

**FLORIDA HOUSING FINANCE CORPORATION**

**RFA 2022-210 Financing to Develop Permanent Supportive Housing  
Focusing on Best Practices and Funding for Tenancy Supports and Resident Services Coordination for  
High Utilizers of Public Behavioral Health Systems**

**February 2, 2022, 2:00 p.m., Eastern Time**

**Registration for Workshop is required. Registration information is available on the RFA Webpage<sup>1</sup>**

**Agenda**

**A. Introductions**

**B. Purpose of RFA**

Florida Housing is proposing to issue a Request for Applications (RFA) to fund the development of Permanent Supportive Housing (PSH) that will include a three-year pilot component. A small portion of the overall tenants to be served at the Developments funded through the RFA will house persons who are high users of public behavioral health crisis services or are a high priority for diversion from acute health care services and institutional settings (High Utilizers). The focus of the pilot is on those High Utilizers who are facing housing instability due to their behavioral health care situation.

The immediate objective of this pilot is to divert High Utilizers served by Managing Entities (MEs)<sup>2</sup> from repeated emergency, in-patient residential and/or acute care service use. The longer-term objective is to create a collaborative approach to state-administered funding for both housing and services to build a replicable model for the future. In the first pilot Florida Housing funded to incentivize braiding together housing and services funding, the focus was on persons with high needs/high costs who were experiencing chronic homelessness. In this new pilot, Florida Housing continues this work, proposing to focus on those who are unable to meet literal homeless eligibility requirements and thus are unable to move through the local Continuum of Care system to access housing and services through that portal. Helping High Utilizer individuals in the behavioral healthcare system who face housing instability, but are not literally homeless, requires blending a different set of funding strategies to help them gain independence and stability in their communities.

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<sup>1</sup> The RFA Webpage can be found at <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2022/2022-210> or [here](#).

<sup>2</sup> Managing Entities, or ME's, serve High-Risk Individuals and are under contract with the Florida Department of Children and Families. Each of these seven MEs administer publicly funded behavioral health services to Florida's uninsured population in their designated service areas. MEs serve persons with mental illness and substance use disorders, overseeing funding used by participating service providers.

This RFA will be open to Non-Profit Applicants that are experienced in working with and housing High Utilizers and have a funding and partnership commitment for resident services coordination, housing stability/tenancy supports and supportive services through a partnership with the ME in the region where the PSH will be built.

As the RFA details below, additional units will be required to be set aside for Homeless Households and qualifying populations under the HOME-American Rescue Plan (ARP) Program. After Year 15, the HOME-ARP units will transition to serve Persons with Special Needs, as detailed below.

Applicants chosen under this pilot, including both the housing provider and ME, must commit to work with Florida Housing throughout the pilot period through a series of collaborative peer conversations and written reports to develop and inform Florida Housing and the Department of Children and Families about resident outcomes and best practice strategies for serving High Utilizers in PSH.

This RFA proposes to use Competitive Housing Credits (HC) in conjunction with HOME-ARP funding and National Housing Trust Funds (NHTF), the latter two provided as forgivable loans.

### **C. Overview of Pilot Program Requirements**

1. While the housing financed through this RFA will be required to remain affordable and available to specific demographic groups for 50 years, the formal length of the pilot will be three years, starting from initial occupancy of the property. Participation in the pilot by tenants referred to the property by the ME partner to meet the High Utilizer set-aside described below is voluntary.
2. Applicants (including both partners in applications with more than one partner in the Applicant Entity) and their Managing Entity partners will be expected to work together, with Florida Housing, and with the other pilot Applicants selected for funding under this RFA in preparation to launch their individual pilots (i.e., before the pilot period formally starts, including during credit underwriting).
3. At the end of the pilot period, Applicants and Managing Entities will be expected to provide written evaluations/reports as outlined below.
4. In addition to providing housing stability supports and access to supportive services during the formal three-year period, the Applicant and Managing Entity partner will be required to provide full time, onsite services of a Housing Stability and Services Coordinator for this period, further described and discussed below, and funded by the Managing Entity.

### **Outline of RFA** *(Full Draft of RFA to be released at a later time)*

*Note: Not all parts of or requirements in the RFA are provided below; only key items provided here for discussion at this workshop.*

#### **A. Section One** of the RFA will provide the Introduction

**B. Section Two** will provide information on RFA Definitions

1. Definitions for this RFA will be found in Exhibit B of the RFA. Only definitions critical for this workshop are provided below. Additional definitions will be included in the draft RFA.
  - a. HOME-ARP Qualifying Populations – Any individual or family meeting the criteria of the populations listed in Part IV of HUD Notice: CPD-21-10 Requirements for the Use of Funds in the HOME-American Rescue Plan Program.
  - b. Homeless Household – An individual who lacks a fixed, regular, and adequate nighttime residence and also includes an individual who: (1) is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; (2) is living in a motel, hotel, travel trailer park, or camping ground due to a lack of alternative adequate accommodations; (3) is living in an emergency or transitional shelter; (4) has a primary nighttime residence that is a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings; (5) is living in a car, park, public space, abandoned building, bus or train station, or similar setting; or (6) is a migratory individual who qualifies as homeless because he or she is living in circumstances described in paragraphs (1)-(6). The terms do not refer to an individual imprisoned pursuant to state or federal law or to individuals or families who are sharing housing due to cultural preferences, voluntary arrangements, or traditional networks of support. The terms include an individual who has been released from jail, prison, the juvenile justice system, the child welfare system, a mental health and developmental disability facility, a residential addiction treatment program, or a hospital, for whom no subsequent residence has been identified, and who lacks the resources and support network to obtain housing.
  - c. Housing Stability and Services Coordinator – A full-time position required to work onsite at the property that develops and implements individualized housing stability plans for each High Utilizer resident; coordinates with onsite and community providers to provide services for primary and mental health care, and all other supports needed to assist residents in reaching their housing stability goals; directs and/or provides as needed additional supportive services, employment and training support and appropriate referrals for residents onsite; and collaborate with property managers to provide adequate supports for tenants. This position must operate at a caseload of no more than 1:20 residents. *[A full outline of job duties is provided in Attachment A to this agenda]*
  - d. Managing Entity (ME) – Pursuant to section 394.9082 (1)(e), Florida Statutes, means a corporation selected by and under contract with the Florida Department of Children and Families to manage the daily operational delivery of behavioral health services to uninsured and under-insured persons through a coordinated system of care in one of seven regions throughout the state.

