

**MANATEE COUNTY AFFORDABLE HOUSING  
ADVISORY COMMITTEE WORK SESSION  
COUNTY ADMINISTRATION BUILDING; FIFTH FLOOR, MANATEE ROOM  
1112 Manatee Avenue West  
Bradenton, Florida  
March 20, 2023**

Present were:

Stephen Rinehart, Chairman  
Erick Pons  
Glen Gibellina  
William Conerly  
Mark Dunlop

Absent were:

Vallerie Guillory, First Vice-Chairman  
George Kruse, Board of County Commissioners  
Brandon Johnson  
Kenneth Ellis  
Michael Fenton

Two seats are vacant


Also present were:

Deborah Ash, Community Development Coordinator  
Rowena Elliott, Affordable Housing Development Coordinator  
Julia Vieira, Community Development Project Manager  
Hannah Bishop, Board Records, Clerk of the Circuit Court

**AGENDA AND SIGN-IN SHEET**

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1. **CALL TO ORDER**

 Chairman Rinehart called the work session to order at 3:11 p.m.

2. **PLEDGE OF ALLEGIANCE/ROLL CALL**


Chairman Rinehart led the Pledge of Allegiance and conducted the Roll Call.

3. **DECLARATION OF A QUORUM**

Due to the lack of a quorum, a work session was held, and Members Guillory, Johnson, Ellis, Fenton, and Commissioner Kruse were absent.

4. **MANATEE COUNTY 2023-2027 CONSOLIDATED PLAN**

 Julia Vieira, Community Development Project Manager, introduced Wade Trim, Consultants Group, Jason Smith and Amanda Warner.

 Jason Smith, Wade Trim Consultants Group, utilized a slide presentation reviewing Manatee County 2023-2027 Consolidated Plan, the five year consolidated plan process, provided input regarding priority needs in Manatee County, housing, homelessness, special needs, and community development, the five year U.S. Department of Housing and Urban Development (HUD) consolidated plan, provides a blueprint for decisions, on how to allocate federal funds over a five year period, identify priority needs, develop goals to address priority needs, implement projects that accomplish goals, review what programs have and have not been working, identifying the priority needs for the next five years, funding sources that are covered in the plan, Community Development Block Grant (CDBG), Home Investment

Partnerships (HOME), Emergency Solutions Grant (ESG), who benefits the national objectives, the funds are flexible, depending on the needs, activities benefiting low and moderate income persons (area/participant based), activities which aid in the prevention or elimination of slums or blight, activities designed to meet community development needs having a particular urgency (natural disaster), one year action plan incomes served (chart provided on page 6 of slide presentation), reviewed the number in household and percentages, based off how many people in the households, and the broken down funds (chart provided on page 6 of slide presentation), 2022 Manatee County Median Income was \$90,400 (chart provided on page 6 of slide presentation), an aerial map of low and moderate income areas, the programs are broken down into three different blocks, CDBG program, housing programs, public facilities/infrastructure improvements, an example would be a senior living facility, public/social service projects, limited up to 15 percent for these projects, physical year (FY) 2023/2024 \$1,847,283 annual allocation, keep in mind, these funds fluctuate every year, at times, there are specially allocated funds for the programs, CDBG Coronavirus/Cares Act (CDBG-CV), prevent, prepare, and respond to the Coronavirus Pandemic, and FY19/20 \$2,698,615 one-time allocation.



Mr. Smith continued the slide presentation reviewing the HOME program, housing construction, rehabilitation, or demolition of dilapidated housing, tenant-based rental assistance, homeowner assistance, this is a smaller grant source, FY23/24 \$682,570 annual allocation, focuses on service related programs, HOME American rescue plan (HOME-ARP), activities must assist qualifying populations, includes citizens who are currently or becoming homeless, FY21/22 \$2,362,768 one-time allocation, ESG program, street outreach, emergency shelter, homelessness prevention, rapid re-housing, FY23/24 \$157,064 annual allocation, ESG Coronavirus/Cares Act (ESG-CV), prepare or respond to the Coronavirus Pandemic, FY19/20 \$2,250,170 one-time allocation, the plan is around 200 pages, five year Consolidated Plan sections, prepares an executive summery plan overview, the process for consultation and citizen participation, assessment and identification needs, market analysis and trends, strategic plan, priority needs and goal setting, action plan, projects and activities to address goals, the action plans shows the budget, an annual plan is done each year for review, the Consolidated Plan Survey, and is currently live, outlines the different needs, assessment meetings preliminary results, food, transportation, critical home repairs (elder support), medical/dental care assistance, special needs assistance (persons with disabilities, mental health concerns, and substance abuse issues), re-entry assistance, tenant and landlord training, self-sufficiency and job skills training, public infrastructure (road repairs), east and north County service gaps due to growth, provides alternative affordable housing options (missing middle, etc.), permanent supportive and transitional housing, emergency shelter, rapid re-housing, next steps for the five year Consolidated Plan, consultation and needs assessment meetings held in February and March of 2023, draft document available in June after 30-day comment period, Board of County Commissioners (BCC) public hearing will be either in July or August, and submittal to HUD will be in mid-August, and the FY would begin October first.




