

FLORIDA HOUSING FINANCE CORPORATION

Workshop Agenda – RFA 2019-107 Financing for Persons with a Disabling Condition or Persons with Developmental Disabilities

**January 18, 2019, 10:00 a.m., Eastern Time
227 N. Bronough Street, 6th Floor Seltzer Room, Tallahassee, Florida**

Call-In Information: 1 888 339.2688 Passcode: 532 957 44

****New - Submission Requirements**

- There is no \$25,000 withdrawal disincentive;
- The Applicant Certification and Acknowledgement form may contain an electronic signature of the Authorized Principal Representative;
- All Attachments must now be saved electronically as a single pdf file and uploaded with the Application (Exhibit A), the Development Cost Pro Forma, and the Principal Disclosure Form; and
- Only one printed copy of the complete Application Package and the Application Fee will be required to be submitted to Florida Housing in the competitive RFAs.

1. Overview

a. Funding Available

Estimated \$2,880,000 of Competitive Housing Credits available for all Applicants

Estimated \$4,000,000 of SAIL available, which includes ELI loan funding, for Applicants that commit to serve the Persons with a Disabling Condition Demographic Commitment

Estimated \$4,000,000 in grants available for Applicants that commit to serve the Persons with Developmental Disabilities Demographic Commitment

b. Eligibility

(1) This Request for Applications (RFA) is open to Non-Profit Applicants proposing the development of Permanent Supportive Housing for either (i) persons with a Disabling Condition that also includes a portion of units for Homeless individuals and families; or (ii) Persons with Developmental Disabilities. Non-Profit Applicant entities may consist of either 100 percent Non-Profit entities or joint ventures between Non-Profit and For-Profit entities, if the Applicant meets the definitions of Non-Profit, as defined in subsection 67-48.002(84), F.A.C.

(2) NEW! - Service Coordination Experience Requirements

All Applicants must confirm that they will meet the Service Coordination Experience Requirement as outlined below.

(3) NEW! – Community-Based Board of Directors Requirement

All Applicants must confirm that they will meet the Community-Based Board of Directors Requirement as outlined below.

(4) The Application must meet a minimum score threshold in order to be eligible for funding.

- (5) Group homes, Assisted Living Facilities, and other specialized licensed residential facilities, or units within a condominium complex are not eligible for funding through this RFA.

c. Goal

NEW! – There is a goal to fund one Development that will serve Persons with Developmental Disabilities

d. Intent of the RFA

The intent of this RFA is to help communities address the significant need for independent Permanent Supportive Housing for some of their most vulnerable individuals with a disabling condition who lack stable housing and coordinated access to appropriate community-based healthcare and supportive services.

2. Demographic Commitment

a. Select the Demographic Commitment

(1) Persons with a Disabling Condition Demographic Commitment

(a) Requirements

Applicants that commit to serve the Persons with a Disabling Condition Demographic Commitment will be required to make the following set aside commitments for a minimum of 50 years:

At least 50 percent of the units in the Development must consist of Permanent Supportive Housing for persons with a Disabling Condition as defined in Section 420.0004(7), F.S.;

AND

At least 20 percent of the units in the Development must consist of Permanent Supportive Housing for individuals and families that meet the definition of Homeless as defined in Section 420.621(5), F.S., (which may be the same units set aside for the persons with a Disabling Condition Demographic Commitment).

(b) Interest Rate

- (i) Applicants that commit to set aside at least 50 percent, but less than 80 percent, of the units in the Development for persons with a Disabling Condition will qualify for a SAIL loan with an interest rate of 0 percent for the percentage of units that are set aside for persons with a Disabling Condition, and an interest rate of 1 percent for the remaining units. For example, a set-aside commitment of 60 percent of the units for persons with a Disabling Condition will have 60 percent at 0 percent and 40 percent at 1.0 percent, for a blended overall interest rate of 0.40 percent.

- (ii) Applicants that commit to set aside at least 80 percent of the units in the Development for persons with a Disabling Condition will qualify for a SAIL loan with an overall interest rate of 0 percent.

(2) Persons with Developmental Disabilities Demographic Commitment

Applicants that commit to serve the Persons with Developmental Disabilities Demographic Commitment may designate some units as Individual Room Occupancy (IRO) Units as further explained in 6.a.(3) below.

(a) Requirements

Applicants that commit to serve the Persons with Developmental Disabilities will be required to make the following set aside commitments for a minimum of 50 years:

At least 50 percent of the units in the Development (prior to any IRO designations) must consist of Permanent Supportive Housing for Persons with Developmental Disabilities as defined in Section 393.063(12), F.S.

- (b) Due to the likelihood that some or all Persons with Developmental Disabilities will have Mobility Impairments now or later in their lives, Applicants that commit to this Demographic must at a minimum meet the accessibility, adaptability, universal design and visitability features requirements outlined in the RFA, (“Level 1 Accessibility Requirements”).

b. For the Corporation to better understand the property proposed, Applicants that select the Persons with a Disabling Condition Demographic Commitment must check the box or boxes at question 2.b. of Exhibit A that specify the defined Persons with a Disabling Condition population(s) that the Applicant proposes to serve:

- (1) Adult persons requiring independent living services in order to maintain housing or develop independent living skills and who have a Disabling Condition that currently impairs or is likely to impair their physical mobility; and/or
- (2) Persons receiving benefits under the Social Security Disability Insurance (SSDI) program or the Supplemental Security Income (SSI) program or from veterans’ disability benefits; and/or
- (3) Adult persons requiring independent living services in order to maintain housing or develop independent living skills and who have a Disabling Condition that neither currently impairs nor is likely to impair their physical mobility, such as persons with a mental illness.

