

**Workshop regarding Florida Housing’s Proposed and Implemented Priorities and Strategies
for Serving Persons with Special Needs, Homeless Households, and Persons with a Disabling Condition/Persons
with Developmental Disabilities**

August 24, 2021 2:00 p.m.

**The Workshop will be held via Webinar
Registration for the Webinar is required¹**

Agenda

A. Overview of Florida Housing’s 2021-2022 Funding Cycle highlighting financing for rental housing for Persons with Special Needs (RFA 2022-102), Homeless Households (RFA 2022-103), and Persons with a Disabling Condition/Persons with Developmental Disabilities (RFA 2022-106)

B. Intended Populations or Household

1. Persons with Special Needs (PSN)
2. Homeless Households
3. Persons with a Disabling Condition and Persons with Developmental Disabilities

These intended populations or households are defined in Appendix 2.

C. Application Approach

The purpose of the approaches outlined below is to help ensure that:

- Non-Profit entities 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.

1. Pre-Application Meeting Point Incentive

In 2021, the Pre-Application Meeting Point Incentive was included in RFA 2021-102. FHFC proposes including this incentive from now on in RFAs that finance Permanent Supportive Housing. In the upcoming cycle, this includes RFA 2022-103, 2022-106 and the next SAIL funding for Persons with Special Needs (RFA 2022-102).

¹ Webinar registration information for can be found on each RFA webpage.

RFA 2022-102 SAIL Financing For Smaller Permanent Supportive Housing Developments For Persons With Special Needs <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2022/2022-102>;
RFA 2022-103 Housing Credit And SAIL Financing To Develop Housing For Homeless Persons <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2022/2022-103>; and
RFA 2022-106 Financing To Develop Housing For Persons With Disabling Conditions / Developmental Disabilities <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2022/2022-106>

The purpose of the Pre-Application Meeting is to encourage potential Applicants (both Non-Profit Applicants and Joint Venture Applicants) 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.

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. The number of points will be increased from 5 points in the 2020/2021 cycle to 10 points in the 2021/2022 cycle.

Appendix 4 outlines the proposed timing, procedures, form and questions for the meeting.

a. One initial meeting for Applicant and Developer Entities

Prior to the Application submission, (timing proposed: approximately 1-2 months prior to the Application Deadline), a minimum of one natural person Principal from each entity that makes up the Applicant structure and one natural person Principal for each Developer will be required to attend, and others such as the Service Coordinator organization will be strongly urged to attend.

b. Additional separate meetings for each Non-Profit entity in a Joint Venture Applicant

Non-Profit entities that expect to apply under one of the Permanent Supportive Housing RFAs as part of a joint venture Application will have an additional requirement as part of the Pre-Application Meeting process to receive the points for this incentive. The Non-Profit must use the same Pre-Application Meeting process to schedule a meeting with Florida Housing separately from its joint venture partner, whether for profit or Non-Profit, to explain their material role from predevelopment through operations, clarify that they understand the material participation requirements, and describe how they will materially participate. Florida Housing will ask questions from Appendix 4. In order for Joint Venture Applicants to receive the Pre-Application Meeting points, a minimum of one natural person Principal from each Non-Profit entity will be required to attend this separate meeting.

c. 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.

As part of the Pre-Application Meeting process outlined above, FHFC proposes to create a form that Applicants must fill out and submit to Florida Housing prior to the Pre-Application Meeting. The purpose of this form is to show the roles of each entity and more specifically how the Non-Profit entities will participate materially across financial, development and asset management responsibilities.

In addition, the Executive Director of all Non-Profit Applicants will be required to sign a form created by Florida Housing, for inclusion in the Application, that acknowledges that Florida Housing requires the Non-Profit to materially participate in the Development, a definition of Material Participation, including the federal definition, and certifying that they will materially participate in the development

being proposed and what that specifically will include.

