

**Applications Due:**  
**December 1, 2017 for Loans Made in Conjunction with FHFC RFA 2018-112**

**HOUSING FINANCE AUTHORITY OF HILLSBOROUGH COUNTY**

**NOTICE OF FUND AVAILABILITY &  
REQUEST FOR APPLICATIONS**

**LOCAL GOVERNMENT SUPPORT LOANS  
FOR DEVELOPMENTS APPLYING FOR FHFC HOUSING CREDITS  
SEEKING THE LOCAL GOVERNMENT AREA OF OPPORTUNITY FUNDING**

The Housing Finance Authority of Hillsborough County (the "Authority" or the "HFA") announces the availability of funds and is requesting applications for the consideration of providing local government support for qualified multifamily housing developments which meet the goals of the Authority and comply with applicable federal and state law. The Authority has adopted the following guidelines to set forth the general requirements and procedures that apply to the financing of multifamily housing developments. The Authority may waive specific provisions of these guidelines where good cause is shown and adequate supporting documentation is provided. Any waiver is at the sole discretion of the Authority. In addition, these guidelines may be amended, revised, repealed or otherwise altered by the Authority with or without notice. The Authority specifically welcomes requests for proposed alternative resident programs or development/unit features.

All applications submitted will be reviewed by the Authority's Financial Advisor, who will make recommendations to the Board. The Board will decide whether or not to authorize commitment letters and loans providing Local Government Support for developments applying for FHFC funding and who are seeking the Local Government Area of Opportunity Funding. Submission of an application does not entitle the Applicant to financing, even if sufficient funds remain.

The Authority will not consider issuing commitment letters to provide financing for any development unless the applicant has satisfied the general requirements set forth in these guidelines, submits a timely, complete, and acceptable application and complies with all of the procedures and requirements contained within the Authority's application procedures and program guidelines. Copies of the Application are available at the Authority's website:

<http://hillsboroughcountyhfa.org/>

The Authority reserves the right to impose additional requirements on any particular development. Compliance with these guidelines does not and shall not create any right by an applicant to a commitment or assurance that the Authority will provide the requested financing.

The Authority provides local government support to assist in the construction, rehabilitation and permanent financing of multifamily housing developments. The HFA anticipates sufficient funds to be available to fund one applicant.

**The maximum amount of the Local Government Support loans that may be applied for pursuant to this NOFA is the amount that will allow local projects to score the maximum points or preference for the Local Government Area of Opportunity Funding.**

**THE HFA RESERVES THE RIGHT, AT ITS SOLE DISCRETION, TO NOT FUND ANY APPLICANT AT A LEVEL REQUIRED FOR THE LOCAL GOVERNMENT AREA OF OPPORTUNITY FUNDING.**

All applications received will compete with each other and be selected by the Authority for the available funding. Applications will be reviewed against the criteria listed below and, if selected, each loan will be subject to the minimum loan terms stated below.

**NO CONTACT WITH BOARD OF COUNTY COMMISSIONERS AND/OR HFA BOARD MEMBERS AFTER NOFA ISSUED.** As of August 1, 2018, no Applicant, Applicant Agent and/or Representative may contact members of the Hillsborough County Board of County Commissioners and/or HFA Board members concerning their application, any other applicant's application, the merits of their firm, or any other aspect of the application and selection process. Violation of this prohibition will result in the disqualification of the Applicant and all of their developments.

Applications related to FHFC RFA 2018-112 are due no later than 5:00 PM, Eastern Standard Time, **December 1, 2017**. For more information, contact Mark Hendrickson.

Applicants must submit an original, a PDF copy of the original, and a total of two (2) copies to the Authority as follows:

**An original of the entire application to:**

Housing Finance Authority of Hillsborough County  
c/o County Attorney  
Mary Helen Farris  
601 East Kennedy Boulevard, 27<sup>th</sup> Floor  
Tampa, Florida 33602

**One (1) hard copy and a PDF of the entire application, a \$5,000 application fee (check made out to the HFA of Hillsborough County), and \$2,500 review fee (check made out to The Hendrickson Company) to:**

Mark Hendrickson  
1404 Alban Avenue  
Tallahassee, Florida 32301  
Contact: Mark Hendrickson, 850.671.5601 [mark@thehendricksoncompany.com](mailto:mark@thehendricksoncompany.com)

**GUIDELINES**

**1. PROJECT THRESHOLD CRITERIA**

- Project must be located within unincorporated Hillsborough County, the City of Temple Terrace, or Plant City;
- Applicant must provide evidence of site control;
- Applicant must provide a set-aside of rental units equal to or greater than the standards for low income Housing Tax Credits or applicable FHFC Program, as the case may be;
- Project must have evidence authorizing the use of the property for the proposed use; and,
- Applicant must commit to **minimum** affordability period of 50 years and provide resident services at a level consistent with the requirements within the Authority's bond application.

