

## Florida Housing Finance Corporation Public Meeting Agenda

### Florida Housing's Proposed and Implemented Priorities and Strategies for Serving Persons with Special Needs and Homeless Households

September 23, 2020 2:00 p.m.

Registration for the Public Meeting is required. Registration information is available on RFA Webpages<sup>1</sup>

#### A. Overview of Florida Housing 2020-21 Funding Cycle highlighting financing for rental housing for Persons with Special Needs, Homeless households

#### B. Intended Populations or Household

1. Persons with Special Needs (PSN) as defined in Section 420.0004 (13), F.S.

Florida Housing will continue to utilize the definition for person with special needs as defined in Section 420.0004(13), Florida Statutes. This specifically includes the following:

- a) an adult person requiring independent living services in order to maintain housing or develop independent living skills and who has a disabling condition;
- b) a young adult formerly in foster care who is eligible for services under s. 409.1451(5);
- c) a survivor of domestic violence as defined in s. 741.28;
- d) 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.

2. Homeless Households

For the 2020/2021 RFA cycle Florida Housing will continue to utilize the "Homeless" definition as described in the Appendix. This means:

"an individual who lacks a fixed, regular, and adequate nighttime residence and also includes an individual who:

- a) is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- b) is living in a motel, hotel, travel trailer park, or camping ground due to a lack of alternative adequate accommodations;
- c) is living in an emergency or transitional shelter;
- d) 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;

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<sup>1</sup> Information for RFA 2021-102 SAIL Financing for Smaller Permanent Supportive Housing Developments for Persons with Special Needs can be found on page <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2021/2021-102>

Information for RFA 2021-103 Housing Credit and SAIL Financing to Develop Housing for Homeless Persons can be found on page <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2021/2021-103>

Information for RFA 2021-104 SAIL Financing Farmworker and Commercial Fishing Worker Housing can be found on page <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2021/2021-104>

RFA 2021-105 Financing to Build Smaller Permanent Supportive Housing Properties for Persons with Developmental Disabilities can be found on page <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2021/2021-105>

Information for RFA 2021-106 Financing to Develop Housing for Persons with Disabling Conditions/ Developmental Disabilities can be found on page <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2021/2021-106>

- e) is living in a car, park, public space, abandoned building, bus or train station, or similar setting; or
- f) is a migratory individual who qualifies as homeless because he or she is living in circumstances described in paragraphs (a)-(e).

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. Proposed New Application and Credit Underwriting Approach for Funding Housing for Persons with Special Needs and Homeless Households**

The purpose of the proposed changes below is to ensure that:

- Non-Profit Applicants are public charities with knowledgeable, community-based boards and a track record of managing housing and/or other programs to benefit the public;
- A Non-Profit participating in a joint venture with a for profit is both benefitting from the transaction and has a strong voice and role in the development; and
- Non-Profits (with or without for profits) applying under an RFA have developed a fully thought through development concept before submitting their Applications to FHFC.

**Proposed Changes to Be Implemented beginning January 2021**

1. Pre-Application Meeting Point Incentive

The purpose of the Pre-Application Meeting is to encourage potential Non-Profit Applicants (with or without for profit partners) to have fully thought through development concepts before they are submitted via Applications to FHFC. The Pre-Application Meeting will not provide potential Applicants with information on how FHFC will score an Application or how to fill out the Application to receive a better score.

Prior to the Application submission, (timing proposed: 2 - 6 months prior to issuance), one natural person Principal from each entity that makes up the Applicant structure, as well as the Developer, will be required to attend, and others such as the Service Coordinator organization will be strongly urged to attend.

FHFC will place a list of questions on the RFA webpage to provide guidance for meeting attendees to be prepared to answer at the meeting. In the associated RFA, an Application will be given points – similar to the incentive provided for advance review of the Principals of the Applicant and Developer(s) Disclosure Form – if the Applicant is found to have held the meeting timely and with the required people in attendance. Attached are the proposed form and questions for the meeting.