- e. Non-Profit – Pursuant to Chapter 67-48, FAC, means a qualified non-profit entity as defined in Section 42(h)(5)(C), subsection 501(c)(3) or 501(c)(4) of the IRC and organized under Chapter 617, F.S., if a Florida Corporation, or organized under similar state law if organized in a jurisdiction other than Florida, to provide housing and other services on a not-for-profit basis, which owns at least 51 percent of the ownership interest in the Development held by the general partner or managing member entity, which shall receive at least 25 percent of the Developer Fee, and which entity is acceptable to federal and state agencies and financial institutions as a Sponsor for affordable housing, as further described in Rule 67-48.0075, F.A.C.
- f. 100% Non-Profit – The General Partner or Non-Investor Member of the Applicant entity itself is a non-profit entity or is wholly-owned (i.e., 100 percent owned) by one or more qualified non-profit entities as defined in Section 42(h)(5)(C), subsection 501(c)(3) or 501(c)(4) of the IRC and organized under Chapter 617, F.S., if a Florida Corporation, or organized under similar state law if organized in a jurisdiction other than Florida.
- g. Person who Is a High Utilizer (High Utilizer) – For the purposes of this RFA, means an adult with Serious Mental Illness who is obtaining behavioral health care services administered by a Managing Entity and has been referred by that Managing Entity for permanent supportive housing and who: 1) May have other co-occurring disorders and who has multiple needs related to, at a minimum, behavioral health care, activities of daily living and social supports; 2) Regularly uses high cost publicly funded acute behavioral care services and/or uses or is at extreme risk of using behavioral residential care and institutions due to the housing instability and lack of adequate community-based supports in the community; 3) May be awaiting discharge from a state mental health treatment facility back to the community; and/or 4) May be part of state efforts to divert adults with Serious Mental Illness from costly acute care.
- h. Person with special needs – Pursuant to section 420.0004(143), Florida Statutes, means an adult person requiring independent living services in order to maintain housing or develop independent living skills and who has a disabling condition; a young adult formerly in foster care who is eligible for services under s. 409.1451(5); a survivor of domestic violence as defined in s. 741.28; or a person receiving benefits under the Social Security Disability Insurance (SSDI) program or the Supplemental Security Income (SSI) program or from veterans’ disability benefits.
- i. Project-Based Rental Assistance (PBRA) – Means a rental subsidy through a contract with HUD, USDA Rural Development or a local Continuum of Care for a property.
- j. Serious Mental Illness – As defined by the federal Substance Abuse and Mental Health Services Administration (SAMSHA), defined as someone over 18 having (within the past year) a diagnosable mental, behavior, or emotional disorder that causes serious functional impairment that substantially interferes with or limits one or more major life activities.

2. Florida Housing's Administrative Rules and the federal HOME-ARP guidance applicable to this RFA are posted on the RFA [webpage](#).

**C. Section Three** of the RFA will describe RFA procedures and provisions, including Submission Requirements.

**D. Section Four** of the RFA outlines instructions for completing Exhibit A (the Application).

1. Demographic Commitment *(see Attachment B for examples of how these requirements could be met in a conceptual development)*

a. High Utilizer Demographic Commitment

20% of the total units, or a minimum of 15 units, whichever is greater, must be set aside for High Utilizers for a minimum of three years (these units may not be the same as units set aside under the Homeless Household Demographic Commitment below, but may be the same units as those set aside under the HOME-ARP Demographic Commitment below). After three years and certain reporting requirements are met, the pilot will be considered completed and this demographic commitment will end. However, when this demographic change occurs, these households must be allowed to remain in their unit until they move, with the same rent structure as was in place at the end of the pilot period.

b. Homeless Demographic Commitment

10% of the total units must be set aside for Homeless Households for the full 50-year compliance period. These units may not be the same units as those set aside under any other Demographic Commitment in this RFA, including the Persons with Special Needs Demographic Commitment that begins at Year 16 (see below).

c. HOME-ARP Units

45% of total units will be funded with HOME-ARP, for a 15-year compliance period.

1) HOME-ARP Qualifying Populations Demographic Commitment

At least 70% of the HOME-ARP units must be set aside to serve HOME-ARP Qualifying Populations for 15 years.

a) HOME-ARP Qualifying Population groups. *(see Attachment C to this agenda for the comprehensive list)*

- Sheltered and unsheltered homeless populations;
- Those currently housed populations at risk of homelessness;
- Other families requiring services or housing assistance or to prevent homelessness; and
- Those at greatest risk of housing instability or in unstable housing situations.

- b) Depending on the HOME-ARP Qualifying Population served, household income requirements are required. However, note that overlaying Housing Credit income requirements will mean that some income requirement likely will be in place for all units.
  - c) Rents for all HOME-ARP Qualifying Population households must be set at 30% of each individual household's income. This requirement is only for this portion of HOME-ARP units.
  - d) Under the HOME-ARP Qualifying Population Demographic Commitment, if the Applicant chooses to serve persons meeting the HOME-ARP Qualifying Populations homeless requirement, this must be in addition to the Homeless Demographic Commitment described above.
- 2) No more than 30% of total HOME-ARP units may be set aside to serve persons up to 80% AMI, but because they will overlap with Housing Credit income requirements, must be limited to households with incomes at or below 60% AMI.<sup>3</sup>

d. Persons with Special Needs Demographic Commitment starting at Year 16

At the end of Year 15, when the HOME-ARP set-aside requirements end on the 45% of total units under this program, these units must begin serving Persons with Special Needs. Thus, starting in Year 16, 45% of total units in the property must serve Persons with Special Needs. These units may not be the same as those units set aside to meet the Homeless Demographic Commitment described above.

When this demographic change occurs at Year 16, tenants residing at the property who met the original HOME-ARP Qualifying Population requirements must be allowed to remain in the unit until they move, and the next tenant to take their place must meet the new demographic requirement. Rents for these remaining HOME-ARP tenants must continue to be charged as described above, but then may shift with new tenants in these units.

