

## **Procedures for FHFC Pre-Application Meeting for Proposed Permanent Supportive Housing Developments**

***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 FHFC Pre-Application Meeting for Proposed Permanent Supportive Housing Developments form (Form Rev. 10-2021) and return it to Florida Housing by electronic mail (email) at *FHFC\_PreApp\_Meeting@floridahousing.org* by the date outlined in the RFA. The form is available on the RFA Website. No other documentation will be accepted or reviewed by the Corporation.
2. Florida Housing staff will correspond with the designated contact person to schedule the meeting(s). Meetings will be held virtually via GoToMeeting and will be recorded.
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. The Applicant should not send written response to these questions to the Corporation. They will not be reviewed.
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. If the Applicant structure consists of a Joint Venture (as Joint Venture Applicant is defined in the RFA), a separate Pre-Application meeting must be held within the timeframe outlined in the RFA and attended by only representatives from the non-profit entity. The purpose of this meeting is to discuss how the non-profit entity will materially participate in the proposed Development.
7. No later than 3 business days following the meeting, Florida Housing will return the Pre-Application Meeting form to the contact person with confirmation that the meeting(s) took place and all individuals identified on the form were present.
8. 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. If all requirements regarding the Pre-Application Meeting Incentive outlined in the RFA are met, the Application will be awarded ten points.