2. Services Coordination Requirements

Currently, the specialized demographic RFAs require Services Coordination experience in order to effectively help each household access and retain community-based resources and services. FHFC proposes to include specific language below in all RFAs related to financing Permanent Supportive Housing. The requirements 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. There must be a combined total number of units within the properties that equals no less than 50 percent of the total number of units in the proposed Development; or
- (b) Applicants that do not meet the requirement described in (a) above may partner with a provider of services that includes services coordination for the intended Demographic. In credit underwriting, the provider must demonstrate it has been in business and 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.

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

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) 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 applicable RFAs, Non-Related Board Members means that these Board members and the Board Chair must not be related² 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.

D. Proposed changes to be implemented in all PSH RFAs starting in the 2022 RFA Cycle

1. Non-Profit entity Length of Time in Business

Currently, FHFC doesn't require Non-Profit entities 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.

² "Related" in this context means a spouse, parent, child, sibling, or relative by marriage.

FHFC proposes to require that each non-profit entity 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 requiring 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. To qualify as a Non-Profit Applicant in PSH RFAs, the Applicant must establish that it is 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.

For PSN RFAs that require or provide a funding selection preference or goal for 100% Non-Profit Applicants, the Applicant will be considered a 100% Non-Profit Applicant if one or more non-profit entities³ receive 100 percent of the Developer Fee.

4. Point incentive of 10 points to obtain advance review of items listed below that Non-Profit Applicants submit to Florida Housing. The Non-Profit Pre-Application Package procedures will be similar to the point incentive provided for advance review of the Principals of the Applicant and Developer(s) Disclosure Form, and once the documents in the package have been pre-approved, the Non-Profit Applicant may use the advance review approval for the applicable RFA. If more than one non-profit is part of the Applicant entity, both non-profit entities must provide the Pre-Application Package for review and approval in order for the Application to receive points. The Non-Profit Pre-Application Package will include the following:

- (a) The most recent IRS Form 990, along with any Form 990 supplemental information provided to the IRS required by FHFC. In the Form 990 the answers to the questions listed below and found under Pt

³ 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

VI, Governance, Management, and Disclosure, Section B. Policies, must be answered as YES, and where specified below, must be provided in the advance review package.

- 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 OF FORM 990 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 OF FORM 990 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 OF FORM 990 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

(b) Non-Profit Bylaws and/or Articles of Incorporation, 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 more than 50% 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 statement that the board has an adopted conflict of interest policy that applies to both the board and staff;
- 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;
- 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; and
- The bylaws or articles of incorporation must state one of the purposes of the Non-Profit is to foster low-income housing. This requirement may be met with the most recent IRS form 990, as referenced in (a) above, if the form 990 states that one of the purposes of the Non-Profit is to foster low-income housing.

- (c) The IRS determination letter for the Non-Profit, confirming the Non-Profit is considered a Non-Profit under subsection 501(c)(3) or 501(c)(4) of the IRC.

E. Youth Aging out of Foster Care

FHFC has a goal to fund at least one Application in RFA 2022-102 (Persons with Special Needs) that meets the Youth Aging Out of Foster Care goal criteria outlined below:

