

REQUEST FOR APPLICATIONS

**RFA 2023-103 HOUSING CREDIT AND SAIL FINANCING FOR
HOMELESS HOUSING**

**DEVELOPMENTS LOCATED
IN MEDIUM AND LARGE COUNTIES**

Issued By:

FLORIDA HOUSING FINANCE CORPORATION

Issued: November 1, 2022

Due: January 26, 2023

SECTION ONE INTRODUCTION

This Request for Applications (RFA) is open to Non-Profit Applicants proposing the development of housing for Homeless Households as defined in Exhibit B of this RFA, that also include a portion of units for Persons with Special Needs located in the Medium and Large Counties.

The intent of this RFA is to help communities address the significant need for housing for Homeless Households or individuals living in more restrictive settings due to the lack of stable housing and coordinated access to appropriate community-based healthcare and supportive services. This RFA proposes to utilize Competitive Housing Credits (HC) in conjunction with State Apartment Incentive Loan (SAIL) funding.

A. Competitive HC

Florida Housing Finance Corporation (the Corporation) is required by section 420.507(48), F.S., to reserve up to 5 percent of its annual allocation of low-income housing tax credits to allocate by competitive solicitation for high-priority affordable housing developments, such as housing for Homeless Persons and their families, in communities throughout the state.

The Corporation expects to offer an estimated \$4,890,000 of Competitive Housing Credits available to proposed Developments under this RFA.

B. SAIL:

The Corporation expects to offer an estimated \$~~7,045,9168,328,764~~ of SAIL available to proposed Developments under this RFA. A portion of this funding may be used as an Extremely Low Income (ELI) Loan for ELI Set-Aside Units as further described in Section Four, A.10.a.(2)(b) of the RFA. The ELI loan is a forgivable loan.

C. National Housing Trust Fund (NHTF)

The Corporation expects to offer an estimated \$5,500,000 in National Housing Trust Funds (NHTF). All Applicants will be required to commit a certain number of 22% Units that meet the requirements outlined in Section Four, A.6.c.(2)(c) of the RFA. Applicants may also commit to additional 22% Units. NHTF funding will be awarded based on each 22% Unit, regardless of whether the 22% Unit was required or optional. The invitation to enter credit underwriting will inform the Applicant of the NHTF award amount, and the requirement to set-aside 22% Units.

Applicants that are not eligible for NHTF Funding due to requirements such as the HUD environmental requirements as provided in 24 CFR 93.301(f)(1) and (2) may instead be awarded an equivalent amount of funding through Home Investment Partnerships Program (HOME) From The American Rescue Plan Act (HOME-ARP). Although the HUD environmental requirements provided in 24 CFR 93.301(f)(1) and (2) do not apply; ~~however~~, all HOME-ARP requirements would apply such as how the units must be used for Qualifying Populations, the HUD environmental requirements provided in 24 CFR Part 92 and 24 CFR Part 58, AND Davis-Bacon requirements ~~apply~~, if there are at least twelve 22% Units.

The Corporation's objective is to ensure that, to the extent possible, financing to develop housing to serve Homeless households is provided across the state. To this end, the Corporation has divided the state into four regions with relatively equal Homeless populations, based on the Homeless household counts outlined in the 2022 Statewide Rental Market Study, ensuring that all counties that are part of one regional Homeless Continuum of Care are located in the same region. The Corporation's approach is to target financing to each region over time. The regions are: North Florida Region, South Florida Region, Central Region and Tampa Bay Region, and the counties associated with these Regions can be found in Section Four, A.5.a. of the RFA. This RFA includes a goal to fund at least one Homeless Development in the North Florida and South Florida regions, with a preference to fund at least one Homeless Development in a Large County and at least one Homeless Development in a Medium County. The Large and Medium counties within each region are listed on the chart in Section Four, A.5.a of the RFA. This goal and preference are further outlined in Section Five B of the RFA.

The Corporation is soliciting applications from qualified Applicants that commit to provide housing in accordance with the terms and conditions of this RFA, inclusive of all Exhibits to this RFA, applicable laws, rules and regulations, and the Corporation's generally applicable construction and financial standards.

SECTION TWO DEFINITIONS

Capitalized terms within this RFA shall have the meaning as set forth in this RFA, in Exhibit B, Rule Chapters 67-48, F.A.C. and 67-60, F.A.C., (effective July 6, 2022) or in applicable federal regulations.

SECTION THREE PROCEDURES AND PROVISIONS

Unless otherwise stated within the RFA, the Application package, forms and other information related to this RFA may be found on the RFA Webpage at <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2023/2023-103> (also available by clicking [here](#)).

A. Submission Requirements

1. Application Deadline

The Application Deadline is **3:00 p.m., Eastern Time, on January 26, 2023.**

2. Completing the Application Package

a. Downloading and completing the documents provided by the Corporation

Download and complete the following documents found on the RFA Webpage:

(1) The Application/Development Cost Pro Forma (Exhibit A of the RFA);

~~and~~

~~(2)~~ The narrative description responses (Section Four, C. of Exhibit A of the RFA);

- (3) The Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-2019) (“Principals Disclosure Form”). A Principals Disclosure Form that was approved during the Advance Review Process, which is described in Section Four A.3.c. of the RFA, may be used to satisfy this requirement.

The download process may take several minutes. Applicants should save these documents with a file name that is unique to the specific Application.

b. Creating the All Attachments Document

In addition to the documents described in a. above, the Application Package also includes one copy consisting of all of the applicable completed Attachments described in the RFA (“All Attachments Document”).

Compile all of the attachments described in the RFA into one pdf file separated by pages labeling each Attachment to create the All Attachments Document. This may be accomplished by merging the documents using a computer program such as Adobe Acrobat Pro or by scanning all of the attachments together.

As described in Section Four, B.2., to be awarded 5 points, bookmark the pdf of the All Attachments Document before uploading. It is not necessary to bookmark the individual documents within the Application Package (e.g. the Exhibit A document, the Development Cost Pro Forma, or the Principal Disclosure Form-). Acrobat Standard DC or Acrobat Pro DC are the programs required to create bookmarks.

Note: The Corporation has provided instructions on how to bookmark the Attachments as well as sample pages that may be used to separate the attachments on the RFA Webpage. If any of the attachments are not applicable, the Applicant should insert a page stating “Not Applicable” behind the separation page.

3. Uploading the Application Package

~~The Application Package consists of Exhibit A, the Development Cost Pro Forma, the Principal Disclosure Form, and the All Attachments Document.~~ To upload the Application Package described in 2.a. above:

- a. Go to the RFA Webpage.
- b. Click the link to login and upload the Application Package. Note: A username and password must be entered. If the Applicant has not previously created a username and password, the Applicant will need to create one prior to the upload process.

- c. After successfully logging in, click “Upload Application Package.” Enter the Development Name and click “Browse” to locate the following completed saved documents ~~saved on the Applicant’s computer~~:
- (1) The Application (Exhibit A) in Excel format;
 - ~~(2) The Development Cost Pro Forma in Excel format;~~
 - ~~(3)~~(2) The Principals Disclosure form in Excel format. (If the Applicant received an approved Principals Disclosure Form through the Advance Review Process, the approved form is what should be uploaded);
 - (3) The narrative description responses in Word format; and
 - (4) The All Attachments Document in a pdf format.

The average file size is 1.0 MB and may take a few minutes to upload. Larger files may take longer to upload. There is a file size limit of 15 MB, but this may be reduced without reducing the number of pages submitted. Examples of factors that affect file size include the resolution of the scanner or scanning the documents in color or as a graphic/picture.

- d. After the documents are displayed in the Upload webpage, click “Upload Selected Files” to electronically submit the documents to the Corporation by the Application Deadline. Then the Uploaded Application (consisting of all four documents comprising the Application Package), and its assigned Response Number will be visible in the first column.

For scoring purposes, the Corporation will not consider any documentation beyond the Application Package that is uploaded as described above.

Note: If the Applicant clicks “Delete” prior to the Application Deadline, the Application will no longer be considered a Submitted Application and the Applicant will be required to upload the Application Package again in order for these documents to be considered an Uploaded Application. This will generate a new Response Number.

4. Submitting the Application Fee

a. Application Fee

By the Application Deadline, provide to the Corporation the required non-refundable \$3,000 Application fee, payable to Florida Housing Finance Corporation via check, money order, ACH, or wire transfer.

To ensure that the Application Fee is processed for the correct online Application, the following is **strongly recommended**: (i) provide the Application Fee at least 48 hours prior to the Application Deadline; (ii) whether paying by

check, money order, ACH or wire transfer, include the Development Name, RFA number with the payment; and (iii) if paying by wire, include the Federal Reference Number, or if paying by ACH, include the Trace Number at question B.1 of Exhibit A.

Note: In the event that the online submission is not received, the payment will be refunded.

ACH Instructions:

BANK NAME: Wells Fargo
One Independent Drive, 8th Floor
Jacksonville, Florida 32202

ABA #: 121000248

ACCOUNT NAME: FHFC

ACCOUNT #: 4967822909

Wire Transfer Instructions:

BANK NAME: WELLS FARGO BANK, N.A.
420 MONTGOMERY STREET
SAN FRANCISCO 94104
United States of America (US)

ABA #: 121000248

ACCOUNT NAME: FHFC

ACCOUNT #: 4967822909

Check or Money Order Instructions:

Payable to: Florida Housing Finance Corporation

Mailing Address: Attn: Marisa Button
Florida Housing Finance Corporation
227 N. Bronough Street, Suite 5000
Tallahassee, Florida 32301

5. Assigning Lottery Numbers

After 3:00 p.m., Eastern Time, on the Application Deadline, each Application for which an electronically submitted copy and the Application Fee are received by the Application Deadline will be assigned an Application number. In addition, these Applications will be assigned a lottery number by having the Corporation's internal auditors run the total number of Applications received through a random number generator program.

6. Withdrawing an Application

Pursuant to subsection 67-60.004(2), F.A.C., any Applicant may request withdrawal of its Application from a competitive solicitation by filing a written notice of withdrawal with the Corporation Clerk. For purposes of the funding selection process, the Corporation shall not accept any Application withdrawal request that is submitted between 5:00 p.m., Eastern Time, on the last business day before the date the Review Committee meets to make its recommendations until after the Board has taken action on the Review Committee's recommendations, and such Application shall be included in the funding selection process as if no withdrawal request had been submitted. Any funding or allocation that becomes available after such withdrawal is accepted shall be treated as Returned Funding and disposed of according to Section Five B. of the RFA.

- B. This RFA does not commit the Corporation to award any funding to any Applicant or to pay any costs incurred in the preparation or delivery of an Application.
- C. The Corporation reserves the right to:
1. Waive Minor Irregularities; and
 2. Accept or reject any or all Applications received as a result of this RFA.
- D. Any interested party may submit any inquiry regarding this RFA in writing via e-mail at RFA_2023-103_Questions@floridahousing.org (also accessible by clicking [here](#)) with "Questions regarding RFA 2023-103" as the subject of the email. mailto:RFA_2014-103_Questions@floridahousing.org Phone calls or written inquiries other than at the above e-mail address will not be accepted. The Corporation expects to respond to inquiries with two sets of responses. All inquiries that are received by ~~_____~~ November 29, 2022 will receive a response by 5:00 p.m., Eastern Time, on ~~_____~~ December 6, 2022. All inquiries that are received by ~~_____~~ January 3, 2023 will receive a response by 5:00 p.m., Eastern Time, on ~~_____~~ January 10, 2023. The Corporation will post a copy of all inquiries received, and their answers, on the RFA Webpage. The Corporation will also send a copy of those inquiries and answers in writing to any interested party that requests a copy. The Corporation will determine the method of sending its answers, which may include regular United States mail, overnight delivery, fax, e-mail, or any combination of the above. No other means of communication, whether oral or written, shall be construed as an official response or statement from the Corporation.
- E. Any person who wishes to protest the specifications of this RFA must file a protest in compliance with Section 120.57(3), Fla. Stat., and Rule Chapter 28-110, F.A.C. Failure to file a protest within

the time prescribed in Section 120.57(3), Fla. Stat., shall constitute a waiver of proceedings under Chapter 120, Fla. Stat.

- F. By submitting this Application, including all applicable attachments thereto, each Applicant agrees to the terms and conditions outlined in the RFA and certifies that:
1. **Public Records.** 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; however, the Corporation intends to post the Applications to the RFA Webpage sooner than 30 days after the Application Deadline.
 2. **Noninterference.** At no time during the review and evaluation process, commencing with the Application Deadline and continuing until the Board renders a final decision on the RFA, may Applicants or their representatives contact Board members or Corporation staff, except Corporation legal staff, concerning their own or any other Applicant's Application. If an Applicant or its representative does contact a Board or staff member in violation of this section, the Board shall, upon a determination that such contact was made in an attempt to influence the selection process, disqualify the Application.
 3. **Requirements.** Proposed Developments funded under this RFA will be subject to the requirements of the RFA, inclusive of all Exhibits and all provisions of Rule Chapters 67-48, F.A.C., 67-60, F.A.C., and the Compliance requirements of Rule Chapter 67-53, F.A.C.
 4. **Modifications.** Any modifications that occur to the Request for Application will be posted on the web site and may result in an extension of the deadline. It is the responsibility of the Applicant to check the website for any modifications prior to the Application Deadline.
- To the extent that a modification gives rise to a protest, failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
- G. The Corporation expects to select one or more Applications to award the funding contemplated by this RFA. Any such Applications will be selected through the Corporation's review of each Application, considering the factors identified in this RFA.

SECTION FOUR INFORMATION TO BE PROVIDED IN APPLICATION

Provided below are the instructions to be used in completing Exhibit A of this RFA. Unless stated otherwise, all information requested in the RFA pertains to the Development proposed in this Application upon completion of the construction work.

A. Exhibit A Items

1. Review of Application

With the exception of the narrative responses, the Corporation ~~will~~may not review the substance of the documentation that is submitted as Attachments to this RFA during the Review

Committee scoring process ~~unless there is a reason to believe that any of the documents have been improperly executed.~~ During Review Committee scoring, the Corporation ~~will~~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 ~~eligible~~-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. Homeless Individuals and Families Demographic Commitment

a. Demographic Commitment and Interest Rate of SAIL Loan

(1) Demographic Commitment

Applicants will be required to make the following set-aside commitments for a minimum of 50 years:

At least 50 percent of the total units for Homeless individuals and families as defined in Exhibit B of this RFA;

AND

At least 20 percent of the total units for Persons with Special Needs as defined in Section 420.0004(13), F.S., (which may be the same units set aside for Homeless individuals and families).

(2) Interest Rate

(a) Applicants that commit to set aside at least 50 percent, but less than 80 percent, of the total units for Homeless individuals and families will qualify for a SAIL loan with an interest rate of 0 percent for the percentage of units that are set aside for Homeless individuals and families, and an interest rate of 1 percent for the remaining units. For example, a set-aside commitment of 60 percent of the units for Homeless Households will have 60 percent at 0 percent and 40 percent at 1 percent, or a blended overall interest rate of 0.40 percent.

