

**Florida Housing Finance Corporation Workshop regarding RFA 2025-206 HOME and Live Local SAIL Financing to be used for Rental Developments in in Certain Hurricane Impacted Rural Areas of Opportunity
December 17, 2024, 10:00 a.m., Eastern Time**

**Workshop is held via webinar and in-person at Florida Housing at 227 N. Bronough Street, Tallahassee, FL 32301
To attend the workshop via webinar, registration is required. This information is available on RFA Webpage¹**

Overview

- A. Introductions
- B. Purpose of RFA

This Request for Applications (RFA) is open to Applicants proposing the construction of affordable housing in counties with damage from hurricane-impacted areas due to Hurricanes Helene and Milton utilizing HOME Investment Partnerships (HOME) Program funding for Developments in a Rural Areas of Opportunity (RAO) as defined by Florida Commerce.

Funding available

Florida Housing Finance Corporation (the Corporation) expects to have an estimated \$28 million in HOME Investment Partnerships (HOME-rental) Program funding and \$7 million in State Apartment Incentive Loan appropriated by the Live Local Act set forth in Section 420.50871, F.S. (Live Local SAIL).

Outline of RFA

- A. Section One – Introduction
- B. Section Two – Definitions

Exhibit B of the RFA and Rules, which are posted on the RFA Webpage*, such as

“Florida Designated Rural Area of Opportunity” or “RAO” means per section 288.0656(2)(d), F.S., a rural community, or a region composed of rural communities, designated by the Governor, which has been adversely affected by an extraordinary economic event, severe or chronic distress, or a natural disaster or that presents a unique economic development opportunity of regional impact.

“Rural community” means per section 288.0656(2)(e):

1. A county with a population of 75,000 or fewer.
2. A county with a population of 125,000 or fewer which is contiguous to a county with a population of 75,000 or fewer.
3. A municipality within a county described in subparagraph 1. or subparagraph 2.
4. An unincorporated federal enterprise community or an incorporated rural city with a population of 25,000 or fewer and an employment base focused on traditional agricultural or resource-based industries, located in a county not defined as rural, which has at least three or more of the economic distress factors identified in paragraph (c) and verified by the department.

Additional information about Rural Areas of Opportunity can be found on the Florida Department of Commerce website: <https://www.floridajobs.org/community-planning-and-development/rural-community-programs/rural-areas-of-opportunity> (also available by clicking [here](#)).

¹ References to the RFA Webpage refer to <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2025/2025-206> which can be accessed [here](#).

C. Submission Requirements and Financial Arrears

1. Submission Requirements

Florida Housing strongly recommends that the Application Fee of \$3,000 be submitted at least 2 business days in advance of the Application Deadline. In the event that the online submission is not received, the payments will be refunded.

At least 24 hours prior to the Application Deadline, the Corporation expects to post a list of the check numbers and wire/ACH reference numbers for all Applications that follow the above recommendation. If the online submission is not received by the Application Deadline, the payment will be refunded.

2. Financial Arrearage Requirement

3. If the Attachment document is bookmarked, the Application will be awarded 5 points.

D. Section Four of the RFA outlines instructions for completing Exhibit A

1. Review of Application

During the Review Committee scoring process, the Corporation (i) may rely on the answers submitted by the Applicant in Exhibit A, the Development Cost Pro Forma, and the Principal Disclosure Form; and (ii) may, but is not obligated to, review the substance of the documentation that is submitted as Attachments to the Application.

If it is determined that the Attachments do not meet the RFA requirements or the Applicant submitted materially incorrect information in the Application, the Corporation may take any or all of the following actions, even if the Application was not selected for funding, was deemed ineligible, or was withdrawn: deem the Application ineligible, rescind the award, and consider all Principals of the Applicant to have made a material misrepresentation subject to Section 420.518, F.S.

2. Demographic Commitment

The Demographic Commitment may be Family or Elderly, non-Assisted Living Facility.

3. Applicant/Developer/Management Company/Contact Person

a. Applicant

(1) State the name of the Applicant.

