

**Florida Housing Finance Corporation Workshop Agenda  
RFA 2020-302 – CDBG-DR Financing of Workforce Housing  
Developments to be used in Monroe County  
227 N. Bronough Street, Seltzer Conference Room, Tallahassee, FL  
And via phone #1 888 339.2688, passcode #492 634 20  
December 10, 2019, 2:00 p.m., Eastern Time**

**Section One - Introduction**

Under this RFA, an estimated \$4,072,617<sup>1</sup> in Community Development Block Grant – Disaster Recovery (CDBG-DR) Program funding will be made available for construction of Workforce Housing (Development Funding) and an estimated \$1,076,011 in CDBG-DR Program funding will be made available for acquiring land that will be affordable in Perpetuity for Developments that help address the unmet Workforce Housing need in Monroe County (Land Acquisition Program Funding). This workshop is specifically for Monroe County Developments.<sup>2</sup>

**Section Two – Definitions**

All capitalized terms will be defined in Rule Chapter 67-60, F.A.C. or Exhibit B of the RFA, but there are some terms that are unique to this RFA and are available for discussion at Workshop:

“100% Non-Profit Entity” – means a Single Purpose Legal Entity that is wholly-owned (i.e. 100 percent owned) by one or more qualified non-profit organizations as defined in Section 42(h)(5)(C), subsection 501(c)(3) and 501(c)(4) of the Internal Revenue Code, as in effect on the date of this RFA, and organized under Chapter 617, F.S., if a Florida corporation, or organized under similar state law if organized in a jurisdiction other than Florida, to provide housing and other services on a not-for-profit basis.

“Community Land Trust” – means a 501(c)(3) Applicant which acquires or develops parcels of land for the primary purpose of providing affordable housing in perpetuity through conveyance of the structural improvement subject to a long term ground lease which retains a preemptive option to purchase any such structural improvement at a price determined by a formula designed to ensure the improvement remains affordable in Perpetuity.

“Land Authority” – means an entity created by Section 380.0663, F.S.

“Land Owner” – means, for purposes of Priority I and II Applications, a Local Government, Public Housing Authority, Land Authority, or Community Land Trust that owns the land or will own the land used for the proposed Development. A Land Owner Certification form is required to be submitted in all Priority I or II Applications. The Land Owner will be the recipient of the amount of CDBG-DR Funding needed for land acquisition when land acquisition costs are part of the Development Cost of any Applications.

“Local Government” means Local Government as defined in Section 420.503 F.S.

“Non-Profit” means - means a qualified non-profit entity as defined in Section 42(h)(5)(C), subsection 501(c)(3) or 501(c)(4) of the IRC and organized under chapter 617, F.S., if a Florida Corporation, or organized under similar state law if organized in a jurisdiction other than Florida, to provide housing and other services on a not-for-profit basis,

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<sup>1</sup> After 4 Applications were approved for funding in RFA 2019-101, a balance of \$2,123,983 in Development Funding and \$1,076,011 in Land Acquisition Funding remained. The Corporation has received a request from a recipient of CDBG-DR funding in RFA 2019-101 that would result in a return of \$1,948,634 of Development Funding. At the December 13, 2019 Board Meeting, the Corporation will ask the Board of Directors to approve this request and allow this funding to be added to this RFA so that a total of \$4,072,617 of Development Funding can be made available.

<sup>2</sup> Information in this Agenda is subject to change.

which owns at least 51 percent of the ownership interest in the Development held by the general partner or managing member entity, which shall receive at least 25 percent of the Developer Fee, and which entity is acceptable to federal and state agencies and financial institutions as a Sponsor for affordable housing. A for-profit entity wholly owned by one or more qualified non-profit organizations will constitute a Non-Profit entity. The purpose of the Non-Profit must be, in part, to foster low-income housing and such purpose must be reflected in the Articles of Incorporation of the Non-Profit entity. A Non-Profit entity shall own an interest in the Development, either directly or indirectly; shall not be affiliated with or controlled by a for-profit Corporation; and shall materially participate in the development and operation of the Development throughout the total affordability period as stated in the Land Use Restriction Agreement.

