

**REQUEST FOR APPLICATIONS (RFA) 2022-02**

**HOMEBUILDERS NEW CONSTRUCTION PILOT PROGRAM**

**for**

**FLORIDA HOUSING FINANCE CORPORATION**

**January 3, 2022**

## **SECTION ONE INTRODUCTION**

Florida Housing Finance Corporation (“Florida Housing”) is soliciting competitive, sealed Applications from qualified Applicants to for a pilot program designed to encourage the new construction of affordable homes for purchase by low-to-moderate income homebuyers. Florida Housing is proposing a new program that will provide a revolving line of construction funding to qualifying Applicants to newly construct a minimum of five affordable homes in accordance with the terms and conditions set forth in this Request for Applications (RFA), and any other term and condition in any contract subsequently awarded. Applicants will be selected and determined through Florida Housing’s review of each Application, considering the factors identified in this RFA. Florida Housing expects to select one or more Applicants that propose to provide all of the services specified in this RFA.

## **SECTION TWO DEFINITIONS**

Capitalized terms within this RFA shall have the meaning as set forth in this RFA, Rule Chapters 67-48, F.A.C. and 67-60, F.A.C., or in applicable federal regulations.

“DPA”	Down Payment Assistance
“Florida Housing”	Florida Housing Finance Corporation, a public corporation and public body corporate and politic created by Section 420.504, Fla. Stat.
“General Contractor”	A person or entity duly licensed in the state of Florida with the requisite skills, experience and credit worthiness to successfully provide the units required in the Application.
“HOP Program”	Florida’s Homeownership Pool Program, established pursuant to Rule 67-57, Fla. Admin. Code.
“Unit”	A residential unit used as a single-family residence and the land appurtenant that is taxed as real property under State laws.

### **SECTION THREE PROCEDURES AND PROVISIONS**

A. Applicants will submit their Application to:

<https://www.floridahousing.org/legal/procurements/rfa-2022-02-document-upload>

Florida Housing must receive the entire Application on or before 2:00 p.m., Eastern Time, on January 26, 2022, as Applications will be opened at that time. Any Applications received after the deadline will be considered non-responsive. One complete copy of the Application in PDF format is preferred, unless specified otherwise in Section Six below, and the file name should contain a reference to both the solicitation number (RFA 2022-02) and the name of the Applicant. Please note that the site will ask for the Applicant's contact information and the solicitation number prior to being able to upload the Application. Florida Housing will not accept a mailed or faxed Application.

B. This RFA does not commit Florida Housing to award a contract to any Applicant or to pay any costs incurred in the preparation or mailing of an Application.

C. Florida Housing reserves the right to:

1. Waive minor deficiencies and informalities;
2. Accept or reject any or all Applications received as a result of this RFA; and
3. Negotiate with the successful Applicant with respect to any additional terms or conditions.

D. Any interested party may submit any question regarding this RFA in writing via e-mail to the Contract Administrator at [Contract.Admin@floridahousing.org](mailto:Contract.Admin@floridahousing.org). All questions must be submitted no later than 2:00 p.m., Eastern Time, on January 12, 2022. Phone calls will not be accepted. Florida Housing expects to respond to all questions in writing by 5:00 p.m., Eastern Time, on January 14, 2022. Florida Housing will post a copy of all questions received and the corresponding answers on Florida Housing's website at:

[https://www.floridahousing.org/legal/procurements/requests-for-applications-\(other-florida-housing-programs\)](https://www.floridahousing.org/legal/procurements/requests-for-applications-(other-florida-housing-programs)).

Only written responses or statements from the Contract Administrator that are posted on the Website will bind Florida Housing. No other means of communication, whether oral or written, may be construed as an official response or statement from Florida Housing.

E. At no time during the review and evaluation process, commencing with the Application Deadline and continuing until the Board renders a final decision on the RFA, may Applicants or their representatives contact Board members or Corporation staff, except Corporation legal staff, concerning their own or any other Applicant's Application. If an Applicant or its representative

does contact a Board or staff member in violation of this section, the Board shall, upon a determination that such contact was made in an attempt to influence the selection process, disqualify the Application.