(b) Applicants that commit to set aside at least 80 percent of the total units for Homeless individuals and families will qualify for a SAIL loan with an interest rate of 0 percent.

Applicants should check the box demonstrating the appropriate percentage of total units for the proposed Development's demographic commitment. If neither box is selected by the Applicant, it will be

assumed that the Applicant is committing to set aside at least 50 percent, but less than 80 percent, of the total units for Homeless individuals and families.

(c) The ELI loan is a forgivable loan as further outlined in Exhibit H.

b. For the Corporation to better understand the property proposed, Applicants must check the box or boxes at question 2.b. of Exhibit A 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").

3. Applicant/Developer/Management Company/Contact Person

Per subsection 67-48.002(94), F.A.C., the Applicant, Developer(s) and all Principals of the Applicant and Developers that are not a natural person must be a legally formed entity as of the Application deadline.

a. Applicant Information

- (1) State the name of the Applicant.

- (2) The Applicant must be a legally formed entity [i.e., limited partnership, limited liability company, etc.] qualified to do business in the state of Florida as of the Application Deadline. Include, as **Attachment 1** to Exhibit A, evidence from the Florida Department of State, Division of Corporations, that the Applicant satisfies the foregoing requirements. Such evidence may be in the form of a certificate of status or other reasonably reliable information or documentation issued, published or made available by the Florida Department of State, Division of Corporations.

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) Non-Profit Applicant Qualifications

Only Non-Profit Applicants are eligible for funding.

To qualify as a Non-Profit Applicant for purposes of this RFA, the Applicant must demonstrate that it meets the definition of Non-Profit as set out in Exhibit B by providing the required information stated in (a) and (b) below.

The Applicant's Non-Profit status will be verified during credit underwriting. If this cannot be verified, the Applicant will no longer be considered a Non-Profit Applicant and funding awarded under this RFA will be rescinded.

- (a) Demonstration of Material Participation, regardless of whether the Applicant went through Non-Profit Advance Review Process described in (4) below, by submitting The Executive Director Certification of Non-Profit Entity Material Participation form (Rev. 09-2022) as **Attachment 2** of Exhibit A **for each Non-Profit entity that makes up the Non-Profit Applicant.**

- (b) Demonstration of Non-Profit entity qualifications

To meet this eligibility requirement, **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 as **Attachment 2** to the RFA.

Non-Profit Application Package

- (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) as **Attachment 2** 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 set forth in (ii) through (iii) below, 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) of the Internal Revenue Code and also has been in existence at least three years prior to the Application Deadline of this RFA.

(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.

*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.

The Applicant must remain a Non-Profit entity and the Non-Profit entity must (i) receive at least 25 percent of the Developer's fee, exclusive of the portion of the Developer Fee that will fund the Operating Deficit Reserve; and (ii) contractually ensure that it substantially and materially participates in the management and operation of the Development throughout the Compliance Period.

~~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.~~

*The Applicant may submit a 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 outlined in (3)(b) above 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 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 and is submitted for **each non-profit entity**.

If the Non-Profit Application Package is not complete when submitted, or if any required information is not provided, the Applicant will be notified and may submit the corrected form and/or additional required information, but the date of the resubmission will be reflected as the date received. If an Executive Director Certification of Non-Profit Entity Qualifications Form is submitted for an RFA with a "Received" date that is within 14 Calendar Days of the Application Deadline, the Applicant will not be eligible for the 10 Advance Review points. In order to allow for adequate time for review, Applicants are strongly encouraged to send the Non-Profit Application Package to the email address FHFC_NonProfit_AdvanceReview@floridahousing.org (also available by clicking [here](#)) at least eight weeks prior to the Application Deadline.

The Executive Director Certification of Non-Profit Entity Qualifications Form (Rev. 10-2021) is specific to non-profit entities. The Corporation-approved form may be submitted to satisfy the requirement to provide an IRS determination

letter and documentation that the Non-Profit entity fosters low-income housing in any Applications submitted in any future RFAs.

The Advance Review Process for verification of the Non-Profit Entity is available on the RFA Webpage.

Note: It is the sole responsibility of the Applicant to review the Advance Review Process procedures and to submit any Non-Profit documentation for review in a timely manner in order to meet the Application Deadline.

(5) Pre-Application Meeting Incentive (10 Points)

Pre-planning increases the likelihood that Applicants are structuring their proposed Developments and partnerships to be successful, not just in terms of submitting an Application and being awarded funding, but in providing high quality Permanent Supportive Housing through the entire Compliance Period. Having a pre-application meeting with the Corporation to answer questions about the Proposed Development will encourage Applicants to prepare early to respond to the Application.

Alternatively, Non-Profit Applicants that meet the Non-Profit Experience Requirements may receive 10 points without the need to hold a Pre-Application Meeting. However, the Pre-Application Meeting or Experience form must be received by the Corporation in the same time frame set forth for the Pre-Application meeting.

If the Applicant wishes to hold a Pre-Application Meeting or submit their experience in lieu of a meeting, an email must be sent to FHFC_PreApp_Meeting@floridahousing.org with subject line of RFA 2023-103 Pre-Application Meeting or Experience (or by clicking [here](#)). The Pre-Application Meeting or Experience for Proposed Permanent Supportive Housing Developments Form (Rev. 09-2022), information about the procedures for this meeting, and the questions the Corporation will ask are found on the RFA ~~webpage~~[Webpage](#).

Applications will receive 10 points if the following criteria in (a) or (b) below is met:

~~(a)~~ (a) Pre-Application Meeting

- (i) The Pre-Application Meeting must be requested on or before November 21, 2022 by sending an email to FHFC_PreApp_Meeting@floridahousing.org with subject line of RFA 2023-103 Pre-Application Meeting (or by clicking [here](#));
- ~~(b)~~ (b)ii One initial meeting for Applicant and Developer Entities

The Pre-Application Meeting must be held on or before December 31, 2022 and attended by, at a minimum, the following:

- (iA) A natural person Principal from each entity appropriately identified on the Principals of the Applicant and Developer(s) Disclosure Form (Rev. 05-19) that makes up the Applicant structure; and
- (iiB) A natural person Principal from each Developer appropriately identified on the Principals of the Applicant and Developer(s) Disclosure Form (Rev. 05-19).
- (eiii) Additional separate meetings for each Non-Profit entity in a Joint Venture Applicant

Joint Venture Applicants will have an additional requirement as part of the Pre-Application Meeting process. In addition to the Pre-Application Meeting described in (bii) above, each non-profit entity that makes up a Joint Venture Applicant must ~~schedule~~ attend a separate meeting with the Corporation 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. A minimum of one natural person Principal from each Non-Profit entity will be required to attend this separate meeting.

- ~~(d) — To meet the experience requirement, the~~ (iv) The Corporation-approved Pre-Application Meeting or Experience for Proposed Permanent Supportive Housing Developments Form (Rev. 09-2022) must be included as **Attachment 2** to Exhibit A*;
- (A) The form must be executed by the Corporation, confirming the date the meeting(s) took place and individuals present;
- (B) The form must identify required natural persons, who must be the same required natural persons that attended the meeting.

Note: One Principal may represent multiple entities.

Should any Principals that attend the pre-application meeting(s) change before submission of the Application, causing the Principals listed on the Pre-

Application Meeting Form to be different from those listed on the Principals of the Applicant and Developer(s) Disclosure Form, in order to achieve the 10 points for this item, an additional Pre-Application Meeting must be requested by November 21, 2022 and held on or before December 31, 2022, in addition to all of the requirements above.

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.

(b) Non-Profit Experience

(i) Pre-Application Meeting or Experience for Proposed Permanent Supportive Housing Developments Form (Rev. 09-2022) must be submitted to the Corporation or before November 21, 2022 by sending an email to FHFC_PreApp_Meeting@floridahousing.org with subject line of RFA 2023-103 Pre-Application Experience (or by clicking here);

(ii) The Non-Profit Entity must have completed, as a non-Joint Venture, at least two Developments funded in RFAs for Permanent Supportive Housing in RFA cycles from 2016-2022*; or if a Joint Venture partnership, all entities that form the Joint Venture must have completed at least two Developments funded in RFAs for Permanent Supportive Housing in RFA cycles from 2016-2022* together as Joint Venture partners. The Applicant will identify the two Developments on the Pre-Application Meeting or Experience form.

*Permanent Supportive Housing RFAs from 2016-2022 include the following: RFA 2016-102; 2016-103; 2016-115; 2017-103; RFA 2018-101; RFA 2018-103; RFA 2018-108; RFA 2019-104; RFA 2019-106; RFA 2019-107; RFA 2020-102; RFA 2020-103; RFA 2020-106; RFA 2021-102; RFA 2021-103; RFA 2021-106; RFA 2022-102; RFA 2022-103; and RFA 2022-106.

~~(c) Submission of the Pre-Application Meeting for Proposed Permanent Supportive Housing Developments Form~~

~~The Pre-Application Meeting for Proposed Permanent Supportive Housing Developments Form (Rev. 09-2022) must be included as **Attachment 3** to Exhibit A*;~~

~~(1) The form must be executed by the Corporation, confirming the date the meeting(s) took place and individuals present;~~

~~(2) The form must list the following natural persons, who must be the same required natural persons that attended the meeting:~~

- ~~(i) A natural person Principal from each entity appropriately identified on the Principals of the Applicant and Developer(s) Disclosure Form (Rev. 05-19) that makes up the Applicant structure; and~~
- ~~(ii) A natural person Principal from each Developer appropriately identified on the Principals of the Applicant and Developer(s) Disclosure Form (Rev. 05-19).~~

~~(3) For the Non-Profit Experience, the~~

(iii) The form must list the two completed Developments funded in RFAs for Permanent Supportive Housing in RFA cycles from 2016-2022. The two Developments must have been completed by the Non-Profit Entity as a 100% Non-Profit, or completed by the Non-Profit Entity together with the same Joint Venture partner as identified in this RFA.

(iv) If the Non-Profit experience requirements are met, the Pre-Application Meeting or Experience for Proposed Permanent Supportive Housing Developments Form (Rev. 09-2022) will be approved and returned to the Applicant. The Corporation-approved In order to receive 10 points, this approved form must be included as **Attachment 2** to Exhibit A*;

Note: No other documentation will be accepted or reviewed by Florida Housing Finance Corporation.

~~Note: One Principal may represent multiple entities.~~

~~Should any Principals that attend the pre-application meeting(s) change before submission of the Application, causing the Principals listed on the Pre-Application Meeting Form to be different from those listed on the Principals of the Applicant and Developer(s) Disclosure Form, in order to achieve the 10 points for this item, an additional Pre-Application Meeting must be requested by November 21, 2022 and held on or before December 31, 2022, in addition to all of the requirements above. To receive 10 points based on the Non-Profit Experience, the form must be received by the Corporation by November 21, 2022.~~

~~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.~~

*All forms may be found on the RFA Webpage.

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

All Applicants must meet the following requirements specific to its commitment, pursuant to this RFA, to serve Homeless households:

- (a) Provide documentation that the Applicant informed the jurisdiction's Local Homeless Assistance Continuum of Care lead agency head of its intent to apply for funding to develop housing pursuant to this RFA ~~must be submitted~~ as **Attachment 3**;
- (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 Local Homeless Assistance Continuum of Care's Coordinated Entry system as required by the U.S. Department of Housing and Urban Development. The Applicant will utilize the Continuum's Coordinated Entry System to meet the homeless demographic set-aside commitment, unless Florida Housing approves another approach to meet this demographic commitment.

b. Developer Information

- (1) State the name of each Developer, including all co-Developers.
- (2) Each Developer entity identified (that is not a natural person, Local Government, or Public Housing Authority) must be a legally formed entity qualified to do business in the state of Florida as of the Application Deadline. For each stated Developer entity that is not a natural person, Local Government, or Public Housing Authority, provide, as **Attachment 3** to Exhibit A, evidence from the Florida Department of State, Division of Corporations, that the Developer satisfies the foregoing requirements. Such evidence may be in the form of a certificate of status or other reasonably reliable information or documentation issued, published or made available by the Florida Department of State, Division of Corporations.

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 Developer(s) that reflects an expiration date of December 31 of either the current year or previous year.

- (3) Developer Experience
 - (a) Required Developer Experience

A natural person Principal of at least one experienced Developer entity, which must be disclosed as a Principal of the Developer 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 three affordable rental housing developments, at least one of which was financed utilizing low-income housing tax credits pursuant to Section 42, IRC, and completed since January 1, 2013. At least one of the three completed developments must consist 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 as a Principal of the Developer 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.

For purposes of this provision, completed development means (i) that the temporary or final certificate of occupancy has been issued for at least one unit in one of the residential apartment buildings within the development, or (ii) that at least one IRS Form 8609 has been issued for one of the residential apartment buildings within the development. As used in this section, a Housing Credit development that contains multiple buildings is a single development regardless of the number of buildings within the development for which an IRS Form 8609 has been issued.

If the experience of a natural person Principal for a Developer entity listed in this Application was acquired from a previous affordable housing Developer entity, the natural person Principal must have also been a Principal of that previous Developer entity as the term Principal was defined by the Corporation at that time.

Required Developer Prior Experience

~~Complete~~Provide the prior experience ~~chart~~information in Exhibit A for ~~each~~the natural person Principal intending to meet the required Developer experience, reflecting the information for the three completed affordable rental housing development(s), one of which must be a Housing Credit development.

(b) The Withdrawal Disincentive as a Point Item in Future RFAs

In an effort to encourage the submission of quality Applications, the Corporation will award points for Developer experience in certain future RFAs. Applicants and Developers are on notice that any Application submitted in this RFA that is withdrawn any time subsequent to the Application Deadline but on or before the execution of the Carryover Allocation Agreement and payment of the Administrative fee will (if the

future RFA so provides) result in a point reduction in the scoring of Developer experience in future Applications in which the Developer, Co-Developer or any Principal of the Developer(s) named in the Developer section of the Principals of the Applicant and Developer(s) Disclosure Form of the withdrawn Application is named ~~for purposes of satisfying the Developer experience requirement in the~~ in the Developer section of the Principals of the Applicant and Developer(s) Disclosure Form of the future Application.

Note: As used herein, an Application withdrawal includes a withdrawal of an Application (or the funding under such Application) initiated or made by the Applicant or by the Corporation itself where such withdrawal by the Corporation is the result of the Applicant's failure to act in accordance with the terms of the RFA or to pay fees in a timely manner as required by the RFA. If an Applicant rejects or declines an invitation to enter credit underwriting within the deadline set forth in this RFA, this will be considered a withdrawal for the purposes of the withdrawal disincentive.

c. Principals Disclosure for the Applicant and for each Developer (5 points)

(1) Eligibility Requirements

To meet the submission requirements, upload the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-2019) ("Principals Disclosure Form") as outlined in Section Three above. Prior versions of the Principal Disclosure Form will not be accepted.

