

**Applications Due:**  
**In conjunction with FHFC RFA 2017-108 (SAIL): September 11, 2017**  
**In conjunction with FHFC RFA 2017-111 (Housing Credits: November 1, 2017**

**HOUSING FINANCE AUTHORITY OF LEON COUNTY**

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

**LOCAL GOVERNMENT SUPPORT  
FHFC RFA 2017-108 (SAIL)  
FHFC RFA 2017-111 (Housing Credits)**

The Housing Finance Authority of Leon County (the "Authority") 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 In addition, these guidelines may be amended, revised, repealed or otherwise altered by the Authority with or without notice.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 Administrator, 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 seeking 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 by emailing the HFA Administrator at: [mark@thehendricksoncompany.com](mailto:mark@thehendricksoncompany.com)

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 estimated amount of funds available for local government support is approximately \$60,000. **The maximum amount of the Local Government Support loan for projects funded by FHFC is the minimum amount that will allow local projects to score the maximum number of points under the FHFC's guidelines** (whether for Housing Tax Credits, SAIL, or other FHFC programs).

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.

The Local Government Support funds are available at this time and the **applications and fees** are due no later than 5:00 PM, Eastern Time:

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The application cycle will be processed according to the Authority's guidelines (which guidelines provide, however, that any remaining allocation-available after the application cycle may be made available to applicants on a first-come, first-served basis). For more information, contact Mark Hendrickson.

Applicants must submit an original and a total of one original, two copies, and a PDF of the entire application, as follows:

**An original, one copy, and \$1,000 application fee (check to HFA of Leon County) to:**

Housing Finance Authority of Leon County  
Attention: Mike Rogers, Chairman  
918 Railroad Avenue  
Tallahassee, Florida 32310

**One copy, a PDF of the entire application, and \$2,500 review fee (check to The Hendrickson Company) to:**

The Hendrickson Company  
1404 Alban Avenue  
Tallahassee, FL 32301  
Contact: Mark Hendrickson, (850) 671-5601  
PDF emailed to  
mark@thehendricksoncompany.com

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**GUIDELINES**

**1. PROJECT THRESHOLD CRITERIA**

- Project must be located within unincorporated Leon County (not including City of Tallahassee), Florida;
- Applicant must provide evidence of ownership or other legal control of the project site (e.g., a contract or option to purchase the project site);
- 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; and,
- Project must have evidence of land use and zoning authorizing the use of the property for multi-family residential uses.

**2. PROJECT SELECTION CRITERIA**

- Project feasibility as determined by:
  - Applicant's development and construction experience;
  - Applicant's management experience; and
  - 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)
- Applicant's performance and/or compliance (including any prior defaults) of any prior loans or contracts with the HFA of Leon County or the City;
- The extent to which social services and assistance is offered to occupants (including, but not limited to, job training, computer training, home purchase assistance, health-related support);

- The extent to which there is temporary (for any rehabilitation projects) or permanent displacement of existing tenants (then in which event either shall be scored as a negative factor); and,
- The following shall receive emphasis in scoring:
  - Existing projects with either expiring Section 8 rental assistance contracts, or
  - the preservation of projects that have expiring affordable housing land use restrictions.

### 3. **LOAN TERMS**

- The maximum loan amount of the Local Government Support is that minimum amount to allow local projects (located in Leon County) to score the maximum number of points under the FHFC's guidelines (whether for Housing Tax Credits or FHFC Programs).
- The following loan terms shall apply: (a) the interest charged shall be determined by FHFC, and if none is available, then the HFA of Leon County may charge interest at a rate it determines (including zero percent interest); (b) the term of the loan may vary but shall not exceed forty (40) years; and, (c) the HFA of Leon County shall provide for the manner of amortization, and payment to the HFA of Leon County, of principal and interest (including, but not limited to, a balloon payment of the entire principal amount of the loan, together with any then accrued and unpaid interest, at maturity or sooner in the event of an uncured event of default).
- 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 HFA of Leon County, environmental site assessments certified to the HFA of Leon County, and evidence of concurrency and all permits authorizing construction of the project.
- Depending on the applicable criteria of the FHFC for Housing Tax Credits or FHFC Programs, the loan shall be issued in the name of the HFA of Leon County, such loan shall be reviewed, implemented, and administered by the HFA of Leon County.

### 4. **FEES**

- \$1,000 Application fee due with original application, check made out to JHFA
- \$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, plus any legal fees.