

**Florida Housing Finance Corporation**  
**RFA 2023-102 SAIL and HOME-ARP Financing For Smaller Developments For Persons With Special Needs**  
**Workshop Agenda**

**November 9, 2022, at 2:00 p.m., Eastern Time**

**Workshop is held via webinar and in-person at Florida Housing at 227 N. Bronough Street, Tallahassee, FL 32301**

**To attend the workshop via webinar, registration is required.**

**Registration information is available on RFA Webpage<sup>1</sup>**

**Overview**

- A. Introductions
- B. Purpose of RFA

The Corporation is proposing to issue a Request for Applications (RFA) is open to Non-Profit Applicants proposing to fund the development of new construction to create new housing to provide Permanent Supportive Housing for Persons with Special Needs as defined in Section 420.0004(13), F.S.

**Estimated Funding Available:**

- SAIL

The Corporation expects to offer an estimated \$2,077,942, comprised of the State Apartment Incentive Loan (SAIL) funding appropriated by the 2022 Florida Legislature. This includes funding for ELI gap loans associated with the units that must be set aside for Extremely Low-Income (ELI) Households.

- \$3,822,058 of HOME-American Rescue Plan (HOME-ARP) Program Funds provided as a forgivable loan
- \$2,240,000 of National Housing Trust Funds (NHTF) provided as a forgivable loan

**Outline of RFA**

- A. Section One – Introduction
- B. Section Two – Definitions

Exhibit B of the RFA and Rules, which are posted on the RFA Webpage\*.

Exhibit B includes definitions for terms like Best Practice, Disabling Condition, HOME-ARP Qualifying Populations, Homeless Households, Housing First, Joint Venture Applicant, Lead Agency, Mobility Impairment, Non-Profit Applicant, Permanent Supportive Housing, Regulated Mortgage Lender, Services Coordination, Set-Aside Unit, Shared Housing, and Visitability.

- C. Section Three –RFA Procedures and Provisions, including Submission Requirements
  - 1. Submission Requirements

Florida Housing strongly recommends that the Application Fee be submitted at least 48 hours in advance of the Application Deadline. In the event that the online submission is not received, the payments will be refunded.

---

<sup>1</sup> References to the RFA Webpage refer to <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2023/2023-102> which can be accessed [here](#).

2. Financial Arrearage Requirement and Insurance Deficiency Requirement

An Application will be deemed ineligible for funding if, as of close of business **two days** before the Committee meets to make a recommendation to the Board, either of the following occur: (1) there remains any financial obligations for which an Applicant or Developer or Principal, Affiliate or Financial Beneficiary of the Applicant or Developer is in arrears to the Corporation or any agent or assignee of the Corporation as reflected on the most recently published Past Due Report; or (2) an Applicant or Developer or Principal, Affiliate or Financial Beneficiary of the Applicant or Developer has an insurance deficiency for any Development awarded Corporation resources, which are in first lien position, issued during or after September 2016 that is governed by the Insurance Guide posted to the Corporation's Website under the link <https://www.floridahousing.org/data-docs-reports/insurance-guide> (also accessible by clicking [here](#)).

3. If the Attachment document is bookmarked, the Application will be awarded 5 points.

Instructions for adding bookmarks to pdf documents prior to uploading the Application has been added to each RFA Webpage. Acrobat Standard DC or Acrobat Pro DC are the programs required to create bookmarks.

D. Section Four of the RFA outlines instructions for completing Exhibit A

1. NEW! Review of Application

With the exception of the narrative responses, the Corporation may not review the substance of the documentation that is submitted as Attachments to this RFA during the Review Committee scoring process. During Review Committee scoring, the Corporation may rely on the answers submitted by the Applicant in Exhibit A, the Development Cost Pro Forma, and the Principal Disclosure Form to determine whether an Applicant has met the requirements of this RFA. Additionally, the Corporation has no authority to, and will not, evaluate the validity or enforceability of any site control documentation.

