

**Workshop regarding Florida Housing’s Proposed and Implemented Priorities and Strategies
for Specialized Demographics, including Persons with Special Needs, Homeless Households, Persons with
Disabling Conditions, & Persons with Developmental Disabilities**

The Workshop will be held at the Florida Housing Finance Corporation office and via Webinar
Registration for the Webinar is required¹

September 7, 2022 at 2:00pm

Agenda

**A. Overview of Florida Housing’s 2022-2023 Funding Cycle highlighting financing for rental housing for
Persons with Special Needs (RFA 2023-102), Homeless Households (RFA 2023-103), Persons with
Developmental Disabilities (RFA 2023-105 & RFA 2023-106) & Persons with Disabling Conditions (RFA
2023-106)**

1. Financing Resources Updates

As Florida Housing’s Construction Housing Inflation Response Program (CHIRP) is set to conclude in the coming weeks, the specific amounts of financing/resources will become more evident. Final allocations will be included in draft RFAs and discussed in the respective RFA workshop held closer to the RFA release dates.

2. Tentative Application Schedule

Appendix 1 provides a high-level overview of the estimated funding amounts available for each RFA as well as the anticipated RFA workshop dates, RFA issue dates, and the RFA due dates.

3. Intended Populations²

- i. Persons with Special Needs
- ii. Homeless Households³
- iii. Persons with Developmental Disabilities
- iv. Persons with Disabling Conditions

¹ The Corporation’s address and webinar registration information can be found on each RFA webpage.
RFA 2023-102: SAIL Financing for Smaller Permanent Supportive Housing Developments for Persons with Special Needs <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2023/2023-102>;
RFA 2023-103: Housing Credit and SAIL Financing to Develop Housing for Homeless Households <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2023/2023-103>;
RFA 2023-105: Financing to Build Smaller Permanent Supportive Housing Properties for Persons with Developmental Disabilities <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2023/2023-105>; and
RFA 2023-106: Financing to Develop Housing for Persons with Disabling Conditions/Developmental Disabilities <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2023/2023-106>.

² Specific definitions can be found in Appendix 2.

³ RFA 2023-103 uses a rotating regional approach. Eligible counties and the corresponding Regions can be found in Appendix 3.

v. HOME-ARP⁴ Qualifying Populations

4. Application & Credit Underwriting Focal Points

By highlighting the following focal points, Florida Housing seeks to strengthen the quality of Applicants seeking to provide Permanent Supportive Housing.

i. New Exhibit A Structure

One thing that will be new to Applicants this year, is a new Exhibit A format. Historically, this has been a Word file. Florida Housing's Multifamily Programs team has developed a new Exhibit A format that looks very similar to prior years; however, this is now an Excel file. This allows for improved back-end performance, but also includes features designed to help minimize unintentional errors by Applicants.

ii. Pre-Application Meeting Point Incentive

In 2021, Florida Housing introduced the Pre-Application Meeting Point Incentive in the Persons with Special Needs RFA (102) to encourage potential Applicants (both Non-Profit Applicants and Joint Venture Applicants) to have fully considered the development concepts before submitting applications. In 2022, this process was integrated into the Homelessness RFA (103) and the Disabling Conditions/Developmental Disabilities RFA (106).

Florida Housing provides a list of questions on the RFA webpage to help participants prepare. Each RFA webpage provides additional information about this process and includes the relevant forms including questions/topics to be discussed as well as the projected timing for these meetings for each respective RFA.

iii. Non-Profit Definition

Last year, Florida Housing updated its definition of Non-Profit Applicant in the Permanent Supportive RFAs to:

"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:

- *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;*
- *Receives at least 25 percent of the Developer Fee*;* and
- *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."*

iv. Non-Profit Length of Time in Business

Non-profit organizations interested in applying for RFAs issued by Florida Housing must possess an IRS determination letter demonstrating that the non-profit entity is organized under 501(c)(3)

⁴ HUD Notice CPD-21-10: Requirements for the Use of Funds in the HOME-ARP Program
<https://www.hudexchange.info/resource/6479/notice-cpd-2110-requirements-for-the-use-of-funds-in-the-home-arp-program/>

Qualifying populations can also be found in Appendix 4.

or 501(c)(4) and has been in existence at least three years prior to the Application Deadline of the RFA.

v. Non-Profit must be a Public Charity

The IRS recognizes more than one type of Non-Profit (e.g., public charity and public foundation). Florida Housing requires Non-Profit Applicants to be “public charities” as proven by its filing of Form 990 Return of Organization Exempt Form 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.

