

**RFA 2019-115 – Housing Credit Financing for the  
Preservation of Existing Affordable Multifamily Housing Developments Workshop  
August 14, 2019, 2:00 p.m., Eastern Time  
227 North Bronough Street, 6<sup>th</sup> Floor Seltzer Conference Room,  
Tallahassee, Florida  
Call-In: 1-888-339-2688; Passcode: 464 768 64**

A. Available Housing Credit Funding

Estimated \$8,046,000 in Competitive HC will be made available

B. Submission Requirements

1. Once the RFA is issued, a link will be provided for uploading the Application, Development Cost Pro Forma, Principals Disclosure Form, and all attachments.
2. One printed copy of the complete Uploaded Application with all applicable attachments is required to be submitted to the Corporation.
3. Application Fee: \$3,000 (non-refundable), payable to Florida Housing Finance Corporation (check or money order only).

C. Exhibit A Items

1. Include a signed Applicant Certification and Acknowledgement form to indicate the Applicant's certification and acknowledgement of the provisions and requirements of the RFA.
2. Demographic Commitment
  - a. Family
  - b. Elderly, Assisted Living Facilities or non-Assisted Living Facilities
  - c. Person with a Disability
3. Applicant/Developer/Management Company/Contact Person
  - a. Applicant
    - (1) State the name of the Applicant
    - (2) Evidence that Applicant is legally formed entity
    - (3) If applying as a Non-Profit, the Applicant must meet the definition of a Non-Profit as set out in the RFA, and provide the following information:
      - (a) The IRS determination letter;
      - (b) A description/explanation of how the Non-Profit entity is substantially and materially participating in the management and operation of the Development (i.e., the role of the Non-Profit);
      - (c) The names and addresses of the members of the governing board of the Non-Profit entity; and

- (d) The articles of incorporation demonstrating that, as of the Application Deadline, one of the purposes of the Non-Profit entity is to foster low-income housing.

b. 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) New requirements! - Development Experience

The individual meeting the General Development Experience requirements must be disclosed on the Principals of the Applicant and Developer(s) Disclosure form (Form Rev. 05-2019) and (New Requirement) must remain with the Development until the release of the operating deficit guarantee set forth in Rule 67-48.0072(18).

A natural person Principal of at least one experienced Developer entity must have, since January 1, 1999, completed at least two affordable rental housing developments. If seeking Housing Credits, at least one of the two completed developments must be a Housing Credit development completed since January 1, 2009. At least one of the two 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.

- (4) Withdrawal Disincentive (5 points)

In an effort to encourage the submission of quality Applications, the Corporation will award points for Development experience in certain future RFAs. Applicants and Developers are on notice that any Application submitted in this RFA that is withdrawn any time subsequent to the Application Deadline but on or before the execution of the Carryover Allocation Agreement and payment of the Administrative fee will (if the future RFA so provides) result in a point reduction in the scoring of Development experience in future Applications in which the Developer, Co-Developer or any Principal of the Developer(s) named in the Developer section of the Principals of the Applicant and Developer(s) Disclosure Form of the withdrawn Application is named for purposes of satisfying the Development experience requirement in the future Application. As used herein, an Application withdrawal includes a withdrawal of an Application (or the funding under such Application) initiated or made by the Corporation itself where such withdrawal by the Corporation is the result of the Applicant's failure to act or pay fees in a timely manner as required by the RFA.

No Principal named in this RFA, for purposes of satisfying the Development experience requirement outlined above, is also listed as a Developer, co-Developer or Principal of the Developer named on the Principals Disclosure Form included in RFA 2017-103, RFA 2017-111, RFA 2017-112, RFA 2017-113, RFA 2017-114, RFA 2018-103, RFA 2018-108, RFA 2018-110, RFA 2018-111, RFA 2018-112, RFA 2018-113, 2019-103 and/or 2019-106 where an Application has been withdrawn any time subsequent to the applicable RFA's Application

Deadline, but on or before the execution of the Carryover Allocation Agreement(s) and payment of the Administrative Fee(s) for such Application(s).

- c. NEW Form! - Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-2019). Prior versions of the Principal Disclosure Form will not be accepted.

(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. The investor limited partner of an Applicant limited partnership or the investor member of an Applicant limited liability company must be identified.

(2) Points

The Application will receive 5 points if the uploaded Principal Disclosure Form was stamped "Approve" during the Advance Review Process provided.

