

**Florida Housing Finance Corporation**  
**RFA 2022-301 Housing Credit Financing For Affordable Housing Developments Located in Duval County**  
**January 5, 2022, 10:00 a.m.**  
**Registration for Workshop is required. Registration information is available on the RFA Webpage\***

**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 2022-301 Housing Credit Financing For Affordable Housing Developments Located In Duval County. Any reference to the RFA Webpage means <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2022/2022-301>

- 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**

\$1,868,000 in Competitive Housing Credits will be made available

**Outline of RFA**

- A. Section One – Introduction
- B. Section Two – Definitions

Exhibit B of the RFA and Rules, which are posted on RFA Webpage\*.

- C. Submission Requirements and Financial Arrears
  - 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.

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 may be Family and Elderly (ALF or non-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.

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, 2002 completed at least three affordable rental housing developments, at least one of which was a Housing Credit development completed since January 1, 2012. 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) Advance Review Process (5 points)

Applicants will receive 5 points if the uploaded Principal Disclosure Form was either (a) stamped "Approved" at 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 Corporation's Website.

(3) Designation of Priority I and II Applications

Applicants may submit no more than three Priority I Related Applications. There is no limit to the number of Priority II Applications that can be submitted.

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; (c) must sign the Applicant Certification and Acknowledgement form submitted in this Application; and (d) 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

(1) The Development Categories for these RFAs are New Construction, Rehabilitation, Acquisition and Rehabilitation, Redevelopment, Acquisition and Redevelopment.

(2) The Development Category qualifications are outlined in the RFA. This includes a description of the Development Category Qualification Letter that is required of all Developments with the Development Category of Redevelopment (with or without Acquisition).

(3) Development Category Funding Preference

Applicants that selected the Development Category of Rehabilitation, with or without Acquisition, will qualify for the Development Category Funding Preference outlined in Section Five of the RFA by indicating at question 4.b.(4) of Exhibit A that the proposed Development does NOT meet the definition of Preservation as defined in Rule Chapter 67-48.002, F.A.C.

If Applicants that selected the Development Category of Rehabilitation, with or without Acquisition do not answer the question, or if the Application reflects an answer of "Yes", the Application will NOT qualify for the Development Category Funding Preference.

c. Development Type (i.e., Garden, Townhouses, Mid-Rise (4, 5 or 6 stories), or High Rise (7 or more stories))

d. Enhanced Structural Systems Construction Qualifications

To qualify as “Enhanced Structural Systems Construction” (“ESS Construction”) for purposes of the Total Development Cost Limitation calculation and A/B leveraging, 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 below 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.

5. Location

a. County

This RFA is only open to Duval 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, rounded to at least the sixth decimal place.

e. Proximity Eligibility Requirements and Proximity Preferences

The Community Services that are available to all Demographics are Grocery Store, Medical Facility, Pharmacy, and Public School; however, **only three of the four Community Services may be selected for each Application**, for a maximum 4 Points for each service.

If Eligible for PHA or RD Proximity Point Boost, Required Minimum Transit Service Points that Must be Achieved to be Eligible for Funding	If NOT Eligible for PHA or RD Proximity Point Boost, Required Minimum Transit Service Points that Must be Achieved to be Eligible for Funding	Required Minimum Total Proximity Points that Must be Achieved to be Eligible for Funding	Minimum Total Proximity Points that Must be Achieved to Receive the Proximity Funding Preference
1.5	2.0	10.5	12.5 or more

f. Mandatory Distance Requirement

Applications that are not eligible for the automatic qualification will only meet this requirement if the distance between the Development Location Point, and the latitude and longitude coordinates provided for any Scattered Sites, if applicable, to the coordinates for the other properties identified on the 2021 FHFC Development Proximity List that serve the same demographic group as the proposed Development is at least 0.50. The June 21, 2021 Proximity List is available on the RFA Webpage.

g. Racially and Ethnically Concentrated Areas of Poverty (RECAP)

If any part of the proposed Development is located in a RECAP designated area, the entire proposed Development will be considered to be located in a RECAP designated area. Applications for proposed Developments that are located in a RECAP designated area or that fail to answer this question will be ineligible for funding unless the Development Category is Redevelopment, with or without Acquisition.

6. Number of Buildings and Units

a. Number of Units

Minimum number of Set-Aside Units and Total Units

All proposed Developments must consist of a minimum of **75 total units**.

For profit Applicants may submit Applications for Family and Elderly Non-ALF Developments with a total set aside commitment that is less than 80 percent of the total units, if the Development has a minimum of **75 Set-Aside Units**.

Maximum number of Total Units

The maximum total number of units, if applicable, is limited as follows:

(a) Elderly Non-ALF Developments

(i) There is no total unit limitation for proposed Developments with the Development Category of Rehabilitation, with or without Acquisition, of an existing, occupied housing facility that is operating as housing for older persons as set forth in the Federal Fair Housing Act as of the Application Deadline.

