

# **Avon Park Housing Development Corporation (A.P.H.D.C.)**

**Board of Directors Regular Meeting  
North Central Heights Community Center  
709 Juneberry Street, Avon Park, Florida  
Tuesday, September 16, 2014  
6:00 P.M.**

## **A.P.H.D.C. Regular Meeting Agenda**

### **ROLL CALL**

**PREVIOUS MINUTES:** Regular Board Meeting Minutes; July 15, 2014 and Special Meeting Minutes August 26, 2014 for both APHDC & APHDC-Cornell Colony LLC.

**COMMUNICATIONS:** None

### **I. NEW BUSINESS;**

- A. Draft Request For Applications 2014-112; Smaller Permanent Supportive Housing Properties for Persons with Developmental Disabilities: Board consideration to partner with Ride Area ARC; acquisition/development of land 695 Palmetto Ave. for project location.**

**II. OLD BUSINESS: Cornell Colony; 44 Single Family HOME development, RFA 2014-109; FHFC Rural Rental Development; Project status report.**

Other matters to come before the Board:

Next Board Meeting(s): October 21, 2014; 5:45 PM, Annual Board Meeting, followed with Regular Board Meeting @ 6:00 PM.

### **VI. ADJOURN**

In accordance with the American Disabilities Act and Section 286.26 Florida Statutes, any person with disabilities requiring reasonable accommodations to participate in this meeting should call the Housing Authority offices five days prior to the meeting.

# Avon Park Housing Development Corporation (A.P.H.D.C.)

Board of Directors Regular Meeting  
North Central Heights Community Center  
709 Juneberry Street, Avon Park, Florida  
Tuesday, July 15, 2014  
6:00 P.M.

## A.P.H.D.C. Regular Meeting Minutes

**ROLL CALL** –Board Chairperson Harris called the Meeting to order and requested the Secretary to call the roll & record the attendance as follows; Present; Directors Harris, Wade, Roberts, Stukes, Daffner and Windsor. Absent; Directors Vinson, Barnard, Brojek & Johnson. Secretary Shoeman declared a quorum present.

**PREVIOUS MINUTES:** Regular Board Meeting Minutes June 17, 2014; Motion to accept & approve the Minutes as circulated was made by Director Wade, seconded by Director Roberts; motion carried unanimously.

**COMMUNICATIONS:** None

### I. NEW BUSINESS;

- A. **Heartland Community Housing Organization (HCHO); creation status;** The Secretary provided a briefing to the Board of the initial Organization Meeting of the HCHO on Noon, July 10, 2014 at the NCH Community Center and that the initial Board constituted represented all four Counties in the rural Region of Highlands, Desoto, Hardee and Okeechobee.
- B. **Cornell Colony; 44 Single Family HOME development, RFA 2014-109; FHFC Rural Rental Development; application status;** The Secretary advised the Board that the APHDC has collaborated with Marty Wohl Construction in partnership with Chris Shear of Housing Trust Group LLC as Co-Developers in submitting the project application to FHFC earlier last month. The results posted on the FHFC website have Cornell Colony in 4<sup>th</sup> position out of six applicants. Final recommendation to FHFC Board approval is expected to be published in early August.

### II. OLD BUSINESS: None

Other matters to come before the Board:

Next Board Meeting: Board elected to forego a meeting in August and will resume its next Regular Meeting schedule for September 16, 2014.

**VI. ADJOURN:** Being no further business to come before the Board, meeting was adjourned at 6:20 PM.

\_\_\_\_\_  
Accepted

\_\_\_\_\_  
Attest SEAL

# **Avon Park Housing Development Corporation**

**Board of Directors Special Meetings  
North Central Heights Community Center  
Avon Park, Florida**

**Tuesday, August 26th, 2014**

**Immediately Following APHA 6:00PM Special Board Meeting  
Special Board Meeting Minutes**

**ROLL CALL-** Board Chairperson April Harris called the Meeting to order and requested the Secretary to call the roll & record the attendance as follows; Present; Directors Vinson, Wade, Roberts, Barnard, Harris, Stukes, Daffner, Johnson, Windsor and Barnard. Absent; Director. Brojek. Secretary Shoeman declared a quorum present.

## **CALL TO ORDER; AVON PARK HOUSING DEVELOPMENT CORPORATION (APHDC)**

### **I. NEW BUSINESS;**

Affordable Housing Development Programs: Two Agenda Items

A. Resolution No. 14-01; Secretary Shoeman read the Resolution authorizing the creation of APHDC-Cornell Colony, LLC, authorizing the adoption of Articles of Incorporation and By-Laws of the APHDC-Cornell Colony, LLC & Authorizing Board Secretary to retroactively record & file same on behalf of APHDC-Cornell Colony, LLC effective July 31, 2014. After brief discussion, moved by Director Barnard to approve Resolution No. 14-01 as circulated, seconded by Director Roberts, motion carried unanimously.