F. Any person who wishes to protest the specifications of this RFA must file a protest in compliance with Section 120.57(3), Fla. Stat., and Rule Chapter 28-110, Fla. Admin. Code. Failure to file a protest within the time prescribed in Section 120.57(3), Fla. Stat., will constitute a waiver of proceedings under Chapter 120, Fla. Stat.

G. Any Applicant may request withdrawal of its Application from this RFA by filing a written notice of withdrawal with the Corporation Clerk at CorporationClerk@floridahousing.org. For purposes of the funding selection process, the Corporation shall not accept any Application withdrawal request that is submitted after 5:00 p.m. (Eastern Time), on the last business day before the date the scoring committee meets to make its recommendations until after the Board has taken action on the scoring committee's recommendations, and such Application shall be included in the funding selection process as if no withdrawal request had been submitted.

H. Once the award is approved by the Board, the Applicant will be invited into credit underwriting for an analytical review. The Applicant will have six months to achieve a positive recommendation from the Credit Underwriter. If the analytical review is approved by the Board, the Applicant will have 60 days to close on the revolving loan. The initial term of the revolving loan will be for a maximum of three years and will be subject to satisfactory performance at the sole discretion of Florida Housing.

I. Pursuant to Rule 67-60.005, Fla. Admin. Code, Florida Housing may modify the terms of the RFA at any point prior to the due date for Responses. A notice of such modification will be posted on Florida Housing's Website and will be provided to potential Applicants who requested copies of the RFA. Any Applicant will have at least seven days from the date of the posting of the notice of the modification to submit or modify its Application.

J. The terms of this RFA, and any modifications thereto, will be incorporated into any agreements offered as a result of this RFA. Failure of a successful Applicant to accept these obligations in the agreements may result in cancellation of the award.

#### **SECTION FOUR SCOPE OF SERVICES**

In order to encourage the new construction of affordable homes for purchase by low-to-moderate income homebuyers, Florida Housing is piloting the Homebuilders New Construction Program which will provide a revolving line of construction funding of up to \$1 million for up to three Applicants. As a part of this program, Applicants will construct a minimum of five homes on donated lots, which will eliminate the cost of acquiring the property and thereby reduce the sales price of the home. The home will then be sold to an income-qualified homebuyer at a sales price approved by Florida Housing. Applicants may construct the homes in up to two counties, so long as the counties are contiguous to one another.

A. Applicants must commit to long-term affordability for homes built under this program.

B. The proposed homes will be submitted to Florida Housing's Credit Underwriters for an analytical review, which will provide an overall recommendation after looking at the Applicant, the General Contractor, the proposed plans and costs, the proposed sales price and any appraisal-related issues, among other considerations. Florida Housing will reimburse the Applicant the cost of the analytical review once the Applicant has successfully built and sold five homes to approved buyers.

C. Applicants will be allowed up to a 16% fee on the development cost of the unit, payable at the permanent loan closing to an approved homebuyer. The amount of the unsecured line of credit will be five times the underwritten construction costs with a maximum of \$1 million per Applicant.

D. The construction loan for this new construction program will be at 0% interest and recouped, less any DPA used for the homebuyer, at the permanent loan closing with the approved homebuyer. A maximum of five draws are allowed per home and a construction site inspection will be required before each draw is approved. The Applicant must provide a signed, written draw request, which includes the requested amount; documentation of liability and builder's risk insurance acceptable to the Corporation; and claims for labor and materials to date of the last inspection. Five percent (5%) of the loan funds will be held as retainage. Release of funds held as retainage for each house shall occur on the final construction draw only after the Applicant provides a satisfactory final inspection certificate or certificate of occupancy.

E. All Units must meet the more stringent of the State or local building code requirements as applicable. At a minimum, all construction shall fully comply with the Florida Building Code – Residential (currently adopted edition).

F. Required Basic Features. All Units must contain at a minimum:

1. Range and oven;
2. Washer and dryer hookups;
3. Telephone hook-ups, with electrical outlet located within 12" of each telephone jack (minimum of 2);
4. Cable or satellite TV hookups (minimum of 2) located within 12" of an electrical outlet;
5. All living space must be equipped with overhead lighting;
6. Provide a home maintenance manual that includes information on basic home maintenance, manuals for all installed appliances, and information on how to use and maintain the green features of the home.

