

**Florida Housing Finance Corporation**  
**RFA 2022-208 SAIL and Housing Credit Financing for The Construction of Workforce Housing Workshop Agenda**  
**January 26, 2022, 10:00 a.m., Eastern Time**  
**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 Workforce Housing in Monroe County.

Florida Housing Finance Corporation (the Corporation) will provide funding to serve primarily moderate-income persons (i.e., households with incomes that do not exceed 120 percent of the AMI as defined in Section 420.0004, F.S.) in Monroe County.

- C. New look for the Application!

This RFA is expected to be issued in a new Excel-based format. As discussed in the December 9, 2021 workshop, the main advantages of this new format will be:

- Applicants will no longer need to repeat the same information in numerous places. By entering certain data one time, such as number of units, the data will appear in all appropriate places throughout the Application and the Development Cost Pro Forma.
- Some enhanced features may be applied the same way enhanced features that have been applied to the Development Cost Pro Forma in recent RFAs such as reminders if a required field is left blank.
- By adding more automatic scoring features, the amount of time needed to score will be reduced, allowing preliminary awards to be made faster.
- Applicant Certification and Acknowledgement will be part of the Exhibit A and no longer be a separate form submitted as an attachment.

Any material submitted in response to this RFA is a public record. Section 119.071(1)(b)2, Fla. Stat. authorizes the Corporation to exempt this material from disclosure requirements. The Applications will be posted to the RFA Webpage after the Application deadline, but sooner than 30 days after the Application Deadline.

**Funding available**

\$5,520,000 SAIL (estimated)

- \$5,250,000 in Workforce SAIL funding is available from 2021 Appropriation.
- \$270,000 in Workforce SAIL funding is available from Workforce SAIL for Monroe County remaining from RFA 2021-208 (“Workforce SAIL from RFA 2021-208”).

\$1,500,000 9% HC (estimated)

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<sup>1</sup> References to the RFA Webpage refer to <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2022/2022-208> which can be accessed [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\*.

Words like Housing Credit Units, Joint Housing Credit/Workforce Housing Units, Regulated Mortgage Lender, Workforce Housing Units

Revised Definitions (will be incorporated into the next posted draft):

Housing Credit Units - For purposes of this RFA, Housing Credit Units are units set aside at or below 60 percent of the Area Median Income (AMI) for the county in which the Development is located. For purposes of the Average Income Test, Joint Housing Credit Units/Workforce Housing Units may be set-aside at either 70 percent of the AMI or 80 percent of the AMI, but the average AMI of all Housing Credit Units and Joint Housing Credit/Workforce Housing Units shall not exceed 60 percent.

Joint Housing Credit/Workforce Housing Unit - For purposes of this RFA, if the Applicant commits to the Average Income Test, units may be designated as Joint Housing Credit/Workforce Housing Units and set aside at either 70 percent of the AMI or 80 percent of the AMI, but the average AMI of all Housing Credit Units and Joint Housing Credit/Workforce Housing Units shall not exceed 60 percent.

Workforce Housing Units - For purposes of this RFA, Workforce Housing Units must be set aside above 80 percent of the AMI and no higher than 120 percent of the AMI.

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

- 1. Submission Requirements

It is expected that Florida Housing will continue receiving Applications through online submission only, and no longer receive hard copies of the Application package. Application Fees will continue to be submitted via check, ACH or wire payments. Florida Housing **strongly recommends** providing the Federal Reference Number and wire confirmation number for wire payments, and trace number for ACH, in addition to the RFA Number/Development Name. Additionally, Florida Housing strongly recommends that payments be submitted at least 48 hours in advance of the Application Deadline.

In the event that the online submission is not received, the payments will be refunded.

- 2. Financial Arrearage Requirement and Insurance Deficiency Requirement

An Application will be deemed ineligible for funding if, as of close of business **two days\*** before the Committee meets to make a recommendation to the Board, either of the following occur: (1) there remains any financial obligations for which an Applicant or Developer or Principal, Affiliate or Financial Beneficiary of the Applicant or Developer is in arrears to the Corporation or any agent or assignee of the Corporation as reflected on the most recently published Past Due Report; or (2) an Applicant or Developer or Principal, Affiliate or Financial Beneficiary of the Applicant or Developer has an insurance deficiency for any Development awarded Corporation resources, which are in first lien position, issued during or after September 2016 that is governed by the Insurance Guide posted to the Corporation's Website under the link <https://www.floridahousing.org/data-docs-reports/insurance-guide> (also accessible by clicking [here](#)).

