

**Questions and Answers for Request for Proposals (RFP) 2008-01
Development and Substantial Rehabilitation of Special Needs Housing**

Question 1:

Will you be supplying the pro forma form in an Excel document like we got for CWHIP?

Answer:

For a copy of the Development Cost Pro Forma (Exhibit 5) in Excel format please contact Robin L. Grantham, Contracts Administrator, at robin.grantham@floridahousing.org or (850) 488-4197.

Question 2:

I only see a cost pro forma in the RFP package. Do you also want a multi-year income & expense projection?

Answer:

No.

Question 3:

Do the developments in this RFP fall under the definition of “SAIL Development” as defined in 67-48.002(96)? Specifically, do the buildings need to contain 5 or more units?

Answer:

No. Please refer to **Exhibit A** of this Q&A.

Question 4:

Carrfour is planning on applying for the Special Needs Housing funding. Our question is, we would like to serve two of the special needs populations in one facility – homeless and persons with disabilities. So long as we maintain at least 80% of the units for these two populations can we do this? Would it be acceptable to do the following in a 40-unit building?

8 units for non-special needs persons (20% of the units)
16 units for homeless (40% of the units)
16 units for persons with disabilities (40% of the units)
40 Total

Answer:

No. The RFP specifically states in Section Four, paragraph B.1.b & c that Applicants must commit to rent not less than 80% of the total units for Homeless and 80% of the total units for Persons with a Disability.

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Question 5:

I have an immediate question. But, first, some background....Foundation For the Challenged would be the applicant; they are a 501(c)(3) non-profit. The RFP would be to do some substantial renovations at 14 homes they own in Florida that are for the exclusive use of adults with developmental disabilities. Each home is currently occupied. The state-approved service provider has been in place for a number of years.

Regarding the Needs Assessment, this is a threshold item. Since these homes are already occupied and will remain occupied as individuals are identified by the state agency, how would you like us to handle this requirement?

Answer:

The Applicant shall describe how these homes currently serve to meet the need of the target population in the area including factors such as occupancy rates, persons on waitlists to access this type of housing and other factors that indicate the need.

Question 6:

Carrfour is thinking of partnering with a local nonprofit called the Lotus House for your Special Needs Housing Application. The Lotus House provides housing for formerly homeless women with children. Would there be a problem if they wanted to restrict the use of the apartments to just women?

Answer:

No. If Lotus Housing has an established program with parameters for eligible participants, as long as they do not discriminate within those established parameters restricting the apartments to women should not be a problem.

Question 7:

In section 5, first, paragraph, the RFP indicates that public meetings will be held to discuss the applications. Please elaborate on these meetings. Are they same meetings listed on the timeline as "review Committee Meeting #1" and "Review Committee Meeting #2" scheduled for 6/16/08 and 7/23/08, respectively? What time, duration, date, and where will these public meetings be held? What is the format of the meeting? What will take place at these meetings?

Answer:

No. The meetings listed on the timeline were tentative. Please refer to **Exhibit B** of this Q&A for dates, times and location of the meetings. All persons may attend the meetings; however, comments from attendees will not be heard by the Review Committee.

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At the first meeting the Review Committee will discuss any questions or concerns that they may have prior to providing preliminary scores at the 2nd Review Committee meeting. At the second meeting the Review Committee will provide their preliminary scores and determined cures. At the final meeting the Review Committee will vote on the final ranking recommendation which will be presented to Florida Housing's Board of Director at the August 8th meeting.

Question 8:

Will all received applications be posted on the FHFC's website for other applicants to review?

Answer:

Florida Housing does not intend to post the Proposals received in response to the RFP on its website.

Question 9:

Will all scores and lottery numbers be made public?

Answer:

Yes, scores will be posted on Florida Housing's Website. Please refer to Section Six, Preliminary Scores, of the RFP.

Question 10:

The RFP does not mention any provision to challenge another application. Will there be any opportunity to do so by applicants?

Answer:

No. There are no provisions built into the RFP to challenge Proposals.

Question 11:

The RFP requires a resident services plan as part of Section A.5. The RFP says to complete the section with Exhibit 1, which is also a narrative instruction page (rather than a form). Will one narrative which includes the requirements laid out in both Section A.5 and Exhibit one suffice? Where is this to be included in the application - under section A.5 or under section J?

