

**VOLUSIA COUNTY – COMMUNITY ASSISTANCE DIVISION
SMALL PROJECT RENTAL DEVELOPMENT AND REHABILITATION
NOTICE OF FUNDING AVAILABILITY (“NOFA”)**

I. Purpose & Overview – Small Project Rental Development and Rehabilitation

The County of Volusia (“County”) Community Assistance Division (“CAD”) is soliciting applications to provide funds, in the form of a deferred payment loan, to one or more non-profit agencies to assist with the costs to acquire, rehabilitate or construct rental housing consisting of one to nine units (“small project”) to provide affordable permanent rental housing for very-low and low-income households. The County is utilizing \$200,000 of funds from the State Housing Initiatives Partnership Program (“SHIP”). The purpose of the SHIP program is to assist households with low and very-low income and special needs households, as defined for Volusia County by the Florida Housing Finance Corporation, by creating or preserving safe, decent and affordable housing.

Funds must be used to acquire, rehabilitate or construct one or more single-family housing units (“SHIP unit”) that will be leased to income eligible tenant households and who meet the SHIP income and rent requirements for at least fifteen (15) year compliance period as further described in the NOFA. The rehabilitation must be due to the existence of housing code violations that present a health or safety concern, sub-standard structural or mechanical conditions, to improve energy efficiency and weatherization, or to increase accessibility for disabled persons or persons at risk of institutionalization. Rehabilitation also includes reconstruction of an existing unit.

If an applicant uses the SHIP funds in combination with other grant funds, the requirements of the most restrictive funding source will govern as applicable. The funds must be used for housing located within Volusia County, except within the municipal boundaries of the cities of Daytona Beach and Deltona (these cities receive SHIP funds directly and are not covered under Volusia County’s SHIP program). The project must be completed and occupied by eligible tenants no later than June 15, 2020.

The selection of the organization(s) and authority to enter into a written rental development agreement and related loan documents shall be approved by the county council. The funds will be awarded to qualified applicants until the funding is exhausted or withdrawn. Volusia County in its sole discretion may chose to award funds to one or more projects, provide funding to none of the applicants, or request additional information or documentation prior to making an award.

II. Funding source

The County has State Housing Initiatives Partnership Program (SHIP) funds and program income attributable to the SHIP FY 2017/18 allocation and is available to award to one or more applicants. One hundred percent of the awarded funds must be utilized for eligible development and rehabilitation costs for rental housing that will benefit households with incomes less than or equal to 80% of area median income (“AMI”). Funding is further restricted as follows:

- \$100,000 is the maximum amount per unit amount that will be approved for any one SHIP unit
- \$200,000 is the maximum that will be approved for any one applicant (up to two units)

III. Allowable use of funds

The funds may be used for the reasonable and customary costs associated with the acquisition, construction, demolition, rehabilitation, project soft costs, etc. that are typically associated with the acquisition, rehabilitation or construction of affordable rental housing. The funds may not be used for re-financing or loan guarantees.

IV. Form of award

- A. The funds for rental development and rehabilitation shall be secured by providing the funds to the applicant as a deferred payment loan with 0% interest secured by a promissory note and recorded mortgage. The loan will be forgiven, and the mortgage released, at the end of the fifteen year compliance period.
- B. Mechanism for providing funds. Funds will be provided on a reimbursement basis, after providing evidence of the completion of the work performed, provided that funds may also be provided at closing if acquisition is involved.

V. Eligibility Requirements and Scope of Services

- A. Eligible applicants. The applicant must be a non-profit entity with IRS section 501(c)(3) status. The organization and all members of the development team must be in good standing with the County, i.e. current on loan obligations, good past performance, contract compliance and current on tax obligations to the County; no member of the development/ownership team or contractor may be on the debarment list. (See Checklist Forms A and B)
- B. Capacity. Each applicant must demonstrate that its organizational and staffing capacity is sufficient to complete and manage the proposed project. Prior experience of the organization, its staff members, volunteers and consultants in planning and completing projects of a similar type and size will be considered. (See Checklist Form C). The applicant must also demonstrate capacity to manage the units in compliance with SHIP rental requirements and other County conditions.
- C. Project location. Projects must be located within the unincorporated area of Volusia County, or within the municipal boundaries of cities participating in Volusia County's SHIP area which excludes projects located within the municipal boundaries of Daytona Beach and Deltona.
- D. Project readiness. Applicants must submit a project budget and development timeline identifying major development activities, responsible staff, deadlines, funding application dates, etc. to demonstrate the viability of the proposed project and assist the County in evaluating the likelihood that the project will succeed.
 - i. Applicants that do not yet have site control of the land or housing units to be constructed rehabilitated, must include in their timeline the estimated

timeframe for identifying the locations of the SHIP units, and obtaining site control and ownership.