If it is determined that the Attachments do not meet the RFA requirements or the Applicant submitted materially incorrect information in the Application, the Application may be deemed ineligible, and/or the Corporation may rescind the award, and all Principals of the Applicant may be subject to material misrepresentation, even if the Application was not selected for funding, was deemed ineligible, or was withdrawn.

2. Demographic Commitment

- a. At least 70 percent of the total units must consist of Permanent Supportive Housing for Persons with Special Needs; AND at least 20 percent of the total units must consist of Permanent Supportive Housing for individuals and families that meet the definition of Homeless for a minimum of 30 years.

Note: Interest Rate of the SAIL loan is based on the percentage of units set aside for Persons with Special Needs.

- b. Select at least one defined Persons with Special Needs population(s) that the Applicant proposes to serve for a minimum of 15 years

Note: The units committed to Persons with Special Needs or individuals and families that meet the definition of Homeless Households will be considered HOME-ARP Qualifying Populations as defined in Exhibit B for this RFA.

- c. Youth Aging Out of Foster Care Goal

3. Applicant/Developer/Management Company/Contact Person

a. Applicant

- (1) State the name of the Applicant.
- (2) Evidence that Applicant is legally formed entity qualified to do business in Florida as of Application Deadline.

The Corporation is aware of the May 1st deadline for filing the annual report with the Division of Corporations and will accept a Certificate of Good Standing for the Applicant that reflects an expiration date of December 31 of either the current year or previous year.

- (3) **Only Non-Profit Applicants are eligible for funding.** Applications that commit to provide 100 percent of the Developer fee to one or more Non-Profit entities will be considered Tier 1 Applications and receive preference in the funding selection process.

The definition of a Non-Profit as set out in the RFA must be met. To demonstrate that this definition is met, Applicants must meet the requirements in **both** (a) and (b) below.

- (a) Demonstration of Material Participation through submission of the Executive Director Certification of Non-Profit Entity Material Participation form (Rev. 09-2022);
- (b) Demonstration of Non-Profit entity qualifications

**For each Non-Profit entity that makes up the Non-Profit Applicant** provide **either** the Executive Director Certification of Non-Profit Entity Qualifications Form (Rev. 10-2021) **that was stamped "Approved" by the Corporation as outlined in (4) below\***; or the Non-Profit Application Package outlined in (i) through (iii) below

- (i) The Executive Director Certification of Non-Profit Entity Qualifications form

The Executive Director Certification of Non-Profit Entity Qualifications form (Rev. 10-2021), which must be completed and signed by the Executive Director of the non-profit entity.

If the Non-Profit Application Package is submitted during the Non-Profit Advance Review Process and meets all requirements outlined in (4) below, this form will be stamped "Approved" and returned to the Applicant.

Applicants that submit the **Corporation-approved\*** Executive Director Certification of Non-Profit Entity Qualifications Form (Rev. 10-2021) for **each** Non-Profit entity that makes up the Non-Profit Applicant will meet the Non-Profit Application Package requirements without the need to resubmit the rest of the Non-Profit Application Package, and may also be awarded points as described in (4) below.

- (ii) IRS determination letter

The IRS determination letter\* demonstrating that the non-profit entity is organized under section 501(c)(3) or 501(c)(4) and also has been in existence at least three years prior to the Application Deadline of this RFA;

\*In the event the Non-Profit entity is subject to a group exemption under the Internal Revenue Code, provide the IRS determination letter for the parent corporation, and the list of exempt entities from the IRS which includes the Non-Profit entity in this Application. If the list of exempt entities has not yet been issued by the IRS, provide a copy of the request from the parent corporation to the IRS requesting group exemption status for the Non-Profit entity named in this Application.

