

FLORIDA HOUSING FINANCE CORPORATION

Workshop Agenda – RFA 2019-104 SAIL Financing for Smaller Developments for Persons with Special Needs

**January 8, 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: 990 462 63

1. Overview

Approximately \$10,420,000 in SAIL funding is available for Applications to provide Permanent Supportive Housing* for Persons with Special Needs as defined in Section 420.0004(13), F.S.

These persons may be living in residential facilities, homeless, or living in the community but lack affordable and permanent rental housing that provides assistance with housing stability and coordinated access to appropriate community-based healthcare and supportive services. Applicants that commit to the Persons with Special Needs demographic commitment must also commit 20 percent of the total units for Permanent Supportive Housing* for individuals and families that meet the Homeless definition as defined in Section 420.621(5), F.S.

*Permanent Supportive Housing means affordable rental housing that is leased for continued occupancy for as long as the tenant complies with lease requirements. The lease must be a minimum of 7 months and have no limits on length of tenancy related to the provision or participation in supportive services. Permanent Supportive Housing shall facilitate and promote activities of daily living, access to community-based services and amenities, and inclusion in the general community. Permanent Supportive Housing shall strive to meet the needs and preferences of the intended households.

2. Eligibility

- a. This RFA is open to Non-Profit Applicants proposing new construction or acquisition and Substantial Rehabilitation to create new housing for Persons with Special Needs.
- b. Developments in small counties are limited to a minimum of 4 units and up to a maximum of 15 units and Developments in medium and large counties are limited to a minimum of 10 units and up to a maximum of 30 units.
- c. The Application must meet a minimum score threshold in order to be eligible for funding.
- d. Group homes, Assisted Living Facilities, and other specialized licensed residential facilities, or units within a condominium complex are not eligible for funding.

3. Demographic Commitment

- a. Persons with Special Needs Demographic Commitment

Applicants that commit to serve the Persons with Special Needs demographic commitment will be required to make the following set aside commitments:

At least 70 percent of the total units must consist of Permanent Supportive Housing for Persons with Special Needs as defined in Section 420.0004(13), F.S.;

AND

At least 20 percent of the total units 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 Persons with Special Needs).

- b. Applicants must specify the defined Persons with Special Needs subpopulation(s) they intend 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;*
 - (2) Persons receiving benefits under the Social Security Disability Insurance (SSDI) program or the Supplemental Security Income (SSI) program or from veterans' disability benefits;*

*Due to the likelihood that residents of the subpopulations described in (1) and (2) above may have Mobility Impairments, Applicants that select (1) and/or (2) above must, at a minimum, meet the accessibility, adaptability, universal design and visitability features requirements outlined in Section Four A.8.c.(1) ("Level 1 Accessibility Requirements").

- (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;**
- (4) Young adults formerly in foster care who are eligible for services under Section 409.1451(5), F.S.;** and/or
- (5) Survivors of domestic violence as defined in Section 741.28, F.S.**

**Because residents of the subpopulations described in (3), (4), and (5) above are less likely to have Mobility Impairments, Applicants that select (3) and/or (4) and/or (5) 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 Section Four A.8.c.(2) ("Level 2 Accessibility Requirements").

- c. The Applicant must also describe the Persons with Special Needs population(s) to be served. For example, a subpopulation might be Persons with a Disabling Condition with mental illness or veterans with brain or spinal cord injuries.

4. Contact Person/Applicant/Developer/Management Company

- a. 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; (iv) must sign the Site Control Certification form and, (v) 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.

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

- (1) 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) To be eligible for funding, the Non-Profit entity must meet the definition of Non-Profit as set out in Subsection 67-48.002(84), F.A.C. During ranking, preference will be given to Applications where one or more Non-Profit entities receive 100 percent of the Developer fee.
- (5) Homeless Assistance Continuum of Care requirements for all Applicants:

At Application, the Applicant must:

- (a) Acknowledge that it has informed the Local CoC lead agency of its intent to apply for funding to develop housing pursuant to this RFA;
- (b) Commit to be an active voting member of the Local Homeless Assistance Continuum of Care jurisdiction that serves the community in which the proposed Development is located; have an agreement to participate in the Local CoC's Homeless Management Information System (HMIS); and will contribute data on the Development's tenants to the CoC's HMIS data system or, if serving Survivors of Domestic Violence, is providing aggregate data reports to the Local CoC; and
- (c) Prior to loan closing, it will have an executed agreement with the Local CoC jurisdiction to participate in its HMIS and will contribute data on the

Development's tenants to the Continuum's HMIS data system or, if serving Survivors of Domestic Violence, is providing aggregate data reports to the Local CoC.