Due to the likelihood that some or all residents of the subpopulations described in (1) and (2) above will have Mobility Impairments now or later in their lives, Applicants that select either (1) and/or (2) above must at a minimum meet the accessibility, adaptability, universal design and visitability features requirements outlined in the RFA, (“Level 1 Accessibility Requirements”).

Because residents of the subpopulation described in (3) above are less likely to have Mobility Impairments, Applicants that select (3) above and that do not also select (1) and/or (2) above must at a minimum meet the accessibility, adaptability, universal design and visitability features requirements outlined in the RFA, (“Level 2 Accessibility Requirements”).

- c. Applicants must use up to two pages to write a narrative describing in detail the resident household characteristics of the population(s) to be served. This information will provide context for scoring the narrative sections of the Application.

3. Contact Person/Applicant/Developer/Management Company

a. Applicant Information - **Only Non-Profit Applicants are eligible for funding.**

- (1) The Applicant must meet the definition of Non-Profit, as defined in subsection 67-48.002(84), F.A.C., and the Applicant must be a legally formed entity (i.e., limited partnership, limited liability company, etc.) qualified to do business in the state of Florida as of the Application Deadline
- (2) The Applicant must provide the IRS determination letter demonstrating that, as of the Application Deadline, the Applicant entity is a Non-Profit organization under 501(c)(3) or 501(c)(4) of the IRC.
- (3) The Applicant must provide the Non-Profit Applicant's Articles of Incorporation or the IRS Form 990 most recently filed with the IRS, but no earlier than 2016, demonstrating that, as of the Application Deadline, one of the Applicant entity's purposes is to foster low-income housing.
- (4) NEW! - Services Coordination Experience Requirements

The new services coordination provider experience requirement below is proposed to effectively help each household access and retain community-based resources and services. One of the following must be met.

- (a) Within the Applicant entity structure, at least one natural person Principal of a Non-Profit entity within the Applicant entity structure must have experience with independent rental housing and supportive service coordination, owning a minimum of two properties that serve Persons with a Disabling Condition, which may include Developmental Disabilities. To meet this requirement, Applicants will be required to list the properties that serve Persons with a Disabling Condition, and there must be a combined total number of units within the properties that equals no less than 50 percent of the total number of units in the proposed Development.

OR

- (b) Florida Housing is concerned that newer Applicants without professional experience managing complex residential services coordination will be unable to compete for funding. Applicants that do not meet the requirement described in (a) above may partner with a provider of supportive services that includes services coordination for the intended Demographic. The provider must demonstrate it has been in business and performing supportive services for at least 5 consecutive years from the date of Application submission.

For discussion: Florida Housing wants to ensure that Applicants that meet this requirement through option (b) will continue to meet the requirement throughout the entire Compliance Period. Should the Services Coordination Provider be required to be part of the Applicant entity so any changes to the partnership are legally required to be approved through Florida Housing?

For discussion: Florida Housing is concerned about proposed Developments being awarded financing that are partnering with a services coordinator/provider that is located geographically

far away from the proposed site, perhaps even out of state. How should we ensure that properties are receiving good oversight and support from such companies?

- (5) Homeless Assistance Continuum of Care requirements for all Applicants that selected the Demographic Commitment of Persons with a Disabling Condition

At Application, the Applicant must:

- (a) Provide documentation that the Applicant informed the jurisdiction's Local Continuum of Care lead agency head of its intent to apply for funding to develop housing pursuant to this RFA must be submitted;
- (b) Have an executed agreement to participate in the Continuum of Care's Homeless Management Information System (HMIS); and will contribute data on the Development's tenants to the Continuum of Care's HMIS data system. The executed agreement shall be required at least 6 months prior to the expected placed in service date; and
- (c) Commit to be a housing provider in the Continuum of Care's Homeless Coordinated Entry system as required by the U.S. Department of Housing and Urban Development

b. General Developer Information

- (1) Name of Developer (including all co-Developers);
- (2) Evidence each Developer is a legally formed entity qualified to do business in Florida as of Application Deadline;
- (3) Required General Development Experience

At least one natural person Principal of at least one Developer must have, since January 1, 1999, completed at least three affordable rental housing developments, at least one (1) of which was a Housing Credit development completed since January 1, 2009. At least one of the three completed developments must consist of a total number of units no less than 50 percent of the total number of units in the proposed Development.

c. Principal Disclosure Form

- (1) Eligibility Requirement

To be eligible for funding, the Applicant must disclose all Principals of the Applicant and Developer(s) as defined in Subsection 67-48.002(94), F.A.C. on the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 08-16) ("Principals Disclosure Form"). The Principal Disclosure Form must be uploaded with the Application and Development Cost Pro Forma.

- (2) Point item

Applicants will receive 5 points if the uploaded Principal Disclosure Form was stamped "Approved" during the Advance Review Process provided (a) it is still correct as of Application Deadline, and (b) it was approved for the type of funding being requested (i.e., Housing Credits or Non-Housing Credits).