1. The Applicant must meet all the following:
 - (a) Qualify as a Non-Profit Applicant;
 - (b) Commit that at least 60 percent of the total units will serve the defined Persons with Special Needs population of young adults formerly in foster care who are eligible for services under Section 409.1451, F.S. AND any remaining units will serve residents aged 18 - 22 that also meet the other subpopulations;
 - (c) Develop newly constructed Permanent Supportive Housing on a Campus as defined in Appendix 2 that provides housing for persons in foster care or persons aging out of foster care pursuant to s. 409.1451, F.S. Such housing shall promote and facilitate access to community-based supportive, educational, and employment services and resources that assist persons aging out of foster care to successfully transition to independent living and adulthood. The definition of Campus must be met through the grounds and buildings of an institution that provides housing for persons in foster care pursuant to s. 39.6251, F.S., persons aging out of foster care pursuant to s. 409.1451, F.S., or the grounds and buildings of a public university or college;
2. The Non-Profit entity that is the Applicant or a Principal of the Applicant, or if the Applicant consists of more than one Non-Profit entity, at least one of the Non-Profit entities, must have met one of the following criteria:
 - (a) At least 12 months prior to the Application Deadline, the Non-Profit entity must have been licensed with the Florida Department of Children and Families; or
 - (b) At least 12 months prior to the Application Deadline, the Non-Profit entity must have executed a contract or subcontract with a Community-Based Care Agency as defined under 409.986(3)(d), F.S. to provide services for young adults formerly in foster care who are eligible for services under Section 39.6251 and/or 409.1451 F.S. AND the contract or subcontract is still executed as of the Application Deadline; or
 - (c) At least 12 months prior to the Application Deadline, the Non-Profit entity must have executed a contract or subcontract with a Community-Based Care Agency to provide services for young adults formerly in foster care who are eligible for services under Section 39.6251 and/or 409.1451 F.S., AND the contract or subcontract expired but was renewed and in effect as of the Application Deadline.

F. Housing Stability for Homeless Schoolchildren Initiative Request for Qualifications (RFQ)

Florida Housing began a pilot program in January 2018 to provide short- and medium-term HOME TBRA and housing stability services to families experiencing homelessness with school-aged children. The Initiative is targeted to counties with small and rural communities that tend to have fewer housing resources or options than larger more populated communities. Key partners in these collaborations include the county school district, the local Public Housing Authority, and a case management organization. Through this partnership the school district identifies families participating in the McKinney-Vento (Homeless) Program. The Public Housing

Authority 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 participating families.

Following pilot partnerships in Santa Rosa County and Hernando County, Florida Housing added three new county partnerships and formalized this project as an ongoing initiative in 2020 with Alachua County, Bay County, and Charlotte County.

Florida Housing anticipates the Request for Qualifications to be available later in 2021.

G. 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. Funding for this project was approved by the Florida Housing Board of Directors in 2020. Through a competitive Invitation to Negotiate, Florida Housing selected the Corporation for Supportive Housing (CSH) to complete this project. 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. Report is due this Fall.

H. Additional Strategies Updates

1. Tenant Selection Plan Requirements

21 days following the invitation to enter credit underwriting, Tenant Selection Plans are submitted 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.

2. National Housing Trust Fund Allocation (NHTF)

Florida Housing received a significant increase in NHTF for the current federal fiscal year. As a recipient of NHTF dollars, Florida Housing currently utilizes these resources to set aside units in Florida Housing financed rental developments for households at or below 22% of the area median income. In the federal Annual Action Plan for the coming year, Florida Housing has expanded its approach to maximize these dollars while continuing to prioritize Extremely Low Income households that need these resources. This will allow Florida Housing the usage of NHTF into deals other than being used exclusively in the Homelessness RFA and serving the lowest income households for other populations as well.

3. ARPA Federal HOME Funding for Homeless Households

As part of the American Rescue Plan Act (ARPA), Florida Housing will receive an allocation of federal HOME funding for homeless assistance and supportive services. Funds may be used to for Tenant-based rental assistance (TBRA); development and support of affordable housing; supportive services; acquisition and development of non-congregate shelter units; etc. All funds must be committed by September 2025 and expended by September 2029. Florida Housing is awaiting further guidance from HUD on details. This guidance is anticipated to be released in Fall 2021 or early Spring 2022.

