

**Request for Applications for
Homeless Housing Assistance Loan Demonstration Program
227 N. Bronough Street, Seltzer Conference Room, Tallahassee, FL
And via phone #1 888 339.2688, passcode #335 899 42
Tuesday, June 14, 2016 at 2:00 p.m., Eastern Time**

I. Section One – Introduction (page 2)

A. Who can apply?

1. Non-Profit Applicants in counties with populations up to 250,000 in order to support the development of Permanent Rental Housing for Homeless individuals and families that is appropriate for small and rural communities.
2. Applicants must agree and adhere to Housing First Principles in operating and managing the Development.
3. Eligible counties must be part of a Local Homeless Assistance Continuum of Care planning and service area.

B. How much funding?

1. \$5 million available for RFA
2. The minimum term of the loan shall be 15 years.
3. Loans to be forgivable at maturity provided the Applicant complies with funding requirements for the duration of the Compliance Period.
4. Maximum Eligible Funding Award Amount
 - a. Up to \$600,000 to each proposed Development that consists of up to four (4) units
 - b. Up to \$1,000,000 to each proposed Development that consists of five (5) to 10 units

II. Section Two – Definitions

A. Definitions are provided in Exhibit C (page 37)

B. Key Definitions

1. Housing First Principles - Housing First means providing households experiencing homelessness with decent and stable permanent housing as quickly as possible regardless of their sobriety or participation in treatment or a program. The Applicant may provide or make available to each tenant, if the

tenant chooses, assistance with access to community-based health and supportive services Pursuant to Chapter 83, Florida Statutes, tenancy will be based on a lease of a minimum of seven (7) months and participation in any services or programs is not a requirement of tenancy. The Applicant shall not restrict the length of a household's tenancy, as long as the household meets the lease commitments.

2. Permanent Rental Housing - For purposes of this RFA, affordable rental housing that is leased for continued occupancy for as long as the tenant complies with lease requirements. The lease shall be for a minimum term of seven (7) months and have no limits on length of tenancy.
 - Non-transitional housing
 - Non-shelter
3. Scattered Sites - as applied to a single Development, means a site that, when taken as a whole, is comprised of real property that is not contiguous (each such non-contiguous site within a Scattered Site Development, a "Scattered Site"). For purposes of this definition "contiguous" means touching at a point or along a boundary. Real property is contiguous if the only intervening real property interest is an easement, provided the easement is not a roadway or street. The Development may consist of up to 10 units and may be located on up to 3 sites. All sites must be located in the same county.

III. Section Three – Procedures and Provisions

- A. Submission Requirements (page 2)
- B. Noninterference. At no time during the review and evaluation process, **commencing with the Application Deadline and continuing until the Board renders a final decision on the RFA**, may Applicants or their representatives contact Board members or Corporation staff, except Corporation legal staff, concerning their own or any other Applicant's Application. If an Applicant or its representative does contact a Board or staff member in violation of this section, the Board shall, upon a determination that such contact was made in an attempt to influence the selection process, disqualify the Application. (page 5)
- C. Written questions are allowed via Q & A process as outlined on page 4.

IV. Section Four – Information to be Provided in the Application

- A. Applicant Certification and Acknowledgement (page 6)
- B. Homeless Demographic Commitment - For the Corporation to better understand the proposed Development, Applicants must describe the Homeless subpopulation(s) residing within the county, if the Development's location has been determined, and the area surrounding the proposed Development. (page 6)

C. Applicant Information (page 6)

1. Contact Person information
2. Applicant Name and information

The site control documents, when submitted, must reflect the Applicant's name.

No more than one (1) Application may be submitted by an Applicant entity.

3. confirming that the Non-Profit Applicant entity owns at least 51 percent of the ownership interest in the Development and will receive at least 51 percent of the Administrative Fee. (Administrative Fee is limited to 10 percent of the Development Cost.)

