

Florida Housing Finance Corporation
RFA 2020-204 Preservation Of Existing Affordable Multifamily Housing Developments Workshop Agenda
Registration for Workshop is required. Registration information is available on the RFA Webpage¹

Overview

- A. Introductions
- B. Purpose of RFA

Under this RFA, Florida Housing Finance Corporation (the Corporation) expects to offer an estimated \$8,275,500 of Housing Credits to qualified Applicants that commit to preserve existing affordable multifamily housing developments for the demographic categories of Families, the Elderly, and Persons with a Disability in accordance with the terms and conditions of this RFA inclusive of the Exhibits, applicable laws, rules and regulations, and the Corporation's generally applicable construction and financial standards.

A draft of the RFA can be found on the RFA Webpage, which can be accessed at the link <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2020/2020-204> or by clicking [here](#).

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.

Exhibit B includes the revised definitions for Proximity Services discussed in the RFA workshops held on March 5 and May 29, 2020, as well as the revision discussed in a listserv announcement sent on June 23, 2020 regarding allowance for services that were in existence and available for use by the general public as of March 1, 2020 but not available as of the Application Deadline because of temporary closures or service suspensions due to COVID-19 or other emergency suspension based on an official emergency declaration.

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

New! – The submission process has been revised.

- 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 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.

¹ The RFA Webpage is <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2020/2020-204> which is also available by clicking [here](#).

Instructions for adding bookmarks to pdf documents prior to uploading the Application has 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 Demographic Commitment may be Family, Elderly (ALF or non-ALF), or Persons 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 Rule 67-48, F.A.C., and provide documents outlined in RFA.

- 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
- (3) Developer Experience

- (a) Required Developer Experience

A natural person Principal of at least one experienced Developer entity, which must be disclosed on the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-2019) outlined below, must have, since January 1, 2000 completed at least three affordable rental housing developments, at least one of which was a Housing Credit development completed since January 1, 2010. At least one of the three 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.

- (b) Developer Experience Withdrawal Disincentive (5 points)

- (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) Prior Development Experience a Point Item in Future RFAs

The Corporation will award points for Development Experience in certain RFAs beginning with the 2021/2022 RFA Cycle if criteria described in the RFA is met.

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.

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

(2) New! - Points

Applicants will receive 5 points if the uploaded Principal Disclosure Form was either (a) stamped "Approved" at least two weeks prior to the Application Deadline; or (b) stamped "Received" by the Corporation at least two weeks 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) New! - In addition to the name of Management Company, contact information will also be required

(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.

4. General Proposed Development Information

a. Development Name

b. Development Category of Preservation, or Acquisition and Preservation requirements

- (1) Less than 50 percent of the total units must be new construction;
- (2) The proposed Development must meet the definitions of Preservation and Rehabilitation in Rule 67-48.002, F.A.C.;
- (3) 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. The calculation methodology is described in the RFA;
- (4) The existing affordable development must be at least 75 percent occupied as of the Application Deadline; and
- (5) a Development Category Qualification Letter from HUD or RD must be provided and must meet the criteria outlined in the RFA. The Development Category Qualification Letter is also used for the following:

(a) Calculating the RA Level

The total number of units that will receive rental assistance (i.e., PBRA and/or ACC), as stated in the Development Category Qualification Letter will be considered to be the proposed Development's RA Units and will be the basis of the Applicant's RA Level Classification.

(b) Year Built

The Development must have been built at least 20 years prior to the Application Deadline to meet the definition of Preservation and must be built in at least 30 years prior to the Application Deadline to receive the Age of Development funding selection preference.

c. Development Type (i.e., Garden, Townhouses, 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 ESS Construction Funding Preference, and Leveraging calculation multiplier, the proposed Development must meet the ESS Construction qualifications outlined in the RFA.

5. Location

- a. State the county and address
- b. Each county is listed as a small county, medium county or large county in the RFA.
- 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.
- e. Proximity

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.

New! –In addition to the eligibility requirements described above, the points needed to qualify for the Proximity Preference and Grocery Store Preference are also in the chart below. As described in Section Five of the RFA, there is also a tiebreaker based on the actual proximity points for the two highest scoring Community Services.

NEW! - All Applicants can earn up to 22 proximity points, up to 6 points for Transit and 4 points for each Community Service, regardless of the Demographic Commitment. The chart for awarding points is outlined in Item 2 of Exhibit C of each RFA.