Answer:

Please follow the instructions provided in Section Four, paragraph A.5., of the RFP.

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Question 12:

In contrast to other FHFC applications, the RFP does not provide a proscribed formula to the organization of the application and exhibits. Please clarify. Our intention is to have separate tabs for each section and subsection corresponding to the RFP, and include the appropriate information behind the corresponding tab as follows:

Section A - General Info and Intro

1. Applicant Experience
2. Legally Formed Entity Documents
3. Development Description
4. Construction Features and Amenities
5. Resident Services, including a description/exhibit 1, and letter from service provider
6. Description of Community Services

Section B - Identify Demographic Group

Section C - Income Set Aside Requirements:

1. ELI Chart Compliance
2. Below 60% AMI Compliance

Section D - Affordability Period for Proposals

Section E - Financing and other Funding Resources, including local contribution/exhibit 4

Section F - Request Amount

Section G - Development Cost Pro Forma/Exhibit 5

Section H - Need and Demand Assessment

Section I - Evidence of Site Control

Section J - Exhibit Directory indicating under which tab each exhibit can be found

Section K - Certification Statement

Answer:

The first paragraph of Section Four, Requirements of Proposal provides the following:

“In providing the following information, restate each request and sub-request for information (with its letter and number), limit the Proposal to one bound volume, and do not include material outside of such volume. Responses to the requests should be included immediately after the restated request, to the extent practicable.”

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Question 13:

In Section J. it states “This funding may only be combined with a Florida Housing loan from the Predevelopment Loan program which would be repaid at the time of closing of a loan made under this RFP.”

- Would this include an application for 4% non-competitive Housing Credits should the applicant obtain a local bond issuance as other financing?

Answer:

4% non-competitive Housing Credits may not be combined with funding under this RFP.

Question 14:

In both the Construction and Permanent Analysis pro forma (Exhibit 5), Section B.1. says “HOME Loan Requested” should this be SAIL Loan Requested and if so will this be amended or should the applicant just use this line to state the SAIL request amount?

Answer:

It should be “SAIL Loan Requested”. The revised pro forma is attached as **Exhibit C**.

Question 15:

In the Development Cost Pro forma the column for costs has a heading of “Eligible HOME” I believe this to be a typographical error. If this is the case will this be amended or should the applicant use the column to address development costs regardless of the HOME eligibility factor?

Answer:

It should be “Eligible SAIL”. The revised pro forma is attached as **Exhibit C**.

Question 16:

May a proposed request include acquisition/rehab?

Answer:

No.

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Question 17:

If the proposed applicant desires to acquire and rehab 5 individual single family homes for Homeless Families and currently own 2 single family homes for Homeless Families and individuals purchased together, would the non-profit entity meet the threshold for Experience?

If not, may a qualified co-developer with experience in rental housing financed through FHFC be allowed?

Answer:

No. Irrespective of experience with Florida Housing, each Applicant or principal of the Applicant must demonstrate experience in the completion of at least one affordable rental housing development consisting of a total number of units no less than 50% of the total number of units in the proposed Development. Please refer to Section Four, paragraph A.1., of the RFP.

For purposes of this RFP SAIL funds may not be used for acquisition.

Question 18:

- a. Must there be a hard debt on the application?
- b. If a proposal includes on the RFP funding and other Grant funds to accomplish the proposed development, will that be acceptable?

Answers:

- a. No.
- b. Yes. Please refer to Section Three, paragraph J., of the RFP.

Question 19:

Must other grant or financing be in place prior to May 27th or may that be a cure?

Answer:

This would be considered a curable item. However, evidence of financing (firm commitment) must be provided by the end of the cure period.

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Question 20:

I have a question about the maximum number of units/beds. I would like to submit the proposal for 14 homes that have 53 bedrooms/beds. All are single-room occupancy. I know the limit in the RFP is 50; would you consider 53?

Answer:

In this scenario with this limited information, Florida Housing would not consider 53 bedrooms/beds as SRO units. Please refer to the definition of SRO in Section Two of the RFP.

Question 21:

Can we use funds to purchase 2 duplexes –using one side for aging –out foster care youth and the other side for senior low-income, both to develop Independent Living?

