

**Florida Housing Finance Corporation**  
**RFA 2022-210 Permanent Supportive Housing Focusing On Best Practices And Funding For Tenancy Supports And Resident Services Coordination For High Utilizers Of Public Behavioral Health Systems Workshop Agenda**  
**March 30, 2022, 2:00 p.m., Eastern Time**  
**Registration for Workshop is required. Registration information is available on RFA Webpage<sup>1</sup>**

**Overview**

1. Introductions
2. Workshop Approach

During the workshop, the Corporation expects to present and discuss just those items in this agenda. Other items in the RFA draft will not be covered at this workshop unless workshop participants have questions or comments about those items. A final RFA Workshop will be scheduled closer to the issue date to review entire RFA.

3. Purpose of RFA

The purpose of this Request for Applications (RFA) is to fund the development of Permanent Supportive Housing that will include a three-year pilot component. A small portion of the overall tenants to be served at the Developments funded through the RFA will house persons who are high utilizers of public behavioral health crisis services or are a high priority for diversion from acute health care services and institutional settings (High Utilizers). The focus of the pilot is on those High Utilizers who are facing housing instability due to their behavioral health care situation.

This RFA will be open to Non-Profit Applicants that are experienced in working with and housing High Utilizers and have a funding and partnership commitment for resident services coordination, housing stability/tenancy supports and supportive services through a partnership with the Managing Entity in the region where the Permanent Supportive Housing will be built.

As the RFA details below, additional units will be required to be set aside for Homeless Households and qualifying populations under the HOME-American Rescue Plan (ARP) Program. After Year 15, the HOME-ARP units will transition to serve Persons with Special Needs and Homeless Households, as detailed below.

4. New look for the Application!

This RFA is expected to be issued in a new Excel-based format. As discussed in the December 9, 2021 workshop, the main advantages of this new format will be:

- Applicants will only no longer need to repeat the same information in numerous places. By entering certain data one time, such as number of units, the data will appear in all appropriate places throughout the Application and the Development Cost Pro Forma.
- Some enhanced features may be applied the same way enhanced features that have been applied to the Development Cost Pro Forma in recent RFAs such as reminders if a required field is left blank.
- Applicant Certification and Acknowledgement will be part of the Exhibit A and no longer be a separate form submitted as an attachment.

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<sup>1</sup> References to the RFA Webpage refer to <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2022/2022-210> which can be accessed [here](#).

New! – Because multiple page narrative scoring descriptions cannot easily be entered into an excel based application, the narratives will be entered into a separate word document and uploaded as a separate item. The font will be locked in as Calibri size 11, single-spaced, which is similar to how narratives responses were received in previous RFAs.

Any material submitted in response to this RFA is a public record. Section 119.071(1)(b)2, Fla. Stat. authorizes the Corporation to exempt this material from disclosure requirements. The Applications will be posted to the RFA Webpage after the Application deadline, but sooner than 30 days after the Application Deadline.

### **Estimated funding available**

- \$5.4 million of Competitive HC (estimated)
- \$21.6 million of HOME-ARP Funds (provided as a forgivable loan) (estimated)
- \$6.7 million of NHTF (provided as a forgivable loan) (estimated)

### **Overview of Pilot Program Requirements**

- While the housing financed through this RFA will be required to remain affordable and available to specific demographic groups for 50 years, the formal length of the pilot will be approximately three years, as specified later in this agenda. Participation in the pilot by tenants referred to the property by the Managing Entity partner to meet the High Utilizer set-aside described below is voluntary.
- Applicants (including both partners in applications with more than one partner in the Applicant Entity) and their Managing Entity partners must sign and submit with their application a Memorandum of Agreement that will be signed by the Corporation if the proposed development is funded. These entities will be expected to work together, with Florida Housing, and with the other pilot Applicants selected for funding under this RFA in preparation to launch their individual pilots (i.e., before the Pilot Period formally starts, including during credit underwriting).
- Throughout the Pilot Period and after the pilot ends, Applicants and Managing Entities will be expected to participate in ongoing updates and discussions, as well as provide written evaluations/reports as outlined in the RFA.
- In addition to providing housing stability supports and access to supportive services during the formal three-year period, the Applicant will be required to provide full time, onsite services of a Housing Stability Services Coordinator for this period, further described and discussed in the RFA, with housing stability services funded by the Managing Entity.