- e. Demographic Populations to Be Served. Applicants must include in their application a narrative describing the demographic subpopulation(s) to be served, with particular attention to the ME's priorities for the High Utilizer population(s) to be served. This information will be considered by the Corporation when reviewing and scoring how the proposed Development will assist the intended residents.

2. Applicant/Developer/Management Company

- a. Only Non-Profit Applicants are eligible for funding.

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<sup>3</sup> Unless Housing Credit income averaging is chosen.

- b. Examples of Applicants that can apply
  - 1) A single 100% non-profit that has the complete experience and capacity needed to develop and manage or oversee management of the property as well as to run the pilot.
  - 2) Two non-profits that partner together to bring the complete experience and capacity needed to develop and manage or oversee management of the property as well as to run the pilot (i.e., both entities run and oversee the pilot).
  - 3) A non-profit and for profit working together and meeting the Chapter 67-48 Non-Profit definition, in which the two organizations partner together to bring the complete experience and capacity needed to develop and manage or oversee management of the property as well as to run the pilot (i.e., both entities run and oversee the pilot).
  - 4) A non-profit with the complete experience and capacity needed to manage or oversee management of the property as well as to run the pilot, and that contracts with a for profit or non-profit developer that is not part of the ownership structure, but that is experienced in the programs, financing and development process for these programs.
- c. Documents about the Non-Profit's status will be required to be submitted by all Applicants, such as:
  - 1) The Non-Profit's IRS determination letter which demonstrates that the non-profit entity is organized under 501(c)(3) or 501(c)(4) and also has been in existence at least three years prior to the issue date of this RFA;
  - 2) Non-Profit Bylaws or Articles of Incorporation which meets the requirements outlined in the RFA; and
  - 3) Either the IRS Form 990 with any Form 990 supplemental information provided to the IRS which meets the requirements outlined in the RFA or, if the non-profit entity has received an exemption from filing Form 990 from the IRS, the FHFC Certification of IRS Form 990 Exemption Form (Rev. 09-2021), signed by the Executive Director of the nonprofit entity, with documentation from the IRS confirming the exemption.
- d. Community-Based Board of Directors Requirement – The Applicant must commit to structuring the Board of Directors affiliated with the Non-Profit Entity(s) that is part of the Applicant Entity with a majority (at least 50 percent, plus one) of individuals that are Non-Related Board Members to: 1) Any tenants or applicants for tenancy; 2) Any compensated management or staff of the Non-Profit; or 3) Any other members of the Board. 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 the groups listed above. 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. A Non-Profit Applicant must have bylaws that facilitate and ensure objective and experienced governance of the Non-Profit. The structure and operation of the Non-Profit, including both day-to-day administration and Board functions, may not be overseen by membership driven decisions.

3. Managing Entity Partner

- a. The Applicant's ME partner will be named with the Housing Specialist named as the contact person. The proposed Development must be located in the partner ME's region.
- b. An agreement form provided in the RFA will be signed by the Applicant and the ME's Chief Executive Officer and Board Chair and submitted in the Application as an exhibit. *[See Attachment D to this agenda for concept agreement]*
- c. If the Applicant is selected for funding, the Applicant and ME will be required to sign a final MOA or contract outlining partnership duties, as well as commitments to the Corporation for the pilot.
- d. Florida Housing's goal with this RFA is to select proposed Developments in three different ME regions for funding. While an ME may partner with multiple Applicants in its region, once one Application is selected for funding, Florida Housing will choose other, lower scoring Applications (as long as they meet eligibility and scoring criteria) before coming back to choose additional Applications in that ME's area. However, no more than one Application per county will be funded, even if no other Applications are eligible for selection.

4. Homeless Assistance Continuum of Care Requirements for All Applicants

- a. Provide documentation that the Applicant has informed the jurisdiction's Local Homeless Assistance Continuum of Care (CoC) lead agency head of its intent to apply for funding to develop housing pursuant to this RFA.
- b. Commit to participate in all aspects of the local CoC's Homeless Management Information System.
- c. Commit to be a housing provider in the Local Homeless Assistance Continuum of Care's Coordinated Entry system.

5. General Proposed Development Information

- a. New construction only
- b. Location of Proposed Development



- c. Development type and number of buildings and units
  - 1) Garden, Duplexes, Quadraplexes, Mid-Rise (4, 5 or 6 stories), or High Rise (7 or more stories)
  - 2) The minimum number of units in the Development is 60.
  - 3) There is no maximum limit on the number of units in the Development.
  - 4) This RFA will not allow any type of shared housing units where more than one household/individual lives together in a unit and holds separate leases.
- 6. Unit Mix
  - a. At least 40% of units must be 1-bedroom;
  - b. No more than 20% of units may be 0-bedroom;
  - c. No more than 10% of units may be 3-bedroom;
  - d. 4-bedroom units or higher are not allowed; and
  - e. No single-room occupancy (SRO) units will be permitted.
- 7. Income/Rent Set-Aside Commitments
  - a. Required Income Set-Aside Units
    - 1) Under the Housing Credit program, if the Average Income Test is not selected, at least 80 percent of the units shall be rented to households (person or persons) with incomes at or below 60 percent of the Area Median Income (AMI).

If the Average Income Test is selected, at least 80 percent of the Development's total units must be set aside at 80 percent AMI or less, but the Average AMI of the Qualifying Housing Credit Units cannot exceed 60 percent.
    - 2) Income set-aside requirements for the portion of HOME-ARP units serving HOME-ARP Qualifying Populations will be dependent on the particular Qualifying Population served. Rents must be set for all these households at no more than 30% of their individual household incomes.

The remaining HOME-ARP set-aside units can be rented to households up to 80% AMI. NOTE, however, that because of the Housing Credit/HOME-ARP overlap, the highest income that may be served if income averaging is not chosen will be 60% AMI. See the [HUD guidance document](#) on this RFA webpage for more information on HOME-ARP requirements.
  - b. Required Extremely Low Income (ELI) Commitments – Pursuant to this RFA, a total of 20% of the units must be set aside to serve persons with incomes at or below 30 percent AMI.

NHTF funding will be provided to support half of these units (i.e., 10% of total units), again to serve households with incomes at or below 30% AMI. The NHTF ELI units will remain at ELI levels for 30 years; the rest of the ELI units will be required to be in place for the full 50 years of the property's affordability period. These units may overlap with the HOME-ARP units to meet income set-aside requirements.

