



Department of Housing & Community Development  
Post Office Box 490—Station 22  
Gainesville, FL 32627-0490  
Ph. (352) 393-8565  
[wachteljs@gainesvillefl.gov](mailto:wachteljs@gainesvillefl.gov)

## Request for 2025 Affordable Housing Development Grant

### APPLICATION

#### Instructions

1. If you have any questions, contact Neighborhood Planning Coordinator John Wachtel, at (352) 393-8565, or by email at [wachteljs@gainesvillefl.gov](mailto:wachteljs@gainesvillefl.gov).
2. Applications must be submitted and received by 9:00 a.m. (local time), Monday, February 10, 2025. Late applications will not be accepted.
3. Applications will be accepted only by email in the form of full color PDFs to [wachteljs@gainesvillefl.gov](mailto:wachteljs@gainesvillefl.gov). The City **WILL NOT** accept applications submitted late, by mail, or by FAX.
4. All signatures within an application packet must be in blue ink; and all attachments must be titled and labeled.
5. Applications must include a PowerPoint Presentation, using the template provided on the City's Housing and Community Development Website.
6. Applicants for this grant must complete and submit the Project Summary JotForm which can be accessed by clicking on the following link: <https://form.jotform.com/243655068016154>
7. Applicants for this grant may be required to present the project, either virtually or in-person.
8. Applicants are advised to review the Gainesville SHIP Local Housing Assistance Plan (LHAP) <https://www.gainesvillefl.gov/files/assets/public/v/1/housing-amp-community-development/documents/city-of-gainesville-2023-2026-lhap-final.pdf> before completing the application process. Strategies C and F of Section II are particularly applicable.
9. Funding awards may be subject to approval by the City Commission and are based on funding availability.
10. The City reserves the right to reject any and all applications.

## Organization/Business Information

- 1) **Organization/Business Name:**
- 2) **Organization/Business Address (City, State, Zip):**
- 3) **Type of Organization/Business:**  For Profit  Non-Profit  Gov. Agency
- 4) **Incorporation Date (Month and Year):**
- 5) **Estimated Budget for Current Fiscal Year:**
- 6) **Number of Staff Employed (full time equivalents):**
- 7) **Years of Affordable Housing Development Experience:**
- 8) **Organization/Business Contact Person and Title:**
- 9) **Telephone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

## Development Project Information

1. **Project Name:**
2. **Project Location/Address:**
3. **Project size in acres:**
4. **Total number of units:**
5. **Describe the project in detail (use number of units, not percentages). Attach additional sheets if necessary. What is the mix of affordable and market rate units? What is the mix of single-family and multiple-family units? What is the mix of rental and for-sale units? What are the building heights, in stories?**
6. **How long is the Affordability Period and how will it be enforced? (NOTE: must be at least 10 years for ownership units, and at least 15 years for rental units)**
7. **Have you completed a First Step Meeting with the City's Department of Sustainable Development?**  Yes, comments attached  Scheduled for \_\_\_\_\_  
**(First Step Meeting must be completed before final approval of grant request)**

**Project Funding Information**

**Important Notes:**

- City funding for this grant is provided only as reimbursement.
- SHIP funding for this grant must be expended by certain dates. See Exhibit B of the City’s LHAP.
- Maximum funding is \$25,000 per affordable rental unit.
- Maximum funding is \$50,000 per affordable single-family unit for first-time homebuyers.

1) Total Project Costs:

2) Total City Funding Requested:

How much, on a per unit basis, for rental units?

How much, on a per unit basis, for single-family first-time homebuyer units?

3) Total Project Funding Sources:

Funding Source	Amount
City funds for Affordable Rental Housing	
City funds for Affordable SF 1 <sup>st</sup> Time Homebuyer Housing	
<b>TOTAL</b>	

*(Please list all funding sources--must equal total project costs listed #1 above)*

4) What happens to this project if the City does not fund it, or funds it at a level lower than requested?

## DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Are there any officers or employees of the organization or members of their immediate families, or their business or partnership associates, who will be involved with conducting this project and are:

- a) Employees of, or related to employees of, the City of Gainesville?     Yes    No
- b) Members of, or related to Members of the Gainesville City Commission?     Yes    No
- c) Beneficiaries of the program for which funds are requested, either as clients or as paid providers of goods or services?     Yes    No

If you have answered YES to any question, please attach a full explanation to the Application. The existence of a potential conflict of interest does not necessarily make the project ineligible for funding, but the existence of an undisclosed conflict may result in the termination of any funding awarded. The disclosure statement must be signed and dated by an authorized organization representative.

*I certify to the best of my knowledge and belief that the above information is true and correct. I authorize City of Gainesville to undertake the necessary actions to verify the information supplied. Further, I give permission for City of Gainesville to contact and receive information from my agents, financial institutions or other organizations.*

*Stevie Doyle*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Applicant and Title

\_\_\_\_\_  
Date

***U.S.C. TITLE 18 SEC. 1001 PROVIDES THAT: Whoever in any manner within the jurisdiction of any agency of the United States knowingly and willingly falsifies...or makes false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry shall be fined not more than \$10,000 or imprisoned not more than five (5) years.***

# ATTACHMENTS

## Mandatory Items for Application Review

	Item	Included in Application
A.	Detailed narrative of proposed project.	<input type="checkbox"/>
B.	Documentation to support property ownership or site control (i.e. Warranty Deed, Trust Deed or Letter of Intent to Acquire Property).	<input type="checkbox"/>
C.	Alachua County Tax Collector's receipt for most recent taxes paid on proposed projects.	<input type="checkbox"/>
D.	Map of the proposed development area.	<input type="checkbox"/>
E.	Development costs plan.	<input type="checkbox"/>
F.	Site Plan.	<input type="checkbox"/>
G.	Preliminary drawings of elevations and floorplans.	<input type="checkbox"/>
H.	Development timeline for the project.	<input type="checkbox"/>
I.	Project rent limits and/or sale prices.	<input type="checkbox"/>
J.	A copy of the Applicant's most recent audit and/or certified financial statement.	<input type="checkbox"/>
K.	Copies of commitment and support letters from financial institutions and partnering organizations.	<input type="checkbox"/>
L.	Summary of how the project will be marketed, how the project will find tenants/homebuyers, and how the project will reach out to the local community.	<input type="checkbox"/>
M.	A list of paid staff (full and/or part time) that will have responsibility for the proposed project including job titles, summary of housing development experience, and summary of project duties.	<input type="checkbox"/>
N.	A list of all housing developments completed since 2014.	<input type="checkbox"/>
O.	If applicable, up to 5 references from Local Governments that provided the Applicant with funding for housing developments that have been completed.	<input type="checkbox"/>



We build strength, stability, self-reliance, and shelter.

## Project Summary: Alachua Habitat's Affordable Homeownership Program

Alachua Habitat for Humanity, a 501(c)3 non-profit organization based in Gainesville, Florida, is committed to providing affordable homeownership opportunities to families in need. Through the "Affordable Housing Development Subsidy" grant, we are seeking \$250,000 in funding to support the construction of five single-family homes. These homes will be developed under the "Alachua Habitat's Affordable Homeownership Program" to serve low- to moderate-income families in Alachua County.

## Project Goals

The goal of this program is to increase affordable homeownership opportunities in Gainesville by constructing five new homes for families with varying needs. The funding will act as a subsidy for the homeowners, reducing their mortgage burden and ensuring long-term affordability.

## Home Design and Development

- **Homes:** Five single-family detached homes (3-4 bedrooms, 2 bathrooms) designed for universal accessibility and tailored to meet the specific needs of each family.
- **Construction Timeline:** Completion of all homes by December 2025.
- **Affordability Period:** A minimum of 10 years, enforced through a grant agreement and deed restriction.
- **On-Site Amenities:** Washer/dryer hookups, fridge, stove, microwave, and personalized design features chosen by each homeowner.

## Homebuyer Selection Process

Four of the five homes already have families attached, selected through a rigorous qualification process that includes income verification, credit history, and need for housing. Interested families attend an orientation session and complete a 4-step process, including sweat equity contributions, financial education, and homeownership preparation. The fifth homebuyer will be recruited using Habitat's comprehensive marketing efforts.