Florida Housing offers an Advance Review Process for the Non-Profit Application Package. The package includes the Executive Director Certification of Non-Profit Qualifications form, the IRS letter, and the Bylaws and/or Articles of Incorporation. There will be a point incentive in the RFAs for those that participate in the Advance Review process and receive an approved form from the Corporation. Information regarding the Advance Review process is available on each RFA webpage.

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

Each Applicant must commit to structuring the Board of Directors affiliated with the Non-Profit that is part of the Applicant Entity with a majority (at least 50 percent, plus one) individuals that are Non-Related⁵ 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 applicable RFAs, Non-Related Board Members means that these Board members and the Board Chair must not be related to, in a guardian role of, or in any way be a significant other of the groups listed above.

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

Each Non-Profit entity 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.

vii. Services Coordination Requirements

Currently, each of the specialized demographic RFAs require Services Coordination experience in order to effectively help each household access and retain community-based resources and services. The requirements for this include: (a) 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 the intended demographic with no less than 50 percent of the total number of units in the proposed Development; or (b) for applicants that do not meet the requirement described above may partner with a provider of services that includes services coordination for the intended Demographic. In credit underwriting, the provider must demonstrate it has been in business and

⁵ “Related” in this context means a spouse, parent, child, sibling, or relative by marriage.

performing services coordination for at least 5 consecutive years before the date of Application submission, and the Applicant must provide the legal contract demonstrating the partnership with the service provider for approval.

viii. Tenant Selection Plans Requirements⁶

Twenty-one (21) days following the invitation to enter credit underwriting, Applicants must submit the Tenant Selection Plan to Florida Housing for review and approval. When developing their plans, it is important that Applicants review Exhibit G of the RFA to ensure all requirements are met.

5. Proposed Changes

i. New Funding Sources

Federal allocations of the National Housing Trust Fund (NHTF) have increased significantly since 2020. Additionally, with the award of additional HOME dollars through the American Rescue Plan, Florida Housing intends to provide this additional resource to the specialized demographic RFAs.

ii. Narrative Scoring⁷

A Narrative sections template will be separate from the new Exhibit A referenced above. This will allow Applicants to continue using Word for this portion of the RFA.

Florida Housing is considering potential changes within the narrative scoring sections in the Persons with Special Needs RFA (102), Homeless RFA (103), and Disabling Conditions/Developmental Disabilities RFA (106). As potential changes are further considered, Florida Housing will discuss at the RFA-specific workshops.

B. Site Visits to Explore Permanent Supportive Housing Best Practices

Florida Housing is developing a strategy to visit Permanent Supportive Housing (PSH) properties in its portfolio each year. The objective is to learn what's working at these properties, how residents are responding to what the property offers, and to understand both the challenges and best practices related to operating these properties. The purpose of these visits is educational for Florida Housing staff and to learn from these visits and inform future RFAs and other policy approaches. **These visits will NOT be monitoring visits.**

Florida Housing expects each visit to take approximately 1.5 days, with significant preparation by staff ahead of the visits to gather information about the property and residents. During a site visit Florida Housing staff will expect to tour the development, including of a couple of units; meet with property management staff (and owners as appropriate); meet with the onsite Resident Services Coordinator(s); and meet with residents and/or Resident Council. The general topics and learning areas from the visits include the characteristics and needs of the development; resident satisfaction; services coordination; tenant application and selection plans; resident outcomes related to housing stability and self-sufficiency; operational challenges, successes, and best practices; and general lessons to learn from Florida Housing.

C. Permanent Supportive Housing Action Plan

In May 2022, the Florida Supportive Housing Coalition convened a workgroup of policy leaders from across the state representing organizations including the following: Agency for Health Care Administration, Agency for Persons with Disabilities, Department of Children & Families, Florida Association of Managing Entities, Florida Coalition to End Homelessness, Florida Department of Veteran Affairs, Medicaid Managed Care Plans, Florida

⁶ Tenant Selection Plan Requirements can be found in Appendix 5.

