

**NOFA HED.2024.1**

**Impact Fee Affordable Housing Assistance Program**

## **FY 2024 Funding Application**

**Applications will be accepted beginning  
Wednesday May 22, 2024 at 9:00 a.m. at  
HED Offices located at  
100 Australian Avenue, Suite 500  
West Palm Beach, FL 33406**

**Applicants will be funded on a  
first-come/first-eligible/first-served basis**



**Department of Housing & Economic Development**

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## **IMPACT FEE AFFORDABLE HOUSING ASSISTANCE PROGRAM**

**THERE IS NO DEADLINE FOR SUBMITTING FUNDING APPLICATIONS UNDER THE IMPACT FEE AFFORDABLE HOUSING ASSISTANCE PROGRAM. HED WILL CONTINUE TO ACCEPT FUNDING APPLICATIONS UNTIL ALL FUNDING IS ALLOCATED OR RETURNED TO THE COUNTY'S IMPACT FEE FUND.**

### **1. Statement of Purpose**

The Palm Beach County Board of County Commissioners (BCC), through the Department of Housing & Economic Development (HED), is soliciting applications for Impact Fee Affordable Housing Assistance Program (IFAHAP) assistance from eligible for-profit and non-profit developer entities who are seeking to build affordable rental or for-sale housing units, and individuals and households who are seeking to build owner-constructed and occupied housing units for use as their principal place of residence.

### **2. Background**

On November 17, 2009, the BCC authorized the utilization of impact fee investment earnings on roads, parks, and public building to support the development of affordable housing in Palm Beach County. On February 11, 2020 (Item 5A-1), the BCC approved the revised IFAHAP Guidelines that govern the use of and apply to all funds made available through this Notice of Funding Availability (NOFA). Applicants are strongly encouraged to review the IFAHAP Guidelines before applying. IFAHAP Guidelines, which contain additional information and requirements, are available for review at: <https://discover.pbc.gov/HED/PDF/SPO/APPROVED%202.11.2020%20IFAHAP%20Revised%20Guidelines.pdf>

### **3. Available Funding**

A total of **\$3,272,281** in impact fee funding assistance is available under the IFAHAP for the payment of the following Palm Beach County Roads, Parks, and Public Building impact fees.

Road Impact Fees: Zone 1: \$575,576; Zone 2: \$729,559; Zone 3: \$309,311; Zone 4: \$463,527; Zone 5: \$760,566.

Park Impact Fees: Zone 1: \$53,205; Zone 2: \$118,792; Zone 3: \$109,849.

Public Building Impact Fees: \$151,896.

There is no limitation on the amount of funding that may be applied for provided such amount may not exceed the actual Road, Park, or Public Building impact fee amount for the affordable housing project and provided IFAHAP funds are

available. Assistance under this Program shall not be provided on a retroactive basis, and shall not provide for reimbursement of impact fees already paid.

#### **4. Location Limitations**

Only projects located in Road Impact Fee Zones 1 through 5; Parks Impact Fee Zones 1 through 3; and Public Building Impact Fee Zone 1 are eligible to receive funding under the IFAHAP.

**Road, Park, and Public Building Impact Fee Zone Boundary Maps are included as Exhibit A.**

Projects which are located outside or adjacent to the above described impact fee zone boundaries are ineligible. Should there be any ambiguity regarding the eligibility of a property's location in relation to the above described boundaries, a final determination shall be made by the County in its sole discretion.

#### **5. Occupancy and Affordability Requirements**

All affordable housing units that receive assistance under the IFAHAP must be occupied by individuals or households whose incomes do not exceed one-hundred forty percent (140%) of the Area Median Income (Exhibit B). Affordability restriction on all assisted units will be no less than 30 years. Occupancy periods and housing unit affordability requirements are provided in more detail in the IFAHAP Guidelines.

**The current Income Limits Chart, which is subject to change, is attached as Exhibit B.**

#### **6. Property Restrictions**

Funds received under the IFAHAP and associate affordability requirements will be secured by a Declaration of Restrictions recorded on title to the assisted properties.