- (6) The Applicant must provide an IRS Form 8821 for all Financial Beneficiaries and, if requested by the Corporation, all natural person Principals disclosed on the Principals of the Applicant and Developer(s) Disclosure Form.

c. 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; and
- (3) Required General Development Experience

A Principal, which must be a natural person, of each experienced Developer entity must have, since January 1, 1999, completed at least one (1) affordable rental housing development. At least one (1) of the 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. For purposes of this provision, completed means (i) that the temporary or final certificate of occupancy has been issued for at least one (1) unit in one of the residential apartment buildings within the development, or (ii) if funded with Housing Credits, that at least one (1) IRS Form 8609 has been issued for one of the residential apartment buildings within the development. As used in this section, a Housing Credit development that contains multiple buildings is a single development regardless of the number of buildings within the development for which an IRS Form 8609 has been issued.

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 individual meeting the General Development Experience requirements must be disclosed on the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 08-2016).

d. Principal Disclosure Form

- (1) Eligibility Requirement

To be eligible for funding, the Applicant must upload the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 08-16) ("Principals Disclosure Form") with the Application and Development Cost Pro Forma. The Principals Disclosure Form must conform with the requirements set forth in Section 67-48.002, F.A.C.

- (2) 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 <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2019/2019-104> (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. The Corporation will review each Principals Disclosure Form submitted for review and respond to the Applicant’s contact person within 14 Calendar Days of the date of the initial submission and/or corrected submission.

- e. Name of Management Company

5. General Proposed Development Information

- a. Development Name
- b. Development Category (new construction or acquisition with Substantial Rehabilitation)

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.

For purposes of this RFA, creation of new housing means that the proposed Development is not currently contractually or otherwise legally obligated to provide housing for Persons with Special Needs pursuant to any written instrument, rule, regulation or law.

- c. Development Type (Garden Apartments, Duplexes, Triplexes, or Quadraplexes)
- d. Enhance Structural Systems (“ESS”) Construction Qualifications
- Formerly “concrete construction”
 - Definition has been clarified

6. Location

- a. The RFA is open to all counties.

Large, Medium and Small County Geographic Categories

Large	Medium		Small	
Broward	Alachua	Manatee	Baker	Jefferson
Duval	Bay	Marion	Bradford	Lafayette
Hillsborough	Brevard	Martin	Calhoun	Levy
Miami-Dade	Charlotte	Okaloosa	Columbia	Liberty
Orange	Citrus	Osceola	De Soto	Madison
Palm Beach	Clay	Pasco	Dixie	Monroe
Pinellas	Collier	Polk	Franklin	Nassau
	Escambia	St. Johns	Gadsden	Okeechobee
	Flagler	St. Lucie	Gilchrist	Putnam
	Hernando	Santa Rosa	Glades	Suwannee
	Highlands	Sarasota	Gulf	Taylor
	Indian River	Seminole	Hamilton	Union
	Lake	Sumter	Hardee	Wakulla
	Lee	Volusia	Hendry	Walton
	Leon		Holmes	Washington
			Jackson	

- b. Provide the address of the proposed Development
- c. State whether the proposed Development consists of Scattered Sites
- d. Latitude/Longitude Coordinates are provided in Exhibit A.

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.

7. Units

- a. Total Number of Units
 - (1) Small County: minimum 4 units, maximum 15 units
 - (2) Medium and Large Counties: minimum 10 units, maximum 30 units

b. Set-Aside Commitments

- (1) Income Set-Aside Units

100 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).

Applicants may rent units as Shared Housing* to allow unrelated persons the choice to share units.