B. Resolution No. 14-02; Secretary Shoeman read the Resolution authorizing the creation of APHDC-Cornell Colony, LLC, authorizing the adoption of Articles of Incorporation of the APHDC-Cornell Colony, LLC & Authorizing Board Secretary to retroactively record & file same on behalf of APHDC-Cornell Colony, LLC effective June 20, 2014. Moved by Director Roberts to approve Resolution No. 14-02 as circulated, seconded by Director Wade, motion carried unanimously.

C. Resolution No. 14-03; Secretary Shoeman read the Resolution authorizing APHDC, as sole member of APHDC-Cornell Colony, LLC, to affirmatively vote for, consent to, adopt and approve APHDC-Cornell Colony, LLC execution and delivery of all agreements, commitments and covenants necessary in connection with the development, construction, financing, ownership, operation, or otherwise of the project known as Cornell Colony; APHDC affirmatively vote for, consent to, adopt and approve the execution and delivery of all agreements, commitments and covenants necessary to which APHDC is a party in connection with the development, construction, financing, ownership, operation, or otherwise of the project known as Cornell Colony; APHDC affirmatively vote for and approve the execution of an Operating Agreement with APHDC-Cornell Colony, LLC; APHDC authorizes the Secretary or the President to sign the requisite agreements. A

motion to approve & adopt Resolution 14-02 was made by Director Roberts, seconded by Director Wade and carried unanimously.

**II. ADJOURN-** Being no further Business to come before the Board, meeting adjourned at 6:14pm.

\_\_\_\_\_  
Accepted

\_\_\_\_\_  
Attest                      SEAL

**APHDC-CORNELL COLONY, LLC**  
**Tuesday, August 26, 2014**  
**North Central Heights Community Center**  
**Immediately Following APHDC Special Board Meeting**

**SPECIAL BOARD MEETING MINUTES**

**ROLL CALL** Board Chairperson April Harris called the Meeting to order and requested the Secretary to call the roll & record the attendance as follows; Present; Directors Vinson, Wade, Roberts, Barnard, Harris, Stukes, Daffner, Johnson, Windsor and Barnard. Absent; Director. Brojek. Secretary Shoeman declared a quorum present

**CALL TO ORDER;**

**I. NEW BUSINESS;**

Cornell Colony Housing Development Program: Two Agenda Items

Resolution No. 14-01; Secretary Shoeman read the Resolution authorizing APHDC-CORNELL COLONY, LLC to affirmatively vote for, consent to, adopt and approve to execute and deliver all agreements, commitments and covenants necessary in connection with the development, construction, financing, ownership, operation, or otherwise of the project described as Cornell Colony; authorizes and approves the execution of an Operating Agreement with Avon Park Housing Development Corporation; and authorizes the Secretary and President to sign the requisite agreements. Moved by Director Barnard, seconded by Director Daffner to adopt Resolution No. 14-01 as circulated, motion carried unanimously.

**II. ADJOURN-** Being no further Business to come before the Board, meeting adjourned at 6:29 pm.

\_\_\_\_\_  
Accepted

\_\_\_\_\_  
Attest

\_\_\_\_\_  
SEAL

**REQUEST FOR APPLICATIONS 2014-112**

**FINANCING TO BUILD OR REHABILITATE  
SMALLER PERMANENT SUPPORTIVE HOUSING PROPERTIES FOR  
PERSONS WITH DEVELOPMENTAL DISABILITIES**

**Issued by:**

**FLORIDA HOUSING FINANCE CORPORATION**

**Issued: September 26, 2014**

**Due: November 25, 2014**

## SECTION ONE INTRODUCTION

Florida Housing Finance Corporation (the Corporation) was appropriated \$10 million in grant funds by the 2014 Legislature for housing for Persons with Developmental Disabilities as defined in Section 393.063, F.S. This Request for Applications (RFA) will make up to \$4 million available to finance small Permanent Supportive Housing Developments consisting of no more than four (4) Units.

The legislation specifies that the Corporation will offer the funding through a competitive grant program to private Non-Profit organizations that have a primary mission which includes serving Persons with Developmental Disabilities. Funding must be used for new construction and renovation of existing housing Units, including Community Residential Homes as defined in Section 419.001, F.S. The Corporation is required to consider the extent to which funds from local and other sources will be used by Applicants to leverage these grant funds; employment opportunities and supports that will be available to Residents of the proposed housing; a plan for Residents to access community-based services, resources, and amenities; and partnerships with supportive services agencies.