G. Accessibility and Visitability Features. All Units must comply with the Florida Accessibility Code for Building Construction pursuant to section 553.503, F.S., and contain at a minimum:

1. At least one zero-step entrance approached by an accessible route on a firm surface no steeper than 1:12 proceeding from a driveway or public sidewalk;
2. Lever-handled faucet with removable spout or lever-handled faucet with separate sprayer (spout or sprayer must have at least a 9-inch hose);
3. Light switches should be no more than 48" above floor level;

4. Midpoint on electrical outlets should be located no less than 18" above finished floor level;
5. Reinforced walls for future installation of horizontal grab bars in toilet, bathtub, and shower walls;
6. Lever-action handles on all doors and faucets in Units and public areas;
7. Toggle-type or rocker style switches for lights and fans;
8. All doors used for ingress/egress must be 34" (2' x 10") or larger. Any door other than a traditional hinged door such as: pocket doors, bi-fold doors, and double doors; must provide for at least a 32" minimum clear width entry;
9. At least one accessible means of egress/ingress, including a primary entrance door which shall have a threshold with no more than a 1/2 inch rise, which may be waived for Manufactured Homes and Units built in Area(s) of Critical State Concern;
10. For Units consisting of two or more levels, all space on the entry level of the Unit must meet the requirements of items 1 – 9 above. On the second level at least one full bathroom and one bedroom must meet the requirements of items 1 – 9 above, if there is not a full bathroom and a bedroom on the entry level; and
11. Adjustable shelving in master bedroom closets (must be adjustable by resident).

H. Site Development. Each home site shall include the following features and meet the following minimum requirements:

1. Slope and terrain must be suitable for development. There shall be no problems with drainage, steep slopes or waterways on the Site;
2. Access to Site must be compatible with existing traffic patterns and street capacity. Site access shall not enter or exit onto a major high-volume traffic artery;
3. Site must be free from excessive traffic and noise, including that from cars, trains and airplanes. Members must submit a mitigation plan to the Corporation, detailing the proposed means and methods of risk reduction, if a Unit is (i) located within 3,000 feet of an active railroad line and/or subject to high railroad noise levels, (ii) located within 1,000 feet of a major high-volume traffic artery, freeway, or other highway would carry a daily volume of 25,000 motor vehicles or more, or (iii) within 500 feet if the highway that would carry more than 10,000 vehicles but fewer than 25,000. The Site must not be located in an airport clear zone;
4. The Site must be free from significant industrial or agricultural hazards, including hazardous substances; toxic chemicals; gas, oil and chemical storage tanks and facilities; runoff; spills; odors; noise; and airborne particulates;
5. The neighborhood shall be primarily residential and adjacent areas should be compatible with residential development;
6. Provide off-street parking that is consistent with local code, rule or ordinance;
7. Provide a paved/surfaced driveway and walkway to one entry door; and
8. Provide landscaping that meets all local requirements and is appropriate for the terrain and neighborhood;

I. Appliances. Each home must be provided with a refrigerator and a water heater (including electrically powered storage, gas fired storage and gas fired instantaneous (tankless)) that are Energy Star certified. If a dishwasher, clothes washer, or clothes dryer are provided they must also be Energy Star certified.

J. Green Building Certification. All Units must be certified to one of the following green building practices: EnergyStar certification, Florida Green Building Coalition (FGBC), ICC 700 National Green Building Standard (NGBS) or Leadership in Energy and Environmental Design (LEED).

K. Applicant must sell the home to a credit-qualified buyer earning no more than 120% AMI, who has successfully completed an approved homebuyer education course and been reviewed by the Credit Underwriter. Applicants will be encouraged to sell to buyers earning no more than 80% AMI so that Florida Housing’s HOP Program may be utilized as DPA, leaving the full amount of the line of credit intact. When the home is sold to an approved homebuyer earning between 80% - 120% AMI, then a portion of the line of credit may remain in the transaction as DPA to the borrower. The maximum amount of DPA utilizing revolving loan funds is 20% of the purchase price of the home.

L. The maximum purchase price limits per county are provided in Table 1 below. The sales price of the unit to the buyer plus the appraised value of the land cannot be more than the limits in this chart.