“Perpetuity” – means at least 99 years from the Loan Closing.

Public Housing Authority – means Public Housing Authority as created in 421.04, F.S.

### **Section Three – Submission Requirements**

1. The Applicant must download and complete the Application, the Development Cost Pro Forma, and the CDBG-DR Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 06-19) (“Principals Disclosure Form”). A Principals Disclosure Form that was approved during the Advance Review Process may be used to satisfy this requirement.

Note: The Continuous Advance Review Process is open.

2. In addition to the three documents described above, the Application Package also includes one copy consisting of all of the applicable completed Attachments described in the RFA (“All Attachments Document”).
3. After successfully logging in, the Applicant must click “Upload Application Package” and upload all documents.
4. One printed copy of the complete Uploaded Application with all applicable attachments and the required non-refundable Application fee must be submitted to the Corporation by the Application Deadline.
  - The Application Fee for Priority I Applications is \$1,500.
  - The Application fee for Priority II Applications is \$3,000.

### **Section Four – Information to be Provided in the Application**

#### **1. Required Certification and Acknowledgement forms**

- a. The Applicant must include an 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.
- b. All Applications must include a Land Owner Certification and Acknowledgement form, executed by the Authorized Land Owner Representative, to indicate the Land Owner’s certification and acknowledgement of the provisions and requirements of the Perpetuity Requirements and other requirements outlined in the RFA. The form is available on the Corporation’s website.

#### **2. Demographic Commitment**

Workforce households at or below 80% of the Area Median Income, serving general occupancy. No properties funded under this RFA may be age restricted.

**3. Applicant/Developer/ Contact Person/Management Company**

a. Applicant

- (1) State the name of the Applicant entity.
- (2) State whether the Application is a Priority I or II Application and state the name of the Local Government, Public Housing Authority, Land Authority, or Community Land Trust (“Land Owner”) for use in the Land Owner Award Tally.

(a) Applicant Structure

(i) Priority I Applications

The Applicant entity is a Local Government, a Public Housing Authority, Land Authority, or Community Land Trust;

OR

The Applicant entity is Single Purpose Legal Entity that is a joint venture with a Local Government, a Public Housing Authority, Land Authority, or Community Land Trust serving as Land Owner AND the Single Purpose Legal Entity meets the definition of a 100% Non-Profit Entity as defined in Exhibit B. If the Local Government, Public Housing Authority, Land Authority, or Community Land Trust is in the Applicant ownership structure, it may or may not be the same Local Government, Public Housing Authority, Land Authority, or Community Land Trust that is the Land Owner. The Land Owner is not required to be a part of the Applicant entity. The joint venture relationship will be demonstrated through the Land Owner Certification form and the site control documents.

(ii) Priority II Applications

The Applicant entity is Single Purpose Legal Entity that is a joint venture with a Local Government, a Public Housing Authority, Land Authority, or a Community Land Trust serving as Land Owner AND a Single Purpose Legal Entity that includes a For Profit Entity as defined in Exhibit B. If the Local Government, Public Housing Authority, Land Authority, or Community Land Trust is in the Applicant ownership structure, it may or may not be the same Local Government, Public Housing Authority, Land Authority, or Community Land Trust that is the Land Owner. The Land Owner is not required to be a part of the Applicant entity. The joint venture relationship will be demonstrated through the Land Owner Certification form and the site control documents.

(b) Ownership of Land

A Local Government, Public Housing Authority, Land Authority, or Community Land Trust holds 100 percent ownership in the land (“Land Owner”).

Note: The Land Owner will be the recipient of the amount of CDBG-DR Funding needed for land acquisition when land acquisition costs are part of the Development Cost. This will be regardless of whether the Application is awarded both Land Acquisition Funding and Development Funding or only Development Funding.

State the name of the Local Government, Public Housing Authority, Community Land Trust, or Land Authority that will be the Land Owner. This will be used to describe the Land Owner Award Tally described in the Funding Selection Process and, if applicable, will be the recipient of the Land Acquisition Funding.

