



**SUMTER COUNTY LOCAL GOVERNMENT CONTRIBUTION APPLICATION  
FOR**

**FHFC RFA 2023-201 HOUSING CREDIT FINANCING FOR AFFORDABLE HOUSING  
DEVELOPMENTS LOCATED IN AND SMALL MEDIUM COUNTIES**

Sumter County has opened the Request for Applications (RFA) to qualified applicants proposing to develop affordable, multi-family rental housing located in Sumter County, utilizing 9% Housing Credits allocated through the Florida Housing Finance Corporation (FHFC) in the FHFC RFA 2023-201. Sumter County Board of County Commissioners will allocate \$340,000 in State Housing Initiatives Partnership (SHIP) funding for the Local Government Contribution, as required by the FHFC to the applicant that successfully applies for and is awarded the 9% housing credits for small/medium counties.

Each applicant must submit one (1) original application, and two (2) copies. Applications are due to Sumter County Housing Services on September 8, 2023, 8:30 a.m. Applications must be delivered to:

**Sumter County Housing Services  
404 East Anderson Avenue  
Bushnell, FL 33513  
Attention: Denna Lafferty**

Submitters are fully and completely responsible for the labeling, identification and delivery of their Application. Sumter County will not be responsible for any mislabeled or misdirected submissions, nor those handled by delivery persons, couriers, or the U. S. Postal Service. Submissions shipped by express delivery, or in overnight or courier envelopes, boxes, or packages must be prominently marked on the outside of such envelopes, boxes, or packages marked on the outside with the words, “**Sumter County SHIP Rental Development Application**” along with the firm name and return address.

Submissions by FAX or other electronic media will not be accepted under any circumstances. Late submissions will not be accepted, and will be returned unopened, to the proposer, at the proposer’s expense. Submitters may withdraw and/or replace application packages at any time until the deadline for submission. Please forward any questions to Denna Lafferty at (352) 689-4400 or [Denna.Lafferty@sumtercountyfl.gov](mailto:Denna.Lafferty@sumtercountyfl.gov)

Sumter County reserves the right to:

1. Waive minor irregularities; and
2. Accept or reject any or all applications received as a result of this RFA

**Non-interference.** A Cone of Silence will be in effect commencing with the Application Deadline and continuing through a final decision on the RFA. At no time during the review and evaluation process shall an Applicant, or their representatives contact staff, except Bradley Arnold, County Administrator, concerning their or another Applicant's application. If it is determined, an Applicant or its representative made such contacts to influence the selection process, the Applicant will be deemed in violation of this section, and its application disqualify.

**Funding Award.** After a sponsor is selected, the County will provide an executed Local Government Verification of Contribution Loan Form for submittal to FHFC. Bradley Arnold, County Administrator, will execute the form. The SHIP commitment will be contingent upon the successful award of funding from FHFC. The commitment will not identify which SHIP fiscal year the funding will come from to ensure the encumbrance and expenditure deadlines are not over extended. An initial closing will take place when all funding sources are confirmed; agreements and loan documents will be executed outlining the amount and timing for the release of funds. SHIP funds that have been encumbered will be awarded at this time. SHIP funds will be expended in accordance to the terms outlined in the agreement. The county must ensure the project will be completed and leased up within the expenditure timeframe for the award prior to releasing any SHIP funding.

**Request for Application (RFA) Timeline.**

<u><b>ACTION</b></u>	<u><b>DATE</b></u>
<b>Issue Notice of Funding Availability (NOFA)</b>	August 6, 2023
<b>Applications Available online at <a href="https://www.sumtercountyfl.gov/87/Housing">https://www.sumtercountyfl.gov/87/Housing</a></b>	August 10, 2023 at 11:00 a.m. through August 31, 2023 at 4:00 p.m.
<b>Applications Due</b>	September 8, 2023 @ 8:30 a.m. Sumter County Housing Services 404 E. Anderson Avenue Bushnell, FL 33513
<b>Application Packages Opened</b>	September 11, 2023 @ 8:30 a.m. Public Works Training Room 319 E. Anderson Avenue Bushnell, FL 33513
<b>Review Committee Meeting</b>	September 11, 2023 @ 8:45 a.m. Public Works Training Room 319 E. Anderson Avenue Bushnell, FL 33513
<b>Local Government Verification of Contribution Loan (LGC) Form submittal to Applicant</b>	September 11, 2023 @ 11:00 a.m.
<b>Sumter County BOCC Notification of SHIP Award</b>	September 19, 2023