## Marketing and Outreach

Alachua Habitat utilizes a diverse strategy to market its homeownership program, including:

- **Digital Outreach:** Social media campaigns, email newsletters, and website updates.
- **Print Media:** Flyers, brochures, and advertisements distributed through community hubs and local businesses.
- **Grassroots Outreach:** Partnerships with local churches, schools, and non-profits to reach potential homeowners.
- **Community Engagement:** Hosting information sessions and leveraging media coverage to highlight success stories.



We build strength, stability, self-reliance, and shelter.

## Community Impact

The five homes will provide stable, energy-efficient housing to families earning between 46-78% of the Area Median Income (AMI). This project is designed to create lasting affordability, strengthen neighborhoods, and foster stability and independence for the selected families.

## Nearby Amenities

The project sites are located within close proximity to essential services such as Walmart, urgent care centers, schools, public parks, and public transportation. These amenities will provide families with convenient access to resources that support their everyday needs.

## Key Personnel

- **Stevie Doyle (Executive Director):** Provides overall project oversight and secures funding to ensure program success.
- **Kristine Thompson (Family Services Director):** Works directly with families, oversees the application process, and writes mortgages.
- **Beth Kurtzman (Construction Director):** Manages construction timelines, ensures quality control, and coordinates with contractors.

## Previous Success

Since its inception in 1986, Alachua Habitat has built 186 homes, including 60 since 2014. The organization successfully completed its only community development, Celebration Oaks, in 2011, which consisted of 30 single-family homes.

## Project Funding and Financial Sustainability

The total project cost is \$810,000. The requested \$250,000 in City funding will be supplemented by Habitat's fundraising efforts, grants, and homeowner mortgage payments. If the grant is not awarded, Habitat will need to provide deferred mortgages for each homeowner to maintain affordability.

## Contact Information

For further information, please contact: Stevie Doyle, Executive Director  
Alachua Habitat for Humanity  
Email: [sdoyle@alachuahabitat.org](mailto:sdoyle@alachuahabitat.org)  
Phone: (352) 372-4844

We are grateful for the City of Gainesville's consideration and look forward to building a stronger community together.



We build strength, stability, self-reliance, *and* shelter.





We build strength, stability, self-reliance, and shelter.

## Marketing, Outreach, and Community Engagement Summary for Alachua Habitat's Affordable Homeownership Program

### Marketing the Project

Alachua Habitat for Humanity will utilize a comprehensive marketing strategy to promote "Alachua Habitat's Affordable Homeownership Program" to the community. This strategy will leverage digital, print, and grassroots outreach methods to ensure broad awareness:

- **Website and Social Media:** The program is prominently featured on our website, with a dedicated page outlining the application process, eligibility requirements, and program benefits. Social media platforms will share success stories, program updates, and key deadlines to reach a wide audience.
- **Local Media:** Press releases and articles will be distributed to local newspapers, radio stations, and online media outlets to highlight the program's impact and invite prospective homebuyers to apply.
- **Community Partnerships:** Collaborations with local organizations, churches, and schools will amplify the program's visibility, ensuring that community members are aware of this opportunity for affordable homeownership.

### Finding Homebuyers

The program primarily serves individuals and families who meet Alachua Habitat's qualification criteria, including income requirements, a demonstrated need for housing, and a willingness to partner through sweat equity. Here's how we identify and engage eligible homebuyers:

- **Existing Applicants:** Four out of the five homes in this application already have homeowners who have been approved and are actively participating in our program.
- **Community Outreach Events:** Habitat will host informational sessions and attend community events to share details about the program and encourage new applications.
- **Referrals:** Current homeowners, community partners, and local agencies frequently refer potential applicants who could benefit from Habitat's affordable homeownership opportunities.
- **Ongoing Application Opportunities:** Our website and office staff continuously accept applications, providing clear guidance on how interested families can apply and begin the qualification process.

