

FLORIDA HOUSING FINANCE CORPORATION
Board Meeting
February 3, 2017
Action Items



COMMUNITY WORKFORCE HOUSING INNOVATION PILOT (CWHIP) PROGRAM

Action

I. COMMUNITY WORKFORCE HOUSING INNOVATION PILOT (CWHIP) PROGRAM

A. Request Approval to Extend the Construction Period for the Homes of West Augustine – CWHIP 0618

Applicant Name (“Applicant”):	Housing Finance Authority of St. Johns County (HFA SJC)/ St. Johns County Community Redevelopment Agency (SJCCRA)
Development Name (“Development”):	Homes of West Augustine
Developer/Principal (“Developer”):	Benjamin Coney
Number of Units: 111 - Homeownership	Location: St. Johns County, Florida
Type: CWHIP Loan	Allocated Amount: \$5,000,000

1. Background

- a) On October 23, 2009, the Board approved the Final Credit Underwriting Report (“CUR”) for the Development. The CWHIP loan closed on March 12, 2010, and the construction period extends through March 12, 2015. On December 14, 2014, the Board approved extending the construction period until March 12, 2017.
- b) The Development consists of 20-acres of land containing 111 lots to be developed into 111 single-family homes. St. Johns County deeded the lots to the SJCCRA, who subsequently donated 34 of the lots to Habitat for Humanity of St. Augustine/St. Johns County to build homes specifically targeting workforce housing households. The remaining 77 lots were to be developed by HFA SJC with the remaining private partners listed above, also targeted for workforce housing households.
- c) At the August 5, 2016 Board meeting, the Board approved increasing the number of homes that HFA SJC can have under construction at one time from three to five as well as increasing the price of two home models. In addition, the number of lots to be developed by Habitat for Humanity was increased from 34 to 47.

2. Present Situation

- a) Applicant has completed and closed 34 of the 47 Habitat for Humanity homes and 44 of the 64 remaining HFA SJC homes.
- b) In a letter dated December 8, 2016 ([Exhibit A](#)), the borrower requested to extend the term of the construction period for two years due to delays caused in part by Hurricane Matthew. However, staff is recommending only a one-year extension at this time. This is due to the lack of progress on the Habitat homes since the changes approved at the August 5, 2016 Board meeting as well as the almost seven years that have been allowed for construction so far.
- c) The credit underwriter has reviewed this request and, in a letter dated January 17, 2017 ([Exhibit B](#)) recommends the one-year extension.

COMMUNITY WORKFORCE HOUSING INNOVATION PILOT (CWHIP) PROGRAM

Action

3. **Recommendation**

- a) Staff recommends that the Board approve an extension of the construction period for one year subject to further approvals by the credit underwriter, counsel and the appropriate corporation staff.

EXECUTIVE DIRECTOR

Action

II. EXECUTIVE DIRECTOR

A. Selection and Appointment of Executive Director

1. Background

- a) Effective January 5, 2017, Stephen P. Auger resigned as Executive Director of the Florida Housing Finance Corporation (“Corporation”). On January 13, 2017, Cissy Proctor, Executive Director of the Department of Economic Opportunity (“Department”), in consultation with the Board Chair, appointed Ken Reecy as Interim Executive Director, until a permanent candidate may be selected and hired.

2. Present Situation

- a) Pursuant to Section 420.506, Florida Statutes, the appointment of the Executive Director of the Corporation shall be by the Executive Director of the Department of Economic Opportunity, with the advice and consent of the Corporation’s Board of Directors (the “Board”).
- b) On January 9, 2017, the Department issued a briefing in which it described the process by which it would conduct its search for candidates. The Corporation, in accordance with the Department’s letter, advertised the position for fourteen days, beginning January 13, 2017. Applications submitted to the Corporation were subsequently delivered to the Department, and they are currently reviewing the received applications. Following this review, the Department will provide to the Board a list of up to the top five candidates for the position of Executive Director of the Corporation.

3. Recommended Action

- a) That the Board establish a Hiring Committee of three Board members which will receive the list of candidates from the Department and independently interview the candidates provided by the Department, and then conduct a public meeting of the Hiring Committee to select a primary candidate to present to the Board for its consideration at the March 24th meeting of the full Board of Directors.