The Advance Review Process for Disclosure of Applicant and Developer Principals is available on the Corporation's Website

<http://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2019/2019-107> (also accessible by clicking [here](#)) and also includes samples which may assist the Applicant in completing the required Principals Disclosure form.

Note: It is the sole responsibility of the Applicant to review the Advance Review Process procedures and to submit any Principals Disclosure Form for review in a timely manner in order to meet the Application Deadline.

d. Name of Management Company

e. Contact Information

(1) Authorized Principal Representative. The Authorized Principal Representative (i) must be a natural person Principal of at least one Non-Profit entity of the Applicant listed on the Principal Disclosure Form; (ii) must have signature authority to bind the Applicant entity; (iii) must sign the Applicant Certification and Acknowledgement form submitted in this Application; and, (iv) if funded, will be the recipient of all future documentation that requires a signature.

(2) Operational Contact Person (optional). If provided, the Operational Contact Person will be the recipient of any general correspondence associated with the Development activities that does not require a signature. If an Operational Contact Person is not provided, the Authorized Principal Representative will be the recipient of any such documentation.

f. Community-Based Board of Directors Requirement

The Applicant must commit to structuring the Board of Directors affiliated with the Non-Profit Entity that is part of the Applicant Entity with a majority (at least 50 percent, plus one) of individuals that are Non-Related Board Members of any tenants or applicants for tenancy.

For this RFA, Non-Related Board Members means that these Board members and the Board Chair must not be related to, in a guardian role of, or in any way be a significant other of tenants or applicants for tenancy.

Ideally, Non-Related Board Members should include community members with experience and knowledge in key strategic responsibilities vital for the success and sustainability of the Development, including such areas as fundraising, real estate finance, strategic planning, Non-Profit administration and finance, and monitoring the management of the property and services.

The Board and Property Manager shall not allow persons who are legally or informally related to current residents of or applicants for tenancy at the Development to be employees or volunteers in positions that make decisions related to the Development's operations, tenant application and selection, or coordination or provision of supportive services. Additional requirements will be outlined in the RFA.

4. General Proposed Development Information

a. Development Name

b. Development Category - The Applicant must indicate whether the proposed Development will create new housing through the Development Category of new construction or through acquisition with Substantial Rehabilitation.

c. Development Type (Garden Apartments, Duplexes, Triplexes, Quadraplexes, Mid-Rise or High-Rise)

- d. New! - Enhanced Structural Systems Construction (ESSC)* – to qualify for purposes of the Total Development Cost Limitation calculation, the proposed Development must meet the ESSC specifications outlined in the RFA. This was formerly “concrete construction” and the definition has been clarified.

5. Location

- a. Provide the county and address
- b. State whether the proposed Development consists of Scattered Sites

Note: Developments are limited to three (3) Scattered Sites.

- c. Latitude/Longitude Coordinates

Provide the latitude and longitude coordinates for the Development Location Point, and all Scattered Sites, if applicable, stated in decimal degrees, rounded to at least the sixth decimal place. No Surveyor Certification form required.

6. Units

- a. The Applicant must state the total number of units in the proposed Development as follows:

- (1) Applicants that commit to serve the Persons with a Disabling Condition Demographic Commitment:

- (a) The minimum number of units in the Development is 30.
- (b) There is no maximum number of units.
- (c) Individual Room Occupancy (IRO Units) are not allowed.

- (2) Applicants that commit to serve the Persons with Developmental Disabilities Demographic Commitment:

- (a) The minimum number of units in the Development is 30, prior to any IRO designations.
- (b) The maximum number of units in the Development is 50, prior to any IRO designations.

- (3) Individual Room Occupancy (IRO Units)

Applicants that commit to serve the Persons with Developmental Disabilities Demographic Commitment may rent two-bedroom units as Shared Housing Units to Persons with Developmental Disabilities, as defined below, to allow unrelated persons the choice to share housing. The bedrooms in a Shared Housing Unit are called Individual Room Occupancy (IRO) Units for Housing Credit purposes.

- “Individual Room Occupancy Unit” or “IRO Unit” - The primary residence of an occupant who has a lease separate from other IROs or units. For purposes of this RFA, an IRO must be located within a Shared Housing Unit and tenants living in IRO Units must have non-exclusive access to shared living facilities, consisting of a kitchen and a living/dining area in a unit; must have a lockable door, and have a bathroom within the IRO Unit. In addition, each IRO Unit will be occupied by one

individual that meets the definition of Persons with Developmental Disabilities as defined in Section 393.063(12), F.S., and who will enter into a separate lease agreement for exclusive possession of the IRO Unit and enclosed bathroom. As with all Units, IROs must meet HUD Housing Quality Standards (HQS) as specified in 24 CFR § 982.401. However, the standards in § 982.605 apply in place of § 982.401(b) (sanitary facilities), § 982.401(c) (food preparation and refuse disposal), and § 982.401(d) (space and security).

- “Non-Shared Housing Unit” - Zero Bedroom Units, one-bedroom units, and two-bedroom units consisting at a minimum of a kitchen and a living/dining area shared by one or more residents. Each Non-Shared Housing Unit is governed by one lease and is considered one household for the purposes of determining compliance with set-aside commitments, income eligibility, and rent payments.
- “Shared Housing Unit” - Each bedroom in a Shared Housing Unit is considered an IRO Unit. Each resident in a Shared Housing Unit meets the definition of Persons with Developmental Disabilities as defined in Section 393.063(12), F.S., shall sign a separate lease, and shall be considered a separate household for the purposes of determining compliance with set-aside commitments, income eligibility, and rent payments. Each resident must have non-exclusive access to shared living space within the Shared Housing Unit, consisting at a minimum of a kitchen and a living/dining area.

