



COMMUNITY LAND TRUST TRAINING AND CERTIFICATION PROGRAM

The Florida Community Land Trust Institute (Institute) is pleased to partner with Freddie Mac to offer training and certification to community land trusts in Florida. The Florida Community Land Trust Institute is a program of the Florida Housing Coalition (FHC) providing training, technical assistance, and consulting to CLTs. The Institute also advocates for CLTs and for the inclusion of permanent affordability preferences or requirements in local affordable housing programs and regulations. The CLT Training and Certification program is designed to promote industry standards and best practices amongst all CLTs in Florida to bring them to scale.

The main thrust of the program is to increase the capacity of community land trusts, whether independent nonprofit corporations or local government programs, by providing them with the skill sets for achieving success in the development and preservation of affordable housing in perpetuity. The Program involves thorough training, review and evaluation including the following categories:

- Legal Documents such as bylaws, including essential language for the advantageous property tax treatment for CLT properties in Florida and adherence to the national ground lease model
- Stewardship measures such as resale formulas and procedures, homebuyer education and how the CLT works to prevent default
- Sources of revenue to increase the CLT's financial capacity to carry out its stewardship duties
- Board and Staff qualifications for developing and managing permanently affordable housing

Other categories relate to general nonprofit best practices, including mission and vision, program management, strategic planning and asset management. **The Florida Community Land Trust Institute will accept a maximum of eight (8) entrants into the FY 2019-20 Training and Certification Program.**

TRAINING AND CERTIFICATION STEPS

Below is an outline of the steps your CLT must complete to participate in the program and achieve certification:

1. *Apply.* Review the Program Description and complete and submit this application. Eligible applicants include, new or existing CLT organizations, an existing nonprofit organization that is expanding its services to include a CLT program, and government or quasi-governmental agencies operating a CLT program or ground lease program.
2. *Respond.* Upon receipt and review of the application, your CLT will receive an invitation to participate in the program. The invitation will include the Certification Program Checklist and a list of additional required documents the CLT will need to submit.





Upon receipt of the required documents and program fee, Institute staff will notify your CLT that it has been selected to participate in the Training and Certification Program and schedule a date for on-site training. Prior to the training, the Institute will evaluate the CLT based on the answers to the checklist questions and documentation received for adherence to best practices. Additional information needed to verify checklist items may be requested prior to the on-site training.

3. *Learn.* Institute staff will spend a day and a half with you. The first day will consist entirely of on-site training with your CLT covering all the best practices and certification requirements and conclude with a self-evaluation. We encourage attendance by your entire staff. **Attendance by the Executive Director and senior staff is required for this training.**

The following day, Institute staff will meet with the Executive Director and key CLT staff to review the self-evaluation and the Institute's scoring of the CLT according to the criteria outlined in Chapters 2 and 3 of the Program Description. If the CLT has met the minimum requirements for certification, a certificate is issued, and we will discuss recommendations to improve operations and increase capacity. If the minimum requirements of certification are not met, together we will discuss plans for additional technical assistance or follow up as may be needed to obtain certification. Additionally, if able to coordinate, we will schedule a tour of selected CLT properties. This meeting and tour together should take no more than half a day.

4. *Follow up.* Following the on-site training visit, we will provide additional technical assistance in accordance with the plan discussed at the end of the on-site training. Once we determine that the requirements of certification are met, we will issue a certificate.

Ideally, items 1, 2 and 3 above will be completed within 120 days. However, the pace through which the entire process is completed, including follow up, is highly dependent upon the community land trust's ability to submit information in a timely manner and coordinate the initial on-site training.

PROGRAM FEE

A \$500 program fee is due upon invitation to participate in the program (Step 2). Payments must be made by check payable to The Florida Housing Coalition and mailed to 1367 E. Lafayette Street, Suite C, Tallahassee, FL 32301 ATTN: CLT Certification and Training Program. (Please note, the fee covers in part the cost of the program, the remainder being grant funded for 2019-2020.)

For further consideration for this program, **please complete the attached application and submit to Kimberly Spence at spence@flhousing.org. Applications will be accepted through October 31, 2019.** In addition to the application, you may be asked follow-up questions via email or by phone interview prior to receiving an invitation to the program. Should you have any questions, please contact Kimberly Spence at the email or by telephone at (239) 218-5008.

WE LOOK FORWARD TO RECEIVING YOUR APPLICATION





COMMUNITY LAND TRUST TRAINING AND CERTIFICATION PROGRAM NEW ENTRANT APPLICATION FORM

Instructions: Please complete the application in its entirety. Responses in the Nonprofit Description section should be kept to 150 words or less. Additional documents, such as brochures, marketing materials, program reports or other documents may be submitted but are not necessary to support your responses. Applications will be deemed complete once it is determined all responses are adequate and all required attachments are received. Applications should be submitted electronically to Spence@flhousing.org. You will receive an email confirming receipt.