2. The Roles of Each Partner in a Joint Venture, including Material Participation

Currently, if a Non-Profit is part of the Applicant entity, Housing Credit RFAs require the Applicant to include a description of how the Non-Profit entity is substantially and materially participating in the management and operation of the proposed Development. Applicants provide their own description of the Non-Profit’s role.

FHFC proposes to create a form that Applicants must fill out to meet this requirement in all RFAs where a Non-Profit is part of the Applicant entity, particularly in the case of a joint venture, to show the roles of each entity and more specifically how the Non-Profit will participate materially across financial,

development and asset management responsibilities.

Proposed Information Required

- Type of Joint Venture: Turn-key or long term (that is, will one of the members of the team be involved in the Proposed Development for a shorter period, or will these members both be involved in the Development through the entire compliance period)
- Ownership: Division of ownership percentages
- Fee and Cash Flow: Division of fees and cash flow (and when received by each)
- Guarantees: Who will provide construction, operating deficit reserve and repurchase guarantees
- Exit strategy: Who will be the owner at exit of compliance period and have the right of first refusal at the end of this period and whether any party has opportunities for action before this time
- What each party brings to the table:
  - Developer experience
  - Property (land)
  - Access to local government funding
  - Local Government/other relationships
  - Access to supportive services
  - Financial strength
- The division of responsibilities:
  - Pre-development funding – Who is providing and/or securing this funding
  - Who will make the financial decisions affecting guarantees during construction
  - Procuring construction financing
  - Procuring operations funding if needed
  - Project management during the construction phase
  - Development expertise
  - Management of community/political relationships
  - Operations and management decisions, including:
    - Tenant leasing, including income targeting and mitigating barriers to entry
    - Marketing the property through relationships with the community
- Other detail about the partnership as needed

3. Community-Based Board of Directors Requirement for Non-Profit Applicants

The Housing Credit Disabling Condition RFA typically issued in the spring (see RFA 2020-106, p. 15) specifies the makeup of the Non-Profit Applicant's Board of Directors. Florida Housing proposes to update that requirement and add it into RFA 2021-102 Persons with Special Needs and RFA 2021-106 Housing Credit Disabling Condition, then all RFAs starting in the 2021-2022 RFA Cycle:

Community-Based Board of Directors Requirement

The Applicant must commit to structuring the Board of Directors affiliated with the Non-Profit Entity that is part of the Applicant Entity ~~with a majority (at least 50 percent, plus one)~~ with at least 75 percent 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 ~~tenants or applicants for tenancy.~~

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.

4. New Narrative Proposed for RFA 2021-102 SAIL Financing for Persons with Special Needs, RFA 2021-103 Housing Credit and SAIL Financing for Homeless Housing, and RFA 2021-106 Housing Credit Financing for Housing for Persons with Disabling Conditions/Developmental Disabilities

Florida Housing will award points based on an Applicant's description of the following:

- How the Non-Profit has worked to increase income (employment and/or benefits) of residents within the previous 12 months including data and percentages showing evidence of this increase.
- How the Non-Profit has reduced the time between initial application and occupancy of permanent housing for residents within the previous 12 months.
- How the Non-Profit has worked to ensure residents "graduated" into permanent housing options that do not include/require (as intensive) supportive services.
- The process for ensuring new residents of permanent housing programs will remain stably housed for more than 12 months in their current permanent housing option.

5. Removal of request for description of the Applicant's "Approach Toward Tenant Application and Screening Procedures for Households with a Person with Special Needs Applying for Tenancy"

In the last few years, Florida Housing included a narrative in many of its RFAs called "Approach Toward Tenant Application and Screening Procedures for Households with a Person with Special Needs Applying for Tenancy." Due to Florida Housing's recent adoption of required standards to mitigate barriers to entry into tenancy, Florida Housing proposes to remove this point item.