(iii) Non-Profit Bylaws and/or Articles of Incorporation

The Non-Profit Bylaws and/or Articles of Incorporation demonstrating all of the following requirements are met. Information may be found in either the Bylaws or the Articles of Incorporation. The Applicant should submit both documents, including any subsequent amendments, for review in order to ensure all of the below requirements are met.

- (A) The role and responsibilities of the Board of directors;
- (B) The number of members that are part of the Board; and
- (C) 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, if the form 990 states that one of the purposes of the Non-Profit is to foster low-income housing.

\*The Applicant may submit any Corporation-approved Executive Director Certification of Non-Profit Entity Qualifications Form (Rev. 10-2021) in lieu of the Non-Profit Application Package, even if approved in a prior RFA cycle.

(4) Non-Profit Advance Review Process (10 Points)

The Non-Profit Application Package may be submitted to the Corporation prior to the Application Deadline. The Corporation will review the Non-Profit Application Package and, if the above requirements are met, will stamp the Executive Director Certification of Non-Profit Entity Qualifications Form (Rev. 10-2021) with the date that the form was received and approved, then return it to the Applicant. Applications will receive 10 points if the submitted Executive Director Certification of Non-Profit Entity Qualifications Form (Rev. 10-2021) is stamped "Received" by the Corporation at least 14 Calendar Days prior to the Application Deadline AND stamped "Approved" prior to the Application Deadline for **each non-profit entity**.

Applicants are strongly encouraged to send the Non-Profit Application Package to the email address [FHFC\\_NonProfit\\_AdvanceReview@floridahousing.org](mailto:FHFC_NonProfit_AdvanceReview@floridahousing.org) (also available by clicking [here](#)) at least eight weeks prior to the Application Deadline.

(5) Pre-Application Meeting Incentive

Applications will receive 10 points if the following is met:

- (a) The Pre-Application Meeting(s) must be requested on or before December 20, 2022. The meeting(s) must be held on or before February 1, 2023;
- (b) Applicants that meet the Non-Profit Experience requirements outlined in the RFA may receive 10 points if the Pre-Application Meeting or Experience for Proposed Permanent Supportive Housing Developments Form (Rev. 09-2022) is received by December 20, 2022,

meets the experience requirements, and is “approved” by the Corporation. The approved form must be submitted with the Application submission.

(6) Homeless Assistance Continuum of Care Requirements for All Applicants

- (a) Provide documentation that the Applicant informed the jurisdiction’s Local Continuum of Care lead agency head of its intent to apply for funding to develop housing pursuant to this RFA must be submitted;
- (b) Have an executed agreement to participate in the Continuum of Care’s Homeless Management Information System (HMIS); and will contribute data on the Development’s tenants to the Continuum of Care’s HMIS data system or, if serving Survivors of Domestic Violence, is providing aggregate data reports to the Continuum of Care. The executed agreement shall be required at least 6 months prior to the expected placed in-service date; and
- (c) Commit to be a housing provider in the Continuum of Care’s Homeless Coordinated Entry system as required by the U.S. Department of Housing and Urban Development.

b. Developer Information

- (1) Name of Developer (including all co-Developers);
- (2) Evidence each Developer is a legally formed entity qualified to do business in Florida as of Application Deadline

The Corporation is aware of the May 1st deadline for filing the annual report with the Division of Corporations and will accept a Certificate of Good Standing for the Applicant that reflects an expiration date of December 31 of either the current year or previous year.

(3) Required Developer Experience

A natural person Principal of at least one experienced Developer entity, which must be disclosed on the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-2019) outlined below, must have, since January 1, 2003 completed at least one multifamily rental housing development that consists of a total number of units no less than 50 percent of the total number of units in the proposed Development.

The individual meeting the Developer Experience requirements must be disclosed on the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-2019) and must remain with the Development until the release of the operating deficit guarantee set forth in subsection 67-48.0072(18), F.A.C.

c. Principals of the Applicant and Developer(s) Disclosure Form

(1) Eligibility

The Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-2019) (“Principals Disclosure Form”) must identify the Principals of the Applicant and each Developer, pursuant to the RFA, as of the Application Deadline. Per subsection 67-48.002(94), F.A.C., any Principal other than a natural person must be a legally formed entity as of the Application Deadline.