(2) Evidence that Applicant is legally formed entity qualified to do business in Florida as of Application Deadline

The Corporation is aware of the May 1st deadline for filing the annual report with the Division of Corporations and will accept a Certificate of Good Standing for the Applicant that reflects an expiration date of December 31 of either the current year or previous year.

(3) If applying as a Non-Profit, the Applicant must meet the definition of a Non-Profit as set out in Rule 67-48, F.A.C., and provide documents within 21 Calendar Days of the invitation to enter into credit underwriting. If this cannot be verified, the Applicant will no longer be considered a Non-Profit Applicant.

(4) HOME Community Housing Development Organization (CHDO)

If applying as a CHDO, the Applicant must provide documents outlined in RFA. There is a goal to fund one CHDO Application, with a preference that it be in a Tier 1 County.

b. 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

The Corporation is aware of the May 1st deadline for filing the annual report with the Division of Corporations and will accept a Certificate of Good Standing for the Developer(s) that reflects an expiration date of December 31 of either the current year or previous year.

- (3) Developer Experience

- (a) Previous Affordable Housing Experience Funding Preference

To qualify for this funding preference, at least one natural person Principal of at least one experienced Developer entity, which must be disclosed as a Principal of the Developer on the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-2019) outlined below, must have completed* at least one affordable rental housing development consisting of a total number of units no less than 50 percent of the total number of units in the proposed Development.

- (b) HOME Funding Experience Preference

To qualify for this funding preference, at least one development that meets the Previous Affordable Housing Experience Funding Preference must consist of at least 12 total units funded with HOME Funding.

- (4) Required General Contractor Experience

The General Contractor or qualifying agent of the General Contractor identified in the Application must have all of the following:

- Must have the requisite skills, experience and credit worthiness to successfully produce the units proposed;
- Must construct the proposed Development in accordance with the design plans and specifications as prepared by the licensed Architect;
- Must not have allowed required insurance to lapse and/or had insurance force-placed by a lender on any Florida Housing Development funded within the past five years;
- Must not be a General Contractor on a Development that was awarded HOME funding from any RFA issued by the Corporation in 2017 or earlier that has not had the final draw of HOME funds by Application Deadline;
- Must have been the General Contractor on the completion* of at least two developments, where each Development consists of a total number of units of no less than 50 percent of the total number of units in the proposed Development; and
- Either (i) must have Davis-Bacon experience using federal funding in at least one project**; or (ii) at least one of the completed developments described in (b) below must have been subject to Davis Bacon Requirements.

*Completion means the certificate of occupancy has been issued for at least one building.

**Experience with using any federal funding that includes Davis-Bacon Requirements such as CDBG funding on an infrastructure project.

- c. Principals of the Applicant and Developer(s) Disclosure Form

- (1) Eligibility

The Principals Disclosure Form must identify the Principals of the Applicant and each Developer, pursuant to the RFA, as of the Application Deadline. Per subsection 67-48.002(94), F.A.C., any

Principal other than a natural person must be a legally formed entity as of the Application Deadline.

(2) Advance Review Process (5 points)

Applicants will receive 5 points if the uploaded Principals Disclosure Form is stamped “Received” by the Corporation at least 14 Calendar Days prior to the Application Deadline AND stamped “Approved” prior to the Application Deadline. The Advance Review Process for Disclosure of Applicant and Developer Principals is available on the RFA Webpage.

d. Management Company Information

(1) Contact information on Management Company

(2) Required General Management Company experience

The Management Company must have managed at least two affordable rental housing properties, at least one 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 years each.

e. Authorized Principal Representative / Operational Contact Person

The Authorized Principal Representative (a) must be a natural person Principal of the Applicant listed on the Principal Disclosure Form; (b) must have signature authority to bind the Applicant entity; (c) must sign the Applicant Certification and Acknowledgement section of Exhibit A; and (d) if funded, will be the recipient of all future documentation that requires a signature. The Operational Contact Person is optional.

4. General Proposed Development Information

a. Development Name

b. Development Category

Development Category must be new construction, with or without acquisition. All units must consist entirely of new construction units. Rehabilitation of existing units is not allowed. Demolition of current structures is allowed, subject to Davis Bacon regulations and, if occupied, Uniform Relocation Act as described in Section Four, A.11. of the RFA.

c. Characteristics of Development

(1) Development Type (Single Family Homes including HUD-approved modular homes that are installed by certified contractors; Duplexes; Quadraplexes; Townhouses; Garden Apartments (a building comprised of 1, 2 or 3 stories, with or without an elevator).