**Proposed changes to be added to Rule 67-48, F.A.C., and implemented in all RFAs starting in the 2021-2022 RFA Cycle**

1. Non-Profit Applicant Length of Time in Business

Currently, FHFC doesn't require Non-Profit Applicants to have been in business for a specific length of time, other than being qualified to do business in the state of Florida as of the Application Deadline and having an IRS determination letter.

FHFC proposes to require that the Non-Profit must have been in existence at least three (3) years prior to the issuance date of the RFA, with proof based on the IRS determination letter.

2. Non-Profit Applicants Must Be Public Charities

The IRS recognizes more than one type of Non-Profit (e.g., public charity and public foundation). Florida Housing proposes a rule change next year to require Non-Profit Applicants to be "public charities" as proven by its filing of Form 990 Return of Organization Exempt From Income Tax.

Public charities generally have more stringent requirements, from what activities the organization will engage in and the compliance burden, to the composition of the organization's board. While public foundation boards can be made up of family members, a public charity's board should generally be drawn from a broader field.

3. Revision of the definition of Non-Profit in Rule 67-48.002(84), FAC, as follows: "**Non-Profit**" 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, and which also:

(a) which owns at least 51 percent of the ownership interest in the Development held by the general partner or managing member entity, specifically including at least 51 percent of the profits, losses, capital and other economic benefits;

(b) receives at least 25 percent of the Developer Fee;

(c) maintains at least 51 percent of the voting and management control of the Development; and

(d) and 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.

### **Proposed Changes to Be Implemented Starting with RFAs issued in January 2022**

1. Requirement to Provide the most recent IRS Form 990, along with any Form 990 supplemental information provided to the IRS required by FHFC. The Form 990 must show the following:

The answers to the questions listed below and found under Pt VI, Governance, Management, and Disclosure, Section B. Policies, of the Form 990, must be answered as YES, and where specified below, descriptions must be provided in the Application.

- Question 11a. Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?
- Question 11b. Describe in Schedule O the process, if any, used by the organization to review this Form 990. **MUST BE FILLED OUT IN SCHEDULE O AND PROVIDED TO FHFC WITH FORM 990**
- Question 12a. Did the organization have a written conflict of interest policy?
- Question 12b. Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?
- Question 12c. Did the organization regularly and consistently monitor and enforce compliance with the policy? Describe in Schedule O how this was done. **MUST BE FILLED OUT IN SCHEDULE O AND BE PROVIDED WITH FORM 990**
- Question 13. Did the organization have a written whistleblower policy?
- Question 15. Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision? **DESCRIPTIONS OF EACH MUST BE INCLUDED IN SCHEDULE O AND THE DESCRIPTION INCLUDED IN SCHEDULE O MUST BE PROVIDED WITH FORM 990**
  - 15a. The organization's CEO, Executive Director, or top management official
  - 15b. Other officers or key employees of the organization

2. Pre-Application Package for Non-Profit Applicants

Florida Housing expects to begin requiring Non-Profit Applicants to submit a pre-application package to FHFC for advance review of some sort prior to Application deadlines – to begin with 2022 Non-Profit Applications. FHFC is considering as part of this package requiring Non-Profit Applicants to provide bylaws, which must include:

- The role and responsibilities of the board of directors;
- The number of members that are part of the board;
- A statement that at least 75% of the Board will include members of the community with backgrounds

- in various disciplines useful to the oversight of the Non-Profit;
- A statement that no board members will be related by family to each other or to compensated members of the Non-Profit's management or staff, and no more than 20% of the board will be related by business relationships;
- A statement that the board will include members or representatives of the population(s) being served by the Non-Profit;
- Board meeting requirements;
- A board and staff conflict of interest policy;
- A policy stating that board members do not receive compensation for serving on the board;
- If the Non-Profit was formed by a parent entity (such as a bank or for profit development company), a statement specifying that no staff or principal of said parent entity that is a Developer of affordable housing in may serve on the board; and
- A statement that private interests of any board member or staff will not be furthered by the work of the Non-Profit (e.g., real property sales or management contracts), and that no part of the Non-Profit's net earnings will inure, directly or indirectly, to the benefit of any private member, staff or board member.

