

Florida Housing Finance Corporation
Request for Applications (RFA) Workshop Agenda
December 12, 2017, 10:00 a.m., Eastern Time
227 North Bronough Street, 6th Floor Seltzer Conference Room,
Tallahassee, Florida
Call-In: 1.888.419.5570; Passcode: 912 491 14

**RFA 2018-102 - Housing Credit Financing to Provide Affordable Multifamily Rental Housing
that is a Part of Local Revitalization Initiatives**

1. Overview of RFA

In this RFA, Florida Housing expects to offer an estimated \$2,465,000 of Housing Credits (HC)

This RFA is open to Applicants proposing the Development of affordable, multifamily rental housing that is part of a broader neighborhood or local community revitalization effort. The Corporation is seeking applications for new construction, redevelopment or rehabilitation of Family or Elderly (non-Assisted Living Facility) properties in areas where a Local Government is implementing a planned initiative in partnership with private and other public stakeholders to invest funding and other resources to rejuvenate the area. This RFA includes an incentive for Applicants to commit to provide mixed-income units.

2. Demographic Commitment Selection

- a. Family; or
- b. Elderly (Assisted Living Facility (ALF) are not eligible for funding in this RFA)

3. Contact Person/Applicant/Developer/Management Company

- a. Contact Person (**New)

- (1) Authorized Principal Representative. The Authorized Principal Representative (i) must be a Principal of the Applicant listed on the Principal Disclosure Form; (ii) must have signature authority to bind the Applicant entity; (iii) must sign the Applicant Certification submitted in this Application; and, (iv) if funded, will be the recipient of all future documentation that requires a signature.
- (2) Operational Contact Person (optional). If provided, the Operational Contact Person will be the recipient of any general correspondence associated with the Development activities that does not require a signature.

- b. Applicant Information

- (1) Name of Applicant
- (2) Evidence the Applicant is a legally formed entity qualified to do business in Florida as of Application Deadline.
- (3) Whether applying as a Non-Profit entity.

c. 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) Required general Development experience of at least one (1) natural person Principal of at least one (1) Developer.

Must have, since January 1, 1998, completed at least three (3) affordable rental housing developments, at least one (1) of which was a Housing Credit development completed since January 1, 2008. At least one (1) of the three (3) completed developments must consist of a total number of units no less than 50 percent of the total number of units in the proposed Development.

d. Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 08-16) (**New)

Applicants will receive 5 points if the uploaded Principal Disclosure Form was stamped “Approved” during the Advance Review Process provided (1) it is still correct as of Application Deadline, and (2) it was approved for the type of funding being requested (i.e., Housing Credits or Non-Housing Credits).

Information regarding the Continuous Advance Review process is posted to the RFA 2018-102 webpage: <http://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2018/2018-102>

e. General Management Company Information:

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

Must demonstrate experience in the management of at least two (2) affordable rental housing properties (i.e., properties funded through an affordable housing program such as Housing Credits, Tax-Exempt Bonds, Home, SAIL, etc.), at least one (1) of which consists of a total number of units no less than 50 percent of the total number of units in the proposed Development, for at least two (2) years each.

4. General Proposed Development Information

- a. Development Name
- b. Development Category

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

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

Note: 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.

- d. Concrete Construction Qualifications (**definition has been clarified)

5. Location of Proposed Development

- a. County where the proposed Development will be located

This RFA is open to all counties

- b. Address of the proposed Development

- c. The Applicant must state whether the Development consists of Scattered Sites.

- d. Latitude/Longitude Coordinates (**No Surveyor Certification Form):

(1) All Applicants must provide a Development Location Point stated in decimal degrees, rounded to at least the sixth decimal place. If the proposed Development consists of Scattered Sites, as of Application Deadline the Development Location Point must affirmatively be established on the site with the most units, as outlined in subsection 67-48.002(33), F.A.C., and latitude and longitude coordinates for each Scattered Site must also be provided.

(2) If the proposed Development consists of Scattered Sites, for each Scattered Site the Applicant must provide the latitude and longitude coordinates of one point located anywhere on the Scattered Site. The coordinates must be stated in decimal degrees and rounded to at least the sixth decimal place.

- e. Limited Development Area (LDA):

**The boundaries for the Limited Development Areas, effective 7-10-17 are available on the Website. Currently, only Hamilton County is considered an LDA Development.

Proposed Developments that qualify as an LDA Development are eligible to be considered for funding only if:

- (1) 30 percent of the total units are set aside as ELI Set-Aside units;
- (2) The proposed Development is classified as RA Level 1 or RA Level 2;
- (3) The percentage of total units that will have rental assistance is greater than 75 percent; and
- (4) The proposed Development consists of a total of 250 units or less.