<b>TABLE 1 Maximum Purchase Price Limits</b>	
<b>County Name</b>	<b>Purchase Price Limit</b>
Broward County	\$324,000
Collier County	\$296,000
Lake County	\$258,000
Manatee County	\$252,000
Martin County	\$266,000
Miami-Dade County	\$318,000
Monroe County	\$452,000
Orange County	\$270,000
Osceola County	\$258,000
Palm Beach County	\$323,000
Pasco County	\$247,000
Pinellas County	\$263,000
Seminole County	\$281,000
St. Johns County	\$280,000
Sumter County	\$271,000
Walton County	\$247,000
All other Counties in Florida	\$243,000

M. The pilot program will end and the loan will terminate for each Applicant after three years or when there have been no draw requests in a six-month period, whichever occurs first.

N. Applicants must:

1. Have experience providing this or similar types of construction services in the State of Florida.
2. Build single-family homes that can be financed by homebuyers using FHA, VA, USDA-RD, Fannie Mae or Freddie Mac loans. Townhomes or shared-wall construction homes are acceptable. No condominiums are allowed.
3. Agree to sell the homes to qualified homebuyers. Homebuyers can earn no more than 120% of the area median income (AMI) must be first-time homebuyers and will be underwritten and verified by Florida Housing's Credit Underwriters. All down payment assistance loans will be a zero-percent interest (0%), non-amortizing loan. The down payment assistance loan will be due upon sale or if the homebuyer no longer occupies the home as their principal residence. Homebuyers must complete a pre-purchase homebuyer education course, which includes face-to-face homebuyer education if provided by a HUD-approved counseling agency, a unit of local government that provides pre-purchase homebuyer education in Florida, or a counseling agency designated by a unit of local government to provide homebuyer education on their behalf. Online courses are permitted if provided by a HUD-approved agency, a unit of local government that provides pre-purchase homebuyer education in Florida, a mortgage insurance provider, or an Agency or GSE sponsored course. Certificates of Completion are acceptable for two years from the date of completion.

## **SECTION FIVE CERTIFICATION**

Do not reproduce the language of Section Five in the Application. By inclusion and execution of the statement provided in Section Six of this RFA, each Applicant certifies that:

A. The Applicant has read all applicable Corporation rules governing this RFA and the instructions for completing this RFA and will abide by the applicable Florida Statutes, federal regulations, and the credit underwriting and program provisions.

B. The Applicant submits this Application without prior understanding, agreement, or connection with any person or entity submitting a separate Application for the same services. However, any agreement with a person or entity with whom the Application is jointly filed and such joint filing is made clear on the face of the Application will be an exception so long as the Application is in all respects fair and without collusion or fraud.

C. The Applicant certifies that the proposed project can be completed and operating within the schedule and budget submitted to the Corporation.



D. The Applicant acknowledges and certifies that it will abide by all commitments, requirements, and due dates outlined in the RFA, inclusive of all exhibits. Failure to provide the required information by any stated deadlines may result in the withdrawal of the invitation to enter credit underwriting, unless an extension is approved by the Corporation.

E. By submitting the Application, the Applicant acknowledges and certifies that the proposed Units will meet all state building codes, including the Florida Accessibility Code for Building Construction, adopted pursuant to Section 553.503, F.S., the Fair Housing Act as implemented by 24 CFR Part 100, including the Affirmative Fair Housing Marketing Plan; Violence Against Women Act Reauthorization Act of 2013; Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990 as implemented by 28 CFR Part 35, incorporating the most recent amendments, regulations and rules.

F. The Applicant acknowledges that any funding preliminarily secured by the Applicant is expressly conditioned upon any independent review, analysis and verification of all information contained in this Application that may be conducted by the Corporation, the successful completion of credit underwriting, and all necessary approvals by the Board of Directors, Corporation or other legal counsel, the Credit Underwriter, and Corporation staff.

G. If preliminary funding is approved, the Applicant will promptly furnish such other supporting information, documents, and fees as may be requested or required. The Applicant understands and agrees that the Corporation is not responsible for actions taken by the undersigned in reliance on a preliminary commitment by the Corporation. The Applicant commits that no qualified residents will be refused occupancy because they have Section 8 vouchers or certificates.