The Advance Review Process for Disclosure of Applicant and Developer Principals is available on the Corporation's Website which also includes samples which may assist the Applicant in completing the required Principals Disclosure Form.

Note: It is the sole responsibility of the Applicant to review the Advance Review Process procedures and to submit any Principals Disclosure Form for review in a timely manner in order to meet the Application Deadline.

- d. Management Company Information:

(1) Name of Management Company; and

(2) Required General Management Company experience.

The Management Company or a principal of the Management Company must have completed 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 identified in the Application MUST be a Principal of the Applicant and MUST sign the Applicant Certification and Acknowledgement form and the Site Control Certification form. The Operational Contact Person is optional.

**5. General Proposed Development Information**

- a. Development Name

- b. Development Category/ Rental Assistance (RA) Level

(1) Select either Preservation or Acquisition and Preservation.

(2) The following Preservation Qualifying Conditions must be met:

- (a) Less than 50 percent of the units must be new construction;

- (b) The proposed Development must meet the definitions of Preservation and Rehabilitation in Rule 67-48.002, F.A.C.;
- Rehabilitation: the alteration, improvement or modification of an existing structure where less than 50 percent of the proposed construction work consists of new construction.
  - Preservation: Rehabilitation of an existing development that was originally built in 1996 or earlier and has an active contract through one or more of the following HUD or RD programs: Sections 202 of the Housing Act of 1959 (12 U.S.C. §1701q), 236 of the National Housing Act (12 U.S.C. §1701), 514, 515, or 516 of the U.S. Housing Act of 1949 (42 U.S.C. §1484), 811 of the U.S. Housing Act of 1937 (42 U.S.C. §1437), or either has PBRA or is public housing assisted through ACC. If funded through the Corporation, the Development must maintain at least the same number of PBRA or ACC units. Such developments must not have closed on funding from HUD or RD after 1996 where the budget was at least \$10,000 per unit for rehabilitation in any year.
- (c) The estimated qualified basis in Rehabilitation expenses per set aside unit within one 24-month period for the building(s) being rehabilitated must be at least \$25,000 per set-aside unit;
- (d) The existing affordable development must be at least 75 percent occupied as of the Application Deadline; and
- (e) Provide the required letter from HUD or RD. The letter must be dated within six (6) months of the Application Deadline and will be used to determine (i) whether the proposed Development meets the Preservation definition and (ii) the Application’s Rental Assistance (RA) Level.

Using the Rental Assistance Level Classification Chart below, the Corporation will determine the RA Level associated with both the Percentage of Total Units and the number of RA units. The best rating of these two levels will be assigned as the Application’s RA Level Classification.

Rental Assistance Level Classification Chart			
Rental Assistance Level	Percentage of Total Units that will receive Rental Assistance		Number of RA Units that will receive Rental Assistance
Level 1	All units (with the exception of up to 2 units)	or	At least 100 RA units and greater than 50% of the total units
Level 2	Greater than 90.00%	or	Greater than 90 RA units but less than 100 RA units and greater than 50% of the total units
Level 3	Greater than 75.00%, equal to or less than 90.00%	or	Greater than 75 RA units but less than 90 RA units and greater than 50% of the total units
Level 4	Greater than 50.00%, equal to or less than 75.00%		N/A
Level 5	Greater than 10.00%, equal to or less than 50.00%		N/A

Rental Assistance Level Classification Chart			
Rental Assistance Level	Percentage of Total Units that will receive Rental Assistance		Number of RA Units that will receive Rental Assistance
Level 6*	10.00% or less of the total units receive rental assistance		N/A

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

**5. Proximity**

- a. Development Location Point: All Applicants must provide a 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. Note: 30.443900, -84.283960 is an example of decimal degrees format, represented to six decimal places.
- b. Awarding Points

Applications may earn Proximity points based on the distance between the Development Location Point and the transit or community service.

All Large County Applications must achieve a minimum number of Transit Service Points and achieve a minimum number of total proximity points to be eligible for funding. Small and Medium County Applications are not required to achieve a minimum number of Transit Service Points but must achieve a minimum number of total proximity points to be eligible for funding.