Applicants that commit to serve the Persons with Developmental Disabilities Demographic Commitment and that are providing IRO Units in Shared Housing Units must state the number of two-bedroom units that will be Shared Housing. The number of IRO Units in the proposed Development is calculated by multiplying the number of two-bedroom units that will be Shared Housing by 2.

- (i) Up to 20 percent of the units in the Development (Shared Housing plus Non-Shared Housing Units), but no more than 10 units in the Development, may be two-bedroom units. At least two of the two-bedroom units must be Non-Shared Housing Units. The remaining two-bedroom units may be Shared or Non-Shared Housing Units;
 - (iv) If any bedroom in a two-bedroom unit is designated as an IRO Unit, all bedrooms in that unit must be designated as IRO Units.
 - (v) IRO Units must be built to Housing Quality Standards as specified in the IRO definition in Exhibit B.
 - (vi) Once a bedroom is designated as an IRO Unit, it shall function as such throughout the entire Compliance Period. Note: THERE IS NO POSSIBILITY OF CHANGE TO THIS DESIGNATION THROUGHOUT THE 50-YEAR PERIOD.
 - (vii) For purposes of the Land Use Restriction Agreement and the Extended Use Agreement, each IRO Unit shall function as a Unit for the purposes of the Applicant’s Income Set-Aside and ELI commitments.
- b. The Applicant must indicate whether the proposed Development consists of (1) 100 percent new construction units or (2) a combination of new construction units and rehabilitation units and state the quantity of each type.
- c. The Applicant must indicate whether there are any existing units on the Development site as of Application Deadline, and if so, the occupancy status of such units. If the Applicant indicates that

there are existing occupied units and if the Development is funded, the Applicant will be required to provide to the Credit Underwriter a plan for relocation of existing tenants, as outlined in Exhibit D.

d. Income Set-Aside Commitments

For Applicants that commit to serve the Persons with Developmental Disabilities and have designated units as IRO Units, the total units as described in this section means the units that are Non-Shared Housing Units plus all IRO Units. For instance, if proposing a Development that consists of 38 units, five of which are two-bedroom Shared Housing Units, then the income set-aside commitments described in this section are based on 43 total units: 33 units that are Non-Shared Housing Units plus 10 IRO Units (5 Shared Housing Units consisting of two IRO Units each).

(1) Minimum Set-Aside Commitments per Section 42 of the IRC

Per Section 42 of the IRC, the Applicant must elect one of the following minimum set-aside commitments:

- 20% of the total units at 50% or less of the Area Median Income (AMI)
- 40% of the total units at 60% or less of the AMI
- Average Income Test

(2) Income Set-Aside Units

If not committing to the Average Income Test, 80 percent of the total units shall be rented to households (person or persons) with incomes at or below 60 percent of the Area Median Income (AMI).

If the Applicant commits to the Average Income Test, the Applicant must set aside a total of at least 80 percent of the Development's total units at 80 percent AMI or less, but the average AMI of all of the Set-Aside units cannot exceed 60 percent.

(3) Required ELI Commitments

If the Applicant does not commit to the Average Income Test, the Applicant must commit to set aside 15 percent of the total units in the proposed Development to serve Extremely Low Income (ELI) Households. One-third of the required ELI Set-Aside units, (i.e., five (5) percent of the total units), are eligible for ELI Loan funding up to the maximum ELI request amounts outlined in the RFA.

If the Applicant commits to the Average Income Test, the proposed Development must set aside 20 percent of total units for ELI Households, and the ELI AMI level will be 30%, regardless of county. If the Applicant commits to the Average Income Test, the Applicant is not eligible for ELI Loan funding.

e. Unit Mix

The Applicant must complete the Unit Mix Chart listing the total number of bedrooms per unit, the total number of bathrooms per unit (including half-baths, if applicable), the total number of units per bedroom type, and the number of units that are ELI Set-Aside units. All units in the proposed Development must be listed, including all manager/employee units and all market rate units, if applicable.

- (1) Unit Mix Restrictions for Developments that will serve the Persons with Developmental Disabilities Demographic Commitment that do not include IRO Units, and for Developments that will serve the Persons with a Disabling Condition Demographic Commitment:
 - Units must consist of Zero (0), one (1), or two (2) bedrooms only;
 - At least 50 percent of the total units, rounded up, must be one bedroom units; and
 - No more than 50 percent of the total units, rounded up, may be Zero Bedroom Units.
- (2) Unit Mix Restrictions for Developments that will serve the Persons with Developmental Disabilities Demographic Commitment that include IRO Units:
 - Zero Bedroom Units, one-bedroom units, and two-bedroom units may be in the proposed Development, but only two-bedroom units may be Shared Housing Units;
 - At least 50 percent of the units in the Development (prior to any IRO designations), rounded up, must be one-bedroom units;
 - No more than 50 percent of the units in the Development (prior to any IRO designations), rounded up, may be Zero Bedroom Units; and
 - Up to 20 percent of the units in the Development (prior to any IRO designations) may be two-bedroom units. At least two of the two-bedroom units must be Non-Shared Housing Units. The remaining two-bedroom units may be Shared or Non-Shared Housing Units.