### **Demographic Commitment and Compliance Period**

#### **1. Demographic Commitments within Development**

##### **a. High Utilizer Demographic Commitment**

20 percent of the total units, or a minimum of 15 units, whichever is greater, must be set aside for High Utilizers for the Pilot Period. These units may not be the same as units set aside under the Homeless Household Demographic Commitment below, but may be the same units as those set aside under the HOME-ARP Demographic Commitment below.

The Pilot Period formally begins upon tenancy of the first High Utilizer resident. The Pilot Period will end no less than 3 years after a minimum of 90 percent of the High Utilizer units are initially occupied. After

the Pilot Period and certain reporting requirements are met, the pilot will be considered completed and this demographic commitment will end.

Additional requirements of the Pilot Program are described in Exhibit J of the RFA.

b. Homeless Demographic Commitment

10 percent of the total units must be set aside for Homeless Households for the full 50-year Compliance Period. These units may not be the same units as those set aside under any other Demographic Commitment in this RFA.

Note that there are Homeless Assistance Continuum of Care Requirements for all Applicants, including a requirement that, throughout the 50-year Compliance Period, a minimum of 10 percent of the total units at the property must be rented by Homeless Persons referred through the Local Homeless Continuum of Care's Coordinated Entry System.

Note: Starting in Year 16, the units set aside for Homeless Households will increase to 25 percent of the total units for the remaining Compliance Period, as further explained in (4) below.

c. HOME-ARP Units

45 percent of total units will be considered HOME-ARP units, for a minimum of 15 years.

(1) HOME-ARP Qualifying Populations Demographic Commitment

At least 70 percent of the HOME-ARP units must be set aside to serve HOME-ARP Qualifying Populations for 15 years.

(a) HOME-ARP Qualifying Population groups (see Exhibit K of the RFA for the comprehensive list)

- Sheltered and unsheltered homeless populations;
- Those currently housed populations at risk of homelessness;
- Other families requiring services or housing assistance or to prevent homelessness; and
- Those at greatest risk of housing instability or in unstable housing situations.

(b) Rents for all HOME-ARP Qualifying Population households must be set at 30 percent of each individual household's income. This requirement is only for this portion of HOME-ARP units.

(c) Under the HOME-ARP Qualifying Population Demographic Commitment, if the Applicant chooses to serve persons meeting the HOME-ARP Qualifying Populations homeless requirement, this must be in addition to the Homeless Demographic Commitment described above.

(2) No more than 30 percent of total HOME-ARP units may be set aside to serve persons up to 80 percent AMI, or as further restricted by Housing Credit unit limitations outlined in Section Four, 6.c. of the RFA.

d. Persons with Special Needs Demographic Commitment starting at Year 16

At the end of Year 15, when the HOME-ARP set-aside requirements end on the 45 percent of total units under this program, these units must begin serving Persons with Special Needs, as defined in Exhibit B. Thus, starting in Year 16, 45 percent of total units in the property must serve Persons with Special Needs and Homeless Households, as defined in Exhibit B.

Thus, starting in Year 16, 30 percent of total units in the property must serve Persons with Special Needs, and 25 percent of total units in the property must serve Homeless Households (this percentage includes the original 10 percent set-aside for Homeless Households required starting in Year 1).

For the Corporation to better understand the property proposed, Applicants must check the box or boxes that specify the defined Persons with Special Needs population(s) who the Applicant proposes to serve:

- (1) Adult persons requiring independent living services in order to maintain housing or develop independent living skills and who have a Disabling Condition that currently impairs or is likely to impair their physical mobility;\*
- (2) Persons receiving benefits under the Social Security Disability Insurance (SSDI) program or the Supplemental Security Income (SSI) program or from veterans' disability benefits;\*

\*Due to the likelihood that residents of the subpopulations described in (1) and (2) above may have Mobility Impairments, Applicants that select (1) and/or (2) above must, at a minimum, meet the accessibility, adaptability, universal design and visitability features requirements outlined in Section Four A.8.c.(1) of the RFA ("Level 1 Accessibility Requirements").