#### **7. Important Deadlines**

- A.** Award of funds provided herein must be approved by the BCC no later than **March 10, 2026**.
- B.** The IFAHAP funding award will expire **two (2) years** after the date of approval by the BCC.
- C.** Applicants approved for funding by the BCC must obtain certificate(s) of occupancy from the building department with jurisdiction over their projects for all Assisted Units and must have such units occupied by individuals or households as specified herein within **four (4) years** after the date of funding approval by the BCC.

## 8. Application Submittal Requirements

Applicants must provide all of the following IFAHAP application requirements at the time of application submittal:

- A. The attached application cover form (**Exhibit C**) including the name of project, name and address of the project developer, total project cost, total number of project units, total number of IFAHAP units requested, the name, phone number and email address of a contact person.
- B. An organizational chart that identifies the project owner/development entity and all entities and persons with an interest in the project owner/development entity, including all owners, principals, partners, and investors. **This information shall be submitted as Attachment 1.**
- C. A detailed description of the project including location, development style, type and size of housing units, total number of housing units to be built, and the number of housing units for which the applicant is seeking impact fee assistance. Applicants shall specify by Program impact fee zone: the total amount of impact fees due for all units in the project; any impact fee existing-use credits for the project; and the amount of impact fee assistance being requested. All such amounts shall be calculated using the impact fee schedule in effect at the time of application. **This information shall be submitted as Attachment 2.**
- D. A spread sheet of the units to be assisted under the Program that lists each such unit separately, where the square footage and number of bedrooms of each unit is shown and where a detailed computation of the impact fees being requested for each unit by Program impact fee zone is shown using the impact fee schedule in effect at the time of application. **This information shall be submitted as Attachment 3.**
- E. Evidence of infrastructure availability at the project site. **This information shall be submitted as Attachment 4.**
- F. A project planning and implementation schedule that identifies all required development processes with dates and timeframes for submittals, reviews, hearings and approvals (i.e. loans, grants, zoning, site plan, building plans, permits, construction start/completion, certificate of occupancy, and lease up). **This information shall be submitted as Attachment 5.**
- G. Evidence of site control in the form of a recorded deed(s) or certificates of title, or a fully executed and valid purchase contract or option to purchase that includes a certified legal description. In the case of Rental Housing Units or For-Sale Housing Units, site control must be held by the development entity or an owner/partner in the development entity. If multiple parcels are owned or controlled by multiple owners, include a list of each owner entity

and each parcel address/PCN. In the case of Owner-Constructed/Occupied Housing Units, site control must be held by the person(s) that will own and occupy the unit upon completion. **This information shall be submitted as Attachment 6.**

- H. A project location map which is sufficiently detailed to clearly show in which Program impact fee zone(s) the project is located. See exhibit A. **This information shall be submitted as Attachment 7.**
- I. A development budget that identifies all sources and uses of funding. Must include backup documentation for all non-IFAHAP development funding sources. **This information shall be submitted as Attachment 8.**

**NOTE:** Applicants who have already received building permits for their projects at the time of application are not eligible for assistance under the Program. Only those applicants who obtain building permits after the issuance of a Certificate may receive assistance under the Program. The Certificate shall not be used to obtain a reimbursement of impact fees already paid. The Certificate shall only be used as a credit to offset impact fees due but not yet paid.

## **9. Addenda**

If necessary, addenda to this NOFA will be transmitted electronically to all applicants. Copies of the addenda will also be made available at the Department of Housing & Economic Development, 100 Australian Avenue, Suite 500, West Palm Beach, Florida 33406.

## **10. Submittal Format**

**Applicants must submit the following:**

- **One (1) original application in loose leaf form with tabbed/identified sections for each required attachment, be printed single-sided, on paper no larger than 8.5" x 11"**
- **Two (2) copies of the original application bound, printed single-sided on paper no larger than 8.5" x 11", with tabbed/identified sections for each required attachment**
- **One (1) electronic copy of the application in pdf file format on a USB flash/jump drive.**

## **11. Contact Person**

The HED contact person for matters relating to IFAHAP applications is:

Stefania Russell, Planner II, Strategic Planning Division  
Department of Housing & Economic Development  
100 Australian Avenue, Suite 500

West Palm Beach, FL 33406  
Phone: 561-233-3623  
E-mail: [SRussell@pbcgov.org](mailto:SRussell@pbcgov.org)

**12. Application Review**

All applications in response to this NOFA must be submitted to HED. Applications will be reviewed by HED staff in the order they are received. HED staff shall review each application for eligibility and responsiveness to the NOFA submittal requirements. Applications determined by HED to be ineligible or unresponsive to the NOFA submittal requirements will not receive IFAHAP assistance. Applications determined, in the sole judgement of the County, to be eligible and responsive to all submittal requirements shall, subject to funding availability, be provided an IFAHAP funding reservation. Applications for retroactive Program assistance will be considered non-responsive and will be rejected.