If the Community Land Trust is the Land Owner, the Community Land Trust must demonstrate that it qualifies as a Community Land Trust by providing the following:

- The Community Land Trust must provide its Articles of Incorporation or Bylaws demonstrating it has existed since June 28, 2018 or earlier and that a purpose of the Community Land Trust is to preserve affordable housing; and
- The Community Land Trust must provide a list of at least two Developments and/or a list of units or parcels of land that equals at least 50 percent of the units in the proposed Development that the Community Land Trust has owned or developed. If the list consists of Developments, at least one Development must consist of at least 50 percent of the units in the proposed Development.

(3) Non-Profit Qualifications

- (a) To qualify as a Non-Profit Application, the following information must be provided:
- (i) The IRS determination letter;
  - (ii) The names and addresses of the members of the governing board of the Non-Profit entity; and
  - (iii) The articles of incorporation demonstrating that one of the purposes of the Non-Profit entity is to foster low-income housing.
- (b) Applicants will be asked if the Application qualifies as a 100% Non-Profit Application. The Applicant's 100% Non-Profit status will be verified during credit underwriting. If this cannot be verified, the Applicant will no longer be considered a 100% Non-Profit Applicant and funding awarded under this RFA may be rescinded.

b. Developer

(1) Requirements

Provide the name of each Developer and provide evidence that each Developer is a legally formed entity qualified to do business in Florida as of Application Deadline. A developer is any individual, association, corporation, joint venture, or partnership which

possesses the skill, experience, and credit worthiness to successfully produce affordable housing as required in the Application.

(2) Affordable Housing Experience Preference (tiebreaker in funding selection)

To qualify for this funding preference, at least one Principal of the Developer entity, or if more than one Developer entity, at least one Principal of at least one of the Developer entities, must demonstrate experience in the completion; (i.e., the certificate of occupancy has been issued for at least one building), 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.

(3) Federal Funding Experience Preference (tiebreaker in funding selection)

Applications with eight or more units will qualify for the Federal Funding Experience Preference if at least one Principal of the Developer entity, or if more than one Developer entity, at least one Principal of at least one of the Developer entities, demonstrates experience in the completion; (i.e., the certificate of occupancy has been issued for at least one building), of at least one rental housing development consisting of at least eight total units that was financed with federal funding and required all federal programs such as Davis Bacon requirements and Environmental Review requirements.

c. Principal Disclosure Form for the Applicant and for each Developer (5 points)

To meet the submission requirements, upload the CDBG-DR Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 06-19) ("Principals Disclosure Form").

*Disclosure of the Principals of the Applicant must comply with the following:*

- (1) The Applicant must disclose all of the Principals of the Applicant (first principal disclosure level). A Principal that is a Local Government or Land Authority need only be disclosed at the first principal disclosure level and no other disclosure is required;
- (2) The Applicant must disclose all of the Principals of all the entities identified in paragraph (1) above (second principal disclosure level);
- (3) The Applicant must disclose all of the Principals of all of the entities identified in paragraph (2) above (third principal disclosure level). Unless the entity is a trust, all of the Principals must be natural persons; and
- (4) If any of the entities identified in (3) above are a trust, the Applicant must disclose all of the Principals of the trust (fourth principal disclosure level), all of whom must be natural persons.

*Disclosure of the Principals of each Developer must comply with the following:*

- (1) The Applicant must disclose all of the Principals of the Developer (first principal disclosure level); and
- (2) The Applicant must disclose all of the Principals of all the entities identified in paragraph (1) above (second principal disclosure level).

Applications will earn five points by submitting a Principals Disclosure Form that was approved during the Advance Review Process. The Continuous Advance Review Process is now open and can be accessed on page <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2020/2020-302> (also available by clicking [here](#)).

d. General Management Company

- (1) Required for all Developments

Provide the name of the General Management Company for the Development.

- (2) Required for Developments consisting of more than 25 units

Applicants must demonstrate that the listed Management Company has experience in the management of at least two affordable rental housing properties (i.e., properties funded through an affordable housing program such as Housing Credits, Tax-Exempt Bonds, HOME, SAIL, etc.), 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. The 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.

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

d. Resiliency Preference (tiebreaker in funding selection)

- (1) Applications that select the Single Family Homes Development Type will automatically qualify for the Resiliency Preference.