- c. Compliance Period Requirements
  - 1) The Housing Credit compliance period is 50 years.
  - 2) The HOME-ARP compliance period is 15 years.
  - 3) The NHTF compliance period is 30 years.
- 8. Readiness to Proceed
  - a. Proof of site control of the property will be required by Application deadline.
  - b. Proof of infrastructure availability will be required by Application deadline.
- 9. Required Construction Features
  - a. Federal and state building code requirements
  - b. General features
  - c. Accessibility, adaptability, universal design and visitability features
  - d. Green building certification and specific features
- 10. Provision of Housing Stability Supports, Services and Access to Community-Based Services Coordination
  - a. Housing Stability and Services Coordination – To serve the High Utilizer tenants who will be part of the pilot, a Housing Stability and Services Coordinator, as defined earlier in B. and more fully described in Attachment A must be provided to support these residents and oversee implementation of resident plans and provide or coordinate services for each resident. In addition, Applicants and MEs may propose additional staff and supports in the RFA application narratives to ensure that these residents receive the support needed to develop stability to live independently in their communities.
  - b. Resident Community-Based Services Coordination – In addition to the Housing Stability and Services Coordinator to assist High Utilizer tenants, properties funded through this RFA must also provide Resident Services Coordination through a separate staffing approach to serve the rest of the residents. This may be provided by the Applicant if they have the required experience, or by an experienced provider under contract to the Applicant. In either case, the provider of this service must have a minimum of five years' experience administering and providing supportive services including outreach, information and referral services,

benefits counseling, community-based services planning and coordination, and/or other related supportive services.

11. Funding

- a. Estimated funding amounts:
  - 1) \$6.4 million of Competitive HC
  - 2) \$19.5 million of HOME-ARP Funds (provided as a forgivable loan)
  - 3) \$6.7 million of NHTF (provided as a forgivable loan)
- b. Each development will be expected to use all three funding sources listed above.
- c. Florida Housing expects the RFA to specify per unit and per development funding limits based in part on criteria such as county size, development type and unit mix. All proposed Developments in this RFA will qualify for the HC basis boost.
- d. Developer fees will be allowed with a maximum fee specified in the RFA.
- e. Applicants will be expected to complete a development pro forma provided with the RFA.
- f. Because of the special income and rent requirements of the HOME-ARP program, before application is made, interested applicants should talk to their HC syndicators about how to underwrite the development.

12. Narrative Scoring – The narrative portion of the Application allows Applicants to provide detailed responses about their proposed Development. Florida Housing will score each response.

- a. **Applicant experience with a sustainable model for permanent supportive housing and services coordination for High Utilizer populations in the behavioral health arena.**  
*[Maximum of \_\_ points]* The Applicant should describe its experience and length of time in operating and managing PSH serving the population of High Utilizer residents who will be served by the proposed Development. The description should include coordinating tenancy supports and other supportive services for High Utilizer individuals who, before residency, were routinely interacting with behavioral health and other systems of crisis care. Provide evidence that the Applicant’s existing supportive housing approach has assisted these residents to maintain stability in their communities. The description should incorporate:
  - 1) A brief overview of the High Utilizers served;
  - 2) The involvement in working partnerships with behavioral health entities or other groups working with these High Utilizers and how the Applicant has used existing supportive systems of care to ensure that these residents have been well served;

- 3) How the Applicant has balanced the sustainability of its properties with serving High Utilizers who often have extremely low incomes;
  - 4) The Applicant's internal organizational capacity to oversee the strategic approach for tenant supports and supportive services for High Utilizer residents; and
  - 5) The Applicant's proven strategies for assisting High Utilizer tenants who have received the supports and care they needed and are ready and desire to move on from PSH.
- b. **Operating/Managing Permanent Supportive Housing Experience.** [Maximum of \_\_ points]
- 1) 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 property management functions of affordable rental housing, as well as understanding how to facilitate entry for intended households, housing stability and access to community-based resources and services for the tenants. For points, the Applicant should describe its, or its management company's, capacity and experience performing traditional rental housing operations and management functions and administering optional or required Resident Programs.
  - 2) The Applicant should also describe its experience and capacity coordinating property management functions with the resident services coordination functions provided to assist intended residents in maintaining housing stability and integrated lives in their community (whether these are provided by the Applicant or the management company), particularly as it relates to High Utilizer tenants. The Applicant should also describe its operations and management approach for helping tenants address and mitigate issues that have or may violate their lease and housing stability.
  - 3) Provide the years of experience performing the functions above, 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 for this RFA.
  - 4) The Applicant should describe previous or current work, contractually or otherwise, that it has done with this or other MEs or Managed Care Plans to incorporate funding for services coordination, tenancy supports and other services provision into its permanent supportive housing properties, including the roles and responsibilities of each partner in these situations.
  - 5) Note that the functions of property management and resident community-based services coordination must be entirely separate. The services coordination staff may or may not be the same staff helping on behalf of a resident to address or mitigate a lease issue.

c. **Applicant plan for the proposed Development to coordinate access to housing stability supports, community-based services and amenities for High Utilizer tenants and other residents.** *[Maximum of \_\_ points]*

- 1) Residents will need immediate, easy access to intensive, onsite housing stability tenancy supports , as well as off-site community-based services and amenities, either through on-site or close proximity to supportive and general services and/or easy access to public or other transportation that is not onerous or too time consuming to use. The Applicant should describe its plan for coordinating access to onsite housing stability supports, on- and off-site community-based services and amenities.
- 2) To serve tenants meeting the High Utilizer Pilot set-aside, the Applicant’s plan must include one or more Housing Stability and Services Coordinators with experience, qualifications and job duties substantially the same as the Florida Housing position description provided in Attachment A of this agenda, and funded by the ME. Such Coordinators must work on site at the property under the supervision of the housing provider that is part of the Applicant entity, full time, with a caseload of no more than 1:20 High Utilizer residents. This position is only required to be in place at the property for the three-year High Utilizer set-aside period or until the pilot is completed, whichever comes last.
- 3) The Applicant and ME should describe the roles of each partner related to funding for and managing the on-site team and the plan for how this coordinator and other supports will be provided, to tenants before move-in, at move-in and after move-in, and how long-term supports will be available to tenants as needed, as well as strategies implemented to support these residents “moving on” to less intensive affordable housing options when ready and desired. This description should include the comprehensive on-site staffing approach planned for the pilot.
- 4) Through this description, the ME must show how it will ensure that High Utilizers residing at the property will receive the intensity of housing stability supports and services through the on-site team and off-site services that will be needed for as long as each tenant requires support (including the period after the pilot ends).
- 5) Note: During credit underwriting, the Applicant will be required to submit its full Resident Housing Stability and Service Coordination Plan to serve, at a minimum, the High Utilizer tenants that are part of this pilot, the HOME-ARP Qualifying Populations, and the formerly Homeless Households living at the property. Persons coordinating housing stability supports and services for High Utilizer tenants may not be used to meet the resident services coordination requirements for the rest of the tenants at the property.