⁷ Proposed narrative changes can be found in Appendix 6.

Housing, and the Governor’s Office. A key takeaway from this meeting was the commitment by all parties to have organizational leadership involved in the development of a State Interagency Action Plan to address Permanent Supportive Housing needs. Florida Housing has been charged with coordinating the development of the State Permanent Supportive Housing Action. The tentative plan is to hold 3-4 public meetings starting late Fall and submit the Action Plan and relevant supporting documents to the Governor’s office by June 30, 2023. Florida Housing staff will be developing a State PSH Action Plan webpage for keeping stakeholders and the public informed of the development activities.

D. Housing Stability for Homeless Schoolchildren⁸

Florida Housing began a pilot program in January 2018 to provide short- and medium-term Tenant Based Rental Assistance (TBRA) and housing stability services to families with school aged children that are experiencing homelessness. The Initiative is targeted to small and rural communities that tend to have fewer housing resources and options than larger more populated communities.

Key partners in these collaborations include the county school district, the local Public Housing Authority (PHA), a case management organization, and in many cases the local homeless Continuum of Care Lead Agency. As a part of this Initiative, the school district identifies families participating in the McKinney-Vento (Homeless Education) Program as eligible households for this Initiative. The PHA then works to place these families in permanent units throughout the community, while the case management organization focuses on providing intensive supports and services to the families.

Florida Housing is currently supporting partnerships in Alachua, Bay, Charlotte, Hernando, and Santa Rosa counties.

Florida Housing anticipates releasing a new competitive solicitation in Spring/Summer 2023.

E. Florida Assessment of Housing for Homeless & Special Needs Populations⁹

In 2020, Florida Housing contracted with the Corporation for Supportive Housing to carry out a statewide housing needs assessment focused on the needs of persons experiencing homelessness and persons with special needs. The report is meant to help Florida better understand the more specific housing needs across these sub-populations – for example, how many permanent supportive housing units versus general rental units are needed for these populations. In addition to estimating the number and type of housing units needed, the assessment includes financial modeling to estimate the housing cost to meet the entire need across these populations. The assessment also projects the cost of subsidizing a portion of operating expenses, as well as costs that supportive service providers or property owners subsidize in lowering cost barriers to entry (application costs, security deposits and the like) for the lowest income and hardest to serve of these tenants. This report focuses on the housing costs and does not address the costs of supportive services that many of these households need to assist them in living successfully in independent housing.

F. 2022 Rental Market Study¹⁰

Every three years, Florida Housing contracts with the Shimberg Center for Housing Studies to conduct a Rental Market Study. The Rental Market Study focuses on the housing needs of renter households that are low-income (60% AMI) and cost burdened (paying at least 40 percent of income toward gross rent).

⁸ Housing Stability for Homeless Schoolchildren <https://www.floridahousing.org/programs/special-needs-housing-overview/housing-stability-for-homeless-schoolchildren>

⁹ Florida Assessment of Housing for Homeless & Special Needs Populations <https://www.floridahousing.org/programs/special-needs-housing-overview/florida-assessment-of-housing-for-homeless-and-special-needs-populations>

¹⁰ 2022 Rental Market Study <https://www.floridahousing.org/press/publications/2022-rental-market-study>

The Rental Market Study includes an overview of statewide trends; 2022 estimates of low-income, cost burdened renter households by county, with additional detail about household size and householder age; a comparison of the number of low-income households with the rental units that are affordable and available to them; sections on the housing needs of persons with special needs, farmworkers, commercial fishing workers, and homeless persons; and an assessment of tenant characteristics and preservation needs in Florida’s assisted rental housing developments.

G. Florida Housing Resources

1. Two-part Permanent Supportive Housing Training¹¹

Florida Housing offers various training resources, which can be found under the Special Needs Housing > Education, Training, & Technical Assistance pages on the on the Corporation’s website. The two newest training opportunities posted on this page are guided videos designed to help organizations interested in developing and managing Permanent Supportive Housing. The first of these trainings provides an overview of Permanent Supportive Housing and the development process, as well as a self-assessment for organizations to determine if they are ready to take on the development and management of supportive housing. The second training is more focused on the processes of working with Florida Housing through all aspects of the application process, credit underwriting, and into asset management.