### Reaching Out to the Local Community

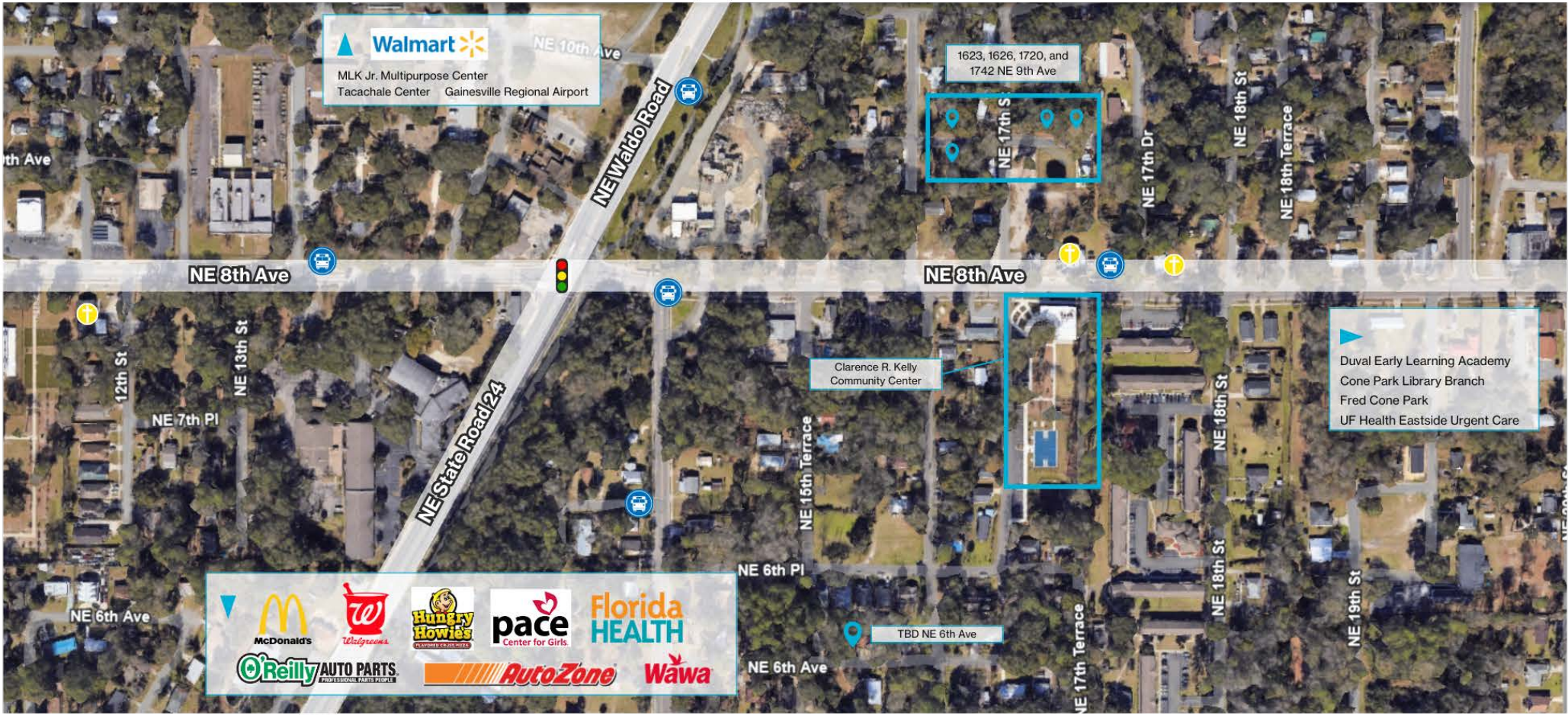
Alachua Habitat for Humanity is deeply embedded in the Gainesville community, and we will engage the local population through targeted outreach initiatives:

- **Volunteer Engagement:** By involving local volunteers in the building process, we ensure the program is visible and supported by the community. Volunteers often become ambassadors for Habitat's mission.
- **Collaborations with Local Stakeholders:** Partnerships with city officials, local businesses, and civic organizations will help promote the program and underscore its alignment with community goals for affordable housing development.



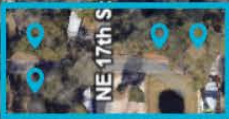
We build strength, stability, self-reliance, *and* shelter.

By implementing these strategies, Alachua Habitat for Humanity will effectively market this program, connect with eligible homebuyers, and engage the Gainesville community in creating pathways to affordable homeownership.



