

**Save - You will need to refer to this throughout the semester.**

**OBJECTIVES AND METHODS  
FLORIDA HOUSING FINANCE CORPORATION**

**OBJECTIVE I** Develop skills in understanding and drafting documents used by Florida Housing Finance Corporation in various real estate transactions, including:

- A. Documents used in closings for programs that finance nonprofit developments and demonstration projects.
- B. Documents used in loan and equity financing programs (notes, mortgages, releases, due diligence documents, land use restriction agreements, extended use agreements, and others).
- C. Documents used in single family and multi family affordable housing loan programs.
- D. Documents used in foreclosure proceedings.

- METHOD**
- 1. Read and analyze previously completed documents to identify the essential elements of each document.
  - 2. Assist lawyers and non-lawyers to identify and obtain the information needed for drafting, to conduct legal research, and to draft initial documents.
  - 3. Receive criticism on drafts from supervisor and revise documents based on feedback.

**OBJECTIVE II** Gain an understanding of the process used for the procurement of goods and services and develop skills in drafting documents used in the process (Requests for Proposals, Requests for Qualifications, Invitations to Negotiate, memoranda to the counseling procurement review committees, contracts with providers for goods and services).

- METHOD**
- 1. Read and analyze completed documents to identify the essential elements of each document.
  - 2. Assist lawyers and non-lawyers to identify and obtain the information needed for drafting, to conduct legal research, and to draft initial documents.
  - 3. Receive criticism on drafts from supervisor and revise documents based on feedback.

**OBJECTIVE III** Develop skills in representing Florida Housing Finance Corporation in adversarial administrative proceedings (if available) in which applicants for affordable housing funding are disputing scoring and ranking determinations.

- METHOD**
- 1. Conduct pretrial activities.
    - a. Draft pleadings and motions.
    - b. Draft discovery and respond to discovery requests.

- c. Interview witnesses and prepare testimony of experts.
  - d. Review and prepare exhibits.
  - e. Prepare pretrial stipulations.
  - f. Anticipate evidentiary problems and prepare responses.
2. Assist with planning negotiation strategy, conducting negotiation, and memorializing settlement results.
  3. Assist with representation at hearings.
  4. Prepare proposed recommended orders and post-hearing motions.

OBJECTIVE IV Gain an understanding of and develop skills in rule making (if available) under Ch. 120, Florida Statutes

- METHOD
1. Review statutes, rules and applicable cases.
  2. Under supervision, draft proposed rules.
  3. Draft responses to rule challenges.
  4. Under supervision, participate in hearings in which the rule-making action is challenged.

OBJECTIVE V Develop an understanding of the role of in-house corporate counsel.

- METHOD
1. Assist the general counsel in providing guidance to staff by conducting research and preparing written recommendations on general business, personnel and other issues that arise in the course of business.

OBJECTIVE VI Maintain awareness of progress in the externship program.

- METHOD
1. Make daily reflective entries in learning journals.
  2. Write periodic paper on topics related to externship.
  3. Participate in seminars.
  4. Complete monthly reports on personal progress made during the externship.
  5. Receive regular critique and monthly written evaluations from supervising attorney.