(2) Approval during Advance Review Process (5 Points)

Applicants will receive 5 points if the uploaded Principal Disclosure Form was either (a) stamped “Approved” at least 14 Calendar Days prior to the Application Deadline; or (b) stamped “Received” by the Corporation at least 14 Calendar Days prior to the Application Deadline AND stamped “Approved” prior to the Application Deadline.

The Advance Review Process for Disclosure of Applicant and Developer Principals is available on the RFA Webpage.

d. Management Company Information

If using a Management Company, in addition to the name of Management Company, contact information will also be required

e. 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) of individuals that are Non-Related Board Members to: 1) Any tenants or applicants for tenancy; 2) Any compensated management or staff of the Non-Profit; or 3) Any other members of the Board.

f. Authorized Principal Representative / Operational Contact Person

The Authorized Principal Representative identified in the Application (a) must be a natural person Principal of at least one Non-Profit entity of the Applicant listed on the Principal Disclosure Form; (b) must have signature authority to bind the Applicant entity; (c) must sign the Applicant Certification and Acknowledgement form section of Exhibit A; (d) must sign the Florida Housing Finance Corporation Resident Community-Based Services Coordination Provider Or Principal Of Resident Community-Based Services Coordination Provider Certification form (Form Rev. 10-2021); and (e) if funded, will be the recipient of all future documentation that requires a signature.

4. General Proposed Development Information

a. Development Name

b. Development Category: The proposed Development must consist entirely of new construction.

Rehabilitation of existing units is not allowed.

c. Characteristics of Development

(1) Development Type (Garden Apartments, Duplexes, Triplexes, Quadraplexes, Mid-Rise, 4 story)

(2) Enhanced Structural Systems Construction Qualifications

To qualify as “Enhanced Structural Systems Construction” (“ESS Construction”) for purposes of the Total Development Cost Limitation calculation, the proposed Development must meet the ESS Construction qualifications outlined in the RFA.

d. Unit Characteristic Chart

Reflect the appropriate breakdown reflecting the number of units within each of Development Types or ESS/non-ESS Construction, for purposes of the Total Development Cost Per Unit Limitation calculation in the chart of Exhibit A of the RFA.

5. Location

a. County

In the funding selection process, priority will be given to Small and Medium Counties.

b. Provide the address

c. State whether the Development consists of Scattered Sites. Note: Developments are limited to two Scattered Sites.

d. Provide latitude and longitude coordinates for the Development Location Point and all Scattered Sites, if applicable, stated in decimal degrees, rounded to at least the sixth decimal place.

6. Number of Buildings and Units

a. Number of Units

- Small County: minimum 4 units, maximum 15 units
- Medium and Large Counties: minimum 10 units, maximum 30 units

b. If there are existing occupied units and if the Development is funded, a plan for relocation of existing tenants will be required to be provided to the Credit Underwriter, as outlined in Exhibit D.

c. Set-Aside Commitments

(1) Total Income Set-Aside Units

100 percent of the units shall be rented to households (person or persons) with incomes at or below 60 percent of the AMI. For the first 15 years, at least 70 percent of the units will be rent restricted in accordance with the Low HOME Rents as determined by HUD. High and Low HOME Rent charts are available on the Corporation's Website at <https://www.floridahousing.org/owners-and-managers/compliance/rent-limits> (also accessible by clicking [here](#)). At year 16, the rent restrictions will comply with the Multifamily Program Limits.

Applicants may rent units as Shared Housing\* to allow unrelated persons the choice to share units.