MULTIFAMILY PROGRAMS

Action

III. MULTIFAMILY PROGRAMS

A. Request for Applications (RFA) RFA 2016-106 Homeless Housing Assistance Loan Demonstration Program

1. Background

- a) On September 30, 2016, Florida Housing Finance Corporation (Florida Housing) issued RFA 2016-107 offering \$5,000,000 of Demonstration loan funding available to eligible Non-Profit Applicants in counties with populations up to 250,000 in order to support the development of Permanent Rental Housing for Homeless individuals and families that is appropriate for small and rural communities. To accomplish this, the RFA was open only to Non-Profit Applicants that (i) were “100 percent non-profit”; (ii) demonstrated that they were active members of the eligible Continuum of Care, and current providers of services or housing for Homeless households in the county of the proposed Development that are funded by federal, state or local governments; and (iii) demonstrated that the proposed Development was intended for a priority Homeless population according to the Continuum of Care plan.
- b) The deadline for receipt of Applications was 11:00 a.m., Eastern Time, Tuesday, November 1, 2016.

2. Present Situation

- a) Florida Housing received 7 Applications in response to this RFA. The Review Committee members, designated by the Executive Director, were Rob Dearduff, Special Programs Administrator and Local Government Liaison (Chair); Bill Cobb, Multifamily Programs Manager; John Toman, Policy Manager; Bill Aldinger, Assistant Policy Director; Elaine Roberts, Senior Supportive Housing Analyst; and Kevin Tatreau, Director of Development Finance. Each member of the Review Committee independently evaluated and scored their assigned portions of the submitted Applications, consulting with non-committee staff and legal counsel as necessary and appropriate.
- b) At its January 19, 2017 Review Committee meeting, the individual committee members presented their scores and the Committee carried out the funding selection process in accordance with Section Five of the RFA.
- c) The RFA 2016-106 All Applications chart (provided as [Exhibit A](#)) lists the eligible and ineligible Applications. The eligible Applications (i.e., Applications that met all criteria to be eligible to be considered for funding) and the ineligible Applications are listed in assigned Application Number order.
- d) The Review Committee considered the following motions:
 - (1) A motion to adopt the scoring results, as set out on Exhibit A; and
 - (2) A motion to tentatively select the Applications set out on [Exhibit B](#) for funding and send these Applicants a Preliminary Loan Commitment to enter the Predevelopment Phase.

MULTIFAMILY PROGRAMS

Action

- (3) A motion to tentatively select the Applications set out on Exhibit B for funding and send these Applicants a Preliminary Loan Commitment to enter the Predevelopment Phase.
- e) The motions passed unanimously.
- f) As outlined in Section Six, E. of the RFA, at the completion of all litigation and approval by the Board of all Recommended Orders with regard to this RFA, the Corporation shall offer all Applicants within the funding range a Preliminary Loan Commitment to enter the Predevelopment Phase.

3. Recommendation

- a) Approve the Committee's recommendations that the Board adopt the scoring results of the 7 Applications (set out on Exhibit A), and authorize the tentative selection of the 4 Applications (set out on Exhibit B) for funding.
- b) An unallocated balance of \$2,150,000 of funding remains. Because there are no eligible unfunded Applications remaining, the unallocated balance will be distributed as approved by the Board.
- c) If no notice of protest or formal written protest is filed in accordance with Section 120.57(3), Fla. Stat., et. al., staff will proceed to issue a Preliminary Loan Commitment to enter the Predevelopment Phase to the Applications set out on Exhibit B.
- d) If a notice of protest or formal written protest is filed in accordance with Section 120.57(3), Fla. Stat., et. al., then at the completion of all litigation, staff will present all Recommended Orders for Board approval prior to issuing a Preliminary Loan Commitment to enter the Predevelopment Phase to those Applicants in the funding range.

MULTIFAMILY PROGRAMS

Action

B. Request for Applications (RFA) 2016-107 Financing To Build Or Rehabilitate Smaller Permanent Supportive Housing Properties For Persons With Developmental Disabilities

1. Background

- a) On October 26, 2016, Florida Housing Finance Corporation (Florida Housing) issued RFA 2016-107, offering \$4,000,000 in grant funding to Applicants proposing to build or rehabilitate smaller Permanent Supportive Housing properties for Persons With Developmental Disabilities.
- b) The deadline for receipt of Applications was 11:00 a.m., Eastern Time, Thursday, December 1, 2016.