2. Predevelopment Loan Program¹²

The Predevelopment Loan Program (PLP) helps non-profit, community-based organizations, local governments, and public housing authorities plan for, finance, and develop affordable housing. Each applicant receives individualized technical assistance and low-interest financing on the predevelopment loan – up to \$750,000. This funding carries a non-amortizing 1% interest rate with all principal and interest deferred until loan maturity, which occurs either at closing of construction or permanent financing or three years after the original PLP loan closes, whichever is first.

PLP funds may be used for costs such as rezoning, soil tests, engineering fees, title searches, appraisals, feasibility analysis, legal fees, audit fees, earnest money deposit, impact fees, insurance fees, commitment fees, administrative costs, marketing expenses and acquisition expenses. These activities must be part of a non-profit or governmental organization's efforts to develop affordable.

H. Additional Public & Stakeholder Input/Questions

I. Appendices

1. Tentative 2022-2023 Funding Amounts & Timeline
2. Key Terms and Definitions
3. Homeless Development Regional Chart
4. HOME-ARP Qualifying Populations
5. Tenant Application & Selection Requirements
6. Proposed Narrative Changes

¹¹ Developing & Managing Permanent Supportive Housing: Two-part Training Series

<https://www.floridahousing.org/programs/special-needs-housing-overview/education-training-technical-assistance>

¹² Predevelopment Loan Program <https://www.floridahousing.org/programs/special-programs/predevelopment-loan-program>

Appendix 1: Tentative 2022-2023 Funding Amounts & Timeline

RFA	Estimated Funding Amounts	RFA Workshop Date	RFA Issue Date	RFA Due Date
RFA 2022-109: SAIL & HOME-ARP Financing for Smaller Developments for Persons with Special Needs	\$2,950,000 SAIL \$2,950,000 HOME-ARP \$2,240,000 NHTF	08/23/2022	09/06/2022	09/27/2022
RFA 2023-102: SAIL Financing for Smaller Developments for Persons with Special Needs	\$1,997,272 SAIL \$TBD HOME-ARP \$TBD NHTF	11/09/2022	12/06/2022	Spring 2023
RFA 2023-103: Housing Credit and SAIL Financing to Develop Housing for Homeless Persons	\$8,260,400 SAIL \$2,040,000 HC- Medium \$2,850,000 HC- Large \$TBD HOME-ARP \$TBD NHTF	10/04/2022	11/01/2022	Spring 2023
RFA 2023-104: SAIL Financing Farmworker and Commercial Fishing Worker Housing	\$4,130,200 SAIL	Spring 2023	Spring 2023	Spring 2023
RFA 2023-105: Financing to Build Smaller Permanent Supportive Housing Properties for Persons with Developmental Disabilities	\$4,000,000 Grants	Spring 2023	Spring 2023	Spring 2023
RFA 2023-106: Financing to Develop Housing for Persons with Disabling Conditions / Developmental Disabilities	\$4,800,000 SAIL (DC) \$4,000,000 Grants (DD) \$3,170,000 HC \$TBD HOME-ARP \$TBD NHTF	10/05/2022	11/03/2022	Spring 2023

Appendix 2: Key Terms and Definitions

“Best Practice”	A program, activity or strategy that has been field tested and has been shown to work effectively and produce successful outcomes and is supported by subjective and objective evaluation and research.
Campus	The grounds and buildings of an institution that provides housing for persons in foster care pursuant to s. 39.6251, F.S. or persons aging out of foster care pursuant to s. 409.1451, F.S., or the grounds and buildings of a public university or college.
Community-Based Care (Lead) Agency	A single entity with which the department has a contract for the provision of care for children in the child protection and child welfare system in a community that is no smaller than a county and no larger than two contiguous judicial circuits. The secretary of the department may authorize more than one eligible lead agency within a single county if doing so will result in more effective delivery of services to children.
Developmental Disabilities	Florida Housing will continue to utilize the definition of Persons with a Developmental Disability as defined in Section 393.063(12), F.S.: “a disorder or syndrome that is attributable to intellectual disability, cerebral palsy, autism, spina bifida, Down syndrome, Phelan-McDermid syndrome, or Prader-Willi syndrome; that manifests before the age of 18; and that constitutes a substantial handicap that can reasonably be expected to continue indefinitely.”
Disabling Conditions	<p>Florida Housing will continue to utilize the definition for Persons with a Disabling Condition as defined in Section 420.0004(7), F.S.: “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:</p> <ul style="list-style-type: none"> 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.

