

**Florida Housing Finance Corporation**  
**Workshop Agenda**  
**RFA 2015-115 – Multifamily Energy Retrofit Program (MERP)**  
**227 N. Bronough Street, 6<sup>th</sup> Floor Seltzer Conference Room,**  
**Tallahassee, FL**  
**And via phone #1 888 339.2688, passcode #971 919 21**  
**October 15, 2015, 2:30 p.m., Eastern Time**

I. Overview

II. Section One, Introduction

A. Section One is mostly unchanged since RFQ 2015-105.

1. Funding available of up to \$7,533,084 in MERP loans
2. Overview of RFA
3. Important reminder - Applicants may carry out these retrofits as part of a broader rehabilitation plan that has non-MERP financing associated with it; however, these Applicants should be aware that compliance with all federal requirements outlined in Exhibit B, including the Davis-Bacon Act, may apply to the entire rehabilitation.

B. There is no mention of Response Acceptance Period or first come, first served basis.

III. Section Two, Definitions

The only changes are those regarding removal of Response Acceptance Period, Response Queue, and changing language consistent with an RFA, such as Respondent becoming Applicant and Response becoming Application.

IV. Section Three, Submission Requirements

RFA 2015-115 will have similar submission requirements to other RFAs issued by FHFC

- A. The Application Deadline is 11:00 a.m. on November 13, 2015.
- B. The Applicant will download the Word version of the Application, complete it, and upload it. No other documents will be uploaded.
- C. As further outlined in Section Three, A.5., the Applicant will submit a sealed package containing 4 copies of the Application, all attachments, the executed Applicant Certification and Acknowledgement, and, if the Applicant does not qualify as a Non-Profit Applicant, an Application fee of \$1,000.

V. Section Four, Application Form

A. Applicant Information

1. Applicants that demonstrate Non-Profit status as part of the submission documentation will qualify for the following:

- a. There will be no Application fee requirement for the Application;
  - b. The Application will be eligible to compete for the goal to fund two (2) Non-Profit Applications; and
  - c. Will qualify for up to 15 percent of the MERP award to be forgiven.
2. Applicant that are certified by the Department of Management Services as a Women, Veteran or Minority-Owned Business as of the Application submission date will qualify for up to 15 percent of the MERP award to be forgiven. Evidence of Non-Profit status and/or Women, Veteran or Minority-Owned Business certification from Department of Management Services as of the Application submission date must be provided in credit underwriting.
  3. All Applicants must provide a list identifying the Principals for the Applicant.
    - a. To assist the Applicant in compiling the listing, the Corporation has included information in Section Four, B.3. and additional information at Exhibit C of the RFA.
    - b. The Corporation also has an advance-review process allowing Applicants to submit this information for review prior to submission of the Application. An Applicant may submit its initial List of Principals and any corrected List of Principals for review to the Corporation by email to [FHFCAdvanceReview@floridahousing.org](mailto:FHFCAdvanceReview@floridahousing.org) at any time **until October 22, 2015**. Corporation staff will review the Applicant's List of Principals and notify the Applicant of any deficiency.

If an Applicant received a Stamped List of Principals from the Corporation as a result of the RFA Advance Review process for a previous RFA, that Stamped List of Principals may be submitted for this RFA, provided the information on the Stamped List of Principals is still correct.

**B. General Development Location**

1. Total number of units is required. Minimum number of units is 15.
2. Age of Development
  - a. To be eligible for funding, the Development must have been Completed prior to January 1, 2005.
  - b. To be eligible for the Age of Development Preference in the Funding Selection process, the Development must have been Completed prior to January 1, 1995.

C. Income Restrictions

1. To be eligible for funding, the retrofit must be for existing multifamily rental developments which commit to limit at least 70 percent of the total units to households with incomes at or below 80 percent of Area Median Income (AMI).

If the Development does not currently commit at least 70 percent of the total units to households with incomes at or below 80 percent AMI, this requirement shall be met after the MERP funding award has closed by rental of all units that become vacant to tenants with household incomes at or below 80 percent of AMI until at least 70 percent of the total units are restricted to these households.

2. The Development must be currently subject to a Corporation Land Use Restriction Agreement, Extended Use Agreement, and/or non-Corporation restriction agreement with income set-asides.

D. Utility Information

1. Property must state whether the type of utility metering qualifies as a Master Metered or Individually Metered Property. If Units are individually metered, to be eligible for funding the Development must be located in the service area of and receive utility services from one or more of the utility providers in Section Four, D.1.b.

2. If the property uses gas, the property must state whether it qualifies as a Master Metered or Individually Metered Property. If Units are individually metered, to be eligible for funding the Development must be located in the service area of and receive utility services from one or more of the utility providers in Section Four, D.2.c.

Note: If the units do not use gas, but certain on-site features do use gas (like a boiler), the property may qualify as a Mastered Metered Property for gas if the property owner receives one bill from the utility company and then pays all gas utility expenses for the property.

E. Determining the Maximum Eligible Funding Amount

1. The Applicant's Maximum Eligible Funding Amount is calculated by multiplying \$15,000 by the total number of units, up to \$3,000,000.
2. The Maximum Eligible Funding Amount is the maximum amount of funding that can be used for both the retrofit work and the soft costs.
3. The Maximum Eligible Funding Amount will be the amount of funding reserved for the Funding Selection Process.
4. The actual amount of the MERP award may be less than the Maximum Eligible Funding Amount. The funding amount needed for the retrofit and the soft costs will be determined during the credit underwriting process.

5. MERP funding cannot be used for the costs of a construction or renovation project that are not directly related to the energy efficiency measures identified in the scope of work.

VI. Section Five, Applicant Eligibility and Funding Selection

A. Eligibility

1. Meeting Submission Requirements
2. Financial Arrearage Requirement
3. System for Award Management (SAM) Requirement

B. Sorting Order

1. Age of Development Preference
2. Florida Job Creation Preference
3. Lottery

C. County Award Tally

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

D. 75% Funding Test

75% Funding Test means that Applications will be selected for funding only if there is enough MERP funding to fund at least 75 percent of the Applicant's Maximum Eligible Funding Amount.

E. Selection Process

1. Goal to fund two (2) Non-Profit Applications
2. Remaining Funding - If funding remains after meeting the goal, the highest ranking eligible unfunded Application(s) on the Ranked List will continue to be considered for funding, subject to the County Award Tally and 75% Funding Test, and regardless of the Non-Profit status of the Applicant.

F. Returned Funding

1. Returned Funding will first be offered to any partial award, up to the Maximum Eligible Funding Amount, if needed, based on the scope of work.

2. Returned Funding will then be offered to those on the Waiting List, subject to the 75% Funding Test and the County Award Tally.

VII. Exhibits

- A. Applicant Certification and Acknowledgement
- B. Other Federal Requirements
- C. Examples of Lists of Principals
- D. Property Management, Staff Education, and Resident Outreach Plan
- E. Fees – Note: Fees are provided for estimation purposes. Some fees such as Credit Underwriting fees and construction award servicing fees are based on the current contract and any addendum for services between the Corporation and the Servicer(s). The new contract is expected to go into effect in January.
- F. Credit Underwriting and Program Requirements
  1. Part I – Timeline for Providing Information to Corporation or Credit Underwriter
  2. Other Requirements and Procedures

VIII. Timeline

- Issue Date: Friday, October 23, 2015
- Due Date: Friday, November 13, 2015
- Review Committee Meeting: Wednesday, December 2, 2015 at 2:00 p.m.
- Present Review Committee Results to Board of Directors: Friday, December 11, 2015