mixed-income projects that provide both affordable and market-rate units are also eligible for the program with the annual rebate of ad valorem taxes based on the percentage share of affordable units in the project.

Note, applicants meeting any of the following disqualifying criteria may be ineligible for funding:

- Code enforcement liens over \$2,500
- Special assessment liens over \$500
- Pending judgment or foreclosure
- Felony conviction for financial mismanagement within the last five years
- Mortgage payments three months in arrears
- Unpaid property taxes
- Unpaid property insurance

## Required Documents

Items listed below are to be submitted together to the Planning and Economic Development office for review. Each document is to be submitted in order per the list below and must include the applicant's original signature and date. Any documents being prepared on behalf of the applicant must also include an original signature of the person preparing the documents. Incomplete packages will not be reviewed and will be returned to completion. This may result in the application losing its order from the time originally submitted.

The applications must include the following:

- Completed and signed application form
- Business Pro Forma, defined as a financial statement prepared on the basis of some assumed events and transactions that have not yet occurred. This information will be used to assess the financial resources needed by the Project to ensure its completion. Information submitted should include anticipated revenue by unit type, expenses, taxes, net operating income, net cash flow and cash-on-cash return for five years.
- If necessary, a letter requesting an extension of ninety days to seek additional financing if TIF funding application is approved
- Documentation of property ownership or written consent from property owner giving permission to conduct the identified improvements. The property owner will be required to sign the Grant Agreement to assume responsibility to maintain the affordable housing units for the duration of the Agreement.
- Estimated taxes for proposed project based on three comparable affordable residential projects in St. Petersburg.<sup>2</sup> (Annual ad valorem taxes will be estimated based on this information.)
- Confirmation the project complies with the City's land development regulations.
- Confirmation that mortgage, property insurance and property tax payments are current and in good standing.
- Legal description and survey of project site
- Digital photographs of existing conditions of the project site
- Written description of project improvements including number of units, size and bedroom/bathroom configuration and rental rates per unit type
- Sketches or conceptual drawings of improvements that will be funded by the Grant

---

<sup>2</sup> Original version adopted on February 4, 2016, was administratively amended on August 8, 2016, to improve methodology for estimating taxes on residential projects.

**Affordable Multifamily Housing Rebate Program**

**Project Information**

Date		Project Address(es)	
Zoning		Parcel ID(s)	
Current Taxable Property Value	<i>Total</i>	<i>Land</i>	<i>Building</i>
Current Property Use (i.e., Vacant land or building, commercial, residential)			
# Existing Dwellings		# Existing Affordable Dwellings <sup>3</sup>	
Proposed Dwellings		Proposed Affordable Dwellings	
Does the project require a rezoning?		Yes	No
Has a site plan been approved for the site?		Yes	No
Has the project been issued a building permit?		Yes	No
Has work begun on the project? <small>If yes, project is ineligible for the Rebate Program.</small>		Yes	No
Is project seeking Workforce Development Density Bonus? <small>If yes, project will also need approval from City Housing and Zoning.</small>		Yes	No
Estimated Construction Value of Project (provide attachment of detailed investment)			
Project Description (attach any drawings as necessary)			

<sup>3</sup> See attachment on page 10 for income and rent limits to be maintained to qualify for Affordable Multifamily Housing Rebate Program.

**Affordable Multifamily Housing Rebate Program**

**Applicant Information**

<b>Applicant Name</b>		
<b>Physical Address</b> (not P.O. Box)		
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Contact Name</b>		<b>Contact Cell</b>
<b>Contact Email</b>		<b>Bus. Telephone</b>
<b>Property Owner</b> (if different from Applicant)		
<b>Physical Address</b> (not P.O. Box)		
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Email</b>		<b>Telephone</b>
<b>If you answer yes to any of the questions below, please attach an explanation</b>		
Has applicant ever declared bankruptcy or had any judgments, repossessions, or garnishments filed against them?	Yes	No
Are there any pending actions regarding bankruptcy, judgments, repossessions or garnishments?	Yes	No
Are any tax obligations, including payroll, business or real estate taxes, past due?	Yes	No
Are any mortgage payments three months or more in arrears?	Yes	No
Has the applicant or partners or interest in the application been convicted of a felony for financial mismanagement within the last five years?	Yes	No
Are property insurance payments late or unpaid?	Yes	No
Are there code enforcement liens of more than \$2,500 on the project site?	Yes	No
Are there special assessment liens of more than \$500 on the project site?	Yes	No
Are any tax obligations, including payroll, business or real estate taxes, past due?	Yes	No

Affordable Multifamily Housing Rebate Program

**Applicant Certification**

I certify that the information provided in this application is true and accurate to the best of my ability and no false or misleading statements have been made in order to secure approval of this application. You are authorized to make all the inquiries you deem necessary to verify the accuracy of the information contained herein.

--	--

Applicant Signature	Date
---------------------	------

Print Name
------------

Affordable Multifamily Housing Rebate Program

**Owner Authorization**

As owner of the property/properties located below, I hereby authorize the Applicant as identified above to undertake the activities specified in this application.

Property Address(es)
----------------------

Property Identification Number(s)
-----------------------------------

--

Owner Signature	Date
-----------------	------

Print Name
------------

## 2016 Income and Rent Limits for Affordable Housing Projects

South St. Petersburg CRA TIF Program

		Percentage of Area Median Household Income		
		30%	50%	80%
<b>Income Limit by Number of Persons in Household</b>	1	\$12,450	\$20,750	\$33,150
	2	\$16,020	\$23,700	\$37,900
	3	\$20,160	\$26,650	\$42,650
	4	\$24,300	\$29,600	\$47,350
	5	\$28,440	\$32,000	\$51,150
	6	\$32,580	\$34,350	\$54,950
	7	\$36,730	\$36,730	\$58,750
	8	\$39,100	\$39,100	\$62,550
	9		\$41,440	\$66,304
	10	Refer to HUD	\$43,808	\$70,093

<b>Rent Limit by Number of Bedrooms in Unit</b>	0	\$311	\$518	\$828
	1	\$355	\$555	\$888
	2	\$504	\$666	\$1,066
	3	\$659	\$770	\$1,231
	4	\$814	\$858	\$1,373
	5	\$947	\$948	\$1,516

Source: Florida Housing Finance Corporation State Housing Initiatives Partnership (SHIP) Program "2016 Income Limits and Rent Limits" for Pinellas County (March 31, 2016). Limits are revised annually. Link to [Florida SHIP Income and Rent Limits](#)