* Shared Housing is defined as a rental dwelling unit that is shared by Persons with Special Needs who are not related or significant others. Each resident must have non-exclusive access to shared living space, consisting at a minimum of a kitchen and a living/dining area. Each resident in a Shared Housing unit 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.

b. Required ELI Commitments

- (1) Applicants must commit to set aside 20 percent of the total units in the proposed Development to serve Extremely Low Income (ELI) Households
- (2) A Development utilizing any type of federal or state administered project based rental assistance for a unit can apply the unit towards the requirement to set aside 20 percent of the total units as ELI units if the unit serves ELI Households. The Corporation will verify any project based rental assistance during credit underwriting and, if the unit designated as ELI is also receiving project based rental assistance, the ELI funding will be reduced for that unit.

c. Compliance Period Requirements

- (1) Applicants must irrevocably commit to the Persons with Special Needs demographic commitment for a minimum of 30 years.
- (2) Applicants must irrevocably commit to the Persons with Special Needs subpopulation(s) demographic commitment (outlined in 3.b. above) for a minimum of 12 years.
- (3) Applicants must irrevocably commit to the income set aside commitment for a minimum of 30 years, except that Applicants must commit to the ELI set-aside commitment for a minimum of 15 years. After 15 years all of the ELI set-aside units may convert to serve residents at or below 60 percent AMI.

d. Unit Mix

- (1) 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.
 - Units must consist of Zero (0), one (1), two (2), or three (3) bedrooms only;
 - At least 50 percent of the total units, rounded up, must be one Bedroom Units;
 - No more than 50 percent of the total units, rounded up, may be Zero Bedroom Units;
 - No more than 25 percent of the total units, rounded up, may be three (3) bedroom units; and
 - Two (2) and three (3) bedroom units may consist of Shared Housing. One Bedroom Units are not eligible for Shared Housing.
- (2) The maximum ELI funding amount per eligible ELI Set-Aside unit the proposed Development is eligible to receive is based on the information listed by the Applicant on the Unit Mix Chart.

8. Readiness to Proceed

a. Site Control

*New: Applicants must demonstrate site control as of Application Deadline by providing the properly executed Site Control Certification form (Form Rev. 08-18). Attached to the form must be one of the following:

- (1) Eligible Contract – Buyer must be the Applicant for the proposed Development and must have a term that does not expire before 6 months after the Application Deadline; and/or
- (2) Recorded Deed or Certificate of Title – Applicant must be sole grantee; and/or
- (3) Lease – Applicant must be Lessee and must have unexpired term of at least 30 years after the Application Deadline.

b. Ability to Proceed

The Applicant must demonstrate the following Ability to Proceed elements as of Application Deadline: Appropriate Zoning; Availability of Electric; Availability of Water; Availability of Sewer; and Availability of Roads.

The Ability to Proceed Verification forms (Form Rev. 08-16) are available on the webpage <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2019/2019-104> (also available by clicking [here](#)).

9. 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

b. General Features

c. Accessibility, Adaptability, Universal Design and Visitability Features

(1) Level 1 Accessibility Requirements

All Applicants that selected the Persons with Special Needs population of (a) 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 (b) Persons receiving benefits under the Social Security Disability Insurance (SSDI) program or the Supplemental Security Income (SSI) program or from veterans’ disability benefits shall be required to do the following:

- (i) Set aside a minimum of 25 percent of the total units, 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

- (ii) Set aside at least an additional 10 percent of the total units to be 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

All Applicants that did not select the Persons with Special Needs population of (a) 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 (b) Persons receiving benefits under the Social Security Disability Insurance (SSDI) program or the Supplemental Security Income (SSI) program or from veterans' disability benefits shall be required to do the following:

- (i) Set aside a minimum of five (5) percent of the total units, 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
- (ii) Set aside at least one (1) additional unit to be 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
- e. Proposed Developments that consist of any Rehabilitation units must comply with the Capital Needs Assessment (CNA) process.