This RFA is open to Applicants proposing the development of Permanent Supportive Housing for Persons with Developmental Disabilities, either Community Residential Homes or Supported Living Units, as defined in Exhibit B. Applicants may propose the development of Shared Housing Units, as defined in Exhibit B, to allow unrelated Persons with Developmental Disabilities the choice to share Units. For purposes of this RFA, Community Residential Homes are considered Shared Housing. Applicants may propose to build Supported Living Units as either non-Shared Housing or Shared Housing.

The Corporation will target grant funds for the following Development Categories:

- **Adding Units that Serve Persons with Developmental Disabilities.** This can be done through (i) new construction of a Development; (ii) acquisition with Rehabilitation or Rehabilitation-only of a structure that does NOT currently serve Persons with Developmental Disabilities; or (iii) a combination of new construction and Rehabilitation (i.e., constructing additional Units and/or Bedrooms, bathrooms, and/or other improvements on an existing property that does NOT currently serve Persons with Developmental Disabilities). Types of properties to be funded will be single family, duplexes, triplexes, and quadraplexes. Applicants may develop Community Residential Homes or Supported Living Units. Community Residential Homes must be licensed by the Florida Agency for Persons with Disabilities, must serve no more than six (6) Residents, and must demonstrate at credit underwriting that they are adhering to licensing standards related to location, design, construction features and other requirements. In Supported Living Units, the Supported Living provider must conduct a housing setting survey per Rule 59G-13.083, F.A.C. For this category, \$2,666,667 will be allocated for funding; and
- **Renovating Existing Units that Are Currently Occupied by Persons with Developmental Disabilities.** Types of properties to be funded are Community Residential Homes licensed by the Florida Agency for Persons with Disabilities that serve no more than six (6) Residents, or Supported Living Units in a Development that serve no more than eight (8) Residents. Community Residential Homes must be owned by the Applicant as of the Application Deadline, and must have been continuously licensed as such and in the

name of the Applicant by the Florida Agency for Persons with Disabilities since August 1, 2013. Supported Living Units must be owned and operated by the Applicant, currently approved per housing setting survey per Rule 59G-13.083, F.A.C., and must have been housing Persons with Developmental Disabilities since August 1, 2013. For this category, \$1,333,333 will be allocated for funding.

Renovation may include two activities:

- Retrofit of life safety/security, energy retrofit, and accessibility features and upgrades to allow Residents to age in place; and/or
- Rehabilitation (only in Community Residential Homes), to add Bedrooms where Residents are currently sharing Bedrooms and only if all Resident Bedrooms will then be single occupancy.

The Corporation's objective is to ensure that the Non-Profit Applicants providing Permanent Supportive Housing are experienced. To accomplish this, the RFA will be open only to private Non-Profit Applicants with a primary mission which has included serving Persons with Developmental Disabilities since August 1, 2013, or earlier.

The Corporation is soliciting Applications from qualified Applicants that commit to provide housing in accordance with the terms and conditions of this RFA, inclusive of applicable laws, rules and regulations, and the Corporation's generally applicable construction and financial standards.

## SECTION TWO DEFINITIONS

Unless otherwise defined within this RFA, capitalized terms within this RFA shall have the meaning as set forth in Exhibit B and Rule Chapter 67-60, F.A.C., or in applicable federal regulations.

## SECTION THREE PROCEDURES AND PROVISIONS

- A. A complete Application consists of Exhibit A of RFA 2014-112 and all applicable attachments, as outlined in Section Four of this RFA. Exhibit A is available online at <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2014-112/>. All Applicants must complete the online Exhibit A by 11:00 a.m., Eastern Time, on November 25, 2014 (Application Deadline). The Corporation must receive (i) the completed online Exhibit A electronically submitted by the Applicant to the Corporation by clicking the "Submit" button and (ii) a sealed package(s) containing four (4) printed copies of the complete Application (consisting of the submitted online Exhibit A and all applicable attachments), housed in separate 3-ring binders with numbered divider tabs for each attachment, all by the Application Deadline. One (1) of the four (4) printed copies of the complete Application must be labeled "Original Hard Copy", reflect an original signature (blue ink preferred) at Item K. of Exhibit A, Applicant Certification and Acknowledgement, and include the required non-refundable \$800 Application fee payable to Florida Housing Finance Corporation (check or money order only). The Applicant should label the outside of each shipping box with the applicable RFA number. The Corporation will not consider faxed or e-mailed Applications. After 11:00 a.m., Eastern Time, on the Application Deadline, each Application, for which hard copies are received by the Application