- (3) Adult persons requiring independent living services in order to maintain housing or develop independent living skills and who have a Disabling Condition that neither currently impairs nor is likely to impair their physical mobility, such as persons with a mental illness;\*\*
- (4) Young adults formerly in foster care who are eligible for services under Sections 39.6251 and/or 409.1451, F.S.;\*\* and/or
- (5) Survivors of domestic violence as defined in Section 741.28, F.S.\*\*

\*\*Because residents of the subpopulations described in (3), (4), and (5) above are less likely to have Mobility Impairments, Applicants that select (3) and/or (4) and/or (5) above and that do not also select (1) and/or (2) above must at a minimum meet the accessibility, adaptability, universal design and visitability features requirements outlined in Section Four A.8.c.(2) of the RFA ("Level 2 Accessibility Requirements").

Note: These units may not be the same as those units set aside to meet the Homeless Demographic Commitment described above.

At the end of Year 15, when the HOME-ARP set-aside requirements and HOME-ARP Qualifying Populations rent restrictions end on the 45 percent of total units under this program, these households may be allowed to occupy the unit with an indefinite length of stay as long as the tenant complies with lease requirements including the Housing Credit Unit rent restrictions.

2. Narrative about Demographic Populations to Be Served. Applicants must include in their application a narrative describing in detail the demographic subpopulation(s) to be served, with particular attention to the Managing Entity's priorities for the High Utilizer population(s) to be served. This information will be considered by the Corporation when reviewing and scoring how the proposed Development will assist the intended residents.
3. Note that examples of how the Demographic Commitments might be met for a 100-unit Development are provided in RFA.

#### **Applicants**

1. Only Non-Profit Applicants are eligible for funding, with a goal to fund one Application submitted by an Applicant that qualifies as a 100% Non-Profit Applicant
2. Managing Entity Partner
  - a. Region – Applicants will specify the Managing Entity region in which their housing will be located.

- b. The Managing Entity Chief Executive Officer must sign the Memorandum of Agreement to Provide Permanent Supportive Housing, Ensure Access to Housing Stability Supports and Behavioral Health Care Services, and Execute the Pilot Evaluation.
3. Memorandum of Agreement (MOA) form drafted by the Corporation must be signed and provided with the Application.

#### **Required ELI Commitments**

- If the Average Income Test is selected, at least 15 percent of the total units must be set aside to serve Extremely Low Income (ELI) Households.
- If the Average Income Test is not selected, at least 10 percent of total units must be set aside to serve ELI Households.

#### **National Housing Trust Fund (NHTF) Unit requirements**

In addition to the ELI Set-Aside Units, an additional 10 percent of the total units in the proposed Development must be set aside to serve households at 30 percent AMI or less and will be deemed NHTF Units. NHTF Units have other requirements stated below:

- There are no additional income restrictions associated with the NHTF Units;
- All required NHTF Units will be eligible for forgivable NHTF loan funding as outlined in Section Four, A.10.(a)(4) and Exhibit I of the RFA.
- All NHTF Units must be set aside for 30 years;
- After 30 years, all of the NHTF Units may convert to serve residents at or below 60 percent AMI; and
- For purposes of the Average Income Test, NHTF Units will be treated as 60 percent AMI units.

#### **Unit Mix – All of the following requirements must be met:**

- At least 40 percent of the units must be one-bedroom units.
- No single-room occupancy (SRO) units or units with four or more bedrooms will be permitted. Units must consist of Zero, one, two, or three bedrooms only. No more than 20 percent of the total units may be comprised of Zero Bedroom units, meaning the unit is a single person occupancy unit of at least 350 square feet that includes a private full bathroom and a vertical closet for clothing. The unit shall include a kitchen with a refrigerator, stove and sink, as defined in Rule 67-48.002(119), F.A.C.
- No more than 10 percent of the total units may be comprised of three-bedroom units.