H. The success of an Applicant in being selected for funding is not an indication that the Applicant will receive a positive recommendation from the Credit Underwriter or that the Applicant's experience, past performance or financial capacity is satisfactory. The past performance record, financial capacity, and any and all other matters relating to the Applicant and the General Contractor will be reviewed during credit underwriting. The Credit Underwriter may require additional information from any member of the Applicant's development team including, without limitation, documentation on other past projects and financials. Applicant's development teams with an unsatisfactory past performance record, inadequate financial capacity or any other unsatisfactory matters relating to their suitability may result in a negative recommendation from the Credit Underwriter.

I. The Applicant understands and agrees that it will ensure that (i) none of the General Contractor duties to manage and control the construction of the Units are subcontracted; (ii) none of the construction or inspection work that is normally performed by subcontractors is performed by the General Contractor; (iii) no construction cost is subcontracted to any entity that has common ownership or is an Affiliate of the General Contractor or the Developer.

J. The Applicant and all Principals are in good standing among all other states' housing agencies and have not been prohibited from applying for funding.

K. In eliciting information from third parties required by and/or included in this Application, the Applicant has provided such parties information that accurately describes the project as proposed in this Application. The Applicant has reviewed the third-party information included in this Application and/or provided during the credit underwriting process and the information provided by any such party is based upon, and accurate with respect to, the Units as proposed in this Application.

L. During the credit underwriting process, demonstrate that the Units meets the requirements of this RFA.

M. Any material submitted in response to this RFA is a public record pursuant to Chapter 119, Fla. Stat., and subject to examination upon request, but only after Florida Housing provides a notice of decision pursuant to Section 120.57(3), Fla. Stat., or within 30 days after the Application is opened, whichever is earlier.

N. The Applicant, if awarded a contract under this RFA, will comply with Section 420.512(5), Fla. Stat. For the purpose of Section 420.512(5), Fla. Stat., “Prohibited Business Solicitation Communications” is defined by Section 420.503(32), Fla. Stat.

O. The Applicant is in compliance with Section 287.133(2)(a), Fla. Stat.

P. The Applicant understands and agrees to cooperate with any audits conducted in accordance with the provisions set forth in Section 20.055(5), Fla. Stat.

Q. The Applicant agrees understands and agrees to comply with the provisions of Section 448.095, Fla. Stat.

R. Pursuant to Section 119.0701(2)(b), Fla. Stat., the Applicant, if awarded an agreement under this RFA, will be required to comply with public records laws, specifically to:

1. Keep and maintain public records required by Florida Housing to perform the service.

2. Upon request from Florida Housing’s custodian of public records, provide Florida Housing with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to Florida Housing.

4. Upon completion of the contract, transfer, at no cost, to Florida Housing all public records in possession of the contractor or keep and maintain public records required by Florida Housing to perform the service. If the contractor transfers all public records to Florida Housing

upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Florida Housing, upon request from Florida Housing' custodian of public records, in a format that is compatible with the information technology systems of the public agency.

**If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the Corporation Clerk at:**

**Corporation Clerk  
227 N. Bronough Street, Suite 5000  
Tallahassee, Florida 32301-1329  
Phone: 850.488.4197  
E-mail: Corporation.Clerk@floridahousing.org**

Notwithstanding anything contained herein to the contrary, the provisions and requirements of this paragraph will only apply if and when the Contractor is acting on behalf of Florida Housing.

S. The Applicant acknowledges that if awarded an agreement it will be prohibited from engaging in activities in connection with services related to Florida Housing transactions that produce direct or indirect financial gain for the Applicant other than for the compensation agreed upon in the contract that results from this RFA, unless that Applicant has Florida Housing's written consent after Florida Housing has been fully informed of such activities in writing.

T. The Applicant acknowledges that if awarded an agreement it will be prohibited from engaging in any actual, apparent, or potential conflict of interest. Should any such actual, apparent, or potential conflict of interest come into being subsequent to the effective date of the contract and prior to the conclusion of the contract, the Applicant will provide written notification (Notice of Conflict of Interest) to Florida Housing's Contract Administrator within 10 working days for review by Florida Housing's Executive Director in consultation with their Ethics Officer. If the Applicant is found to be in non-compliance with this provision, any compensation received in connection with this contract will be subject to forfeiture to Florida Housing.

U. The Applicant, in submitting this Application, acknowledges and agrees that the terms and conditions of this RFA, as well as any modifications thereto, will be incorporated into any contract offered as a result of this RFA.

