

Florida Housing Finance Corporation
Request for Applications (RFA) RFA 2020-106 Financing for Persons with a Disabling Condition or Persons with
Developmental Disabilities Workshop Agenda
January 28, 2020, 10:00 a.m., Eastern Time
227 North Bronough Street, Tallahassee, Florida
Call-In: 1-888-339-2688; 361 633 08

The RFA Webpage can be found at <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2020/2020-106> (also available by clicking [here](#)).

Overview

- A. Introductions
- B. Reminder to sign up for listserv and brief overview of accessing documents on website
- C. Purpose of RFA

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

Funding available

Estimated \$2,980,000 of Competitive Housing Credits available for all Applicants

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

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

Outline of RFA

- A. Section One - Introduction, page 2
- B. Section Two – Definitions, page 3

Exhibit B of the RFA, page 82, and Rules, which are posted on RFA website
- C. Section Three –RFA Procedures and Provisions, including Submission Requirements, page 3
- D. Section Four of the RFA outlines instructions for completing Exhibit A, page 7
 - 1. Include the Applicant Certification and Acknowledgement form, executed by the Authorized Principal Representative, to indicate the Applicant’s certification and acknowledgement of the provisions and requirements of the RFA.
 - 2. Demographic Commitment, page 7

a. Select the Demographic Commitment

(1) Persons with a Disabling Condition Demographic Commitment

(a) Requirements

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

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

AND

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

(b) Interest Rate

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

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

(2) Persons with Developmental Disabilities Demographic Commitment

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

(a) Requirements

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

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

- (b) Due to the likelihood that some or all Persons with Developmental Disabilities will have Mobility Impairments now or later in their lives, Applicants that commit to this Demographic must at a minimum meet the accessibility, adaptability, universal design and visitability features requirements outlined in the RFA, (“Level 1 Accessibility Requirements”).
 - c. Applicants must write a narrative describing the Persons with a Disabling Condition population(s) and Homeless population(s) to be served; or Persons with Developmental Disabilities population(s) to be served. This information will be considered by the Corporation when reviewing and scoring how the proposed access will assist the intended residents.
- 3. Applicant/Developer/Management Company/Contact Person
 - a. Applicant, page 10
 - (1) State the name of the Applicant
 - (2) Evidence that Applicant is legally formed entity, page 10
 - (3) **Only Non-Profit Applicants are eligible for funding.** The Applicant must meet the definition of a Non-Profit as set out in the RFA, and provide documents outlined on page 10.
 - (4) Services Coordination Experience Requirements, page 11
 - (a) Within the Applicant entity structure, at least one natural person Principal of a Non-Profit entity within the Applicant entity structure must have experience with independent rental housing and supportive service coordination, owning a minimum of two properties that serve Persons with a Disabling Condition, which may include Developmental Disabilities. To meet this requirement, Applicants will be required to provide, as Attachment 4, a chart listing the properties that serve Persons with a Disabling Condition, and there must be a combined total number of units within the properties that equals no less than 50 percent of the total number of units in the proposed Development.
 - OR
 - (b) Applicants that do not meet the requirement described in (a) above may partner with a provider of services that includes services coordination for the intended Demographic. Provide the properly completed and executed Florida Housing Finance Corporation Services Coordinator Provider or Principal of Services Coordinator Certification form (Form 02-19), as Attachment 4. Note: In credit underwriting, the provider must demonstrate it has been in business and performing services coordination for at least 5 consecutive years from the date of Application submission, and the Applicant must provide the legal contract demonstrating the partnership with the service provider for approval.
 - (5) Homeless Assistance Continuum of Care Requirements for All Applicants that selected the Demographic Commitment of Persons with a Disabling Condition, page 11

- b. General Developer Information, page 12
 - (1) Name of Developer (including all co-Developers);
 - (2) Evidence each Developer is a legally formed entity qualified to do business in Florida as of Application Deadline
 - (3) General Development Experience, page12
 - (a) Required General Development Experience
 - (b) Development Experience Withdrawal Disincentive (5 points)

c. Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-2019), page 14. Prior versions of the Principal Disclosure Form will not be accepted.

(1) Eligibility

The Principals Disclosure Form must identify the Principals of the Applicant and each Developer, pursuant to the RFA, as of the Application Deadline. The investor limited partner of an Applicant limited partnership or the investor member of an Applicant limited liability company must be identified.

(2) Points

The Application will receive 5 points if the uploaded Principal Disclosure Form was stamped “Approved” during the Advance Review Process provided.

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

d. Name of Management Company, page 15

e. Community-Based Board of Directors Requirement, page 15

f. Authorized Principal Representative / Operational Contact Person, page 16

The Authorized Principal Representative identified in the Application MUST be a Principal of the Applicant and MUST sign the Applicant Certification and Acknowledgement form and the Site Control Certification form. The Operational Contact Person is optional.