4. Permanent Supportive Housing Pilot 2.0 for High Utilizers of Publicly Funded Crisis Resources

In Spring 2021, Florida Housing released a report on the findings from this pilot. This report describes the pilot and summarizes the results of the cost savings evaluations as well as residents' personal outcomes. It

discusses concerns that arose during implementation related primarily to coordination between the housing and services. The report concludes with housing and services best practices in serving persons who are high utilizers of public services, providing a housing stability framework to guide future work in this area. The state and local reports may be obtained here:

<https://www.floridahousing.org/programs/special-needs-housing-overview/research-publications>

After the success of Florida Housing’s first pilot to evaluate the cost-benefits of providing supportive housing to persons experiencing chronic homelessness who are high utilizers of publicly funded crisis services, Florida Housing is now working on “Pilot 2.0” to incentivize Non-Profit Developers with experience serving high utilizers to partner with Managing Entities under contract with the Department of Children and Families in serving high utilizers. These may be persons experiencing chronic homelessness or residents are in state hospitals or other costly residential institutions in need of supportive housing with strong supports. Florida Housing expects to hold a workshop in the fall to obtain input on its proposed approach.

I. Narrative Scoring

The Narrative Scoring sections in each of the Specialized Demographic RFAs allow for Applicants to describe their vision more fully for this potential development. Last year, Florida Housing introduced two new narrative components that replaced the Tenant Application and Screening section in each Specialized Demographic RFA with narratives that address efforts to support Housing Stability and Self-Sufficiency of Residents in these permanent supportive housing units. Florida Housing does not anticipate any changes to the narrative sections in the coming cycle.

J. Training Opportunities

Florida Housing offers various training resources, which can be found on the Corporation’s website at <https://www.floridahousing.org/programs/special-needs-housing-overview/education-training-technical-assistance>. Training presentations on topics such as developing and managing Permanent Supportive Housing, as well as the process of working with Florida Housing, from pre-Application through asset management can be accessed via the website.

K. Additional Public and Stakeholder Input or Questions

L. Appendix:

1. Tentative 2021/2022 Funding Amounts/Timelines
2. Relevant Definitions
3. Homeless Development Regional Chart
4. Pre-Application Meeting Form and Questions
5. Tenant Application and Selection Requirements (Exhibit G of RFAs)
6. Resident Services Coordinator Position Description

Appendix 1
Tentative 2021/2022 Funding Amounts/Timelines

RFA	2021/2022 Program Funding and Estimated Funding Amount Available	RFA Workshop	RFA Issue Date
RFA 2022-102 SAIL for Persons with Special Needs	\$9,325,000 SAIL (estimated)	11-3-2021	12-2-2021
RFA 2022-103 HC and SAIL for Homeless Persons	<ul style="list-style-type: none"> • \$10,250,000 SAIL (estimated) • \$1,700,000 HC -Medium county (estimated) • \$2,375,000 HC - Large county (estimated) • \$TBD - NHTF (estimated) 	10-5-2021	11-2-2021
RFA 2022-106 HC and either SAIL or Grants for Persons with Disabling Conditions or Developmental Disabilities	<ul style="list-style-type: none"> • \$2,750,000 HC (estimated) • \$4M (estimated) SAIL for Disabling Conditions (estimated) • \$TBD (estimated) in Grant funding for Developmental Disabilities 	10-7-2021	11-4-2021
RFA 2022-104 SAIL for Farmworker/Commercial Fishing Worker Housing	\$5,125,000 SAIL (estimated)	11-10-2021	12-9-2021
RFA 2022-105 Grants for Persons with Developmental Disabilities	\$TBD - DD Grant funding (estimated)	TBD	TBD
High Needs/High Cost Demonstration	TBD	TBD	TBD

Appendix 2

Other Terms/Definitions Relevant to specialized demographic RFAs from Statute and Florida Administrative Code

“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 Agency” or “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”	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: <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.
“Homeless Households”	An individual who lacks a fixed, regular, and adequate nighttime residence and also includes an individual who: <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