\* Shared Housing is defined as a rental dwelling unit that is shared by Persons with Special Needs who are not related or significant others. Each resident must have non-exclusive access to shared living space, consisting at a minimum of a kitchen and a living/dining area. Each resident in a Shared Housing unit shall sign a separate lease and shall be considered a separate household for the purposes of determining compliance with set-aside commitments, income eligibility, and rent payments.

(2) Additional requirements for National Housing Trust Fund (NHTF) Units

25 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:

- 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.

d. Unit Mix

The Applicant must complete the Unit Mix Chart listing the total number of bedrooms per unit, the total number of bathrooms per unit (including half-baths, if applicable), the total number of units per bedroom type, and the number of units that are NHTF Units.

- Units must consist of Zero, one, two, or three bedrooms only;
- At least 30 percent of the total units, rounded up, must be Zero Bedroom or one bedroom units;
- No more than 25 percent of the total units, rounded up, may be three bedroom units;
- No more than 50 percent of the total units, rounded up, may consist of Shared Housing as defined in Exhibit B; and
- Only two and three bedroom units may consist of Shared Housing as defined in Exhibit B. One bedroom units are not eligible for Shared Housing.

e. Number of residential buildings must be provided

f. Compliance Period Requirements

(1) Demographic Commitments

- (a) Applicants must irrevocably commit to the Persons with Special Needs and Homeless demographic commitment for a minimum of 30 years.
- (b) Applicants must irrevocably commit to the Persons with Special Needs population(s) demographic commitment selected at question 2.b. of Exhibit A for a minimum of 15 years.

At the end of Year 15, when the HOME-ARP set-aside requirements and HOME-ARP Qualifying Populations rent restrictions end, these households may be allowed to occupy the unit with an indefinite length of stay as long as the tenant complies with lease requirements.

(2) Income Commitments

100 percent of the units shall be rented to households (person or persons) with incomes at or below 50 percent of the Area Median Income (AMI) for the first 15 years of the Compliance Period. Starting at Year 16, 100 percent of the units shall be rented to households (person or persons) with incomes at or below 60 percent of the AMI.

- (3) Applicants must irrevocably commit to the income set-aside commitments for a minimum of 30 years unless otherwise stated above.

7. 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 September 30, 2023), a deed, and/or a lease. For Developments with an existing Declaration of Trust between a Public Housing Authority and HUD, provide an Option to Enter into a Ground Lease Agreement (“eligible agreement”) between the Applicant and the owner of the property.



b. Ability to Proceed forms

(1) NEW! Zoning and Infrastructure

The Ability to Proceed forms demonstrating zoning, water, sewer/package treatment/septic tank have been revised. The 07-2022 forms are provided on the RFA Webpage and the previous 06-2020 forms will no longer be accepted. These must be submitted with the Application and dated within 12 months of the Application Deadline.

(2) Electricity and Roads

The Ability to Proceed forms demonstrating electricity and roads were not updated and the 08-2020 forms will continue to be submitted during credit underwriting.

8. Required Construction Features

All units are expected must meet all requirements as outlined in the RFA.

a. Federal Requirements and State Building Code Requirements

Section 504 of the Rehabilitation Act of 1973 requirements are met through the Applicant's commitment to meet either the Level 1 or Level 2 requirements described in c. below.

b. General Features

c. Accessibility, Adaptability, Universal Design and Visitability Features

(1) Level 1 Accessibility Requirements

(2) Level 2 Accessibility Requirements

d. Required Green Building Features for all Developments

Applicants must choose additional Green Building options in Exhibit A.

9. Services Coordination Experience Requirements

The Applicant shall commit to submit a Resident Community-Based Service Coordination Plan to Florida Housing for review and approval during credit underwriting. In addition, select the option describing how the Services Coordination Experience Requirements outlined in Section Four, A.9 of this RFA will be met.