- E. Affordability period restrictions. All SHIP units are subject to continuing compliance restrictions meaning an established “compliance period” during which SHIP units must remain affordable. The period of SHIP compliance is at least fifteen (15) years; if the SHIP funding is used with other funding that has a longer period of compliance, the longer period will govern. The period of compliance will be enforced through a deferred payment mortgage to Volusia County with repayment provisions, and a recorded declaration of covenants and restrictions.
- F. Property standards. All SHIP units must meet all applicable state and local codes, ordinances, and zoning requirements as demonstrated by the appropriate permits and approvals issued by the local government having authority.
 - i. Rehabilitation standards. The units must at a minimum meet the Uniform Property Conditions Standards (UPCS) prior to occupancy.
 - ii. Accessibility. The project shall comply with all applicable requirements of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 (implemented at 24 CFR Part 8) and the Fair Housing Act (multi-family building requirements provided in 24 CFR 100.205).
 - iii. Lead-based paint. The housing unit must comply with the lead-based paint requirements of the Lead-Based Paint Poisoning Prevention Act of 1971, 24 CFR Part 35, and other applicable laws. Any housing unit constructed prior to 1978 must be inspected for the presence of lead-based paint, and if lead-based paint is found, the contractor shall ensure mitigation is completed in accordance with federal standards, and a clearance report provided.
- G. Displacement of tenants. All projects must be designed so as not to displace any existing tenants.
- H. Fair housing, affirmative marketing and equal opportunity. The applicant must comply with County policies and all applicable federal, state, and local laws, codes and ordinances regarding nondiscrimination in the rental, sale and occupancy of the units.
- I. Annual rental monitoring and reporting. Applicants selected for funding will be required to make periodic reports to the CAD regarding project financials, and compliance with tenant income certification/recertification and SHIP rent restrictions, applicable County requirements and other regulatory requirements. The required reports shall provide information on the beneficiaries and the financial conditions of the borrower/project. Reports include, but are not limited to the following:
 - i. Initial occupancy report
 - ii. Annual program compliance report
 - iii. Women and minority business reporting form

VI. Application process

- A. The application consists of the following:
- Completed NOFA Checklist signed by agency representative
 - All information and documentation listed in the Checklist, submitted in a tabbed and labelled format as described in the Checklist
 - Completed Forms A-G

Two full sets may be submitted **no earlier than 4:30 pm on Friday, April 5, 2019** to:

County of Volusia - Community Assistance Division
Housing & Grants Administration
110 West Rich Avenue
DeLand, Florida 32720
Attention: Paula Szabo

VII. Criteria for selection and evaluation process

- A. The NOFA application and documentation will be reviewed for completeness by CAD staff. Organizations that submit a complete application according to the requirements of this NOFA will be scored by CAD staff according to the criteria. CAD staff may request an interview with the representative of the non-profit organization for some or all applications.
- B. The application will be evaluated and the project(s) selected based on the following criteria:
- i. Applicant Qualifications, Experience and Management of Affordable Rental Housing (40 points)
 - a. Developer Capacity and Track Record. The applicant's status with the County and other funding entities as an eligible entity; the applicant's track record, including whether the applicant and/or development team has successfully completed a similar type of project or a project of similar scope and size; capacity to undertake new or additional projects; the applicant's approach, plan of work, and suggested responsibility assignments; the applicant's experience in producing housing units that meet the property standards required for the type of housing unit. (30 points)
 - b. Quality of References. Qualification and experience in providing the requested development as exemplified by past projects and partnership contacts. (10 points)
 - ii. Feasibility. (40 points)
 - a. Financial feasibility. Individual component costs and revenue sources for the project development budget; ability to secure and leverage other financing; total project cost and value as measured by the development budget (20 points).
 - b. Readiness of the project to proceed and anticipated timeframe to complete the project; risk of the project, including environmental risk factors of the proposed locations. (20 points)
 - iii. Project design and equal opportunity. (20 points)

