

**Florida Housing Finance Corporation**  
**RFA 2020-206 HOME Financing for the Construction of Small, Rural Developments Workshop Agenda**  
**Registration for Workshop is required. Registration information is available on RFA Webpage<sup>1</sup>**

**Overview**

- A. Introductions
- B. Purpose of RFA

The workshop will be held to solicit comments and suggestions from interested persons relative to Florida Housing's proposed RFA 2020-206 HOME Financing for the Construction of Small, Rural Developments.

**Funding available**

Florida Housing Finance Corporation (the Corporation) expects to have an estimated \$30 million in HOME funding available for award.

**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. 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.

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.

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<sup>1</sup> References to the RFA Webpage refer to <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2020/2020-206> which can be accessed [here](#).

2. Demographic Commitment

- a. The Demographic Commitment may be Family and Elderly non-Assisted Living Facility (ALF).

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.
- (4) If applying as a CHDO, the Applicant must 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) Previous Affordable Housing Experience Funding Preference

To meet this preference, at least one natural person Principal of the Developer entity, or if more than one Developer entity, at least one natural person Principal of at least one of the Developer entities, must demonstrate experience in the completion of at least one affordable rental housing development consisting of a total number of units no less than 50 percent of the total number of units in the proposed Development.

(b) HOME Funding Experience Preference

To meet this preference, at least one development that meets the Previous Affordable Housing Experience Funding Preference must consist of at least 12 total units funded with HOME Funding.

(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) New! - 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.

(4) New! - General Contractor Experience (5 points)

To be awarded 5 points in this RFA, the General Contractor or qualifying agent of the General Contractor identified in the Application must have all of the following:

- Must have the requisite skills, experience and credit worthiness to successfully produce the units proposed;
- Must construct the proposed Development in accordance with the design plans and specifications as prepared by the licensed Architect
- Must have been the General Contractor on the completion\* of at least one development in accordance with the experience requirements set forth; and
- Must have been the General Contractor on the completion\* of at least one development of at least one affordable rental housing development consisting of a total number of units no less than 50 percent of the total number of units in the proposed Development and subject to Davis-Bacon requirements.

\*For purposes of this certification, completed for each of the developments means (i) that the temporary or final certificate of occupancy has been issued for at least one unit in a building with dwelling units or (ii) at least one IRS Form 8609 has been issued.

***For Discussion: Florida Housing also desires to prioritize General Contractors that have not experienced insurance lapses, construction completion extensions that exceeded 90 days or Davis-Bacon issues. How could Florida Housing develop scoring criteria to capture this?***

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.

(2) New! - Points

Applicants will receive 5 points if the uploaded Principal Disclosure Form 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 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

Development Category must be new construction, with or without acquisition. All units must consist entirely of new construction units. Rehabilitation of existing units is not allowed. Demolition of current structures is allowed, subject to Davis Bacon regulations and, if occupied, Uniform Relocation Act as described in Section Four, A.11. of this RFA.

c. Development Type (i.e., Single Family Homes including modular homes that are installed by certified contractors; Townhouses; Duplexes; Quadraplexes; Garden Apartments (a building comprised of 1, 2 or 3 stories, with or without an elevator).

d. Enhanced Structural Systems Construction Qualifications

To qualify as "Enhanced Structural Systems Construction" ("ESS Construction") for purposes of the Total Development Cost Limitation calculation and Leveraging calculation, the proposed Development must meet the ESS Construction qualifications outlined in the RFA.

e. Applicants must state whether construction has commenced as of Application Deadline. Note: If "Yes", all rules and regulations in 24 CFR Part 92, which includes cross-cutting Federal Regulations, will apply.

5. Location

a. County

This RFA is open to proposed Developments located in an eligible Rural Area as defined by the United States Department of Agriculture Rural Development (RD).

b. Provide the address

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.

e. Confirmation that the proposed Development is located in an eligible Rural Area

f. Limited Development Areas (LDA)

A proposed Development will be designated as an LDA Development if it is located in Glades, Madison or Sumter County. Any such Development will not be eligible for funding in this RFA.