f. Compliance Period

- (1) Demographic Commitments
 - (a) Applicants must irrevocably commit to the Demographic Commitment selected at question 2.a. of Exhibit A for a minimum of 50 years.
 - (b) Applicants that commit to serve the Persons with a Disabling Condition Demographic Commitment must irrevocably commit to the Persons with a Disabling Condition population(s) Demographic Commitment selected at question 2.b. of Exhibit A for a minimum of 12 years.
- (2) Income Set-Aside Commitments
 - (a) Applicants that commit to serve the Persons with a Disabling Condition Demographic Commitment must irrevocably commit to the income set aside commitment for a minimum of 50 years, except that Applicants must only commit to the ELI Set-Aside commitment for a minimum of 15 years for the ELI Set-Aside Units that were associated with the ELI Loan Funding. After 15 years all of the ELI Set-Aside units associated with the ELI Loan Funding may convert to serve residents at or below 60 percent AMI. The ELI Set-Aside Units that were not associated with the ELI Loan Funding will remain ELI Set-Aside Units for a minimum of 50 years.
 - (b) Applicants that commit to serve the Persons with Developmental Disabilities Demographic Commitment must irrevocably commit to the income set aside commitment for a minimum of 50 years.

These commitments will also be reflected in the Extended Use Agreement and the Land Use Restriction Agreement.

7. Readiness to Proceed

- a. **New - A new Site Control form must be submitted with site control documentation and executed by the Authorized Principal Representative. The form is provided on the Corporation’s Website <http://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2019/2019-107> (also accessible by clicking [here](#)).

Applicants must demonstrate site control as of Application Deadline by providing an eligible contract (effective at least through September 30, 2019), a deed, and/or a lease.

- b. **New - The water and sewer form have been updated to include language approved by Miami-Dade County. All forms have been updated to include, among other adjustments, a date of signature. The new Ability to Proceed forms are provided on the Corporation’s Website <http://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2019/2019-107> (also accessible by clicking [here](#)).

8. Required Design and Construction Features

All units are expected must meet all requirements as outlined in the RFA. If the proposed Development consists of rehabilitation, the proposed Development’s ability to provide all construction features will be confirmed.

- a. Federal Requirements and State Building Code Requirements

Note: Section 504 of the Rehabilitation Act of 1973 requirements are met through the Applicant’s commitment to meet either the Level 1 or Level 2 requirements described the RFA.

- b. General Features
- c. Accessibility, Adaptability, Universal Design and Visitability Features

(1) Level 1 Accessibility Requirements

- 20 percent of the total units (prior to IRO designation), rounded up, as fully accessible units in accordance with the 2010 ADA Standards for Accessible Design, regardless of whether the proposed Development consists of new construction or Substantial Rehabilitation. These fully accessible units must (A) be on an accessible route and provide mobility features that comply with the residential dwelling units provision of the 2010 ADA Standards for Accessible Design and (B) be equally distributed among different unit sizes and Development types and must be dispersed throughout the Development (not located in the same area, or on a single floor); and
- At least an additional 10 percent of the total units (prior to IRO designation), rounded up, as accessible to persons with visual and hearing impairments in accordance with the 2010 ADA Standards for Accessible Design, regardless of whether the proposed Development consists of new construction or Substantial Rehabilitation. The units that are accessible to persons with visual and hearing impairments shall comply with the communication features described for Residential Dwelling units with Communication Features in the 2010 ADA Standards

for Accessible Design.

(2) Level 2 Accessibility Requirements

- A minimum of five percent of the total units (prior to IRO designation), rounded up, as fully accessible units in accordance with the 2010 ADA Standards for Accessible Design, regardless of whether the proposed Development consists of new construction or Substantial Rehabilitation. These fully accessible units must (A) be on an accessible route and provide mobility features that comply with the residential dwelling units provision of the 2010 ADA Standards for Accessible Design; and (B) be equally distributed among different unit sizes and Development types and must be dispersed throughout the Development (not located in the same area, or on a single floor); and
- At least one additional unit as accessible to persons with visual and hearing impairments in accordance with the 2010 ADA Standards for Accessible Design, regardless of whether the proposed Development consists of new construction or Substantial Rehabilitation. The unit(s) that is accessible to persons with visual and hearing impairments shall comply with the communication features described for Residential Dwelling Units with Communication Features in the 2010 ADA Standards for Accessible Design.

d. Required Green Building Features for all Developments

- (1) Proposed Developments with the Development Category of New Construction must achieve one of the following Green Building Certification programs: Leadership in Energy and Environmental Design (LEED); Florida Green Building Coalition (FGBC); Energy Star certification for multifamily housing; or ICC 700 National Green Building Standard (NGBS). Selection of the program will be accomplished during the credit underwriting process.
- (2) Proposed Developments with the Development Category of Acquisition with Substantial Rehabilitation must choose additional Green Building options.

9. Resident Community-Based Services Coordination

The Applicant shall commit to submit a Resident Community-Based Services Coordination Plan to Florida Housing for review and approval during credit underwriting.

10. Funding

a. Corporation Funding

- (1) Competitive Housing Credits

The Applicant's Housing Credit Request Amount cannot exceed \$2,880,000

- (2) Applicants that select the Persons with Disabling Condition Demographic Commitment are eligible for SAIL and must complete the following to determine the SAIL Request Amount.