To meet eligibility requirements, the Principals Disclosure Form must identify, pursuant to subsections 67-48.002(94), 67-48.0075(8) and 67-48.0075(9), F.A.C., the Principals of the Applicant and Developer(s) as of the Application Deadline. A Principals Disclosure Form should not include, for any organizational structure, any type of entity that is not specifically included in the Rule definition of Principals. 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.

For Housing Credits, the investor limited partner of an Applicant limited partnership or the investor member of an Applicant limited liability company (or a placeholder for the investor) must be identified on the Principal Disclosure Form.

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

Applicants will receive 5 points if the uploaded Principal Disclosure Form is 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.

To document these dates, the Corporation will stamp the Principal Disclosure Form on the date it is received and the date it is approved. If a Principal Disclosure Form has been approved, but the Applicant must change the form for any reason, the form may be edited and resubmitted for approval, but the form will receive a new stamp reflecting the date the Corporation received the revised form. Likewise, if a form is returned to the Applicant for correction, the Applicant may make corrections and resubmit the form, but the date of the resubmission will be reflected as the date received. If a Principal Disclosure Form is submitted for an RFA with a "Received" date that is within 14 Calendar Days of the Application Deadline, the Applicant will not be eligible for the 5 Advance Review points.

The Advance Review Process for Disclosure of Applicant and Developer Principals is available on the RFA Webpage and also includes samples which may assist the Applicant in completing the required Principals Disclosure Form.

Note: It is the sole responsibility of the Applicant to review the Advance Review Process procedures and to submit any Principals Disclosure Form for review in a timely manner in order to meet the Application Deadline.

- (3) Material and non-material changes to the Applicant entity or Developer entity
- (a) The name of the Applicant entity or Developer entity stated in the Application may be changed only by written request of an Applicant to Corporation staff and approval of the Corporation after the Applicant has been invited to enter credit underwriting.
 - (b) The Applicant entity shall be the recipient of the Housing Credits, and the borrowing entity for the SAIL loan(s) and cannot be changed in any way (materially or non-materially*) until after the closing of the loan(s). After loan closing, (i) any material* change will require review and approval of the Credit Underwriter, as well as approval of the Board prior to the change, and (ii) any non-material* change will require review and approval of the Corporation prior to the change. Changes to the Applicant entity (material or non-material*) prior to the loan closing or without Board or Corporation approval, as applicable, after the loan closing may result in disqualification from receiving funding and may be deemed a material misrepresentation. The Applicant must comply with Principal disclosure requirements outlined in Rule Chapter 67-48, F.A.C. for the duration of the Compliance Period. Changes to the investor limited partner of an Applicant limited partnership or the investor-member of an Applicant limited liability company owning the syndicating interest therein will not result in disqualification; however, the Corporation must be notified of the change. Changes to the officers or directors of a Public Housing Authority or a non-profit entity will not result in disqualification; however, the change must be approved by the Corporation.

*A material change shall mean 33.3 percent or more of the Applicant, a general partner of the Applicant, or a non-investor member of the Applicant, and a non-material change shall mean less than 33.3 percent of the Applicant, a general partner of the Applicant, or a non-investor member of the Applicant.

- (c) The Principals of each Developer identified in the Application, including all co-Developers, may be changed only by written request of an Applicant to Corporation staff and approval of the Corporation after the Applicant has been invited to enter credit underwriting as outlined in Rule Chapter 67-48, F.A.C.

d. General Management Company Information

Identify the Management Company and provide the requested contact information.

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.

For this RFA, Non-Related Board Members means that these Board members and the Board Chair must not be related to, in a guardian role of, or in any way be a significant other of the groups listed above.

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

A Non-Profit Applicant 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.

The Applicant must answer the question in Exhibit A demonstrating that it meets this requirement.

f. Contact Person

- (1) Enter the information for the required Authorized Principal Representative. The Authorized Principal Representative must meet the following criteria:

- (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 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), if provided; and
 - (e) If funded, will be the recipient of all future documentation that requires a signature.
- (2) A separate Operational Contact Person may be included, if desired. If provided, the Operational Contact Person will be the recipient of any general correspondence associated with the Development activities that does not require a signature. If an Operational Contact Person is not provided, the Authorized Principal Representative will be the recipient of any such documentation.

4. General Proposed Development Information

- a. State the name of the proposed Development.
- b. Development Category

The proposed Development must consist entirely of new construction. Rehabilitation of existing units is not allowed. For purposes of this RFA, creation of new housing means that the proposed Development and the entire Development site is not currently contractually or otherwise legally obligated to provide affordable or public housing for individuals or families pursuant to any written instrument, rule, regulation or law. All New Construction Developments are considered to be creating new affordable housing.

Notwithstanding the forgoing, in accordance with subsection 67-48.023(1), F.A.C., if the proposed Development site or any part thereof is subject to any Land Use Restriction Agreement or Extended Use Agreement, or both, in conjunction with any Corporation affordable housing financing intended to foster the development or maintenance of affordable housing, the proposed Development will be eligible for funding if the LURA or EUA, or both, is for an existing building or buildings, originally constructed at least 15 years prior to the Application Deadline and encumbers less than 20 units on the proposed Development site, and the proposed Development that is the subject of this RFA consists entirely of new construction and is in addition to the existing units.

NOTE: None of the following are eligible for funding under this RFA: Group homes, Assisted Living Facilities, and other specialized licensed residential facilities, or units within a condominium complex.

- c. Characteristics of Development

(1) Development Type

Select the Development Type for the proposed Development. For mixed-type Developments, indicate the type that will comprise the majority of the units in the Development.

- Garden Apartments (a building comprised of 1, 2 or 3 stories, with or without an elevator)
- Duplexes, Triplexes, and Quadraplexes
- Mid-Rise, 4-stories (a building comprised of 4 stories and each residential building must have at least one elevator)
- Mid-Rise, 5 to 6-stories (a building comprised of 5 or 6 stories and each residential building must have at least one elevator)
- High-Rise (a building comprised of 7 or more stories and each residential building must have at least one elevator)

For purposes of determining the number of stories, each floor in the building(s) should be counted regardless of whether it will consist of retail, commercial, parking, utility, or residential.

Note: Any dwelling unit that consists of more than one story, (e.g. Townhouse), is prohibited. A residential building that consists of more than one story is not prohibited if there is a minimum of one elevator per residential building provided for all residential units that are located on a floor higher than the first floor.

Also, Group homes, Assisted Living Facilities, and other specialized licensed residential facilities, or units within a condominium complex are not eligible for funding in this RFA.

(2) Enhanced Structural Systems (“ESS”) Construction Qualifications

To qualify as “Enhanced Structural Systems Construction” or “ESS Construction” for purposes of the Total Development Cost Limitation calculation and the Leveraging calculation, the proposed Development must meet at least one of the specifications listed below.

- (a) Any new construction buildings with the Development Type of High-Rise (7 or more stories) shall qualify as “ESS Construction.”
- (b) For all buildings, all of the following structural elements must consist of 100 percent poured concrete/masonry, 100 percent steel, or a combination adding up to 100 percent of concrete/masonry and steel, as verified during credit underwriting: all exterior walls and other external load-bearing elements, as well as the floor of the lowest story of the building that contains residential, commercial or storage space (other than parking), and any under-floor/under-ground supports for that lowest story’s floor.

- (c) Any new construction buildings with the Development Type of Mid-Rise (4, 5 or 6 story) that utilize a ESS Podium Structure shall qualify as “ESS Construction.” New construction buildings of other Development Types that utilize a ESS Podium Structure must meet the requirements in (b) above in order to qualify as “ESS Construction.” In this event, the top surface of the podium itself shall be considered to be the floor of the lowest story of the building that contains residential, commercial or storage space (other than parking).

For the purposes of determining “ESS Construction,” there is no requirement regarding the materials to be used in the roof of the building.

The term “ESS Podium Structure” shall mean a non-residential support structure underneath the rental units constructed solely of concrete/masonry, steel, or some combination of concrete/masonry and steel together, and where said structure under the rental units must utilize at least 85 percent of the square footage for parking or non-commercial utility/ancillary building uses only. Up to 15 percent of the square footage can be used for other non-residential purposes.

These qualifying criteria specifically exclude face brick or brick veneer from qualifying as ESS Construction for purposes of this RFA unless the proposed Development otherwise meets the requirements in (a), (b), or (c) above.

ESS units must be designated on the Unit Characteristic Chart described ~~in 4.e. of Exhibit A below~~. This will be verified during the credit underwriting process. If this cannot be verified the units will no longer be considered ESS Construction, and funding awarded under this RFA may be rescinded.

- e. Unit Characteristic Chart

Complete the chart in Exhibit A of the RFA reflecting the appropriate breakdown ~~reflecting of~~ the number of units within each of the Development Categories, Development Types, or ESS/non-ESS Construction.

5. Location of Proposed Development

- a. County and Regions

Indicate the county where the proposed Development will be located. The eligible counties and the associated Homeless Development Regions are listed below.

Homeless Development Regional Chart

Region	Large Counties	Medium Counties			
North Florida	Duval	Alachua	Clay	Leon	St. Johns

		Bay	Escambia Flagler	Marion Okaloosa	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	Sarasota Sumter
South Florida	Broward Miami-Dade Palm Beach	Collier	Highlands		

Note: This RFA includes a goal to fund at least one Homeless Development in the North Florida and South Florida regions, with a preference to fund at least one Homeless Development in a Large County and at least one Homeless Development in a Medium County.

b. Provide the Address of the Development site

Indicate (1) the address number, street name, and name of city, and/or (2) the street name, closest designated intersection, and either name of city or unincorporated area of county. If the proposed Development consists of Scattered Sites, this information must be provided for each of the Scattered Sites. Note: Developments are limited to three Scattered Sites.

c. State whether the Development consists of Scattered Sites.

If the proposed Development consists of Scattered Sites, the following conditions must be met:

- (1) Developments are limited to three Scattered Sites;
- (2) A part of the boundary of each Scattered Site must be located within ½ mile of a part of the boundary of the Scattered Site with the most units;
- (23) Site control and Ability to Proceed must be demonstrated in the Application for all Scattered Sites; and
- (34) All Scattered Sites must be located within the same county.

d. Latitude/Longitude Coordinates

- (1) Provide a Development Location Point stated in decimal degrees, rounded to at least the sixth decimal place. If the proposed Development consists of Scattered Sites, as of Application Deadline the Development Location Point must affirmatively be established on the site with the most units, as outlined in subsection 67-48.002(34), F.A.C., and latitude and longitude coordinates for each Scattered Site must also be provided.
- (2) If the proposed Development consists of Scattered Sites, for each Scattered Site that is in addition to the Development Location Point information provided in (1) above, provide the latitude and longitude coordinates of one point located

anywhere on the Scattered Site. The coordinates must be stated in decimal degrees and rounded to at least the sixth decimal place.

Note: 30.443900, -84.283960 is an example of decimal degrees format, represented to six decimal places.

- e. 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 22% Units and also any Optional 22% Units, and therefore will be required to comply with the HUD environmental requirements as provided in 24 CFR 93.301(f)(1) and (2).

Mapping software from the National Wetlands Inventory can be found at the webpage <https://www.fws.gov/wetlands/> (which is also available [here](#)).

- Mapping software from the FEMA Flood Map Service Center can be found at the webpage <https://msc.fema.gov/portal/home> (which is also available [here](#)).

The Development's location within a flood zone or wetland area is subject to further verification in credit underwriting.

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

6. Number of Units and Buildings

- a. State the total number of units that will be in the proposed Development upon completion. The total units include all set-aside units, Manager Units as described in Rule Chapter 67-53, F.A.C., and if applicable, market rate units.

Medium County Applications must have a minimum of 30 units.

Large County Applications must have a minimum of 50 units.

Note: The total number of units stated in the Application may be increased, up to any applicable allowable limit, after the Applicant has been invited to enter into credit underwriting, subject to written request of an Applicant to Corporation staff and approval of the Corporation.

- 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) Minimum Set-Aside Commitments per Section 42 of the IRC

Per Section 42 of the IRC, elect one of the following minimum set-aside commitments:

- 20% of the units at 50% or less of the Area Median Income (AMI)
- 40% of the units at 60% or less of the AMI
- Average Income Test

Note: Choosing the 20 percent at 50 percent AMI or less minimum set-aside will restrict ALL Set-Aside Units at 50 percent or less of the AMI. Applicants may select the 40 percent at 60 percent AMI or less minimum set-aside without committing to set aside any of the units at the 60 percent AMI level. For example, an Applicant may commit to set aside 40 percent at 50 percent AMI and this would also be considered 40 percent at 60 percent AMI or less.

The Average Income Test requires that (a) forty percent or more of the residential units in the Development be both rent-restricted and occupied by individuals whose income does not exceed the imputed income limitation designated by the Applicant with respect to the respective unit, subject to the special rules relating to income limitation which (b) require the Applicant to designate the imputed income limitation of each unit taken into account under (a) above, such that the average of the imputed income limitations of all units designated by the Applicant shall not exceed 60 percent of the area median income. The designated imputed income limitation of any such unit shall be in 10-percent increments as follows: 20 percent, 30 percent, 40 percent, 50 percent, 60 percent, 70 percent, or 80 percent of the area median income.

(2) Set-Aside Commitments per Corporation Requirements

The Corporation has additional minimum set-aside requirements beyond those required by Section 42 of the IRC which must be reflected on the Total Set-Aside Breakdown Chart, as outlined below:

(a) Total Income Set-Aside Commitment

- (i) If the Average Income Test is not selected, set aside a total of at least 80 percent of the Development's total units at 60 percent AMI or less; or
- (ii) If the Average Income Test is selected, set aside a total of at least 80 percent of the Development's total units at 80 percent AMI or less, but the Average AMI of the Qualifying Housing Credit Units* cannot exceed 60 percent.

*The Average AMI of the Qualifying Housing Credit Units is further described in (3)(b) below.

(b) Extremely Low Income (ELI) Set-Aside Requirements

The proposed Development must set aside a required percentage of total units for ELI Households.

- (i) If the Average Income Test is selected, at least 20 percent of total units must be set aside to serve Extremely Low Income (ELI) Households. The ELI AMI level will be 30%, regardless of county. The Applicant is not eligible for ELI Loan funding.
- (ii) If the Average Income Test is not selected, at least 15 percent of the total units in the proposed Development must be set aside to serve ELI Households at the ELI Area Median Income (AMI) level for the county where the proposed Development is located, as outlined on the chart below. One-third of the required ELI Set-Aside units, (i.e., five percent of the total units), are eligible for ELI Loan funding up to the maximum ELI request amounts outlined in the RFA as further outlined in Section Four A.10.a.(2)(b) of the RFA.

