

*Florida's MacArthur Foundation Initiative to Preserve Affordable Rental Housing*

**RFQ to Select Qualified Nonprofits to Receive Technical Assistance  
Proposed Criteria for Public Comment, April 16, 2009**

A. Introduction

The Florida Housing Finance Corporation (Florida Housing), the Florida Housing Coalition (the Coalition), and the Shimberg Center for Housing Studies have been awarded a \$1 million grant from the John D. and Catherine T. MacArthur Foundation to carry out a three-year demonstration related to preservation of existing affordable rental housing that is aging and has expiring affordability periods.

Florida Housing expects to issue a Request for Qualifications (RFQ) on May 8, 2009, to solicit a small group of nonprofit development organizations that are interested in taking on preservation of affordable rental housing in Florida as part of their mission and want to receive up to 500 hours of direct technical assistance for this purpose from the Coalition over a three-year period. The objective is to create nonprofit capacity to carry out preservation transactions in Florida. No operational support will be provided to nonprofits in connection with this RFQ.

The RFQ is designed to target nonprofits that have experience in affordable housing development (homeownership or rental). The nonprofits may have limited or no rental housing units that they manage in a portfolio. The proposed criteria and the information to be provided in the nonprofit response are outlined in sections B-E below.

The small number of nonprofits to receive technical assistance shall be selected through Florida Housing's review of each response, considering the factors identified in the RFQ, and any other factors that Florida Housing considers relevant to serving the best interests of Florida Housing and its mission. It is Florida Housing's goal to select a pool of nonprofits that collectively develop housing in different geographic regions of the state. No commitment from Florida Housing for predevelopment or development funds is associated with this RFQ.

Florida Housing's intent is that this technical assistance is made available to nonprofits that have enough experience to take on preservation as a new or emerging business line, but that are not so experienced that the technical assistance provided will be unnecessary to assist them. Florida Housing does not expect to select Offerors that, as stand alone entities, have successfully accessed funds from Designated Florida Programs for, and completed the construction or rehabilitation of, more than \_\_\_ affordable rental housing developments. Designated Florida Programs are defined as Multifamily Mortgage Revenue Bonds from Florida Housing or a Florida local governmental body, Low Income Housing Tax Credits (HC) from Florida Housing, State Apartment Incentive Loans (SAIL) from Florida Housing, and/or HOME Investment Partnerships (HOME) Rental funding from Florida Housing.

Each selected nonprofit is expected to enter into a contract with Florida Housing acknowledging its agreement to perform the following responsibilities:

- Participation in a comprehensive capacity evaluation done by the Coalition as part of a strategic planning process;
- Work with the Coalition to develop a technical assistance plan for the staff and board of the nonprofit for both organizational and project development and participate in the technical assistance and training needed to carry out the plan;
- Development or revision of an existing strategic plan targeted to implementing preservation of affordable multifamily rental housing as a business line, including measurable targets and milestones to measure progress;
- Work cooperatively with the Coalition, Florida Housing and others through this initiative to build a strong preservation effort; and
- Provision of an annual narrative report on progress toward targets and milestones.

**Proposed Criteria for RFQ  
(Requirements and Information to Be Provided by Nonprofits)**

**B. General** – Threshold Item (Required, but no points awarded)

1. Name, job title, address, office and cellular telephone number(s), fax number, and email address of a primary contact person who will be responsible for day-to-day contact with Florida Housing, and any backup personnel who will be accessible if the primary contact cannot be reached.
2. Evidence that Offeror is a legally formed entity in Florida and is qualified to do business in the state of Florida. Evidence should include a copy of the valid Certificate of Good Standing from the Florida Secretary of State.
3. Evidence of tax-exempt status under federal and state law. Evidence should include a copy of the IRS determination letter and an attorney opinion letter.
4. List of counties within which Offeror is interested in undertaking preservation activities. If the area includes the entire state, a statement to that effect will suffice.
5. Evidence that Offeror has been in operation for at least three years. Evidence should include a copy of the Articles of Incorporation submitted in conjunction with Section C.2. below.
6. Evidence that Offeror has an agency-wide annual operating budget of at least \$150,000. Evidence should be included in the financial statements submitted in conjunction with Section E. below.
7. Evidence that Offeror has completed the development of at least 25 affordable homes and/or units. This should be carried out by completing the chart required in D. Entity's Experience Developing, Owning, and Managing Affordable Housing, and by including a copy of (a) the final certificate(s) of occupancy for 25 affordable single family homes and/or affordable multifamily units, and (b) the extended use

agreement or land use restriction agreement that has been recorded in the public records of the county in which the homes and/or units are located.

