

**Florida Housing Finance Corporation**  
**RFA 2021-104 SAIL Financing Farmworker and Commercial Fishing Worker Housing Workshop Agenda**  
**Registration for Workshop is required. Registration information is available on RFA Webpage<sup>1</sup>**

**Overview**

- A. Introductions
- B. Purpose of RFA

This Request for Applications (RFA) is open to Applicants proposing the construction of Commercial Fishing Worker or Farmworker (including Unaccompanied Commercial Fishing Worker or Farmworker as defined in Exhibit B) Developments or the Substantial Rehabilitation or Acquisition and Substantial Rehabilitation of existing Farmworker or Commercial Fishing Worker Developments that are currently in the Corporation's portfolio and/or the United States Department of Agriculture Rural Development (RD) portfolio.

**Funding available**

Florida Housing Finance Corporation (the Corporation) expects to offer an estimated \$5,131,500 comprised 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\*.

Exhibit B includes definitions for terms like Shared Housing, Unaccompanied Commercial Fishing Worker, and Unaccompanied Farmworker.

- 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 of \$1,500 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 has been added to each RFA Webpage. Acrobat Standard DC or Acrobat Pro DC are the programs required to create bookmarks.

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<sup>1</sup> References to the RFA Webpage refer to <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2021/2021-104> which can be accessed [here](#).

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

a. Select one of the following Demographic Commitments

(1) Farmworker (a household, that meets the definition of Farmworker, as defined by Section 420.503, F.S.)

(2) Unaccompanied Farmworker, as defined in Exhibit B

(3) Commercial Fishing Worker (as defined by Section 420.503, F.S.)

(4) Unaccompanied Commercial Fishing Worker, as defined in Exhibit B

b. Description of the Demographic Population Served

3. Applicant/Developer/Management Company/Contact Person

a. Applicant

(1) State the name of the Applicant.

(2) Evidence that Applicant is legally formed entity qualified to do business in Florida as of the Application Deadline

(3) Non-Profit Applicant qualifications

Applicants proposing a new construction Development must be a Non-Profit as defined in Section 67-48.002, F.A.C. to be eligible for funding.

Applicants proposing the Substantial Rehabilitation of an existing Development may be either a Non-Profit or for profit Applicant.

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, 2001 completed at least one multifamily rental housing development that consists of a total number of units no less than 50 percent of the total number of units in the proposed Development.

(b) **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 were 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.

(c) **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 those RFAs are met.

c. Principals of the Applicant and Developer(s) Disclosure Form

(1) Eligibility

The Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-2019) (“Principals Disclosure Form”) must identify the Principals of the Applicant and each Developer, pursuant to the RFA, as of the Application Deadline.

(2) **New!** - Approval during Advance Review Process (5 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; and

(2) Required General Management Company experience

The Management Company or a principal of the Management Company must have managed 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. Note: If the proposed Development has a Development type of new construction,

the natural person Principal must be a Principal of the Non-Profit entity of the Applicant. The Operational Contact Person is optional.

4. General Proposed Development Information

a. Development Name

b. Development Category

(1) Select one of the following Development Categories:

- New Construction
- Rehabilitation\*
- Acquisition and Rehabilitation\*

\*For purposes of SAIL funding, this includes Substantial Rehabilitation

(2) Development Category required qualifications are listed in Section Four, A.4.b. of the RFA

c. Development Type

(1) For new construction Developments, only Garden Apartments (a building comprised of 1, 2 or 3 stories, with or without an elevator) are allowable under this RFA.

(2) For Substantial Rehabilitation of an existing Development, select the appropriate Development Type:

- Garden Apartments (a building comprised of 1, 2 or 3 stories, with or without an elevator)
- Townhouses
- Duplex
- Quadraplex
- Single Family

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 proposed Development must meet the ESS Construction qualifications outlined in the RFA.

5. Location

a. County

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. Limited Development Areas (LDA)

An Application will not be eligible for any funding if the proposed Development is an LDA Development. A proposed Development will be deemed an LDA Development if it is (i) located in Hendry, Highlands, Indian River, or Lee County; AND (ii) either the Development Category is New Construction, or the Development Category is Substantial Rehabilitation and the proposed

Development is in RD's Portfolio, but is not also in the Corporation's portfolio. A proposed Development committing to the Development Category of Substantial Rehabilitation that is in the Corporation's Portfolio will not be considered an LDA Development even if it is also located in Hendry, Highlands, Indian River, or Lee County.

6. Number of Buildings and Units

a. Number of Units

- (1) If new construction, the Development must consist of a minimum of 15 total units and a maximum of 50 total units, prior to any Shared Housing designations described below.
- (2) If Substantial Rehabilitation, state the number of units in the existing development and the number of units in the proposed Development.

The total number of units in the proposed Development cannot be less than 90 percent of the existing total number of units (rounded up to the next whole unit).

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

c. Regardless of the Development Category, if there are existing occupied units and if the Development is funded, a plan for relocation of existing tenants will be required to be provided to the Credit Underwriter

d. Set-Aside Commitments

(1) Total Income Set-Aside Units

100 percent of the proposed Development's total units must be set aside at 60 percent Area Median Income (AMI) or less of which at least 20 percent must be set aside at 50 percent AMI or less (which may include ELI units if required below).