## 2. **PROJECT SELECTION CRITERIA**

- Applicant's development and construction experience;
- Experience and Quality of development team
- Applicant's management experience, or experience and quality of management company;
- Financial feasibility to complete and operate the project (including, but not limited to, cost estimates, cash flows, debt service coverage ratios, the percentage of public monies requested compared to project cost; leveraging of public resources, including the requested HFA loan)
- Applicant's performance and/or compliance (including any prior defaults) of any prior loans or contracts with the HFA of Hillsborough County;
- The reasonableness of the cost of the development;
- Resident Programs (minimum must meet standards of Authority's bond application, additional programs to be considered as positive factor in evaluating the application);
- Unit and Development Amenities;
- Energy Efficiency;
- Long Term Affordability (minimum set-aside period of 50 years—additional years to be considered as a positive factor in evaluating the application);
- Commitment to set-aside at least 5% of the units in the development to an at-risk population (homeless or youth aging out of foster care);
- Maximum Economic Impact;
- Developments which provide a lift to the neighborhood, and could lead to additional revitalization and/or neighborhood improvement;
- Proximity to public transportation, services, and employment;
- Leveraging of HFA funds with other resources that could be used to meet the FHFC required contribution level, and leveraging of HFA funds with other funds to achieve greater impact on the community/neighborhood; and,
- Ability to meet FHFC requirements for the contribution to be a part of permanent financing with minimum loan term.
- **Geographic Area of Opportunity**

## 3. **LOAN TERMS:**

To be finalized at time of loan commitment. The following will apply to all HFA loans:

- The following loan terms shall apply: (a) Interest rate of 1%; (b) the maximum term of the loan to be coterminous with the first mortgage, but not to exceed 30 years (and the minimum term necessary to meet FHFC requirements); and, (c) loan to be fully amortizing over a 30 year period, with monthly payments and with a balloon payment due when the first mortgage is paid off or refinanced. The loan documents shall provide for the standard default provisions; and upon default, the loan shall accrue interest at the highest rate then permissible under Florida law from and after an event of default that remains uncured.
- Each loan shall be evidenced by a promissory note in the full-face amount of the Local Government Support, and secured in its entirety by a subordinate lien mortgage, and shall include such other standard loan documents as necessary to evidence and complete the transaction.
- The loan shall not be disbursed until the following minimum due diligence is received and satisfactory (however, additional requirements may be necessary for the project): mortgagee title insurance policy (or a marked-down commitment for the same), boundary survey certified to the Authority, environmental site assessments certified to the Authority, and evidence of concurrency and all permits authorizing construction of the project.
- The loan shall be issued in the name of the Authority. Such loan shall be reviewed, implemented, and administered by the Authority.

The loan amount for Applicants seeking a Local Government Area of Opportunity Funding loan will depend upon development type, and are detailed within FHFC RFA 2018-112. The following amounts are subject to change.

Minimum Local Government Area of Opportunity Funding Amounts	
Building Type*	Total Amount of Loan(s)/Grant(s)
Garden-Wood (NC)	\$472,000
Garden-Concrete (NC)	\$567,500
Mid-Rise-Wood (NC)	\$567,500
Mid-Rise-Concrete (NC)	\$625,750
High-Rise (NC)	\$747,000
Garden (Rehab)	\$396,750
Non-Garden (Rehab)	\$559,000

\* For purposes of this provision (i) Concrete refers to a "Yes" answer to question 4.d. of Exhibit A; (ii) NC includes Development Categories of New Construction, Redevelopment and Acquisition and Redevelopment and Rehab includes Development Categories of Rehabilitation and Acquisition and Rehabilitation, as selected by the Applicant at question 4.b. of Exhibit A; and (iii) Garden includes all Development Types other than Mid-Rise and High-Rise; Non-Garden includes Development Types of Mid-Rise with Elevator (4 stories, 5 stories, or 6 stories) and High-Rise (7 or more stories); Mid-Rise includes Development Types of Mid-Rise with Elevator (4 stories, 5 stories, or 6 stories); and High-Rise includes Development Type of High Rise (7 or more stories), as selected by the Applicant at question 4.c. of Exhibit A. In the case of mixed-type Developments, the Applicant should use the Building Type that will comprise the majority of the units in the Development.

#### 4. **FEES**

- \$5,000 Application fee due with original application, check made out to the HFA of Hillsborough County
- \$2,500 Review fee, due with copies of application, but mailed to and check made out to The Hendrickson Company
- \$5,000 Closing Fee, due at loan closing.

#### 5. **DISCLAIMER**

The Authority is taking no responsibility that FHFC in their initial scoring, or in any scoring revisions that take place due to legal disputes between applicants in FHFC RFA 2017-113, will ultimately agree that the loan meets the requirements to achieve the points for the Local Government Area of Opportunity funding or to achieve the points for a local government contribution. The Authority is assuming NO LIABILITY if FHFC or any judicial or quasi-judicial body comes to another conclusion.

If approved for a loan, and with that understanding, if you would like to have a local government contribution loan form executed by the County, please fill out the form and submit to both Cheryl Howell and Mark Hendrickson prior to the submission deadline.

#### 6. **WAIVERS, ERRORS & RIGHT TO OBTAIN ADDITIONAL INFORMATION FROM APPLICANTS**

The HFA reserves the right to waive any provision of the NOFA and/or the accompanying application. The HFA reserves the right to waive any minor irregularity in the application, with the HFA to be the sole entity to determine what constitutes a "minor irregularity". The HFA also reserves the right to seek additional and/or clarifying information from any Applicant and to use that information in its evaluation and decision making process.