Florida Housing Finance Corporation
Request for Applications (RFA) Workshop Agenda
December 17, 2015, 2:00 p.m., Eastern Time
227 North Bronough Street, 6th Floor Seltzer Conference Room,
Tallahassee, Florida
Call-In: 1 888 339.2688; Passcode: 183 936 92

RFA 2016-102 - Housing Credit and SAIL Financing for Homeless Housing Developments
Located in Medium and Large Counties

RFA Overview:

In this RFA, Florida Housing expects to offer an estimated $3,620,000 of Housing Credits (HC) and $9,000,000 of State Apartment Incentive Loan (SAIL) funding for the development of Homeless, multifamily housing located in Medium and Large Counties, with a funding goal for proposed Developments in specific regions of the state.

The Corporation's objective is to ensure that, to the extent possible, financing to develop housing to serve Homeless households is provided across the state. To this end, the Corporation has divided the state into four (4) regions with relatively equal Homeless populations, based on the Homeless household counts outlined in the 2013 Statewide Rental Market Study, ensuring that all counties that are part of one regional Homeless Continuum of Care are located in the same region. The Corporation's approach is to target financing to each region over time. The regions are: the North Florida Region, the Central Florida Region, the Tampa Bay Region and the South Florida Region. Because fewer Housing Credit Homeless Developments have been funded in either the Tampa Bay Region or the Central Florida Region compared to the other two regions, this RFA includes a goal to fund at least one (1) Homeless Development in each of these regions, with a preference to fund at least one (1) Homeless Development in a Large County and at least one (1) Homeless Development in a Medium County. The Large and Medium counties within each region are listed on the following chart.

Homeless Development Regional Chart

Region	Large Counties	Medium Counties			
North Florida	Duval	Alachua Bay	Clay Escambia	Leon Okaloosa	St. Johns Santa Rosa
Central Florida	Orange	Brevard Marion	Osceola Polk	Seminole Volusia	
Tampa Bay	Hillsborough Pinellas	Citrus Hernando	Lake Manatee	Pasco Sarasota	Sumter
South Florida	Broward Miami-Dade Palm Beach	Charlotte Collier	Indian River Lee	Martin St. Lucie	

RFA Requirements:

1. **Submission Requirements**

   a. Applicant Certification and Acknowledgement form.

   b. $25,000 Application Withdrawal Cash Deposit or $25,000 Letter of Credit.

2. **Homeless Demographic Commitment**

   a. Applicants must:

      (1) Commit to provide 50 percent of the total units for Homeless individuals or families as permanent Supportive Housing; and

      (2) Commit to set aside 5 percent of the total units (all of which must be Extremely Low Income (ELI) Set-Aside units) for Persons with a Disabling Condition.

   b. Applicants must provide a description of the characteristics and needs of the Homeless households that are intended to reside in the proposed Development.

3. **Applicant Information**

   a. Applicant Name.

   b. Evidence the Applicant is a legally formed entity qualified to do business in Florida as of Application Deadline.

   c. Whether applying as a Non-Profit entity.

   d. Principals of the Applicant and for each Developer. Tentative Advance Review Process dates:

      • Applicants may submit Principals lists for review beginning on January 15, 2016;
      • Last date Applicants can submit Principals lists for review will be February 12, 2016; and
      • No stamped approved lists will be issued by the Corporation after close of business on February 19, 2016.

   e. Contact Person (the person with whom the Corporation will communicate regarding the proposed Development).

4. **Developer and Management Company Information**

   a. Developer:

      (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) Required General Development Experience **(5 points)**

    (a) At least one (1) Principal of at least one (1) Developer must meet the General Development Experience requirements (i.e., a Principal of each experienced Developer must have, since January 1, 1996, completed at least three (3) affordable rental housing developments, at least one (1) of which was a Housing Credit development completed since January 1, 2006. Applicants must provide a prior General Development Experience chart for each Principal intending to meet the General Development Experience requirements; and

    (b) Developer Experience Withdrawal Disincentive.

b. Management Company:

    (1) Name of Management Company; and

    (2) Required General Management Company experience.

5. General Development Information

a. Development Name, County and Address.

b. Surveyor Certification of Development Location Point – Applicants must provide the Surveyor Certification of Development Location Point form (Form Rev. 12-14). Applicants cannot provide a previously submitted form or any other version of a Surveyor Certification form.

c. Development Category:

    (1) The Applicant may select New Construction, Rehabilitation, or Acquisition and Rehabilitation.

    (2) If Rehabilitation or Acquisition and Rehabilitation is selected, the proposed Development must meet the definition of Rehabilitation in Rules 67-48.002 and 67-48.0075, F.A.C.

d. Development Type (i.e., Garden, Townhouses, Mid-Rise (4, 5 or 6 stories), or High Rise (7 or more stories)).

e. Number of Units:

    (1) Minimum 30 total units for all proposed Developments.