6. Units

- a. Minimum 50 total units for all proposed Developments.
- b. Elderly Demographic also has unit maximums:
 - (1) There is no total unit limitation for proposed Developments with the Development Category of Rehabilitation, with or without Acquisition, of an existing, occupied housing facility that is operating as housing for older persons as set forth in the Federal Fair Housing Act as of the Application Deadline.
 - (2) Proposed Developments that do not meet the conditions in (1) above that are located in Miami-Dade County and Broward County may consist of up to 200 total units. Proposed Developments that do not meet the conditions in (1) above that are located in all other counties may consist of up to 160 total units.
- c. Occupancy Status of any existing units.

The Applicant must indicate whether there are any existing units on the Development site as of Application Deadline, and if so, the occupancy status of such units. If the Applicant indicates that there are existing occupied units and if the Development is funded, the Applicant will be required to provide to the Credit Underwriter a plan for relocation of existing tenants.

d. Set-Aside Requirements

(1) Minimum Set-Aside Selection:

- (a) 20 percent of the total units at 50 percent of the Area Median Income (AMI); or
- (b) 40 percent of the total units at 60 percent of the AMI.

(2) Total Income Set-Aside:

The Applicant must commit to set aside at least 70 percent of the Development's total units at 60 percent AMI or less; or

(3) Extremely Low Income (ELI) Set-Aside:

- (a) 10 percent of the total units must be set aside as ELI Set-Aside units if the proposed Development is not located within a Limited Development Area (LDA); or
- (b) 30 percent of the total units must be set aside as ELI Set-Aside units if the proposed Development is located within an LDA (**Hamilton County only)

(4) ELI Units for Special Needs Households:

- (a) 50 percent of the ELI Set-Aside units must be set aside for Special Needs Households if the proposed Development is not located within an LDA; or

- (b) 30 percent of the ELI Set-Aside units must be set aside for Special Needs Households if the proposed Development is located within an LDA. (**Hamilton County only)

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) 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.

(5) Market-Rate Units (5 Points):

Points will be awarded if the Applicant commits to reserve market rate units by reflecting on the Total Set-Aside Breakdown Chart a Total Set-Aside Percentage of at least:

(a) Proposed Developments Located in a Large County:

- (i) 70 percent, but no higher than 80 percent, for Family Demographic Developments, or
- (ii) at least 70 percent but no higher than 90 percent for Elderly Demographic Developments; or

(b) Proposed Developments Located in a Medium or Small County:

70 percent, but no higher than 90 percent, regardless of Demographic.

e. Unit Mix

- (1) 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), the total number of units per bedroom type, and the number of units that are ELI Set-Aside units. All units in the proposed Development must be listed, including all manager/employee units and all market rate units, if applicable. ELI Set-Aside units are to be distributed across the unit mix on a pro-rata basis.

(2) Requirements for Elderly Developments

- (a) If the Elderly Demographic Commitment is selected and the Development Category of Rehabilitation, with or without Acquisition, is selected, at least 40 percent of the total units must be comprised of one (1) bedroom or Zero Bedroom Units, and no more than 20 percent of the total units can be larger than two (2) bedroom units.
- (b) If the Elderly Demographic Commitment is selected and the Development Category of New Construction is selected, at least 50 percent of the total units must be comprised of one (1) bedroom or Zero Bedroom Units, and no more than 15 percent of the total units can be larger than two (2) bedroom units.
- (3) If the Family Demographic Commitment is selected, and the Development Category of New Construction is selected, not more than 25 percent of the total units in the Development may consist of Zero Bedroom units.

- f. Affordability Period – minimum of 50 years, with no option to convert after year fourteen (14).

7. Readiness to Proceed:

- a. Site Control

Applicants must demonstrate site control as of Application Deadline by providing an eligible contract (effective at least through September 30, 2018), a deed, and/or a lease (with a minimum 50-year term).

- b. 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).

8. Construction Features and Resident Programs

- a. All proposed Developments must meet all federal requirements and state building code requirements, and general, accessibility, and green building features required by the Corporation.

- b. Rehabilitation Scoping Process (**New)

(1) All Applicants will be required to address the following required items:

- (a) Federal requirements, state building code requirements, and accessibility features required by the Corporation. If the CNA provider determines that the required items cannot be addressed within the contemplated budget, the proposed Development will be deemed infeasible and the Corporation will rescind funding from the proposed Development;
- (b) General features required by the Corporation. For Proposed Developments with an Elderly Demographic, the inclusion of a full-size range and oven in all units, if determined physically feasible by the CNA provider;
- (c) Critical repair items as identified in the CNA report that threaten the health and safety of the residents, as well as items identified as being in violation of recorded building and/or fire codes;
- (d) Green building items (those both required by the Corporation and chosen by the Applicant), considering the appropriateness and feasibility of the features and the remaining useful life, as outlined in the CNA provider’s final report. For the additional Green Building features selected by the Applicant, a total of 10 points must be maintained; and
- (e) Immediate physical needs identified in the CNA report as having a remaining useful life of 5 years or less.

(2) Once items in (1) above have been addressed in the Rehabilitation Scope of Work, the following items may be added to the scope, if within the remaining available budget.