**V. CERTIFICATION STATEMENT:**

**THE FOLLOWING WILL BE REPEATED IN THE APPLICATION AND SIGNED BY AN INDIVIDUAL AUTHORIZED TO BIND THE APPLICANT. THIS IS A MANDATORY ITEM. FAILURE TO INCLUDE THE CERTIFICATION STATEMENT**

**BEARING AN ORIGINAL SIGNATURE, EXACTLY AS STATED AND WITHOUT ANY ADDITIONS, DELETIONS OR CAVEAT LANGUAGE, WILL RESULT IN REJECTION OF THE RESPONSE.**

“I agree to abide by all conditions of RFA 2022-02 and certify that all information provided in this Application is true and correct, that I am authorized to sign this Application as the Applicant and that I am in compliance with all requirements of the RFA, including but not limited to, the certification requirements stated in Section Five of this RFA.”

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Authorized Signature

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Print Name and Title

**SECTION SIX  
INFORMATION TO BE PROVIDED IN APPLICATION**

In providing the following information, restate each item and sub-item (with its letter and number), limit your Application to one attachment. Responses to the items must be included immediately after the restated items without any reference to any appendix.

**A. COVER LETTER**

Each proposal must be accompanied by a cover letter that contains a general statement of the purpose of submission and includes the following information.

1. The name, job title, address, office and cellular telephone numbers, and e-mail address of a primary contact person, who will be responsible for day-to-day contact with Florida Housing, and any backup personnel who would be accessible if the primary contact cannot be reached.
2. Legal business status (individual, partnership, corporation, etc.), address, and telephone number of the Applicant.

**B. REQUIRED INFORMATION**

1. Provide evidence that the Applicant is a business entity that is in good standing and qualified to do business in the State of Florida.
2. Provide a narrative statement of qualifications that the Applicant considers to be significant, innovative, or otherwise relevant to its ability to provide these services. Such statement should include the Applicant’s history and business model, any awards and significant recognition, and details on the types of construction projects successfully completed which specifically assisted low-to-moderate income households. The Applicant must identify no more than two contiguous counties in which all homes will be developed. All descriptions

and evidence of lots provided in the response to the RFA needs to be from the identified counties.

3. Provide a narrative description of how the Applicant proposes to use the funds from this pilot program. What will be built? Will the Applicant use the funds for infill lots? A subdivision? Will the homes be single-family or shared wall construction? Such description should also include the community partners involved in the development of these homes. Examples could be local governments providing land, waving impact or other required fees, community land trusts providing for long-term affordability, local housing counseling agencies working to qualify potential homebuyers, etc.

4. Provide a narrative description of how the Applicant plans to keep the homes built with these funds affordable for the long-term. The minimum acceptable period for long-term affordability is 10-years. Provide in the narrative a description of which party in the development team will be responsible for instituting and continuing to monitor the affordability period. Examples could include deed restrictions, shared equity provisions, community land trusts, etc. Please be specific as to the term of affordability and any other provisions that the Applicant considers important.

5. **(MANDATORY REQUIREMENT)** Using Table 2 below, provide details on at least 15 homes completed for similar households in Florida in the last three years. Please provide the name(s) of the principal of Applicant with the required experience.

<p style="text-align: center;"><b>TABLE 2</b> <b>Applicant Recent Experience</b></p>				
Type of New Construction (Single-Family, Shared Wall)	Sales Price of Home	Square Footage of Individual Unit	Location (City and County)	Date Completed

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6. **(MANDATORY REQUIREMENT)** If the Applicant will only be acting in a Developer Capacity, please identify who the General Contractor will be and provide details on at least 15 homes competed in the last three years using Table 3 below. Please provide the name of the General Contractor and the license number.

<b>TABLE 3 General Contractor Recent Experience</b>				
Type of New Construction (Single-Family, Shared Wall)	Number of Units	Square Footage of Individual Unit	Location (City and County)	Date Completed

7. **(MANDATORY REQUIREMENT)** List address of lots that are or will be provided at no cost, that are builder ready, including necessary infrastructure needed to build at a minimum of 5 units in in Table 4 below. For the successful applicants, the sufficiency of the commitments will be further analyzed by the credit underwriter during the analytical review.

