

**CLARIFICATION TO ESCAMBIA COUNTY, FLORIDA
LOCAL GOVERNMENT CONTRIBUTION APPLICATION
FOR FHFC HOUSING TAX CREDITS**

The following are questions received regarding the application process and will be updated on an ongoing basis. Questions may have been modified for clarity or to delete reference to specific sites. Further questions may be directed to HTCapp@myescambia.com

- 1. Since this is local community feedback items, if the mailing address for the local address (in the database you sent me) is not within the 2,500 feet, do we still need to contact them? They are not local so does not including them live within the spirit of the process how the commissioners intended? They are not local stake holders.**

Updated 8/17/17

The requirement is to send to all property owners within 2500 feet of the development regardless of whether they physically live in the vicinity of the property or not.

- 2. Question regarding local community service providers, is the agreement or MOU for these services section, different then the services we provide as part of our involvement in your program for the residents?**

Updated 8/17/17

This could be the same depending on how you intend to deliver services. For instance, in Section 7, we are looking to see what program offerings you will be providing for tenants as required by FHFC and if you will be providing anything OVER the minimum required by FHFC. In Section 9, we are looking to see if you will be utilizing LOCAL partnership to provide services to the development. For instance, will you partner with a LOCAL bank or not for profit to provide the homeownership opportunity program or financial management program? If so, we would like to see proof of that.

- 3. Who do I contact to complete for ability to proceed forms?**

Updated 8/16/17

- a. Electricity: Gulf Power Company
- b. Sewer, Package Treatment, or Septic Tank: ECUA (Phone: 850-476-0480 or Email customer.service@ecua.fl.gov)
- c. *Water: Check the Property Lookup Tool at <https://myescambia.com/our-services/development-services/gis/address-information> to find the water franchise for the property. Below are some of the common water providers:*
 - *ECUA (Phone: 850-476-0480 or Email customer.service@ecua.fl.gov)*
 - *Central Water Works, Inc.*
 - *Cottage Hill Water Works, Inc.*
 - *Escambia River Electric Co-op*
 - *Farm Hill Utilities, Inc.*
 - *Gonzalez Utilities Association, Inc.*
 - *Molino Utilities, Inc.*

**Peoples Waters Service Company of Florida, Inc. (Ph: 850-455-8552 or email: CustomerService@peopleswaterservice.com)*

d. **Roads:**

** Unincorporated Escambia County, contact Jason Walters at 850-595-3422 or email JDWALTERS@myescambia.com)*

**City of Pensacola, contact Sherry Morris at 850-435-5655*

e. **Development is Consistent with Zoning and Land Use:**

** Unincorporated Escambia County, contact Planning and Zoning at 595-3475 and ask for Juan Lemos or email JCLEMOS@myescambia.com . Please copy Drew Holmer on any email requests: ADHOLMER@myescambia.com*

**City of Pensacola, contact Sherry Morris at 850-435-5655*

f. **Regulations Verification of Status of Site Plan Approval for Multi-Family Developments OR Verification of Status of Plat Approval for Residential Rental Developments: Contacts Same as #3e**

4. Does this require a formal public notice? Also, do we need proof of delivery for all addresses? Or can we send this via regular mail?

Updated 8/17/17

No requirement was imposed to make this a formal public notice nor was there a requirement to have proof of delivery for the addresses. However, you are not prohibited from running an ad or sending these out with a proof of delivery. The developer does need to submit a copy of whatever method utilized to notify surrounding property owners (flyers, ads, mailouts, emails, etc.) with the application. For mailouts, developers are encouraged to submit a copy of the list with your submission stating that you mailed info to the property owners on the attached sheet. You'll also want to provide details about the meeting, including agenda, sign in sheets, etc.

5. How do I know if the property is located in a Redevelopment Area?

Updated 8/17/17

For properties in unincorporated Escambia County, use the Property Look up Tool to see if property is in a County CRA district: <https://myescambia.com/our-services/development-services/gis/address-information>

For properties in the City of Pensacola, please see CRA District maps at:

<http://cityofpensacola.com/534/CRA-District-Maps>

6. We participated in the pre-application meeting last year. Will we be required to have another pre-application meeting or can we include the comments from that meeting in our submission?

Updated 8/23/17

The pre-application meeting review comments are only good for 12 months. The pre-application needs to be current at the time of the County LGC application deadline.

7. As for "evidence" of the mailouts, is an invoice from the postcard/ mailing company along with the email correspondence and the spreadsheet of addresses within 2500 feet of the development as provided by the County sufficient evidence?

Updated 8/28/17

To provide evidence of the required mailouts, please provide invoice(s) related to printing and postage, copy of the postcard or letter sent, and a printout of the spreadsheet with someone from your company signing stating a postcard/letter (whatever you sent) was mailed to all the addresses on the attached spreadsheet.

8. Where can I hold community meetings?

Updated 8/28/17

Local churches, schools, community centers, or the library are all possible options for community meetings. A list of County run community centers can be found online at: <https://myescambia.com/our-services/parks-and-recreation/community-centers>

The West Florida Public Library main library is at 239 N. Spring St, Pensacola, FL 32502 and there are other locations with meeting rooms available as well (Tryon or Southwest Branches). Please see the WFPL site at <https://mywfpl.com/> to request a meeting room reservation or call 850-436-5060 (Main Branch).

For schools and churches, please contact the agency directly.

9. The application requires some local contractors or partnerships. Our agency has not yet selected the architect, construction contractor, subcontractors or local partners as we are still in the preliminary planning stages. How should we address this?

Updated 8/28/17

For any local contractors or partnerships you do currently have, please provide a letter on letterhead (or MOU or agreement for the partnerships) evidencing your use of local services. For providers not yet selected, include a brief narrative regarding the current status of your selection and whether you intend to use local contractors during construction and/or local partnerships after construction. If applicable, include a goal of the number and types of businesses that you intend to hire. You can include a timeline as well for projected hires. If you do not intend to hire locally, please state.

10. Can you provide clarification on the Ability to Proceed Narrative?

Updated 8/28/17

Refer to Question 13 on page 9 of the application. Each developer should have all the FHFC "ability to proceed forms" and were able to establish site control as threshold requirements. You are encouraged to reiterate that information in your narrative (I.E., THE PROPERTY HAS INFRASTRUCTURE AVAILABLE, IS PROPERLY ZONED, ETC). Your narrative should also respond to any comments/concerns raised in the pre-application development review and how you anticipate those will be addressed. How will

the items mentioned in the DRC review affect your ability to move forward with the development or affect timing of construction. Please don't forget to answer 13b by providing a timeline directly on the application form.

Updated 8/28/17