- a. Knowledge of and experience in identifying the affordable housing needs, including the housing needs of households with special needs and market need in the proposed location. Project consistency with CAD’s priorities and objectives outlined in this NOFA. (10 points)
 - b. Familiarity and experience in complying with fair housing and affirmative marketing requirements; Process for involvement of small business enterprises, including women and minority owned businesses and Section 3 businesses and residents. (10 points)
- C. CAD will submit a recommendation to Volusia County Council to provide funding for one or more projects, and authorization to enter into a written agreement.

VIII. Written agreement

A written SHIP rental development and rehabilitation agreement will be required to commit funds to the approved applicant(s) for the rental development and rehabilitation project. The Volusia County Council will approve and authorize the award of funds and the authority to enter into a written agreement. If the location of the SHIP units and budget has not been finalized, the County Council may authorize the amendment of the SHIP rental development agreement upon finalization of the location of the SHIP units and project award amount.

IX. Questions/Contact Person

Paula Szabo, Housing and Grants Planner
Volusia County Community Assistance Division
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DeLand, Florida 32720
(386) 736-5955, Ext. 12308
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Attachments

- Attachment A – 2018 SHIP Income/Rent Limits for Volusia County
- Attachment B – SHIP definition of “special needs households”

ATTACHMENT A

**2018 Income Limits and Rent Limits
Florida Housing Finance Corporation
SHIP Program**

HUD release: 3/30/2018
FHFC Posted: 4/9/2018
Effective: 4/1/2018

County (Metro)	Percentage Category	Income Limit by Number of Persons in Household										Rent Limit by Number of Bedrooms in Unit					
		1	2	3	4	5	6	7	8	9	10	0	1	2	3	4	5
Suwannee County Median: 47,900	30%	12,140	16,460	20,780	25,100	28,150	30,250	32,350	34,400	Refer to HUD		303	357	519	665	756	834
	50%	18,250	20,850	23,450	26,050	28,150	30,250	32,350	34,400	36,470	38,554	456	488	586	677	756	834
	80%	29,200	33,400	37,550	41,700	45,050	48,400	51,750	55,050	58,352	61,686	730	782	938	1,084	1,210	1,335
	120%	43,800	50,040	56,280	62,520	67,560	72,600	77,640	82,560	87,528	92,530	1,095	1,173	1,407	1,626	1,815	2,002
	140%	51,100	58,380	65,660	72,940	78,820	84,700	90,580	96,320	102,116	107,951	1,277	1,368	1,641	1,897	2,117	2,336
Taylor County Median: 46,000	30%	12,140	16,460	20,780	25,100	28,150	30,250	32,350	34,400	Refer to HUD		303	357	519	665	756	834
	50%	18,250	20,850	23,450	26,050	28,150	30,250	32,350	34,400	36,470	38,554	456	488	586	677	756	834
	80%	29,200	33,400	37,550	41,700	45,050	48,400	51,750	55,050	58,352	61,686	730	782	938	1,084	1,210	1,335
	120%	43,800	50,040	56,280	62,520	67,560	72,600	77,640	82,560	87,528	92,530	1,095	1,173	1,407	1,626	1,815	2,002
	140%	51,100	58,380	65,660	72,940	78,820	84,700	90,580	96,320	102,116	107,951	1,277	1,368	1,641	1,897	2,117	2,336
Union County Median: 47,200	30%	12,140	16,460	20,780	25,100	28,150	30,250	32,350	34,400	Refer to HUD		303	357	519	665	756	834
	50%	18,250	20,850	23,450	26,050	28,150	30,250	32,350	34,400	36,470	38,554	456	488	586	677	756	834
	80%	29,200	33,400	37,550	41,700	45,050	48,400	51,750	55,050	58,352	61,686	730	782	938	1,084	1,210	1,335
