



RFP HED.2022.1

SHIP Multifamily Development

Pre-Submittal Conference
March 16, 2022





Meeting Information

Website: pbc-gov.webex.com

Access Code: 2304 571 4205

Password: PbAn6JMah38

Phone: 904-900-2303

- Microphones are muted
- Submit questions via chat function



Statement of Purpose

To select Sponsors to expand the local inventory of Multifamily Housing for affordable rental.



Funding Available

State SHIP funds of \$2,000,000 for loan financing for construction, acquisition, and/or rehabilitation of Multifamily Housing.



Eligible Projects

Construction, acquisition, and/or rehabilitation of Multifamily Housing for affordable rental to Very Low and Low Income households.



Multifamily Housing

Housing type characterized by four (4) or more attached units per residential structure under common ownership and offered for rent through a leasehold agreement.



Ineligible Projects

- **Housing with existing affordability restrictions from any Federal, State, or local housing program.**
- **Projects with prior award of SHIP or HOME funds from Palm Beach County.**
- **SF housing, transitional housing, emergency shelters, group homes, SRO housing, and condo units.**



Location Requirements

The project must be located in the Palm Beach County. PBC SHIP jurisdiction excludes municipalities:

- Boca Raton
- Delray Beach
- Boynton Beach
- West Palm Beach



Municipal Match

If located in municipality outside PBC SHIP jurisdiction, the municipality must provide a dollar-for-dollar match. Match may be in form of grant, loan, real property, or fee waiver.

No match is required from municipalities located within the PBC SHIP jurisdiction.



SHIP-Assisted Housing Units

Project must assign “fixed” SHIP units. Maximum SHIP subsidy:

- Up to \$70k / unit for 1 & 2 BR units**
- Up to \$80k / unit for 3+ BR units**

Project may have assisted and non-assisted units. Representative distribution of unit sizes.



Eligible Beneficiaries

All SHIP-Assisted units must be occupied by Very Low Income (<50% AMI) or Low Income (<80%AMI).

At least 25% of the SHIP-assisted units must be set aside for Very Low Income and priority given for tenants referred by PBC CSD.



Income Targeting

All projects must meet overall income targeting requirements:

- No less than 20% of total units set aside for Very Low Income tenants**
- No more than 30% of total units set aside for tenants with incomes greater than 80%AMI**



SHIP Income Limits (2021)

Persons in Household	Very Low Income (50% AMI)	Low Income (80% AMI)
1	\$30,000	\$47,950
2	\$34,250	\$54,800
3	\$38,550	\$61,650
4	\$42,800	\$68,500
5	\$46,250	\$74,000
6	\$49,650	\$79,500
7	\$53,100	\$84,950
8	\$56,500	\$90,450



Period of Affordability

SHIP-assisted units must remain affordable for no less than 30 years.

Maximum allowable rent is applicable SHIP rent limit established by FHFC.



SHIP Rents

Number of Bedrooms	Very Low Income Rent (50% AMI)	Low Income Rent (80% AMI)
Efficiency	\$750	\$1,198
1	\$803	\$1,284
2	\$963	\$1,541
3	\$1,113	\$1,781
4	\$1,241	\$1,987
5	\$1,370	\$2,192

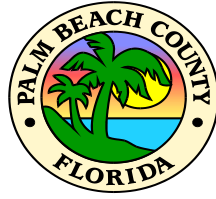


Eligible Costs

Project development costs directly attributable to SHIP-Assisted units:

- Acquisition
- A&E Services
- Construction / Rehabilitation
- Development permits / fees
- Developer Fee

Determination of cost eligibility and reasonableness is at County's sole discretion.



SHIP Funding Terms

Loans for permanent financing

- Secured by mortgage and note
- Rate, term, and structure negotiable
- Fixed-rate, balloon, interest-only
- Annual monitoring fee \$2,000



Schedule / Deadlines

March 30, 2023: Execute SHIP agreement

June 30, 2024: 100% Expenditure/Completion

Deadlines demand shovel-ready projects!



Proposal Requirements

Submittal requirements in RFP Section II.A.

- Certifications and disclosures
- Detailed project description
- Market analysis
- Respondent past experience
- Evidence of site control
- Appraisal (if acquisition)
- Development and operating
- Documentation of non-SHIP funding sources
- Detailed Project Schedule

Submissions failing to include all requirements will be deemed non-responsive / not be considered for funding.



Review / Selection Process

Deadline to submit RFP is Monday April 18, 2022 4:00pm at DHED Offices

- Notice of proposals received
- Responsiveness review by DHED staff
- Notification of review results
- Responsive proposals to Selection Committee members



Review / Selection Process (cont.)

- Selection Committee members may generate questions seeking clarification of information contained within the RFP.
- Staff will compile written questions and provide to Respondents in advance of May 4th Selection Committee meeting.
- During May 4th meeting, Respondents will be allowed 5 minutes for an oral presentation and to respond to the written questions.
- Respondent presentations may only reinforce or clarify information within the proposal, and shall not supplement or revise the proposal.



Review / Selection Process (cont.)

Selection Committee to discuss and score responsive proposals per RFP criteria:

25 Points – Qualifications and Experience

25 Points – Project Schedule / Readiness to Proceed

20 points – Quality of Proposed Project

20 Points – Financial Viability & Leveraging

5 Points – Geographic Preference

5 Points – Targeted Population Preference



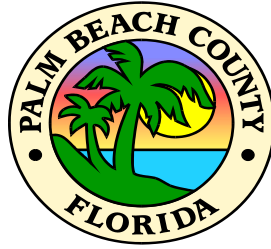
Review / Selection Process (cont.)

- **Selection Committee will recommend awards**
- **Notification of funding recommendations**
- **Protest period (file within 3 days from notification)**
 1. **DHED Director**
 2. **Special Master (\$1,500)**
- **BCC meeting to approve funding awards June 14, 2022 (tentative).**



PBC Lobbyist Registration Ordinance

- “Cone of Silence” means a prohibition on any non-written communication regarding this RFP between any Respondent or Respondent's representative and any County Commissioner or Commissioner's staff.
- The Cone of Silence is in effect upon the submittal deadline.
- The Cone of Silence terminates when the BCC approves a funding award, or otherwise ends the RFP process.
- Violation punishable with \$250 fine, and makes a contract entered into pursuant to the RFP voidable.



Questions?

**This presentation will be posted
on the DHED website.**

Discover.pbcgov.org/hed



Contact

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