- (2) Applications that select any of the other Development Types will qualify for the Resiliency Preference by qualifying for “Enhanced Structural Systems Construction” or “ESS Construction”. To qualify, the proposed Development must meet at least one of the specifications listed below.

All of the following structural elements must consist of 100 percent poured concrete/masonry, 100 percent steel, or a combination adding up to 100 percent of concrete/masonry and steel, as verified during credit underwriting: all exterior walls and other external load-bearing elements, as well as the floor of the lowest story of the building that contains residential, commercial or storage space (other than parking), and any under-floor/under-ground supports for that lowest story’s floor.

For the purposes of determining “ESS Construction,” there is no requirement regarding the materials to be used in the roof of the building.

These qualifying criteria specifically exclude face brick or brick veneer from qualifying as ESS Construction for purposes of this RFA.

- e. 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 of the Development**

- a. Only Monroe County is eligible for this RFA, excluding the portion of Monroe County included within the designated exterior boundaries of the Everglades National Park and areas north of said Park.
- b. Scattered Sites are allowed. All sites must be within Monroe County.
- c. All Applicants must provide the address of the proposed Development and latitude and longitude coordinates for each site including, if applicable, each of 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.

**6. Buildings and Number of Units**

- a. Number of units - There must be at least 5 total units. There is no maximum number of units.
- b. Number of residential buildings must be provided.
- c. Affordability Set-Aside Commitments

100 percent of the total units must be set aside at or below 80 percent AMI. At least 10 percent of the total units must be set-aside at or below 25 percent AMI as Extremely Low-Income (ELI) Set-Aside Units. At least 50 percent of the ELI Set-Aside units (i.e., at least 5 percent of the total units) must be set aside as Link Units for Persons with Special Needs.

- d. 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), the total number of units per bedroom type, and the number of units that are ELI Set-Aside units. No more than 25 percent of the total units may be comprised of Zero Bedroom units.

- e. Compliance Period

By submitting its Application, the Applicant agrees and acknowledges that the proposed Development will include the required income and set-aside units committed to in the Application in Perpetuity. The 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. An annual compliance monitoring fee will be charged for the first 50 years.

**7. Readiness to Proceed**

a. Site Control

Applications seeking Land Acquisition Program Funding

The land must be affordable into Perpetuity. This RFA provides funding to purchase land or provides reimbursement to Applicants that have purchased land since September 10, 2017, the date Hurricane Irma made landfall. No Affiliate or Principal of the Applicant or Developer seeking CDBG-DR Land Acquisition Program Funding reimbursement may have owned the land at any time prior to September 10, 2017. Note: There is no guarantee of funding or purchase reimbursement, even for Applicants that are selected for funding. To be eligible for funding or reimbursement, other conditions such as an environmental review and approval during credit underwriting, among others, must be met.

Applicants must demonstrate site control as of Application Deadline by providing the properly executed Site Control Certification form (Form Rev. 08-18). Attached to the form must be documents that meet the conditions outlined below:

*Land Acquisition Program Funding for the future purchase of land*

- (1) The Site Control documentation must include an eligible contract with a Local Government, Public Housing Authority, Land Authority, or Community Land Trust as the buyer. An eligible contract must meet all of the following conditions:
  - (a) It must have a term that does not expire before August 31, 2020 or that contains extension options exercisable by the purchaser and conditioned solely upon payment of additional monies which, if exercised, would extend the term to a date that is not earlier than August 31, 2020;
  - (b) It must specifically state that the buyer's remedy for default on the part of the seller includes or is specific performance;
  - (c) The purchase price must be included;
  - (d) The buyer must be the Local Government, Public Housing Authority, Land Authority, or Community Land Trust (designated "Land Owner"); and
  - (e) The owner of the subject property must be the seller, or is a party to one or more intermediate contracts, agreements, assignments, options, or conveyances between or among the owner, the Applicant, or other parties, that have the effect of assigning the owner's right to sell the property to the seller. Any intermediate contract must meet the criteria for an eligible contract in (a) through (d) above.
- (2) The Site Control documentation must include an appraisal demonstrating that the appraised value of the land meets or exceeds the purchase price. The purchase price must be based on the post-disaster value of the land, consistent with applicable cost principals. The pre-disaster value may not be used. The Corporation may seek a re-appraisal by an independent third party if needed. If the appraisal demonstrates that the purchase price exceeds the fair market value, the only land costs that can be included in the Total Development Cost or awarded through Land Acquisition Funding will be the appraised value, which will be confirmed in credit underwriting;