### **Content of Proposals:**

Applications must be submitted in a binding packet with tabs to separate Parts 1 through 12. ***Failure to follow these instructions may result in application disqualification.***

- **Title Page:** Type the name of the Applicant's agency/firm, address, telephone number, name of contact person, date, and the title of the Application.
- **Summary:** Provide a 1 to 2--page summary of the project that identifies the location, need for project and benefit to the community.
- **PART 1: Applicant and Development Team** - Complete the Applicant and Development Team section.
  - **Attachment 1:** Provide proof that the entity is licensed to do business in the State of Florida.
  - **Attachment 2:** Provide a list of general and limited partner(s) and the officers, directors, members and shareholders of each as of the application deadline. Include copies of Partnership Agreements (including Limited Partnerships).
  - **Attachment 3:** Provide a list of housing development projects the applicant has completed in the last three years. Provide the name, a brief description, and the date completed for each project.
  - **Attachment 4:** Provide a chart of prior management experience demonstrating experience in the management of at least two affordable rental-housing properties (i.e., properties funded through an affordable housing program such as Housing Credits, Tax-Exempt Bonds, HOME, SAIL, SHIP, etc.).
- **PART 2: Development** - Complete the Development section and provide a description of the project.
  - **Attachment 5:** Provide name and address of the development site. Include a location map of the proposed development. If the proposed development consists of scattered sites, this information must be provided for each of the scattered sites.
  - **Attachment 6:** Provide documented proof of site control (eligible contract, lease, or deed) of the subject property.
  - **Attachment 7:** Provide a development timeline that spans the timeframe for notice of housing credits award and loan closing, completely through construction and Certificate of Occupancy.
  - **Attachment 8:** Provide a copy of land survey of site (multi-family projects only).
  - **Attachment 9:** Provide a copy of the site plan for Development, with renderings of site and buildings. Include a copy of any state or local state permitting.

- **Attachment 10:** Provide a certification signed by a registered Florida Civil Engineer stating that they have reviewed the proposed development location and proposed number of units and that the Future Land Use, Zoning, potable water, sanitary sewer, electricity and roads are appropriate and adequate for the proposed development.
- **Attachment 11:** Provide the completed and executed Florida Housing Finance Corporation Verification of Environmental Safety Phase I Environmental Site Assessment form. Also, provide the Phase II Environmental Report if it has been completed.
- **Attachment 12:** Provide list of construction features and amenities.
- **PART 3: Financial Capacity and Project Underwriting** - Applicants must complete the Financial Capacity section.
  - **Attachment 14:** Provide proof of funding (Commitment and/or grant award letters, etc.) for each firmly committed funding source.
  - **Attachment 15:** Provide a Development Pro Forma and Sources/Uses statement for the proposed project.
- **PART 4: Applicant Certification** – Provide a signed and notarize Applicant Certification form certifying all statements in this application are truthful and accurate and that the developer agrees to follow all local, State and Federal reporting, rules and/or regulations that may apply based on funding sources.

## Minimum Threshold Requirements

Developments will be recommended for funding based on applications meeting all minimum threshold requirements listed below and will be ranked in order based on highest score. If a tiebreaker is needed during scoring to determine project ranking, the first tiebreaker will be “Ability to Proceed”. Those projects that score highest in Ability to Proceed will be ranked higher.

Please note points will **only** be awarded when supporting documentation outlined in the Application Checklist is **both accurately labeled and attached to your application**. Points will not be awarded in cases where supporting documentation is inaccurately labeled and/or attached to the wrong question.

1. **Leveraging** – Applicants must provide supporting documentation showing a firm commitment of **ALL** sources of funding available for the proposed activity. **This is a minimum threshold requirement.**
2. **Organizational and Financial Capacity** – Organizations must demonstrate that they are fiscally sound and have the skills and experience required to achieve the proposed activity. Applicant (Developer, Developer Principal, or Sponsor) must provide Audited Financial Statements or a Certified Financial Statement, certified by an independent third party auditor, which cannot be performed by an affiliate or staff member. **This is a minimum threshold requirement.**
3. **Track Record** – Previously funded applicants must be in good standing, with respect to audit findings and/or failure to complete projects, have a solid track record of submitting progress reports and monitoring findings and completed projects. **This is a minimum threshold requirement.**
4. **Site Control** – Applicants must demonstrate site control. **This is a minimum threshold requirement.**

## **Review of Applications:**

The Review Committee will evaluate all applications submitted in response to this Request for Applications (RFA). The Committee will conduct an evaluation of all applications to ensure they are complete and meet the minimum qualifications and mandatory requirements of the RFA. Failure to comply with any mandatory requirements **will** disqualify an applicant.

