

**Florida Housing Finance Corporation Workshop Agenda  
RFA 2017-105 for HOME Financing to be used  
for Rental Developments Located in Rural Areas**

227 N. Bronough Street, Seltzer Conference Room, Tallahassee, FL  
And via phone #1 888 339.2688, passcode #636 637 25  
Tuesday, February 28, 2017 2:00 p.m., Eastern Time

**Section One - Introduction**

Total funding available:

- \$15,000,000 in HOME funding
- 15% of the HOME funding available (\$2,250,000) will be available for CHDO Applicants

Reminder: Applicants that are selected to receive funding will be invited to enter credit underwriting and will be expected to complete the credit underwriting process, including Board approval of the credit underwriting report, and execute a HOME written agreement within nine (9) months of the date of the invitation to enter into credit underwriting.

**Section Two – Definitions**

“Rural” or “Rural Area” means an area of land in Florida recognized, as of Application Deadline, by the United States Department of Agriculture, Rural Development (USDA RD) as an eligible rural area, within which properties are eligible to participate in USDA RD administered single family or multifamily housing programs, as applicable, based on the written determination of USDA RD or which maps as an eligible rural area on the maps and mapping systems established and maintained for that purpose by USDA RD and available at the following link: <http://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do> (also accessible by clicking [here](#)). The Florida offices of the USDA can be contacted using information found at the website: <http://www.rurdev.usda.gov/FL-Contacts.html> (also accessible by clicking [here](#)).

**Section Three – Procedures and Provisions**

A. Submission Requirements

1. The Applicant must download and complete the following documents:
  - a. The Application;
  - b. The Development Cost Pro Forma; and
  - c. The Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 08-16) (“Principals Disclosure Form”). A Principals Disclosure Form that was approved during the Advance Review Process may be used to satisfy this requirement, provided the form was approved for the type of funding being requested (i.e. Housing Credits or non-Housing Credits).
    - The Principals Disclosure Form must identify the Principals of the Applicant and Developer(s) as of the Application Deadline and must include, for each applicable organizational structure, ONLY the types of

Principals required by Subsection 67-48.002(93), F.A.C. A Principals Disclosure Form that includes, for any organizational structure, any type of entity that is not specifically included in the Rule definition of Principals, will not be accepted by the Corporation to meet the Mandatory requirement to provide the Principals of the Applicant and Developer(s) Disclosure Form.

- Continuous Advance Review Process
2. The Applicant must go to the webpage and click the link to login and upload the Complete Online Submission Package consisting of these three (3) documents.
  3. One (1) printed copy of the complete Uploaded Application with all applicable attachments must be labeled "Original Hard Copy" and must include the following items:
    - a. The required non-refundable \$3,000 Application fee, payable to Florida Housing Finance Corporation (check or money order only); and
    - b. The Applicant Certification and Acknowledgement form with an original signature (blue ink preferred).

B. Other Procedures and Provisions

**Section Four – Information to be Provided in the Application**

A. Exhibit A Items

1. The Applicant must include a signed Applicant Certification and Acknowledgement form to indicate the Applicant's certification and acknowledgement of the provisions and requirements of the RFA.
2. Demographic Commitment
  - a. Family
  - b. Elderly, non-Assisted Living Facilities (ALFs)
3. Applicant Information
  - a. State name of Applicant
  - b. Evidence that Applicant is legally formed entity
  - c. To qualify as a Non-Profit Applicant, the Applicant must complete the questions, and provide the required information for each Non-Profit entity described in at question 3.c. of Exhibit A.
  - d. Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 08-16)
  - e. Contact Person (the person with whom the Corporation will communicate regarding the proposed Development)

- f. To qualify as a CHDO Applicant and be eligible for the CHDO funding set-aside, all CDHO requirements outlined in Section Four 3.f. must be met.

4. Developer and Management Company Information

a. General Developer Information:

- (1) Name of Developer (including all co-Developers);
- (2) Evidence each Developer is a legally formed entity qualified to do business in Florida as of Application Deadline
- (3) Developer Experience Funding Preferences
  - (a) Previous Affordable Housing Experience Funding Preference  

To qualify for this funding preference, at least one Principal of the Developer entity, or if more than one Developer entity, at least one Principal of at least one of the Developer entities, must demonstrate experience in the completion; (i.e., the certificate of occupancy has been issued for at least one building), of at least one affordable rental housing development consisting of a total number of units no less than 50 percent of the total number of units in the proposed Development.
  - (b) HOME Funding Experience Preference  

To qualify for this funding preference, the Developer must demonstrate experience in the completion of at least one development consisting of at least 15 total units that was funded with HOME Funding.

b. Management Company Information:

- (1) Name of Management Company; and
- (2) Required General Management Company experience.

5. General Development Information

a. Name of Development

b. Location of Development

- (1) County
- (2) Address

If the proposed Development is Scattered Sites:

- (a) For Developments located in all Counties except Monroe County, a part of the boundary of each Scattered Site must be located within ½ mile of the Scattered Site with the most units.