GENERAL APPLICANT INFORMATION:

NAME OF APPLICANT ORGANIZATION:

MAIN OFFICE STREET ADDRESS:

CITY:

STATE:

ZIP:

MAIN OFFICE PHONE NUMBER:

NAME OF PERSON COMPLETING APPLICATION:

PHONE NUMBER:

EMAIL ADDRESS:

NAME OF MAIN CONTACT PERSON DURING PROGRAM PARTICIPATION (IF DIFFERENT FROM ABOVE):

PHONE NUMBER:

EMAIL ADDRESS:

IS THE APPLICANT ORGANIZATION A LOCAL GOVERNMENT?

ORGANIZATION DESCRIPTION (PLEASE LIMIT RESPONSES TO 150 WORDS):

1. STATE THE MISSION OF YOUR ORGANIZATION AS DESCRIBED IN ORGANIZATIONAL DOCUMENTS (PARAPHRASE IF NECESSARY):





2. DESCRIBE THE HISTORY OF YOUR ORGANIZATION (INCLUDE THE YEAR IT WAS ESTABLISHED):

3. LIST ALL COMMUNITIES YOUR ORGANIZATION CURRENTLY WORKS IN AND/OR PLANS TO WORK IN:

4. DESCRIBE YOUR ORGANIZATION'S EXPERIENCE WITH AFFORDABLE HOUSING DEVELOPMENT AND/OR ANY RELATED PROGRAMS, SUCH AS HOUSING COUNSELING AND EDUCATION (FOR DEVELOPMENTS, INCLUDE NAME, LOCATION, NUMBER OF UNITS AND TENURE):

5. IN THE TABLE BELOW, DESCRIBE OR LIST ANY FUNDING OR OTHER RESOURCES YOUR ORGANIZATION HAS RECEIVED (THE PURPOSE OF THIS TABLE IS TO UNDERSTAND THE DIVERSITY OF FUNDING YOUR ORGANIZATION UTILIZES TO FUND ITS ACTIVITIES. PLEASE INCLUDE UP TO 60 MONTHS OF HISTORY, ADDING ROWS AS NECESSARY):

SOURCE (EG. HOME, LIHTC, ETC.)	AMOUNT AND YEAR	PURPOSE OF FUNDING (EG. "CONSTRUCT 5 SINGLE-FAMILY HOMES FOR SALE")

6. LIST ANY TRAININGS RELATED TO AFFORDABLE HOUSING ATTENDED BY YOUR STAFF AND/OR BOARD MEMBERS IN THE PAST 12 OR 24 MONTHS (INCLUDE THE NAMES OF ALL ATTENDEES AND THEIR POSITIONS WITH THE ORGANIZATION)





7. DESCRIBE YOUR ORGANIZATION'S PLANS FOR AFFORDABLE HOUSING DEVELOPMENT OVER THE NEXT 24 MONTHS:

8. DESCRIBE YOUR ORGANIZATION'S STRENGTHS:

9. DESCRIBE AREAS IN WHICH YOUR ORGANIZATION NEEDS IMPROVEMENT OR WOULD LIKE TRAINING/TECHNICAL ASSISTANCE:

10. EXPLAIN WHY YOU WOULD LIKE TO PARTICIPATE IN THE CLT TRAINING AND CERTIFICATION PROGRAM:





ATTACHMENTS

PLEASE ATTACH THE FOLLOWING DOCUMENTS TO YOUR APPLICATION:

- ✓ IRS NONPROFIT DETERMINATION LETTER (NOT APPLICABLE FOR LOCAL GOVERNMENT APPLICANTS)
- ✓ ARTICLES OF INCORPORATION (NOT APPLICABLE FOR LOCAL GOVERNMENT APPLICANTS)
- ✓ ORGANIZATIONAL CHART (INCLUDE NAMES OR INDICATE IF A POSITION IS VACANT)
- ✓ BOARD ROSTER (NOT APPLICABLE TO LOCAL GOVERNMENT APPLICANTS; INCLUDE OFFICES, EMPLOYER, EXPERTISE OR REASON FOR APPOINTMENT, AND YEARS ON THE BOARD; IDENTIFY VACANT BOARD POSITIONS AND LENGTH OF VACANCY)



**COMMUNITY LAND TRUST
TRAINING AND CERTIFICATION PROGRAM
NEW ENTRANT APPLICATION FORM
SIGNATURE PAGE**

ACKNOWLEDGEMENT: BY CHECKING THIS BOX, YOU ACKNOWLEDGE THAT THE FLORIDA COMMUNITY LAND TRUST INSTITUTE MAY VERIFY ANY INFORMATION INCLUDED IN THIS APPLICATION AND MAY FOLLOW UP THIS APPLICATION WITH ADDITIONAL QUESTIONS VIA EMAIL OR TELEPHONE PRIOR TO FINAL SELECTION FOR PARTICIPATION IN THIS PROGRAM.

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