    (2) Occupancy Status of any existing units.

f. Number of buildings with dwelling units. Proposed Developments with SAIL funding must be for a proposed Development consisting of 5 or more dwelling units in each residential building.

g. 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. 11-14). Applicants cannot provide a previously submitted form or any other version of an Ability to Proceed Verification form. 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.

h. Unit Mix:

The Applicant must list 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. All units in the proposed Development must be listed, including all manager/employee units and all market rate units, if applicable.

Some or all of the units in the proposed Development may be a Zero Bedroom Unit (i.e., a single person occupancy unit of at least 240 square feet that includes a private full bathroom and a vertical closet for clothing. The unit shall include a kitchen with a refrigerator, stove and sink). If the proposed Development includes any Single Room Occupancy units, the units must meet the definition of Zero Bedroom units.

6. Set-Aside Requirements

a. Minimum Set-Aside Selection:

(1) 20 percent of the total units at 50 percent of the Area Median Income (AMI); or

(2) 40 percent of the total units at 60 percent of the AMI.

b. Total Income Set-Aside:

The Applicant must commit to set aside at least 50 percent of the Development's total units at 60 percent AMI or less.

c. Extremely Low Income (ELI) Set-Aside:

(1) Required Minimum ELI Set-Aside Commitment – the Applicant must set aside 15 percent of the total units as ELI Set-Aside units.

(2) Required ELI Units for Persons with a Disabling Condition – One-third of the required ELI Set-Aside units (i.e., 5 percent of the total units) must be set aside as ELI Set-Aside units that serve Persons with a Disabling Condition.

Except for Developments financed with HUD Section 202 or HUD Section 811, Applicants will be required to enter into a Memorandum of Understanding (MOU) with at least one designated Special Needs Household Referral Agency (Agency) that provides supportive services for Persons with a Disabling Condition for the county where the proposed Development is located. In addition, properties that have a Housing Assistance Payment Contract and/or an Annual Contributions Contract with HUD, but are not HUD Section 202 or HUD Section 811, will be required to establish an owner-adopted preference in admission policies specifically for individuals or families referred by a partnering service agency designated by an Agency. The deadline for the MOU and demonstration of HUD's approval of the preference policies will be included in the invitation to enter credit underwriting.

d. Total Set-Aside Breakdown Chart:

The Applicant must list all income set-aside commitments (required set-asides and additional set-asides, including all required ELI set-asides) and the required total set-aside percentage. If the calculation of the total set aside units based on the Total Set-Aside Percentage results in less than a whole unit, the chart will automatically round to a whole unit.

e. Affordability Period – the proposed Development must be set aside for a minimum length of 50 years with no option to convert to market after year 14. The affordability period includes the units set aside for Persons with a Disabling Condition and for ELI Households.

7. Site Control

Applicants must demonstrate site control as of Application Deadline by providing an eligible contract (effective at least through September 30, 2016), a deed, and/or a lease (with a minimum 50 year term).

8. Construction Features and Resident Programs

a. Construction Features:

(1) Required Construction Features - all Developments will be required to provide the Construction Features outlined in Item 4 of Exhibit C.

(2) Rehabilitation (with or without Acquisition) Developments – the Applicant must select Additional Green Building Features in the Application.

(3) New Construction Developments – the Applicant must commit to achieve one of the following Green Building Certification programs: Leadership in Energy and Environmental Design (LEED); Florida Green Building Coalition (FGBC); or ICC 700 National Green Building Standard (NGBS). Selection of the program will be accomplished during the credit underwriting process.

b. Resident Programs:

(1) Required Resident Programs - all Developments will be required to provide the Resident Programs outlined in Item 5 of Exhibit C.

(2) The Applicant must select additional Resident Programs in the Application.

9. Tenant Selection for Homeless Individuals and Families (Up to 20 Points)

The Applicant may receive points by describing the Tenant Selection activities, beyond those required in the Fair Housing Act as implemented by 24 CFR Part 100, that will be conducted initially and on a continuing basis to market the Development to the intended individuals and families with special needs and will be used to develop and retain a pool of prospective residents.

10. Management Company Experience with Permanent Supportive Housing (Up to 40 Points):

The Applicant may receive points by identifying the entity or entities that will carry out operations and management functions at the Development and describe its experience in managing Permanent

Supportive Housing, including performing operations and management functions specific to the needs of the intended formally Homeless tenant.

11. **Access to Community-Based Services and Amenities (Maximum 50 Points):**

    a. The Applicant may receive points by describing the community-based general services and amenities that will be accessible to tenants, such as shopping for groceries, medicine, clothing, and other household and personal items. **(Up to 20 Points)**

    b. The Applicant may receive points by describing access to community-based resources and services that address the intended tenants' physical and behavioral health and wellness, self-sufficiency, and social activities, as appropriate, to assist them to have stable and integrated lives in their community. **(Up to 30 Points)**

12. **Approach Toward Income and Credit Status of Homeless Households Applying for Tenancy (Up to 20 Points)**

    The Applicant may receive points by describing specific policies, procedures or approaches that will be implemented to address a Homeless household's eligibility due to their income, credit and other issues that would normally adversely affect their ability to access a rental unit.