(a) SAIL

The SAIL Request Amount without the ELI Loan Request Amount is limited to \$70,000 per unit; however, the SAIL Request Amount plus the ELI Loan Request Amount is limited to the lesser of the following:

- (i) \$4,000,000;
- (ii) 35 percent of the Total Development Cost (which includes the ELI Loan Amount), if the Applicant commits to at least 80 percent of the total units for the Persons with a Disabling Condition Demographic commitment at question 2.a. of Exhibit A.

(b) ELI Loan Request Amount

- All Applicants that select the Persons with Disabling Condition Demographic Commitment should state the amount of ELI Loan funding the proposed Development is eligible to receive in Exhibit A, as well as on the Construction/Rehab and Permanent Analysis. Applicants not requesting the maximum amount of ELI funding will still be required to set aside 15 percent of the total units in the proposed Development to serve Extremely Low Income Households.

- (3) Applicants that select the Persons with Developmental Disabilities Demographic Commitment are eligible for grant funding may request up to \$4,000,000 in grant funding. There is no additional funding for the required ELI Set-Aside Units.

b. Developer Fee / General Contractor Fee/Operating Deficit Reserve

(1) Developer fee

- (a) Developer Fee on Acquisition Costs, is limited to 21 percent* of the Total Acquisition Cost of Existing Development (excluding land), rounded down to the nearest dollar; and
- (b) Developer Fee on Non-Acquisition Costs, is limited to 21 percent* of the net amount after deducting Total Acquisition Cost of Existing Development (excluding land), rounded down to the nearest dollar.

*The Developer Fee is limited to 16 percent of the Development Cost; however, the Corporation will allow Applicants to provide a Developer Fee up to 21 percent of the Development Cost to be stated on the Development Cost Pro Forma, with up to 5 percent of the Development Cost placed in an operating deficit reserve account to be held by the Corporation or its servicer.

- (2) General Contractor fee shall be limited to 14 percent of actual construction cost.

c. Qualifying Financial Assistance Funding Preference

To qualify for the Qualifying Financial Assistance Preference, the Applicant must meet one of the following requirements:

- (1) Cash Funding equals at least 3 percent of the Applicant’s Eligible SAIL or Grant Request Amount, as applicable

To qualify, Applicants must state the amount of cash loans, cash grants and/or cash on hand (“Cash Funding”) from Local Government entities and/or other non-Corporation sources (all of which, for purposes of this provision, will be considered to be “Qualifying Financial Assistance”) and, for each source, provide evidence that meets the criteria for all non-corporation sources. If the Qualifying Financial Assistance sources are equal to at least 3 percent of the Applicant’s Eligible SAIL or Grant Request Amount, as applicable, (exclusive of the ELI Loan amount), the Applicant will receive a funding preference. If the Applicant qualifies for this funding preference and is awarded funding under this RFA, the Applicant must provide and maintain an amount equal to or greater than 3 percent of the Applicant’s Eligible SAIL or Grant Request Amount, as applicable, (exclusive of the Eligible ELI Loan Request Amount) within the permanent sources of financing.

- (2) Donation of Land by a Local Government

To qualify, the Total Development Cost cannot consist of any land costs during scoring or during the credit underwriting process; the entire site must have been donated or will be donated from a Local Government to the Applicant; and, when submitted, the site control documentation must reflect one of the following:

- The eligible contract must reflect that a Local Government is the seller and the Applicant is the buyer, and the price of the land must be \$10 or less;
- The deed must reflect the Local Government as the grantor, the transaction must have occurred no more than 12 months prior to the Application Deadline, the price of the land must have been \$10 or less, and the closing statement must be provided demonstrating that the price of land was \$10 or less; or
- The eligible lease must reflect a Local Government as the Lessor and the Applicant as the Lessee, and the lease payments must equal \$10 a year or less.

If the Applicant qualifies for this preference through the donation of land and is awarded funding under this RFA, the Applicant will not receive any Corporation funding towards the cost of the land.

Note: In-kind donations, waivers of any fees, and any funding from the Corporation are not considered Qualifying Financial Assistance, although they can be used to help reduce costs in the construction of the proposed Development.

- d. Per Unit Construction Funding Preference

Applications with a Development Category of New Construction will automatically qualify for this Preference

Applications with a Development Category of Rehabilitation, with Acquisition, will qualify if the Applicant reflects an amount of at least \$32,500 per unit when the amount listed in the Total column of the Development Cost Pro Forma for the Development Cost line item A1.1 (Actual Construction Cost) is divided by the number of total units in the Development.

- e. Total Development Cost Per Unit Limitation

Any Application that has an amount that exceeds the Total Development Cost Per Unit Limitation in the RFA during scoring will not be eligible for funding.

11. Narrative Scoring

- a. Operating/Managing Experience (Maximum of 45 points)

The viability and sustainability of Permanent Supportive Housing is contingent upon the Development having the necessary experience and capacity to successfully operate and manage the traditional functions of affordable rental housing; as well as understanding how to facilitate housing stability and access to community-based resources and services for the tenants.