Deadline, will be assigned an Application number. In addition, such Applications will be assigned a lottery number by having the Corporation's internal auditors run the total number of Applications received through a random number generator program. The printed copies of the complete Application must be addressed to:

Ken Reecy  
Director of Multifamily Programs  
Florida Housing Finance Corporation  
227 N. Bronough Street, Suite 5000  
Tallahassee, FL 32301

- B. This RFA does not commit the Corporation to award any funding to any Applicant or to pay any costs incurred in the preparation or delivery of an Application.
- C. The Corporation reserves the right to:
  - 1. Waive Minor Irregularities; and
  - 2. Accept or reject any or all Applications received as a result of this RFA.
- D. Any Interested Party may submit any inquiry regarding this RFA in writing to Ken Reecy via the e-mail address [RFA\\_2014-112\\_Questions@floridahousing.org](mailto:RFA_2014-112_Questions@floridahousing.org) (also accessible by clicking [here](#)). All inquiries are due by 5:00 p.m., Eastern Time, on \_\_\_\_\_, 2014. Phone calls or written inquiries other than at the above e-mail address will not be accepted. The Corporation expects to respond to all inquiries by 5:00 p.m., Eastern Time, on \_\_\_\_\_, 2014 and will post a copy of all inquiries received, and their answers, on the Corporation's Website at <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2014-112/> (also accessible by clicking [here](#)). The Corporation will also send a copy of those inquiries and answers in writing to any Interested Party that requests a copy. The Corporation will determine the method of sending its answers, which may include regular United States mail, overnight delivery, fax, e-mail, or any combination of the above. No other means of communication, whether oral or written, shall be construed as an official response or statement from the Corporation.
- E. Any person who wishes to protest the specifications of this RFA must file a protest in compliance with Section 120.57(3), Fla. Stat., and Rule Chapter 28-110, F.A.C. Failure to file a protest within the time prescribed in Section 120.57(3), Fla. Stat., shall constitute a waiver of proceedings under Chapter 120, Fla. Stat.
- F. By submitting this Application, each Applicant agrees to the terms and conditions outlined in this RFA. Rule Chapter 67-60, F.A.C., establishes the procedures by which the Corporation will administer this RFA. To read a copy of this rule, go to: <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2014-112/> (also accessible by clicking [here](#)). By submitting an Application, each Applicant further agrees that:
  - 1. Public Records. Any material submitted in response to this RFA is a public record pursuant to Chapter 119, Fla. Stat. Per Section 119.071(1)(b)2., the sealed Applications received by the Corporation are exempt from disclosure until such time as the Board

August 18, 2014

Larry Shoeman  
Cornell Colony, LLC  
21 Tulane Drive  
Avon Park, FL 33825

RE: HOME FINANCING OF RENTAL DEVELOPMENTS IN RURAL AREAS (HOME)  
RFA 2014-109 / 2014-404H Cornell Colony

Dear Mr. Shoeman:

Your development has been selected for participation in Florida Housing's Home Investment Partnership Assistance (HOME) Program for the Financing of Rental Developments in Rural Areas with HOME, pursuant to RFA 2014-109, Rule Chapter 67-48, Florida Administrative Code (F.A.C.). This letter represents a preliminary commitment for a loan from the HOME Rental Program for up to \$5,103,486.

This funding is contingent upon:

1. Borrower and Development meeting all requirements of RFA 2014-109, Rule Chapter 67-48, F.A.C., 24 CFR Part 92 and all other applicable state, federal and FHFC requirements; and
2. A positive credit underwriting recommendation; and
3. Final approval of the credit underwriting report by the Florida Housing Board of Directors.

AmeriNational Community Services, Inc. has been assigned to underwrite and evaluate the above-referenced development. The Credit Underwriter will contact you concerning any credit underwriting fees and/or any additional information required to complete a final credit underwriting report.

By August 25, 2014 you must submit a check for \$12,790.00 payable to AmeriNational Community Services, Inc. the credit underwriter assigned to your development at the address listed below.

Mark Fredericks, AmeriNational Community Services, Inc.  
5300 W. Cypress Street, Suite 261  
Tampa, FL 33607

Larry Shoeman  
August 18, 2014  
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Unless an extension is approved by Florida Housing, failure to submit the required materials to the credit underwriter within the appropriate time frame shall result in the withdrawal of the preliminary commitment.