Application Qualifications	If Eligible for PHA or RD Proximity Point Boost, Required Minimum Transit Service Points that Must be Achieved to be Eligible for Funding	If NOT Eligible for PHA or RD Proximity Point Boost, Required Minimum Transit Service Points that Must be Achieved to be Eligible for Funding	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	Minimum Number of Proximity Points for Grocery Store that Must be Achieved to Receive the Grocery Store Preference
If a Large County Application	1.5	2	10.5	12.5 or more	0.5
If a Medium County Application	N/A	N/A	7	9	0.5
All Small County Applications	N/A	N/A	4	6	0.5

6. Number of Buildings and Units

a. Number of Units

Minimum number of units

All proposed Developments must consist of a minimum of 30 total units.

Maximum number of units

Proposed Developments with a Demographic Commitment of Family, Elderly Non-ALF, or Person with a Disability cannot exceed 250 total units. Proposed Developments with a Demographic Commitment of Elderly ALF cannot exceed 125 total units. Note: Elderly (ALF or Non-ALF) Demographic Developments also have unit mix restrictions, as outlined in e. below.

b. Breakdown of number of units that are new construction or rehabilitation

c. The existing affordable development must be at least 75 percent occupied as of the Application Deadline. Applicant will be required to provide to the Credit Underwriter a plan for relocation of existing tenants, as outlined in Exhibit D.

d. Set-Aside Commitments

(1) Total Income Set-Aside Units

- (a) If the proposed Development has a Demographic Commitment of Family, Elderly Non-ALF, or Person with a Disability, and the Average Income Test is not selected, at least 80 percent of the total units must be set aside at 60 percent AMI or less; or
- (b) If the proposed Development has a Demographic Commitment of Family, Elderly Non-ALF, or Person with a Disability, and the Average Income Test is selected, 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.
- (c) If the Demographic Commitment of Elderly ALF is selected, at least 50 percent of the total units must be set aside at 60 percent AMI or less.

(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. The AMI for each county will be provided in the RFA.

25 percent of the total units must be set aside as ELI Set-Aside units, if committing to Average Income Test. The ELI units must be set aside at 30% AMI and below.

(3) Link units for Persons with Special Needs

With the exception of Developments financed with HUD Section 811, a United States Department of Agriculture RD program, and Applicants that select the Persons with a Disability Demographic Commitment or Elderly ALF Demographic Commitment, all Developments must commit to set-aside 25 percent of the ELI Set-Aside units, (calculated by multiplying the required number of ELI Set-Aside units by 0.25, rounded up), as Link Units for Persons with Special Needs.

e. Unit Mix requirements outlined in RFA are based on Demographic Commitment

- (a) If the Elderly Non-ALF Demographic Commitment is selected, at least 40 percent of the total units must be comprised of one bedroom or Zero Bedroom Units, and no more than 20 percent of the total units can be larger than two bedroom units.
- (b) If the Elderly ALF Demographic Commitment is selected, at least 90 percent of the total units must be comprised of units no larger than one bedroom and the sharing of a unit by two or more unaffiliated residents cannot be a condition of occupancy.

f. Number of residential buildings must be provided.

g. Compliance Period - All Applicants are required to set aside the units for 50 years.

7. Readiness to Proceed

- a. A Site Control form must be submitted with site control documentation and executed by the Authorized Principal Representative.

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. New! - The 06-20 Ability to Proceed forms (zoning, water, sewer/package treatment/septic tank) are provided on the RFA Webpage.

Note: The 08-18 Ability to Proceed forms will not be accepted.

- c. New! – The 08-20 Ability to Proceed forms (electricity and roads) are not required until after invitations to credit underwriting are issued. These forms are provided on the RFA Webpage.

8. Construction Features

All Developments that are awarded funding will be required to do the Capital Needs Assessment process (Exhibit F). Also, discussion regarding water heaters and grab bars.