**Walmart**  
MLK Jr. Multipurpose Center  
Tacachale Center Gainesville Regional Airport

1623, 1626, 1720, and  
1742 NE 9th Ave

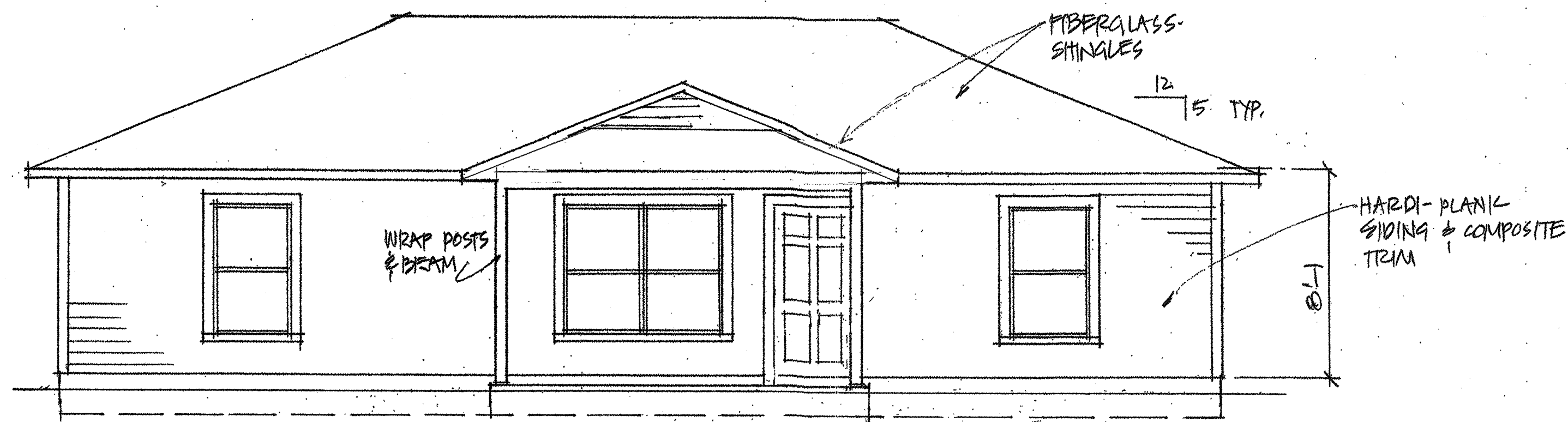


**▶**  
Duval Early Learning Academy  
Cone Park Library Branch  
Fred Cone Park  
UF Health Eastside Urgent Care

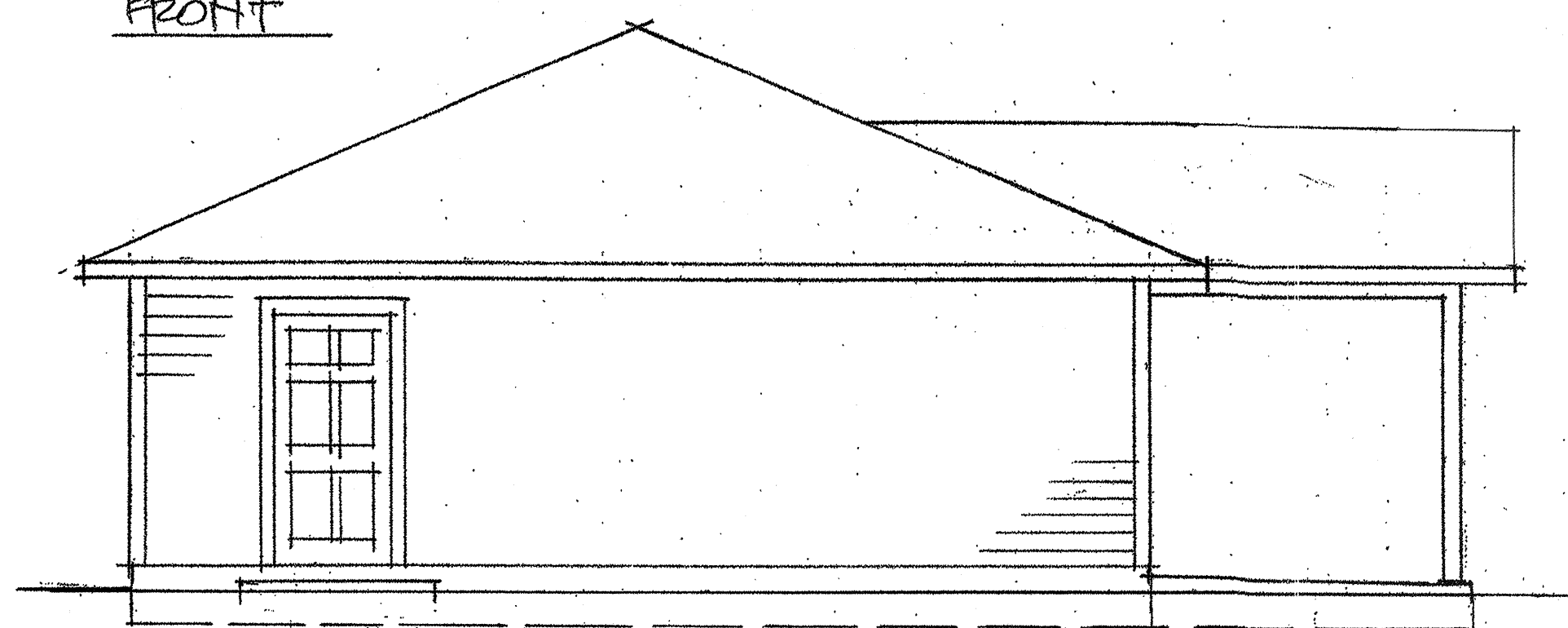
**McDonald's** **Walgreens** **Hungry Howie's** **pace Center for Girls** **Florida HEALTH**  
**O'Reilly AUTO PARTS** **AutoZone** **Wawa**