The Review Committee will review and rank each proposal based upon the evaluation criteria as set forth below:

1. **Development Team Capacity and Relevant Experience (30 points).** Applicant(s) will receive scores ranging from 0 to 30 points based upon the relative experience of the Development Team (including the applicant, developer, general contractor, architect/engineer, property management team, and accountant) with similar projects.
2. **Prior Performance (15 points).** Applicant(s) will receive scores ranging from 0 to 15 points for the quality of past performance with regards to multi-family housing development funded with local, state or Federal affordable housing funds. Developers with multiple development projects and a record of good performance will maximize this rating category.
3. **Construction Features and Amenities (10 points).** Applicant(s) will receive scores ranging from 0 to 10 points based upon construction features and amenities.
4. **Ability to Proceed (20 points).** Applicants(s) will receive scores ranging from 0 to 20 points based upon their demonstration of readiness to proceed. Factors that will be considered include site control, land use designation, zoning, environmental assessment, staffing, and the commitment of other funding sources.
5. **Resident Programs (10 points).** Applicant(s) will receive scores ranging from 0 to 10 points based upon the number of resident programs to be made available to residents.
6. **Project Financial Viability (15 points).** Applicant(s) will receive scores ranging from 0 to 15 based upon evidence of long-term project viability.

**PART 1: Applicant and Development Team**

**Applicant**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Web Address: \_\_\_\_\_

**Type of Organization:**

- Sole Proprietorship
- Limited Partnership or Limited Liability Company (if a Limited Partnership, provide name and legal entity of general partner)
- Non-profit Corporation (Attach name, address of officers, directors, and principal place of business, copy of By-Laws and Articles of Incorporation, and the IRS Determination Letter)
- Corporation (Attach name, address of officers, directors, and principal place of business and copy of By-Laws and Articles of Incorporation)
- Public Housing Authority created by Section 421.04, Florida Statutes
- Community Housing Development Organization (CHDO) acting as the:
  - Developer
  - Sponsor
  - Owner

Licensed to do business in the State of Florida  YES  NO  
(Include the Certificate of Status issued by Florida Department of State, Division of Corporations or other reasonably reliable documentation published on [www.sunbiz.org](http://www.sunbiz.org))

**DEVELOPMENT TEAM AND ORGANIZATIONAL CAPACITY**

**Developer/Builder (if different from applicant)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Web Address: \_\_\_\_\_

Licensed to do business in the State of Florida  YES  NO

**Developer Experience:**



Provide a list of housing development projects the applicant has completed in the last three years. Provide the name, a brief description, and the date completed for each project. Developer must have completed at least three affordable rental housing developments, at least one of which was financed utilizing low-income housing tax credits pursuant to Section 42, IRC since January 13, 2013.

Provide a prior experience chart for each natural person principal intending to meet the required Developer experience.

**Property Management Company**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Web Address: \_\_\_\_\_

Licensed to do business in the State of Florida  YES  NO

Provide a chart of prior management experience demonstrating experience in the management of at least two affordable rental-housing properties (i.e., properties funded through an affordable housing program such as Housing Credits, Tax-Exempt Bonds, HOME, SAIL, SHIP, etc.) for at least two years each.

**Architect**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Web Address: \_\_\_\_\_

Licensed to do business in the State of Florida  YES  NO

Provide a detailed explanation of qualifications for the design/construction team. List housing projects that the architect has been involved in the last three (3) years. Provide the name, a brief description, and the date completed for each project. The representative must have at least three (3) years of prior development experience.

## PART 2: Development

### Development Type

Type of proposed units:

- Garden Apartments
- Mid-rise with elevator
- High Rise (a building comprised of 7 or more stories)
- Other – Specify: \_\_\_\_\_

✦ *This RFA is restricted to Applicants proposing 100% New Construction*

### Compliance Period

There is 20-year affordability period required for all SHIP set aside units.