The following chart sets out the ELI Area Median Income (AMI) for each County and the maximum ELI Loan gap funding amounts per eligible ELI Set-Aside unit. If the Unit Mix stated by the Applicant is adjusted during the credit underwriting process, the ELI Loan gap funding amount may be decreased, but under no circumstances shall it be increased.

If the Set-Aside Breakdown Chart reflects more than the applicable required percentage of the total units at the ELI AMI level for the county where the proposed Development is located, during the credit underwriting process the Credit Underwriter will determine whether the Applicant’s ELI Set-Aside unit commitment will need to be reduced by increasing the set aside units at AMI level(s) above the ELI level. Any such reduction in the ELI Set-Aside units would be no lower than the applicable required ELI Set-Aside percentage.

County	2022 ELI AMI	0 & 1 Bedroom Units	2 Bedroom Units	3 & Higher Bedroom Units
Alachua	33%	\$79,300	\$93,200	\$105,000
Baker	33%	\$78,800	\$92,100	\$103,900
Bay	35%	\$67,300	\$79,000	\$89,100
Bradford	40%	\$43,600	\$51,000	\$57,600
Brevard	33%	\$78,800	\$92,100	\$103,900
Broward	30%	\$97,500	\$114,500	\$129,100
Calhoun	40%	\$44,400	\$52,100	\$58,700
Charlotte	40%	\$52,000	\$60,900	\$68,700
Citrus	40%	\$44,400	\$52,100	\$58,700
Clay	33%	\$81,100	\$94,900	\$107,000
Collier	28%	\$108,400	\$126,800	\$143,100
Columbia	40%	\$47,000	\$55,100	\$62,200
DeSoto	40%	\$43,600	\$51,000	\$57,600
Dixie	40%	\$43,600	\$51,000	\$57,600

County	2022 ELI AMI	0 & 1 Bedroom Units	2 Bedroom Units	3 & Higher Bedroom Units
Duval	33%	\$81,100	\$94,900	\$107,000
Escambia	35%	\$69,400	\$81,200	\$91,700
Flagler	35%	\$66,900	\$78,400	\$88,400
Franklin	40%	\$44,400	\$51,900	\$58,500
Gadsden	33%	\$78,800	\$92,100	\$103,900
Gilchrist	33%	\$79,300	\$93,200	\$105,000
Glades	40%	\$43,600	\$51,000	\$57,600
Gulf	40%	\$44,200	\$51,700	\$58,300
Hamilton	40%	\$43,600	\$51,000	\$57,600
Hardee	40%	\$43,600	\$51,000	\$57,600
Hendry	40%	\$43,600	\$51,000	\$57,600
Hernando	33%	\$79,500	\$93,200	\$105,200
Highlands	40%	\$44,400	\$52,100	\$58,700
Hillsborough	33%	\$79,500	\$93,200	\$105,200
Holmes	40%	\$43,600	\$51,000	\$57,600
Indian River	33%	\$77,400	\$90,800	\$102,300
Jackson	40%	\$43,600	\$51,000	\$57,600
Jefferson	33%	\$78,800	\$92,100	\$103,900
Lafayette	40%	\$45,700	\$53,600	\$60,500
Lake	33%	\$80,300	\$94,100	\$106,100
Lee	33%	\$78,000	\$91,300	\$102,800
Leon	33%	\$78,800	\$92,100	\$103,900
Levy	40%	\$43,600	\$51,000	\$57,600
Liberty	40%	\$43,600	\$51,000	\$57,600
Madison	40%	\$43,600	\$51,000	\$57,600
Manatee	33%	\$83,700	\$97,800	\$110,600
Marion	40%	\$44,500	\$52,300	\$58,900
Martin	33%	\$77,400	\$90,800	\$102,400
Miami-Dade	28%	\$111,800	\$131,300	\$148,000
Monroe	28%	\$117,600	\$137,800	\$155,500
Nassau	33%	\$81,100	\$94,900	\$107,000
Okaloosa	30%	\$94,600	\$110,900	\$125,000
Okeechobee	40%	\$43,600	\$51,000	\$57,600
Orange	33%	\$80,300	\$94,100	\$106,100
Osceola	33%	\$80,300	\$94,100	\$106,100
Palm Beach	30%	\$99,000	\$116,000	\$130,900
Pasco	33%	\$79,500	\$93,200	\$105,200
Pinellas	33%	\$79,500	\$93,200	\$105,200
Polk	40%	\$48,400	\$56,800	\$64,000
Putnam	40%	\$43,600	\$51,000	\$57,600

County	2022 ELI AMI	0 & 1 Bedroom Units	2 Bedroom Units	3 & Higher Bedroom Units
Saint Johns	33%	\$81,100	\$94,900	\$107,000
Saint Lucie	33%	\$77,400	\$90,800	\$102,400
Santa Rosa	35%	\$69,400	\$81,200	\$91,700
Sarasota	33%	\$83,700	\$97,800	\$110,600
Seminole	33%	\$80,300	\$94,100	\$106,100
Sumter	35%	\$67,700	\$79,200	\$89,300
Suwannee	40%	\$43,600	\$51,000	\$57,600
Taylor	40%	\$43,600	\$51,000	\$57,600
Union	40%	\$43,600	\$51,000	\$57,600
Volusia	40%	\$52,400	\$61,400	\$69,300
Wakulla	33%	\$76,500	\$89,600	\$101,000
Walton	35%	\$69,800	\$81,800	\$92,200
Washington	40%	\$43,600	\$51,000	\$57,600

(c) **National Housing Trust Fund 22% Units**

(i) Required 22% Units

Applicants are required to subsidize a certain number of deep targeted units for Persons with Special Needs (22% Units) at 22 percent AMI

The number of units that must be set aside as 22% Units is based on the County Size.

- If the proposed Development is located in a Large County, four units that were committed to serving 60% AMI (or higher if an adequate amount of 60 percent units are not available) will be deemed 22% Units;
- If the proposed Development is located in a Medium County, three units that were committed to serving 60% AMI (or higher if an adequate amount of 60 percent units are not available) will be deemed 22% Units.

(ii) Optional 22% Units

Applicants will also have the option to subsidize additional units for Persons with Special Needs at 22 percent AMI (Optional 22% Units).

The maximum number of total 22% Units (Required 22% Units plus Optional 22% Units) is the lesser of ten 22% Units or 10% of the total number of units in the proposed Development.

- (iii) 22% Unit requirements (apply to both Required and Optional 22% Units)
- 22% Units will be committed to serving 22 percent AMI;
 - All 22% Units are in addition to the requirement to set aside ELI Set-Aside units as calculated in (b) above;
 - ~~All 22% Units must be set aside as Link units for Persons with Special Needs who are referred by a Corporation-designated Special Needs Household Referral Agency;~~
 - All 22% Units will be eligible for forgivable NHTF loan funding as outlined in Section Four, A.10.(a)(43) and Exhibit I of the RFA.
 - After 30 years, all of the 22% Units may convert to serve residents at or below 60 percent AMI; and
 - For purposes of the Average Income Test, 22% Units will be treated as 60 percent AMI units.

(e) Examples of the Requirements Above

- (i) Application A is a Development in a Medium County that consists of 107 total units and did not commit to Average Income Test nor Optional 22% Units.

In this example, 17 units, (15 percent of the total units, rounded up), must be set-aside as ELI Set-Aside units. ELI Loan Funding will be made available for one third of these ELI Set-Aside Units, up to the lesser of the amount listed in the chart in 6.c.(2)(~~ba~~) above, or \$750,000. In addition, because the Applicant did not elect to commit to Optional 22% Units, only three units will be set aside as 22% Units and qualify for NHTF Funding as outlined in Exhibit I of this RFA.

- (ii) Application B is a Development in a Large County that consists of 106 total units. The Applicant committed to the Average Income Test but did not commit to provide Optional 22% Units.

In this example, 22 units, (20 percent of the total units, rounded up), must be set-aside as ELI Set-Aside units. Because the Applicant committed to the Average Income Test, the Applicant is not eligible for ELI Loan funding. Because the Applicant did

not elect to commit to Optional 22% Units, only four units will be set aside as 22% Units and qualify for NHTF Funding as outlined in Exhibit I of this RFA.

- (iii) Application C is a Development in a Medium County that consists of 107 total units and did not commit to Average Income Test, but did commit to the maximum number of 22% Units which is 10 22% Units in this example (three required, plus seven optional = 10 22% Units. 10 percent of the total units would be 11 22% Units and Applicants are limited to the lesser of 10 22% Units or 10% of the total units.)

In this example, 17 units, (15 percent of the total units, rounded up), must be set-aside as ELI Set-Aside units. ELI Loan Funding will be made available for one third of these ELI Set-Aside Units, up to the lesser of the amount listed in the chart in 6.c.(2)(ba) above, or \$750,000. In addition, because the Applicant committed to seven Optional 22% Units, 10 units will be set aside as 22% Units and qualify for NHTF Funding as outlined in Exhibit I of this RFA.

(d) Tenant Selection Plan

Unless the Development meets an exception outlined in (i) below, a Tenant Selection Plan must be submitted to the Corporation for approval within 21 Calendar Days of the date of the invitation to enter credit underwriting. The Tenant Selection Plan must be approved by the Corporation and, if required, HUD prior to the completion of the final credit underwriting report.

(i) Exceptions to Tenant Selection Plan requirements

- Developments financed with HUD Section 811; or
- Developments financed with a United States Department of Agriculture RD program.

All other Applications must achieve Corporation approval and, if required, HUD approval prior to the completion of the final credit underwriting report.

(ii) Achieving Corporation approval

To achieve approval by the Corporation, the Tenant Selection Plan must be submitted by the owner to the Corporation for approval within 21 Calendar Days of the date of the invitation to enter credit underwriting.

The Tenant Selection Plan Guidelines and Tenant Selection Plan Checklist can be found on the webpage <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive> (also available by clicking [here](#)). Exhibit G of the RFA also describes requirements for tenant selection policies.

- (iii) Achieving HUD approval, if required

In addition to the Corporation's approval, if HUD approval is required because a Development has a Housing Assistance Payment and/or an Annual Contributions Contract with HUD, HUD approval of the Tenant Selection Plan must be demonstrated to the Corporation prior to the completion of the final credit underwriting report.

HUD's approval process may take several months. Owner's should send the Corporation-approved Tenant Selection Plan to HUD for approval as soon as possible to meet this requirement.

- (3) Total Set-Aside Breakdown Chart

Complete the applicable Total Set-Aside Breakdown Chart provided in question 6.c.(2) of Exhibit A.

- (a) Completing the Total Set-Aside Breakdown Chart if not committing to the Average Income Test

Indicate on the chart at 6.c.(2)(a) of Exhibit A the percentage of residential units, stated in whole numbers, to be set aside at each selected AMI level. If the Total Set-Aside Breakdown Chart reflects that either the Total Set-Aside Percentage or the ELI commitment does not meet the Set-Aside requirements, this Application will not be eligible for funding.

Methodology Used by the Corporation to Convert the Percentage of Total Units to Set-Aside Units and, if applicable, Market Rate Units

- (i) First, calculate of the number of Set-Aside Units for the lowest AMI level commitment.

The percentage associated with the lowest AMI level that the Applicant commits to will be multiplied by the total units, rounded up to the next whole unit. The result will be the number of Set-Aside Units at the lowest AMI level commitment.

- (ii) Then, calculate the number of Set-Aside Units for the second lowest AMI level.

The percentage associated with the second lowest AMI level that the Applicant commits to will be first added to the percentage associated with the lowest AMI level commitment. These percentages, added together, will be multiplied by the total units, rounded up to the next whole unit.

The number of units calculated in (i) above will be subtracted from the result to calculate the number of Set-Aside Units at the second lowest AMI level commitment.

- (iii) Then, calculate the number of Set-Aside Units for each remaining AMI level, if applicable.

Starting with the third lowest AMI level remaining, the number of Set-Aside Units for each of the remaining AMI levels will be calculated using the same methodology described in (ii) above.

- (iv) Finally, calculate market-rate units, if applicable

To calculate the number of market-rate units, the total number of Set-Aside Units will be subtracted from the total number of units.

- (b) Completing the Total Set-Aside Breakdown Chart if committing to the Average Income Test

If committing to the Average Income Test, Applicants must indicate on the chart at 6.c.(2)(b) of Exhibit A the number of Set-Aside Units, stated in whole numbers, to be set aside at each selected AMI level.

Note: Because 22% Units are set aside for 30 years, and because they may be adjusted downward and recalculated after awards are made, Applicants should not represent any 22% Units in this chart.

The Corporation will verify that the number of units set aside at the ELI level meets the ELI minimum requirements by dividing the number of units that are set-aside at 30 percent AMI, or less, by the total number of units. The Corporation will also verify the overall Set-Aside Commitment of all units by adding all Set-Aside Units and then dividing this sum by the total number of units. Exhibit A provides a calculation of the Average AMI of the Qualifying Housing Credit Units using the methodology below.

Note: After entering the number of units into Exhibit A, the percentage of total units is calculated, which may reflect numbers represented with decimal places instead of whole numbers. This is acceptable for the Average Income Test calculation.

If the Total Set-Aside Breakdown Chart reflects that the Average AMI of the Qualifying Housing Credit Units exceeds 60 percent, and/or if the number of Set-Aside Units set aside at 30 percent AMI, or less, is not equal to or greater than the required ELI commitment, and/or the overall Set-Aside Commitment requirement is not met, this Application will not be eligible for funding.

Calculation of the Average AMI of the Qualifying Housing Credit Units for the Average Income Test

- (i) First, state the total number of Set-Aside Units at each AMI commitment.
- (ii) Then, at each AMI commitment, multiply the number of Set-Aside Units by the AMI percentage (e.g., a commitment of 13 Set-Aside Units at 30 percent AMI would be calculated as follows: $13 \times 0.30 = 3.9$).
- (iii) Repeat this calculation at each AMI level. Then add the results together.
- (iv) Divide the number calculated in (iii) by the total number of Set-Aside Units stated in (i).
- (v) This number must be equal to or less than 60 percent to meet the eligibility requirement. If the Average AMI of the Qualifying Housing Credit Units exceeds 60 percent, this Application will not be eligible for funding.

Where reasonably possible, keep the unit mix consistent across each committed AMI level.

The above ELI and all other set-aside commitments must be taken into account during any pre-leasing and leasing activities.

d. Unit Mix

(1) Completing the Unit Mix Chart

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 ELI Set-Aside units. All units in the proposed Development must be listed, including all manager/employee units and all market rate units, if applicable. ~~Units may have no more than four bedrooms.~~

If additional space is required, enter the information in the Addenda. The following restrictions apply:

- Units must consist of Zero*, one, two, or three-bedrooms only;
- At least 15 percent of the total units, rounded up, must be one-bedroom units;
- No more than 50 percent of the total units, rounded up, may be Zero Bedroom Units*; and
- No more than 40 percent of the total units, rounded up, may be three-bedroom units.