Location of Proposed Development	Required Minimum Transit Service Points if Eligible for PHA or RD Proximity Point Boost	Required Minimum Transit Service Points if NOT Eligible for PHA or RD Proximity Point Boost	Required Minimum Total Proximity Points that Must be Achieved to be eligible for funding	Minimum Total Proximity Points that Must be Achieved to Receive the Proximity Funding Preference
Large County	1.5	2	10.5	12.5
Medium County	N/A	N/A	7	9
Small County	N/A	N/A	4	6

Note: Mandatory Distance Requirement is not required for this RFA.

- c. New definitions
  - Grocery Store – EarthFare and Trader Joe’s have been added to the list

- Public Bus Stop, Public Bus Transfer Stops, and Public Bus Rapid Transit Stops – stops must have the following number of scheduled stops in a 24 hour period, Monday through Friday, excluding holidays, on a year-round basis, for the applicable county size:

Small and Medium Counties – 12 scheduled stops

Large Counties – 18 scheduled stops

d. Limited Development Areas (LDA)

- (1) A proposed Development will be designated as an LDA Development if:
- (a) It is located in a county or an area of a county that is associated with the LDA area in the chart below;
  - (b) The Applicant selected the applicable Demographic Commitment that is associated with the LDA area in the chart below; and
  - (c) Any portion of the proposed Development is within the boundaries of the area designated as an LDA. The boundaries for the Limited Development Areas are reflected on the FHFC Multifamily Mapping Application found here: [https://www.floridahousing.org/programs/developers-multifamily-programs/multifamily-mapping-application-\(beta\)](https://www.floridahousing.org/programs/developers-multifamily-programs/multifamily-mapping-application-(beta)) and in the chart below.

**Limited Development Area (LDA) Chart**

County	Demographic Category	Area
Columbia	Family only	Entire County. A map reflecting this can be found on RFA Website.
Highlands	Family and Elderly	Entire County. A map reflecting this can be found on RFA Website.
Madison	Family and Elderly	Entire County. A map reflecting this can be found on RFA Website.

- (2) For an LDA Development to be deemed eligible for funding, it must meet all of the following LDA Development Conditions. The conditions are:
- (a) The Applicant demonstrated its commitment to set aside 30 percent of the total units as ELI Set-Aside units on the Total Set-Aside Breakdown Chart; and
  - (b) The proposed Development is classified as RA Level 1 or RA Level 2; and
  - (c) The Percentage of Total Units that will have Rental Assistance is greater than 75 percent.
  - (d) If the Applicant selected the Elderly Demographic Commitment (ALF or Non-ALF) and the proposed Development is located in Columbia County, the

proposed Development consists of a total of 55 units or less. For all other Applications, the proposed Development consists of a total of 250 units or less. (Note: the total number of units is further restricted by the Elderly Demographic provisions if the Applicant selected the Elderly Demographic Commitment (ALF or Non-ALF).

**6. Number of Buildings and Units**

a. Number of Units

- (1) Minimum 30 total units for all proposed Developments.
- (2) Maximum 250 total units for Demographic Commitment of Family, Elderly Non-ALF and Person with a Disability.
- (3) Maximum 125 total units for Demographic Commitment of Elderly ALF.

b. The existing affordable development must be at least 75 percent occupied as of the Application Deadline.

c. Set-Aside Commitments

(1) Total Income Set-Aside Units

- (a) For Demographic Commitment of Family, Elderly Non-ALF, and Person with a Disability – at least 80 percent of the total units must be set aside at 60 percent AMI or less; or
- (b) For Demographic Commitment of Elderly ALF – at least 50 percent of the total units must be set aside at 60 percent AMI or less.
- (c) Average Income Test - at least 80 percent of the total units must be set-aside at 80% AMI or less; however, the average AMI of ALL of the Set-Aside Units must be at or below 60% AMI.

(2) Extremely Low Income (ELI) Set-Aside Units

- 20 percent of the total units must be set aside as ELI Set-Aside units, if not committing to Average Income Test.
- 25 percent of the total units must be set aside as ELI Set-Aside units, if committing to Average Income Test.
- If the Development is located in a LDA, 30 percent of the total units must be set aside as ELI Set-Aside units.
- The ELI levels will be capped at 40% AMI. However, Applicants that choose the Average Income Test option must set aside ELI units at 30% AMI.