Note: Any dwelling unit that consists of more than one story, (e.g. Townhouse), is prohibited for Elderly Developments. A residential building that consists of more than one story is not prohibited for Elderly Developments if there is a minimum of one elevator per residential building provided for all Elderly units that are located on a floor higher than the first floor.

(2) Enhanced Structural Systems Construction Qualifications

To qualify as “Enhanced Structural Systems Construction” (“ESS Construction”) for purposes of the Total Development Cost Limitation calculation, the proposed Development must meet the ESS Construction qualifications outlined in the RFA.

d. Unit Characteristic Chart

Reflect the appropriate breakdown reflecting the number of units within each of Development Types or ESS/non-ESS Construction, for purposes of the Total Development Cost Per Unit Limitation calculation in the chart of Exhibit A of the RFA.

- e. Applicants must state whether construction has commenced as of Application Deadline. Note: If “Yes”, all rules and regulations in 24 CFR Part 92, which includes cross-cutting Federal Regulations, will apply.

5. Location

a. County

This RFA is open to proposed Developments located within a Rural Area of Opportunity (RAO) in a Tier 1, Tier 2, or Tier 3 County, with the highest preference for Developments that are located within Tier 1 Counties.

(1) Rural Areas of Opportunity (RAOs)

The following areas are deemed RAOs per the Florida Department of Commerce webpage <https://www.floridajobs.org/community-planning-and-development/rural-community-programs/rural-areas-of-opportunity> (also available by clicking [here](#)):

(a) *Northwest RAO*

Calhoun, Gadsden, Gulf, Holmes, Jackson, Liberty, Wakulla, and Washington counties, and the area within the city limits of Freeport and Walton County north of the Choctawhatchee Bay and intercoastal waterway

(b) *South Central RAO*

DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee counties, and the cities of Pahokee, Belle Glade, and South Bay (Palm Beach County), and Immokalee (Collier County).

(c) *North Central RAO*

Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Putnam, Suwannee, Taylor, and Union counties.

There is a goal to fund at least one Application in each RAO, with a preference that it is a Tier 1 Application.

Note: Although Franklin County is also considered a Northwest RAO, it is not eligible in this RFA because it has been deemed a Limited Development Area (LDA) for both the Family and Elderly Demographic Commitments. Information about LDAs can be found on the webpage <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/lda-information> (also available by clicking [here](#)).

(2) New! Tier Levels

Each county is assigned a tier, based on estimates of damage from Hurricanes Helene and Milton, as well as other factors such as changes in population growth and the expectation of new units from recently funded developments.

(a) Tier 1 Counties

Columbia, DeSoto, Hardee, Highlands, Wakulla

(b) Tier 2 Counties

Gilchrist, Glades, Gulf, Hamilton, Hendry, Lafayette, Levy, Okeechobee

(c) Tier 3 Counties

Baker, Bradford, Collier, Dixie*, Jefferson, Madison*, Palm Beach, Putnam, Suwannee*, Taylor*, Union

In the funding selection process, Tier 1 Applications will receive higher priority than Tier 2 Applications. Tier 1 and Tier 2 Applications will receive higher priority than Tier 3 Applications.

* Because these counties were awarded in RFA 2024-206, they are designated Tier 3 for purposes of this RFA.

- b. Provide the address
 - c. State whether the Development consists of Scattered Sites
 - d. Provide latitude and longitude coordinates for the Development Location Point and, if applicable, the Scattered Sites, stated in decimal degrees, rounded to at least the sixth decimal place.
6. Number of Buildings and Units
- a. Proposed Developments must consist of a minimum of 10 total units. Proposed Development are limited to 50 units.
 - b. Set-Aside Commitments
 - (1) Minimum HOME-Assisted Units

The minimum number of HOME-Assisted Units must meet the minimum requirements of 24 CFR Part 92.
 - (2) Total Number of HOME-Assisted Units Committed for HOME

Low HOME Rent units must be equal to or greater than 20 percent of the total HOME-Assisted units to which the Applicant committed. All remaining HOME-Assisted units will be High HOME Rent units.