- a. Applicants that do not meet the requirement described in b. below may partner with a provider of supportive services that includes Resident Community Based Services Coordination for the intended Demographic. A Non-Profit, within the Applicant entity, that meets the qualifications to provide Resident Community Based Services Coordination, pursuant to this RFA, may partner with the Applicant to provide the Development's Resident Community Based Services Coordination. The Applicant must provide the properly completed and executed Florida Housing Finance Corporation Resident Community-Based Services Coordination Provider Or Principal Of Resident Community-Based Services Coordination Provider Certification Florida Housing Finance Corporation Services Coordinator or Principal of Services Coordinator Certification form (Form Rev. 10-2021)\*.

OR

- b. At least one natural person Principal of a Non-Profit entity within the Applicant entity structure must have experience owning and operating a minimum of two Permanent Rental or Permanent Supportive Housing developments that provides Resident Community Based Services Coordination to Homeless households. To meet this requirement, Applicants will be required to list the properties that serve Homeless individuals and families, and 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.

\* This form is available on the RFA Webpage.

Note: 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.

10. Funding

a. Corporation Funding

(1) SAIL Funding

The maximum SAIL Request Amount is \$2,077,942 per Development.

The interest rate of the SAIL loan is based on the percentage of units set aside for Persons with Special Needs. The terms and conditions of the SAIL loan are further outlined in Rule Chapter 67-48, F.A.C.

(2) HOME-ARP Funding

The maximum HOME-ARP Request Amount is the lesser of \$3,822,058 per Development or the per unit amount listed below

<b>HOME-ARP Set-Aside per unit Maximum Limits</b>		
<b>Construction Type</b>	<b>Miami-Dade, Broward, Palm Beach Counties</b>	<b>Remainder of Florida</b>
Non-ESS, Non-Mid-Rise	N/A	\$260,000
ESS, Non-Mid-Rise	\$295,000	\$275,000
Non-ESS, Mid-Rise	N/A	\$275,000
ESS, Mid-Rise	\$315,000	\$290,000
Add this factor to the all above limits if a development is subject to the requirements of the Davis-Bacon Act		\$5,000

The HOME-ARP loan terms and conditions are outlined in Exhibit I of the RFA.

(3) NHTF Funding

Applicants are required to commit 25 percent of the total units as NHTF Units, rounded up. Applicants will be awarded NHTF Funding for each required NHTF Unit in amount stated below.

<b>NHTF Set-Aside per unit award amounts</b>		
<b>Construction Type</b>	<b>Miami-Dade, Broward, Palm Beach Counties</b>	<b>Remainder of Florida</b>
Non-ESS	N/A	\$260,000
ESS	\$295,000	\$275,000
Non-ESS, Mid-Rise	N/A	\$275,000
ESS, Mid-Rise	\$315,000	\$290,000
Add this factor to the all above limits if a development is subject to the requirements of the Davis-Bacon Act		\$5,000

The NHTF loan terms and conditions are outlined in Exhibit H of the RFA.

(4) Additional consideration for Eligible SAIL, HOME-ARP, and NHTF Request Amount

The Corporation funding request amounts cannot exceed the Total Development Cost.

If the eligible SAIL Request Amount plus HOME-ARP Request Amount plus the NHTF Request Amount exceeds the Total Development Cost, the SAIL Request Amount and HOME-ARP Request Amount will be reduced down in equal amounts until the SAIL Request Amount plus HOME-ARP Request Amount plus the NHTF Request Amount equals the Total Development Cost. This calculation is provided within Exhibit A once the Total Development Cost is calculated in the Development Cost Pro Forma and all funding request amounts are included in Exhibit A.