**d. The Managing Entity’s Experience Partnering with Permanent Supportive Housing Providers.** *[Maximum of \_\_ points]*

- 1) The Managing Entity partner in this Application should describe its experience collaborating directly with affordable housing providers to house its consumers in independent affordable and supportive housing units, particularly situations in which the ME has contracted directly with housing providers as part of its broader housing coordination strategy. The ME should provide information about the sources and types and purposes of funding provided; services coordination and tenancy supports being provided through the ME’s service providers to support these residents; how it has supported housing stability strategies and the Housing First approach; service providers that are part of these partnerships; and its experience promoting resident choice and independence.
- 2) The ME should describe what strategies it has been using to ensure its consumers have access to permanent supportive housing and the least restrictive setting possible, whether for consumers being discharged from intensive residential settings or to divert consumers who are at high risk of these residential settings or are cycling in and out of acute health care services.

13. Additional Scoring Item: **Applicant’s prior experience accessing and administering Project-Based Rental Assistance** for its PSH properties to support rent payments from low-income residents. *[Maximum of 10 points]*

Specify whether a natural person Principal of at least one experienced Developer entity, which must be disclosed on the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-2019) has, since January 1, 2002, obtained and administered PBRA from HUD, USDA RD or a local Continuum of Care for three or more properties its portfolio. If the experience of a natural person Principal for a Developer entity listed in this Application was acquired from a previous affordable housing Developer entity, the natural person Principal must have also been a Principal of that previous Developer entity as the term Principal was defined by the Corporation at that time. The chart would look something like this:

Prior Experience Obtaining PBRA for PSH Chart

Name of the natural person Principal with the required experience:

Name of Developer Entity (for the proposed Development) for which the above individual is a Principal:

Name of Development	Location (City & State)	Affordable Housing Program that Provided Financing (e.g., Housing Credits, TaxExempt Bonds, HOME, SAIL, etc.)	Total Number of Units	Year Completed	Program under which PBRA or CoC funding for RA was received	Number of units in the Development receiving PBRA
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Developments receiving financing from the Corporation through any of its prior Preservation RFAs will not be eligible to be included for this point item. If the Applicant has been awarded and subsequently administered PBRA for at least three developments, the application will receive 5 points. If the Applicant has received and administered project based operating assistance for five or more developments, the application will receive 10 points.

#### 14. Tenant Referral and Selection Process

During credit underwriting, Applicants selected for funding must provide a plan detailing the tenant and referral process to serve the various demographic population(s) identified in the RFA and more specifically by the Applicant in its response to the RFA. At a minimum, the plan will include a description of: 1) How the ME will determine the highest utilizers outside of the CoC system for the purposes of this RFA and how the ME will identify prospective High Utilizer residents for the proposed Development; 2) The role of the ME and Applicant in assessing prospective residents based on their High Utilizer status, their level of need for tenancy supports and supportive services, the property's projected level of and capacity to provide needed supports, and the prospective residents' interest in living at the property; 3) The partner(s) in the referral process for Homeless Households and how this system will work for the Homeless population(s) to be served at the proposed Development; 4) The partner(s) in the referral process for prospective tenants meeting the HOME-ARP Qualifying Populations eligibility, including which organizations the Applicant will work with to receive referrals; and 5) The tenant selection guidelines for these populations. Proposed Developments will be expected to minimize or eliminate barriers to entry into housing for all of these populations.

#### 15. Evaluation Requirement of Applicants and Partnering MEs Participating in the Pilot

- a. The Applicant and ME Partner must commit to work with Florida Housing and any other pilot participants prior to their pilot's formal launch to, among other things, develop consensus around and report on a set of outcome measures to evaluate the pilot's performance.
  - 1) Reports on outcomes will be submitted to Florida Housing annually.
  - 2) Effectiveness of use of best practices that were incorporated or developed during the Pilot and lessons learned.
  - 3) Changes in the practices and/or system of care, as well as funding for services and supports provided to High Utilizers in the pilot.
  - 4) Pilot Participants Outcomes to be reported will include measures such as:
    - a) Housing retention: How many pilot participants maintained stable housing;
    - b) Reduced levels of higher levels of care, such as emergency department use, inpatient medical care and crisis behavioral health care;

- c) Decreased number of re-admissions to crisis services;
  - d) Increased length of time between acute care episodes;
  - e) Reduced arrests and incarcerations;
  - f) Increased access to insurance, benefits and other income, including Medicaid managed care; and
  - g) Increased employment and education.
- b. The Applicant and ME Partner must commit to participate in regular update calls (e.g., quarterly or semi-annually) with Florida Housing and an annual peer meeting to report on progress and discuss implementation issues.
  - c. The Applicant and ME Partner must commit to participate in the pilot evaluation and to report on specified property and resident outcomes, as determined by Florida Housing in consultation with the Department of Children and Families and participating pilot groups, including but not limited to:
    - 1) Demographic data describing the High Utilizer residents served in the pilot;
    - 2) Person-specific data concerning tenant utilization of services; and
    - 3) Information about the services funding from the ME and any other entities, with a description of how the funding was used to support residents.
  - d. The Applicant and ME Partner must commit to writing and submitting a report to Florida Housing and the Department of Children and Families within six months after the completion of the three-year pilot period summarizing their pilot approach, findings, lessons learned and recommendations to encourage replicability.