- (3) For Applicants that are not also the Land Owner, include a lease between the Land Owner and the Applicant entity. The lease payments must equal \$10 a year or less plus any administrative or maintenance fees not to exceed \$10 per unit per year, plus taxes and insurance. The lease must have an unexpired term of at least 50 years after the Application Deadline.

*Land Acquisition Program Funding for reimbursement*

- (1) The Site Control documentation must include a deed or certificate of title AND a copy of the underlying purchase contract. The deed or certificate of title (in the event the property was acquired through foreclosure) must meet the following:
  - (a) The Deed must be recorded in Monroe County and show the Local Government, Public Housing Authority, Land Authority, or Community Land Trust as the sole Grantee;and
  - (b) A copy of the underlying purchase contract must be included, executed no earlier than September 10, 2017.
- (2) The Site Control documentation must include an appraisal demonstrating that the appraised value of the land meets or exceeds the purchase price. If the appraisal demonstrates that the purchase price exceeds the fair market value, the only land costs that can be included in the Total Development Cost or awarded through Land Acquisition Program Funding will be the appraised value, which will be confirmed in credit underwriting;
- (3) For Applicants that are not also the Land Owner, include a lease between the Land Owner and the Applicant entity. The lease payments must equal \$10 a year or less plus any administrative or maintenance fees not to exceed \$10 per unit per year, plus taxes and insurance. The lease must have an unexpired term of at least 50 years after the Application Deadline.

Applications that are not seeking Land Acquisition Program Funding

The Local Government, Public Housing Authority, Land Authority, or Community Land Trust must already own the land and, if funded, the land must be affordable into Perpetuity. Applicants must demonstrate site control as of Application Deadline by providing the properly executed Site Control Certification form (Form Rev. 08-18). Attached to the form must be the following documents:

- (1) A Deed or Certificate of Title. The deed or certificate of title (in the event the property was acquired through foreclosure) must be recorded in Monroe County and show the Local Government, Public Housing Authority, Land Authority, or Community Land Trust as the sole Grantee. There are no restrictions on when the land was acquired.
- (2) For Applicants that are not also the Land Owner, include a lease between the Land Owner and the Applicant entity. The lease payments must equal \$10 a year or less. The lease must have an unexpired term of at least 50 years after the Application Deadline.

b. Ability to Proceed

The Ability to Proceed forms are provided on the Corporation's Website <http://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2020/2020-302/forms-related-to-rfa-2020-302> (also accessible by clicking [here](#)).

**8. Required Design and Construction Features**

- a. Federal Requirements and State Building Code Requirements
- b. Required general features
- c. Accessibility, Adaptability, Universal Design and Visitability Features
- d. Required Green Building Certification Features

Proposed Developments must achieve one of the following Green Building Certification programs: Leadership in Energy and Environmental Design (LEED); Florida Green Building Coalition (FGBC); Enterprise Green Communities; or ICC 700 National Green Building Standard (NGBS).

**9. Resident Programs**

For all proposed Developments that consist of less than eight units, there is no requirement to select any Resident Program. For proposed Developments that consist of eight to 25 units, it is a requirement that at least one Resident Program be selected; a Resident Program may be conducted off-site if accommodations are made so that residents can attend without incurring transportation expense. For all proposed Developments that consist of more than 25 units, it is a requirement that at least two of the Resident Programs be selected and offered on-site. The eligible resident programs which may be selected are as follows: After School Program for Children, Literacy Training, Employment Assistance Program, Family Support Coordinator, or Financial Management Program.