10. Required Resident Programs

Resident Community-Based Services Coordination

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

11. Funding

- a. The Applicant's Eligible SAIL Request Amount is limited to the following:
 - (1) The SAIL Request Amount is limited to the lesser of the following:
 - (a) \$224,000 per unit, (which will be in addition to the Eligible ELI Request Amount);
 - (b) \$3,360,000 per Development in a Small County, (which will be in addition to the Eligible ELI Request Amount); or
 - (c) Development in a Medium or Large County
\$5,200,000 (which will be in addition to the Eligible ELI Request Amount)
 - (2) ELI Loan Request Amount
 - All Applications are eligible for ELI gap funding for the required ELI Set-Aside units, not to exceed 20 percent of the total units.
 - The Applicant 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. Note: Applicants not requesting the maximum amount of ELI funding will still be required to set aside 20 percent of the total units in the proposed Development to serve Extremely Low Income Households.
 - The funding will be in the form of a forgivable loan in an amount per ELI Set-Aside unit that is dependent upon the proposed Development's unit mix and the county where the proposed Development is located.
 - The ELI Set-Aside units must be distributed across the unit mix on a pro-rata basis.

(3) 2018 ELI County Chart

County	2018 ELI AMI	0 & 1 Bedroom Units	2 Bedroom Units	3 & Higher Bedroom Units
Alachua	33%	\$69,200	\$81,000	\$91,300
Baker	35%	\$55,800	\$65,400	\$73,600
Bay	35%	\$56,600	\$66,500	\$74,900
Bradford	40%	\$42,600	\$49,900	\$56,300
Brevard	35%	\$58,100	\$68,200	\$76,900
Broward	28%	\$92,700	\$108,900	\$122,500
Calhoun	40%	\$37,300	\$43,700	\$49,400
Charlotte	40%	\$41,900	\$48,900	\$55,200
Citrus	40%	\$37,700	\$44,100	\$49,600
Clay	33%	\$67,700	\$79,500	\$89,500
Collier	30%	\$80,700	\$94,500	\$106,600
Columbia	40%	\$42,800	\$50,000	\$56,500
DeSoto	40%	\$37,300	\$43,700	\$49,400
Dixie	40%	\$37,300	\$43,700	\$49,400
Duval	33%	\$67,700	\$79,500	\$89,500
Escambia	33%	\$63,300	\$73,900	\$83,500
Flagler	40%	\$42,300	\$49,500	\$55,800
Franklin	40%	\$37,300	\$43,700	\$49,400
Gadsden	33%	\$65,400	\$76,600	\$86,200
Gilchrist	33%	\$69,200	\$81,000	\$91,300
Glades	40%	\$37,300	\$43,700	\$49,400
Gulf	40%	\$37,700	\$44,300	\$49,900
Hamilton	40%	\$37,300	\$43,700	\$49,400
Hardee	40%	\$37,300	\$43,700	\$49,400
Hendry	40%	\$37,300	\$43,700	\$49,400
Hernando	35%	\$57,400	\$67,200	\$75,800
Highlands	40%	\$37,300	\$43,700	\$49,400
Hillsborough	35%	\$57,400	\$67,200	\$75,800
Holmes	40%	\$37,300	\$43,700	\$49,400
Indian River	35%	\$57,900	\$68,000	\$76,600
Jackson	40%	\$37,300	\$43,700	\$49,400
Jefferson	33%	\$65,400	\$76,600	\$86,200
Lafayette	40%	\$37,500	\$43,900	\$49,400
Lake	35%	\$57,400	\$67,200	\$75,800
Lee	35%	\$57,200	\$67,000	\$75,500
Leon	33%	\$65,400	\$76,600	\$86,200
Levy	40%	\$37,300	\$43,700	\$49,400