High and Low HOME Rent charts are available on the Corporation's Website at <https://www.floridahousing.org/owners-and-managers/compliance/rent-limits> (also accessible by clicking [here](#)).

The Application will include a section that will automate the calculation of the minimum number of HOME-Assisted Units, Low HOME rent units and High HOME Rent Units.
 - (3) Additional Live Local SAIL Set-Aside Commitments for proposed Developments

In addition to the HOME Set-Aside commitments in (1) and (2), Applicants must also set aside a total of at least 80 percent of the Development's total units at 60 percent AMI or less.
 - c. Unit Mix

If the Family Demographic Commitment is selected not more than 25 percent of the total units in the Development may consist of Zero Bedroom units.

If Elderly Demographic is selected, at least 50 percent of the total units must be comprised of one-bedroom units or zero bedroom units, and no more than 15 percent of the total units can be larger than two bedroom units.
 - d. Number of residential buildings must be provided.
 - e. Compliance Period - All Applicants are required to set aside the units for 50 years. Applicants that wish to qualify for an exemption from ad valorem tax pursuant to subsection 196.1978(4), F.S. may

also choose to commit to an additional minimum 49-year extended affordability period, for a total affordability period of 99 years (“Perpetuity”), which will only be applied to the SAIL and Bond LURAs, as applicable.

7. Readiness to Proceed

- a. Site control documentation must be submitted with the Application.

Applicants must demonstrate site control as of Application Deadline by providing an eligible contract (effective at least through May 31, 2025), a deed, and/or a lease. Developments with an existing Declaration of Trust between a Public Housing Authority and HUD, may provide an Option to Enter into a Ground Lease Agreement (“eligible agreement”) between the Applicant and the owner of the property.

- b. Ability to Proceed forms

The Ability to Proceed forms demonstrating zoning, electricity, roads, water, sewer/package treatment/septic tank, and environmental site assessment will be required to be submitted within 21 Calendar Days of the date of an invitation to enter credit underwriting.

8. Construction Features

All units must meet all requirements as outlined in the RFA.

- a. Federal Requirements and State Building Code Requirements
b. General Features
c. Required Accessibility Features, regardless of the age of the Development
d. New! - Emergency Operations for all Elderly Developments

The following Emergency Operations Features must be provided in all Elderly Developments:

- There must be a community building/dedicated space within the Development; and
- There must be a minimum of one permanent, standby generator in good working order, to operate at least one elevator per residential building serving Elderly residents that are located on a floor higher than the first floor in addition to the lights, HVAC and other electrical appliances in the community room/dedicated space, throughout the duration of a power outage. The generators must be maintained in good working order and the Applicant must maintain an executed written contract with a vendor certified to service and test the installed generator and system; the generator and system shall be serviced and tested at least annually.

- e. Required Green Building Features for all Developments

In addition to the required Green Building Features for all Developments, select one of the Green Building Certification programs: Leadership in Energy and Environmental Design (LEED); Florida Green Building Coalition (FGBC); Enterprise Green Communities; or ICC 700 National Green Building Standard (NGBS).

9. Resident Programs

- a. If the Family Demographic is selected, provide at least two of the resident programs: After School Program for Children, Health and Wellness Program, Employment Assistance Program, Financial Management Program, and Homeownership Opportunity Program.
- b. If the Elderly Demographic is selected, provide at least three of the resident programs, in addition to the required resident programs outlined in the RFA: Financial Management for Elderly Residents, Computer Training, Daily Activities, Assistance with Light Housekeeping/Grocery Shopping/Laundry, Resident Assurance Check-In Program.

10. Funding

a. Request Amounts

(1) HOME Funding

The maximum HOME Request Amount is limited to the lesser of the Total Maximum Per Unit HOME Rental FHFC Subsidy Limit for the applicable county as calculated using chart below or \$7 million.