Clarence R. Kelly  
Community Center

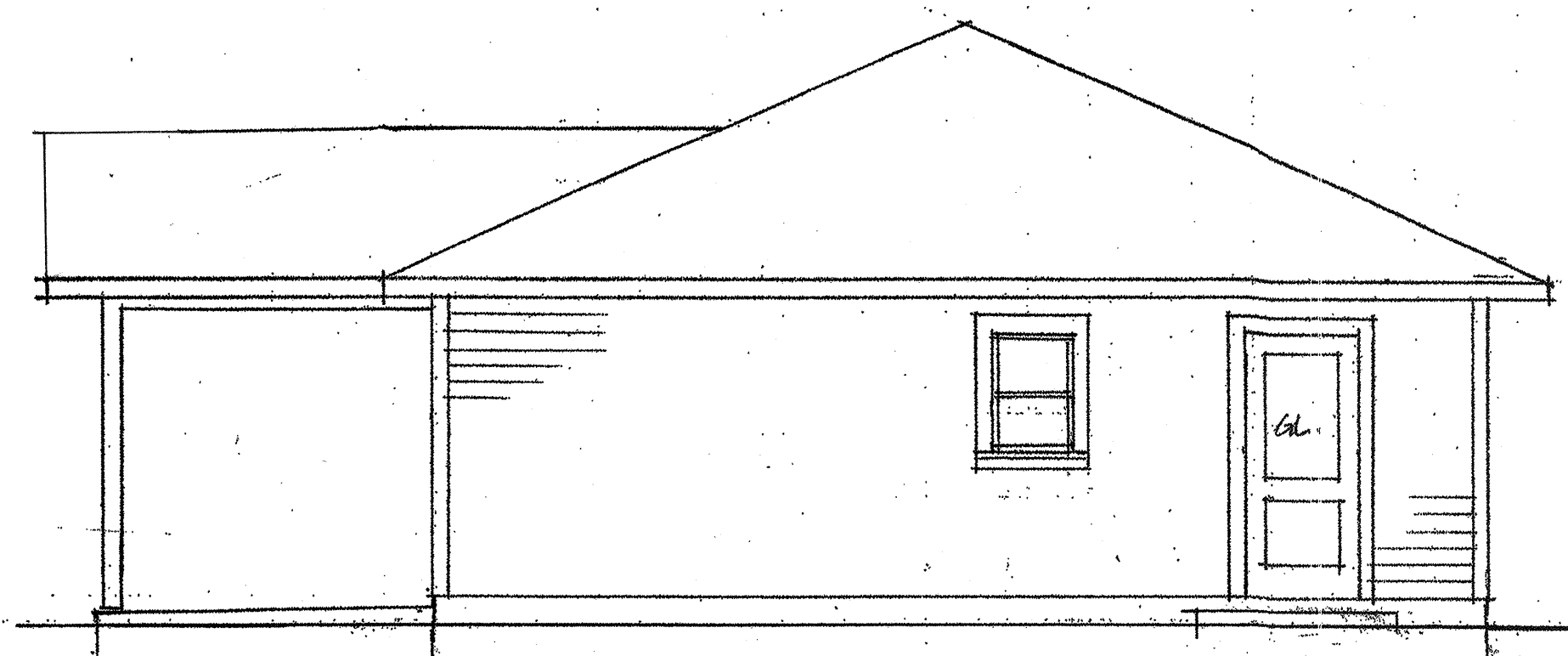
TBD NE 6th Ave



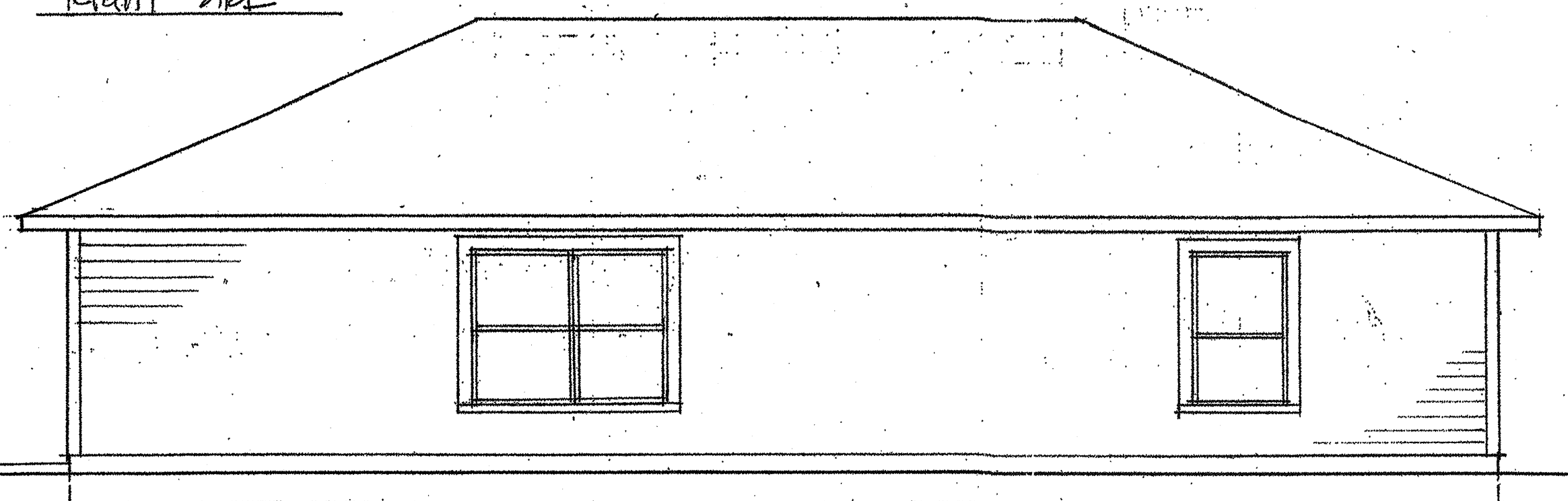
FRONT



LEFT SIDE