	<p>not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;</p> <ul style="list-style-type: none"> 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); 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.
<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
North Florida	Duval	Alachua, Bay, Clay, Escambia, Flagler, Leon, Marion, Okaloosa, St. Johns, Santa Rosa, Volusia
Central Florida	Orange	Brevard, Indian River, Martin, Osceola, Polk, Seminole, St. Lucie
Tampa Bay	Hillsborough, Pinellas	Charlotte, Citrus, Hernando, Lake, Lee, Manatee, Pasco, Sumter, Sarasota,
South Florida	Broward, Miami-Dade, Palm Beach	Collier, Highlands

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 *FHFC_PreApp_Meeting@floridahousing.org*.
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. The Material Participation Questionnaire must be submitted prior to the meeting.
7. Non-Profits that are part of a Joint Venture (whether for profit or Non-Profit) must attend a meeting, separate from their joint-venture partner, with Florida Housing to discuss the material participation requirements and how they will be materially participating in the proposed

Development.

8. No later than 3 business days following the meeting(s), 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.
9. 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.
10. 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.](#)

Is this a Joint Venture partnership?

Yes/No

Applicant Information

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

Name of natural person Principal attending	Associated Entity:	Is the entity a NP or FP?
Click here to enter text.	Click here to enter text.	
Click here to enter text.	Click here to enter text.	
Click here to enter text.	Click here to enter text.	
Click here to enter text.	Click here to enter text.	
Click here to enter text.	Click here to enter text.	
Click here to enter text.	Click here to enter text.	

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

Developer Information

Name of natural person Principal attending	Name of Developer:	Is the entity a NP or a FP?
Click here to enter text.	Click here to enter text.	
Click here to enter text.	Click here to enter text.	
Click here to enter text.	Click here to enter text.	

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).

The meeting was requested on _____ (date).

The Joint Venture Non-Profit meeting(s) were held on: _____ and attended by representatives from _____.

Staff Initials: _____ Date: _____

Once executed by FHFC staff, this form is considered approved and eligible for the Pre-Application Meeting Points in RFA _____.

PRE-APPLICATION MEETING QUESTIONS – suggested changes

This “track changes” document proposes updates to the questions used for the first time in the SAIL PSN RFA in Winter 2021. These changes are proposed to make the interview process smoother and to fill any holes perceived by the FHFC staff interviewers in our initial implementation of these meetings.

1. Introduce each person on the call from the Applicant’s team, describe their roles in the proposed Development, and specify whether they have a formal role under the Applicant structure and are named on the Pre-Application Meeting Form. For each entity represented at the meeting, include a description of their missions, where they are located and their experience in developing/managing housing and/or coordinating/providing supportive services. The entities represented must be, at a minimum, those that will be applying for funding through RFA XXXX-XXX and will be represented by Principals on the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-2019). The information provided should include:

- 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.

2. 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, and the Applicant’s experience in working with this demographic(s); and
- 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, if not already provided above.

4. Name of Supportive Services Coordinator, if not already provided above.

5. **Describe how the potential Applicant has worked with the local community.** How has this involvement translated into your decision to do this development or get support from the community?
6. **Have you discussed this proposed project with the neighborhood where the proposed development will be located?** If yes, describe the response you've gotten for the proposal. If no, when do you expect to talk to neighbors about the Development?
7. **What is the Applicant's general approach to developing a formal partnership with the service providers you work with?** What, if any, services do the Applicant themselves provide?
8. **What is the Applicant's experience with Resident Services Coordination?**
9. Describe how tenant selection will be carried out.
10. Describe how residents will access transportation to essential services.
11. ~~Estimated~~ **What are the estimated Total Development Costs for the proposed Development, and expected sources of development funds?** Has or will the Applicant apply for predevelopment funding? If yes, is that funding from Florida Housing's Predevelopment Loan Program?
12. **What are the expected sources of operating funds besides rental income?** How does the Applicant expect to manage the long-term sustainability of the property?
13. **Material Participation of all members of the Applicant Entity.** (Only to be answered if the Applicant Entity includes more than one member). If not covered in answers to the above questions, 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

14. The following information will be required of all entities that are part of a Joint Venture (whether Non-Profit or for profit):

- 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

If you have any questions in preparation for the Pre-Application Meeting, please contact Elizabeth Thorp, Florida Housing Finance Corporation, at (850) 488-4197, Elizabeth.Thorp@floridahousing.org or FHFC_PreApp_Meeting@floridahousing.org.