- b. Interest Rate of the SAIL loan is 0% - 1% and is based on the percentage of units that are set aside for Persons with Special Needs
- c. Developer Fee / General Contractor Fee/Operating Deficit Reserve
  - (1) Developer fee shall be limited to a total of 16 percent of Development Cost.
  - (2) General Contractor fee shall be limited to 14 percent of actual construction cost.
  - (3) Operating Deficit Reserves

Up to five percent of the Development Costs will be permitted in the Application. The operating deficit reserve will be verified and sized during credit underwriting. Any operating deficit reserve account approved in credit underwriting will be held by the Corporation or its services.

d. Qualifying Financial Assistance Funding Preference

To qualify for the Qualifying Financial Assistance Funding Preference, the Applicant must meet one of the following requirements:

- (1) Cash Funding equals at least 3 percent of the sum of the Applicant’s Eligible HOME-ARP Request Amount PLUS the Applicant’s Eligible SAIL Request Amount

(2) Donation of Land by a Local Government

If the Applicant qualifies for this preference through the donation of land and is awarded funding under this RFA, the Applicant will not receive any Corporation funding in excess of the allowable costs outlined in the RFA towards the cost of the land.

Note: In-kind donations, waivers of any fees, and any funding from the Corporation are not considered Qualifying Financial Assistance, although they can be used to help reduce costs in the construction of the proposed Development.

- e. Principal of the Applicant is a Public Housing Authority and/or an instrumentality of a Public Housing Authority
- f. Total Development Cost Per Unit Limitation

11. Uniform Relocation Act

E. Narrative Scoring

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

- 1. Demographic Populations to be served (no points awarded)
- 2. Operating/Managing Experience (Maximum of 40 points)
- 3. Access to Community-Based Services and Resources (Maximum 55 Points)
  - a. Access to community-based general services such as shopping for groceries, medicine, clothing, and other household and personal items (Up to 20 Points)
  - b. Access to community-based services and resources that address tenants' physical health, behavioral health and wellness, and self-sufficiency services and activities that can lead to stable and integrated lives in their community (Up to 35 Points)
- 4. Assist Intended Residents in Meeting their Housing Stability and Self-Sufficiency Needs, Goals and Expectations
  - a. Permanent Housing Stability (maximum 10 points)
  - b. Self-Sufficiency (maximum 10 points)
- 5. Involvement in the local homeless resources network (maximum of 15 Points)

F. Scoring and Evaluation Process

- 1. Tier 1 and Tier 2

Applications that commit to provide 100 percent of the Developer fee to one or more Non-Profit entities will be considered Tier 1 Applications. All Applications for proposed Developments that did not qualify as Tier 1 Applications will be considered Tier 2 Applications. Tier 1 Applications will be listed above Tier 2 Applications.

2. Goal

There is a goal to fund one Application that qualifies for the Youth Aging Out of Foster Care Goal.

3. Application Sorting Order

The highest scoring Applications will be determined by first sorting together all eligible Applications from highest score to lowest score, with any scores that are tied separated in the following order:

- a. By the Application's Qualifying Financial Assistance Funding Preference;
- b. By the Application's Eligible SAIL plus Eligible HOME-ARP Request Amount per Unit ;
- c. By the Application's Eligible SAIL plus Eligible HOME-ARP Request Amount as Percentage of Total Development Cost Preference ;
- d. By the Application's eligibility for the Florida Job Creation Preference; and
- e. By lottery number.

4. Funding Selection Process

G. Credit Underwriting Process

H. Exhibits to RFA

1. Exhibit A – Application
2. Exhibit B – Definitions used in RFA that are not defined in Rule
3. Exhibit C – Additional Information
  - a. Total Development Cost Per Unit Limitation methodology used in credit underwriting
  - b. Florida Job Creation Funding Preference
  - c. Fees
  - d. Additional Requirements
4. Exhibit D – Timeline
5. Exhibit G - Tenant Selection Requirements
6. Exhibit H - Credit Underwriting Procedures for the NHTF Forgivable Loan
7. Exhibit I - Additional Information for the HOME-ARP Loan

I. 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

Issue Date:	December 6, 2022
Due Date:	March 21, 2023 at 3:00 p.m.
Review Committee Meeting:	April 18, 2023
Request Board Approval of Recommendations (at scheduled Board Meeting):	April 28, 2023

J. Other Discussion Topics