### 3. Credit Underwriting Changes

Florida Housing is developing additional factors to use in credit underwriting to evaluate the capacity of Non-Profit Applicants to develop and manage successful, efficient and mission-driven rental developments, particularly to serve PSN and Homeless households. As these criteria are determined, we will publish and discuss them with stakeholders.

#### **D. Housing Stability for Homeless Schoolchildren Initiative Request for Qualifications (RFQ)**

In 2018 Florida Housing launched a pilot program using federal HOME Tenant Based Rental Assistance (TBRA) to provide housing short-term rental assistance families of homeless school-aged children. This pilot (One Home, One Family, One Year) began in Santa Rosa County as a partnership between the Santa Rosa County School Board, the Milton Housing Authority, and Opening Doors of NWFL (a case management and homeless services agency). A second pilot formed in 2019 targeting efforts in Hernando County (Hope for Housing).

As a result of the successes seen in the pilots, Florida Housing has prioritized using HOME TBRA funding to replicate these successes with joint partnerships between local housing authorities, county-wide public school systems, homeless continuum of care lead agencies, and case management entities through the Housing Stability for Homeless Schoolchildren Initiative. In May 2020, Florida Housing released a Request for Qualifications to solicit responses for an expansion of this Initiative in counties with a population of up to 400,000. Three respondents representing Alachua County, Bay County, and Charlotte County applied and were recommended for funding to the Florida Housing Board of Directors at the September 2020 Board Meeting. The planned expansion into these three counties will provide \$500,000 in rental assistance vouchers to each approved county beginning October 2020.

Florida Housing anticipates a second Request for Qualifications in the spring of 2021.

#### **E. Housing for Persons with Special Needs and Homeless Households Needs Assessment**

This project responds to a recommendation made by the Affordable Housing Work Group in late 2017 to provide more nuanced information on the housing need of these populations and project the cost to serve these housing needs. There are two parts to this project. The first is a needs assessment projecting the number and variety of subpopulations and their range of permanent housing needs. The result of the assessment will be informed estimate of the number of needed affordable rental and permanent supportive housing units. The second component of the project will be financial modeling to estimate the total cost to fund the number and type of units needed statewide. The financial modeling will project the capital costs of financing this housing; funding support needed to lower barriers to entry to this housing; and funding support

to offset projected operating deficits and replacement reserves as a result of serving what is generally an extremely low income population. Florida Housing expects to have a contractor in place by the fall of 2020 to carry out data collection and analysis and anticipates the work will take 9-12 months, resulting in a final report for policy makers and stakeholders in late 2021.

## **F. Additional Strategies Updates**

### **1. Lowering Barriers to Florida Housing Rental Housing Entry**

In 2017, the Florida Legislature created an Affordable Housing Workgroup with a charge to review housing in Florida, with a focus on affordable rental housing. One Workgroup finding revealed “that low barrier entry procedures for prospective tenants with extremely low incomes are necessary to ensure that these citizens are given an opportunity to access decent, affordable housing throughout Florida Housing Finance Corporation’s portfolio of rental properties.” As a result, the Workgroup provided the following recommendation in response:

*Florida Housing Finance Corporation should adopt comprehensive low barrier entry requirements as well as requirements to lower barriers to continued occupancy for general occupancy properties, targeted to all units set aside for extremely low-income tenants, including but not limited to Link units. This requirement should include development of standards for implementation and training geared to developers and property managers. The corporation should convene a workgroup of subject matter experts, including property managers, fair housing experts, developers and others, to assist in development of standardized requirements.*

In 2018, to formally respond to the recommendations from the Affordable Housing Workgroup, Florida Housing convened a group of statewide partners to develop comprehensive low barrier entry standards and requirements that Florida Housing could consider adopting and incorporating into future Requests for Applications. These requirements culminated in the development of Tenant Application and Selection Requirements that were incorporated into the Florida Housing Request for Applications Exhibit G beginning in 2019.