Timing of the Pre-Application Meetings

RFA	RFA Issue Date	RFA Application Deadline	Pre-Application meeting request deadline	Pre-Application Meeting held deadline
2022-102	12/2/2021	3/4/2022	12/21/2021	2/1/2022
2022-103	11/2/2021	2/15/2021	11/19/2021	12/31/2021
2022-106	11/4/2021	2/17/2021	11/19/2021	12/31/2021

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.

Appendix 6

Resident Services Coordinator

POSITION DESCRIPTION

A Best Practice Recommendation from the 2021 High Needs High Cost Pilot Report

Job Summary: The Resident Service Coordinator will provide direct supportive services, employment and training support and appropriate referrals for residents onsite at “ABC Support Housing Programs”.

Essential Duties/Expectations:

- Engage with residents to collaboratively complete the initial assessment and develop and implement individualized Housing Stability Plans (“HSP”) outlining short term and long-term goals
- Provide services utilizing evidence-based practice in service delivery such as intensive case management, Motivational Interviewing, Harm Reduction, Trauma Informed Care, Critical Time Intervention and Housing First Practices to assist in obtaining/increasing income, promoting self-sufficiency and housing stability
- Coordinate with community providers to offer additional services in the areas of, but not limited to: housing stabilization, money management, community integration, employment and training, benefits establishment, referrals to community providers for substance use, primary and mental health care, and all other services needed to assist client in reaching their housing stability goals
- Facilitate/teach daily living skills and workshops for residents in groups and individually as outlined on each resident’s HSP
- Conduct scheduled home visits with each resident at the frequency determined in collaboration with the Program Supervisor
- Work in collaboration with the property manager to establish community building activities (resident council, residents’ meetings, etc.), facilitate/supervise workshops, information sessions to meet residents needs and interests to enhance life skills.
- Provide crisis intervention as needed under the supervision of the Clinical Director or Program Supervisor
- Maintain all client records and information in accordance with our policies
- Ensure compliance with HMIS and timely data entry into Service Point
- Complete all documentation, paperwork in a timely and efficient manner
- Actively participate in quarterly (at a minimum) staffing to address resident progress towards HSP goals and update as needed
- Actively participate in weekly/monthly supervision
- Attend scheduled workshops, trainings and meetings as required
- Cross train across all programs/departments to ensure success of “ABC Supportive Services
- Other duties as assigned to support and ensure the success of the program
- Reports to Program Supervisor

Skills:

- Understanding of working directly with formerly homeless individuals and families and at-risk populations by treating all individuals with respect and are able to build rapport by promoting empathy and compassion with patience and consistency
- Pays close attention to detail and demonstrates strong organization skills
- Strong critical thinking skills and ability to problem solve
- Effective communication skills backed by detailed written documentation and comprehensive listening skills
- Maintains a professional demeanor and maturity, good judgment, quick learner, and proactive
- Ability to multi-task, prioritize and manage time efficiently
- Highly proficient in Excel, Adobe, Microsoft programs, Outlook, and understanding of database applications, including the use of formulas, functions, data import/export and creating charts

Minimum Requirements:

Education/Experience:

- Bachelor's degree in social work, mental health, psychology, or related field required and a minimum of three years related field experience
- Individuals who do not possess a bachelor's degree will be required to have a high school diploma or equivalent and a minimum of five years related field experience and may be required to become certified as a Behavioral Health Technician
- Knowledge of community resources
- Must have a valid driver's license and reliable transportation
- Ability to work a flexible schedule and be on-call as needed
- Bilingual (English/Spanish or Creole/English) preferred