**13. Cost Incurred by Applicants**

All expenses involved with the preparation and submission of an IFAHAP application and any work performed in connection therewith shall be borne by the applicant.

**14. Proprietary/Confidential Information**

Applicants are advised that all information submitted as part of, or in support of, an IFAHAP application will be available for public inspection after receipt, in compliance with Chapters 119 and 286, Florida Statutes, popularly known as the "Public Records Law" and the "Government in the Sunshine Law", respectively.

**15. Non-Discrimination**

It is the express policy of the Palm Beach County BCC, that the County shall neither conduct business with nor appropriate funds to any entity that practices discrimination on the basis of race, color, national origin, religion, ancestry, sex, age, familial status, marital status, sexual orientation, gender identity or expression, disability, or genetic information. If awarded funds, the applicant agrees that the use or occupancy of any housing unit constructed on the Project site shall follow this policy. Palm Beach County provides equal housing opportunities to all individuals.

**16. Rules, Regulations, Licensing Requirements**

Applicants shall comply with all laws, ordinances, and regulations applicable to the IFAHAP, including those applicable to conflict of interest and collusion. Applicants are presumed to be familiar with all federal, state, and local laws, ordinances, codes, and regulations.

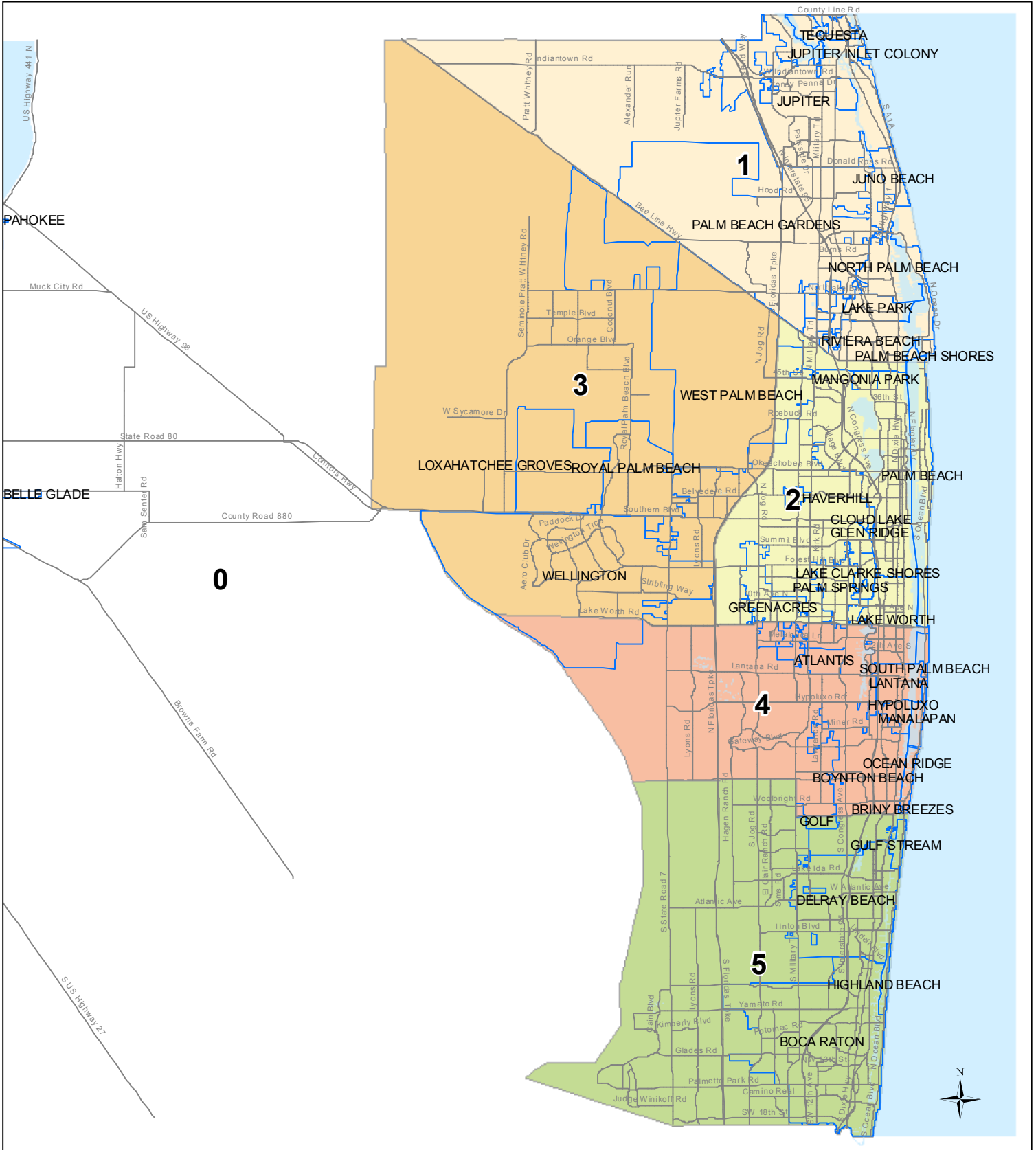
**17. Disclaimer**

All documents and information, whether written, oral or otherwise, provided by Palm Beach County relating to this document are being provided solely as an accommodation and for informational purposes only, and Palm Beach County is not making any representations or warranties of any kind as to the truth, accuracy or completeness, or the sources thereof. Palm Beach County shall have no liability whatsoever relating to such documents and information and all parties receiving the same shall not be entitled to rely on such documents and information, but shall have a duty to independently verify the accuracy of the information contained therein.

**18. Public Entity Crime**

As provided in Florida Statutes 287.132-133, by applying to the IFAHAP or performing any work in furtherance hereof, the applicant certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the 36 months immediately preceding the date hereof. This notice is required by Florida Statutes 287.133(3) (a).