Per Unit FHFC Maximum Subsidy Limits					
	0 BR	1BR	2 BR	3 BR	4BR
All Counties	\$163,340	\$187,244	\$227,695	\$294,564	\$323,337

(2) Live Local SAIL Funding

Each successful Application will also be awarded \$1,500,000 in Live Local SAIL. This will be represented as a source on the Development Cost Pro Forma. The funding amount may increase or decrease in CU, based on overall awards. The Live Local SAIL will be a separate loan and will follow the terms and conditions outlined in Section 67-48.010, F.A.C.

b. Developer Fee for this RFA is based on 16% of Development Cost

c. Match Amount

Applicants with a higher percentage of Match compared to the Applicant’s Eligible HOME Request Amount will receive a funding preference in the Funding Selection process.

Eligible forms of Match are cash contributions from nonfederal external sources (related party Match contributions are not allowed). Cash contributions must be permanently contributed to the HOME project and will be a part of the final Sources and Uses. Cash contributions may include donations made by individuals (except for owners or Developers or prospective owners or Developers of the HOME project), private entities, or other public entities for the express purpose of affordable housing.

d. No mortgage will be allowed to have a senior lien position to Corporation funding.

11. Uniform Relocation Act

E. Ranking and Funding Selection

1. Application Sorting Order

Within each Tier, the highest scoring Applications will be determined by first sorting together all eligible Applications from highest score to lowest score, with any scores that are tied separated in the following order:

- a. HOME Funding Experience Preference;
- b. Previous Affordable Housing Experience Funding Preference;
- c. Percentage resulting from the Applicant’s Eligible HOME Request Amount divided by the maximum award amount the Applicant is eligible to request (rounded to two decimal places of the percentage);
- d. Percentage of Match compared to the Applicant’s Eligible HOME Request Amount, (rounded to 2 decimal places of the percentage), by dividing the total Match Amount by the Eligible HOME Request Amount;
- e. Florida Job Creation Funding Preference;
- f. Lottery number.

2. Tier Levels

Tier 1 Applications will receive higher priority than Tier 2 Applications. Tier 1 and Tier 2 Applications will receive higher priority than Tier 3 Applications.

3. Goal

- a. There is a goal to fund one CHDO Application proposing a Development with a preference that it is located in a Tier 1 County.
- b. There is a goal to fund at least one Application in each RAO, with a preference that it is a Tier 1 Application.

4. County Test

No other proposed Developments within the same county will be selected for funding until all Tier 1 and Tier 2 Counties with eligible Applications have received one award. Then proposed Developments within each Tier 1 and Tier 2 County will be eligible for a second award in the selection process. This pattern will continue, subject to the Funding Test. Then, Tier 3 Counties will be selected.

5. Selection Process

- a. The first Application selected for funding will be the highest-ranking eligible CHDO Application, with a preference for an Application proposing a Development in a Tier 1 County.
- b. The next three Applications selected for funding will be the highest-ranking eligible Applications proposing a Development within each RAO, subject to the County Test and the Funding Test, with a preference for an Application proposing a Development in a Tier 1 County.
- c. The next Applications selected for funding will be the highest-ranking eligible Applications proposing a Development in Tier 1 Counties, subject to the County Test and the Funding Test, followed by Tier 2 Counties, then Tier 3 Counties.

F. Credit Underwriting Process

G. Exhibits to RFA

- 1. Exhibit A – Application
- 2. Exhibit B – Definitions used in RFA that are not defined in Rule
- 3. Exhibit C – Additional Information
 - a. Total Development Cost Limitation Test methodology used in credit underwriting
 - b. Florida Job Creation Funding Preference
 - c. Fees
 - d. Additional Requirements
- 4. Exhibit D – Timeline
- 5. Exhibit E and Exhibit F – intentionally omitted
- 6. Exhibit G - Tenant Selection Requirements

H. Other Important Information

- 1. Public comment link on each RFA Webpage for viewing and submitting public comments
- 2. Question and Answers process outlined in Section Three, D. of the RFA

3. Expected Timeline

Issue RFA:	January 14, 2025
RFA Due Date:	February 11, 2025
Review Committee Meeting (make recommendations to Board)	March 5, 2025
Request Board Approval of Recommendations	March 28, 2025

I. Build America, Buy America will be required which means building materials must be manufactured in United States.

H. Other Discussion Items