Florida Housing is finalizing the Tenant Application and Selection Requirements Compliance Report and will begin training for monitors using an amended servicers contract in late 2020/early 2021.

### **2. Capital Needs Assessment (CNA) Approach for Acquisition and Rehabilitation and Preservation Developments -Universal Design and Accessibility Construction Features**

The CNA Guide can be accessed by clicking [here](#).

### **3. National Housing Trust Fund Financed Units**

As a recipient of National Housing Trust Fund dollars, Florida Housing utilizes these resources to set aside units in Florida Housing financed rental developments for households at or below 22% of the area median income.

### **4. Permanent Supportive Housing Pilot for Chronically Homeless Persons that are High Utilizers of Publicly Funded Crisis Resources**

In early 2014, Florida Housing awarded \$10 million in pilot funds to three nonprofit PSH developments in Duval, Miami-Dade and Pinellas counties. The purpose of the pilot has been to evaluate the impacts of serving extremely low income, chronically homeless populations that are high users of publicly funded crisis services and/or are living in more restrictive institutional settings than needed or desired.

Each awardee committed to partner with university or other researchers to carry out a multi-year study to quantify cost/benefit data showing what, if any, public savings occur as a result of housing the intended residents at these properties. Costs include the courts and correctional system; shelters, residential and

institutional housing; emergency visits and hospital stays; mental health centers and services; all other supportive services and permanent supportive housing. The study also provides a quantitative and qualitative evaluation of the residents' health, self-sufficiency and other outcomes over the 2+ year study period. The research objective is to develop and provide Florida-based cost/benefit information for legislative and other policymakers.

The first pilot to complete its evaluation period was Village on Wiley in Jacksonville, and the findings show savings to public resources as well as better health and quality of life outcomes for residents. The reports from the other two pilots, Coalition Lift in Miami and Pinellas HOPE V in that Pinellas, are due this fall. Florida Housing is beginning work on a state report summarizing findings and any recommendations that should be completed by the end of 2020

**J. Additional Public and Stakeholder Input or Questions**

**K. Appendix:**

1. Tentative 2020-21 Funding Amounts/Timelines
2. Relevant Definitions
3. Homeless Development Regional Chart
4. Proposed Pre-Application Meeting Form and Questions
5. Tenant Application and Selection Requirements (Exhibit G of RFAs)



**Appendix 1**  
**Tentative 2020-21 Funding Amounts/Timelines**

<b>RFA</b>	<b>2020/2021 Program Funding and Estimated Funding Amount Available</b>	<b>RFA Workshop</b>	<b>RFA Issue Date</b>
RFA 2021-102 SAIL for Persons with Special Needs	\$12,630,250 SAIL (estimated)	Feb-21	Mar-21
RFA 2021-103 HC and SAIL for Homeless Persons	<ul style="list-style-type: none"> <li>• \$12,792,500 SAIL (estimated)</li> <li>• \$1,700,000 HC -Medium county (estimated)</li> <li>• \$2,375,000 HC - Large county (estimated)</li> <li>• \$3,285,785.21 - NHTF (estimated)</li> </ul>	Jan-21	Feb-21
RFA 2021-106 HC and either SAIL or Grants for Persons with Disabling Conditions or Developmental Disabilities	<ul style="list-style-type: none"> <li>• \$3,065,000 HC (estimated)</li> <li>• \$4M (estimated) SAIL for Disabling Conditions (estimated)</li> <li>• \$4.6M (estimated) in Grant funding for Developmental Disabilities</li> </ul>	Jan-21	Feb-21
RFA 2021-104 SAIL for Farmworker/Commercial Fishing Worker Housing	\$6,396,250 SAIL (estimated)	Mar-21	Apr-21
RFA 2021-105 Grants for Persons with Developmental Disabilities	\$6.9M - DD Grant funding (estimated)	Mar-21	Apr-21

