

FLORIDA HOUSING FINANCE CORPORATION
Board Meeting
August 1, 2003
Action Items

DEMONSTRATION

Action

I. DEMONSTRATION

A. Request Credit Underwriting Approval for New Hope Community, 2001/01-005FW

Development Name (“Development”):	New Hope Community
Developer/Principal (“Developer”):	Indiantown Non-Profit Housing, Inc.
Number of Units: 60	Location: Indiantown, Martin County
Type: Rental/Farmworker	Set Aside: 100% @ 80%
Allocated Amount: \$1,325,600	Additional Comments: Credit Underwriter has recommended approval with conditions as specified in attached report

1. Background/Present Situation

- a) On March 8, 2002, Florida Housing issued a Request for Proposal (RFP) for Farmworker Housing.
- b) Indiantown Nonprofit Housing, Inc. (the “Developer”) submitted a response and on September 20, 2001 the Board approved funding of \$1,325,600 subject to a positive recommendation from the credit underwriter. This development, New Hope Community, is located in Martin County and will provide 60 farmworker rental housing units.
- c) Staff received a credit underwriting report for this development with a positive recommendation for a loan of \$1,325,600, subject to the conditions outlined in the report ([Exhibit A](#)).

2. Recommendation

Approve the credit underwriter’s recommendation and direct staff to issue a firm loan commitment and proceed with loan closing activities.

GUARANTEE PROGRAM

Action

II. GUARANTEE PROGRAM

- A. Consider Approval of the June 20, 2003 Guarantee Program Committee Minutes**

GUARANTEE PROGRAM

Action

B. Consideration of “Commitment to Guarantee” for Bristol Bay Apartments

Applicant (“Applicant”):	Bristol Bay Associates, Ltd.
Development Name (“Development”):	Bristol Bay Apartments
Developer/Principal (“Developer”):	The Cornerstone Group
Number of Units: 300	Location: Tampa, Hillsborough County
Construction Type: Garden Style	Bond Set Aside: 85%@60%
HC Set Aside: 100%@60%	Proposed Guarantee Amount: \$16,300,000
Subordinate Financing: No	General Contractor (“GC”): Alliance Construction, Inc.
Affiliated	

1. Background

The Bristol Bay Apartments, located in the City of Coral Gables, Miami-Dade County, Florida, is a proposed 300-unit multifamily rental development. The Applicant, Bristol Bay Associates, Ltd., has been awarded a 2002 tax-exempt bond allocation in the amount of \$16,300,000 from the Florida Housing Finance Corporation.

2. Present Situation

- a) The Guarantee Program, along with TIBOR Partners, Inc., has conducted a review of the proposed Bristol Bay transaction and is recommending that the Committee issue a “Commitment to Guarantee.”
- b) A copy of TIBOR’s Project Suitability Assessment and Risk Evaluation Report is provided as [Exhibit “A.”](#)

3. Recommendation

Approve the (i) issuance of a “Commitment to Guarantee” for the Bristol Bay Apartments, subject to the terms and conditions contained in the Project Suitability and Risk Evaluation Report and further subject to the Board’s approval of the Multifamily Bond Program’s recommendation, and (ii) guarantee amount, presently estimated at \$16,300,000 (excluding the debt service reserve fund), may be adjusted by not more than 10%, solely to reflect actual interest rates and/or necessary modifications in the credit underwriter’s report, as long as the loan-to-value ratio does not exceed 90% and the debt service coverage ratio is not less than 1.15:1.0.

GUARANTEE PROGRAM

Action

C. Request Approval to Commence Rule Development for Rule 67-39, Florida Administrative Code, which Governs the Florida Affordable Housing Guarantee Program

1. Background

Rule 67-39, Florida Administrative Code (“F.A.C.”) governs the Florida Affordable Housing Guarantee Program.

2. Present Situation

Staff has recognized that Rule 67-39, F.A.C., is in need of revisions to reflect current program administration.

3. Recommendation

Authorize Staff to proceed with Rule Development for Rule 67-39, F.A.C.

MINUTES

Action

III. MINUTES

- A. Consider Approval of the June 20, 2003, Board of Directors' Meeting Minutes.
- B. [Board of Directors' Meeting Minutes – June 20, 2003.](#)

MULTIFAMILY MORTGAGE REVENUE BONDS

Action

IV. MULTIFAMILY MORTGAGE REVENUE BONDS

A. 2003 Supplemental MMRB Application

1. Background

- a) At the May 2, 2003 meeting, the Board authorized staff to proceed with rulemaking to establish a 2003 Supplemental MMRB Application under Chapter 67-21, F.A.C.
- b) Following the June 20, 2003 Board meeting, staff conducted a Rule Development Workshop to receive public comments on the proposed rule and application. Following the workshop, staff left the record open through June 27, 2003 to receive any additional comments.