The Applicant should describe its or its management company's capacity and experience performing traditional rental housing operations and management functions related to Outreach and Marketing; Tenant Application and Selection; Leasing and Lease Enforcement; Operations and Rental Subsidies; Property Maintenance and Security; Funding and Regulatory Compliance and Reporting; as well as administering optional or required Resident Programs pursuant to the RFA. (30 points)

The Applicant should also describe its capacity and experience to operate and manage the required provision of community-based services coordination relevant to supportive services and resources that are relevant to assist the intended residents to have stable and integrated lives in the community. The Applicant should also describe its operations and management approach for helping the tenant address and mitigate issues that have or may violate their lease and housing stability. (15 points)

In both descriptions, the focus should be on the years of experience performing the described functions, qualifications of the entity(s), and any best practices that are followed in performing the function(s) related to operating and managing Permanent Supportive Housing and serving the intended households.

- b. Access to Community-Based Services and Resources (Maximum 55 Points)

The ability of the tenants at the proposed Development to effectively and efficiently access community-based services and resources is vital to assist these households in obtaining and maintaining a level of stability and self-sufficiency in their community. As specified in each section below, provide a description of the Applicant's plan to provide access to general community services, as well as specific supportive services and resources that address the needs of these intended tenants, described in question 2 of Exhibit A.

Applicant responses to these items will be evaluated based on the following criteria: (i) a description of the services as provided in the Applicant's descriptions below; (ii) a description of the partners, roles of each, and capacity of the partners that will provide or facilitate access to these services; (iii) a description of the public and/or private transportation options that will be available to residents of the proposed Development to ensure access to the described general services, including the modes, options and availability of transportation for residents to get to and from these resources; and (iv) a description of how the Applicant believes that the access outlined in (i), (ii) and (iii) above will lead to improvement of tenants' health, safety, stability, education and employment capacities, quality of life, and ability to successfully live in the community.

All Applicants may be awarded points for providing the following information:

(1) Access to community-based general services

Describe the community-based general services that will be accessible to tenants, such as shopping for groceries, medicine, clothing, and other household and personal items. Include other services such as public schools, higher education, training and employment opportunities that are appropriate for the intended tenants. If the description of how the intended residents will access the services includes public transportation, such as bus or rail, state the exact measurement of walking distance to the current bus or rail stop from the proposed Development. State how frequently the bus or rail stop may be accessed by the residents of the proposed Development. Include the cost to the tenant of all public and/or private transportation options listed. (Up to 20 Points)

The Applicant's description(s) is limited to no more than three (3) typed pages within the text box at question C.2.a. of Exhibit A. Note: Although the online Application system allows for more than three (3) pages, any portion of the description that is beyond three (3) pages will not be considered. If the Applicant is awarded funding but is unable to fulfill some or all of the commitments stated, the funding may be rescinded.

(2) Access to community-based services and resources that address tenants' needs (Up to 35 Points)

Healthcare and supportive services provided by community-based services and resources are vital to help the intended households to achieve and maintain optimal wellness, stability and self-sufficiency in the community. Additionally, the availability of community based healthcare and supportive services for the needs of the intended households is imperative to the sustainability of successful housing.

Describe how residents will be assisted to access appropriate physical health, behavioral health and wellness, and self-sufficiency services and activities that can lead to stable and integrated lives in their community.

The description provided in all Applications should include the following:

- (a) The Development's physical proximity to health care and supportive services, and/or which services/programs will be provided on-site. If the description of how the intended residents will access the services includes public transportation, such as bus or rail, state the exact measurement of walking distance to the current bus or rail stop from the proposed Development. State how frequently the bus or rail stop may be accessed by the residents of the proposed Development. Include the cost to the tenant of all public and/or private transportation options listed;
- (b) All key supportive services and programs that will be provided directly through the Applicant, community partnership or other providers to assist the intended residents, and the benefits of offering these services/programs; and
- (c) If the intended residents are those who are transitioning from an institution or community residential care, in addition to the above information, describe how the transitioning residents' preferences and continued support and healthcare needs will be met through access to community-based resources now that the

individual will be living in the independent Permanent Supportive Housing Development. This includes physical, medical, behavioral, functional, and social preferences and needs, as applicable. Explain how these will be identified and how the determination will be made that the services, supports and resources needed to live independently are available at the proposed Development. Explain how the Resident Services Coordination Plan service plan is supported at the proposed Development. Examples would be 24-hour staff, capacity for specialized medical equipment, and/or partnerships with a Managing Entity, as defined by the Agency for Healthcare Administration or Medicaid Managed Care organization, as defined by the Department of Children and Families.

Applicants that are proposing Developments serving the Persons with Disabling Conditions Demographic Commitment should also include the following in the description provided:

The nature of any partnerships with the Local Homeless Assistance Continuum of Care lead agency and members as well as other relevant linkages with lead agencies or services providers that are key to helping the intended households maintain stability in the community. These descriptions should describe how the provision of the services is funded.

c. Tenant Selection Procedures (Up to 25 Points)

The application and tenant selection policies and procedures shall be objective and fair to all persons applying for tenancy at the Development. At no time, shall tenant selection and related decisions be made based on the ability or commitment of intended tenants, or their legally or informally related significant others, to contribute time, goods or money to any component of the Non-profit, Development, Board or affiliated organizations or businesses. Additionally, tenant selection shall not favor prospective residents with legal, familial or informal relationships with the Non-Profit's Board members, staff or funders. Board members, staff or third party entities that are legally or informally related to a current resident or to an applicant shall not make decisions related to the applicant's waitlist preference and tenant selection. As with all properties financed by Florida Housing, these developments must meet federal and state Fair Housing Act requirements.