#### **Housing Stability Services and Access to Community-Based Services Coordination**

1. Housing Stability Services Coordination – To serve the High Utilizer tenants who will be part of the pilot, during lease-up and through the formal 3-year Pilot Period, the Applicant must provide and oversee a Housing Stability Services Coordinator to support these residents, oversee implementation of resident plans and provide or coordinate services for each resident based on the tasks listed in Exhibit I. In addition, Applicants and Managing Entities may propose additional staff and/or supports in the RFA application narratives to ensure that these residents receive the support needed to develop stability to live independently in their communities.

The Housing Stability Services Coordinator will work full time, at the Development, to provide housing stability services, including broad supportive services coordination, such as employment and training support, services coordination and appropriate referrals for High Utilizer residents, as further explained in Exhibit I of this RFA.

Note: Once the formal Pilot Period is completed, Applicants and Managing Entities are encouraged to continue working together to provide Permanent Supportive Housing for the Managing Entities' consumers.

2. Resident Community-Based Services Coordination – The provision of community-based Services Coordination will be the responsibility of the Applicant, but may be in conjunction with public and/or private partnerships as approved by the Corporation in credit underwriting. All proposed Developments will be required to assist interested residents with the coordination of their community-based services.

### **Narrative Scoring**

1. Applicant experience with a sustainable model for permanent supportive housing and services coordination for High Utilizer populations in the behavioral health arena. [Maximum of 20 points]

Describe the Applicant’s experience and length of time in operating and managing Permanent Supportive Housing serving the population of High Utilizer residents who will be served by the proposed Development. In the case of a joint venture Applicant, describe the experience of each joint venture entity that makes up the Applicant entity. The description should include coordinating tenancy supports and other supportive services for High Utilizer individuals who, before residency, were routinely interacting with behavioral health and other systems of crisis care. Provide evidence that the Applicant’s existing supportive housing approach has assisted these residents to maintain stability in their communities. The description should incorporate:

- a. A brief overview of the High Utilizers served;
  - b. The involvement in working partnerships with behavioral health entities or other groups working with these High Utilizers and how all members of the Applicant entity have used existing supportive systems of care to ensure that these residents have been well served;
  - c. How the Applicant has balanced the sustainability of its properties with serving High Utilizers who often have extremely low incomes;
  - d. The Applicant’s internal organizational capacity to oversee the strategic approach for tenant supports and supportive services for High Utilizer residents;
  - e. The Applicant’s proven strategies for assisting High Utilizer tenants who have received the supports and care they needed and are ready and desire to move on from Permanent Supportive Housing; and
  - f. The Applicant’s previous or current work, contractually or otherwise, that it has done with this or other Managing Entities or Managed Care Plans to incorporate funding for services coordination, tenancy supports and other services provision into its permanent supportive housing properties, including the roles and responsibilities of the Applicant and the Managing Entity in these situations.
2. Operating/Managing Permanent Supportive Housing Experience. [Maximum of 15 points]
    - a. The viability and sustainability of Permanent Supportive Housing is contingent upon the Development having the necessary experience and capacity to successfully operate and manage the traditional property management functions of affordable rental housing, as well as understanding how to facilitate entry for intended households, housing stability and access to community-based resources and services for the tenants. For points, the Applicant should describe its, or its management company’s, capacity and experience performing traditional rental housing operations and management functions and overseeing or administering services coordination activities, particularly for residents who were high utilizers of costly health care and other public services. If the Applicant is a Joint Venture, describe the experience and capacity of each entity that makes up the Applicant entity.
    - b. The Applicant should also describe its experience and capacity coordinating property management functions with the housing stability services and resident services coordination functions provided to assist intended residents in maintaining housing stability and integrated lives in their community (whether these are provided by the Applicant or the management company), particularly as it relates to High Utilizer tenants. The Applicant should also describe its operations and management approach for helping

tenants address and mitigate issues that have or may violate their lease and housing stability. If the Applicant is a Joint Venture, describe the experience and capacity of each entity that makes up the Applicant entity. If the property will be managed by a property management company that is a separate business from the Applicant, the Applicant should describe its experience ensuring these functions are well managed by the management company.