*Zero Bedroom Units are defined in Section 67-48.002 F.A.C.

Note: The maximum ELI funding amount per eligible ELI Set-Aside unit the proposed Development is eligible to receive is based on the information listed by the Applicant on the Unit Mix chart as further outlined in Section Four A.10.a.(2)(b) of this RFA. If the ELI Set-Aside units are not proportionally distributed across the unit mix, the Corporation will redistribute the ELI Set-Aside units as needed. This may cause a reduction to the ELI Loan Amount as further outlined in 10.a.(2)(b) of the RFA.

e. Number of Buildings

State the anticipated number of residential buildings.

The number of residential buildings stated in the Application may be changed only by written request of an Applicant to Corporation staff after the Applicant has been invited to enter credit underwriting.

f. Compliance Period

- (1) Applicants must irrevocably commit to the demographic commitment selected at 2.a. of Exhibit A for a minimum of 50 years.
- (2) 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 ~~12~~15 years. After the initial ~~12~~15 years, the Applicant may submit a request to the Corporation that allows the Applicant to commit to a different population(s) demographic commitment provided at 2.b. of Exhibit A if the appropriate Level 1 or Level 2 Accessibility Requirements are met at the Development for the population(s).
- (3) Applicants must irrevocably commit to the income set-aside commitments for a minimum of 50 years, with one exception.

If the Applicant did not commit to the Average Income Test, after 15 years all of the ELI Set-Aside Units that were associated with the ELI Loan Funding may convert to serve residents at or below 60 percent AMI and, if the 22% Units are **not** stated in Total Set-Aside Breakdown Chart, after 30 years, all of the 22% Units may convert to serve residents at or below 60 percent AMI.

If the Applicant committed to the Average Income Test, the ELI Set-Aside Units must remain at 30 percent AMI or less throughout the entire Compliance Period. If the 22% Units are **not** stated in Total Set-Aside Breakdown Chart, after 30 years, all of the 22% Units may convert to serve residents at or below 60 percent AMI.

These commitments will also be reflected in the Extended Use Agreement and the Land Use Restriction Agreement. In submitting its Application, the Applicant knowingly, voluntarily and irrevocably commits to waive, and does hereby waive, for the duration of the 50-year set aside period the option to convert to market, including any option or right to submit a request for a qualified contract, after year 14, and any other option, right or process available to the Applicant to terminate (or that would result in the termination of) the 50-year set aside period at any time prior to the expiration of its full term.

Note: Although the percentage of units committed to must remain in effect for the entire Compliance Period, the particular units designated for the Demographic Commitment and AMI commitment must not be limited to the same units throughout the Compliance Period. Doing so may cause the Development to be in noncompliance.

7. Readiness to Proceed

a. Site Control

Demonstrate site control by providing, as **Attachment 6*** to Exhibit A, the documentation required in Items (1), (2), ~~(3)~~ and/or ~~(4)~~, as indicated below, demonstrating that it is a party to an eligible contract or lease, or is the owner of the subject property. Such documentation must include all relevant intermediate contracts, agreements, assignments, options, conveyances, intermediate leases, and subleases. If the proposed Development consists of Scattered Sites, site control must be demonstrated for all of the Scattered Sites.

*~~Attachments 4 and Attachment 5~~ ~~were~~ ~~was~~ intentionally omitted.

(1) An eligible contract must meet all of the following conditions:

- (a) It must have a term that does not expire before ~~{state the exact date which is about 6 months after the Application Deadline}~~ **July 31, 2023** or that contains extension options exercisable by the purchaser and conditioned solely upon payment of additional monies which, if exercised, would extend the term to a date that is not earlier than ~~{state the exact date which is about 6 months after the Application Deadline}~~ **July 31, 2023**;
- (b) It must specifically state that the buyer's remedy for default on the part of the seller includes or is specific performance;

- (c) The Applicant must be the buyer unless there is an assignment of the eligible contract, signed by the assignor and the assignee, which assigns all of the buyer's rights, title and interests in the eligible contract to the Applicant; and
 - (d) The owner of the subject property must be the seller, or is a party to one or more intermediate contracts, agreements, assignments, options, or conveyances between or among the owner, the Applicant, or other parties, that have the effect of assigning the owner's right to sell the property to the seller. Any intermediate contract must meet the criteria for an eligible contract in (a) and (b) above.
- (2) Proof of Ownership through a recorded document such as a Deed or Certificate of Title – The documentation must be recorded in the county in which the property is located and show the Applicant as the sole Grantee.
- (3) Lease
- (a) For Developments without an existing Declaration of Trust between a Public Housing Authority and HUD, the lease must have an unexpired term of at least 50 years after the Application Deadline and the lessee must be the Applicant. The owner of the subject property must be a party to the lease, or a party to one or more intermediate leases, subleases, agreements, or assignments, between or among the owner, the Applicant, or other parties, that have the effect of assigning the owner's right to lease the property for at least 50 years to the lessee.
 - (b) 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. An eligible agreement must meet the following conditions:
 - (i) It must have a term that does not expire before ~~(state the exact date which is about 6 months after the Application Deadline)~~July 31, 2023 or that contains extension options exercisable by the Applicant and conditioned solely upon payment of additional monies which, if exercised, would extend the term to a date that is not earlier than ~~(state the exact date which is about 6 months after the Application Deadline)~~July 31, 2023
 - (ii) The Applicant must be a party to the eligible agreement unless there is an assignment of the eligible agreement, signed by the assignor and the assignee, which assigns all of the lessor's rights, title and interests in the eligible agreement to the Applicant; and

- (iii) The owner of the subject property must be a party to the eligible agreement, or is a party to one or more intermediate contracts, agreements, assignments, options, or conveyances between or among the owner, the Applicant, or other parties, that have the effect of assigning the owner's right to lease the property to the lessor. Any intermediate agreement must meet the criteria for an eligible agreement in (i) and (ii) above.

b. Ability to Proceed

Demonstrate Applications from the following counties will be required to demonstrate the Ability to Proceed elements below within 21 Calendar Days of the date of an invitation to enter credit underwriting: Charlotte, Collier, Lee, Sarasota.

All Applications from all other counties will be required to demonstrate the following Ability to Proceed elements as of Application Deadline, for the entire proposed Development site, including all Scattered Sites, if applicable, as outlined below.

The Florida Housing Ability to Proceed Verification forms are provided on the RFA Webpage. Note: The Applicant may include the Florida Housing Ability to Proceed Verification forms that were included in a previous RFA submission for the same proposed Development, provided (i) the form(s) used for this RFA are labeled Form Rev. 07-2022, (ii) the forms are dated within 12 months of the Application Deadline, (iii) none of the information entered on the form and certified to by the signatory has changed in any way, and (iv) the requirements outlined in this RFA are met. If the Applicant provides any prior version of the Florida Housing Ability to Proceed Verification form(s), the form(s) will not be considered.

- (1) Appropriate Zoning. Demonstrate that as of the Application Deadline the entire proposed Development site is appropriately zoned and consistent with local land use regulations regarding density and intended use or that the proposed Development site is legally non-conforming by providing, as **Attachment 7** to Exhibit A, the applicable properly completed and executed verification form:
 - (a) The Florida Housing Finance Corporation Local Government Verification that Development is Consistent with Zoning and Land Use Regulations form (Form Rev. 07-2022); or
 - (b) The Florida Housing Finance Corporation Local Government Verification that Permits are Not Required for this Development form (Form Rev. 07-2022).
- (2) Availability of Water. Demonstrate that as of the Application Deadline water is available to the entire proposed Development site by providing as **Attachment 8** to Exhibit A:
 - (a) The properly completed and executed Florida Housing Finance Corporation Verification of Availability of Infrastructure – Water form (Form Rev. 07-2022); or

- (b) Documentation from the water service provider that contains the Development location and the number of units and is dated within 12 months of the Application Deadline. The documentation may not be signed by the Applicant, by any related parties of the Applicant, by any Principals or Financial Beneficiaries of the Applicant, or by any local elected officials.
- (3) Availability of Sewer. Demonstrate that as of the Application Deadline sewer capacity, package treatment or septic tank service is available to the entire proposed Development site by providing as **Attachment 9** to Exhibit A:
- (a) The properly completed and executed Florida Housing Finance Corporation Verification of Availability of Infrastructure – Sewer Capacity, Package Treatment, or Septic Tank form (Form Rev. 07-2022); or
- (b) Documentation from the waste treatment service provider that contains the Development location, the number of units, and is dated within 12 months of the Application Deadline. The documentation may not be signed by the Applicant, by any related parties of the Applicant, by any Principals or Financial Beneficiaries of the Applicant, or by any local elected officials.

8. Construction Features

All units are expected to meet all requirements as outlined below. The quality of the construction features committed to by the Applicant is subject to approval of the Board of Directors.

All features and amenities committed to and proposed by the Applicant that are not unit-specific shall be located on each of the Scattered Sites, or no more than 1/16 mile from the Scattered Site with the most units, or a combination of both.

a. Federal Requirements and State Building Code Requirements for all Developments

All proposed Developments must meet all federal requirements and state building code requirements, including the following, incorporating the most recent amendments, regulations and rules:

- Florida Accessibility Code for Building Construction as adopted pursuant to Section 553.503, Florida Statutes;
- The Fair Housing Act as implemented by 24 CFR 100;
- Section 504 of the Rehabilitation Act of 1973*; and
- Titles II and III of the Americans with Disabilities Act of 1990 as implemented by 28 CFR 35.

The above documents are available on the RFA Webpage.

*All Developments must comply with Section 504 of the Rehabilitation Act of 1973, as implemented by 24 CFR Part 8 (“Section 504 and its related regulations”). All Developments must meet accessibility standards of Section 504. Section 504 accessibility standards require a minimum of 5 percent of the total dwelling units, but not fewer than one unit, to be accessible for individuals with mobility impairments. An additional 2 percent of the total units, but not fewer than one unit, must be accessible for persons with hearing or vision impairments. All of the accessible units must be equally distributed among different unit sizes and Development types and must be dispersed on all accessible routes throughout the Development.

To the extent that a Development is not otherwise subject to Section 504 and its related regulations, the Development shall nevertheless comply with Section 504 and its related regulations as requirements of the Corporation funding program to the same extent as if the Development were subject to Section 504 and its related regulations in all respects. To that end, all Corporation funding shall be deemed “Federal financial assistance” within the meaning of that term as used in Section 504 and its related regulations for all Developments.

Note: 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

(1) The following General Features must be provided for all proposed Developments:

- Broadband infrastructure which includes cables, fiber optics, wiring, or other infrastructure, as long as the installation results in accessibility in each unit;
- Termite prevention;
- Pest control;
- Window covering for each window and glass door inside each unit;
- Cable or satellite TV hook-up in each unit and, if the Development offers cable or satellite TV service to the residents, the price cannot exceed the market rate for service of similar quality available to the Development’s residents from a primary provider of cable or satellite TV;
- At least two full bathrooms in all 3 bedroom or larger units;
- Washer and dryer hook ups in each of the Development’s units or an on-site laundry facility for resident use. If the proposed Development will have an on-site laundry facility, the following requirements must be met:
 - There must be a minimum of one Energy Star certified washer and one Energy Star certified or commercial grade dryer per every 15 units. To determine the required number of washers and dryers for the on-site laundry facility; divide the total number of the Development’s units by 15, and then round the equation’s total up to the nearest whole number;
 - At least one washing machine and one dryer shall be front loading that meets the accessibility standards of Section 504;
 - If the proposed Development consists of Scattered Sites, the laundry facility shall be located on each of the Scattered Sites, or no more than 1/16 mile from the Scattered Site with the most units, or a combination of both.

(2) All proposed Developments must include the following general features on the site.

- A full-size range and oven must be incorporated in all units.
- A Community Building/dedicated space that includes:
 - At least one private office space with a door for resident purposes such as meeting with case managers and/or counselors; and
 - At least one enclosed training room with a door to conduct group training and educational activities for residents.

Note: If the Development meets the definition of Scattered Sites, the Community Building/dedicated space must be located on the site with the most units.

c. Required Accessibility Features, regardless of the age of the Development

Federal and state law and building code regulations requires that programs, activities, and facilities be readily accessible to and usable by persons with disabilities. The Corporation requires that the design, construction, or alteration of its financed Developments be in compliance with federal and state accessibility requirements. When more than one law and accessibility standard applies, the Applicant shall comply with the standard (2010 ADA Standards, Section 504, Fair Housing Act, or Florida Building Code, Accessibility) whichever affords the greater level of accessibility for the residents and visitors. Areas required to be made accessible to mobility-impaired residents and their visitors, including those in wheelchairs, shall include, but not be limited to, accessible routes and entrances, paths of travel, primary function areas, parking, trash bins, mail and package receiving areas for residents, pool and other amenities, including paths of travel to amenities and laundry rooms, including washers and dryers.

(1) Level 1 Accessibility Requirements

All Applicants that selected the Persons with Special Needs population of (a) 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 at question 2.b.(1) of Exhibit A; and/or (b) Persons receiving benefits under the Social Security Disability Insurance (SSDI) program or the Supplemental Security Income (SSI) program or from veterans' disability benefits at question 2.b.(2) of Exhibit A shall be required to do the following:

- (a) Set aside a minimum of 15 percent of the total units, rounded up, as fully accessible units in accordance with the 2010 ADA Standards for Accessible Design. These fully accessible units must (A) be on an accessible route and provide mobility features that comply with the residential dwelling units provision of the 2010 ADA Standards for Accessible Design; and (B) be equally distributed among different unit sizes and Development types and must be dispersed on all accessible routes throughout the Development; and

- (b) Set aside at least an additional 5 percent of the total units, rounded up, to be accessible to persons with visual and hearing impairments in accordance with the 2010 ADA Standards for Accessible Design. The units that are accessible to persons with visual and hearing impairments shall comply with the communication features described for Residential Dwelling units with Communication Features in the 2010 ADA Standards for Accessible Design.

The 2010 ADA Standard for Accessible Design can be found at <http://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards.htm> (also accessible by clicking [here](#)).

(2) Level 2 Accessibility Requirements

All Applicants that did not select the Persons with Special Needs population of (a) 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 at question 2.b.(1) of Exhibit A; and/or (b) Persons receiving benefits under the Social Security Disability Insurance (SSDI) program or the Supplemental Security Income (SSI) program or from veterans' disability benefits at question 2.b.(2) of Exhibit A shall be required to do the following:

- (a) Set aside a minimum of five percent of the total units, rounded up, as fully accessible units in accordance with the 2010 ADA Standards for Accessible Design. These fully accessible units must (A) be on an accessible route and provide mobility features that comply with the residential dwelling units provision of the 2010 ADA Standards for Accessible Design*; and (B) be equally distributed among different unit sizes and Development types and must be dispersed throughout the Development (not located in the same area, or on a single floor); and
- (b) Set aside at least one additional unit to be accessible to persons with visual and hearing impairments in accordance with the 2010 ADA Standards for Accessible Design. The unit(s) that is accessible to persons with visual and hearing impairments shall comply with the communication features described for Residential Dwelling Units with Communication Features in the 2010 ADA Standards for Accessible Design*.