The Past Due Report contains the financial arrearages to the Corporation as well as the Insurance Deficiency Report. The most recently published Past Due Report is posted to the Corporation's Website

under the link <https://www.floridahousing.org/data-docs-reports/past-due-reports> (also accessible by clicking [here](#)), but not more recently than seven business days prior to the date the Committee meets to make a recommendation to the Board.

\* For example, if a review committee meeting is held on a Wednesday, regardless of the time of the meeting, the arrearages must be paid by Monday close of business.

3. 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. New! - Review of Attachments

The Corporation will not review the substance of the documentation that is submitted as Attachments to this RFA during the Review Committee scoring process unless there is a reason to believe that any of the documents have been improperly executed. During Review Committee scoring, the Corporation will rely on the answers submitted by the Applicant in Exhibit A, the Development Cost Pro Forma, and the Principal Disclosure Form to determine whether an Applicant has met the requirements of this RFA. Additionally, the Corporation has no authority to, and will not, evaluate the validity or enforceability of any eligible site control documentation. If it is determined that the Attachments do not meet the RFA requirements, the Application may be deemed ineligible, and/or the Corporation may rescind the award, and all Principals of the Application may be subject to material misrepresentation, even if the Application was not selected for funding, was deemed ineligible, or was withdrawn.

2. Demographic Commitment

The Demographic Commitment must be Workforce households serving general occupancy at the following Area Median Income (AMI):

Workforce Housing Units must be set aside above 60 percent AMI and no higher than 120 percent AMI.

No properties funded under this RFA may be age restricted.

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, 2001 completed at least three affordable rental housing developments, at least one of which was a Housing Credit development completed since January 1, 2011. 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.

This information will now be entered into Exhibit A and not a separate exhibit.

(b) Developer Experience Withdrawal Disincentive (5 points)

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

The Corporation will award points for Development Experience in certain RFAs beginning with the 2022/2023 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. Per subsection 67-48.002(94), F.A.C., any Principal other than a natural person must be a legally formed entity 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) 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) Contact information on Management Company

(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.

This information will now be entered into Exhibit A and not a separate exhibit.

e. Authorized Principal Representative / Operational Contact Person

The Authorized Principal Representative identified in the Application (a) must be a natural person Principal of the Applicant listed on the Principal Disclosure Form; (b) must have signature authority to bind the Applicant entity; and (c) if funded, will be the recipient of all future documentation that requires a signature. The Operational Contact Person is optional.

4. General Proposed Development Information

a. Development Name

b. Development Category

Development Category must be new construction. All units must consist entirely of new construction units. Rehabilitation of existing units is not allowed.

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

e. Combination of Development Categories, Development Types, or ESS/non-ESS Construction

Complete the chart in Exhibit A reflecting the number of units for each of the Development Categories, Development Types, or ESS/non-ESS Construction, for purposes of the Total Development Cost Per Unit Limitation calculation and the Leveraging Calculation.

Note: In past RFAs, this was only required if there was a combination within the same Development. It is now required for all Applications.

5. Location

a. County

This RFA is open to proposed Developments located in Monroe County.

b. Location

(1) Provide the address

(2) Market Study

Applicants must confirm that the Development is located in submarkets where the average market rental rates are equal to or greater than 90% AMI\*. Within 21 Calendar Days of the date of the invitation to enter credit underwriting, the Corporation will require successful Applicants to provide the market study prepared by a licensed appraiser that was completed before Application Deadline that demonstrates (i) the average physical occupancy rate of 92% or greater; and (ii) an average market rental rate, based on unit mix and annualized rent concessions, equal to 90 percent Area Median Income rental rate\*.

The Florida Housing Rental Programs - MTSP Income and Rent Limits is available on the Corporation Webpage <https://www.floridahousing.org/owners-and-managers/compliance/rent-limits> (also accessible by clicking [here](#)).

\*90 percent Area Median income rental rate is calculated as 112.5 percent of the 80 percent Area Median Income rental rate.

The underwriter will order a new market study to confirm that these requirements are met and also the requirements as set forth in Rule 67-48.0072(10), F.A.C.

- 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.

6. Number of Buildings and Units

- a. Proposed Developments must consist of a minimum of 20 total units.
- b. 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, as outlined in Exhibit D.

c. Set-Aside Commitments

(1) Minimum Set-Aside Commitments per Section 42 of the IRC

(2) Set-Aside Commitments per Corporation Requirements

(a) Total Income Set-Aside Commitment

All of the units must be set aside at 120 percent AMI or less.