<b>TABLE 4 Evidence of Donated Lots</b>				
Address	City	County	Donating Entity	Number of Units that can be Built on the Lot

8. Describe the Applicant’s methodology for marketing completed homes to eligible home buyers. Include in the description the team members who will be working with and qualifying the home buyers. Using Table 5 below, identify at least five homebuyer assistance loans that the Applicant or key members of the team have closed in the last three years. Homebuyer assistance loans are subordinate down-payment and closing cost assistance loans from a governmental agency or qualifying not-for-profit entity.

**TABLE 5  
Homebuyer Assistance Loans**

Address	Name of Borrower	Homebuyer Assistance Program Used	Date Closed

**C. COSTS**

Provide estimates of the following costs to construct the Units to be provided in this RFA.

Total Construction Cost per Unit \$ \_\_\_\_\_  
Includes all costs incurred in the construction of the Unit excluding the land

Developer Fee per Unit \$ \_\_\_\_\_  
Multiply up to 16% of the total Construction Cost per Unit

Market Value of Land per Unit \$ \_\_\_\_\_

*FINAL COSTS WILL BE SUBJECT TO NEGOTIATION AND ANALYTICAL REVIEW.*

**D. DRUG-FREE WORKPLACE**

If the Applicant has implemented a drug-free workplace program, the Applicant must submit the following certification indicating that it meets all of the requirements of Section 287.087, Fla. Stat.:

I hereby certify on behalf of the Applicant, under the terms of RFA 2022-02, that the Applicant has implemented a drug-free workplace program pursuant to Section 287.087, Fla. Stat.

Authorized Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Print Title: \_\_\_\_\_

**E. MINORITY BUSINESS ENTERPRISE**

If the Applicant is a minority business enterprise as defined in Section 288.703, Fla. Stat., the Applicant must submit the following certification:

I hereby certify on behalf of the Applicant, under the terms of RFA 2022-02, that the Applicant is a “minority business enterprise” as defined in Section 288.703(3), Fla. Stat.

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_  
Print Title: \_\_\_\_\_

**F. CERTIFICATION (Mandatory Item)**

**FAILURE TO INCLUDE THE CERTIFICATION STATEMENT LOCATED IN SECTION FIVE OF THIS RFA BEARING AN ORIGINAL SIGNATURE WILL RESULT IN REJECTION OF THE APPLICATION.**



**SECTION SEVEN  
EVALUATION PROCESS**

The individual Committee members will independently evaluate the Applications by reviewing the answers to each of the items identified in Section Six of this RFA and assigning points up to the maximum points allowed for each item. The points available for items in Section Six are to be evaluated are as follows:

<u>Item Reference</u>	<u>Maximum Points</u>
B.1 Required Information.....	10
B.2. Required Information.....	20
B.3. Required Information.....	20
B.4. Required Information.....	30
B.8. Required Information.....	20
C.1. Costs.....	20
<b>Total Points Available.....</b>	<b>120</b>

In the event of a tie, Florida Housing will give preference in the award process to the Application certifying a drug-free workplace has been implemented in accordance with Section 287.087, Fla. Stat. If a tie continues to exist, Florida Housing will give preference to minority business enterprises as defined in Section 288.703, Fla. Stat.

Florida Housing has a goal to fund one application in Miami-Dade, Broward or Palm Beach counties.

The Committee will conduct one or more public meetings during which members will discuss their evaluations and develop a recommendation or series of recommendations to the Board. The Committee’s recommendation will be based on the cumulative scoring and information gathered from the non-scored items. The Board may use the Applications, the Committee’s scoring, the non-scored items in the Applications, and any other information or recommendation provided by the Committee or staff in its selection of Applicants to whom to award a contract.

**SECTION EIGHT  
AWARD PROCESS**

Florida Housing will provide notice of its decision, or intended decision, for this RFA on Florida Housing’s Website the next business day after the applicable Board vote. After posting, an unsuccessful applicant may file a notice of protest and a formal written protest in accordance with Section 120.57(3), Fla. Stat. Failure to file a protest within the time prescribed in Section 120.57(3), Fla. Stat. or failure to post the bond or other security required by law within the time allowed for filing a bond will constitute a waiver of proceedings under Chapter 120, Fla. Stat.