### Development Site:

Provide name and address of the development site. Include a location map of the proposed development. If the proposed development consists of scattered sites, this information must be provided for each of the scattered sites

Provide a description of the project that includes:

- Total number of units to be constructed, along with the number of units deemed affordable
  - ✦ Outline the set aside income limits of proposed development.
- A Unit Mix chart listing the total number of bedrooms and bathrooms per unit (ex. (10) 1BR/1BA, (15) 2br/2ba, (5) 3ba/2ba, etc.)

### Readiness to Proceed

#### **Site Control**

Applicants must demonstrate site control by providing documentation demonstrating the Applicant is a party to an eligible contract, lease, or is the owner of the subject property. Such documentation must include all relevant intermediate contracts, agreements, assignments, options, conveyances, intermediate leases, and subleases.

Do you own or have a qualified contract on the Property?  YES  NO

Note: A “qualified contract” term must not expire for a minimum three months from the date of this application, provides that the remedy for default on the part of the seller must include or be specific performance, and applicant must be the buyer. If the proposed development consists of scattered sites, site control must be demonstrated for each site.

#### **Zoning, water, sewer, electricity, and roads**

Provide a certification signed by a registered Florida Civil Engineer stating that they have reviewed the proposed development location and proposed number of units and that the Future Land Use, Zoning, potable water, sanitary sewer, electricity and roads are appropriate and adequate for the proposed development.

### ***Environmental Assessment***

Provide the completed and executed Florida Housing Finance Corporation Verification of Environmental Safety Phase I Environmental Site Assessment form.

### ***Construction Features***

All proposed Developments must meet all federal requirements and state building code requirements, including the following, incorporating the most recent amendments, regulations and rules:

- Florida Accessibility Code for Building Construction as adopted pursuant to Section 553.503, Florida Statutes
- The Fair Housing Act as implemented by 24 CFR 100
- Section 504 of the Rehabilitation Act of 1973; and
- Titles II and III of the Americans with Disabilities Act of 1990 as implemented by 28 CFR 35.

Discuss any construction and landscape features integrated into the development's design for the purpose of deterring crime.

Provide information indicating whether the overall development proposed will include mixed-use, i.e. residential and commercial uses within the proposed development.

### ***Market Needs Assessment***

Describe the market need for this project in the proposed neighborhoods/areas.

Describe your outreach and marketing plan for the project.

Discuss any onsite community services to be provided to development residents, and any partnerships with community-based organization to render these services.

### **PART 3: Financial Capacity and Project Underwriting**

#### **Housing Credit Equity Proposal**

All Applicants must provide a financing proposal with evidence of firm commitments with locked interest rates for each funding source secured to complete the proposed development. These sources may include:

- Amount of the construction loan, if applicable
- Amount of the permanent loan, if applicable
- Specific reference to the Applicant as the borrower or direct recipient, and
- Signature of lender.

Please provide names, addresses, phone numbers, and email addresses of contact persons for each bank and private lending institution that has committed funding to the project.

Do you have any financial commitments for the proposed development?  YES  NO

#### ***Development Cost Pro Forma***

All Applicants must provide a Development Cost Pro Forma and Sources and Uses statement for the proposed development. The sources must equal or exceed the uses.

**PART 4: Applicant Certification**

I have carefully examined the Request for Applications and any other documents accompanying or made a part of this Request for Applications.

I understand that funding is contingent upon availability, award of tax credits from FHFC, and approval from the Sumter County Board of County Commissioners.

I agree to abide by all conditions of this Application.

I agree to submit all additional information and updates to the application if the project is successful with the FHFC’s funding and the project has been approved to receive tax credits/bonds.

I certify that all information contained in this Application is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this Application on behalf of the Applicant/Contractor as its act and deed and that the Applicant/Contractor is ready, willing, and able to perform if awarded the Contract.

I further certify, under oath, that this Application is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm, or corporation submitting an Application for the same product or service; that no officer, employee, or agent of Sumter County or of any other Applicant is interested in said Application; and that the undersigned executed this Applicant Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

\_\_\_\_\_  
NAME OF BUSINESS

Sworn to and subscribed before me  
this day of \_\_\_\_\_, 2023

BY:

\_\_\_\_\_  
SIGNATURE

Signature of Notary  
Notary Public, State of \_\_\_\_\_

\_\_\_\_\_  
NAME & TITLE, TYPED OR PRINTED

Personally Known

-OR

\_\_\_\_\_

Produced Identification  
Type: \_\_\_\_\_