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

If the Average Income Test is not selected, the proposed Development must set aside 10 percent of total units for ELI Households and the ELI AMI level will be 25%, regardless of county. If the Average Income Test is selected, the proposed Development must set aside 15 percent of total units for ELI Households and the ELI AMI level will be 30%, regardless of county.

(c) 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, all Developments must commit to set-aside 50 percent of the ELI Set-Aside units as Link Units for Persons with Special Needs.

(3) Total Set-Aside Breakdown Chart

(a) Completing the Total Set-Aside Breakdown Chart if not committing to the Average Income Test

(i) If the minimum HC set-aside commitment of 20% at 50% AMI is selected, the total set-aside commitments will be as outlined below:

- At least 25 percent of the total units but not more than 30 percent of the total units, rounded up to the next whole unit, must be set aside at or below 50 percent of the AMI and entered in the rows labeled "Housing Credit Units". This includes the ELI Set-Aside Unit requirement.
- The remaining units will be considered the proposed Development's Workforce Housing Units

(ii) If the minimum HC set-aside commitment of 40% at 60% AMI is selected, the total set-aside commitments will be as outlined below:

- At least 45 percent of the total units but not more than 50 percent of the total units, rounded up to the next whole unit, must be set aside at or below 60 percent of the AMI and entered in the rows labeled "Housing Credit Units". This includes the ELI Set-Aside Unit requirement
- The remaining units will be considered the proposed Development's Workforce Housing Units

Total Set-Aside Breakdown Chart		
Type of Units	Percentage of Residential Units	AMI Level
Housing Credit Units	Enter Number %	At or Below 25%
	Enter Number %	At or Below 28%
	Enter Number %	At or Below 30%
	Enter Number %	At or Below 33%
	Enter Number %	At or Below 35%
	Enter Number %	At or Below 40%
	Enter Number %	At or Below 45%
	Enter Number %	At or Below 50%
Workforce Housing Units	Enter Number %	Above 80% AMI and up to 120%
	<b>100%</b>	<b>Total Set-Aside Percentage*</b>

(b) Completing the Total Set-Aside Breakdown Chart if committing to the Average Income Test

- At least 45 percent of the total units but not more than 50 percent of the total units, rounded up to the next whole unit\*, must be set aside at or below 60 percent of the AMI and entered in the rows labeled "Housing Credit Units". This must include the ELI Set-Aside Unit requirement.

\*Joint Housing Credit/Workforce Housing Units are not included in this calculation.

- The remaining units must be entered on the Total Set-Aside Breakdown Chart in the row labeled as either "Joint Housing Credit/Workforce Housing Units" or "Workforce Housing Units".

*Joint Housing Credit/Workforce Housing Units*

Joint Housing Credit/Workforce Housing Units are included in the Average Income Test calculation.

*Workforce Housing Units*

~~For proposed Developments in Broward or Miami Dade County, Workforce Housing Units must be set aside at an AMI that is greater than 60 percent but no higher than 80 percent. For proposed Developments in Monroe County, Workforce Housing Units must be set aside at an AMI that is greater than 60 percent but no higher than 120 percent.~~

Total Set-Aside Breakdown Chart		
Type of Units	Number of Residential Units	AMI Level
Housing Credit Units	<u>Enter Number</u>	At or Below 20%
	<u>Enter Number</u>	At or Below 30%
	<u>Enter Number</u>	At or Below 40%
	<u>Enter Number</u>	At or Below 50%
	<u>Enter Number</u>	At or Below 60%
Joint Housing Credit/ Workforce Housing Units	<u>Enter Number</u>	At or Below 70%
	<u>Enter Number</u>	At or Below 80%
Workforce Housing Units	<u>Enter Number</u>	Above 80% AMI and up to 120%
	<u>100%</u> <b>(Total Set-Aside Percentage)*</b>	

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), and the total number of units per bedroom type. Any zero (0) bedroom units must meet the definition of Zero Bedroom Unit.

No more than 25 percent of the total units may be comprised of Zero Bedroom units.

- e. Number of residential buildings must be provided.
- f. Compliance Period - All Applicants are required to set aside the units for 50 years.

7. Readiness to Proceed

- a. A Site Control form is no longer required. Site control documentation must be submitted with the Application.

Applicants must demonstrate site control as of Application Deadline by providing an eligible contract (effective at least through September 30, 2022), a deed, and/or a lease.

- b. 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

Select one of the Green Building Certification programs.

9. Resident Programs

Provide at least two of the resident programs: After School Program, Adult Literacy, Employment Assistance Program, Family Support Coordinator, Financial Management Program.

