

**Applications Due:  
September 18, 2025**  
Loans Made in Conjunction with FHFC RFA 2025-202

**HOUSING FINANCE AUTHORITY OF HILLSBOROUGH COUNTY**

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

**LOCAL GOVERNMENT SUPPORT LOANS  
FOR DEVELOPMENTS APPLYING FOR FHFC HOUSING CREDITS**

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 In addition, these guidelines may be amended, revised, repealed or otherwise altered by the Authority with or without notice.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 Contribution loans for developments applying for FHFC 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.

**MEMORANDUM OF UNDERSTANDING BETWEEN HILLSBOROUGH COUNTY AND THE CITY OF TAMPA**

Hillsborough County and the City of Tampa entered into a Memorandum of Understanding (MOU) governing local contributions for 9% Housing Credits. For FHFC RFA 2025-202, the MOU states:

*The Housing Finance Authority of Hillsborough County, on behalf of Hillsborough County, will provide the Minimum Local Government Contribution for one applicant with a development located outside a Geographic Area of Opportunity and outside a Small Area Difficult Development Area. No other RFA applicant will be provided with a contribution verification form.*

### **OTHER INFORMATION**

**The maximum amount of the Local Government Contribution loan that may be applied for pursuant to this NOFA is the amount that will allow local projects to meet the required scoring for local government contribution.**

**THE HFA RESERVES THE RIGHT, AT ITS SOLE DISCRETION, TO NOT FUND ANY APPLICANT AT A LEVEL REQUIRED FOR THE LOCAL GOVERNMENT CONTRIBUTION. THE HFA ALSO RESERVES THE RIGHT TO MODIFY THIS NOFA PRIOR TO THE APPLICATION DEADLINE BASED UPON CHANGES TO FHFC RFA 2025-202 OR DECISIONS MADE BY THE HFA BOARD AT A BOARD MEETING.**

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, any 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 May 23, 2025, 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 2025-202 are due no later than 5:00 PM, Eastern Daylight Time, **September 18, 2025**. For more information, contact Mark Hendrickson.

Applicants must submit:

**The 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)

**ALL PDF'S MUST BE AT RESOLUTION LEVEL THAT PERMITS THEM TO BE EMAILED**

## **GUIDELINES**

### **1. PROJECT THRESHOLD CRITERIA**

- Project must be located within unincorporated Hillsborough County, the City of Temple Terrace, or Plant City;
- Project may not be located within a Geographic Area of Opportunity or Small Area Difficult Development Area, as defined by the Florida Housing Finance Corporation;
- 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;
- Project must demonstrate ability to meet FHFC threshold scoring;
- Project must be new construction;
- Applicant must commit to affordability period of perpetuity; and,
- Provide resident programs, unit and development amenities, and energy efficiency 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;
- Concrete construction;
- 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 above the standards of Authority's bond application;
- Energy Efficiency above the standards of Authority's bond application;
- Commitment to set-aside at least 10% 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;
- Innovative Aspects of the Development;
- Significant difference in number of units produced
- Significant Management problems on properties owned by applicant
- Moving quickly from selection to construction—check last three years
- Overall quality of the site
- Support from Hillsborough County in form of funding, density bonus, impact fee relief or other items
- Not located in a RECAP area, unless development qualifies for the FHFC Development Subcategory of Redevelopment or is part of a Local Government Revitalization Plan.

### 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 0%; (b) the maximum term of the loan to be coterminous with the first mortgage, but not to exceed 20 years (and the minimum term necessary to meet FHFC requirements); and, (c) no amortization with a balloon payment due at the earliest of loan maturity or 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 will be the minimum amount required to obtain the necessary NPV value of \$75,000, with that amount determined when FHFC releases the discount rate of RFA 2025-202.

### 4. **FEES**

- \$5,000 Application fee due with original application, check made out to the HFA of Hillsborough County and mailed to The Hendrickson Company
- \$2,500 Review fee, due with copies of application, but mailed to and check made out to The Hendrickson Company
- \$10,000 Closing Fee, due at loan closing.
- All legal fees of the HFA related to 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 2025-202, will ultimately agree that the loan meets the requirements to achieve the points or other requirements 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.