For Developments located in Monroe County, a part of the boundary of each Scattered Site must be located within 20 miles of the Scattered Site with the most units;

- (b) Site control must be demonstrated in the Application for all of the Scattered Sites, as outlined in Section Four A.8. of the RFA;
  - (c) During the credit underwriting process, the Applicant must demonstrate that the Development meets the requirements of this RFA and Section 42 of the IRC; and
  - (d) All Scattered Sites must be located in the same county.
- (3) Latitude and Longitude Coordinates for the Development Location Point and each Scattered Site must be provided in Exhibit A, and a Surveyor Certification form is no longer required.
- (4) The Applicant must indicate whether the proposed Development consists of Scattered Sites.
- (5) The Applicant must confirm that the proposed Development is located in an eligible Rural Area as defined by the United State Department of Agriculture Rural Development (RD) by providing evidence dated within six (6) months of the Application Deadline from RD confirming that the proposed Development is located in an RD-designated Rural Area.
- (a) This evidence may be in the form of printed information from the website  
<http://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do> if the website recognizes and can confirm that the address of the proposed Development stated at question 5.b.(2) of Exhibit A and, if Scattered Sites, all other addresses of the proposed Development are located in a Rural Area.
  - (b) If confirmation of all sites of the proposed Development cannot be obtained through the above referenced website, the Applicant must provide a letter from RD confirming all sites comprising the proposed Development are located in a Rural Area as of the Application Deadline.
- (6) Limited Development Area (LDA)

An Application will not be eligible for any funding if the proposed Development qualifies as an LDA Development.

A proposed Development will qualify as an LDA Development if any portion of the proposed Development site(s) is within an area described on the LDA Chart set out at Section Four, A.5.b.(6) of the RFA and the Applicant selected the applicable Demographic Commitment (Elderly or

Family) at question 2 of Exhibit A that is associated with the area listed on the chart.

- c. Proposed Developments must consist of a minimum of 10 units. Proposed Development are limited to 50 units.
- d. Development Category  
All Development Categories (new construction or Redevelopment, with or without acquisition) must consist entirely of new construction units. Rehabilitation of existing units is not allowed.
- e. Development Type
  - (1) Single Family Homes including modular homes that are installed by certified contractors, Townhouses, Duplexes, Quadraplexes, or Garden Apartments (a building comprised of 1, 2 or 3 stories, with or without an elevator).
  - (2) Group homes, Assisted Living Facilities, and other specialized licensed residential facilities, as well as units within a condominium complex or any single room occupancy developments, are not eligible for funding.
  - (3) Any dwelling unit that consists of more than one story, (e.g. Townhouse), is prohibited for Elderly set-aside units. A residential building that consists of more than one story is not prohibited for Elderly set-aside units if there is a minimum of one elevator per residential building provided for all Elderly set-aside units that are located on a floor higher than the first floor.
- f. For purposes of the Total Development Cost per Unit Limitation, in order for a proposed Development to be considered to be concrete construction, the proposed Development must meet the requirements in Section Four, A.5.f.
- g. Applicants must state whether construction has commenced as of Application Deadline. Note: If “Yes”, all rules and regulations in 24 CFR Part 92, which includes cross-cutting Federal Regulations, will apply.
- h. The Applicant must complete the Unit Mix Chart listing the total number of bedrooms per unit, the total number of bathrooms per unit (including half-baths, if applicable), and the total number of units per bedroom type. Any zero (0) bedroom units must meet the definition of Zero Bedroom Unit.  
  
If Elderly Demographic, at least 50 percent of the total units must be comprised of one-bedroom units and no more than 15 percent of the total units can be larger than 2 bedroom units.
- i. The Applicant should state the total number of buildings with dwelling units in the proposed Development.

- j. Ability to Proceed (i.e., status of site/plat plan, appropriately zoned, availability of infrastructure (electricity, water, sewer and roads) – all as of Application Deadline). Applicants must provide the Ability to Proceed Verification forms (Form Rev. 08-16). To demonstrate infrastructure availability, the Applicant may provide a letter from the provider (that is Development-specific and dated within 12 months of the Application Deadline) in lieu of the form.
- 6. Set-Aside Commitments –
  - a. Applicants must calculate the minimum number of HOME-Assisted units required by HUD. The minimum number of HOME-Assisted Units must meet the minimum requirements of 24 CFR Part 92.
  - b. Low HOME Rent units must be equal to or greater than 20 percent of the total HOME-Assisted units committed to. All remaining HOME-Assisted units will be High HOME Rent units.
  - c. All Applicants are required to set aside the units for the HUD affordability period of 20 years for new construction. Additionally, Florida Housing is requiring and adding to the HUD affordability period, a minimum 30 year extended affordability period, for a total affordability period of 50 years.
- 7. HOME Uniform Relocation Act
- 8. Site Control
 