<p>Homeless Households</p>	<p>An individual who lacks a fixed, regular, and adequate nighttime residence and also includes an individual who:</p> <ul style="list-style-type: none"> 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; 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). <p>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.</p>
<p>Material Participation</p>	<p>As set forth in Section 42 of the IRC, and as defined in Section 469(h) of the IRC, a non-profit entity shall be treated as materially participating in an activity only if the entity is involved in the operations of the activity on a basis which is regular, continuous, and substantial.</p>
<p>Persons with Special Needs</p>	<p>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:</p> <ul style="list-style-type: none"> 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), F.S.; c. a survivor of domestic violence as defined in s. 741.28, F.S.; 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.
<p>Permanent Supportive Housing</p>	<p>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.</p> <p>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.</p>

Appendix 3: Homeless Development Regional Chart

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

Appendix 4: HOME-ARP Qualifying Populations¹³

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

- (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- (2) An individual or family who will imminently lose their primary nighttime residence, provided that: (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; and (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing;
- (3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a); (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance; (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment;

At risk of Homelessness, as defined in 24 CFR 91.5 At risk of homelessness:

- (1) An individual or family who: (i) Has an annual income below 30 percent of median family income for the area, as determined by HUD; (ii) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the "Homeless" definition in this section; and (iii) Meets one of the following conditions: (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance; (B) Is living in the home of another because of economic hardship; (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals; (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5

¹³ From Part IV, A. of HUD Notice: CPD-21-10 Requirements for the Use of Funds in the HOME-American Rescue Plan Program <https://www.hudexchange.info/resource/6479/notice-cpd-2110-requirements-for-the-use-of-funds-in-the-home-arp-program/>

people per room, as defined by the U.S. Census Bureau; (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;

- (2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(l) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(l)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or
- (3) A child or youth who does not qualify as “homeless” under this section but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined by HUD.

For HOME-ARP, this population includes any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. This population includes cases where an individual or family reasonably believes that there is a threat of imminent harm from further violence due to dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return or remain within the same dwelling unit. In the case of sexual assault, this also includes cases where an individual reasonably believes there is a threat of imminent harm from further violence if the individual remains within the same dwelling unit that the individual is currently occupying, or the sexual assault occurred on the premises during the 90-day period preceding the date of the request for transfer.

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

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

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

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

Human Trafficking includes both sex and labor trafficking, as outlined in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7102). These are defined as: 1) Sex trafficking means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not

attained 18 years of age; or 2) Labor trafficking means the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

Other Populations where providing supportive services or assistance under section 212(a) of NAHA (42 U.S.C. 12742(a)) would prevent the family's homelessness or would serve those with the greatest risk of housing instability.

HUD defines these populations as individuals and households who do not qualify under any of the populations above but meet one of the following criteria:

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

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

Appendix 5: Tenant Application & Selection Requirements

Exhibit G - Tenant Application and Selection Requirements – A written Tenant Selection Plan must be provided that reflects the requirements described in this Exhibit G.

Tenant Selection Criteria for Extremely Low Income (ELI) Household

Screening criteria for ELI households

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:

- **Credit History:** The credit history related to medical expenses, cable and internet services will not be taken into consideration when conducting credit checks.
- **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.)
- **Evictions:** 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.

Tenant application fees and deposits for ELI households

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.

For Development with requirements for Link/Special Needs requirements

The Tenant Selection Plans must include a Preference in their Waiting List section. Owners must create a preference specifically for individuals or families who are referred by a Florida Housing-designated Special Needs Referral Agency. The Tenant Selection Plan must include the following language:

- This Development has adopted a preference to house X number of units of the Extremely Low Income (ELI) units within the Development to be set aside for Persons with Special Needs as defined in 420.0004(13) Florida Statutes. These set aside units are known as Link units. These units shall be set aside specifically for individuals or families who are referred by a Florida Housing-designated Referral Agency. The Development must prioritize these referred individuals for an available Link unit.
- During and after lease-up, Referral Agency referrals must be moved in first, regardless of chronological order of the general waiting list, until all Link units are occupied with Referral Agency referrals.