(2) Demographic Minimum Set-Aside Requirement

To be eligible to receive funding under this RFA, Applicants must commit to set aside either 40 percent or 80 percent of the proposed Development's total units to serve Farmworkers, Unaccompanied Farmworkers, Commercial Fishing Workers, or Unaccompanied Commercial Fishing Workers.

Applicants that commit to the 80 Percent Minimum Set-Aside will be eligible to receive a more favorable interest rate for the SAIL loan requested in this RFA than Applicants that commit to the 40 Percent Minimum Set-Aside.

(3) Extremely Low Income (ELI) Set-Aside Requirements

- (a) Applicants that commit to set aside 40 percent of the proposed Development's total units to serve Farmworkers, Unaccompanied Farmworkers, Commercial Fishing Workers, or Unaccompanied Commercial Fishing Workers must commit to set aside a minimum of 2 units for ELI Households.
- (b) Applicants that commit to set aside 80 percent of the proposed Development's total units to serve Farmworkers, Unaccompanied Farmworkers, Commercial Fishing Workers, or Unaccompanied Commercial Fishing Workers are not required to set aside any units for ELI Households.

e. Unit Mix

(1) New Construction Developments

- The proposed Development may only consist of Zero Bedroom, one bedroom, and two bedroom units.
- Up to 50 percent of the units may consist of Zero Bedroom Units.
- Units in a proposed Development with a demographic commitment of Unaccompanied Farmworker may consist of Shared Housing, as defined in Exhibit B, in which no more than two persons may share a bedroom.

(2) Substantial Rehabilitation of existing Developments – no unit mix limitations

f. Number of residential buildings must be provided

g. Compliance Period Requirements

(1) New Construction Developments must set aside the units for a minimum length of 30 years.

(2) Substantial Rehabilitation of existing Developments:

(a) If the Development is in the Corporation's Portfolio (and may also be in RD's portfolio):

Set aside the proposed units for a minimum length of the greater of 30 years or the remaining term of the existing SAIL or applicable Corporation-issued HOME LURA. All restrictive covenants, inclusive of the income set-asides (except where the Applicant commits to more restrictive income set-asides in the Total Set-Aside Breakdown Chart), that are associated with any existing Corporation-issued LURA or EUA, except for the Farmworker or Commercial Fishing Worker Demographic set-aside commitment, will remain in effect.

Or

(b) If the Development is in RD's Portfolio and is not also in the Corporation's portfolio:

Set aside the units for a minimum length of 30 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 6 months after the Application Deadline), 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

All units must meet all requirements as outlined in the RFA. If the proposed Development consists of rehabilitation, the proposed Development's ability to provide all construction features will be confirmed.

- a. Federal Requirements and State Building Code Requirements
- b. General Features
- c. Accessibility, Adaptability, Universal Design and Visitability Features
- d. Required Green Building Features for all Developments

Applicants must choose additional Green Building options in Exhibit A.

## 9. Funding

### a. Corporation Funding

The SAIL Request Amount is limited to the lesser of the following:

- \$215,000 per unit for New Construction;
- \$50,000 per unit for Substantial Rehabilitation;
- \$5,131,500 per Development

### b. Interest Rate of the SAIL loan

Applicants that commit to the 80 Percent Minimum Set-Aside will be eligible to receive a more favorable interest rate for the SAIL loan requested in this RFA than Applicants that commit to the 40 Percent Minimum Set-Aside.

### c. Developer Fee/General Contractor Fee/Operating Deficit Reserve

(1) Developer Fee shall be limited to a total of 16 percent of Development Cost.

(2) General Contractor fee shall be limited to 14 percent of actual construction cost.

(3) Operating Deficit Reserves

### d. Per Unit Construction Funding Preference

### e. Total Development Cost Per Unit Limitation

### f. Leveraging

## E. Narrative Scoring

1. Current and Future Need for Farmworker or Commercial Fishing Worker Housing in the Area (Up to 15 Points)
2. Experience Operating and Managing Farmworker or Commercial Fishing Worker Housing (Up to 20 Points)
3. Outreach, Marketing and Referral (Up to 30 Points)

4. Resident Access to Onsite and Offsite Programs, Services and Resources (Up to 30 Points)

F. Scoring And Evaluation Process

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. First, by the total points received for the Current and Future Need for Farmworker or Commercial Fishing Worker Housing in the Area narrative;
- b. Next, by the total points received for the Experience Operating and Managing Farmworker or Commercial Fishing Worker Housing narrative at Section Four C.1. above, listed in descending order;
- c. Next, by the Application's Eligible SAIL Request Amount Per Unit;
- d. Next, by the Application's Eligible SAIL Request Amount as a Percentage of Total Development Cost, (with Applications that have an Eligible SAIL Request Amount that is 90 percent of the Total Development Cost or less listed above Applications that have an amount greater than 90 percent);
- e. Next, by the Application's eligibility for the Florida Job Creation Preference; and
- f. By lottery number.

3. Funding Selection Process

G. Credit Underwriting Process

H. 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
  - b. Florida Job Creation Funding Preference
  - c. Fees
  - d. Additional Requirements
4. Exhibit D – Timeline
5. Exhibit E – intentionally omitted
6. Exhibit F – Rehabilitation Scoping Process with a Capital Needs Assessment
7. Exhibit G - Tenant Application and Selection Requirements



I. 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

**Expected Timeline**

Issue RFA:	December 14, 2020
RFA Due Date:	January 14, 2021
Review Committee Meeting (make recommendations to Board)	February/March 2021
Request Board Approval of Recommendations	March 2021