While property management procedures must incorporate an eligibility process for tenancy that appropriately manages the viability of the property and safety of current tenants, the Corporation expects Applicants to balance this with a process that is welcoming to all prospective tenants and considers a prospective tenant's current and former circumstances, particularly for all ELI Set-Aside units, including those for Persons with Special Needs. As a result of these households' low incomes and special needs, they often have conditions in their employment, credit, income, criminal and rental history that affect their ability to meet traditional requirements for tenancy in safe and decent rental housing.

Requirements related to Serving Tenants

- The Development may not charge a fee for or restrict any tenant's use of any services, features, amenities or communal areas that it committed to as part of the financing agreement with Florida Housing.
- Participation in on-site or off-site auxiliary activities directed by Development staff or others must be voluntary and may not be a condition of tenancy
- The Development shall not provide services and activities that are redundant to ones provided under a Medicaid or other publicly funded services plan provided to a resident

- Direction/requirements related to service and amenity fees (the latter may also be known as “life enrichment fees”)

For Points in this Application

The Applicant must describe the specific housing application process and tenant screening criteria, procedures and policies that will be used by the Applicant’s property management to assist in determining whether a prospective tenant is eligible for tenancy. The Applicant’s narrative should be focused on application and screening procedures, not the services that will be provided to welcome or support a tenant once approved for move-in or after move-in. The screening procedures provided in the Applicant’s narrative should focus on procedures and policies that assist in lowering and overcoming barriers related to the income, credit, criminal and rental history of ELI persons and persons with special needs that would normally prevent them from being approved for tenancy under traditional tenant screening criteria and policies.

Tenant Application

The narrative should explain in detail how the Applicant will facilitate a household’s ability to acquire, complete and submit the rental application. The Applicant’s rental application policies should include specific information on how the Applicant will increase a prospective tenant’s ability to apply for and access the rental housing by reducing barriers such as application fees, security deposits and other related move-in fees.

Tenant Screening

The Corporation is interested in tenant screening policies that demonstrate how the Applicant will improve a prospective tenant’s opportunity to qualify for tenancy. The Applicant should describe the detailed tenant screening procedures and policies to be implemented that will consider the nature and extent of barriers found in a tenant’s income, credit, criminal and rental history that might adversely affect the intended household’s ability to qualify for and access safe and decent rental housing. The tenant screening procedures and policies should also describe the look-back period that will be implemented when screening a prospective tenant’s criminal, rental and credit history.

Applicants that meet the Service Provider Requirements because there is at least one natural person Principal of a Supportive Services Coordination Provider entity with experience and sufficient capacity to support the residents of the proposed Development must describe who service coordinator entity is and provide experience information. If a Supportive Services Coordinator and/or Provider is part of the applicant entity, describe the roles and coordination between the Management Company and Supportive Services entity.

In addition to this narrative, a Tenant Selection Plan shall be provided during credit underwriting that describes these specific tenant screening and application procedures and policies.

The Applicant shall develop and implement a plan for tenant outreach, marketing, referral and selection as approved by the Corporation during the credit underwriting process.

12. Funding Selection

- a. Application Sorting Order

The highest scoring Applications will be determined by first sorting together all eligible Applications that are awarded at least 86 points from highest score to lowest score, with any scores that are tied separated in the following order:

- (1) First, by Operating/Managing Experience points received;

- (2) Next, by the Application's Leveraging Classification, with Applications having a lower amount of total Corporation funding per Set-Aside Unit above those with a higher amount of total Corporation funding per Set-Aside Unit. To calculate the Corporation Funding Per Set-Aside, the Eligible Housing Credit Request Amount will be multiplied by 9.0 and that product will be added to the Eligible Grant Request Amount or Eligible SAIL Request Amount, (exclusive of ELI Loan Funding), as applicable. This total shall be divided by the number of Set-Aside Units in the Development, as further described in the RFA;
- (3) Next, by the Application's eligibility for the Qualifying Financial Assistance Funding Preference as described in 10.c. above, with Applications with the higher amount listed above Applications with a lower amount;
- (4) Next, by the Per Unit Construction Funding Preference which is outlined in the RFA (with Applications that qualify for the preference listed above Applications that do not qualify for the preference);
- (5) By the Application's eligibility for the Florida Job Creation Funding Preference which is outlined in the RFA (with Applications that qualify for the preference listed above Applications that do not qualify for the preference); and
- (6) By lottery number, resulting in the lowest lottery number receiving preference.

The first Application that will be selected for funding will be the highest-ranking eligible Application that selects and qualifies for the Persons with Developmental Disabilities Demographic Commitment.

If funding remains, the next Application that will be selected for funding will be the highest-ranking eligible Application that selects and qualifies for the Persons with Disabling Conditions Demographic Commitment.

Additional Applications will be selected for funding if those Applications can be fully funded.

13. Expected Timeline

<i>Issue RFA</i>	<i>end of February, 2019</i>
<i>RFA Due Date</i>	<i>end of March, 2019</i>
<i>Review Committee Meeting (make recommendations to Board)</i>	<i>end of April, 2019</i>
<i>Request Board Approval of Recommendations</i>	<i>May 10, 2019</i>