**E. Section Five** of the RFA outlines the RFA Scoring and Evaluation Process

- 1. Scoring and Determining Eligibility – Only Applications that meet all of the RFA Eligibility Items will be eligible for funding and considered for funding selection. All Applicants must receive at least 85% of the total possible points in order to be considered for funding.
- 2. The highest scoring Applications will be determined by first sorting together all eligible Applications from highest score to lowest score.
- 3. Application Selection Process described, including any goals and award tallies
  - a. Pilot Goal – The Corporation has a goal to select two eligible Applications that (i) achieve at least 85% of the total points available within this RFA, and (ii) share current Principals with the Applications that were funded within the first pilot of this type, the High Needs/High Cost Pilot funded in RFP 2014-102 Applications that qualify under this goal will be selected based on the highest ranking Applications. This means that, to meet this goal, Applicants



that meet this goal will be funded over Applicants who did not participate in the 2014 pilot, even if these other Applicants receive higher scores.

- b. 100% Non-Profit Goal – A goal to fund one Application that selects and qualifies as a 100% Non-Profit Application.

An Application that is selected for funding may meet more than one goal. For instance, if an Application selected for funding to meet the Pilot Goal is a 100% Non-Profit Application, then it will meet both goals above.

Once Applications have been selected to meet the Pilot Goal (or if no eligible Applications are selected to meet the Goal), then the highest ranking eligible unfunded Applications will be selected for funding as long as enough funding remains to fully fund eligible Applications.

- c. Managing Entity Region Award Tally – As each Application is selected for tentative funding, the Managing Entity region where the proposed Development is located will have one Application credited towards the Managing Entity Region Award Tally. The Corporation will prioritize eligible unfunded Applications that can be fully funded and are located within regions that have the lowest such Tally above other eligible unfunded Applications with a higher such Tally that can be fully funded, even if the Applications with a higher such Tally are higher ranked. No more than one Application per county will be selected for funding.

- d. Selection Process

The first two Applications selected for funding will be the highest-ranking eligible unfunded Applications that qualify for the Pilot Goal, subject to the Managing Entity Region Award Tally. If either of these Applications also meet the 100% Non-Profit Goal, the 100% Non-Profit Goal will also be considered met.

If the 100% Non-Profit Goal was not met, the next Application selected for funding will be the highest-ranking eligible unfunded Applications that qualifies for the 100% Non-Profit Goal and that can be fully funded, subject to the Managing Entity Region Award Tally.

Once it is determined that all goals that could be met are met, if funding remains, the highest-ranking eligible unfunded Applications that can be fully funded will continue to be selected for funding, subject to the Managing Entity Region Award Tally.

If funding remains and no Applications can be fully funded, any remaining funding will be distributed as approved by the Board.

### **Exhibits that will be part of the RFA**

Exhibit A – Application

Exhibit B – Definitions used in RFA that are not defined in Rule *(Note that additional definitions will apply to this RFA from the federal programs and guidance about these programs. Applicants are*

*expected to review those definitions and all other requirements in addition to what will be provided in the RFA.)*

Exhibit C – Additional Information, such as Total Development Cost Per Limit methodology used in credit underwriting and final cost certification, Florida Job Creation Funding Preference, Fees and other requirements

Exhibit D – Timeline after invitation to credit underwriting

Exhibit E - Tenant Application and Selection Requirements

Exhibit F – Credit Underwriting Procedures for the HOME-ARP Forgivable Loan

Exhibit G – Credit Underwriting Procedures for the NHTF Forgivable Loan

Other exhibits may be included in the draft RFA

### **Other Important Information**

1. There is a public comment link on the RFA Webpage for viewing and submitting public comments.
2. After the RFA is issued, there will be an opportunity to submit questions through a formal Question and Answers process outlined in the RFA.
3. For good examples of general requirements that will be in the RFA, review the final RFAs [2022-103](#) or [2022-106](#).

### **Expected Timeline\***

*\*This timeline assumes that the state's HOME-ARP Plan has received approval timely from HUD.*

Publish draft RFA – Mid-March 2022

Hold draft RFA Workshop – Late March 2022

Issue RFA – Mid-late-May 2022

RFA Due Date – Late June/Early July 2022

Review Committee Meeting – Early September 2022

Request Board Approval of Recommendations – September 16, 2022 Board Meeting

### **Attachments to this Agenda**

*See following pages*

## **Attachment A**

### **Housing Stability and Services Coordinator**

#### **POSITION DESCRIPTION**

**Job Summary:** The Housing Stability and Services Coordinator will work full time, onsite to provide direct supportive services, employment and training support and appropriate referrals for High Utilizer residents.<sup>4</sup>

#### **Essential Duties/Expectations:**

- Engage with residents to collaboratively complete the initial assessment and develop and implement individualized Housing Stability Plans (“HSP”) outlining short term and long-term goals
- Provide services utilizing evidence-based practice in service delivery such as intensive case management, Motivational Interviewing, Harm Reduction, Trauma Informed Care, Critical Time Intervention and Housing First Practices to assist in obtaining/increasing income, promoting self-sufficiency and housing stability
- Coordinate with community providers to offer additional services in the areas of, but not limited to: housing stabilization, money management, community integration, employment and training, benefits establishment, referrals to community providers for substance use, primary and mental health care, and all other services needed to assist client in reaching their housing stability goals
- Facilitate/teach daily living skills and workshops for residents in groups and individually as outlined on each resident’s HSP
- Conduct scheduled home visits with each resident at the frequency determined in collaboration with the Applicant entity responsible for this pilot
- Work in collaboration with the property manager to establish community building activities (resident council, residents’ meetings, etc.), facilitate/supervise workshops, information sessions to meet residents needs and interests to enhance life skills
- Provide crisis intervention as needed under the supervision of this pilot’s Clinical Director or Program Supervisor
- Maintain all client records and information in accordance with Applicant’s policies and to meet pilot requirements
- Ensure compliance with partner Managing Entity
- Complete all documentation, paperwork in a timely and efficient manner

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<sup>4</sup> In addition to this Housing Stability and Services Coordinator position, properties funded through this RFA must also provide Resident Services Coordination through a separate staffing approach to the rest of the residents.