*The 2010 ADA Standard for Accessible Design can be found at <http://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards.htm> (also accessible by clicking [here](#)).

d. Required Green Building Features in all Developments

- (1) All units and, as applicable, all common areas must have the features listed below:

- Low or No-VOC paint for all interior walls (Low-VOC means 50 grams per liter or less for flat; 150 grams per liter or less for non-flat paint);
- Low-flow water fixtures in bathrooms—WaterSense labeled products or the following specifications:
 - Toilets: 1.28 gallons/flush or less,
 - Urinals: 0.5 gallons/flush,
 - Lavatory Faucets: 1.5 gallons/minute or less at 60 psi flow rate,
 - Showerheads: 2.0 gallons/minute or less at 80 psi flow rate;
- Energy Star certified refrigerator;
- Energy Star certified dishwasher;
- Energy Star certified ventilation fan in all bathrooms;
- Water heater minimum efficiency specifications:
 - Residential Electric:
 - Up to 55 gallons = 0.95 EF or 0.92 UEF; or
 - More than 55 gallons = Energy Star certified; or
 - Tankless = 0.97 EF and Max GPM of ≥ 2.5 over a 77° rise or 0.87 UEF and GPM of ≥ 2.9 over a 67° rise;
 - Residential Gas (storage or tankless/instantaneous): Energy Star certified,
 - Commercial Gas Water Heater: Energy Star certified;
- Energy Star certified ceiling fans with lighting fixtures in bedrooms;
- Air Conditioning (in-unit or commercial):
 - Air-Source Heat Pumps – Energy Star certified:
 - ≥ 8.5 HSPF/ ≥ 15 SEER/ ≥ 12.5 EER for split systems
 - ≥ 8.2 HSPF ≥ 15 SEER/ ≥ 12 EER for single package equipment including gas/electric package units
 - Central Air Conditioners – Energy Star certified:
 - ≥ 15 SEER/ ≥ 12.5 EER* for split systems
 - ≥ 15 SEER/ ≥ 12 EER* for single package equipment including gas/electric package units.

NOTE: Window air conditioners and portable air conditioners are not allowed. Package Terminal Air Conditioners (PTACs) / Package Terminal Heat Pumps (PTHPs) are allowed in studio and one-bedroom units.

- (2) In addition to the required Green Building features outlined in (1) above, proposed Developments must achieve one of the following Green Building Certification programs: Leadership in Energy and Environmental Design (LEED); Florida Green Building Coalition (FGBC); Enterprise Green Communities; or ICC 700 National Green Building Standard (NGBS).

~~9. Required Resident Programs~~

9. Housing Stability Services and Access to Community-Based Services Coordination Experience

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. The purpose is to assist each resident to become aware of, access and/or maintain adequate and appropriate community-based services and resources. It is not the intent for this resident service to take the place of Services Coordination already provided for a resident by a program and/or agency as part of their supportive services plan. The focus shall be to assist residents not receiving community-based Services Coordination by another program and/or agency, as well as to assist those residents who need additional assistance with coordination of community-based services.

The approved provider of this service must have a minimum of five years' experience administering and providing supportive services including outreach, information and referral services, benefits counseling, community-based services planning and coordination, and/or other related supportive services. Such experience must demonstrate that the supportive services listed above have been oriented to the needs and preferences of each intended resident in assisting them to access services related to health care, independent activities of daily living, employment, income and housing. The provider of this resident service shall also provide, at credit underwriting, information demonstrating its mission, qualifications, experience, agreements and/or contracts with state and federal supportive services programs, professional staffing and experience in serving the intended residents described in question 2.b. and question C.1. of Exhibit A.

Community-based Services Coordination shall be offered and made available on-site and at no charge to the residents initially and regularly, and resident participation shall be voluntary. If the proposed Development consists of Scattered Sites, the community-based Services Coordination shall be equally available to residents of each unit on each Scattered Site. Resident participation shall not be a requirement for new or continued residency. The Applicant shall commit to submit a Resident Community-Based Service Coordination Plan at credit underwriting. The Resident Community-Based Service Coordination Plan shall adhere to guidelines developed by the Corporation, in conjunction with state agencies, or their designee(s), that administer publicly funded supportive services for the intended residents.

Property management and resident community-based Services Coordination should not be the responsibility of the same staff persons; the functions must be entirely separate.

One of the following must be met.

~~a. 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 a Resident Community-Based Services Coordination to Homeless households. To meet this requirement, Applicants will be required to provide, as Attachment 10, a chart listing 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.~~

OR

ba. Applicants that do not meet the requirement described in ~~(a) above~~ 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) *, as **Attachment 10**. This form must be signed by the Authorized Principal Representative.

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 a 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 in Exhibit A, 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.

Note: In credit underwriting, the provider must demonstrate it has been in business and performing Services Coordination for at least five 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.~~

*Forms are available on the RFA Website.

10. Funding

a. Corporation Funding

(1) Competitive Housing Credits

(a) Housing Credit Request Amount

- (i) State the amount of Housing Credits being requested.

The Eligible Housing Credit Request Amount will be based on the lesser of (A) the Applicant's Housing Credit Request Amount and (B) the Maximum Housing Credit Request Limit (as outlined below). If the Applicant states an amount that is greater than the amount the Applicant is eligible to request, the Corporation will reduce the amount down to the maximum amount the Applicant is eligible to request ("Eligible Housing Credit Request Amount").

- (ii) Maximum Housing Credit Request Chart

The Housing Credit Request Amount cannot exceed the applicable County Category amount stated in the following chart:

County Category*	Eligible Housing Credit Request Limit
Medium County	\$2,040,000
Large County	\$2,850,000

(iii) All proposed Developments in this RFA qualify for the basis boost. If the proposed Development that is subject to this RFA also qualifies for the HUD-designated basis boost and is a multiphase Development, Applicants may declare this Development a first phase or subsequent phase by providing the information required in (b) or (c) below.

(b) Declaration as First Phase of a Multiphase Development

To declare this proposed Development as the first phase of a multiphase Development, the question in Exhibit A must be answered “Yes” and at least one building must be located within the HUD-designated DDA or HUD-designated QCT stated in Exhibit A.

During the credit underwriting process, an opinion letter must be submitted to the Corporation by a licensed attorney that the Development meets the definition of a “multiphase project” as defined in the Federal Register related to the Statutorily Mandated Designation of Difficult Development Areas and Qualified Census Tracts for the applicable year. The letter must also include: (i) the name of the declared first phase Development and the Corporation-assigned Application number, (ii) the total number of phases and the projected Development name for each phase, (iii) the total number of buildings in each phase, (iv) the expected completion date for each phase, and (v) any other information as determined by the Corporation and stated in the invitation to enter credit underwriting.

(c) Basis Boost Qualifications

With regard to Housing Credits, HUD provides regulatory guidance on the effective date of Difficult Development Area (DDA) and Qualified Census Tract (QCT) lists for the purpose of determining whether a Development qualifies for an increase in eligible basis in accordance with Section 42(d)(5)(B) of the IRC. HUD’s notice published on the webpage

<https://www.huduser.gov/portal/datasets/qct.html> (also available by clicking [here](#)) governs the eligibility for a basis boost for the Development proposed in this RFA.

(i) Subsequent Phase of a Multiphase Development

For purposes of this RFA, a subsequent phase of a multiphase Development is one where the first phase was located within a HUD-designated DDA or HUD-designated QCT and appropriately identified as such, and received an award of Housing Credits (“initial award”) in one of the following: (i) the 2011 Universal Application Cycle, (ii) a Request for Proposal or Request for Application (“RFP” or “RFA”) issued in calendar year 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022 or (iii) a Non-Competitive Housing Credit Application (awarded through a Corporation competitive RFA process or a Non-Corporation Bond issuer’s competitive application).

For the phase to qualify as a subsequent phase, after the initial award, (A) the Applicant must have submitted an Application for Housing Credits in immediately consecutive years, per the HUD requirements, (B) the 730-day period following the initial award must not end prior to the submission deadline for the Corporation’s competitive RFA or a Non-Corporation Bond issuer’s competitive application, per HUD’s requirements, and (C) the subsequent phase must have at least one building located within the boundary of the declared HUD-designated DDA or HUD-designated QCT which applied to the Development declared as the first phase by the first phase Applicant.

If the proposed Development qualifies as a subsequent phase of a multiphase Development, indicate as such in Exhibit A and provide the Corporation-assigned Application number for the Development where the first phase was declared and awarded an allocation of Housing Credits.

The proposed Development’s subsequent phase status will be confirmed during the credit underwriting process. If it is determined that the proposed Development does not meet the criteria to be designated a subsequent phase of a multiphase Development, it will no longer be considered a subsequent phase of a multiphase Development.

(ii) HUD-designated Small Area DDA (SADDA)

A proposed Development may qualify as a first phase and be eligible for the basis boost in subsequent RFAs if the

proposed Development is located within a HUD-designated Small Area DDA (SADDA), as defined in Section 42(d)(5)(B)(iii), IRC. The SADDA designation will only apply to the building(s) located within the applicable SADDA Zip Code Tabulation Area (ZCTA) and only those building(s) will be eligible for the basis boost.

HUD has assigned a ZCTA number to each SADDA, available on the webpage

<https://www.huduser.gov/portal/datasets/qct.html> (also available by clicking [here](#)). The applicable HUD mapping software is available at

https://www.huduser.gov/portal/sadda/sadda_qct.html (also available by clicking [here](#)).

To qualify, identify, in Exhibit A, the ZCTA number(s) for the proposed Development.

During credit underwriting and at the time of Final Cost Certification, if it is determined that there are buildings located outside of the applicable SADDA ZCTA, the Corporation reserves the right to reduce the Housing Credit Allocation if the eligible basis for the building(s) located in the applicable SADDA ZCTA is not sufficient to support the request amount.

(iii) HUD-designated Non-Metropolitan DDA

A proposed Development may qualify as a first phase and be eligible for the basis boost in subsequent RFAs if the Development county, as stated in Exhibit A, is located within a HUD-designated non-metropolitan DDA as defined in Section 42(d)(5)(B)(iii), IRC. The 2021 HUD-designated non-metropolitan DDAs are available on the webpage <https://www.huduser.gov/portal/datasets/qct.html> (also available by clicking [here](#)).

(iv) HUD-designated QCT

A proposed Development may qualify as a first phase and be eligible for the basis boost in subsequent RFAs if the entire Development is located, as of Application Deadline, within a HUD-designated QCT, as defined in Section 42(d)(5)(B)(ii), IRC, as amended and based on the current census, as determined by HUD.

The HUD-designated QCTs are available on the webpage <https://www.huduser.gov/portal/datasets/qct.html> (also available by clicking [here](#)).

To qualify, indicate the HUD-designated QCT census tract number.

(v) Homeless Demographic Basis Boost

Applications that have committed to the Homeless Demographic and the Development is not located in a HUD-designated DDA (Non-Metropolitan DDA or Small Area DDA) or a QCT as provided above, the Application will qualify for a 30% basis boost as authorized by the Housing and Economic Recovery Act of 2008 and the Corporation's most recently authorized Qualified Allocation Plan.

(d) Housing Credit Equity Proposal

A Housing Credit equity proposal must be provided as **Attachment 12**. For purposes of this RFA, to be counted as a source, an equity proposal, regardless of whether the documentation is in the form of a commitment, proposal, term sheet or letter of intent, must meet the requirements set out below:

- (i) If the Eligible Housing Credit Request Amount is less than the anticipated amount of credit allocation stated in the equity proposal, the equity proposal will be considered a source of financing and, for scoring purposes, the maximum amount of Housing Credit equity to be permitted in the Development Cost Pro Forma will be adjusted downward from the amount stated in the equity proposal. This adjusted maximum Housing Credit equity will be calculated by taking the total amount of equity to be provided to the proposed Development as stated in the equity proposal letter, dividing it by the credit allocation stated in the equity proposal and multiplying that quotient by the Applicant's Eligible Housing Credit Request Amount. If the Eligible Housing Credit Request Amount is greater than the anticipated amount of credit allocation stated in the equity proposal, the equity proposal will be considered a source of financing and the maximum amount of Housing Credit equity to be permitted for scoring in the Development Cost Pro Forma will be the amount stated in the equity proposal.
- (ii) If syndicating/selling the Housing Credits, the Housing Credit equity proposal must meet the following criteria:
- Be executed by the equity provider;
 - Include specific reference to the Applicant as the beneficiary of the equity proceeds;
 - State the proposed amount of equity to be paid prior to construction completion;

- State the anticipated Housing Credit Request Amount;
- State the anticipated dollar amount of Housing Credit allocation to be purchased; and
- State the anticipated total amount of equity to be provided.

If the limited partnership agreement or limited liability company operating agreement has closed, the closed agreement must be provided. To be counted as a source of financing, the partnership agreement or operating agreement must meet the requirements above or submit separate documentation, signed by the equity provider, expressly stating any required criteria not provided in the agreement.

(iii) If not syndicating/selling the Housing Credits, the owner's commitment to provide equity must be provided. The commitment must include the following information and evidence of ability to fund must be provided as **Attachment 12** to the Application:

- The proposed amount of equity to be paid prior to construction completion;
- The anticipated Housing Credit Request Amount;
- The anticipated dollar amount of Housing Credit allocation to be purchased; and
- The anticipated total amount of equity to be provided.

Note: Exhibit D to the RFA outlines the documentation required to be submitted during credit underwriting demonstrating that the equity amount to be paid prior to or simultaneous with the closing of construction financing is at least 15 percent of the total proposed equity to be provided (the 15 percent criteria).

(2) SAIL Request Amount

The SAIL loan shall be non-amortizing with an interest rate as outlined in Section Four A.2.a.(2) of the RFA. The terms and conditions of the SAIL loan are further outlined in Rule Chapter 67-48, F.A.C.

(a) State the amount of SAIL funding being requested in Exhibit A and on the Development Cost Pro Forma.

The SAIL Request Amount is limited to \$84,000 per unit; however, the SAIL Request Amount plus the ELI Loan Request Amount is limited to the lesser of the following:

- (i) \$4,~~200,000,000~~; or
- (ii) 35 percent of the Total Development Cost (which includes the

ELI Loan Amount).

(b) ELI Loan Request Amount

The ELI loan is a forgivable loan as further outlined in Exhibit H.

Applicants that did not commit to the Average Income Limit are eligible for ELI Loan funding for the required ELI Set-Aside units, not to exceed the lesser of (i) \$750,000; or (ii) the maximum amount based on the ELI Set-Aside per unit limits, as outlined in Section Four, A.6. above, for five percent of the total units (calculated by multiplying the total number of units by 0.15 rounded up, then subtracting the units calculated by multiplying the total number of units by 0.10, rounded up).