2. Present Situation

- a) Florida Housing received 14 Applications in response to this RFA. The Review Committee members, designated by the Executive Director, were Kevin Tatreau, Director of Development Finance (Chair), Bill Aldinger, Assistant Policy Director; John Toman, Policy Manager; Elaine Roberts, Senior Supportive Housing Analyst; and Bill Cobb, Multifamily Programs Manager. Each member of the Review Committee independently evaluated and scored their assigned portions of the submitted Applications, consulting with non-committee staff and legal counsel as necessary and appropriate.
- b) At its January 19, 2016 Review Committee meeting, the individual committee members presented their scores and the Committee carried out the funding selection process in accordance with Section Five of the RFA.
- c) The 2016-107 All Applications chart (provided as [Exhibit C](#)) lists the eligible and ineligible Applications. The eligible Applications (i.e., Applications that met all criteria to be eligible to be considered for funding) and the ineligible Applications are listed in assigned Application Number order.
- d) The Review Committee considered the following motions:
 - (1) A motion to adopt the scoring results, as set out on Exhibit C;
 - (2) A motion to tentatively select the Applications set out on [Exhibit D](#) for funding and issue Corporation letters of preliminary award to the Applicants.
- e) The motions passed unanimously.
- f) As outlined in Section Six, E of the RFA, after issuance by the Board of all final orders regarding this RFA, each approved Application will be sent a Corporation letter of preliminary award.

MULTIFAMILY PROGRAMS

Action

3. **Recommendation**

- a) Approve the Committee's recommendations that the Board adopt the scoring results of the 14 Applications (set out on Exhibit C), and authorize the tentative selection of the 12 Applications (set out on Exhibit D) for funding.
- b) An unallocated balance of \$275,000 of funding remains. Staff recommends that the remaining funding be added to the grant funding to be made available in the next RFA to be issued for Smaller Permanent Supportive Housing Properties For Persons With Developmental Disabilities, currently scheduled to be issued later this year.
- c) If no notice of protest or formal written protest is filed in accordance with Section 120.57(3), Fla. Stat., et. al., staff will proceed to issue a Corporation letter of preliminary award to the Applications set out on Exhibit D.
- d) If a notice of protest or formal written protest is filed in accordance with Section 120.57(3), Fla. Stat., et. al., then at the completion of all litigation, staff will present all Recommended Orders for Board approval prior to issuing the Corporation letters of preliminary award to those Applicants in the funding range.

MULTIFAMILY PROGRAMS

Action

C. **Request for Applications (RFA) 2016-112 - SAIL Financing for the Construction of Workforce Housing in Miami-Dade County and Monroe County**

1. **Background/Present Situation**

- a) On October 21, 2016, Florida Housing staff issued RFA 2016-112, offering an estimated \$20 million of State Apartment Incentive Loan (SAIL) funding to qualified Applicants proposing the construction of workforce housing in Miami-Dade County and Monroe County. An estimated \$3 million of Workforce SAIL, \$900,000 of Competitive Housing Credits, and \$2.4 million of Additional SAIL funding was offered for proposed Developments located in Monroe County (Florida Keys Area of Critical State Concern) and an estimated \$17 million of Workforce SAIL was offered for proposed Developments located in Miami-Dade County. The deadline for receipt of Applications was 11:00 a.m., Eastern Time, Friday, January 6, 2017.
- b) Florida Housing received 6 Applications in response to this RFA. The Review Committee members, designated by the Executive Director, were Elizabeth Thorp, Multifamily Housing Development Manager, Bill Cobb, Multifamily Programs Manager, Libby O'Neill, Multifamily Programs Manager, Karla Brown, Multifamily Programs Manager, and Jade Grubbs, Multifamily Programs Coordinator. Each member of the Review Committee independently evaluated and scored their assigned portions of the submitted Applications, consulting with non-committee staff and legal counsel as necessary and appropriate.
- c) At its January 25, 2017 Review Committee meeting, the individual committee members presented their scores and the Committee carried out the funding selection process in accordance with Section Four B of the RFA.
- d) The RFA 2016-112 All Applications chart (provided as [Exhibit E](#)) lists the eligible Applications. The eligible Applications (i.e., Applications that met all criteria to be eligible to be considered for funding) are listed in assigned Application Number order. No Applications were deemed ineligible by the Review Committee.
- e) The Review Committee considered the following two (2) motions:
 - (1) A motion to adopt the scoring results, as set out on Exhibit E; and
 - (2) A motion to tentatively select the Applications set out on [Exhibit F](#) for funding and invite the Applicants to enter credit underwriting.
- f) Both of the motions were passed unanimously.
- g) As outlined in subsection 67-48.0072(1), F.A.C., at the completion of all litigation and approval by the Board of all Recommended Orders with regard to this RFA, the Corporation shall offer all Applicants within the funding range an invitation to enter credit underwriting.