- c. Provide the years of experience performing the functions above, qualifications of the entity(s), 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.
- d. Note that the functions of property management and resident community-based services coordination must be entirely separate. The services coordination staff may or may not be the same staff helping on behalf of a resident to address or mitigate a lease issue.

Note: Providing only a list of Permanent Supportive Housing Developments and/or units will not be a sufficient description of experience for any Applicant or the management company.

3. The plan for the proposed Development to coordinate access to housing stability supports, behavioral health care services and amenities for High Utilizer tenants and other residents. [Maximum of 25 points]
  - a. Residents will need immediate, easy access to intensive, onsite housing stability tenancy supports, as well as off-site community-based services and amenities, either through on-site or close proximity to supportive and general services and/or easy access to public or other transportation that is not onerous or too time consuming to use. The Applicant should describe its plan for coordinating access to onsite housing stability supports, on- and off-site community-based services and amenities.
  - b. To serve tenants meeting the High Utilizer Pilot set-aside, the Applicant's plan must include one or more Housing Stability Services Coordinators with experience, qualifications and job duties substantially the same as the Florida Housing position description provided in Attachment A of this agenda, and funded by the Managing Entity. Such Coordinators must work on site at the property under the supervision of the housing provider that is part of the Applicant entity, full time, with a caseload of no more than 1:20 High Utilizer residents. This position is only required to be in place at the property for the three-year High Utilizer set-aside period or until the pilot is completed, whichever comes last.
  - c. The Applicant and Managing Entity should describe the roles of each partner related to funding for and managing the on-site services and team and the plan for how the Coordinator and other supports will be provided to tenants before move-in, at move-in and after move-in; and how long-term supports will be available to tenants as needed, as well as strategies implemented to support these residents "moving on" to less intensive affordable housing options when ready and desired. This description should include the comprehensive on-site staffing approach planned for the pilot.
  - d. Through this description, the Managing Entity must show how it will ensure that High Utilizers residing at the property will receive the intensity of housing stability supports and services and off-site behavioral health care services that will be needed for as long as each tenant requires support (including the period after the pilot ends).

Note: During credit underwriting, the Applicant will be required to submit its full Housing Stability Service Coordination Plan to serve the High Utilizer tenants that are part of this pilot. In addition, during credit underwriting, the Applicant will be required to submit its full Resident Service Coordination Plan to serve the other populations required to be served at the property, particularly the HOME-ARP Qualifying Populations and formerly Homeless Households living at the property. Persons coordinating housing stability supports and services for High Utilizer tenants may not be used to meet the resident services coordination requirements for the rest of the tenants at the property.

4. The Managing Entity's Experience Partnering with Permanent Supportive Housing Providers. [Maximum of 15 points]
  - a. The Managing Entity partner in this Application should describe its experience collaborating directly with affordable housing providers to house its consumers in independent affordable and supportive housing units, particularly situations in which the Managing Entity has contracted directly with housing providers as part of its broader housing coordination strategy. The Managing Entity should provide information about the sources and types and purposes of funding provided; services coordination and tenancy supports being provided through the Managing Entity's service providers to support these residents; how it has supported housing stability strategies and the Housing First approach; service providers that are part of these partnerships; and its experience promoting resident choice and independence.
  - b. The Managing Entity should describe what strategies it has been using to ensure its consumers have access to permanent supportive housing and the least restrictive setting possible, whether for consumers being discharged from intensive residential settings or to divert consumers who are at high risk of these residential settings or are cycling in and out of acute health care services.

5. Applicant's prior experience accessing and administering project-based rental assistance for its Permanent Supportive Housing properties to support rent payments from low-income residents. [Maximum of 10 points]

Describe the Applicant's past experience obtaining rental assistance that is project based or capable of being assigned to properties serving Persons with a Disabling Condition, Persons with Special Needs, Homeless Households and/or other demographic populations deemed by the Applicant to require Permanent Supportive Housing. The description should include a list with examples with named properties, the total number of units at each property, the number of units receiving which type of rental assistance, the demographic population served, the type of rental assistance provided and the entity from which the rental assistance was contractually received. While the ability to project base rental assistance received through a contractual arrangement is deemed particularly useful to ensuring that a Permanent Supportive Housing property serving extremely low income residents is sustainable, the Applicant may also describe its experience seeking tenant based rental assistance for its residents needing Permanent Supportive Housing. The information provided by the Applicant will be confirmed in credit underwriting.