Note: Applicants that committed to the Average Income Test will not be eligible to receive ELI Loan funding.

The amount of ELI Loan funding the proposed Development is eligible to receive should be stated in Exhibit A, as well as on the Construction/Rehab and Permanent Analysis. Note: Applicants are limited to a total SAIL Request (SAIL plus ELI Loan) that cannot exceed ~~\$5,1254,200~~,000. Applicants not requesting the maximum amount of ELI funding will still be required to set aside 15 percent of the total units in the proposed Development to serve Extremely Low Income Households. If the Applicant lists an amount of ELI Loan funding that is greater than the amount for which the Applicant is eligible, the Corporation will reduce the amount to the maximum eligible amount, as outlined immediately below, within the priority sequence provided in (c) below.

The ELI Loan will be limited to an amount not to exceed the ELI Set-Aside per unit limits that are dependent upon the proposed Development's unit mix and the county where the proposed Development is located, as outlined on the chart at Section Four, A.6. above. For each proposed ELI Set-Aside unit, the proposed Development must take a unit that would otherwise be at 60 percent AMI or higher and restrict it as an ELI Set-Aside unit. The ELI Set-Aside units must be distributed across the unit mix on a pro-rata basis. To ensure this proportionate distribution, Applicants are strongly encouraged to use the ELI and NHTF Maximum Determination Worksheet which is available on the RFA Webpage. By entering the data into the Worksheet, the number and unit mix of the ELI Set-Aside units along with the maximum amount of the ELI Loan will calculate automatically. This maximum ELI Loan amount can then be entered into the appropriate Application response. However, if the ELI Set-Aside units are not proportionately distributed across the unit mix or if a per unit funding amount(s) is used that is higher than the limit permitted, the Corporation will redistribute the ELI Set-Aside units and/or utilize the appropriate per unit funding limit, as needed, to lower the ELI Loan

Amount to the maximum allowed. The terms and conditions of the ELI Loan are outlined in Exhibit H of the RFA.

(c) Additional adjustments, if applicable

During the scoring process, if the Applicant states a SAIL and/or ELI Loan Request Amount that is greater than the amount the Applicant is eligible to request, the Corporation will reduce the amount down to the maximum amount the Applicant is eligible to request. The Applicant's SAIL and ELI Loan Request Amount will be reviewed for compliance with the per unit limit and per Development limit. If the SAIL Request Amount plus the ELI Request Amount exceeds the maximum allowed, the SAIL amount will be reduced so that the maximum of SAIL plus ELI is equal to the maximum allowed.

If a reduction in the SAIL and/or ELI Loan Request Amount is needed and a funding shortfall is created in either the Construction/Rehab and/or the Permanent Analysis of the Applicant's Development Cost Pro Forma, the amount of the adjustment(s), to the extent needed and possible, will be offset by increasing the deferred Developer Fee up to the maximum eligible amount as provided below.

(3) NHTF Loan Funding

Applicants will be awarded NHTF Funding for each Required 22% Unit and each optional unit, up to the maximums stated in Section Four, A.6. above, using the process outlined in Exhibit I of the RFA.

The NHTF loan shall be a forgivable loan with an interest rate of 0 percent for 30 years. The terms and conditions of the NHTF loans are further outlined in Exhibit I of the RFA.

Because NHTF Funding award amounts are calculated after Applications are selected for funding, NHTF Funding will not be counted as a source of funding on the Development Cost Pro Forma.

(4) Other Corporation Funding

~~(a)~~ — If the Development has received funding from the Predevelopment Loan Program (PLP), the Corporation file number and amount of funding must be listed. Note: PLP funding cannot be used as a source of financing on the Construction/Rehab Analysis or the Permanent Analysis.

~~(b)~~ — List any other Corporation funding that is intended to be utilized as a source of financing for the proposed Development.

b. Non-Corporation Funding

Unless stated otherwise within this RFA, for funding, other than Corporation funding and deferred Developer Fee, to be counted as a source on the Development Cost Pro Forma, provide documentation of all financing proposals from both the construction and the permanent lender(s), equity proposals from the syndicator, and other sources of funding. The financing proposals must state whether they are for construction financing, permanent financing, or both, and all attachments and/or exhibits referenced in the proposal must be provided as **Attachment 15*** to Exhibit A.

*Attachments 13 and 14 was intentionally omitted from this RFA.

For purposes of the Application, the following will not be considered a source of financing: net operating income, capital contributions not documented in accordance with financing proposals that are not from a Regulated Mortgage Lender, fee waivers or any portion of any fees that are reimbursed by the local government. Additionally, fee waivers or any portion of any fees that are reimbursed by the local government cannot be considered as Development costs.

(1) Financing Proposal

Financing proposal documentation, regardless of whether the documentation is in the form of a commitment, proposal, term sheet, or letter of intent, must meet the following criteria.

Each financing proposal shall contain:

- Amount of the construction loan, if applicable;
- Amount of the permanent loan, if applicable;
- Specific reference to the Applicant as the borrower or direct recipient; and
- Signature of lender.

Note: Eligible Local Government financial commitments (i.e., grants and loans) can be considered a source of financing without meeting the requirements above if the Applicant provides the properly completed and executed Local Government Verification of Contribution – Grant Form (Form 07-2022) and/or the Local Government Verification of Contribution – Loan Form (Form 07-2022) and such grant and/or loan is effective at least through June 30, 2023. A loan with a forgiveness provision (and no accrued interest charges) requiring approval of the Local Government can be treated as a loan or a grant, for scoring purposes. Either the "Loan" or the "Grant" verification forms can be used. The grant and loan forms (Form 07-2022) are available on the RFA Webpage. If the loan form is used for a loan with forgiveness provision (and no accrued interest charges), the space for entering the net present value of the loan is not applicable to this RFA and will not be considered.

(2) Financing that has closed:

- (a) If the financing has closed in the Applicant's name, provide a letter from the lender acknowledging that the loan has closed. The letter must also include the following information:
- Amount of the construction loan, if applicable;
 - Amount of the permanent loan, if applicable; and
 - Specific reference to the Applicant as the borrower/direct recipient/mortgagee.
- (b) If the financing involves an assumption of debt not currently in the Applicant's name, as evidence that the lender approves of the proposal of assumption, provide a letter from the lender, dated within six months of the Application Deadline, that includes the following information:
- Specifically references the Applicant as the assuming party;
 - If a permanent loan, states the amount to be assumed; and
 - If a construction loan, states the maximum amount of funding capacity.
- (c) If the financing proposal is not from a Regulated Mortgage Lender in the business of making loans or a governmental entity, evidence of ability to fund must be provided. Evidence of ability to fund includes: (i) a copy of the lender's most current audited financial statements no more than 17 months old; or (ii) if the loan has already been funded, a copy of the note and recorded mortgage. The age of all financial statements is as of the Application Deadline. In evaluating ability to fund, the Corporation will consider the entity's unrestricted current assets typically used in the normal course of business. Assets considered restricted include, but are not limited to, pension funds, rental security deposits, and sinking funds. Financing proposals from lenders who cannot demonstrate ability to fund will not count as a source of financing. Financial statements must be included in the Application. Note: This provision does not apply to deferred Developer Fee.
- In the case where the seller (or lessor) of the Development's property is providing a seller's or lessor's note (purchase money mortgage or equivalent) to help finance the Applicant's acquisition of the property, evidence of its ability to fund the amount of the note is not needed so long as the Application includes a letter from the seller or lessor that meets the financing proposal criteria outlined in (2)(a) above and the amount of the note is equal to or less than the purchase price of the property.
- (d) If a financing proposal shows an amount less than the corresponding line item on the Development Cost Pro Forma, only the financing proposal amount will be considered as a funding source. However, if a financing proposal shows an amount greater than the corresponding

line item on the Development Cost Pro Forma, up to the total amount of the financing proposal amount may be utilized as a funding source, if needed.

- (e) The loan amount may be conditioned upon an appraisal or debt service coverage ratio or any other typical due diligence required during credit underwriting.
- (f) Financing proposals may be conditioned upon the Applicant receiving the funding from the Corporation for which it is applying.
- (g) If a financing proposal has a provision for holding back funds until certain conditions are met, the amount of the hold-back will not be counted as a source of construction financing unless it can be determined that the conditions for the release of the hold-back can be met prior to or simultaneous with the closing of the Development's permanent financing.
- (h) Grant funds are contributions to the Development, other than equity, which carry no repayment provision or interest rate. A commitment for grant funds will be considered a commitment for scoring purposes if the commitment is properly executed and, if applicable, evidence of ability to fund is provided.

c. Development Cost Pro Forma

All Applicants must complete the Development Cost Pro Forma listing the anticipated expenses or uses, the Detail/Explanation Sheet, if applicable, and the Construction or Rehab Analysis and Permanent Analysis listing the anticipated sources (both Corporation and non-Corporation funding). The sources must equal or exceed the uses. During the scoring process, if a funding source is not considered and/or if the Applicant's funding Request Amount is adjusted downward, this may result in a funding shortfall. If the Application has a funding shortfall, it will be ineligible for funding.

The Development Cost Pro Forma must include all anticipated costs of the Development construction, and, if applicable, acquisition, including the Developer Fee and General Contractor fee, as outlined below. Waived or reimbursed fees or charges are not considered costs to the Development and therefore, should not be included on the Development Cost Pro Forma. Note: deferred Developer Fees are not considered "waived fees."

Developer Fee and General Contractor fee must be disclosed. In the event the Developer Fee and/or General Contractor fee are/is not disclosed on the Development Cost Pro Forma, the Corporation will assume that these fees will be the maximum allowable and will add the maximum amount(s) to Total Development Cost. If an Applicant lists a Developer Fee, General Contractor fee, or contingency reserve that exceeds the stated Application limits, the Corporation will adjust the fee to the maximum allowable. As stated below, Applicants may not

enter any amounts pertaining to operating deficit reserves. The Corporation will not consider any operating deficit reserves listed on the Development Cost Pro Forma.

Unless stated otherwise in this RFA, except for deferred Developer Fee, the Application requires complete information on all sources of Development funding and the proposed uses of those funds. All loans, grants, donations, syndication proceeds, etc., should be detailed in the Application as outlined above. The total of monetary funds determined to be in funding proposals must equal or exceed uses.

(1) Developer Fee

Each Developer Fee component listed in (a) and (b) below shall not exceed the respective amounts described below:

- (a) Developer Fee on Acquisition Costs, is limited to 21 percent* of the Total Acquisition Cost of Existing Development (excluding land) stated on the Development Cost Pro Forma in Column 3 of Item B, rounded down to the nearest dollar; and
- (b) Developer Fee on Non-Acquisition Costs, is limited to 21 percent* of the net amount after deducting Total Acquisition Cost of Existing Development (excluding land) (Column 3 of Item B) from the Development Cost stated on the Development Cost Pro Forma in Column 3 of Item C, rounded down to the nearest dollar.

If the maximums stated in (a) or (b) are exceeded, the Corporation will adjust the amount down to the maximum allowed. Additionally, the Corporation may further adjust the Developer Fee on Acquisition Costs, and/or Developer Fee on Non-Acquisition Costs stated on the Development Cost Pro Forma and used to calculate the Developer Fee in Item D of the Development Cost Pro Forma. The conditions for such adjustments are stated below:

- If the amount of Developer Fee on Acquisition Costs is more than the amount allowed in (a) above, AND if the amount of Developer Fee on Non-Acquisition Costs is less than the amount allowed in (b) above, the Corporation will reduce the amount of Developer Fee on Acquisition Costs to the maximum allowed amount, and increase the amount of Developer Fee on Non-Acquisition Costs by the amount reduced in the Developer Fee on Acquisition Costs, up to the maximum allowed amount.
- If the amount of Developer Fee on Non-Acquisition Costs is more than the amount allowed in (b) above, AND if the amount of Developer Fee on Acquisition Costs is less than the amount allowed in (a) above, the Corporation will reduce the amount of Developer Fee on Non-Acquisition Costs to the maximum allowed amount,

and increase the amount of Developer Fee on Acquisition Costs by the amount reduced in the Developer Fee on Non-Acquisition Costs, up to the maximum allowed amount.

*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. The operating deficit reserve portion will be verified and sized during credit underwriting. Any disbursements from said operating deficit reserve account shall be reviewed and approved by the Corporation or its servicer. Upon the expiration of the Compliance Period, any remaining balance may be drawn to pay down any outstanding Corporation debt on the proposed Development. If there is no Corporation loan debt on the proposed Development at the end of the Compliance Period, then any remaining balance in said operating deficit reserve account shall be placed in a replacement reserve account for the proposed Development. In no event shall the remaining balance in said operating deficit reserve account be paid to the Developer.

The Corporation will allow up to 100 percent of the eligible Developer Fee to be deferred and used as a source on the Development Cost Pro Forma without the requirement to show evidence of ability to fund.

Consulting fees, if any, and any financial or other guarantees required for the financing must be paid out of the Developer Fee. Consulting fees include, but are not limited to, payments for Application consultants, construction management or supervision consultants, or local government consultants.

(2) General Contractor Fee

General Contractor fee shall be limited to 14 percent of actual construction cost. The maximum allowable General Contractor fee will be tested during the scoring of the Application by multiplying the actual construction cost by 14 percent, rounded down to the nearest dollar.

(3) Contingency Reserves

For Application purposes, the maximum hard and soft cost contingencies allowed cannot exceed 5 percent of hard and soft costs, as further described in Rule Chapter 67-48, F.A.C. The determination of the contingency reserve is limited to the maximum stated percentage of total actual construction costs (hard costs) and general development costs (soft costs), as applicable.

(4) Operating Deficit Reserves

An operating deficit reserve is not to be included as part of Development Costs and cannot be used in determining the maximum Developer Fee. Applicants may not enter any amounts pertaining to any type of reserve other than the contingency reserve mentioned above and, if applicable, any reserve permitted in the RFA and established as a subset of Developer Fee, on the Development Cost Pro Forma as part of the Application process. A reserve, including an operating deficit reserve, if necessary as determined by an equity provider, first mortgage lender, and/or the Credit Underwriter engaged by the Corporation in its reasonable discretion, will be required and sized in credit underwriting. The inclusion of any reserve is not permitted in the Application (other than the permitted contingency reserve) which may include, but is not limited to, operating deficit reserve, debt service shortfalls, lease-up, rent-re-stabilization, working capital, lender or syndicator required reserve(s), and any pre-funded capital (replacement) reserves. If any reserve other than the permitted contingency reserve and the Developer Fee subset, if applicable, can be identified and is included in the Development Cost Pro Forma, the Corporation will remove it during Application scoring.

Permitted costs related to supportive services are not considered operating expenses for the purpose of drawing down operating subsidy reserve.