MULTIFAMILY PROGRAMS

Action

2. **Recommendation**

- a) Approve the Committee's recommendations that the Board adopt the scoring results of the 6 Applications (set out on Exhibit E) and authorize the tentative selection of the 3 Applications (set out on Exhibit F) for funding and invitation to enter credit underwriting).
- b) An unallocated balance of \$1,012,000 in Miami-Dade Workforce SAIL funding, \$2,400,000 in additional SAIL funding, and \$1,015 in Competitive Housing Credits remains. The unallocated balance will be distributed as approved by the Board.
- c) If no notice of protest or formal written protest is filed in accordance with Section 120.57(3), Fla. Stat., et. al., staff will proceed to issue an invitation to enter credit underwriting to the Applications set out on Exhibit F.
- d) If a notice of protest or formal written protest is filed in accordance with Section 120.57(3), Fla. Stat., et. al., then at the completion of all litigation, staff will present all Recommended Orders for Board approval prior to issuing invitations to enter credit underwriting to those Applicants in the funding range.

MULTIFAMILY PROGRAMS

Action

D. Request for Applications (RFA) 2016-114 – Housing Credit Financing for Affordable Housing Developments Located in Miami-Dade County

1. Background/Present Situation

- a) On October 28, 2016, Florida Housing staff issued RFA 2016-114, offering an estimated \$5,682,725 of Housing Credit (HC) financing to qualified Applicants proposing the construction of affordable housing in Miami-Dade County. The deadline for receipt of Applications was 11:00 a.m., Eastern Time, Thursday, December 15, 2016.
- b) Florida Housing received 25 Applications in response to this RFA. The Review Committee members, designated by the Executive Director, were Amy Garmon, Multifamily Programs Manager, Bill Cobb, Multifamily Programs Manager, Lisa Nickerson, Multifamily Programs Manager, Karla Brown, Multifamily Programs Manager, and Tim Kennedy, Special Assets Administrator. Each member of the Review Committee independently evaluated and scored their assigned portions of the submitted Applications, consulting with non-committee staff and legal counsel as necessary and appropriate.
- c) At its January 25, 2017 Review Committee meeting, the individual committee members presented their scores and the Committee carried out the funding selection process in accordance with Section Four B of the RFA.
- d) The RFA 2016-114 All Applications chart (provided as [Exhibit G](#)) lists the eligible and ineligible Applications. The eligible Applications (i.e., Applications that met all criteria to be eligible to be considered for funding) and the ineligible Applications are listed in assigned Application Number order.
- e) The Review Committee considered the following two (2) motions:
 - (1) A motion to adopt the scoring results, as set out on Exhibit G; and
 - (2) A motion to tentatively select the Applications set out on [Exhibit H](#) for funding and invite the Applicants to enter credit underwriting.
- f) Both of the motions were passed unanimously.
- g) As outlined in subsection 67-48.0072(1), F.A.C., at the completion of all litigation and approval by the Board of all Recommended Orders with regard to this RFA, the Corporation shall offer all Applicants within the funding range an invitation to enter credit underwriting.

MULTIFAMILY PROGRAMS

Action

2. **Recommendation**

- a) Approve the Committee's recommendations that the Board adopt the scoring results of the 25 Applications (set out on Exhibit G) and authorize the tentative selection of the 3 Applications (set out on Exhibit H) for funding and invitation to enter credit underwriting).
- b) If no notice of protest or formal written protest is filed in accordance with Section 120.57(3), Fla. Stat., et. al., staff will proceed to issue an invitation to enter credit underwriting to the Applications set out on Exhibit H.
- c) If a notice of protest or formal written protest is filed in accordance with Section 120.57(3), Fla. Stat., et. al., then at the completion of all litigation, staff will present all Recommended Orders for Board approval prior to issuing invitations to enter credit underwriting to those Applicants in the funding range.

