Florida Housing Finance Corporation
Workshop Agenda
RFA 2019-118 Elderly Housing Community Loan
227 N. Bronough Street, 6th Floor Seltzer Conference Room,
Tallahassee, FL
September 10, 2019, 10:00 a.m., Eastern Time

Call-In Information: 1-888-339-2688, Passcode: 551 704 30

1.   **Available EHCL Funding**

a.   Expected total EHCL funding amount of $2,524,476

b.   Eligibility

(1)   Development must currently serve Elderly residents aged 62 or older

(2)   Funding must be used to provide for life-safety, building preservation, health, sanitation, or security-related repairs or improvements

(3)   Development must have been completed prior to January 1, 2000. During ranking, preference will be given to Developments completed prior to January 1, 1990.

(4)   Development must currently be at least 90 percent occupied. During credit underwriting, the Applicant will be required to provide the current rent-roll for the Development confirming the occupancy status.

2.   **Application Submission Information**

a.   In addition to the Exhibit A and Development Cost Pro Forma, Applicants will now upload all Attachments as a single .pdf file.

b.   Only one hard copy is required to be submitted to the Corporation by Application Deadline.

c.   Application Fee reduced to $500

3.   **Applicant Information**

a.   Authorized Principal Representative (Contact Person)

b.   Applicant must be legally formed entity qualified to do business in the state of Florida

c.   The Applicant must state whether it is applying as a Non-Profit entity.

d.   Principals of Applicant

For purposes of this RFA, only disclosure of the Principals of the Applicant is required and, due to circumstances unique to the EHCL Program, the Corporation will not require disclosure of natural person Principals by the third Principal disclosure level.

The Applicant may submit the list of Principals for Advance Review by email: FHFCAdvanceReview@floridahousing.org.

Applicants may submit a previously approved list of Principals, provided it is still correct as of Application Deadline.

4. **General Information**

   a.   The Development must be at least 90 percent occupied as of the Application Deadline. During credit underwriting, the Applicant will be required to provide the current rent-roll for the Development verifying this requirement.

   b.   The Development must have been completed prior to January 1, 2000. As evidence of such, the Applicant will be required to provide official documents confirming the age of the Development such as recorded legal documents, tax collection records, certificates of occupancy, property appraiser records, or other official documents.

5. **Set-Aside Commitments**

   a.   Resident Income Set-Aside Requirements: The Applicant must set-aside at least 20 percent of the total units for residents with incomes at or below 50 percent of the area median income (AMI).

   b.   ELI Set-Aside Commitments: Applicants may elect to set aside units for ELI Households; however, the Applicant may not commit to an ELI Set Aside exceeding 25 percent of the total units. Pursuant to Chapter 617, F.S., the Corporation may forgive indebtedness for the share of the loan attributable to the units in a project reserved for Extremely Low-Income (ELI) residents for Non-Profit organizations as defined in s. 420.004(5). F.S.

   c.   Resident Age Set-Aside: At least 80 percent of the Development's total units must be set aside for residents aged 62 or older. As of the placed in-service date for the Development, this requirement will be deemed to be met with any existing residents that are younger than age 62; however, all new residents in each new household must be age 62 or older.

   d.   Affordability Period: The Applicant must set aside the units for a minimum length of the greater of 15 years or the remaining term of any existing Corporation-issued LURA and/or EUA issued on any portion of the Development site. All restrictive covenants associated with any existing Corporation-issued LURA and/or EUA will remain in effect.

6. **First Mortgagee Certification**

   a.   If there is an existing first mortgage on the Development, the Applicant must include evidence that the first mortgagee has reviewed and approved the Applicant's intent to apply for EHCL funding. As evidence of such, the Applicant must utilize the First Mortgagee Certification form (Rev. 11-2018).

   b.   During ranking, preference will be given to Developments with an existing Department of Housing and Urban Development (HUD) mortgage. To qualify, a letter from HUD must be provided, which includes the name of the Development, HUD program, number of units, and year built. In addition, the First Mortgagee Certification form must be provided.

7. **Funding**

   a.   The maximum EHCL Funding Request Amount is $750,000

   b.   The Applicant must commit to match at least 5 percent of the EHCL loan amount. Match funds must be from cash loans, cash grants and/or cash on hand from local or other non-Corporation sources. In-kind donations or any other donation of property or assets as well as any waiver of fees will not be considered as a cost, source of funding, or a part of Match Funding.

   c.   Previous FHFC Funding: During ranking, preference will be given to Applications for Developments that have not been previously funded through the EHCL program.

   d.   Applicants must provide estimated expenses and the proposed scope of work

   e.   Applicant Overhead is limited to 10 percent of Development Cost. Applicant Overhead will be inclusive of any consulting fee or Developer fee paid by the Applicant to a Developer. Any Developer fee shall be part of the Applicant Overhead and shall not be listed as a separate line item on the Development Cost Pro Forma.

8. **Loan Terms**

   The loan shall be non-amortizing and shall have an interest rate of 1 percent.

9. **Funding Selection**

   a.   Preferences/Sorting Order

       (1)   Applications not previously funded through the EHCL program

       (2)   Applications for Developments completed prior to January 1, 1990

       (3)   Applications for Developments with an existing HUD mortgage

       (4)   Application's eligibility for the Florida Job Creation preference

       (5)   Lottery

b. Funding Tests: Applications will be selected for funding only if there is enough funding available to fund at least 90 percent of the Eligible EHCL Request Amount. If an Application is selected for funding with at least 90 percent of the Application's Request Amount, the Applicant will be required to provide for the remaining unfunded balance during credit underwriting

c. 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 toward the County's Award Tally.

d. Funding Selection Process:

(1) First, the highest ranking eligible Small County Application(s) that can meet the Funding Test and has a County Award Tally that is less than or equal to any other eligible unfunded Small County Applications that also meet the Funding Test.

(2) Next, the highest ranking eligible Medium County Application(s) that can meet the Funding Test and has a County Award Tally that is less than or equal to any other eligible unfunded Medium County Applications that also meet the Funding Test.

(3) Finally, the highest ranking eligible Large County Application(s) that can meet the Funding Test and has a County Award Tally that is less than or equal to any other eligible unfunded Large County Applications that also meet the Funding Test.

(4) Any remaining funding will be distributed as approved by the Board.

10. Credit Underwriting and Program Requirements

General Discussion

11. Fees

a. Commitment fee has been reduced to $1,000. This fee was previously 1 percent of the loan amount.

b. Credit Underwriting Extension fees and Loan Closing Extension fees have been reduced to one-half of one percent of the loan amount. These fees were previously 1 percent of the loan amount.

12. RFA Timeline and Next Steps

a. Expected Issue Date: September 24, 2019

b. Expected Due Date: October 22, 2019

c. Expected Review Committee Meeting: November 19, 2019

d. Expected Board Meeting: December 13, 2019