Liberty	40%	\$39,800	\$46,500	\$52,500
Madison	40%	\$37,300	\$43,700	\$49,400
Manatee	33%	\$68,300	\$79,700	\$90,000
Marion	40%	\$38,200	\$44,800	\$50,700
Martin	40%	\$43,400	\$50,800	\$57,400
Miami-Dade	28%	\$90,200	\$105,900	\$119,400
Monroe	25%	\$110,900	\$129,800	\$146,400
Nassau	33%	\$67,700	\$79,500	\$89,500
Okaloosa	33%	\$63,700	\$74,700	\$84,200
Okeechobee	40%	\$37,300	\$43,700	\$49,400
Orange	35%	\$57,400	\$67,200	\$75,800
Osceola	35%	\$57,400	\$67,200	\$75,800
Palm Beach	28%	\$88,300	\$103,400	\$116,700
Pasco	35%	\$57,400	\$67,200	\$75,800
Pinellas	35%	\$57,400	\$67,200	\$75,800
Polk	40%	\$38,400	\$45,000	\$50,900
Putnam	40%	\$37,300	\$43,700	\$49,400
Saint Johns	33%	\$67,700	\$79,500	\$89,500
Saint Lucie	40%	\$43,400	\$50,800	\$57,400
Santa Rosa	33%	\$63,300	\$73,900	\$83,500
Sarasota	33%	\$68,300	\$79,700	\$90,000
Seminole	35%	\$57,400	\$67,200	\$75,800
Sumter	33%	\$64,800	\$76,000	\$85,500
Suwannee	40%	\$37,300	\$43,700	\$49,400
Taylor	40%	\$37,300	\$43,700	\$49,400
Union	40%	\$37,300	\$43,700	\$49,400
Volusia	40%	\$40,000	\$46,900	\$52,900
Wakulla	35%	\$56,000	\$65,500	\$73,800
Walton	40%	\$43,400	\$50,800	\$57,200
Washington	40%	\$37,300	\$43,700	\$49,400

b. Interest Rate

- (1) Applicants that commit to set-aside at least 70 percent, but less than 80 percent, of the total units 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 Special Needs, and an interest rate of 1 percent for the remaining units. For example, a set-aside commitment of 70 percent of the units will have 70 percent at 0 percent interest rate and 30 percent at 1 percent interest rate, or a blended overall interest rate of 0.30 percent.
- (2) Applicants that commit to set aside at least 80 percent of the total units for Persons with Special Needs will qualify for a SAIL loan with an interest rate of 0 percent.

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

- (1) Developer fee shall be limited to a total of 16 percent of Development Cost.
- (2) General Contractor fee shall be limited to 14 percent of actual construction cost.
- (3) Operating Deficit Reserves

Up to five (5) percent of the Development Costs will be permitted in the Application. The operating deficit reserve will be verified and sized during credit underwriting. Any operating deficit reserve account approved in credit underwriting will be held by the Corporation or its services.

d. Qualifying Financial Assistance Funding Preference

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

(1) Cash Funding Equals at Least 3 Percent of the Eligible SAIL Loan Amount

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 provide evidence for each source. If the Qualifying Financial Assistance sources are equal to at least 3 percent of the Applicant's Eligible SAIL Request Amount (exclusive of the ELI Loan amount), the Applicant will receive a funding preference.

Note: In-kind donations or any other donation of property or assets or waiver of any fees as well as any funding from the Corporation will not be considered Qualifying Financial Assistance.

(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 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, and 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;

- The lease payments must equal \$10 a year or less.

For discussion: Florida Housing may allow donation of land from a non-profit organization that is not affiliated with the Applicant or Developer to qualify for this preference.

e. Per Unit Construction Funding Preference

The following Applications will qualify for this funding preference:

- (1) Applications with a Development Category of new construction; and
- (2) Applications with a Development Category of acquisition with Substantial Rehabilitation that reflect 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.

f. Total Development Cost Per Unit Limitation

Measure	Wood – New Construction Unit	ESS – New Construction Unit	All Rehabilitation Units
Maximum TDC Per Unit Limitation * for all counties except Broward and Miami-Dade	\$206,000	\$248,000	\$173,000
Maximum TDC Per Unit Limitation * for Broward and Miami-Dade counties	\$217,000	\$260,000	\$181,000
Applicable TDC Multipliers (to be applied against the Development’s TDC) and TDC Add-Ons (to be added to the Maximum TDC Per Unit Limitation)			
Demographic category commitment of Persons with Special Needs	90%		
TDC Multiplier for Florida Keys Area for all areas north of Plantation Key (i.e., north of Tavernier Creek)	65%		
TDC Multiplier for Florida Keys Area for all areas located on or south of Plantation Key (i.e., south of Tavernier Creek)	50%**		
TDC Add-On for Applicants that have a PHA / instrumentality of a PHA as a Principal	\$5,000 of additional per unit costs will be added to the above Maximum TDC Per Unit Limitation		