Answer:

No. For purposes of this RFP SAIL funds may not be used for acquisition, and in each case pursuant to Section Four, paragraph B., of the RFP, 80% of the units must be set-aside for each target group.

Question 22:

What is our long term obligation with payback of the \$s awarded?

Answer:

Pursuant to Section Three, Procedures and Provisions of the RFP:

- “I. LOAN TERMS: Funds awarded pursuant to this RFP will be loaned in accordance with Fla. Admin. Code R. 67-48, the SAIL Program rule as follows:
- Non-amortizing 0% interest rate for Applicants that maintain 80% occupancy for Homeless, and non-amortizing 1% interest rate for all other Developments.
 - Interest may be deferred based on Development cash flow. The loan term may not exceed 15 years unless First Mortgage Lender requirements dictate longer terms.”

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Question 23:

Are children who have been abandoned, abused and neglected, who have been removed from their homes and placed in to foster care, who based on their diagnosis reside in statewide inpatient psychiatric foster care an eligible population for housing rehabilitation funds? We currently house inpatient psychiatric care children, ages 5-17 at our Belfort Campus. The housing there is in need of dire need of rehabilitation and reconstruction.

Answer:

No.

Question 24:

Are SRO units for the homeless limited to 50 units or can we have 80 SRO's in the project?

Answer:

The total number of units, including SRO, is limited to 50.

Question 25:

If we can only have a total of 50 homeless SRO units, can 30 of them be 2 bedroom units to make up a total of 80 beds?

Answer:

The scenario provided in this question is not possible based on the definition of SRO in Section Two of the RFP.

Question 26:

For the Exhibit 4 forms—do we have to have all signatures or can they be submitted with the detail but without signature? Signature would be added during the cure period. Do we need letters or a strong memorandum of understanding if we don't have signatures?

Answer:

This would be considered a curable item. However, Local Government Verification of Contribution Forms (Exhibit 4 of the RFP) must be fully executed and provided by the end of the cure period.

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Question 27:

There were no things that would create fatal flaws listed in the RFP other than items marked Threshold. Do any exist, i.e. length of answers, other (unrequested) attachments?

Answer:

No.

Question 28:

Can the funds awarded to the project be utilized during construction of the project?

Answer:

Yes.

Question 29:

The project that we will be proposing is a small one (single four-plex building) and if Florida Housing awards the project the funds requested, we will be financing a fairly small amount (roughly 10-15% of the total cost of the project). With that in mind, would Florida Housing accept a firm commitment issued by a licensed mortgage banker?

Answer:

Yes.

Question 30:

Section Three: Procedures and Provisions includes item L on page 8. We are unclear about the 1.00 debt service coverage with first and second mortgages, including superior mortgages and later reference to the minimum debt service coverage of 1.00 including all superior mortgages. Please define the difference between a first mortgage and a superior mortgage, and provide additional interpretation of this provision so our points of demonstration are clear.

Answer:

A first mortgage, by definition is the superior mortgage. However, a mortgage can be a superior mortgage and not be in first position.

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Question 31:

Section Four: Requirements of Proposal calls for a description of the target group(s) in section 3 on page 9. Please advise if we may target homeless and/or disabled persons. It is not clear if we may must serve persons who are both homeless and disabled or if we may also serve persons who are either homeless or disabled.

Answer:

Pursuant to Section Four, paragraph B., of the RFP, Applicants must choose one or more target groups to serve and meet the unit set-aside commitment for each target group(s) chosen. Please refer to the Answer to Question 21.

Question 32:

Section Seven: Fees includes a listing of fees to be used to estimate the development cost pro forma (Exhibit 5). However, it is not clear which of the fees may be applied to the development cost nor is it clear where the fees are to appear as line items or a compiled estimate on Exhibit 5.

Answer:

All fees reflected in Section Seven of the RFP may be applied to the Total Development Cost. If there isn't a specific line item for a specific fee in the Development Cost Pro Forma please list as "Other".

Question 33:

Based on a review of the RFP, it was not clear if the proposal was restricted to new construction and substantial rehabilitation or if the proposal was extended to acquired facilities in need of renovations to accommodate special needs population. Please discuss the scope of the proposal request.