**Appendix 2**

**Other Terms/Definitions Relevant to Special Needs/Homeless RFAs from Statute and Florida Administrative Code**

"Disabling Condition"	A diagnosable substance abuse disorder, serious mental illness, developmental disability, or chronic physical illness or disability, or the co-occurrence of two or more of these conditions, and a determination that the condition is: (a) Expected to be of long-continued and indefinite duration; and (b) Not expected to impair the ability of the person with special needs to live independently with appropriate supports.
"Extremely-low-income persons"	One or more natural persons or a family whose total annual household income does not exceed 30 percent of the median annual adjusted gross income for households within the state. The Florida Housing Finance Corporation may adjust this amount annually by rule to provide that in lower income counties, extremely low income may exceed 30 percent of area median income and that in higher income counties, extremely low income may be less than 30 percent of area median income.
"Permanent Supportive Housing"	Affordable rental housing leased to the focus households for continued occupancy with an indefinite length of stay 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 inclusion in the general community. Permanent Supportive Housing shall strive to meet the needs and preferences of the focus households.

**Appendix 3**  
**Homeless Development Regional Chart**

REGION	LARGE COUNTIES	MEDIUM COUNTIES
North Florida	Duval	Alachua, Clay, Leon, St. Johns, Bay, Escambia, Okaloosa, Santa Rosa
Central Florida	Orange	Brevard, Marion, Polk, Volusia, Flagler, Osceola, Seminole
Tampa Bay	Hillsborough, Pinellas	Citrus, Lake, Pasco, Sumter, Hernando, Manatee, Sarasota
South Florida	Broward, Miami-Dade, Palm Beach	Charlotte, Highlands, Lee, St. Lucie, Collier, Indian River, Martin

**Appendix 4**  
**FHFC Pre-Application Meeting Form and Questions**

***It is the sole responsibility of the Applicant to request the Pre-Application Meeting in a timely manner in order to hold such meeting by the deadline specified in the RFA.***

**Purpose:**

The purpose of the Pre-Application Meeting is to increase the likelihood that potential Applicants are structuring the proposed Development so that it is successful, not just in terms of submitting an Application and being awarded funding, but successful in providing high quality Permanent Supportive Housing through the entire Compliance Period. The Pre-Application Meeting will not provide potential Applicants with information on how FHFC will score an Application or how to fill out the Application to receive a better score.

**Process:**

1. Applicants requesting a Pre-Application Meeting per the terms of an RFA must complete the following information and return it to Florida Housing by electronic mail (email) at *[to be designated by FHFC]*.
2. Florida Housing staff will correspond with the designated contact person to schedule the meeting.
3. In order to prepare for the meeting, a list of discussion items and questions is available on the RFA Website. Florida Housing staff will ask these questions at the meeting.
4. The following individuals must be present at the meeting: A natural person Principal from each entity that makes up the Applicant structure, and a natural person Principal from each Developer. One Principal may represent multiple entities. However, all Principals present at the meeting must be reflected as a Principal of the corresponding entity on the Principals of the Applicant and Developer(s) Disclosure Form (Rev. 05-2019) that is submitted with the Application.

Entity means any corporation, limited liability company, limited partnership, trust, or Public Housing Authority, and any shareholder, member, manager, limited partner, or general partner of such entities that are not natural persons.

Principal is defined in Rule Chapter 67-48, F.A.C.

5. While not required, it is encouraged to also have present at the meeting a representative of the organization that will provide supportive services coordination, as well as consultants integral to the Application.
6. No later than 3 business days following the meeting, Florida Housing will return the Pre-Application form to the contact person with confirmation that the meeting took place and all required individuals were present.
7. At the time the Application to which the Pre-Application meeting applies is submitted to the Corporation, the Applicant must include the confirmed form with the Application submission.

8. Each Pre-Application Meeting and associated signed form may only be used for one Application.

Required Information

Name of proposed Development: [Click here to enter text.](#)

County: [Choose a county.](#)

Contact Person: [Click here to enter text.](#)

Telephone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Applicant Information

Name of Applicant: [Click here to enter text.](#)

Name of natural person Principal attending	Associated Entity:
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

\*If additional lines are necessary, please attach names on a separate page.