The Tenant Selection Plan shall be submitted by the Applicant to the Corporation for approval within 21 Calendar Days of the date of the invitation to enter credit underwriting.

For Properties with HUD assistance, including Project-Based Assistance, Public Housing Agencies, and those administering Public Housing Programs

Properties that have contracts with HUD or Public Housing Authorities' rental assistance programs and also have the Florida Housing Link/Special Needs requirement must handle their waiting list to reflect both HUD and Florida Housing requirements. In order to do this, Florida Housing has determined that establishing an owner-adopted preference with a Florida Housing-designated Special Needs Referral Agency is the correct method for complying with Florida Housing and HUD requirements.

- The Waiting List section of the Tenant Selection Plan must include a preference for Special Needs households that are referred by a Florida Housing-designated Special Needs Household Referral Agency.
- HUD regulations require Tenant Selection Plans that implement preferences to have HUD approval. This is the case if there are new Plans in new properties, as well redevelopment, RAD conversions, or substantially rehabilitated properties.
- If a Development has an existing Tenant Selection Plan, Applicant must amend the Plan. Applicants are required to submit the amended Plan with the preferences to their account manager in the field office. The Plan must be sent to the Corporation for preliminary approval before sending to HUD.

Additional Tenant Selection Criteria for All Households

Screening criteria for all households

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

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

Application for Tenancy

Applicant must provide to all interested households a tenancy packet for the Development that includes and prominently places the following information:

- 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 the Development to 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 Tenant Selection Plan must describe the process for notification of rejection and ineligibility. The policy must include the following:

- The notification of 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.

Federal Accessibility Requirements

The Tenant Selection Plan must include a statement that the Development meets the following accessibility federal requirements, incorporating the most recent amendments, regulations, and rules:

- The Fair Housing Act as implemented by 24 CFR 100
- Section 504 of the Rehabilitation Act of 1973
- Titles II and III of the Americans with Disabilities Act of 1990 as implemented by 28 CFR 35

Appendix 6: Proposed Narrative Changes

Demographic Populations to be Served (no points awarded):¹⁴

Describe the population(s) to be served. For example, a subpopulation might be Persons who are chronically homeless with mental illness or veterans with brain or spinal cord injuries. Applicants must provide a detailed description of the resident household characteristics and housing needs and preferences of the intended residents. This information will be considered by the Corporation when reviewing and scoring the narrative sections.

The description(s) is limited to no more than two typed pages if not applying for the Youth Aging Out of Foster Care Goal below, or no more than three typed pages if applying for the Youth Aging Out of Foster Care Goal below. Note: Although the online Application system allows for more pages, any portion of the description that is beyond the maximum number of pages will not be considered.

Additional description requirements to qualify for the Youth Aging Out of Foster Care Goal

If applying for the Youth Aging Out of Foster Care Goal, to determine appropriate need, include a description of how the number of proposed units in a Development will not exceed the following criteria, as determined by the Florida Department of Children and Families:

- The County's number of exits from foster care over the 36 months prior to the RFA issue date;
- The County's number of teens (ages 13-17) currently in foster care from the most recently published data.

Narrative Scoring Introduction:¹⁵

The following narrative sections allows for Applicants to provide detailed responses about the Development. Each response must address the specific criteria identified in the corresponding description. When scoring narrative responses, Florida Housing will only consider the written responses provided. When assigning points for each narrative section, only the narrative for that particular requirement will be considered. Information in other narrative sections will not be considered. It is recommended to account for all criteria for each response, even if it requires repeating information in multiple narrative responses.

Responses to each item will be evaluated based on the strength of information provided when answering the requirements outlined in each narrative section.