- (a) Items identified in the CNA report as having a remaining useful life of 6-15 years.
- (b) Features and amenities that add to the marketability of the Development.

9. Resident Programs:

a. Family Demographic Commitment - The Applicant must provide at least three (3) of the resident programs outlined below.

- After School Program for Children
- Literacy Training
- Employment Assistance Program
- Family Support Coordinator
- Financial Management Program
- Homeownership Opportunity Program

b. Elderly Demographic Commitment

(1) Required Resident Program for all Applicants that select the Elderly Demographic

- 24 Hour Support to Assist Residents In Handling Urgent Issues

(2) The Applicant must provide at least three (3) of the resident programs outlined below:

- Literacy Training
- Computer Training
- Daily Activities
- Assistance with Light Housekeeping, Grocery Shopping and/or Laundry
- Resident Assurance Check-In Program

10. Funding

a. Maximum HC request amounts.

	Column A	Column B
	County Category Maximum Housing Credit Request Limits	
County or County Category in which the Development is to be Located*	If Development does not qualify for the basis boost	If Development qualifies for the basis boost
Broward Miami-Dade	\$1,880,000	\$2,465,000
Hillsborough Orange Palm Beach	\$1,625,000	\$2,110,000
Duval Pinellas	\$1,276,000	\$1,660,000
Medium Counties	\$1,155,000	\$1,510,000
Small Counties	\$825,000	\$1,070,000

b. Basis Boost Qualifications:

- HUD-designated DDA or QCT
- Multiphase Development

c. Funding Preferences

- (1) During ranking, preference will be given to proposed Developments located in a QCT.
- (2) Qualifying Financial Assistance Funding Preference

The total amount of permanent funding resources, in the form of cash loans, cash grants and/or cash on hand, from local, state or federal government sources will, for purposes of this provision, be considered “Qualifying Financial Assistance.” In-kind donations or any other donation of property or assets or waiver of any fees, as well as any funding from the Corporation, will not be considered Qualifying Financial Assistance.

The Corporation will compare the total amount of such funding per set-aside unit relative to the other Applicants to this RFA. The Application that has the higher total amount of such funding per set-aside unit relative to the other Applications will be eligible for the funding preference

- (3) 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.

d. Total Development Cost Per Unit Limitations

11. Narrative Scoring

- a. Developer and/or Management Company Experience with Local Revitalization Initiatives (15 points)
- b. How the Proposed Development Aligns with Local Revitalization Initiatives (Maximum 45 Points)
- c. Access to Community-Based Services and Resources (Maximum 28 Points)
- d. Approach Toward Tenant Application and Screening Procedures for Households with a Person with Special Needs Applying for Tenancy (Maximum 20 points)

12. Ranking and Funding Selection

a. Points

Point Items	Maximum Points
Submission of Principal Disclosure Form stamped by Corporation as “Pre-Approved”	5
Developer and/or Management Company Experience with Local Revitalization Initiatives	15
Commitment to Reserve a Portion of Total Units as Market-Rate	5
How the Proposed Development Aligns with Local Revitalization Initiatives	45
Access to Community-Based Services and Resources	28
Approach Toward Tenant Application and Screening Procedures for Households with a Person with Special Needs Applying for Tenancy	20
Total Possible Points	118

To be eligible for funding, a total score of at least 70 points is required.

b. County Award Tally:

Throughout the Selection Process, 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 meet the Funding Test(s) 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(s), even if the Applications with a higher County Award Tally are higher ranked.

c. 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 QCT Funding Preference, with Applications that qualify for the preference listed above Applications that do not qualify for the preference;
- (2) 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;
- (3) By the Application’s eligibility for the Development Category Funding Preference, with Applications that qualify for the preference listed above Applications that do not qualify for

the preference. (Note: Applicants that select the Development Category of New Construction will automatically qualify. Applicants that select the Development Category of Rehabilitation will qualify if the Development does NOT meet the definition of Preservation);

- (4) By the Application's A/B Leveraging Classification, with Applications having the Classification of A listed above Applications having the Classification of B;
- (5) By the Application's eligibility for the Qualifying Financial Assistance Funding Preference, with Applications with the higher amount listed above Applications with a lower amount;
- (6) 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
- (7) And finally, by lottery number, resulting in the lowest lottery number receiving preference.

d. The Funding Selection Process

The first Application that will be selected for funding will be the highest ranking eligible Application, subject to the Funding Test(s). If funding remains, the highest ranking eligible unfunded Applications will be selected for funding, subject to the Funding Test(s) and the County Award Tally.

If funding remains and there are no eligible unfunded Applications that can meet the Funding Test(s), no further Applications will be considered for funding and any remaining funding will be distributed as approved by the Board.

13. Tentative Timeline (all dates subject to change)

- January 23, 2018 – Issue RFA
- March 8, 2018 – RFA Due Date
- May/June 2018 – Review Committee Meeting and Request Board Approval of Committee's Recommendations

14. Other Discussion Topics