**10. Funding**

The CDBG-DR loan shall be non-amortizing and forgivable after 20 years. The loan subject to the program requirements, credit underwriting, and loan terms and conditions outlined the RFA.

a. Funding Available

Estimated total CDBG-DR funding amount of \$5,148,628, to be divided as follows:

- \$4,072,617 in Development Funding (All Applications)

Each Application is eligible for the lesser of \$4,072,617 or the applicable Total Maximum Per Unit CDBG-DR Rental FHFC Subsidy Limit for Monroe County in Development Funding.

Total Maximum Per Unit CDBG-DR Rental FHFC Subsidy Limit for each Application is determined by the following calculation:

- \$217,058 per Zero Bedroom Unit
- \$248,828 per 1 Bedroom Unit
- \$302,572 per 2 Bedroom Unit
- \$391,432 per 3 Bedroom Unit
- \$418,592 per 4 Bedroom Unit

The Development Funding amount requested is the amount that will be used for the Leveraging Calculation and the Job Creation Funding Preference calculation.

- \$1,076,011 in Land Acquisition Program Funding

CDBG-DR Funding can be used for up to \$5,000,000 of the proposed Development's land acquisition expenses. Land Acquisition Program Funding can only be used for land acquisition expenses; however, Development Funding can be used for all aspects of creating affordable housing in Monroe County, including land acquisition, whether the Application qualifies as a Priority I or II Application.

If Land Acquisition Program Funding is requested, the land acquisition expenses must be stated on the Development Cost Pro Forma, and the site control documentation must include an appraisal as further outlined in Section Four, A.7.a. of this RFA.

The Land Acquisition Program Funding Request Amount must be \$1,076,011 or less. If the land acquisition expenses stated on the Development Cost Pro Forma exceed \$1,076,011, Development Funding may be used to pay for land acquisition expenses. If the land acquisition expenses stated on the Development Cost Pro Forma exceed \$5,000,000, then non-CDBG-DR sources must be demonstrated on the Development Cost Pro Forma to pay for the land acquisition expenses that exceed \$5,000,000.

- b. Additional funding sources must be demonstrated if Applicant's total development cost per unit exceeds the CDBG-DR maximum subsidy limit.
- c. Developer Fee for this RFA is based on 16% of Development Cost.

#### **11. Uniform Relocation Act**

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) is government-wide legislation which establishes minimum standards for federally-funded programs or projects requiring the acquisition of real property or displacement of persons from the homes, businesses, or farms as a direct result of: Acquisition, Rehabilitation or Demolition. CDBG-DR is the same as CDBG except as expressly waived and alternative requirements as issued for CDBG-DR funds that are specific to each disaster. Applicants should be prepared to familiarize themselves with URA & Section 104(d) statues and regulations at 49 CFR 24 (URA), 24 CFR 42 (104(d), 24 CFR 570 (CDBG) and Section 414 of the Stafford Act. The URA is triggered at site identification or intended use of federal funds. A General Information Notice (GIN) should be issued to all occupants at such time there exists, 1) documented legal intent of a project triggered by project pre-application/application, AND 2) site identification. For land proposed for acquisition that may have occupied residential dwellings, compliance begins at the General Information Notice information, and the following required Uniform Relocation Act information must be provided in the Application.

If there are any occupied units, state how many tenants will require permanent or temporary relocation, and provide tenant income certifications, how the Development will meet the CDBG-DR set-aside requirements, and how the cost of relocation will be covered. The CDBG-DR General Information Notice information will be required only after the Application is selected for funding.

#### **12. Ranking and Funding Selection**

- a. Eligibility Requirements
- b. Sorting Order  
First, by the Points Awarded;

Next, by the Resiliency Preference;

Next, by the Affordable Housing Experience Preference;

Next, by the Federal Funding Experience Preference;

Next, by the Application's CDBG-DR Development Funding Request Amount per Set-Aside;

Next, by the Application's eligibility for the Florida Job Creation Preference; and

Finally, by the Application's lottery number.

c. Goal

There is a goal to fund one Application that requested Land Acquisition Program Funding, with a preference that the Application is a Priority I Application.

d. Funding Test

Applications will only be funded if there is enough Development Funding and, if applicable, Land Acquisition Program Funding to fully fund the Application.

e. Land Owner Award Tally

As each Application is selected for tentative funding, the Land Owner submitting the Application will be located will have one Application credited toward the Land Owner Award Tally.