Operating/Managing Experience (Maximum 40 points)¹⁶

The Applicant should describe the Applicant's or its management company's capacity and experience performing traditional rental housing operations and management functions as well as overseeing or administering services coordination activities. Provide the years of experience, qualifications of the Applicant and the management company, and any best practices that are followed in performing the function(s) related to operating and managing Permanent Supportive Housing and serving the intended households for this RFA. Responses to this item will be evaluated based on the strength of information provided about the experience of the Applicant and/or management company in handling the following aspects of management/operations:

- Application processes, tenant screening, selection and move-in

¹⁴ The proposed Demographic Populations to be Served Narrative is pulled from RFA 2023-102 since it includes more text surrounding the Youth Aging Out of Foster Care Goal. The text is similar in RFAs 2023-103 and 2023-106 with the Youth Aging Out of Foster Care Goal language removed.

¹⁵ Narrative Scoring Instructions will appear before all scored narrative sections in RFAs 2023-102, 2023-103, and 2023-106.

¹⁶ The proposed Operating/Managing Experience scored narrative will appear in RFAs 2023-102, 2023-103, and 2023-106.

- Experience in working with people who were formerly homeless and/or have special needs
- Appeals process
- Safety and security
- Maintenance of the physical plant
- Management of common space used by community-based service providers, (state if this is applicable or not to the proposed Development)
- Reasonable accommodations for persons with disabilities
- Compliance with federal, state, and local regulatory and funding issues, including experience with subsidized or assisted housing
- Long-term asset management issues

Responses will be evaluated based on the strength of information provided regarding the Applicant’s experience and capacity with integrating property management functions with housing stability services and resident services coordination functions. This should include the experience working with a supportive services team in conjunction with property management staff. Any Best Practices that are followed and other relevant policies and procedures should be described. The response should, at a minimum, describe the experience with the following issues:

- Eviction protocols and prevention
- Substance abuse issues related to lease enforcement and evictions
- Leasing, lease enforcement and rent collections
- Crisis intervention and management
- Approach to implementation and coordination of the Housing First model.

The description is limited to no more than three typed pages. Note: Although the online Application system allows for more pages, any portion of the description that is beyond the maximum number of pages will not be considered.

Access to Community-Based Services and Resources (Maximum 55 points)¹⁷

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

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

¹⁷ The proposed Access to Community-Based Services and Resources scored narratives will appear in RFAs 2023-102, 2023-103, and 2023-106.

smartphone apps, etc., describe how the Applicant will assist intended residents with access to the technology, and any technical assistance needed to operate it.

a. Access to community-based general services (maximum 20 points)

Describe the community-based general services that will be accessible to tenants, such as shopping for groceries, medicine, clothing, and other household and personal items. Include other services including, but not limited to, public schools, higher education, training and employment opportunities that are appropriate for the intended tenants. If the description of how the intended residents will access the services includes public transportation, such as bus or rail, state the exact measurement of walking distance to the current bus or rail stop from the proposed Development. State how frequently the bus or rail stop may be accessed by the residents of the proposed Development. Include the cost to the tenant of all public and/or private transportation options listed.

The description is limited to no more than three typed pages. Note: Although the online Application system allows for more pages, any portion of the description that is beyond the maximum number of pages will not be considered.

b. Access to community-based services and resources that address tenants' needs (maximum 35 points)

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

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

The description should include the following:

- (1) The Development's physical proximity to health care and supportive services, and/or which services/programs will be provided on-site. If the description of how the intended residents will access the services includes public transportation, such as bus or rail, state the exact measurement of walking distance to the current bus or rail stop from the proposed Development. State how frequently the bus or rail stop may be accessed by the residents of the proposed Development. Include the cost to the tenant of all public and/or private transportation options listed;
- (2) All key supportive services and programs that will be provided directly through the Applicant, community partnership or other providers to assist the intended residents, and the benefits of offering these services/programs;
- (3) The nature of any partnerships with the Local Homeless Assistance Continuum of Care lead agency and members as well as other relevant linkages with lead agencies or services providers that are key to helping the intended households maintain stability in the community. These descriptions should describe how the provision of the services is funded; and
- (4) If the intended residents are those who are transitioning from an institution or community residential care, in addition to the above information, describe how the transitioning residents' preferences and needs will be served by living in the proposed Development. This includes physical, medical, behavioral, functional, and social preferences and needs, as applicable. Explain how these will be identified and how the determination will be made that the services, supports and resources needed to live independently are available at the proposed Development.
- (5) Explain how the Resident Services Coordination Plan is supported at the proposed Development. Examples would be 24-hour staff, capacity for specialized medical equipment, and/or partnerships with a

Managing Entity, as defined by the Florida Department of Children and Families or Medicaid Managed Care organization, as defined by the Agency for Healthcare Administration.