(ii) Proposed Developments that do not meet the conditions in (i) above may consist of up to 160 total units.

(b) All Elderly ALF Developments may consist of up to 125 total units.

(c) Family Developments

There is no total unit limitation for Family Developments.

b. If the Development Category is Rehabilitation, with or without Acquisition, indicate whether there are any existing units on the Development site as of Application Deadline, and if so, the occupancy status of such units.

c. Set-Aside Commitments

(1) Total Income Set-Aside Units

(a) For all Non-Profit Applications that commit to the Demographic Commitment of Family or Elderly Non-ALF:

(i) If the Average Income Test is not selected, at least 80 percent of the total units must be set aside at 60 percent AMI or less; or

(ii) If the Average Income Test is selected, at least 80 percent of the total units must be set-aside at 80% AMI or less; however, the average AMI of ALL of the Set-Aside Units must be at or below 60% AMI.

(b) For all for profit Applications that commit to the Demographic Commitment of Family or Elderly Non-ALF:

If committing to set aside less than 80 percent of the total units, the proposed Development must have a minimum of **75 Set-Aside Units**. If the Average Income Test is selected, these required Set-Aside Units may be set aside at or below 80 percent AMI, but the average AMI of all of the Set-Aside Units cannot exceed 60 percent.

(c) For Demographic Commitment of Elderly ALF

At least 50 percent of the total units must be set aside at 60 percent AMI or less.

(2) Extremely Low Income (ELI) Set-Aside Units

If the Average Income Test is not selected, the proposed Development must set aside at least 10 percent of total units for ELI Households and the ELI AMI level will be 33 percent.

If the Average Income Test is selected, the proposed Development must set aside at least 15 percent of total units for ELI Households and the ELI AMI level will be 30 percent.

(3) Link units for Persons with Special Needs

With the exception of Developments financed with HUD Section 811 or United States Department of Agriculture RD program, and Applicants that select the Elderly ALF Demographic Commitment, all Developments must commit to set-aside 50 percent of the ELI Set-Aside units, rounded up, as Link Units for Persons with Special Needs.

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

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 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 August 31, 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 and dated within 12 months of the Application Deadline. The 08-20 Ability to Proceed forms (electricity and roads) must be submitted during credit underwriting.

## 8. Construction Features

Proposed Developments with the Development Category of New Construction or Redevelopment, with or without Acquisition, must select one of the Green Building Certification programs. Proposed Developments with a Development Category of Rehabilitation, with or without Acquisition, must select enough additional Green Building features in Exhibit A so that the total point value of the features selected equals at least 10 points. All Developments that involve any rehabilitation that are awarded funding will be required to do the Capital Needs Assessment process (Exhibit F).

## 9. Resident Programs

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

## 10. Funding

- a. Maximum HC Request Amount: \$1,868,000
- b. Basis Boost Qualifications
  - Subsequent Phase of a Multiphase Development
  - HUD-designated Small Area DDA (SADDA)
  - HUD-designated Non-Metropolitan DDA
  - HUD-designated QCT
  - Geographic Areas of Opportunity

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. Per Unit Construction Funding Preference

## 11. Local Government Contributions (Up to 5 points)

- a. Applications with Development Category of Substantial Rehabilitation (with or without Acquisition) automatically qualify for 5 Points.
- b. For other Applicants to receive the maximum of five points, the Applicant must provide evidence of the Local Government committed at least \$75,000 in funding (i.e. grant, loan, fee waiver and/or fee deferral) that is effective as of the Application Deadline and is in effect at least through June 30, 2022.



Note: The Local Government Contribution forms are available on the RFA Webpage.

D. Ranking and Funding Selection

1. Sorting Order

The following tiebreakers will be used to sort Applications with tied scores:

- Priority I or II status;
- Per Unit Construction Funding Preference;
- Development Category Funding Preference;
- A/B Leveraging Classification;
- Proximity Funding Preference;
- Florida Job Creation Funding Preference; and
- Lottery.

2. Selection process

The first Application(s) selected for funding will be the highest-ranking eligible unfunded Priority I Application.

If there are no eligible Priority I Applications that can be fully funded, then the highest-ranking eligible Priority II Application(s) 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
- b. Transit and Community Service Scoring Charts
- c. A/B Leveraging Classification Methodology
- d. Florida Job Creation Funding Preference
- e. Fees
- f. Additional Requirements

4. Exhibit D – Timeline

5. Exhibit E – Additional requirements for the Link Units for Persons with Special Needs

6. Exhibit F – Rehabilitation Scoping Process with a Capital Needs Assessment

7. Exhibit G - Tenant Selection Plan 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:	January 24, 2022
RFA Due Date:	February 8, 2022
Review Committee Meeting (make recommendations to Board)	February 22, 2022
Request Board Approval of Recommendations (at scheduled Board Meeting)	March 4, 2022

H. Other Discussion Topics