The Applicant must demonstrate site control by providing one or more of the following, as outlined in Section Four, A.8. of the RFA:

  - Eligible Contract
  - Deed or Certificate of Title
  - Lease
- 9. Required Design and Construction Features
  - a. Federal Requirements and State Building Code Requirements
  - b. Required general features
  - c. Accessibility, Adaptability, Universal Design and Visitability Features
  - d. Required Green Building Features
- 10. Resident Programs
  - a. Applicants that commit to the Family Demographic Commitment must provide at least two (2) of the resident programs outlined below:
    - (1) After School Program for Children
    - (2) Literacy Training

- (3) Employment Assistance Program
- (4) Family Support Coordinator
- (5) Financial Management Program

b. Applicants that commit to the Elderly Demographic Commitment must provide at least three (3) of the resident programs outlined below:

- (1) Literacy Training
- (2) Computer Training
- (3) Daily Activities
- (4) Assistance with Light Housekeeping, Grocery Shopping and/or Laundry
- (5) Resident Assurance Check-In Program
- (6) 24 Hour Support to Assist Residents In Handling Urgent Issues

11. Match

Applicants with a higher percentage of Match compared to the Applicant's Eligible HOME Request Amount will receive a funding preference in the Funding Selection process described in Section Five, B.1.

12. Funding

The maximum HOME Request Amount is limited to the lesser of the per unit HOME Rental FHFC Subsidy Limit for the applicable county or \$5 million. The HOME Rental FHFC Subsidy Limits chart is provided in Section Four, A.12. of the RFA.

B. Funding Selection

1. Eligibility Items

2. Application Sorting Order

- a. First, preference will be given to Applications proposing Developments located in Small Counties (county sizes are described in Section Four, A.5.b.(1));
- b. Next, preference will be given to Applications that qualify for the HOME Funding Experience Preference described in Section Four, A.4.a.(3)(a) of the RFA;
- c. Next, preference will be given to Applications that qualify for the Previous Affordable Housing Experience Funding Preference described in Section Four, A.4.a.(4)(b) of the RFA;
- d. Next, by percentage resulting from the Applicant's Eligible HOME Request Amount divided by the maximum award amount the Applicant is eligible to

request (rounded to two (2) decimal places of the percentage). Applications will be listed in ascending order beginning with the Application with the lowest percentage and ending with the Application that has the highest percentage;

- e. Next, by the percentage of Match compared to the Applicant's Eligible HOME Request Amount;
- f. Next, by the Application's eligibility for the Florida Job Creation Preference which is outlined in Item 2 of Exhibit C; and
- g. Finally, by lottery number.

3. County Award Tally

As each Application is selected for tentative funding, the county where the proposed Development will be located will have one (1) Application credited toward the County Award Tally. The Corporation will prioritize eligible unfunded Applications that meet the Funding Test and are located in counties that have the lowest applicable County Award Tally above other eligible unfunded Applications in counties with a higher County Award Tally that also meet the Funding Test, even if the Applications with a higher County Award Tally are higher ranked.

4. Selection Process

First, the highest ranked eligible CHDO Application(s) will be selected for funding subject to the County Award Tally.

Then, with the remaining HOME allocation, the highest ranked eligible unfunded Application(s) that can be fully funded will be selected for funding, subject to the County Award Tally

**Exhibit D** - contains a timeline listing due dates for information to be provided to the Corporation or to the credit underwriter after the Applicant receives the invitation to credit underwriting.

**Item 1 of Exhibit C** – provides additional information regarding Total Development Cost per Unit Limitation calculation

**Item 2 of Exhibit C** – provides additional information regarding the Florida Job Creation Preference calculation

**Item 3 of Exhibit C** – provides a list of fees

Note: The new fee schedule will go in effect before this RFA is issued. The final RFA will reflect the new fees.

**Item 4 of Exhibit C** – provides additional HOME requirements

**Item 5.a. of Exhibit C** – lists the Development Team forms, which must be provided to the Corporation within 21 Calendar Days of the date of the invitation to enter credit underwriting. The forms will be provided on the Corporation's Website



[http://www.floridahousing.org/Developers/ MultiFamilyPrograms/Competitive/2017-105/RelatedForms/](http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2017-105/RelatedForms/) (also accessible by clicking [here](#)).

**Item 5.b. of Exhibit C** – lists the Verification of Environmental Safety forms, which must be provided to the Corporation within 21 Calendar Days of the date of the invitation to enter credit underwriting. The forms will be provided on the Corporation’s Website [http://www.floridahousing.org/Developers/ MultiFamilyPrograms/Competitive/2017-105/RelatedForms/](http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2017-105/RelatedForms/) (also accessible by clicking [here](#)).

***Expected Issue Date: March 24, 2017***

***Expected Due Date: April 21, 2017***

***Expected Review Committee Meeting Date: June 6, 2017 at 2:00 p.m..***