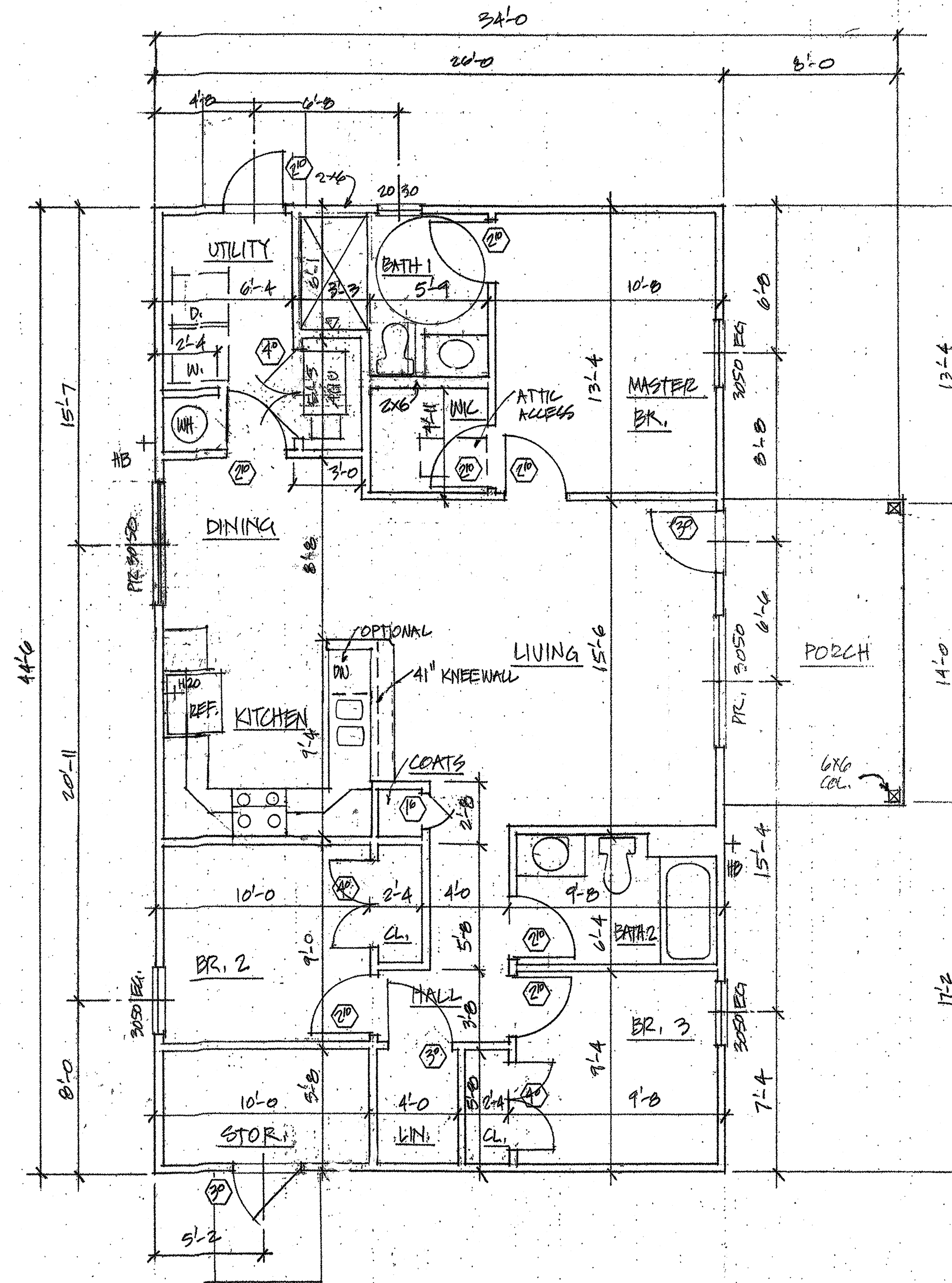
RIGHT SIDE



REAR

ELEVATIONS

1/4"=1'



FLOOR PLAN

1/4"=1'  
NOTE: SHEET WALLS @ WINDOW CORNER CILLS

AREAS:

HEATED	1100 S.F.
STORAGE	57 S.F.
PORCH	112 S.F.
TOTAL	1269 S.F.

CODE SUMMARY:  
F.B.C.-2023 - RESIDENTIAL  
OCCUP. SINGLE FAMILY  
CONST. TYPE ICB  
WIND LOAD CILLS BY OTHERS