When selecting Priority I Applications, the Corporation will prioritize eligible unfunded Priority I Applications that meet the Funding Test and are from jurisdictions that have the lowest applicable Land Owner Award Tally above other eligible unfunded Priority I Applications with a higher Land Owner Award Tally that also meet the Funding Test, even if the Applications with a higher Land Owner Award Tally are higher ranked Priority I Applications. If there are multiple eligible unfunded Applications that have the lowest Land Owner Award Tally, the Corporation will select the highest ranking Priority I Application among them for funding.

The Corporation will then follow the same pattern for Priority II Applications.

f. Selection Process

After Applications are sorted, funding selection will proceed.

The first Application selected will be the highest ranked Priority I Application that requested Land Acquisition Funding and Development Funding. If funding remains, the highest ranking unfunded eligible Priority I Applications will continue to be selected for funding, subject to the Land Owner Award Tally and Funding Test.

If there are no Priority I Applications that requested Land Acquisition Funding and Development Funding, then the first Application selected will be the highest ranked Priority II Application that requested Land Acquisition Funding and Development Funding. If funding remains, the highest ranking unfunded eligible Priority I Applications will continue to be selected for funding, subject to the Land Owner Award Tally.

As each Priority I Application is selected for funding, the CDBG-DR Request Amount will be deducted from both the Development Funding Amount and, if applicable, Land Acquisition Program Funding.

If there is not enough Land Acquisition Program Funding to fully fund an eligible unfunded Priority I Application's Land Acquisition Program Funding request amount, the Priority I Application may still be fully funded if enough funding remains in the Development Program

Funding to fully fund the Application, or there is enough funding in a combination of the remaining Land Acquisition Program Funding and the Development Program Funding to fully fund the Application. The remaining balance of Land Acquisition Program Funding, if any, will be awarded and the remaining balance of the request amount will be deducted from the total amount of Development Funding available in this RFA.

If funding remains and no eligible unfunded Priority I Applications can be fully funded, the process will be repeated with the highest-ranking Priority II Applications until there are no Priority II Applications that can be fully funded. If Land Acquisition Program Funding remains and there are no eligible Applications that can be fully funded, the Land Acquisition Program Funding will be distributed as approved by the Board.

If Development Funding remains, and no Applications can be fully funded, then no further Applications will be selected for funding and the remaining funding will be distributed as approved by the Board.

**13. Other sections of RFA**

**Item 1 of Exhibit C** – provides additional information regarding Total Development Cost per Unit Limitation calculation

**Item 2 of Exhibit C** – provides additional information regarding the Florida Job Creation Preference calculation

**Item 3 of Exhibit C** – provides a list of fees

**Item 4 and 5 of Exhibit C** – provides additional CDBG-DR requirements

**Exhibit D** - contains a timeline listing due dates for information to be provided to the Corporation or to the credit underwriter after the Applicant receives the invitation to credit underwriting.

**Exhibit E** – contains additional requirements for the Link Units for Persons with Special Needs

**Exhibit F** – contains Credit Underwriting Procedures

**14. Time Line**

<i>Issue RFA:</i>	<i>January 7, 2020</i>
<i>RFA Due Date:</i>	<i>February 20, 2020</i>
<i>Review Committee Meeting (make recommendations to Board)</i>	<i>April 1, 2020</i>
<i>Request Board Approval of Recommendations (at scheduled Board Meeting)</i>	<i>April 17, 2020</i>

**15. Other Discussion Topics**

**Credit Underwriting Process**

Applicants that are selected to receive funding will be invited to enter credit underwriting and will be expected to complete the credit underwriting process, including Board approval of the credit underwriting report, within 12 months of the date of the invitation to enter credit underwriting.

All Applications, whether the Application qualifies as a Priority I or II, must meet the CDBG-DR requirements as outlined in the RFA. These requirements are similar to HOME funding, such as the requirement to comply with the HUD environmental requirements as provided in 24 CFR 93.301(f)(1) and (2) and may exceed the HOME funding requirements.