- Actively participate in quarterly (at a minimum) staffing to address resident progress towards HSP goals and update as needed
- Actively participate in weekly/monthly supervision
- Attend scheduled workshops, trainings and meetings as required
- Cross train across all programs/departments to ensure success of full complement of services at property
- Other duties as assigned to support and ensure the success of the program
- Reports to Applicant's Program Supervisor

**Skills:**

- Understanding of working directly with at-risk behavioral health populations served by the Managing Entity by treating all individuals with respect and ability to build rapport by promoting empathy and compassion with patience and consistency
- Pays close attention to detail and demonstrates strong organization skills
- Strong critical thinking skills and ability to problem solve
- Effective communication skills backed by detailed written documentation and comprehensive listening skills
- Maintains a professional demeanor and maturity, good judgment, quick learner and proactive
- Ability to multi-task, prioritize and manage time efficiently
- Highly proficient in Excel, Adobe, Microsoft programs, Outlook, and understanding of database applications, including the use of formulas, functions, data import/export and creating charts

**Minimum Requirements:**

**Education/Experience:**

- Bachelor's degree in social work, behavioral health, psychology or related field required and a minimum of three years related field experience
- Individuals who do not possess a Bachelor's Degree will be required to have a high school diploma or equivalent and a minimum of five years related field experience and may be required to become certified as a Behavioral Health Technician
- Knowledge of community resources
- Must have a valid driver's license and reliable transportation
- Ability to work onsite at property, with a flexible schedule, and be on-call as needed
- Bilingual preferred

## **Attachment B**

### **Examples of how the demographic requirements might be met**

*Summary of Demographic Requirements from Agenda (pp. 5-6)*

*20% units for High Utilizers (may overlap with HOME-ARP)*

*45% must be HOME-ARP Units*

- *32% of TOTAL units (70% of HOME-ARP) – HOME-ARP Qualifying Populations*
- *13% of TOTAL units (30% of HOME-ARP) – any demographic*

*10% of units – Homeless (these units may not be the same as other units above)*

**All examples are for a conceptual 100-unit development**

### **Example A: (in which units meet overlapping demographic commitments as much as allowable)**

#### Years 1 – 3

- 20 units meet both the High Utilizer and HOME-ARP Qualifying Populations commitment (the same units meet both commitments)
- 12 units meet the HOME-ARP Qualifying Populations commitment
- 13 units are HOME-ARP with no demographic commitment
- 10 units meet the Homeless commitment
- The remaining units (45) may serve any demographic group, including families and elders

#### Years 4 – 15

- 32 units meet the HOME-ARP Qualifying Populations commitment
- 13 units are HOME-ARP with no demographic commitment
- 10 units meet the Homeless commitment
- The remaining units (45) may serve any demographic group, including families and elders

#### Years 16 – 50

- 45 units meet the Persons with Special Needs commitment
- 10 units meet the Homeless commitment
- The remaining units (45) may serve any demographic group, including families and elders

### **Example B: (in which some units meet overlapping demographic commitments)**

#### Years 1 - 3

- 8 units meet the High Utilizer commitment
- 12 units meet both the High Utilizer and HOME-ARP Qualifying Populations commitment (the same units meet both commitments)

- 20 units meet the HOME-ARP Qualifying Populations commitment
- 13 units are HOME-ARP with no demographic commitment
- 10 units meet the Homeless commitment
- The remaining units (37) may serve any demographic group, including families and elders

Years 4 – 15

- Same as Example A (once the High Utilizer demographic commitment ends, all examples for Years 4-15 are the same, because there is no overlap between the remaining Year 4-15 commitments)

Years 16 – 50

- Same as Example A

**Example C: (in which units meet overlapping demographic commitments as little as possible)**

Years 1 - 3

- 20 units meet the High Utilizer commitment
- 32 units meet the HOME-ARP Qualifying Populations commitment
- 13 units are HOME-ARP with no demographic commitment
- 10 units meet the Homeless commitment
- The remaining units (25) may serve any demographic group, including families and elders

Years 4 – 15

- Same as Example A (once the High Utilizer demographic commitment ends, all examples for Years 4-15 are the same, because there is no overlap between the remaining Year 4-15 commitments)

Years 16 – 50

- Same as Example A

## Attachment C

### HOME-ARP Qualifying Populations

**From Part IV, A. of HUD Notice: CPD-21-10 Requirements for the Use of Funds in the HOME-American Rescue Plan Program**

#### **1. Homeless, as defined in 24 CFR 91.5 Homeless (1), (2), or (3):**

(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

(2) An individual or family who will imminently lose their primary nighttime residence, provided that: (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; and (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing;

(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a); (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance; (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment;

## **2. At risk of Homelessness, as defined in 24 CFR 91.5 At risk of homelessness:**

(1) An individual or family who: (i) Has an annual income below 30 percent of median family income for the area, as determined by HUD; (ii) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “Homeless” definition in this section; and (iii) Meets one of the following conditions: (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance; (B) Is living in the home of another because of economic hardship; (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals; (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau; (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;

(2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(l) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(l)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or

(3) A child or youth who does not qualify as “homeless” under this section but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

**3. Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined by HUD.** For HOME-ARP, this population includes any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. This population includes cases where an individual or family reasonably believes that there is a threat of imminent harm from further violence due to dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return or remain within the same dwelling unit. In the case of sexual assault, this also includes cases where an individual reasonably believes there is a threat of imminent harm from further violence if the individual remains within the same dwelling unit that the individual is currently occupying, or the



sexual assault occurred on the premises during the 90-day period preceding the date of the request for transfer.

Domestic violence, which is defined in 24 CFR 5.2003 includes felony or misdemeanor crimes of violence committed by: 1) A current or former spouse or intimate partner of the victim (the term “spouse or intimate partner of the victim” includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship); 2) A person with whom the victim shares a child in common; 3) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; 4) A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving HOME-ARP funds; or 5) Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence which is defined in 24 CFR 5.2003 means violence committed by a person: 1) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and 2) Where the existence of such a relationship shall be determined based on a consideration of the following factors: a. The length of the relationship; b. The type of relationship; and c. The frequency of interaction between the persons involved in the relationship.

Sexual assault which is defined in 24 CFR 5.2003 means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.

Stalking which is defined in 24 CFR 5.2003 means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) Fear for the person’s individual safety or the safety of others; or 2) Suffer substantial emotional distress.