PROFESSIONAL SERVICES SELECTION (PSS)

Action

IV. PROFESSIONAL SERVICES SELECTION (PSS)

A. Invitation to Bid (ITB) 2016-09, Content Management System

1. Background

- a) Since early 2015, staff have been working with vendors in a multi-phase project to redevelop and redesign the Corporation's website. In the initial phase, Florida Housing worked with BowStern, LLC to obtain an in-depth review of the Corporation's and other HFA websites and recommendations as to how the redeveloped website should be organized and structured. In April 2016, Florida Housing entered into a contract with SGS Technologie, LLC for Phase II of the project, which focuses on the new website's design, development and hosting services.
- b) A critical component of Phase II is the procurement and implementation of a web content management system (WCMS) software that will allow SGS Technologie, LLC and staff to collaborate on the creation, modification, and effective ongoing management of digital content on the website. A WCMS is a software system that provides website authoring, collaboration, and administration tools designed to allow users with little knowledge of web programming languages or markup languages to create and manage website content with relative ease, and will be used long-term after the design and implementation engagement.
- c) At the August 5, 2016 meeting, the Board authorized staff to begin the competitive solicitation process for the procurement of the WCMS software. The process was changed from using the RFP method to an ITB, since Florida Housing could narrow the scope such that an award can be made solely on the basis of price.
- d) At the December 9, 2016 meeting, the Board authorized staff to re-issue a competitive solicitation in an effort to procure the WCMS software at a lower price.

2. Present Situation

- a) ITB 2016-09 was issued on December 14, 2016. Florida Housing received one bid before the January 11, 2017 due date from Telerik, Inc. for \$45,000.

3. Recommendation

- a) Staff recommends that the Board authorize Florida Housing to enter into contract negotiations with Telerik, Inc.

PROFESSIONAL SERVICES SELECTION (PSS)

Action

B. Competitive Solicitation for Bond Counsel Services

1. Background

- a) At the July 2012 meeting, the Board of Directors of Florida Housing authorized staff to enter into contract negotiations with the following firms for Bond Counsel services:
 - (1) Bryant Miller Olive P.A. jointly with Steve E. Bullock, P.A.
 - (2) Greenberg Traurig, P.A. jointly with Edwards & Associates, P.A.
 - (3) Hawkins Delafield & Wood LLP jointly with Murai Wald Biondo Moreno & Brochin, P.A.
 - (4) Kutak Rock LLP
- b) The initial three-year term of this contract began for each of these firms in August 2012 and two subsequent one-year renewals were executed.

2. Present Situation

- a) The terms of the current Bond Counsel contracts expire in August 2017.
- b) Florida Housing has a need for qualified attorneys to serve as Bond Counsel to provide services including, but not limited to, the following:
 - (1) Issuing standard, comprehensive bond counsel opinions as to the legality of the bonds/notes, the security for their payment and the exemption or exclusion from federal taxation of the interest on the bonds;
 - (2) Reviewing and advising Florida Housing on the legal feasibility of the financing programs proposed to Florida Housing by prospective borrowers and by Florida Housing's underwriters and advising Florida Housing whether financing the programs will comply with applicable law and pending or proposed revisions in the law, including but not limited to, U.S. Treasury and HUD regulations;
 - (3) Providing input to Florida Housing as to procedures, required approvals and filings, schedule of events for timely issuance, other legal matters relative to issuance of bonds/notes, remarketing bonds/notes, refunding bonds/notes, or any change affecting bond/note documents, whether the financing is undertaken by competitive bid or negotiated sale, or other financing programs, whether involving 501(c)(3) organizations or otherwise;
 - (4) Preparing Board resolutions, and any amendments thereto, in order to authorize the issuance of bonds/notes, remarketing of bonds/notes, refunding of bonds/notes, or any change affecting bond/note documents;

PROFESSIONAL SERVICES SELECTION (PSS)