12. Narrative Scoring

- Operating/Managing Experience (Maximum of 40 points)
- Access to Community-Based Services and Resources (Maximum 55 Points)

- (1) Access to community-based general services such as shopping for groceries, medicine, clothing, and other household and personal items (Up to 20 Points)
 - (2) Access to community-based services and resources that address tenants' physical health, behavioral health and wellness, and self-sufficiency services and activities that can lead to stable and integrated lives in their community (Up to 35 Points)
- c. Approach Toward Tenant Application and Screening Procedures for Households with a Person with Special Needs Applying for Tenancy (Up to 20 Points)

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.

For points, 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.

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's description is limited to no more than three (3) typed pages.

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.

13. Funding Selection

1. Tier 1 and Tier 2

Applications that commit to provide 100 percent of the Developer fee to one or more Non-Profit entities will be considered Tier 1 Applications. All Applications for proposed Developments that did not qualify as Tier 1 Applications will be considered Tier 2 Applications. Tier 1 Applications will be listed above Tier 2 Applications.

2. Application Sorting Order

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

- a. By the Application's Qualifying Financial Assistance Funding Preference. Applications that demonstrate an amount that is at least 3 percent of the Applicant's Eligible SAIL Request Amount (exclusive of the ELI Loan amount) will be listed above Applications that do not demonstrate this amount;
- b. By the Application's Per Unit Construction Funding Preference. Applications that qualify for this Preference will be listed above Applications that do not qualify for this Preference;
- c. By the Application's Eligible SAIL Request Amount per set-aside unit with Applications that have a lower amount of SAIL funds per set-aside unit listed above Applications that have a higher amount of SAIL funds per set-aside unit;
- d. By the Application's SAIL Request as Percentage of Total Development Cost, with Applications that have a SAIL Request Amount as a percentage of Total Development Cost (TDC) of 90 percent or less listed above Applications with a SAIL Request Amount as a percentage of TDC of more than 90 percent;
- e. By the Application's eligibility for the Florida Job Creation Preference as outlined in set forth in the RFA with Applications that qualify for this Preference listed above Applications that do not qualify for this Preference; and
- f. By lottery number, with Application that received the lowest lottery number listed above Applications with a higher lottery number.

3. Funding Selection Process

- (1) The first Application selected for funding will be the highest ranking eligible Small or Medium County Tier 1 Application. If there are no eligible Small or Medium County Tier 1 Applications, the first Application selected for funding will be the highest ranking eligible Small or Medium County Tier 2 Application.
- (2) The second Application selected for funding will be the highest ranking eligible Large County Tier 1 Application. If there are no eligible Large County Tier 1 Applications, the second Application selected for funding will be the highest ranking eligible Large County Tier 2 Application, subject to the Funding Test.
- (3) After the highest ranking Application(s) based on County size are selected in (1) and (2) above, the next Application(s) selected for funding will be the highest ranking unfunded Tier 1 Applications, regardless of location, that (i) can meet the Funding Test, and (ii) has a County Award Tally that is less than or equal to any other eligible unfunded Tier 1 Applications that also meet the Funding Test. If funding remains and none of the eligible unfunded Tier 1 Applications can meet the Funding Test, the highest ranking eligible Tier 2 Applications(s) that (i) can meet the Funding Test, and (ii) has a County Award Tally that is less than or equal to any other eligible unfunded Tier 2 Applications that also meet the Funding Test will be selected for funding.

If funding remains and none of the eligible unfunded Applications can meet the Funding Test, no further Applications will be considered for funding. Any remaining funding will be distributed as approved by the Board.

14. Other discussion

Hurricane Michael impacted counties funding selection

15. Expected Timeline

Issue RFA: anticipated February 2019

RFA Due Date: anticipated March 2019

Review Committee Meeting

(make recommendations to Board): anticipated April 2019

Request Board Approval of Recommendations: anticipated May 2019