Answer:

Funding under this RFP may not be used to finance acquisition, but may be used to finance substantial rehabilitation of already acquired properties.

Question 34:

Are the awarded state funds allowed to be used for construction financing of the project (taken in draws), or does an applicant need to secure a private construction loan?

Answer:

Yes, the funds may be used for construction financing.

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Question 35:

In Section Four, Paragraph E (“Financing....”), it mentions “Provide evidence of other financing resources including any local government contributions that will be used to help finance the Development and **operation** of the Development....”.

- a. Does “operation” mean ongoing operational costs to run the project on a year to year basis?
- b. If so, does an applicant need to show the budget for operational costs?

Answer:

- a. Yes.
- b. No.

Question 36:

Is a template pro forma going to be provided to just plug in the numbers or does the applicant need to produce it themselves in the similar format provided in the RFP?

Answer:

Please refer to the Answer to Question 1.

Question 37:

In Section Six, at what exact stage will the “public, noticed meetings” be held?

Answer:

Please refer to **Exhibit B** of this Q&A.

Submitted by:

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**FLORIDA HOUSING FINANCE CORPORATION
Modification of Requests for Proposals (RFP) 2008-01
Development and Substantial Rehabilitation of Special Needs Housing**

Pursuant to Fla. Admin. Code R. 67-49.004, Modification of Terms of Invitation to Bid, Invitation to Negotiate, Request for Proposals or Request for Qualifications, Florida Housing hereby modifies the definition of “SAIL” in Section Two of the RFP as follows:

“SAIL” The State Apartment Incentive Loan Program that Florida Housing administers pursuant to Sections 420.507 and 420.5087, Fla. Stat. and Fla. Admin. Code Rule Chapter 67-48, et al.
For purposes of this RFP the following SAIL Program provisions do not apply:

- 67-48.002(96)
- 67-48.014 through .031
- 67-48.004(1)
- 67-48.004(3) through (8)
- 67-48.005
- 67-48.0075(1), (2) and (4)
- 67-48.009(3)
- 67-48.0095

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FLORIDA HOUSING FINANCE CORPORATION

The Florida Housing Finance Corporation announces the following Review Committee meetings to which all persons are invited to attend:

DATES AND TIMES: 2:00 p.m., Eastern Time, Tuesday, June 10, 2008;
2:30 p.m., Eastern Time, Tuesday, June 17, 2008; and
10:00 a.m., Eastern Time, Wednesday, July 23, 2008

PLACE: Rick Seltzer Conference Room, Suite 6000, Florida
Housing Finance Corporation, 227 North Bronough Street
Tallahassee, Florida, 32301-1329

GENERAL SUBJECT MATTER TO BE CONSIDERED: To discuss, evaluate and score the proposals submitted in response to Florida Housing Finance Corporation's Request for Proposals #2008-01 for the development and substantial rehabilitation of special needs housing. Any person requiring a special accommodation at the meetings because of a disability or physical impairment should contact Robin Grantham, at Florida Housing Finance Corporation, (850) 488-4197, at least five (5) calendar days prior to the meeting(s). If you are hearing impaired, please contact Florida Housing Finance Corporation using the Florida Dual Party Relay System, which can be reached at 1-800-955-8770 (Voice) and 1-800-955-8771 (TDD).

If any person decides to appeal any decision made by Florida Housing Finance Corporation with respect to any matter considered at these meetings, he or she will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings be made, which record shall include the testimony and evidence upon which the appeal is to be based.

DEVELOPMENT COST PRO FORMA

- (1) Developer fee may not exceed the limits established in Rule Chapter 67-48, F.A.C. Any portion of the fee that has been deferred must be included in Total Development Cost.
- (2) Developer fee on Existing Buildings to be Acquired/Owned may not exceed 4% of the cost of the building ONLY (exclusive of land).
- (3) General Contractor's fee is limited to 14% of actual construction cost. General Contractor's fee must be disclosed.
- (4) For purposes of the Development Cost calculation; the only reserves allowed are contingency reserves for rehabilitation and construction, which amounts cannot exceed 5% for new construction and 15% for rehabilitation/Substantial Rehabilitation, as stated in Fla. Admin. Code Rule Chapters 67-21 and 67-48.