Discussion ensued regarding the survey being sent to affordable housing developers, targeted developers for the survey, and the project working along with not for profit organizations.

Upon question, Ms. Vieira responded that any developer can complete the survey. The survey is not developer specific as it allows anyone to provide feedback.


Upon question, Mr. Smith responded not-for-profits are very pivotal, Wade Trim allows comments and meetings from the organizations, to provide updates on the needs, respect

spaces, and concerns. This plan helps not-for-profits the ability to provide the highest needs via grant source. The County holds meetings regarding this plan annually. The Grant application workshop is held yearly. This plan is for five years and these programs have to be reviewed every five years. These are federal grants and have to follow the process and requirements.


 Discussion ensued regarding the dollars allocated and used, and the County being able to use these funds.

Upon question, Mr. Smith responded the grant itself is a formula allocation and an entitlement grant. For example, the CDBG funds and the funding is granted to Manatee County every year. The County determines how the funds are allocated. There is a competitive element to the plan, once the County receives the funds. The key is what the priority needs are, and the impact towards moderate and low-income households.

 Rowena Elliott, Affordable Housing Development Coordinator, stated the Oneco project would benefit from this, because it would help with the sidewalks. It has to do with the overall area that it benefits.

 Discussion ensued regarding the County not operating under the 15 percent constraint that a not-for-profit would, the County utilizing the 15 percent constraint for service programs, the application process, government, and not-for-profit entities being eligible for these programs.

Ms. Vieira explained the application process is held every year, is scored by a committee, and the applications will be funded according to the scoring. This includes not-for-profit organizations and governmental entities.

 Discussion ensued regarding Wade Trim and understanding their role.

Ms. Vieira responded that Wade Trim helps with the data and market analysis, specializes in these services, and helps the County put the information together.

Mr. Smith explained the role, and is helping map and organize the plan. Wade Trim works for other municipalities. This is federal funding and there are many requirements.

Upon question, Ms. Warner stated that the five year plan does not have to be reviewed annually. The County has to go through the process every five years.

 Discussion ensued regarding reviewing pre and post funds allocation.

Upon question, Mr. Smith stated that annually the County is required to go through a reporting, and provide the required documentation that is needed. The annual reporting is done in the fall, reviews the previous year, and how the funds are getting spent. Some of the reporting projects are more time consuming, depending on what the requirements and review process needs.

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5. **GAP FINANCING**

 Rowena Elliott, Affordable Housing Development Coordinator, utilized a slide presentation reviewing the Gap Financing process and funding, the County is noticing several

developers coming up short with funds during the development process, application under development, the County is currently working on a gap financing application process that would be competitive, and provide the same opportunity for all developers, seeking to construct affordable housing units throughout the County, and need to fill a financial gap, this plan is a combination of Dade and Pinellas Counties gap funding applications, this funding can only be used as a last option, prior to closing on the development's loan process, and prior to applying for building permits, after exhausting all other options for funding, the requirements include a minimum number of units, to be determined (TBD) or 25 percent of the development, whichever is greater, requesting the Board of County Commissioners (BCC) provide direction on where the funding would come from, processing the application through the Neighborly system, currently using the system for other applications, charging an interest rate based on the annual mid-term Applicable Federal Rate (AFR), published monthly by the Internal Revenue Service (IRS), approved loans to developers will be disbursed in three payments, at the beginning of construction, 51 percent of development, and 90 percent complete, this provides the best option, and guarantees that the project is completed, program criteria, gap financing takes into consideration the developers financial situation, reviews the type of projects the developer has completed within the last ten years, request a credit underwriting and environmental report, reviews any bankruptcies filed in the past, and review neighborhood compatibility.



Ms. Elliott continued the slide presentation reviewing program closing documents, the County will protect the loan to the developer, by requiring documents at closing, Board of County Commissioners (BCC) approval (with attachments), loan agreement, Land Use Restriction Agreement (LURA), mortgage, promissory note, guaranty of completion, environmental indemnity, borrower and guarantor organizational documents, opinion of counsel to borrower/guarantor, Uniform Commercial Code one (UCC-1 State), UCC-1 County, title policy, program funding source, currently do not have an identified funding source, however, have used the American Rescue Plan Act (ARPA) funding in two projects, the source is finite, and the BCC may or may not decide to continue use of this source, other sources being reviewed, County millage tax, documentary stamp tax, or general revenues, hoping the BCC will provide direction to staff, regarding identifying and allocating such funding, to effectuate and support the program, funding strategies for affordable housing, the County is researching additional strategies to fund affordable housing long-term, one strategy that is being considered is a Revolving Loan Pilot program, the program will put surplus properties back on the tax roll, the County would solicit participation from small contractors or developers, this would include a revolving loan fund for small developers, who want to assist in the development of affordable housing, single-family units, or small multi-family developments, Staff will utilize the funding scale from the sale of other surplus properties, to construct units on developable County-owned lots, and sell the units to eligible low-income households.