Developer Information

Name of natural person Principal attending	Name of Developer:
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

Optional Attendees

Supportive Services Coordinator: [Click here to enter text.](#)

Application consultant, if any: [Click here to enter text.](#)

To be completed by FHFC staff: The above Principals/individuals were present at the Pre-Application Meeting, held on _____ (date).  Staff Initials: _____
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## **RFA 2021-102 SAIL Financing for Smaller Permanent Supportive Housing Developments for Persons with Special Needs**

### **PRE-APPLICATION MEETING QUESTIONS**

*Florida Housing will ask potential Applicants for funding through RFA 2021-102 that seek a Pre-Application Meeting to answer the following questions in the meeting. These questions are provided to assist potential Applicants in preparation for this meeting. To receive points in the RFA, the following representatives must be at the Pre-Application Meeting: one Principal of each entity under the Applicant structure, and, if separate, one Principal of each Developer. In addition, while not required to receive points, a representative of the organization that will provide supportive services coordination should participate in the meeting, as well as consultants integral to the Application.*

- 1. Provide a short description of the planned project, including:**
  - County and, if appropriate, the city where housing will be located;
  - Number of units planned; New Construction or Acquisition/Rehabilitation; any other notable building features of the planned Development, such as type of dwellings to be proposed and unit mix.
  - Key demographic population(s) to be served.
  - Proximity to grocery stores, supportive service offices, medical facilities.
  
- 2. Name each entity under the Applicant structure,** and generally describe their missions where they are located and experience in developing/managing housing and/or coordinating/providing supportive services. These entities must be those that will be applying for funding through RFA 2021-102 and will be represented by Principals on the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-2019). Provide the following information:
  - Name of project team members from each entity under the Applicant structure.
  - Name of Developer or co-developers.
  - The Non-Profit or for profit status of each entity. If an entity is a Non-Profit, provide the date of the IRS 501(c)(3) determination letter.
  - The name of consultants, if any, that are integral to the Application and development process.
  
- 3. Name of Management Company** and its experiences serving the specific subpopulation(s) to be served.
  
- 4. Describe how tenant selection will be carried out** and by which entity(s) to ensure that barriers to entry into the housing are mitigated for the demographic population(s) to be served.
  
- 5. Name of Supportive Services Coordinator** that will work with the property and this entity's experience in doing service coordination and interacting with property management companies in this work.
  
- 6. Describe how the potential Applicant has worked with the local community** as it has prepared this project to submit for funding.

7. **Describe how residents will access transportation to essential services**, such as community-based services, employment, grocery stores and other amenities residents need to live independently.
8. **Estimated Total Development Costs, and expected sources of development funds** in addition to State Apartment Incentive Loan funding.
9. **Expected sources of operating funds**, considering:
  - The income of the expected residents and the rents that can be realistically charged;
  - The potential limits of the rents to support the full operations at the property over the long term;
  - Additional costs to provide a supportive housing environment depending on the plans of the Applicant.
10. **Material Participation of all members of the Applicant Entity.** If the Applicant Entity includes more than one member, describe each entity's role in as much detail as possible related to each of the items below.
  - Type of Joint Venture: Turn-key or long term (that is, will one of the members of the team be involved in the Proposed Development for a shorter period of time, or will these members both be involved in the Development through the entire compliance period)
  - Context: Who came into development with what capacity/resources, and who brought partner(s) to table and how
  - Ownership: Division of ownership percentages
  - Fee and Cash Flow: Division of fees and cash flow (and when received by each)
  - Guarantees: Who will provide construction, operating deficit reserve and repurchase guarantees
  - Exit strategy: Who will be the owner at exit of compliance period and have the right of first refusal at the end of this period and whether any party has opportunities for action before this time
  - What each party brings to the table:
    - Developer experience
    - Property (land)
    - Access to local government funding
    - Local Government/other relationships
    - Access to supportive services
    - Financial strength
  - Be prepared to discuss in detail the division of responsibilities:
    - Pre-development funding – Who is providing and/or securing this funding and whether the Applicant applied for or received funding from FHFC's Predevelopment Loan Program
    - Financial decisions affecting guarantees during construction
    - Procuring construction financing
    - Procuring operations funding if needed
    - Project management during the construction phase
    - Development expertise