Project based rental assistance for Developments receiving financing from the Corporation through any of its prior Preservation RFAs, or for Redevelopments or New Construction to build on site(s) with an existing Declaration of Trust between a Public Housing Authority and HUD is not relevant to this narrative and should not be included.

### **Ranking and Funding Selection**

#### **1. Goals**

##### **a. Experience Goal**

Goal to fund two Applications in this RFA that have Principals of the Applicant that are also currently Principals of Developments selected for funding in RFA 2014-102. Once this goal is met, no other Applications that qualify for this goal will be selected for funding.

##### **b. 100% Non-Profit Goal**

Goal to fund at least one Application that qualifies as a 100% Non-Profit Applicant.

An Application that is selected for funding may meet more than one goal. For instance, if an Application selected for funding to meet the Experience Goal is a 100% Non-Profit Application, then it will meet both goals above.



## 2. Managing Entity Region Award Tally

As each Application is selected for tentative funding, the Managing Entity region where the proposed Development is located will have one Application credited towards the Managing Entity Region Award Tally. The Corporation will prioritize eligible unfunded Applications that can be fully funded and are located within regions that have the lowest such Tally above other eligible unfunded Applications with a higher such Tally that can be fully funded, even if the Applications with a higher such Tally are higher ranked. No more than one Application per county will be selected for funding.

## 3. The Funding Selection Process

The first two Applications selected for funding will be the highest-ranking eligible unfunded Applications that qualify for the Experience Goal, subject to the Managing Entity Region Award Tally. Once Experience Goal is met, no other Applications that qualify for this goal will be selected for funding. If either of the Applications selected to meet the Experience Goal also meet the 100% Non-Profit Goal, the 100% Non-Profit Goal will also be considered met.

If the 100% Non-Profit Goal was not met, the next Application selected for funding will be the highest-ranking eligible unfunded Applications that qualifies for the 100% Non-Profit Goal and that can be fully funded, subject to the Managing Entity Region Award Tally.

Once it is determined that all goals that could be met are met, if funding remains, the highest-ranking eligible unfunded Applications that can be fully funded will continue to be selected for funding, subject to the Managing Entity Region Award Tally.

If funding remains and no Applications can be fully funded, any remaining funding will be distributed as approved by the Board.

### **Information on Pilot Requirements – See Exhibit I in the RFA**

Applicants selected for funding and their Managing Entity partners must commit to work with Florida Housing and the other Applicants involved in the pilot. This commitment will include communication during the pre-pilot phase; updates, discussions and an annual peer meeting during the Pilot Period, and a final written report provided by both partners of each local pilot. The overall purpose is to work with the Corporation to regularly discuss and report on resident outcomes and best practice strategies for serving High Utilizers in PSH.

#### 1. Pilot Preparation

Applicants selected for funding and their Managing Entity partners will be expected to work with each other, the Corporation and the other pilot Applicants selected for funding in preparation to launch their individual pilots (i.e., before the Pilot Period formally starts, including during credit underwriting and property construction).

In addition to providing housing stability supports and access to supportive services during the formal three-year period, the Applicant will be required to provide full time, onsite housing stability services, including broad supportive services coordination tasks over this period, and funded by the Managing Entity.

##### a. Planning for the Pilot

- (1) The Applicant and Managing Entity Partner must commit to work with the Corporation and the Department of Children and Families, as well as the other pilot participants prior to formal pilot launch to, among other things, develop consensus around and report on a set of outcome measures to evaluate the pilot's performance.