(3) Link units for Persons with Special Needs

With the exception of Developments financed with HUD Section 811 or USDA RD, and Applicants that select the Persons with a Disability Demographic Commitment or Elderly ALF Demographic Commitment, all Developments (i.e., those serving the Demographic Commitment of Family and Elderly Non-ALF) must commit to set-aside (i) 25 percent of the ELI Set-Aside units as Link Units for Persons with Special Needs if the Development is

NOT located in an LDA; or (ii) 30 percent of the ELI Set-Aside units as Link Units for Persons with Special Needs if the Development is located in an LDA.

- d. Number of residential buildings must be provided.
- e. Compliance Period – The 50 year Compliance Period committed to in this section includes the units set aside for the Demographic Commitments made in this RFA, which includes the commitments for Link Units and ELI Households.

**7. Readiness to Proceed**

- a. A Site Control form must be submitted with site control documentation and executed by the Authorized Principal Representative. The form is provided on the Corporation’s Website.

Applicants must demonstrate site control as of Application Deadline by providing an eligible contract (effective at least through April 30, 2020), a deed, and/or a lease.

- b. Ability to Proceed forms are provided on the Corporation’s Website.

Note: the forms must be dated within 12 months of the Application Deadline.

**8. Construction Features and Resident Programs**

\*\*New - 20% of the new construction Elderly units (if any) must have roll-in showers.

\*\*New – Green building certification is required.

**9. Capital Needs Assessment**

No other anticipated changes to any Construction Features and Resident Programs. All Applications awarded funding will be required to comply with the Capital Needs Assessment process (Exhibit F).

**10. Funding**

County Category* in which the Development is to be Located	If the Development does <u>not</u> qualify for the basis boost	If the Development qualifies for the basis boost
Large County	\$1,436,000	\$1,868,000
Medium County	\$1,300,000	\$1,700,000
Small County	\$930,000	\$1,205,000

**New Forms!** Note: Eligible Local Government financial commitments (i.e., grants and loans) can be considered a source of financing if the Applicant provides the properly completed and executed Local Government Verification of Contribution – Grant Form (Form 07-2019) and/or the Local Government Verification of Contribution – Loan Form (Form 07-2019) and such grant and/or loan is effective at least through June 30, 2020.

**11. Changes to the Ranking and Funding Selection**

- A/B Leveraging will be assigned to all Eligible Applications



- The Age of Development Preference has changed. Preference will be given to Applications that demonstrate that the proposed Development was originally built in the year 1989 or earlier. In RFA 2018-113, the year was 1988.

**12. TDC Limits**

**Total Development Cost Per Unit Base Limitations to be used during the scoring process**

Measure	New Construction Units					Rehabilitation Units	
	Garden Wood*	Garden ESS*	Mid-Rise-Wood*	Mid-Rise-ESS*	High-Rise*	Garden*	Non-Garden*
Maximum TDC Per Unit Limitation ** for all counties except Broward and Miami-Dade	\$212,200	\$255,400	\$255,400	\$282,200	\$322,000	\$178,200	\$250,300
Maximum TDC Per Unit Limitation ** for Broward and Miami-Dade counties	\$223,500	\$267,800	\$267,800	\$295,600	\$337,000	\$186,400	\$262,700
Applicable TDC Multipliers (to be applied against the Development's TDC) and TDC Add-Ons (to be added to the Maximum TDC Per Unit Limitation)							
TDC Multiplier for Elderly-ALF Developments						95%	
TDC Multiplier for Florida Keys Area for all areas north of Plantation Key (i.e., north of Tavernier Creek)					65%		
TDC Multiplier for Florida Keys Area for all areas located on or south of Plantation Key (i.e., south of Tavernier Creek)					50%***		
TDC Add-On for Applicants that have a PHA/instrumentality of a PHA as a Principal					\$5,000 of additional per unit costs will be added to the above Maximum TDC Per Unit Limitation		

**13. Lowering Barriers Update**

- For ELI Households only: the eligibility income requirement for an Applicant's household income must not be more than 2 times the monthly rent.
- The standards and processes will be outlined in an Exhibit in the RFA.

**14. Funding Goals**

One (1) Development wherein the Applicant applies and qualifies as a Non-Profit Applicant

One (1) RD 515 Development in a Medium or Small County

One (1) Non-RD 515 Development with a demographic commitment of Family

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

- September 4, 2019 – Issue RFA
- October 17, 2019 – RFA Due Date
- January 2020 – Review Committee Meeting and Request Board Approval of Committee's Recommendations

**16. Other Discussion Topics**