- Management of community/political relationships
- Operations and management decisions, including:
  - Tenant leasing, including income targeting and mitigating barriers to entry
  - Marketing the property through relationships with the community

*If you have any questions in preparation for the Pre-Application Meeting, please contact [to be specified], Florida Housing Finance Corporation, at (850) 488-4197, or [email address].*



## Appendix 5

### Tenant Application and Selection Requirements (Exhibit G of RFAs)

#### Extremely Low Income (ELI) Household's Tenant Selection Criteria

The Applicant must adhere to the following tenant selection criteria when evaluating the eligibility of a household applying for tenancy in a unit set aside for Extremely Low Income (ELI) Households:

- The credit history related to medical expenses, cable and internet services will not be taken into consideration when conducting credit checks.
- ELI Household's Income Requirement Policy – The household monthly income must not be required to be more than two times the monthly rent. (e.g., If the monthly rent is \$500, the household monthly income will not be required to exceed \$1,000.)
- The eviction history look-back period must not be more than 5 years. A household is permitted one eviction during the 5-year look-back period, unless the eviction was due to causing physical harm to development staff, tenants or intentional property damage.

#### Additional Tenant Selection Criteria for All Households

The Applicant must adhere to the following tenant selection criteria when evaluating the eligibility of all households applying for tenancy.

- The arrest record of a household member will not be considered when determining any household's application for tenancy.
- For households with publicly funded rental assistance, the income requirement will be based on the household's paid portion of the rent.

#### Tenant Application Fees and Deposits

The Applicant must adhere to the following tenant application fees and deposits requirements for a household applying for tenancy in a unit set aside for extremely low income households:

- It is prohibited to charge a fee to a household that is applying for tenancy in a unit that is set aside for extremely low-income households for the purposes of reserving or holding a unit.
- The application for tenancy fee will be no more than \$35 per adult in a household.
- A security deposit for new tenant households will be not more than the amount of one month's rent.

#### Application for Tenancy

The Applicant must include and prominently place the following information in the Development's application for tenancy packet that is provided to all interested households:

- The tenant selection approach and criteria used to evaluate and determine a household's application for tenancy. The criteria under which a household was screened and evaluated, as well as the determination, must be included in each tenant household's file.

The approach regarding a household's notification and appeal process and timeline, if the household's application is rejected or determined ineligible.

- A description of reasonable accommodations or reasonable modifications for persons with disabilities, pursuant to Section 504 of the Rehabilitation Act of 1973. The description shall include accommodations that must be considered by the Development such as physical dwelling unit modifications for greater accessibility and use, as well as individualized assessments of mitigating factors related to a disability that adversely affected a household's credit, eviction or criminal history. The description shall also include the process for requesting a reasonable accommodation, the determination approach, and decision-making timelines.

A description of an applying household's or existing tenant's housing protections pursuant to the Violence Against Women Reauthorization Act of 2013 (VAWA). The description will include that applying households may request that the Development conduct an individualized assessment of mitigating factors related to being a victim of domestic violence, dating violence, sexual assault, and stalking that adversely affected the household's credit, eviction, or criminal history.

#### Notification of Rejection or Ineligibility for Tenancy

The Applicant must, at a minimum, notify any household that their application for tenancy was rejected or determined ineligible through a documented process such as a written letter or email to the address provided by the household.

The notification will be provided to a household within 5 business days from the day the determination is made.

The notice must include information regarding:

- The reasons a household's application for tenancy was rejected or determined ineligible.
- A household's right to appeal the Development's decision, as well as complete instructions regarding how a household may appeal the decision.