

**Public Housing and Community Development**  
**FY 2014 Request For Applications (RFA)**

**ADDENDUM No. 1**

DATE: August 29, 2013

TO: All Prospective Applicants

FROM: Gregg Fortner, Director  
Public Housing and Community Development

SUBJECT: FY 2014 Request For Applications (RFA)

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Public Housing and Community Development (PHCD) staff have reviewed all questions and comments submitted by the deadline of Friday, August 23, 2013. The following are responses to email inquiries received from prospective applicants. The original questions have been edited for clarity with appropriate responses provided.

**GENERAL SECTION**

Q1. What is the Extremely Low Income (ELI) area median income percentage?

*PHCD Response: As per Page 7, Extremely Low Income (ELI) is defined as those individuals or families whose income is 33% of area median income (AMI) or below.*

Q2. What is the Debt Service Coverage Ratio?

*PHCD Response: As per Page 12, the amended the maximum debt service coverage is 1.30% and the minimum is 1.10%. The County in conjunction with its underwriter will allow a maximum of 1.30% in year one of operation. The County also will require a minimum of 1.15% in year 15 for tax exempt bond transactions.*

Comment1. As per Page 14: Applicant made an observation that the Home Energy Rating System (HERS) index of 75 or below should be reevaluated because it is aggressive.

*PHCD Response: The HERS index of 75 or below is achievable pursuant to Florida standards.*

**LOCAL GOVERNMENT CONTRIBUTION APPLICATION**

Q1. As per Page 15: What amount of applications must be submitted for the Local Government Contribution application?

*PHCD Response: Applicants must submit 1 Original and 1 Copy for the Local Government Contribution application only.*

Q2. As per Page 59: Is a signed certification form required?

*PHCD Response: Yes, a signed copy of the certification form is required to be submitted in the Local Government Contribution application.*

Q3. Is it acceptable that the Florida Housing Finance Corporation's (FHFC) local government contribution fee waiver form(s) be completed and signed for a site without having to submit an RFA for the site?

*PHCD Response: Yes, PHCD will accept Florida Housing's local government contribution fee waiver forms completed and signed for site(s) without the requirement of submitting an RFA for the site.*

Comment1. As per Page 27, Item 1: Applicant made a suggestion to amend the PHCD required timeframe, of 6 months, for applicants to provide a dated and fully executed contract for purchase and sale by 06/30/2014. Applicant recommended the timeframe be amended to coincide with the FHFC application deadline of 11/12/2013 plus an additional six months with a deadline for FHFC applicants to provide a dated and fully executed contract for purchase and sale by 05/12/2014.

*PHCD Response: Yes, PHCD will amend the date for applicants to provide a dated and fully executed contract for purchase and sale by 5/12/2014.*

Comment2. As per Page 27-28, Item #2-3: Applicant expressed concerns about the submission of the Verification of Availability of Infrastructure Forms and Evidence of Appropriate Zoning letters within a timely basis in order to comply with the application deadline.

*PHCD Response: Yes, PHCD concurs that the submission of Verification of Availability of Infrastructure Forms and Evidence of Appropriate Zoning letters will be waived for the Local Government Contribution Application only.*

Comment3. As per Page 29: Applicant made an observation that the table header in the Sources and Uses budget should be changed from County Funds Requested to Project Cost.

*PHCD Response: Yes, the table header in the Sources and Uses budget should be changed from County Funds Requested to Project Cost.*

### **GAP FINANCING APPLICATION**

Q1. As per Page 10: Can applicants submit Gap Financing applications for rehabilitation and/or preservation projects?

*PHCD Response: Yes, applicants may apply for rehabilitation and/or preservation projects by submitting a Gap Financing Application.*

Q2. As per Page 39, Items 4-6: Are applicants allowed to submit the 2013 Development Team & Ability To Proceed Certification Forms from Florida Housing Finance Corporation's (FHFC) website of [www.floridahousing.org](http://www.floridahousing.org) with the page link [http://apps.floridahousing.org/StandAlone/FHFC\\_ECM/AppPage\\_ListPage.aspx?PageID=80](http://apps.floridahousing.org/StandAlone/FHFC_ECM/AppPage_ListPage.aspx?PageID=80) ?

*PHCD Response: Yes, PHCD will accept 2013 Development Team & Ability To Proceed Certification Forms.*

Q3. As per Pages 44-46: What features and amenities are required versus optional?

*PHCD Response: All the listed items in the tables that follow the "Features and Amenities" section on pages 45-46 are optional development features except the features of impact windows and doors, new plumbing fixtures in kitchen and bathroom(s) in rehabilitation units, and other features as required by Miami-Dade County for compliance with local building code requirements. Applicants must clearly indicate with a check mark if any of the described items are applicable project features and/or amenities.*

Q4. As per Pages 45-46: What optional construction features will be considered as energy efficient?

*PHCD Response: Optional features and amenities considered energy efficient include:*

- *Dishwasher – Energy Star;*
- *REFLECTIVE/GREEN roofing on all buildings with 30 year expected life; and/or*
- *Energy Star qualified Washers and Dryers.*

Q5. As per Page 46: Is "Playground/tot lot, accessible to children with disabilities..." an optional feature that can be selected?

*PHCD Response: Yes, it is an optional feature that can be selected.*

Q6. As per Page 48, Item 3: Can applicants submit a standard zoning letter from the County, municipality, or the FHFC form as Evidence of Appropriate Zoning?

*PHCD Response: Yes, PHCD will accept formal letterhead correspondences from the County, municipalities, or the FHFC form as Evidence of Appropriate Zoning.*

Q7. As per Page 61, Item 8: Do optional features and amenities need to be checked on pages 45-46 in order to receive points?

*PHCD Response: Yes, applicants must check all the features that apply and provide evidence for Green certification to receive the maximum points.*

Comment1. As per Page 44, Item 1: Applicant made a request that in order for PHCD to remain consistent with the scoring criteria of Green Certification for project features and amenities then the question must be amended to address Green Certification.

*PHCD Response: Per Question 1 - General Features and Amenities for All Developments, a supplemental question has been added to address Green Certification indicated as follows:*

*Does the development project commit to providing Green Certification? If so, evidence of commitments for Green Certification is required and must be provided with the FY 2014 RFA application. If awarded this would be a contractual requirement.*

Comment2. As per Page 48, Item 1: Applicant made an inquiry for staff to reevaluate the legal definition of senior housing and change the age criteria from 62 or older to 55 or older.

*PHCD Response: The Fair Housing Act (FHA) was amended in 1988 to prohibit discrimination on the basis of disability and familial status, Congress intended to preserve housing specifically designed to meet the needs of senior residents. Housing that meets the FHA definition of housing for older persons is exempt from the law's familial status requirements provided that:*

- HUD has determined that dwelling is specifically designed for and occupied by elderly persons under a Federal, State, or local government program; or*
- It is occupied solely by persons who are 62 or older; or*
- It houses at least one person who is 55 or older in at least 80% of the occupied units, and adheres to a policy that demonstrates intent to house persons who are 55 or older.*

Comment3. As per Page 49, Income Targeting: Applicant made observation of a typographical error.

*PHCD Response: The Item B - Income Targeting question must be answered by all Gap Financing applicants. However, the referenced statement of "Points will not be awarded if requested documentation is not included in application or items are not checked" is a typographical error and can be omitted.*

Comment4. As per Page 51: Applicant made an observation that the table header in the Sources and Uses budget should be changed from County Funds Requested to Project Cost.

*PHCD Response: Yes, the table header in the Sources and Uses budget should be changed from County Funds Requested to Project Cost.*