Ms. Elliott clarified ARPA stand for American Rescue Plan Act.




Discussion ensued regarding understanding gap financing, the process for developers, and the funds.


Upon question, Ms. Elliott stated that the process is set this way, so the developer understands the support by the County, and their commitment requirements. The developer will know that the bank will fund the development up to 80 percent. The County wants to make sure the developer has everything in place before the closing. The rise in the increase rates and supply fees has impacted most developers. The County works with legal and financial advisors throughout the entire process, so the developers are not maxing out their

budget. Once developers are in the final stage, the next step is the building permit stage. Gap financing is a must to payback. The developers should receive three to five percent for financing. The Board has to approve gap financing before moving forward with the process.


 Ms. Elliott continued the slide presentation reviewing Manatee County (owner of surplus properties), surplus properties (eight buildable lots), place the lots back on the tax roll, Land Improvement, the County conducts due diligence to make property shovel ready, and contracts with developers to construct affordable units, through a request for application (RFA) process, the County conveys improved property to eligible homebuyers, the money from the sale would pay for the loan, this is a construction type loan, units are sold to qualified low-income homeowners, the proceeds from sales repays the County loan account, funding sources for affordable housing, current funding sources, general fund allocation to affordable housing subsidy account, tax increment financing (TIF) and Southwest District (SWDTIF), can only be used on projects in the SWD, proposed funding sources, sale of surplus properties allocated to the subsidy or trust fund account, millage tax, and documentary stamps tax annual allocation.

 Discussion ensued regarding single-family units or small multi-family developments utilizing this program.

Upon question, Ms. Elliott responded confirming that the revolving loan fund is for small developers, who want to assist in the development of affordable housing, and would include single-family units or small multi-family developments. This funding program will come before the Affordable Housing Board, once the Board of County Commissioners approve the funding.

 Discussion ensued regarding the eight surplus properties, and utilizing them for affordable housing.

Upon question, Ms. Elliott stated that two of the properties have been surplused, the properties are not valuable for affordable housing to be developed due to the location in a flood zone, the surplus funds will help with this loan program, the Palmetto parcels should be released next month, and the County was using the land for staging areas.

 Discussion ensued regarding gap financing insurance requirements for homeowners and developers.

Upon question, Deborah Ash, Community Development Coordinator, and Ms. Elliott stated that having insurance while utilizing gap financing is not a requirement. The mortgage includes the insurance. The current surplus properties need to be built where the insurance rates make sense

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6. **REVIEW OF REQUIRED INCENTIVES A THROUGH K**

Chairman Rinehart announced the incentives will be reviewed at a future meeting.

7. **REMINDER – WORK SESSION**

The Affordable Housing Special Meeting will be held March 21, 2023 – 9:00 a.m. – 5:00 p.m., at the County Administration Building, Manatee Room – 5th Floor, 1112 Manatee Avenue West, Bradenton 34205.

8. **NEXT MEETING**

The next AHAC meeting will be held April 17, 2023 – 3:00 p.m. – 5:00 p.m., Location - Administration Building, Manatee Room – 5th Floor, 1112 Manatee Avenue West, Bradenton 34205.

9. **MEMBER COMMENT**



Chairman Rinehart:

- Reviewed with the Board the Region 5 Affordable Housing Advisory Committee (AHAC) elected workshop slideshow presentation, which Debbie Ash, Community Development Coordinator, shared with AHAC

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Ms. Elliott noted that the backup is published for tomorrow's agenda.



Member Gibellina:

- Provided a document reviewing Tiny House communities
- Reviewed parcel ID 778300109, 28th Street Ct. E, Palmetto, and noted it could be divided into five acre parcels or more, which would be perfect for Tiny Home Districting.

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Member Pons:

- Requested reviewing innovative ways to build in flood zones at a future meeting

There being no further member comments, Chairman Rinehart closed member comments.

10. **PUBLIC COMMENT**

There being no public comment, Chairman Rinehart closed public comment.

**ADJOURN**

There being no further business, Chairman Rinehart adjourned the meeting at 4:47 p.m.

Minutes Approved: \_\_\_\_\_