(2) Submission of Housing Stability Services Coordination plan

- (a) This plan must be submitted to the Corporation for approval within six months of the date of the invitation to enter credit underwriting.
- (b) The plan must include the following:
  - (i) Tenant Referral and Selection Process for High Utilizers
    - How the Managing Entity will determine the highest utilizers outside of the Continuum of Care system for the purposes of this RFA and how the Managing Entity will identify prospective High Utilizer residents for the proposed Development;
    - The role of the Managing Entity and Applicant in assessing prospective residents based on their High Utilizer status, their level of need for tenancy supports and supportive services, the property's projected level of and capacity to provide needed supports, and the prospective residents' interest in living at the property; and
    - The Applicant's tenant selection process once High Utilizers have been referred to the property.
    - Proposed Developments must minimize or eliminate barriers to entry into housing for all residents deemed High Utilizers for the pilot.
  - (ii) The tasks each partner will undertake to track and report on resident demographic data and performance outcomes for the pilot.
  - (iii) The implementation plan to provide housing stability services to High Utilizer residents, including a description and roles of the team that will work with High Utilizers at the property.
  - (iv) A description of how the Managing Entity will provide funding for services and supports and/or access to additional behavioral health care services available through the Managing Entity's service provider network that are in addition to the housing stability services overseen by the Applicant.
  - (v) Should the plan require revision or updates before or during the pilot, the Applicant must notify the Corporation of the changes for possible review and approval by the Corporation.

2. During Lease-Up and the Pilot Period

- a. The Applicant must inform the Corporation once 90 percent of the High Utilizer units have been occupied and must specify the commencement date of the formal Pilot Period. The Corporation will notify the Applicant of its acknowledgement of the commencement date and provide the formal end date of the pilot, as well as the due date for the final report.
- b. Provide regular communication updates with the Corporation and others as needed (i.e., as much as quarterly) on progress and issues.
- b. Prepare for, attend and participate in annual in person peer meeting with all local pilots, the Department of Children and Families and other stakeholders to discuss status, outcomes, best practices and implementation issues.
- c. Prepare and submit an annual evaluation report on outcomes to the Corporation and the Department of Children and Families.

3. After Pilot Completion

The Applicant and Managing Entity Partner are required to write and submit a final report to the Corporation and the Department of Children and Families within six months after the formal completion of the three-year Pilot Period summarizing their pilot approach, resident outcomes and other findings, lessons learned and recommendations to encourage replicability, including:

4. Housing Stability Services Coordination

The Applicant's Housing Stability Services Coordination plan must include housing stability services for all High Utilizer residents, including broad supportive services coordination, described in Exhibit I of the RFA, and overseen by the Applicant. These services must be provided through a contractual agreement between the Managing Entity and Applicant in which the Applicant is reimbursed by the Managing Entity for these services.

To carry out this oversight, the Applicant must provide for one or more full time, onsite Housing Stability Services Coordinators with the experience and qualifications substantially the same as the position requirements provided below in b. These Coordinators must support High Utilizer residents and oversee implementation of resident plans and provide or coordinate services for each resident. Such Coordinators must work on site at the property under the supervision of the housing provider that is part of the Applicant entity, full time, each with a caseload of no more than 1:20 High Utilizer residents. This position must be in place by the time lease-up at the property begins and may only end after the pilot is completed. The additional staff and supports proposed by the Applicant and Managing Entity in their Application must also be included in the Housing Stability Coordination Plan and be part of the coordination and services provided to High Utilizers.

**Other Important Information that will be required**

1. Confirmation that the proposed Development is not located in a known flood zone or wetland area.

All successful Applicants will be awarded NHTF Funding for the required NHTF Units, and therefore will be required to comply with the HUD environmental requirements as provided in 24 CFR 93.301(f)(1) and (2). Confirm that the proposed Development is not located in a known flood zone or wetland area by providing evidence dated within six months of the Application Deadline.

Note: Applicants will not be charged a fee for the environmental review.

2. Readiness to Proceed

- a. A Site Control form is no longer required. Site control documentation must be submitted with the Application.

Applicants must demonstrate site control as of Application Deadline by providing an eligible contract (effective at least through a date that is six months after the Application Deadline), a deed, and/or a lease.

- b. The 06-20 Ability to Proceed forms (zoning, water, sewer/package treatment/septic tank) are provided on the RFA Webpage. These must be submitted with the Application.

