

Florida Housing Finance Corporation
RFA 2020-101 Elderly Housing Community Loan
Registration for Workshop is required. Registration information is available on RFA Webpage¹

Overview

- A. Introductions
- B. Purpose of RFA

This Request for Applications (RFA) is open to Applicants proposing the rehabilitation of affordable, multifamily housing utilizing Elderly Housing Community Loan (EHCL) funding established under Section 420.5087(3)(e), F.S. Funding under this RFA must be used to provide for life-safety, building preservation, health, sanitation, or security-related repairs or improvements to Developments currently serving Elderly residents as defined in 420.503(15), F.S.

Eligible activities are limited to life-safety, health, sanitation, or security-related repairs or improvements which result in making the Development safe and secure, and meeting the requirements of state, federal, or local regulations. These activities may include, but are not limited to, the following:

Emergency generator system; sprinkler system; emergency alert or call system; rewiring of fire safety and/or sprinkler system; new or update of fire alarms; new or update of smoke detectors or smoke detection systems; security surveillance system; enhanced lighting; roof replacement or repair; plumbing replacement or repair; HVAC replacement or repair; improvement or project access to handicapped persons; repair or improvement to large boiler and chiller water systems; closed circuit security t.v. system; intercom system; installation of interior and/or exterior locks; regulatory federal, state, or local required repairs and/or improvements; security card access systems; fencing; exterior waterproofing of building; automated and/or remote activated entrance and/or exit door latch systems.

Funding available

\$3,146,955 (estimated) of EHCL funding comprised of a portion of the State Apartment Incentive Loan (SAIL) funding appropriated by the 2020 Florida Legislature.

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*.

- C. Section Three –RFA Procedures and Provisions, including Submission Requirements

New! – The submission process has been revised.

¹ References to the RFA Webpage refer to <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2020/2020-101> which can be accessed [here](#).

1. Electronic submission

The Application Package will continue to be electronically uploaded. There is no longer a requirement for a hard copy. The Application Fee of \$500 may be submitted via check or wire. The instructions for submitting this are outlined in Section Three.

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

Instructions for adding bookmarks to pdf documents prior to uploading the Application have been added to each RFA Webpage. Acrobat Standard DC or Acrobat Pro DC are the programs required to create bookmarks.

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

1. Include the Applicant Certification and Acknowledgement form, executed by the Authorized Principal Representative, to indicate the Applicant's certification and acknowledgement of the provisions and requirements of the RFA.

2. Demographic Commitment

The Applicant irrevocably commits to provide housing to Elderly residents as defined in 420.503(15), F.S.

3. Applicant/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 Rule 67-48, F.A.C., and provide documents outlined in RFA.

b. List of Applicant Principals

(1) Eligibility

The Principals Disclosure Form must identify the Principals of the Applicant, pursuant to the RFA, as of the Application Deadline.

(2) New! - Advance Review of List of Applicant Principals (5 points)

Applicants will receive 5 points if the List of Applicant Principals was either (a) stamped "Approved" at least 14 Calendar Days prior to the Application Deadline; or (b) 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 Principals is available on the RFA Webpage. The Corporation provided charts and examples in Item 1 of Exhibit C to assist the Applicant in providing the required list identifying the Principals for the Applicant.

c. NEW! - Emergency Rule 67ER20-1 Disincentive Points (5 Points)

To qualify for five points, confirm that, per Emergency Rule 67ER20-1, all increases in rent that impact existing tenants in all Applications that share Principals of the Applicant or Developer financed in whole or in part by the Corporation have been suspended March 8, 2020 through July 28, 2020.

This will be confirmed in credit underwriting. If it is later determined that rent increases were not suspended as described above, the award for the affected Application will be rescinded and all Principals of the affected Applications may be subject to material misrepresentation.

d. 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.

4. General Proposed Development Information

a. Development Name

b. Development Category

Funding under this RFA must be used to provide for life-safety, building preservation, health, sanitation, or security-related rehabilitation, repairs, or improvements.

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

5. Location

a. County

b. Provide the address

c. NEW! – Latitude and Longitude Coordinates

Provide the latitude and longitude coordinates of one point located anywhere on each site. The coordinates should be stated in decimal degrees and 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.

6. Number of Buildings and Units

a. State the number of units

b. Confirm, as of Application Deadline, that at least 90 percent of the units are currently occupied. During credit underwriting, the Applicant will be required to provide the current rent-roll for the Development verifying that, as of Application Deadline, the Development is at least 90 percent occupied.

If temporary relocation of existing tenants will be required, the Applicant will be required to provide the Credit Underwriter with a plan for relocation of existing tenants. The plan and timeline will be due as outlined in Exhibit D and must be approved by the Corporation.

- c. Provide the age of the Development in the form of recorded legal documents, tax collection records, certificates of occupancy, property appraiser records, or other official documents confirming the age of the Development.

To be eligible for funding, Developments must have been completed prior to January 1, 2005. During ranking, preference will be given to Developments completed prior to January 1, 2000.

- d. Previous Underwriting

Indicate whether the proposed Development is currently being underwritten or has been underwritten previously by any Credit Underwriter under contract with the Corporation and, if known, identify the name of the Credit Underwriter

- e. Set-Aside Commitments

- (1) Resident Income Set-Aside Requirement

Set-aside at least 20 percent of the total units at or below 50 percent of the area median income (AMI).

- (2) ELI Set-Aside Commitment

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.

- f. 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.
- g. Number of residential buildings must be provided.
- h. Compliance Period

All Applicants are required to set aside the units for a minimum length of 15 years.

Note: 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.

- 7. First Mortgagee Certification

- a. Requirement

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. Funding Preference for Existing Financing through a Mortgage Loan Made or Insured by HUD

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.

8. Funding

a. Corporation Funding

(1) State the amount of EHCL funding it is requesting.

The Maximum eligible EHCL Request Amount is limited to \$750,000 per Development.

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

(2) Previous Corporation Funding

If applicable, list previous Corporation funding sources with the Corporation file number, source of funding, and amount of funding in Exhibit A.

(3) Previous EHCL Funding

Indicate whether the Development has received previous EHCL funding and/or other Corporation funding. During ranking, preference will be given to Applications for Developments that have not been previously funded through the EHCL program.

b. Required Applicant Match Funding

To be eligible for funding, commit to match at least five percent of the Applicant's Eligible EHCL Request 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. Provide the Development Cost Pro Forma

d. Scope of Work

Provide the estimated expenses and the proposed scope of work

e. Applicant Overhead

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.

D. Ranking and Funding Selection

1. Sorting Order

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. Applications that have not been previously funded through the EHCL Program will be listed above Applications that have previously received funding through the EHCL Program
- b. Applications for Developments that were completed prior to January 1, 2000 will be listed above Applications for Developments completed since January 1, 2000
- c. Applications for Developments with existing financing through a HUD program will be listed above Applications for Developments that do not have existing HUD financing
- d. Florida Job Creation Funding Preference
- e. Lottery number

E. Credit Underwriting Process

F. 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. Information and examples about the List of Applicant Principals
 - b. Florida Job Creation Funding Preference
 - c. Fees
 - d. Additional Requirements
- 4. Exhibit D – Timeline

G. 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:	October 22, 2020
RFA Due Date:	November 18, 2020
Review Committee Meeting (make recommendations to Board)	December 16, 2020
Request Board Approval of Recommendations	first Board Meeting of 2021

H. Other Discussion Topics