Human Trafficking includes both sex and labor trafficking, as outlined in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7102). These are defined as: 1) Sex trafficking means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or 2) Labor trafficking means the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

**4. Other Populations** where providing supportive services or assistance under section 212(a) of NAHA (42 U.S.C. 12742(a)) would prevent the family’s homelessness or would serve those with the greatest risk of housing instability. HUD defines these populations as individuals and households who do not qualify under any of the populations above but meet one of the following criteria:

(1) Other Families Requiring Services or Housing Assistance to Prevent Homelessness is defined as households (i.e., individuals and families) who have previously been qualified as “homeless” as defined

in 24 CFR 91.5, are currently housed due to temporary or emergency assistance, including financial assistance, services, temporary rental assistance or some type of other assistance to allow the household to be housed, and who need additional housing assistance or supportive services to avoid a return to homelessness.

(2) At Greatest Risk of Housing Instability is defined as household who meets either paragraph (i) or (ii) below: (i) has annual income that is less than or equal to 30% of the area median income, as determined by HUD and is experiencing severe cost burden (i.e., is paying more than 50% of monthly household income toward housing costs); (ii) has annual income that is less than or equal to 50% of the area median income, as determined by HUD, AND meets one of the following conditions from paragraph (iii) of the "At risk of homelessness" definition established at 24 CFR 91.5: (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance; (B) Is living in the home of another because of economic hardship; (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals; (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau; (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan

Veterans and Families that include a Veteran Family Member that meet the criteria for one of the qualifying populations described above are eligible to receive HOME-ARP assistance.

**Attachment D**

**AGREEMENT BETWEEN APPLICANT AND MANAGING ENTITY  
TO PROVIDE SUPPORTIVE SERVICES, FUNDING FOR RESIDENT SERVICES  
COORDINATION STAFF AND TO PARTNER ON THE PILOT EVALUATION**

**Note: All Respondents to RFA 2022-\_\_\_ must sign this form and include the signed form in the \_\_\_\_\_ [application].**

**The form may not be changed or altered, except for designated fields.**

This Memorandum of Agreement (MOA) between \_\_\_\_\_ (the “Applicant”), and \_\_\_\_\_ (the “Managing Entity”) is for the purpose of implementing Florida Housing’s pilot called “Permanent Supportive Housing Focusing on Best Practices and Funding for Tenancy Supports and Resident Services Coordination for High Utilizers of Public Behavioral Health Systems” (“the Pilot”). The immediate objective of the Pilot is to divert High Utilizer individuals receiving behavioral health care services through a Managing Entity from repeated emergency, in-patient residential and/or acute care service use. The longer-term objective is to create a collaborative approach to state-administered funding for both housing and services to build a replicable model for the future. By signing this agreement, these partners agree to work together during the planning phase leading up to the property opening for residency. Once the property is ready for occupancy, the partners commit to carry out this agreement for a minimum period of three years.

**The Applicant and Managing Entity agree to the following:**

1. Execute a final agreement with each other that is approved by the Corporation to carry out the requirements of this RFA before the final credit underwriting report is approved by the Board;
2. Work together to develop a High Utilizer Tenant Referral and Selection Plan, including strategies to mitigate barriers to housing entry for prospective tenants.
3. Work with the Corporation to establish an agreed-to set of performance outcomes relative to housing stability, resident personal outcomes and Managing Entity cost savings that will be reported on by all Pilot participants;
4. Track and report on performance outcomes;
5. Participate in quarterly or as needed telephonic meetings between the parties of this Memorandum and the Corporation, starting after the credit underwriting report has been approved by the Corporation’s Board, and lasting for the three-year Pilot period to report on and discuss progress, challenges, best practices and additional needs.
6. Participate in annual in-person peer meetings with the Corporation and other funded Pilot Applicants to report on and discuss progress, challenges, best practices and additional needs.
7. Within six months of the completion of the Pilot, prepare and submit to the Corporation a final report on the outcomes achieved, lessons learned and recommendations on how to build a replicable housing and services model in Florida or the future.

8. Participate in a Managed Care Organization advisory group convened by the Corporation as a component of the pilot.
9. Acknowledging that tenants who participate in the pilot will continue to live at the property after the pilot ends, develop and implement a strategy to ensure these tenants have access to supports and services to help them maintain stability in their community.

**The Applicant agrees to the following:**

1. Provide a training to appropriate Managing Entity staff on what is required for the tenant referral and application process to ensure that prospective tenants are more likely to meet housing eligibility requirements per this RFA and will receive the supports through this pilot that are available for their needs.
2. Discuss the general parameters of the Pilot with residents invited to participate in the Pilot, requesting their voluntary participation in the Pilot, and prepare and sign a participation agreement with the selected residents outlining the expectations and activities of the Pilot with which residents will be involved;
3. To serve the High Utilizers who are the focus of this Pilot, obtain the services of and oversee the work of, at a minimum, a full-time Housing Stability and Services Coordinator with a job description substantially the same as Attachment A who will work onsite;
4. Using a Housing First approach to serving prospective and new residents, provide housing stability tenancy supports and access to other services to Pilot residents based on their willingness to receive these services; and
5. Coordinate pilot activities with the Managing Entity.

**The Managing Entity agrees to the following:**

1. Allocate and authorize funding for a full time, onsite Housing Stability and Services Coordinator(s) meeting the requirements of this RFA, as well as other staff, such as Peer Specialists, based on the Resident Services Plan agreed to by the Applicant and Managing Entity and approved by the Corporation, for the three-year Pilot period;
2. Provide funding and/or access to supportive services available through the Managing Entity's service provider network;
3. Assist the Applicant in accessing services by coordinating and problem-solving with service providers in its network;
4. Assist the Applicant in collecting eligibility documentation for prospective tenants, such as proof of High Utilizer eligibility, and other relevant documentation, as applicable;
5. Assist the Applicant as needed to identify, assess and address the housing stability needs of the Pilot households pre- and post-move-in;
6. Support and assist the Applicant in implementing the Housing Stability and Service Coordination Plan as described in the RFA;
7. Regularly inform the Department of Children and Families on the status of the Pilot, as well as request technical assistance and support as needed from the Department.

This MOA is not a binding contract. It is an expression of cooperation for the purpose of providing services to residents and coordinating activities to the extent possible. No contract rights attach to this MOA for any of the parties or for any third-party benefits. This MOA is effective upon the last signature date. A party may terminate their involvement in the MOA without cause upon written notice to the remaining parties.

[In the RFA, a signature area will be provided for each organization]