9. Resident Programs

- a. If the Family Demographic is selected, provide at least three of the resident programs: After School Program, Adult Literacy, Employment Assistance Program, Family Support Coordinator, Financial Management Program.
- b. If the Elderly Demographic (ALF or Non-ALF) is selected, provide at least three of the resident programs, in addition to the required resident programs outlined in the RFA: Adult Literacy, Computer Training, Daily Activities, Assistance with Light Housekeeping/Grocery Shopping/Laundry, Resident Assurance Check-In Program.
- c. If the Person with a Disability Demographic is selected, provide at least one of the resident programs, in addition to the required resident programs outlined in the RFA: 24 Hour Support to Assist Residents In Handling Urgent Issues, Employment Services

10. Funding

- a. New! - Maximum HC Request Amounts

County Category	Maximum Request Amounts
Applications in Broward or Miami-Dade County	\$2,882,000
Applications in Hillsborough, Orange, or Palm Beach County	\$2,375,000
Applications in Duval or Pinellas County	\$1,868,000
All Applications in any Medium County	\$1,700,000
All Applications in any Small County	\$1,453,730

- b. Basis Boost Qualifications

- Subsequent Phase of a Multiphase Development
- HUD-designated Small Area DDA (SADDA)
- HUD-designated Non-Metropolitan DDA
- HUD-designated QCT
- Public Housing Authority Areas of Opportunity

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

- d. Per Unit Construction Funding Preference

D. Ranking and Funding Selection

1. Goals

- a. One Application wherein the Applicant applied and qualified as a Non-Profit Applicant
- b. One RD 515 Development located in a Medium or Small County
- c. One Non-RD 515 Development with the Family Demographic Commitment

2. Sorting Order

- a. Proximity Funding Preference
- b. Age of Development Funding Preference
- c. RA Level 1, 2 or 3 Preference
- d. ESS Construction Funding Preference
- e. Per Unit Construction Funding Preference
- f. Leveraging Classification
- g. The actual RA Level
- h. New! - Grocery Store Funding Preference
- i. New! - The actual proximity points achieved for the two highest scoring Community Services
- j. Florida Job Creation Funding Preference
- k. Lottery number

3. New! - After goals are met, the highest ranked eligible unfunded Non-RD 515 Development Application(s) regardless of the Demographic Commitment, subject to the Funding Test and the County Award Tally.

4. If funding remains and there are no eligible unfunded Non-RD 515 Development Applications that can be fully funded, then:

- (1) the next Application that will be considered for funding will be the highest ranked eligible unfunded RD 515 Development (regardless of county size) with the Elderly Demographic, subject to the Funding Test and the County Award Tally.
- (2) However, if there is no eligible unfunded RD 515 Development (regardless of county size) with the Elderly Demographic that can be fully funded (as described in (1) above), then the next Application that will be considered for funding will be the highest ranked eligible unfunded RD 515 Development (regardless of county size) with the Family Demographic, subject to the Funding Test and the County Award Tally.

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. Total Development Cost Per Unit Limitation methodology used in credit underwriting and final cost certification – revised for clarification, plus there are new templates and training video available on the RFA Webpage.

- b. Transit and Community Service Scoring Charts
- c. New! – A/B Leveraging Classification Methodology

The Applications will be listed in ascending order beginning with the Application that has the lowest amount of total Corporation funding per set-aside unit and ending with the Application that has the highest amount of total Corporation funding per set-aside unit. If any Applications have identical total Corporation funding per set-aside unit amounts, the Applications will be further sorted using lottery number, with the HIGHEST (worst) lottery number being listed first.

The total number of Applications on the New Construction List will be multiplied by 80 percent and the resulting figure will be rounded up to the next whole number (the resulting figure after rounding will be referred to as the “New Construction A/B Cut-Off”). A line will be drawn below the Application whose place on the list is equal to the New Construction A/B Cut-Off. Applications above the New Construction A/B Cut-Off will be classified as Group A and Applications below the New Construction A/B Cut-Off will be classified as Group B.

- d. Florida Job Creation Funding Preference
- e. Fees
- f. Additional Requirements

- 4. Exhibit D – Timeline
- 5. Exhibit E – Additional requirements for the Link Units for Persons with Special Needs
- 6. Exhibit F – Rehabilitation Scoping Process with a Capital Needs Assessment
- 7. Exhibit G - Tenant Application and Selection Requirements

G. Other Important Information

- 1. Question and Answers process outlined in Section Three, D. of the RFA
- 2. Expected Timeline

Issue RFA:	September 3, 2020
RFA Due Date:	October 22, 2020
Review Committee Meeting (make recommendations to Board)	November 17, 2020
Request Board Approval of Recommendations (at scheduled Board Meeting)	December 4, 2020

- 3. Public comment link on each RFA Webpage for viewing and submitting public comments

H. Other Discussion Topics