4. General Proposed Development Information, page 16

a. Development Name

b. Development Category, page 17

Indicate whether the proposed Development will create new housing through the Development Category of new construction or through acquisition with Rehabilitation*.

*For purposes of SAIL funding, this includes Substantial Rehabilitation.

- c. Development Type, page 18 (i.e., Garden, Mid-Rise (4, 5 or 6 stories), or High Rise (7 or more stories)).
 - d. Enhanced Structural Systems Construction Qualifications, page 18

To qualify as “Enhanced Structural Systems Construction” (“ESS Construction”) for purposes of the Total Development Cost Limitation calculation, the proposed Development must meet the ESS Construction qualifications outlined in the RFA.
5. Location, page 19
- a. This RFA is open to all counties
 - b. Provide the address
 - c. State whether the Development consists of Scattered Sites

Note: Developments are limited to three Scattered Sites.
 - d. Provide latitude and longitude coordinates for the Development Location Point and, if applicable, the Scattered Sites, stated in decimal degrees.
6. Number of Buildings and Units
- a. Units, page 21
 - (1) Applicants that commit to serve the Persons with a Disabling Condition Demographic Commitment:
 - (a) The minimum number of units in the Development is 30.
 - (b) There is no maximum number of units.
 - (c) IRO Units are not allowed.
 - (2) Applicants that commit to serve the Persons with Developmental Disabilities Demographic Commitment:
 - (a) The minimum number of units in the Development is 30, prior to IRO designation.
 - (b) The maximum number of units in the Development is 50, prior to IRO designation.
 - (3) Individual Room Occupancy (IRO Units), page 21

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

- b. Breakdown of number of units that are new construction or rehabilitation, page 22
- c. If the Development Category is acquisition with Rehabilitation, indicate whether there are any existing units on the Development site as of Application Deadline, and if so, the occupancy status of such units.
- d. Income Set-Aside Commitments, page 22
 - (1) Total Income Set-Aside Units, page 23
 - (a) If the Average Income Test is not selected, set aside a total of at least 80 percent of the Development's total units at 60 percent AMI or less; or
 - (b) If the Average Income Test is selected, set aside a total of at least 80 percent of the Development's total units at 80 percent AMI or less, but the average AMI of all of the Set-Aside units cannot exceed 60 percent.
 - (2) Extremely Low Income (ELI) Set-Aside Units, page 23
 - (a) If the Applicant does not commit to the Average Income Test, 15 percent of the total units must be set aside for Extremely Low Income (ELI) Households. Applicants that commit to serve Persons with a Disabling Condition and do not commit to the Average Income Test are eligible for ELI Loan funding for one-third of the required ELI Set-Aside units, (i.e., five (5) percent of the total units). Applicants that commit to serve Persons with Developmental Disabilities are not eligible for ELI Loan funding. For purposes of this provision, the requirement to set aside units for ELI Households refers to the 2019 ELI Area Median Income (AMI) level for the county where the proposed Development is located outlined in the 2019 ELI AMI Level chart in the RFA.
 - (b) If the Applicant commits to the Average Income Test, 20 percent of the total units must be set aside for Extremely Low Income (ELI) Households. The ELI AMI level will be 30%, regardless of county. The Applicant is not eligible for ELI Loan funding, regardless of the demographic commitment.

Examples for Applicants that selected the Demographic Commitment of Persons with Developmental Disabilities and are designating some units as IRO Units, and for Applicants that commit to serve Persons with a Disabling Condition and do not commit to the Average Income Test are provided on page 26.

- e. Unit Mix, page 29
 - (1) Unit Mix Restrictions for Developments that will serve the Persons with Developmental Disabilities Demographic Commitment that do not include IRO Units, and for Developments that will serve the Persons with a Disabling Condition Demographic Commitment are on page 30.

(2) Unit Mix Restrictions for Developments that will serve the Persons with Developmental Disabilities Demographic Commitment that include IRO Units are on page 30

(3) Management Units

f. Number of residential buildings must be provided.

g. Compliance Period, page 31

All Applicants are required to set aside the units for 50 years.

7. Readiness to Proceed, page 32

a. A Site Control form must be submitted with site control documentation and executed by the Authorized Principal Representative.

Applicants must demonstrate site control as of Application Deadline by providing an eligible contract (effective at least through September 30, 2020), a deed, and/or a lease.

b. The Ability to Proceed forms (zoning, electricity, water, sewer/package treatment/septic tank, roads) are provided on the Corporation's Website.

Note: The forms must be dated within 12 months of the Application Deadline.