USE THE DETAIL/EXPLANATION SHEET FOR EXPLANATION OF * ITEMS. ATTACH ADDITIONAL SHEETS IF NECESSARY.

	1	ELIGIBLE (SAIL)
PROJECT COST		
<i>Actual Construction Cost</i>		
Demolition		_____
*Off-site (explain in detail)		_____
New Rental Units		_____
Rehab of Existing Rental Units		_____
Accessory Buildings		_____
Recreational Amenities		_____
Rehab of Existing Common Areas		_____
*Other (explain in detail)		_____
A1. Actual Construction Cost	\$	0.00
*Contingency (explain in detail)		_____
A1.1 Sub-Total	\$	0.00
A1.2. General Contractor Fee (5) (Max. 14% of A1., column 3)	\$	_____
A1.3. Total Actual Construction Cost	\$	0.00

Financial Cost
Construction Loan
Credit Enhancement

Construction Loan Interest	_____
Construction Loan Orig. Fee	_____
Bridge Loan Interest	_____
Bridge Loan Orig. Fee	_____
Permanent Loan Credit Enhancement	_____
Permanent Loan Origination Fee	_____
Reserves Required by Lender	_____

A2. Total Financial Cost \$ _____ **0.00**

General Development Costs
Accounting Fees

Appraisal	_____
Architect's Fee - Design	_____
Architect's Fee - Supervision	_____
Builder's Risk Insurance	_____
Building Permit	_____
Brokerage Fees - Land	_____
Brokerage Fees - Buildings	_____
Closing Costs - Construction Loan	_____
Closing Costs - Permanent Loan	_____
Engineering Fee	_____

*Impact Fees (list in detail)		
Inspection Fees		
Insurance		
Legal Fees		
Market Study		
Marketing/Advertising		
Property Taxes		
Soil Test Report		
Survey		
Title Insurance		
Utility Connection Fee		
*Other (explain in detail)		
*Contingency (7) (explain in detail)		
A3. TOTAL GENERAL DEVELOPMENT COST	\$	0.00
B. DEVELOPMENT COST (A1.3+A2+A3)	\$	0.00
C. DEVELOPER'S FEE (2)	\$	
ACQUISITION COST OF EXISTING DEVELOPMENTS (EXCLUDING LAND)		
Existing Buildings		
Developer fee on Existing Buildings (3)		
*Other (explain in detail)		
D. TOTAL ACQUISITION COST	\$	0.00
LAND COST		
Land		
E. TOTAL LAND COST	\$	
F. TOTAL DEVELOPMENT COST (B+C+D+E)	\$	0.00

Detail/Explanation Sheet

Totals must agree with Pro Forma. Provide description and amount for each item that has been completed on the Pro Forma.

Development Cost

Acquisition Cost of Existing Developments

Other: _____

Actual Construction Cost

Off-site: _____

Other: _____

Contingency: _____

General Development Costs

Impact Fees: _____

Other: _____

Contingency: _____

**CONSTRUCTION or REHAB
ANALYSIS**

AMOUNT

A. Total Development Cost: \$ 0.00

B. Sources:

1. SAIL Loan Requested \$ _____

2. First Mortgage Financing \$ _____

3. Second Mortgage Financing \$ _____

4. Third Mortgage Financing \$ _____

5. Deferred Developer Fee \$ _____

6. Grants \$ _____

7. Equity - Partner's Contribution \$ _____

8. Other: _____ \$ _____

9. Other: _____ \$ _____

10. Total Sources \$ _____

**C. Financing Shortfall
(A. - B.13.):** \$ _____

Each Exhibit must be listed behind its own Tab. DO NOT include all exhibits behind one tab.

**PERMANENT
ANALYSIS**

AMOUNT

A. Total Development Cost:	\$	0.00
B. Sources:		
1. SAIL Loan Requested:		
2. First Mortgage Financing	\$	
3. Second Mortgage Financing	\$	
4. Third Mortgage Financing	\$	
5. Deferred Developer Fee	\$	
6. Grants	\$	
7. Equity - Partner's Contribution	\$	
8. Other: _____	\$	
9. Other: _____	\$	
10. Total Sources	\$	
C. Financing Shortfall (A. - B.13.):	\$	#VALUE!

Each Exhibit must be listed behind its own Tab. DO NOT include all exhibits behind one tab.