Note: Developments proposed in Hendry, Highlands, Indian River, Lee, and Volusia will also be deemed LDA if serving the Demographic Commitment of Farmworker, which will only affect RFA 2021-104 SAIL Financing Farmworker and Commercial Fishing Worker Housing when it is issued.

6. Number of Buildings and Units

- a. Proposed Developments must consist of a minimum of 10 total units. Proposed Developments are limited to 50 units.

***For discussion: Is this minimum and maximum number of units still appropriate?***

- b. Set-Aside Commitments

(1) Minimum HOME-Assisted Units

Exhibit A (the Application) provides a chart to help calculate the minimum number of HOME-Assisted units. The minimum number of HOME-Assisted Units must meet the minimum requirements of 24 CFR Part 92.

(2) Total Number of HOME-Assisted Units Committed for HOME

Exhibit A (the Application) provides a chart to help calculate the Total Number of HOME-Assisted Units Committed for HOME. Low HOME Rent units must be equal to or greater than 20 percent of the total HOME-Assisted units to which the Applicant committed. All remaining HOME-Assisted units will be High HOME Rent units. High and Low HOME Rent charts are available on the Corporation's Website at <https://www.floridahousing.org/owners-and-managers/compliance/rent-limits> (also accessible by clicking [here](#)).

- c. Unit Mix

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), and the total number of units per bedroom type. Any zero bedroom units must meet the definition of Zero Bedroom Unit.

If Elderly Demographic is selected, at least 50 percent of the total units must be comprised of one-bedroom units and no more than 15 percent of the total units can be larger than two bedroom units.

- d. Number of residential buildings must be provided.

- e. 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 May 31, 2021), 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. These must be submitted with the Application.

The 08-20 Ability to Proceed forms (electricity and roads) must be submitted during credit underwriting.

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

8. Construction Features

9. Resident Programs

- a. If the Family Demographic is selected, provide at least two 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.

10. Funding

- a. NEW! - HOME Funding Maximum has increased

The maximum HOME Request Amount is limited to the lesser of the Total Maximum Per Unit HOME Rental FHFC Subsidy Limit for the applicable county as calculated using chart below or \$6 million.

Per Unit FHFC Maximum Subsidy Limits					
	0 BR	1BR	2 BR	3 BR	4BR
All Counties	\$122,651.00	\$140,602.00	\$170,974.00	\$221,186.00	\$242,792.00

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

11. HOME Uniform Relocation Act

12. Match Amount

Applicants with a higher percentage of Match compared to the Applicant’s Eligible HOME Request Amount will receive a funding preference in the Funding Selection process described in Section Five, B. below.

Eligible forms of Match are cash contributions from nonfederal external sources (related party Match contributions are not allowed). Cash contributions must be permanently contributed to the HOME project and will be a part of the final Sources and Uses. Cash contributions may include donations made

by individuals (except for owners or Developers or prospective owners or Developers of the HOME project), private entities, or other public entities for the express purpose of affordable housing.

D. Ranking and Funding Selection

1. Goal to fund one CHDO Application
2. Sorting Order
  - a. Small County Applications Preference
  - b. HOME Funding Experience Preference
  - c. Previous Affordable Housing Experience
  - d. Percentage resulting from the Applicant's Eligible HOME Request Amount divided by the maximum award amount the Applicant is eligible to request
  - e. Percentage of Match compared to the Applicant's Eligible HOME Request Amount
  - f. Florida Job Creation Funding Preference
  - g. Lottery number
3. Selection Process
  - a. First, the highest ranking eligible CHDO Application will be selected for funding.
  - b. Next, the highest ranking eligible Application(s) that can be fully funded will be selected for funding.

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 RFA Webpages
  - b. Florida Job Creation Funding Preference
  - c. Fees
  - d. Additional Requirements
4. Exhibit D – Timeline
5. Exhibit E and F – intentionally omitted
6. 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. Public comment link on each RFA Webpage for viewing and submitting public comments
3. Expected Timeline

Issue RFA:

October 29, 2020

RFA Due Date:

November 19, 2020

Review Committee Meeting (make recommendations to Board)

January 5, 2021

Request Board Approval of Recommendations

first Board Meeting of 2021

H. Other Discussion Topics