10. Funding

- a. Funding available Revised amounts (will be incorporated into the next posted draft)

(1) SAIL Workforce

All Applicants are eligible for both Competitive Housing Credits and Workforce SAIL for each Housing Credit Unit, Workforce Housing Unit, and, if applicable, Joint Housing Credit Unit/Workforce Housing Unit in the proposed Development. The maximum per unit request amounts are based on the following conditions:

- If Average Income Test is not selected, the Applicant may request up to the lesser of \$5,520,000 or \$80,000 in Workforce SAIL for each unit, regardless of whether it is a Housing Credit Unit or a Workforce Housing Unit.
- If Average Income Test is selected, Applicants may request up to the lesser of \$5,520,000 or the sum of the following Workforce SAIL per unit request amounts:
  - Up to \$80,000 in Workforce SAIL for each Workforce Housing Unit; plus
  - Up to \$125,000 in Workforce SAIL for each Joint Housing Credit/Workforce Housing Unit; plus
  - If there are any units above 80% AMI, (i.e. Workforce Housing Units), then the Applicant may request up to \$80,000 in Workforce SAIL for each Housing Credit Unit in the Development. If there are no units above 80% AMI, (i.e. Workforce Housing Units), then

~~the Applicant may request up to \$125,000 in Workforce SAIL for each Housing Credit Unit in the Development.~~

~~The Applicant's Workforce SAIL Request Amount is limited to the lesser of the following:~~

- ~~• \$115,000 per unit for proposed Developments with set-aside commitments at or below 80% AMI;~~
- ~~• \$70,000 or per unit for proposed Developments with set-aside commitments at or below 120% AMI; or~~
- ~~• \$2,520,000 per Development~~

(2) Competitive Housing Credit Request Amount

The Applicant's Competitive Housing Credit Request Amount is limited to the maximum of \$36,000 per unit or \$1,~~100~~500,000 per Development.

b. Basis Boost Qualifications

- Subsequent Phase of a Multiphase Development
- HUD-designated Small Area DDA (SADDA)
- HUD-designated Non-Metropolitan DDA
- HUD-designated QCT

The 2022 HUD-designated DDAs, SADDAs, and QCTs will be in effect as of January 1, 2022 and will be used for this RFA. These can be found on the webpage <https://www.huduser.gov/portal/datasets/qct.html> (also available by clicking [here](#)). The Geographic Areas of Opportunity, effective February 1, 2021, will be used for this RFA and can be found on the webpage <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/areas-of-opportunity> (also available by clicking [here](#)).

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

d. Principal of the Applicant is a Public Housing Authority and/or an instrumentality of a Public Housing Authority

Applicants may qualify for an "Add-On Bonus" used in the Total Development Cost Per Unit Base Limitation calculation described in Section Five and in Item 1 of Exhibit C of the RFA, and the PHA Add-On used in the Leveraging Calculation described in Item 2 of Exhibit C if the criteria outlined in the RFA is met.

D. Ranking and Funding Selection

1. Sorting Order, highest scoring Applications, then any ties sorted by the following:

- a. Leveraging Level 1 - 5
- b. Florida Job Creation Funding Preference
- c. Lottery number

2. Selection Process

The first Application(s) selected for funding will be the highest-ranking eligible unfunded Application. When the first Application is selected for funding, the Eligible Workforce SAIL Request Amount will first be deducted from the Workforce SAIL from RFA 2021-208. If that Application has an Eligible Workforce SAIL Request Amount that exceeds the Workforce SAIL from RFA 2021-208 available, the Workforce SAIL request amount will first be deducted from the Workforce SAIL from RFA 2021-208, and the remaining request amount will be deducted from the total Workforce SAIL available.

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. Multipliers and Leveraging Level Classification Methodology
  - c. Florida Job Creation Funding Preference
  - d. Fees
  - e. Additional Requirements
4. Exhibit D – Timeline
5. Exhibit E – Additional requirements for the Link Units for Persons with Special Needs
6. Exhibit F – intentionally omitted
7. Exhibit G - Tenant Application and Selection Requirements

G. Other Important Information

1. Public comment link on the RFA Webpage for viewing and submitting public comments
2. Question and Answers process outlined in Section Three, D. of the RFA
3. Expected Timeline

RFA Issue Date:	February 25, 2022
RFA Due Date:	March 22, 2022
Review Committee Meeting (make recommendations to Board)	2:00 p.m. on April 19, 2022
Request Board Approval of Recommendations (at scheduled Board Meeting)	April 29, 2022

H. Other Discussion Topics