The 08-20 Ability to Proceed forms (electricity and roads) must be submitted during credit underwriting.

Note: The 08-18 Ability to Proceed forms will not be accepted.

3. Required Construction Features, including Level 1 and Level 2 Accessibility Requirements

4. Funding

a. Funding available

- (1) \$7,200,000 in HOME-ARP Funding will be awarded to all successful Applicants.
- (2) Successful Applicants will be awarded NHTF Funding for each required NHTF Unit (10% of the total units, rounded up) using the chart below for the applicable county:

County	NHTF Request per Unit	County	NHTF Request per Unit	County	NHTF Request per Unit
Alachua	\$199,300	Hardee	\$151,200	Okaloosa	\$214,200
Baker	\$200,500	Hendry	\$151,200	Okeechobee	\$151,200
Bay	\$182,900	Hernando	\$201,200	Orange	\$207,700
Bradford	\$156,900	Highlands	\$151,200	Osceola	\$207,700
Brevard	\$197,800	Hillsborough	\$201,200	Palm Beach	\$232,900
Broward	\$239,400	Holmes	\$151,200	Pasco	\$201,200
Calhoun	\$151,200	Indian River	\$198,600	Pinellas	\$201,200
Charlotte	\$176,400	Jackson	\$151,200	Polk	\$168,000
Citrus	\$151,200	Jefferson	\$207,700	Putnam	\$151,200
Clay	\$203,900	Lafayette	\$155,400	Saint Johns	\$203,900
Collier	\$229,500	Lake	\$207,700	Saint Lucie	\$194,400
Columbia	\$160,400	Lee	\$195,900	Santa Rosa	\$187,900
DeSoto	\$151,200	Leon	\$207,700	Sarasota	\$210,400
Dixie	\$151,200	Levy	\$151,200	Seminole	\$207,700
Duval	\$203,900	Liberty	\$151,200	Sumter	\$183,300
Escambia	\$187,900	Madison	\$151,200	Suwannee	\$151,200
Flagler	\$187,100	Manatee	\$210,400	Taylor	\$151,200
Franklin	\$158,500	Marion	\$151,600	Union	\$151,200
Gadsden	\$207,700	Martin	\$194,400	Volusia	\$177,900
Gilchrist	\$199,300	Miami-Dade	\$245,900	Wakulla	\$198,900
Glades	\$151,200	Monroe	\$276,800	Walton	\$189,400
Gulf	\$159,600	Nassau	\$203,900	Washington	\$151,200
Hamilton	\$151,200				

(3) Housing Credits

The Applicant’s Competitive Housing Credit Request Amount is limited to the lesser of \$22,000 per unit or \$1,887,000 per Development.

(4) Developer Fee

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

5. Exhibits to RFA

a. Exhibit A – Application

b. Exhibit B – Definitions used in RFA that are not defined in Rule

c. Exhibit C – Additional Information

(1) Total Development Cost Per Unit Limitation methodology used in credit underwriting and final cost certification.

(2) Multipliers and Leveraging Level Classification Methodology

(3) Florida Job Creation Funding Preference

(4) Fees

(5) Additional Requirements

d. Exhibit D – Timeline

e. Exhibit E – intentionally omitted

f. Exhibit F – intentionally omitted

g. Exhibit G - Tenant Application and Selection Requirements

h. Exhibit H - Credit Underwriting Procedures for the NHTF Forgivable Loan

i. Exhibit I - Requirements of the Pilot Program

j. Exhibit J - Additional Information for the HOME-ARP Loan

G. Other Important Information

1. Public comment link on the RFA Webpage for viewing and submitting public comments

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

3. Expected Timeline

The February 2, 2022, workshop agenda estimated that Florida Housing would issue this RFA in mid-late May, with a due date in late June or early July. We are unsure whether we can maintain this schedule because it will be impacted by how quickly HUD approves the state's HOME-ARP plan and subsequent funding details. Once we have a good sense of this timing, Florida Housing will send a listserv announcement with an updated timeline.

H. Other Discussion Topics