2. Present Situation

- a) If approved by the Board, staff will file the Notice of Proposed Rulemaking (NOPR), attached as [Exhibit A](#), for publication in the Florida Administrative Weekly. Staff will also submit the NOPR to the Joint Administrative Procedures Committee (JAPC) for review.
- b) Provided that a Notice of Change (NOC) is not necessary, it is anticipated that the rule will be filed for adoption on September 12, 2003, with an effective date of October 2, 2003. Staff will begin receiving applications on October 2, 2003 and will close the supplemental application cycle on November 7, 2003. Staff anticipates bringing successful applications before the Board for funding approval at the December 12, 2003 Board meeting.

3. Recommendation

Approve the NOPR, authorize staff to file the rules for adoption if a NOC is not required, and, if a NOC is required, authorize the Chair to determine whether the NOC makes material, substantive changes to the rule chapter. If he determines that it does not, staff recommends that the Board approve such NOC without the requirement of another Board meeting. In the alternative, if the Chair determines that the NOC does make material, substantive changes to the rule chapter, staff recommends that a telephonic board meeting be called to obtain Board approval for any required changes.

MULTIFAMILY MORTGAGE REVENUE BONDS

Action

B. 2003 Supplemental MMRB Application Cycle – Lottery Seed Number

1. Background

The Supplemental MMRB Application Instructions provide that each Application that is assigned an Application number will receive a random lottery number and that the lottery numbers will be assigned by having Florida Housing's internal auditors run the total number of assigned Application numbers through a random number generator program.

2. Present Situation

The seed number must be selected so that staff will be able to assign the lottery numbers at the appropriate time.

3. Recommendation

Select the seed number from the listing of seed numbers provided by staff.

PROFESSIONAL SERVICES SELECTION (PSS)

Action

V. PROFESSIONAL SERVICES SELECTION (PSS)

A. Court Reporting Services

1. Background

At its March 7, 2003 meeting Florida Housing's Board authorized staff to begin the Request for Proposals (RFP) process to select one or more entities to provide statewide court reporting services.

2. Present Situation

- a) An RFP process was initiated and RFP 2003/01 was issued on June 13, 2003. Responses to the RFP are due on or before 2:00 p.m., Friday, July 18, 2003.
- b) The Review Committee members, designated by the Executive Director, are Steve Auger, Operations Director, Junious Brown, Director of Asset Management, David Westcott, Multifamily Bonds Administrator, Sherry Green, Records Custodian, Maelene Tyson, Paralegal, and Jean Salmonsens, Housing Development Administrative Assistant.
- c) The Review Committee will review the responses to the RFP individually prior to convening for the Review Committee meeting. The Review Committee meeting will be held on Monday, July 28, 2003 at 2:00 p.m.

3. Recommendation

Recommendation will be provided as a supplement to the Board Package.

PROFESSIONAL SERVICES SELECTION (PSS)

Action

B. Consulting Services

1. Background

- a) At its May 2, 2003 meeting, Florida Housing's Board authorized staff to issue an Invitation to Negotiate (ITN) to select one or more persons or entities with which to commence negotiations to procure consulting services to assist Florida Housing to prepare for the conversion of the Section 8 Voucher Program to a block grant to the state.
- b) The solicitation process was initiated and ITN 2003/01 was issued on June 13, 2003. Responses to the ITN were due on or before 2:00 p.m., Friday July 11, 2003.
- c) Three (3) responses were received. They were as follows:
 - (1) Abt Associates, Inc.
 - (2) MDStrum Housing Services, Inc.
 - (3) National Facility Consultants, Inc.
- d) The review committee members, designated by the Executive Director, are Nancy Muller, Housing Policy Coordinator, Steve Auger, Operations Director, Rachel Fink, Housing Policy Senior Analyst, Barbara Goltz, Chief Financial Officer, and Hugh Brown, Assistant General Counsel.
- e) The Review Committee will review the responses to the ITN individually prior to convening for the Review Committee meeting. The Review Committee meeting will be held on Tuesday, July 29, 2003 at 2:00 p.m.

2. Recommendation

Recommendation will be provided as a supplement to the Board Package.

UNIVERSAL CYCLE

Action

VI. UNIVERSAL CYCLE

A. 2004 Universal Cycle

1. Background/Present Situation

Staff would like to begin the rule development process by scheduling a public meeting near the end of August 2003 to solicit comments concerning Rule Chapters 67-21 and 67-48, F.A.C., and the 2004 Universal funding cycle.

2. Recommendation

Authorize staff to proceed with the 2004 rule development process.