D. Operating/Managing Permanent Rental Housing Experience (page 7)

E. General Development Information (page 7)

1. Name of the proposed Development
2. County where the proposed Development is or will be located - Note: This must be included in the Application for all Applicants, even those that do not have site control as of Application Deadline.
3. Development Location, if known. The Corporation will not require that infrastructure, zoning, site plan approval or site control be established for any Development site prior to the Application Deadline.

The Development may consist of up to 10 units and may be located on up to 3 Scattered Sites. All Scattered Sites must be located in the same county.

4. Development Category - new construction or Acquisition with Rehabilitation
5. Range of Units
 - a. 1 – 4 units
 - b. 5 – 10 units

F. Continuum of Care Requirements (page 8)

1. The Applicant must be an active member and current provider of publicly-funded services or housing for Homeless households in the county of the proposed Development. The Corporation will select no more than one Application per eligible Continuum of Care for funding.

2. Applicant Membership and Priority Population Verification by the Governing Board of the Local Homeless Assistance Continuum of Care Jurisdiction form. (draft of form is provided on page 36).
- G. Set-Aside Commitments (page 9)
1. Required Income Set-Aside Commitments – At least 80 percent of the households must have incomes at or below 60 percent of the AMI. Income certification of tenants will be required throughout the affordability period.
 2. Required Extremely Low Income (ELI) Commitments – An Applicant with a proposed Development composed of three (3) or more units must commit to the number of ELI units, as specified on page 10.
 3. Applicants must irrevocably commit to the Homeless demographic commitment, the income set-aside and ELI set-aside commitment for a minimum of 15 years.
- H. Required Design and Construction Features (page 11)
- I. Community-Based Services and Resources (page 14)
1. Access to Groceries, Education, Household Shopping, and Employment for Residents
 2. Resident Community-Based Services Coordination and Relevant Community Partnerships
- J. Tenant Selection for Homeless Individuals and Families (page 16)
- Implementation of the coordinated intake and assessment system
- K. Funding Available for the proposed Development (page 17)
1. Qualifying Financial Assistance Preference
 2. Determining the Maximum Eligible Funding Award Amount
 - a. The Maximum Eligible Funding Award Amount awarded to Applicants that state that the Development will consist of four (4) or less units will be \$600,000.
 - b. The Maximum Eligible Funding Award Amount awarded to Applicants that state that the Development will consist of five (5) or more units (up to 10 units) will be \$1,000,000.

This funding will be used for the hard costs associated with construction or Rehabilitation, the costs associated with predevelopment inspections, technical assistance and credit underwriting, and reimbursable fees.

- L. All Applicants must provide a Description of Intended Construction and Rehabilitation (page 23)
- M. Technical Assistance and Credit Underwriting (page 23)
 - 1. Once a preliminary award is issued, a technical assistance provider will be assigned to each awarded Applicant.
 - 2. At a minimum, the technical assistance provider will submit a recommendation for approval of the loan and the following items:
 - a. Development Plan
 - b. property management plan
 - c. Documentation for draws for predevelopment activities (not required until after loan closing)
 - d. Once the recommendation from the technical assistance provider is received and is acceptable to Corporation staff, the Applicant will be assigned to a credit underwriter

Section Five – Scoring and Selection Process (page 25)

- A. Sorting Order
- B. Funding Selection
 - The first Application selected for funding will be the highest scoring eligible Application. After the first Application is selected for funding, the next highest scoring eligible Application(s) will be selected for funding, provided the Application (i) can meet the 100% Funding Test; and (ii) is located in a Continuum of Care in which no other Applications have already been selected for funding.
 - All remaining eligible Applications will be listed on a list in the order they were ranked as approved by the Board, (“Ranked Waiting List”).

Exhibit D - Timeline for Providing Information to Corporation, Technical Assistance Provider and Credit Underwriter (page 42)

Timeline for Application process

Pre-Application Training prior to the Application deadline

Application issue date: early/mid-August

Application Deadline: mid-September

Review Committee Meeting: December/January

Request Board Approval of Recommendations: December/January