# Exhibit A-1. Palm Beach County Road Impact Fee Map




**ROAD IMPACT FEE ZONES**

+ Municipal Boundaries

	1		4
	2		5
	3		

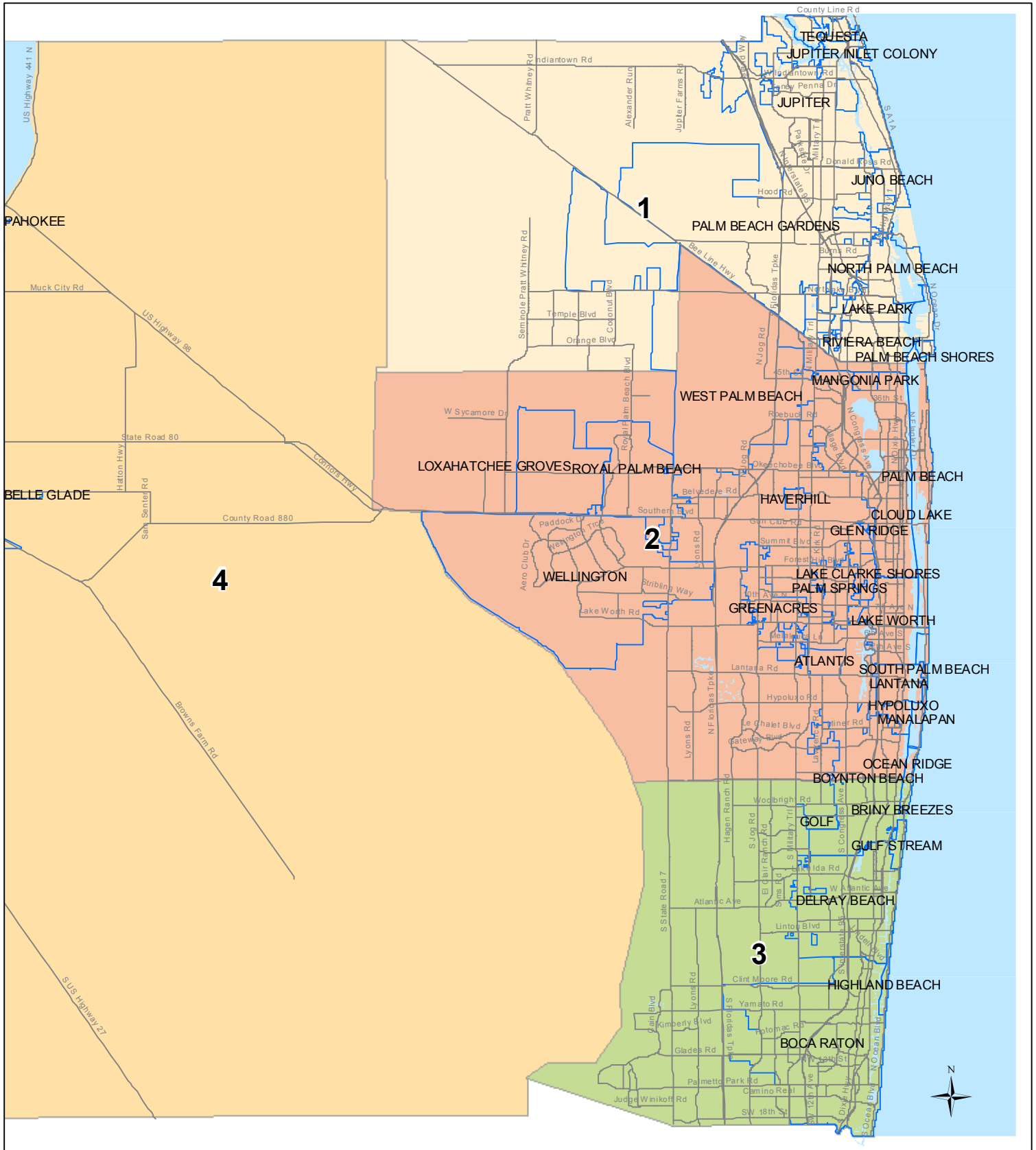
Date: Apr 14, 2011    Filename: rroadfzsmal.mxd (ac)



**Planning, Zoning and Building Department - GIS**  
 2300 N. Jog Road  
 West Palm Beach, FL 33411  
 (561) 233-5000  
[pzmap@pbc.gov](mailto:pzmap@pbc.gov)  
[www.pbcgov.com/pzb](http://www.pbcgov.com/pzb)

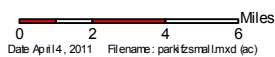


# Exhibit A-2. Palm Beach County Park Impact Fee Zones Map



## PARK IMPACT FEE ZONES

- Municipal Boundaries
- 1
- 2
- 3
- 4



**Planning, Zoning and Building  
Department - GIS**  
2300 N. Jog Road  
West Palm Beach, FL 33411  
(561) 233-5000  
pzmap@pbcgov.org  
www.pbcgov.com/pzb



**Exhibit B. Income Limits Chart**



**Income Limits for West Palm Beach - Boca Raton Metropolitan Statistical Area**

**FY 2024 Area Median Income: \$104,000**

<b>Number of Persons in Household</b>	<b>140% of AMI</b>
<b>1</b>	<b>\$105,000</b>
<b>2</b>	<b>\$119,980</b>
<b>3</b>	<b>\$134,960</b>
<b>4</b>	<b>\$149,940</b>
<b>5</b>	<b>\$161,980</b>
<b>6</b>	<b>\$174,020</b>
<b>7</b>	<b>\$185,920</b>
<b>8</b>	<b>\$197,960</b>

**PALM BEACH COUNTY  
DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT  
NOFA HED.2024.1  
IMPACT FEE AFFORDABLE HOUSING ASSISTANCE PROGRAM  
APPLICATION COVER SHEET**

**Exhibit C.**

**Name of Project:** \_\_\_\_\_

**Project Developer/Applicant:** \_\_\_\_\_

**Developer/Applicant Address:** \_\_\_\_\_

**Total Project Cost:** \_\_\_\_\_

**Total Number of Project Units:** \_\_\_\_\_

**Total Number of IFAHAP Units Requested** \_\_\_\_\_

**Contact Person/Title:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

**Contact E-Mail Address:** \_\_\_\_\_