8. Construction Features, page 35

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, page 35

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

b. General Features, page 36

c. Accessibility, Adaptability, Universal Design and Visitability Features, page 37

(1) Level 1 Accessibility Requirements

(2) Level 2 Accessibility Requirements

d. Required Green Building Features for all Developments, page 39

(1) Proposed Developments with the Development Category of New Construction

Proposed Developments with the Development Category of New Construction must select one of the following Green Building Certification programs: Leadership in Energy and Environmental Design (LEED); Florida Green Building Coalition (FGBC); Energy Star certification for multifamily housing; or ICC 700 National Green Building Standard (NGBS).

- (2) Proposed Developments with the Development Category of Acquisition with Rehabilitation

Applicants must choose additional Green Building options.

9. Resident Community-Based Services Coordination, page 41

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

10. Funding, page 42

- a. Corporation Funding

- (1) Competitive Housing Credits must be requested by all Applicants, page 42

The Applicant's Housing Credit Request Amount is limited to the lesser of the following:

- (a) \$2,980,000; or

- (b) The following per unit amount based on the Demographic Commitment:

- \$25,000 per unit, if committing to serve the Persons with a Disabling Condition Demographic Commitment
- \$30,000 per unit, if committing to serve the Persons with Developmental Disabilities Demographic Commitment

- (2) SAIL must be requested by all Applicants that commit to the Persons with a Disabling Condition Demographic Commitment, page 47

The SAIL Request Amount is limited to \$70,000 per unit; however, the SAIL Request Amount **plus** the ELI Loan Request Amount is limited to the lesser of the following:

- (i) \$4,000,000;
- (ii) 35 percent of the Total Development Cost.

- (3) Eligible ELI Loan Request Amount, page 47

Applicants that commit to the Persons with a Disabling Condition Demographic Commitment and not the Average Income Test are eligible for ELI Loan funding for the required ELI Set-Aside units, not to exceed the lesser of (i) \$600,000; or (ii) the maximum amount based on the ELI Set-Aside per unit limits, as outlined in Section Four, A.6. above, for five percent of the total units.

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

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

(1) Developer fee, page 52

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

(2) General Contractor fee shall be limited to 14 percent of actual construction cost, page 54.

c. Completing the Development Cost Pro Forma, page 51

d. Qualifying Financial Assistance Funding Preference, page 55

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

(1) Cash Funding equals at least 3 percent of the Applicant's Eligible SAIL Request Amount

(2) Donation of Land by a Local Government

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

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

e. Per Unit Construction Funding Preference, page 56

f. Total Development Cost Per Unit Limitation, page 64 and 86

Narrative Scoring

1. Operating/Managing Experience, page 57 (Maximum of 45 points)

2. Access to Community-Based Services and Resources, page 58 (Maximum 55 Points)

a. Access to community-based general services such as shopping for groceries, medicine, clothing, and other household and personal items, page 58 (Up to 20 Points)

b. 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, page 59 (Up to 35 Points)

3. Approach Toward Tenant Application and Screening Procedures for Households Applying for Tenancy, page 60 (Up to 25 Points)

D. Evaluation and Scoring, Section Five, page 61

1. Eligibility Requirements
2. Sorting Order, page 66
3. Goal, page 67

The Corporation has a goal to fund one Development that selected the Demographic Commitment of Persons with Developmental Disabilities Demographic Commitment.

4. County Award Tally, page 67
5. Funding Selection Process, page 67

E. Exhibits to RFA

1. Exhibit A – Application, page 69
2. Exhibit B – Definitions used in RFA that are not defined in Rule, page 84
3. Exhibit C – Additional Information
 - a. Total Development Cost Per Unit Limitation methodology used in credit underwriting and final cost certification, page 86
 - b. Leveraging Classification, page 94
 - c. Florida Job Creation Funding Preference, page 95
 - d. Fees, page 96
 - e. Additional Requirements, page 100
4. Exhibit D – Timeline, page 103
5. Exhibit E – intentionally omitted
6. Exhibit F – Rehabilitation Scoping Process with a Capital Needs Assessment, page 109
7. Exhibit G - Tenant Application and Selection Requirements, page 119
8. Exhibit H – Credit Underwriting Procedures for the ELI Loan, page 121
8. Exhibit I – Credit Underwriting Procedures for the Grant Award, page 125

F. Other Important Information

1. Question and Answers process outlined in Section Three, D. of the RFA

2. Expected Timeline

Issue RFA *February 25, 2020*

RFA Due Date *March 26, 2020*

Review Committee Meeting *May 12, 2020*
(make recommendations to Board)

Request Board Approval of Recommendations *May 29, 2020*

G. Other Discussion Topics