C. Organizational (score for this section to represent 50% of total score)

1. Vision  
Written explanation of Offeror's strategic vision for seeking technical assistance under the subject RFQ, including reason(s) for seeking technical assistance and what type(s) of preservation activities it hopes to accomplish after receiving technical assistance
2. Offeror's Organization
  - Written explanation of organization's mission and activities
  - Copy of Articles of Incorporation demonstrating that one of the purposes of the Offeror is to foster affordable housing
  - Copy of current bylaws
  - Copy of most recent annual report
  - Summary of most recent long-range strategic plan, including date of most recent update
  - Name of sponsor(s) or parent agency, if applicable
  - If the entity is a Community Development Housing Organization (CHDO), provide the official designation of this
3. Staff
  - Number of staff and length of time each has been employed by the Offeror
  - Biographical information for the head of the Offeror and key staff who are involved with the organization's housing development work, including brief descriptions of their experience (including the calendar year(s) in which the experience was gained) with affordable housing development
  - Brief description of staff involvement in community partnerships with the local government, other nonprofits, housing entities, lender and realtor associations, etc., including whether any members of staff serve on a local housing advisory board, citizen action task force, or community board or committee
  - Any other details necessary to demonstrate staff has a solid foundation of expertise, experience and community networking skills on which to build for the purpose of undertaking preservation as a business line
4. Board
  - List of board members and officers, including length of time each has served and which members (if any) represent low income persons
  - Biographical information for each board member, including descriptions of experience (including the calendar year(s) in which the experience was gained) with affordable housing development and management, and involvement in community partnerships with the local government, other nonprofits, housing entities, lender and realtor associations, etc., including whether any members of

board serve on a local housing advisory board, citizen action task force, or community board or committee

- Brief description of process for selecting and training new board members
- Average number of board meetings held each year, including details on how often board reaches quorum at meetings
- Copies of minutes of last three board meetings
- Any other details necessary to demonstrate board has a solid foundation of leadership, expertise, experience and community networking skills on which to build for the purpose of undertaking preservation as a business line

D. Offeror's Experience Developing, Owning, and Managing Affordable Housing (score for this section to represent 30% of total score)

1. Explanation of Offeror's experience developing affordable rental housing (provide chart including for each development: development name, location (city and state), affordable housing program(s) that provided financing, total number of units, the calendar year in which the last certificate of occupancy was issued, whether the development was new construction, rehabilitation, or acquisition/rehabilitation, and whether the Offeror owns the development.
2. Explanation of Offeror's experience developing affordable homeownership units (provide chart including unit location (street address, city and state), the calendar year in which the certificate of occupancy was issued, affordable housing program(s) that provided financing, whether the development was new construction, rehabilitation, or acquisition/rehabilitation, and whether the Offeror owns the unit).
3. Explanation of entity's experience managing affordable rental housing (provide chart that includes name of development, location (city and state) of development, whether currently managing or formerly managed, length of time managed (years and months), the calendar year in which the first unit was occupied, total number of units, whether the development receives project-based rental assistance, and whether the entity owns the development.
4. State whether the Offeror is currently in non-compliance with federal, state (including Florida Housing) and local government requirements in relation to affordable housing developments managed or owned. For each instance of non-compliance with federal, state and local government requirements, provide copies of notices of non-compliance, details related to the cure period and plans for correction.

E. Financial (score for this section to represent 20% of total score)

Provide the most recent two fiscal year-end financial statements for the Offeror, as well as the Offeror's most current interim fiscal year-to-date financial statement. The fiscal year-end financial statements should be audited by an independent CPA/CPA firm. If audited financial statements are not available, please provide statements that have been compiled by a certified public accountant. Interim financial statements should be as recent as possible, but in no case older than three months from the date of application submission. When submitting historical financial statements (audited or otherwise), please review the detail of the report to ensure the items listed below are included and identified. If not, please provide a separate schedule that

provides the necessary detail. If any of the listed detail is not applicable, please indicate accordingly. If a compliance audit has been performed (typically under the types described in the U.S. Office of Management and Budget Circular A-133 Compliance Supplement), please include that audit along with the corresponding audited financial statements.

- Unrestricted Cash
- Restricted Cash
- Cash Equivalents
- Accounts Payable
- Unrestricted Revenue
- Sources of Revenue (such as from government sources, the local community, foundations, rental property, fees, etc.)