	120%	43,800	50,040	56,280	62,520	67,560	72,600	77,640	82,560	87,528	92,530	1,095	1,173	1,407	1,626	1,815	2,002
	140%	51,100	58,380	65,660	72,940	78,820	84,700	90,580	96,320	102,116	107,951	1,277	1,368	1,641	1,897	2,117	2,336
Volusia County (Deltona-Daytona Beach- Ormond Beach MSA) Median: 55,100	30%	12,140	16,460	20,780	25,100	29,420	32,350	34,550	36,800	Refer to HUD		303	357	519	681	808	891
	50%	19,500	22,300	25,100	27,850	30,100	32,350	34,550	36,800	38,990	41,218	487	522	627	724	808	891
	80%	31,200	35,650	40,100	44,550	48,150	51,700	55,250	58,850	62,384	65,949	780	835	1,002	1,158	1,292	1,426
	120%	46,800	53,520	60,240	66,840	72,240	77,640	82,920	88,320	93,576	98,923	1,170	1,254	1,506	1,738	1,941	2,140
	140%	54,600	62,440	70,280	77,980	84,280	90,580	96,740	103,040	109,172	115,410	1,365	1,463	1,757	2,028	2,264	2,497
Wakulla County (Wakulla County HMFA; Tallahassee MSA) Median: 62,300	30%	13,100	16,460	20,780	25,100	29,420	33,740	38,060	41,150	Refer to HUD		327	369	519	681	843	990
	50%	21,850	24,950	28,050	31,150	33,650	36,150	38,650	41,150	43,610	46,102	546	585	701	810	903	997
	80%	34,900	39,900	44,900	49,850	53,850	57,850	61,850	65,850	69,776	73,763	872	935	1,122	1,296	1,446	1,596
	120%	52,440	59,880	67,320	74,760	80,760	86,760	92,760	98,760	104,664	110,645	1,311	1,404	1,683	1,944	2,169	2,394
	140%	61,180	69,860	78,540	87,220	94,220	101,220	108,220	115,220	122,108	129,086	1,529	1,638	1,963	2,268	2,530	2,793
Walton County Median: 60,400	30%	12,700	16,460	20,780	25,100	29,420	33,740	37,450	39,900	Refer to HUD		317	364	519	681	843	966
	50%	21,150	24,200	27,200	30,200	32,650	35,050	37,450	39,900	42,280	44,696	528	566	680	785	876	966
	80%	33,850	38,650	43,500	48,300	52,200	56,050	59,900	63,800	67,648	71,514	846	906	1,087	1,256	1,401	1,546
	120%	50,760	58,080	65,280	72,480	78,360	84,120	89,880	95,760	101,472	107,270	1,269	1,360	1,632	1,885	2,103	2,320
	140%	59,220	67,760	76,160	84,560	91,420	98,140	104,860	111,720	118,384	125,149	1,480	1,587	1,904	2,199	2,453	2,707

Florida Housing Finance Corporation (FHFC) income and rent limits are based upon figures provided by the United States Department of Housing and Urban Development (HUD) and are subject to change. Updated schedules will be provided when changes occur.

Attachment B – SHIP definition of Special Needs Households

Special Needs	<p>Per FS 420.0004, persons with special needs are defined as:</p> <ol style="list-style-type: none"> 1. An adult person requiring independent living services in order to maintain housing or develop independent living skills and who has disabling condition <i>or</i> 2. A young adult formerly in foster care who is eligible for services under FS 409.1451(5) <i>or</i> 3. A survivor of domestic violence as defined in FS 741.28 <i>or</i> 4. A person receiving benefits under <ol style="list-style-type: none"> a. Social Security Disability Insurance (SSDI) <i>or</i> b. Supplemental Security Income (SSI) <i>or</i> c. Veteran's Disability
Developmental Disability	<p>Per FS 393.063, persons with development disabilities are defined as:</p> <ol style="list-style-type: none"> 1. Persons with a disorder or syndrome that <ol style="list-style-type: none"> a. Is attributable to intellectual disability, cerebral palsy, autism, spina bifida, or Prader-Willi syndrome <i>and</i> b. Manifest before the age of 18 <i>and</i> c. Constitutes a substantial handicap that can reasonably be expected to continue indefinitely