Action

- (5) Preparing trust indentures, trustee, registrar or paying agent agreements, servicing and administration agreements, loan agreements, mortgage origination agreements, and any other agreements or similar documents necessary, related or incidental to bond/note financing;
- (6) If sale is by competitive bid, assisting in preparation of the bid documents, notice of sale, evaluation of legality of bids and any other documentation or action necessary to conduct a sale of the bonds/notes in that manner;
- (7) Reviewing the preliminary official statement, official statement, private placement memorandum;
- (8) Preparing the award resolution and any amendments thereto, for the sale of the bonds/notes and reviewing the bond purchase agreement;
- (9) Preparing, obtaining, delivering and filing all closing papers necessary in connection with the sale and issuance of the bonds/notes, including, but not limited to, certified copies of all minutes, resolutions and orders; certificates such as officers, incumbency, signature, no prior pledge, arbitrage, IRS Forms, and others; and verifications, consents and opinions from accountants, engineers, special consultants and attorneys
- (10) Addressing issues and preparing documents in connection with the application for and preservation of private activity bond allocation from the State of Florida.

3. **Recommendation**

- a) Authorize staff to begin the competitive solicitation process and establish a review committee to make recommendations to the Board for one or more firms to provide Bond Counsel services.

PROFESSIONAL SERVICES SELECTION (PSS)

Action

C. **Competitive Solicitation for Credit Underwriting, Construction and Permanent Loan Servicing, and Compliance Monitoring Services**

1. **Background**

- a) At the July 2011 meeting, the Board of Directors of Florida Housing authorized staff to enter into contract negotiations with the following firms for Credit Underwriting, Construction and Permanent Loan Servicing, and Compliance Monitoring Services:
 - (1) Amerinational Community Services, Inc.
 - (2) First Housing Development Corporation of Florida
 - (3) Seltzer Management Group, Inc.
- b) The initial four-year term of this contract began for each of these firms in December 2011 and two subsequent one-year renewals were executed.

2. **Present Situation**

- a) All three contracts are set to expire on December 31, 2017 and there is a continuing need for these services.

3. **Recommendation**

- a) Authorize staff to begin the competitive solicitation process and establish a review committee to make recommendations to the Board for one or more firms to provide Credit Underwriting, Construction and Permanent Loan Servicing, and Compliance Monitoring services for Florida Housing's single family and multifamily programs.

PROFESSIONAL SERVICES SELECTION (PSS)

Action

D. Request for Proposals (RFP) 2016-06, Financial Coaching and Counseling Training for the Foreclosure Counseling Program (FCP)

1. Background

- a) At the December 9, 2016 meeting, the Board authorized Florida Housing staff to issue a solicitation to procure a firm which will provide Financial Coaching and Counseling Training for the FCP.

2. Present Situation

- a) Request for Proposals (RFP) 2016-06 was issued on Friday, December 9, 2016. The deadline for receipt of responses was 2:00 p.m., Monday, January 9, 2017. A copy of the RFP and Addendum #1 are provided as [Exhibit A](#).
- b) Three responses were received by the deadline from Florida Housing Counseling Network, National Community Reinvestment Coalition (NCRC), and Neighborworks Center for Homeownership Education and Counseling.
- c) Members of the review committee were Rob Dearduff, Special Programs Administrator and Local Government Liaison (Chairperson); Nancy Muller, Policy Director; and Sandy Smith, Single Family Programs Manager.
- d) Each member of the Review Committee individually reviewed the proposals submitted prior to convening for the Review Committee meeting which was held at 10:00 a.m., Tuesday, January 17, 2017.
- e) At the January 17th meeting, the Review Committee members provided their final scores for the responses received. The score sheet is provided as [Exhibit B](#).

3. Recommendation

- a) The Review Committee recommends that the Board authorize Florida Housing to enter into contract negotiations with NCRC. Should contract negotiations with NCRC fail, the review committee recommends the Board authorize staff to enter into contract negotiations with the Florida Housing Counseling Network as the second-highest scored response. If contract negotiations fail with both NCRC and Florida Housing Counseling Network, the Review Committee recommends that the Board allow staff to issue a new solicitation for these services.