Along with other Federal Requirements, the HOME Rental Program is covered under Section 3 of the Housing and Urban Development Act of 1968[12 U.S.C. 1701u and 24 CFR Part 135]. Additionally, the requirements of Section 3 apply to recipients of funding exceeding \$200,000 for activities involving housing construction, demolition, rehabilitation, or other public construction, i.e. roads, sewers, community centers, etc. Contractors or subcontractors that receive contracts in excess of \$100,000 for Section 3 covered projects/activities are required to comply with the Section 3 regulations in the same manner as direct recipients. Along with your preliminary commitment, a Developer Section 3 Plan must be received. (attached)

Florida Housing's agreement to provide funds to this development is conditioned upon its determination to proceed with, modify or cancel the development based on the results of a subsequent environmental review. David Cibik, Arcadis U.S., Inc. (Arcadis) has been assigned to prepare the HUD environmental review analysis for your Proposed Development. The environmental review is expected to take approximately 90 days to complete.

By August 25, 2014 you must a check for \$7,500.00 payable to Genesis Group the environmental firm assigned to your development at the address listed below. This amount includes all costs with the exception of publication of all notices or advertisements required for compliance with HUD/NEPA regulations.

David Cibik, Arcadis U.S., Inc.  
14025 Riveredge Drive, Suite 600  
Tampa, FL 33637

Please sign page 3 of this letter acknowledging your acceptance of this preliminary commitment, make a copy for your file and return the original to me no later than August 25, 2014.

Florida Housing looks forward to working with you and the development team to facilitate the need for preservation of affordable housing in Florida. If you have any questions, please do not hesitate to contact me or David Woodward at (850) 488-4197.

Sincerely,



David R. Westcott  
Director of Homeownership Programs  
dkw/

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Rick Scott, Governor

Board of Directors: Bernard "Barney" Smith, Chairman • Natacha Munilla, Vice Chairman  
Ray Dubuque • John David Hawthorne Jr. • Brian Katz • Leonard Tylka • Howard Wheeler  
Bill Killingsworth, Florida Department of Economic Opportunity

Executive Director: Stephen P. Auger

**FLORIDA HOUSING FINANCE CORPORATION**  
**MANAGEMENT COMPANY OR PRINCIPAL OF MANAGEMENT COMPANY GENERAL**  
**MANAGEMENT EXPERIENCE CERTIFICATION**

FHFC Application Reference: REQUEST FOR APPLICATIONS 2014-109

(Indicate the name of the application process under which the proposed Development is applying/has applied for funding from the Corporation such as the Request for Proposal/Application number and/or the name of the Request for Proposal/Application)

Name of Development: Cornell Colony

Development Location: 517 W Cornell Street, Avon Park, FL

(At a minimum, provide the address number, street name and city, and/or provide the street name, closest designated intersection and either the city (if located within a city) or county (if located in the unincorporated area of the county).)

Name of Management Company: Avon Park Housing Authority

Name of principal of Management Company, if applicable: Larry P. Shoeman, Executive Director

Address of Management Company: 21 Tulane Drive

(street address, city, state)

Avon Park, Florida 33825

Telephone of Management Company: 863-452-4432, Ext. 2204

I certify that I have the requisite skills and knowledge of affordable housing management requirements to successfully manage the units proposed by the above referenced FHFC Request for Proposal/Application and that I have specific experience in the management of affordable rental housing and have successfully managed at least two (2) affordable rental housing properties for at least two (2) years each, at least one (1) of which consists of a total number of units no less than 50 percent of the total number of units in the Development proposed by the above referenced FHFC Request for Proposal/Application, as evidenced by the prior experience chart provided with this certification which contains the following information for each of the two (2) developments: name of development, location (city and state), currently managing or formerly managed, length of time (years and months), and total number of units. I further certify that the proposed Development will comply with all federal, state and local requirements and the requirements of the Federal 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, incorporating the most recent amendments and other legislation, regulations, rules and other related requirements which apply or could apply to the proposed Development while under our management. To the extent that a Housing Credit Development is not otherwise subject to Section 504 and its related regulations, the Housing Credit Development shall nevertheless comply with Section 504 and its related regulations as requirements of the Housing Credit Program to the same extent as if the Housing Credit Development were subject to Section 504 and its related regulations in all respects. To that end, for purposes of the Housing Credit Program, a Housing Credit Allocation shall be deemed "Federal financial assistance" within the meaning of that term as used in Section 504 and its related regulations for all Housing Credit Developments. I further certify that the information provided above is true and correct.

  
Signature of Management Company or  
Principal of Management Company

Larry P. Shoeman

Print or Type Name of Signatory