



# County Owned Property Conveyance Application Criteria

Alachua County is seeking to divest itself of County owned real property that is not needed for County purposes. Property that is appropriate for use as affordable housing, and to convey or donate that property to Non-profit Housing Organizations (NHOs) for the purpose of developing permanent affordable housing for eligible clients.

Written application submissions will be evaluated and scored by members of a select evaluation committee on the basis of the criteria below, with points awarded within a designated scoring range for each criteria. Members of the evaluation committee may offer their unique perspectives and practical insights based on areas of professional or personal expertise; education, training and/or knowledge; and community involvement. Approved applications will then be reviewed by the Alachua County Affordable Housing Advisory Committee for them to provide their recommendation for the Board of County Commissioners.

If two or more NHOs are interested in acquiring the same Eligible Property, the Board will base its decision, and/or ranking, for conveyance of the property to an NHO based upon the proposed use of the Eligible Property. If the first ranked NHO withdraws its request or does not proceed to acquire the Eligible Property within a reasonable time after the Board's approval, as determined by the County Manager or designee, then the Housing Program Manager will notify the next NHO in order that it has been selected instead of the other.

If you have any questions, please contact Alachua County Housing and Strategic Development at (352)337-6284 or at [housing@alachuacounty.us](mailto:housing@alachuacounty.us).

Applications will be subject to screening to determine if entity and/or proposed project is eligible. Alachua County reserves the right to accept or reject any application, in whole or in part, with or without cause, to waive technicalities, which in the County's judgment best serve the interest of the County or the community. Final conveyance decisions are made by the Board of County Commissioners and cannot be appealed. Please note that applications upon receipt of the County become public records subject to Chapter 119, Florida Statutes.

- 1.) **Program/Service Delivery Effectiveness:** (scoring range: 0 –40 pts.): The degree to which the application furnishes a clear and concise description of the proposed new development or rehabilitation project, the proposal is clearly planned towards eligible clients of Alachua County.
  - a) Is the NHO proposing a permanent affordable housing new development or rehabilitation project that is directly designed towards eligible clients?
  - b) Does the NHO have a history of completing affordable housing new development or rehabilitation projects?
  - c) Does the NHO have a history of working in Alachua County, Florida?
  - d) Does the NHO demonstrate a clear understanding of, and compliance with, local land ordinances and regulations?
- 2) **Participant Impact:** (scoring range: 0 – 40 pts.): The degree to which the proposed new development or rehabilitation project clearly describes and helps to address the existing deficit in affordable housing units, provides specific strategies to engage the community, and the details of the proposed units.
  - a) Are the details of this development and the number of units that will be created or rehabilitated clearly quantifiable and described?
  - b) Is the proposed new development or rehabilitation project directly related to, and responsive to, the housing needs of eligible clients?
  - c) Will the proposed development incorporate energy efficient construction materials and weatherization strategies?
  - d) Does the NHO provide a clear and direct Community Engagement Plan regarding the proposed development or rehabilitation project?
- 3) **Program Budget:** (scoring range: 0 – 40 pts.): The degree to which the proposed project budget focuses on the development, or rehabilitation, of affordable housing units in order to efficiently meet the housing needs of the eligible clients.
  - a) Does the NHO clearly identify their funding sources and/or potential sources to fund the proposed new development or rehabilitation project?
  - b) Does the NHO clearly identify that the development build a dwelling for permanent affordable housing or workforce housing on the eligible property at the NHO's sole costs and expense?
- 4) **NHO stability and capability:** (scoring range: 0 – 40 pts.): The degree to which the NHO appears to be well-functioning and financially and internally stable.
  - a) Does the NHO receive an outside audit on a regular basis? What were there audit findings?
  - b) If the completion of the new development or rehabilitation project requires special staff training or certification, is this documented?
  - c) Has the NHO provided evidence of adequate, stable staffing levels?
  - d) How long has the NHO been developing or rehabilitating Affordable Housing or Workforce Housing?
  - e) Does the NHO have an extensive history of code enforcement violations with Alachua County or with the City of Gainesville?
- 5) **Performance Measures and deliverables:** (0-40 pts)
  - a) Does the NHO clearly state that they will ensure that the Eligible Property remains available for Affordable Housing or Workforce Housing purposes for a period of 10 years of the date of the County deed to the NHO?

- b) If rented, does the NHO clearly indicate that they will ensure that the Eligible Property remains available for rent by Eligible Clients for a period of 10 years of the date of the County deed to the NHO? Does the NHO clearly acknowledges its responsibility to determine eligibility of clients to ensure they are Eligible Clients and provide their proposed intake process?

# Definitions

**Affordable Housing** – means the monthly rent and utilities, mortgage payments, and homeowners association fees, including taxes and insurance do not exceed 30% of that amount which represents the percentage of the median annual gross income for the households as indicated in Sections 420.907, Florida Statutes, as per the SHIP Local Housing Assistance Plan (LHAP). County – Alachua County, FL or the Alachua County Board of County Commissioners.

**Eligible Clients** – the population that is to be served with the proposed development or rehabilitation project. Permanent affordable housing to serve households with an area median income of 80% or less.

**Non-profit Housing Organization (NHO)** – entity that is a corporation not for profit, qualified as charitable under s. 501(c)(3) of the Internal Revenue Code that (a) is registered in Florida or is otherwise authorized to do business in the State of Florida, and (b) has a purpose or mission of providing housing to persons or families that is affordable or is for extremely-low-income, very-low income, and/or low-income persons, as defined in F.S. §420.0004 (2022).

**Workforce Housing** – means a product of economic development that supports employees, business owners, and construction and housing industries by the creation and preservation of housing built for low to moderate income workers seeking to work in the community in which they live.