PROFESSIONAL SERVICES SELECTION (PSS)

Action

E. Request for Qualifications (RFQ) 2016-07, Advisor Agencies for the Hardest Hit Fund (HHF) Program

1. Background

- a) At the September 16, 2016 meeting, the Board authorized Florida Housing staff to issue a solicitation to procure qualified firms to provide Advisor Agencies for the HHF Program.

2. Present Situation

- a) Request for Qualifications (RFQ) 2016-07 was issued on Tuesday, November 8, 2016. The deadline for receipt of responses was 2:00 p.m., Tuesday, December 13, 2016. A copy of the RFQ and Addendum #1 are provided as [Exhibit C](#).
- b) Forty-seven responsive responses were received by the deadline from the following:
 - (1) 5M Munroe & Monroe Mortgage and Money Management
 - (2) Affordable Homeownership Foundation Inc.
 - (3) Brevard County Board of County Commissioners
 - (4) Catholic Charities, Diocese of St. Petersburg, Inc.
 - (5) CDC of Tampa, Inc.
 - (6) Central Florida Urban League
 - (7) Centro de Ayuda Para Los Hispanos Inc.
 - (8) City of Cocoa
 - (9) City of Panama City Community Development
 - (10) City of Pompano Beach, Office of Housing and Urban Improvement
 - (11) City of Tampa, Planning and Development Department
 - (12) Community Legal Services of Mid-Florida
 - (13) Comprehensive Housing Resources
 - (14) Consolidated Credit Solutions
 - (15) Consumer Debt Counselors
 - (16) Credit Card Management Services, Inc. d/b/a DebtHelper.com
 - (17) Crisis Housing Solutions, a Division of Adoption Hurricane Family, Inc.

PROFESSIONAL SERVICES SELECTION (PSS)

Action

- (18) Debt Management Credit Counseling Corp.
- (19) Dream Home Organization, Inc.
- (20) H.E.L.P. Community Development Corporation, Inc.
- (21) Hardee County Board of County Commissioners
- (22) HELP d/b/a Housing Development Corporation of SW Florida, Inc.
- (23) Home Education Loan Program, Inc.
- (24) Housing and Education Alliance
- (25) Housing Foundation of America, Inc.
- (26) Housing Services of Central Florida, a division of UNO Federation Community Services, Inc.
- (27) Lack and Lack Chartered
- (28) Law Office of Denise Darlymple, P.A.
- (29) Law Office of Paul A. Krasker, P.A.
- (30) Lee County Housing Development Corporation
- (31) MAG Defense, Law Offices of Mustapha Abba Gana
- (32) Miami Beach Community Development Corporation
- (33) Mid-Florida Housing Partnership Inc.
- (34) National Foundation for Debt Management
- (35) Neighborhood Housing Development Corporation
- (36) Neighborhood Housing Services of South Florida
- (37) Oasis of Hope CDC
- (38) Okaloosa Community Development Corporation
- (39) Pujol Law Office
- (40) Real Estate Education and Community Housing, Inc (REACH)
- (41) Roumelis Planning and Development Services, Inc.
- (42) SER - Jobs for Progress, Inc.
- (43) St. John's Housing Partnership

PROFESSIONAL SERVICES SELECTION (PSS)

Action

- (44) St. Lucie County Board of County Commissioners
 - (45) Tallahassee Lenders' Consortium, Inc.
 - (46) Urban League of Broward County
 - (47) Urban League of Palm Beach County
- c) Members of the review committee were Matt Jugenheimer, HHF Compliance Officer (Chairperson); Bradley Rich, HHF Compliance Manager; and Lisa Walker, HHF Analyst.
 - d) Each member of the Review Committee individually reviewed the proposals submitted prior to convening for the Review Committee meeting which was held at 10:00 a.m., Thursday, January 12, 2017.
 - e) At the January 12th meeting, the Review Committee members provided their final scores for the responses received. The score sheet is provided as [Exhibit D](#).
 - f) Even if contract negotiations are successful with all 47 of these firms, staff believes there is a need to add to the pool of HHF Advisor Agencies in order to reach more Floridians eligible for HHF services.

3. Recommendation

- a) The Review Committee recommends that the Board authorize Florida Housing to enter into contract negotiations with each of the 47 of the responsive agencies.
- b) Staff also recommends issuing another competitive solicitation to widen the pool of Advisor Agencies in order to attempt to reach more Floridians eligible for services.