13. **Funding**

    a. Housing Credits:

        (1) Maximum HC Request Amount (should be stated as a whole dollar amount):

            (a) Medium County Request Amount - $1,510,000
            (b) Large County Request Amount - $2,110,000

        (2) DDA/QCT/Multiphase Development. In order to be considered to be the first phase of a multiphase Development, the Development proposed in this Application must be located in a HUD-designated DDA and/or QCT.

    b. SAIL:

        All Applicants must request SAIL funding in addition to the Housing Credits.

        Maximum SAIL Request Amount:

        (1) Medium County Request Amount is limited to the lesser of:
            • $70,000 per unit;
            • $4 million per Development; or
            • 35 Percent of the Total Development Cost

        (2) Large County Request Amount is limited to the lesser of:
            • $70,000 per unit;
            • $5 million per Development; or
            • 35 Percent of the Total Development Cost

    c. Developer Fee is limited to 21 percent of Development Cost.

    d. Non-Corporation Financing Proposals and HC Equity Proposal.

e. Per Unit Construction Funding Preference:

Rehabilitation (with or without Acquisition) Developments will qualify for the funding preference if the amount listed in the total column of the Development Cost Pro Forma (for Actual Construction Cost) divided by the total number of units equals at least $32,500 per unit.

New Construction Developments will automatically qualify for the funding preference.

14. Ranking and Funding Selection

a. Eligibility Requirements:

- Submission Requirements
- $25,000 Letter of Credit Requirements (if applicable)
- Financial Arrearage Requirements
- Total Development Cost Per Unit Limitation
- Minimum Total Score of at least 87 Points
- All Mandatory Items

b. Funding Goals:

(1) One (1) proposed Development located in the Central Florida Region; and

(2) One (1) proposed Development located in the Tampa Bay Region.

c. Housing Credit and SAIL Funding Tests:

Applications will be selected for funding only if there is enough Housing Credit funding available to fully fund the Applicant's Eligible Housing Credit Request Amount and enough SAIL funding available to fully fund the Applicant's Eligible SAIL Request Amount.

d. 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 towards the County's Award Tally. The Corporation will prioritize eligible unfunded Applications that 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 Tests, even if the Applications with a higher County Award Tally are higher ranked.

e. Application Sorting Order:

All eligible Applications will be sorted from highest score to lowest score, with any tied scores separated as follows:

(1) First, by the Application's eligibility for the Per Unit Construction Funding Preference, with Applications that qualify for the preference listed above Applications that do not qualify for the preference;

(2) Next, by the Application's HC Leveraging Classification, with Applications having the Classification of A listed above Applications having the Classification of B;

(3) Next, by the Application's eligibility for the Florida Job Creation Funding Preference, with Applications that qualify for the preference listed above Applications that do not qualify for the preference; and

(4) Finally, by lottery number, resulting in the lowest lottery number receiving preference.

f. Selection Process:

(1) Central Florida Region Funding Goal -

The first Application selected for funding will be the highest ranking eligible Large County Application that qualifies for the Central Florida Region Funding Goal. If there are no eligible Large County Applications that qualify for this goal, then the highest ranking eligible Medium County Application that qualifies for the goal will be selected for funding.

(2) Tampa Bay Region Funding Goal -

If the Application that was selected for funding to meet the Central Florida Region Funding Goal was a Large County Application, the next Application selected for funding will be the highest ranking eligible Medium County Application that qualifies for the Tampa Bay Region Funding Goal. If the Application that was selected for funding to meet the Central Florida Region Funding Goal was a Medium County Application, the next Application selected for funding will be the highest ranking eligible Large County Application that qualifies for the Tampa Bay Region Funding Goal.

If no Application was selected for funding to meet the Central Florida Region Funding Goal, then the first Application selected for funding will be the highest ranking eligible Medium County Application that qualifies for the Tampa Bay Region Funding Goal. If no Application was selected for funding to meet the Central Florida Region Funding Goal and there is no Medium County Application that qualifies for the Tampa Bay Region Funding Goal, then the first Application selected for funding will be the highest ranking eligible Large County Application that qualifies for the Tampa Bay Region Funding Goal.

(3) Remaining Funding -

If funding remains after meeting the funding goals outlined in a. and b. above, or because one or both of the funding goals cannot be met, then the highest ranking eligible unfunded Applications will be selected for funding, regardless of the Homeless Development Region and the County size, subject to the County Award Tally and the Funding Tests. If no eligible unfunded Applications can meet the Funding Tests, then no further Applications will be selected for funding and the remaining Housing Credits and SAIL funding will be distributed as approved by the Board.

15. Tentative Time Line (all dates are subject to change)

- January 22, 2016 – Issue RFA
- March 10, 2016 – RFA Due Date
- June 2016 – Review Committee Meeting and Request Board Approval of Committee's Recommendations

16. Other Discussion Topics