The description(s) is limited to no more than three typed pages. Note: Although the online Application system allows for more pages, any portion of the description that is beyond the maximum number of pages will not be considered.

Assist Intended Residents in Meeting their Housing Stability and Self-Sufficiency Needs, Goals and Expectations (Maximum 20 points)¹⁸

The intent of the Permanent Supportive Housing financed pursuant to this RFA includes assisting residents in meeting their needs, goals and expectations related to housing stability and self-sufficiency. As a result of the complex short- and long-term needs of intended residents who benefit from Permanent Supportive Housing, the Corporation’s objective is to finance Developments in which the Applicant has a strong knowledge of and experience providing assistance, and achieving successful outcomes relevant to housing stability and self-sufficiency.

In its narrative, the Applicant’s described experience should come from experience (and/or partnership with a Non-Profit entity) as a current provider of housing and/or supportive services. The description should be pertinent to households that will be served at the proposed Development. This narrative is not meant to promote serving residents with fewer or less acute needs who may have higher permanent housing stability or self-sufficiency, but rather to help improve permanent housing outcomes for all individuals of the intended population. Scoring will be based on the relevance and successful outcomes of the supports offered in each section during the two (2) calendar years prior to the RFA due date that are particular to the intended households.

The narrative should indicate whether the approach is considered a “Best Practice” as it fits the definition in Exhibit B or is considered an evidence-based practice by supportive housing stakeholders.

For each section below, describe in detail how the Applicant (and/or partnering Non-Profit entity) has worked to assist households to meet these needs, goals and expectations in the two (2) calendar years prior to the RFA due date. The description should include information regarding the efforts made and practices used; the type and depth of partnerships with community organizations or agencies directly related to helping households obtain and/or maintain their permanent housing stability and self-sufficiency needs, goals, and expectations; as well as demonstrated successful outcomes from the described efforts. Describe the organizations, such as homeless service agencies, child welfare, and health care providers with which a partnership has been developed. The description should include the contributions of each entity in the partnership and how the work of the partnership has benefited Persons with Special Needs in meeting their needs, goals and expectations related to housing stability and self-sufficiency.

a. Permanent Housing Stability (maximum 10 points)

Describe in detail how the Applicant entity has worked to assist households to meet their permanent housing needs, goals and expectations to create housing stability.

The description is limited to no more than two typed pages. Note: Although the online Application system allows for more pages, any portion of the description that is beyond the maximum number of pages will not be considered.

b. Self-Sufficiency (maximum 10 points)

¹⁸ The proposed Assist Intended Residents in Meeting their Housing Stability and Self-Sufficiency Needs, Goals, and Expectations scored narratives will appear in RFAs 2023-102, 2023-103, and 2023-106.

Describe in detail how the Applicant entity has worked to assist households in meeting their self-sufficiency needs, goals and expectations. The assistance may be related to a household's income, benefits, education/training, or ability to meet its activities of daily living.

The description is limited to no more than two typed pages. Note: Although the online Application system allows for more than two pages, any portion of the description that is beyond the maximum number of pages will not be considered.

Involvement in the Local Homeless Resources Network (Maximum 20 points)¹⁹

Describe how the Applicant is and/or will be involved in the local homeless resources network to gain a full understanding of the community's homelessness issues and housing needs. Such network may include one or both of the following: 1) The local Continuum of Care and its member agencies; and 2) Departments of the local government, particularly its social services department, but other departments such as housing and community development.

Describe how the Applicant is now collaborating with local community and stakeholders that have the expertise to ensure the property is meeting local homeless needs both in the short term and over many years. The Applicant's narrative should also describe how the applicant intends to participate in the local homeless Coordinated Entry System and receive referrals through the Homeless Management Information System. The Applicant should provide specific examples of how it will utilize stakeholders'/entities' expertise.

The Applicant's description is limited to no more than two typed pages. Note: Although the online Application system allows for more pages, any portion of the description that is beyond the maximum number of pages will not be considered.

¹⁹ The proposed Involvement in the Local Homeless Resources Network scored narrative will appear in RFA 2023-103 only.