In exchange for receiving funding from the Corporation, the Corporation reserves the authority to restrict the disposition of any funds remaining in any operating deficit reserve(s) after the term of the reserve's original purpose has terminated or is near termination. Authorized disposition uses are limited to payments towards any outstanding loan balances of the Development funded from the Corporation, any outstanding Corporation fees, any unpaid costs incurred in the completion of the Development (i.e., deferred Developer Fee), the Development's capital replacement reserve account (provided, however, that any operating deficit reserve funds deposited to the replacement reserve account will not replace, negate, or otherwise be considered an advance payment or pre-funding of the Applicant's obligation to periodically fund the replacement reserve account), the reimbursement of any loan(s) provided by a partner, member or guarantor as set forth in the Applicant's organizational agreement (i.e., operating or limited partnership agreement) and, in the case of a Development with a Homeless or Persons with Special Needs Demographic Commitment, another operating deficit reserve whereby its final disposition remains under this same restriction. The actual direction of the disposition is at the Applicant's discretion so long as it is an option permitted by the Corporation. In no event, shall the payment of amounts to the Applicant or the Developer from any operating deficit reserve established for the Development cause the Developer Fee or General Contractor fee to exceed the applicable percentage limitations provided for in this RFA.

The Corporation will review the limited partnership agreement or limited liability company operating agreement language on reserves for compliance with the above requirement. If the limited partnership agreement or limited liability company operating agreement does not specifically state that the parties will comply with the Corporation's requirements stated above, the Corporation will require an amendment of the agreement and will not issue IRS form(s) 8609 until the amendment is executed and provided to the Corporation.

d. Qualifying Financial Assistance Funding Preference

To qualify for the Qualifying Financial Assistance Preference, one of the following requirements must be met:

- (1) Cash Funding equals at least 3 percent of the Applicant's Eligible SAIL Request Amount (exclusive of the ELI Loan amount)

To qualify, Applicants must state the amount of cash loans, cash grants and/or cash on hand ("Cash Funding") from Local Government entities and/or other non-Corporation permanent sources (all of which, for purposes of this provision, will be considered to be "Qualifying Financial Assistance") and, for each permanent source, provide evidence that meets the criteria for all non-corporation permanent sources. If the Qualifying Financial Assistance sources are equal to at least 3 percent of the Applicant's Eligible SAIL Request Amount (exclusive of the ELI Loan amount), the Applicant will receive a funding preference. If the Applicant qualifies for this funding preference and is awarded funding under this RFA, provide and maintain an amount equal to or greater than 3 percent of the Applicant's Eligible SAIL Request Amount (exclusive of the Eligible ELI Loan Request Amount) within the permanent sources of financing.

Any Qualifying Financial Assistance identified in this section must be included on the Development Cost Pro Forma and utilized for permanent funding as presented in the RFA if the Applicant is awarded funding under this RFA.

The financing proposal documentation or other related support documentation for the Qualifying Financial Assistance must be provided in accordance with Item 10.b. above and will be reviewed for financing terms, including the ability to fund if the funds are not coming from a Regulated Mortgage Lender, and must meet all stated requirements to be counted as a permanent funding source in order to be considered Qualifying Financial Assistance. Any Qualifying Financial Assistance identified in this section must be included on the Development Cost Pro Forma and utilized for permanent funding as presented in the RFA if the Applicant is awarded funding under this RFA.

If a financing proposal shows an amount less than the corresponding line item at question 10.d. of Exhibit A, only the financing proposal amount will be considered Qualifying Financial Assistance. However, if a financing proposal shows an amount in excess of the corresponding line item at question 10.d. of Exhibit A, up to the total amount of the financing proposal amount may be utilized as Qualifying Financial Assistance, if needed. Qualifying Financial

Assistance for which acceptable funding proposals are not provided will not be counted as a source of funding or as Qualifying Financial Assistance.

(2) Donation of Land by a Local Government

To qualify, the Total Development Cost cannot consist of any land costs in excess of the allowable costs outlined below; the entire site must have been donated or will be donated from a Local Government to the Applicant; and, when submitted, the site control documentation must reflect one of the following:

- The eligible contract must reflect that a Local Government is the seller and the Applicant is the buyer, and the price of the land must be \$10 or less;
- The deed must reflect the Local Government as the grantor, the transaction must have occurred no more than 12 months prior to the Application Deadline, the price of the land must have been \$10 or less, and the closing statement must be provided demonstrating that the price of land was \$10 or less; or
- The eligible lease must reflect a Local Government as the Lessor and the Applicant as the Lessee, and the lease payments must equal \$10 a year or less.

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.

The Corporation will review the limited partnership agreement or limited liability company operating agreement language on reserves for compliance with the above requirement. If the limited partnership agreement or limited liability company operating agreement does not specifically state that the parties will comply with the Corporation's requirements stated above, the Corporation will require an amendment of the agreement and will not issue IRS form(s) 8609 until the amendment is executed and provided to the Corporation.

e. Principal of the Applicant is a Public Housing Authority and/or an instrumentality of a Public Housing Authority

Applicants may qualify for an "Add-On Bonus" used in the Total Development Cost Per Unit Base Limitation calculation described in Section Five and in Item 1 of Exhibit C of the RFA, and the PHA Add-On used in the Leveraging Calculation described in Item 2 of Exhibit C if at least one of the following is met:

- (1) The Applicant has entered into a land lease with a Public Housing Authority on property where the proposed Development is to be located and the property has an existing Declaration of Trust between the Public Housing Authority and HUD; or

- (2) The Applicant is associated with a Public Housing Authority and/or an instrumentality of a Public Housing Authority in the ownership structure. The Applicant should state whether any Principals of the Applicant entity are a Public Housing Authority and/or an instrumentality of a Public Housing Authority and the Public Housing Authority and/or instrumentality of a Public Housing Authority must be reflected on the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-2019).

Note: For purposes of the “Add-On Bonus”, the Public Housing Authority and/or instrumentality of a Public Housing Authority must not be disclosed as only the Investor Limited Partner of the Applicant or Investor Member of the Applicant.

If a Public Housing Authority has one of the above-described relationships with the Applicant, state the name of the Public Housing Authority.

11. ~~HOME~~ Uniform Relocation Act

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) is government-wide legislation, ~~and compliance begins at the initiation of negotiation for federal assistance. Except for the General Information Notice information, the following required Uniform Relocation Act information must be provided in the Application, which establishes minimum standards for federally-funded programs or projects requiring the acquisition of real property or displacement of persons from the homes, businesses, or farms as a direct result of: Acquisition, Rehabilitation or Demolition. Applicants should be prepared to familiarize themselves with URA & Section 104(d) statues and regulations at 49 CFR 24 (URA), 24 CFR 42 (104(d), 24 CFR 570 (CDBG) and Section 414 of the Stafford Act.~~

The URA is triggered at site identification or intended use of federal funds.

A General Information Notice (GIN) should be issued to all occupants at such time there exists the following:

- Documented legal intent of a project triggered by project pre-application/application, AND
- Site identification.

For land proposed for acquisition that may have occupied residential dwellings, compliance begins at the GIN issuance. Successful Applicants will be required to provide the issued GIN within 21 Calendar Days of the invitation to enter credit underwriting as outlined in Exhibit D. The questions in Exhibit A must be answered and the following required Uniform Relocation Act information must be obtained prior to application deadline. The information must be provided to the Corporation with the GIN if the Applicant is successful as outlined below:

a. Occupied Units

At question 11.a. of Exhibit A, select "Yes" if any units ~~within the proposed Development~~ are occupied as of the Application Deadline.

b. Tenant Relocation Information for Existing Properties

At question 11.b.(1) through (4) of Exhibit A, answer all applicable questions.

- (1) State how many total units ~~now~~ exist as of the Application Deadline in the proposed Development.
- (2) State how many units are occupied as of the Application Deadline.
- (3) State whether or not, ~~based on the income information of each tenant,~~ permanent relocation (displacement) is anticipated during or after the construction/~~redevelopment~~ period. If “Yes”, state how many units are affected.
- (4) State whether or not temporary relocation of any tenants will be required. If “Yes”, state how many tenants will require temporary relocation.

~~At questions 11.b.(5) through (7) of Exhibit A, Successful Applicants will be required to provide the following required information:~~

~~(5) Provide in within 21 Calendar Days of the Application, invitation to enter credit underwriting as Attachment 17*, outlined in Exhibit D:~~

~~(5) Within 21 Calendar Days of the invitation to enter credit underwriting, provide a list of all units occupied units as of Application Deadline and tenant income certifications. The income of persons and households who, as of the Application Deadline, are currently occupying a unit that will receive HOME assistance must be provided to determine whether they are income eligible. For all units that are occupied units as of the Application Deadline, provide a summary list of all residents and income certifications for those residents in occupied units that will be HOME-Assisted Units-assisted units. If, as of the Application Deadline, the existing residents and/or Development is/are currently participating in a federally subsidized program (such as Project-based Section 8, Section 8 Existing or Section 8 Voucher Programs), the residents’ current income certification forms required for that program may be used to meet this requirement.~~

~~*Attachment 16 has been intentionally omitted.~~

~~(6) Provide in the Application, as Attachment 18, Within 21 Calendar Days of the invitation to enter credit underwriting, provide a brief description of how the Development will meet the HOME set-aside requirements. The description must indicate whether, as of the Application Deadline, the existing residents are HOME eligible residents, or whether the residents will be evicted and replaced with income eligible residents in order to meet the set-aside requirements committed to in this Application.~~

~~(7) Provide in the Application, as Attachment 19, (7) Within 21 Calendar Days of the invitation to enter credit underwriting, provide a description of how the cost of relocation will be covered. Detail how the temporary and permanent relocation will be handled.~~

~~The HOME General Information Notice information will be required only after the Application is selected for funding, as outlined in Item 4 of Exhibit C. The due date for this information will be included in the invitation to enter credit underwriting.~~

c. Uniform Relocation Act Acquisition Information

~~Provide the following information:~~

~~In addition to answering the questions in Exhibit A, successful Applicants will be required to provide the following information within 21 Calendar Days of the invitation to enter credit underwriting:~~

- (1) If the Applicant owns the Development site (i.e., holds a deed or currently has a lease with a minimum 50-year term), provide a narrative describing the acquisition ~~as Attachment 20 to Exhibit A.~~ This narrative must describe how, when, and from whom the property was acquired and whether or not the property was vacant when acquired.
- (2) If the Applicant is a private company and is acquiring the property or will have a lease with a minimum 50-year term for the property, the Applicant (buyer) must provide the seller with a notice that the buyer does not have the power of eminent domain to obtain the property and a determination of market value will estimate the value of the property. This must be done prior to execution of the contract or proposed lease (with a minimum 50-year term) or may be attached as an addendum to the contract or proposed lease (with a minimum 50-year term). A copy of the required notice and confirmation of the current owner's/seller's receipt of notice must be provided ~~as Attachment 21 to Exhibit A.~~
- (3) If the Applicant is a public (government) Applicant, respond to all applicable remaining questions in this relocation section.
- (4) Eminent Domain:
 - (a) If the buyer has the power of eminent domain, the buyer must notify the seller in writing that it has such power and the determination of market value for the property is being waived. Provide a copy of the required notice ~~as Attachment 22 to Exhibit A.~~
 - (b) If the Applicant is a public (government) Applicant and does not have the power of eminent domain, provide the following: (i) notice of interest, (ii) determination of fair market value, (iii) appraisal of the property, and (iv) written offer of just compensation which includes a statement of just value, property description, and identification of buildings. Provide all required documentation ~~as Attachment 22 to Exhibit A.~~

The GIN and accompanying information set forth above will be required only after the Application is selected for funding, as outlined in Exhibit D and also in Item 6 of Exhibit C.

B. Additional Information

1. Verifying Application Fee Payment

To ensure that the Application Fee is processed for the correct online Application, the following is ***strongly recommended***: (i) provide the Application Fee at least 48 hours prior to the Application Deadline; and (ii) whether paying by check, money order, ACH or wire transfer, include the Development Name, RFA number with the payment.

Additionally, include the following at question B.1. of Exhibit A:

- If submitting a check or money order, provide the check or money order number.
- If submitting an ACH, provide the trace number.
- If submitting a wire transfer, provide the wire service reference number (i.e. Fed/CHIPS/SWIFT Reference Number) and the Fed Wire Transfer Number.

2. Bookmarking the All Attachments Document before uploading (5 points)

To be awarded 5 points, bookmark the pdf of the All Attachments Document before uploading. Instructions are provided on the RFA Webpage. Acrobat Standard DC or Acrobat Pro DC are the programs required to create bookmarks.

3. Addenda

Use the Addenda section of Exhibit A to provide any additional information or explanatory addendum for items described in Section Four, A. above. The Addenda section of Exhibit A may not be used to provide any additional information or explanatory addendum for items described in Section Four, C. below. Please specify the particular item to which the additional information or explanatory addendum applies.

C. 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 scored 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.

As stated in the Applicant Certification and Acknowledgement Form, the Corporation reserves the right to verify any and all information provided in Applicants' narrative responses during credit underwriting. If it is determined that 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.

1. Demographic Populations to be Served (no points awarded)

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

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

2. Operating/Managing Permanent Supportive Housing Experience (Maximum 40 points)

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

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

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

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

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

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

The ability of the tenants at the proposed Development to effectively and efficiently access community-based services and resources is vital to assist these households in obtaining and maintaining a level of stability and self-sufficiency in their community. As specified in each section below, provide a description of the Applicant's plan to provide access to general community services, as well as specific supportive services and resources that address the needs of these intended tenants, described in question 1 above.

Applicant responses to these items will be evaluated based on the following criteria:

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

If access to any of the described community-based services and resources requires the use of technology, such as computers, smartphone apps, etc., describe how the Applicant will assist intended residents with access to the technology, and any technical assistance needed to operate it.

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

Describe the community-based general services that will be accessible to tenants, such as shopping for groceries, medicine, clothing, and other household and personal items. Include other services including, but not limited

to, public schools, higher education, training and employment opportunities that are appropriate for the intended tenants. If the description of how the intended residents will access the services includes public transportation, such as bus or rail, state the exact measurement of walking distance to the current bus or rail stop from the proposed Development. State how frequently the bus or rail stop may be accessed by the residents of the proposed Development. Include the cost to the tenant of all public and/or private transportation options listed.

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

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

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

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

The description should include the following:

- (1) The Development's physical proximity to health care and supportive services, and/or which services/programs will be provided on-site. If the description of how the intended residents will access the services includes public transportation, such as bus or rail, state the exact measurement of walking distance to the current bus or rail stop from the proposed Development. State how frequently the bus or rail stop may be accessed by the residents of the proposed Development. Include the cost to the tenant of all public and/or private transportation options listed;
- (2) All key supportive services and programs that will be provided directly through the Applicant, community partnership or other providers to assist the intended residents, and the benefits of offering these services/programs;
- (3) The nature of any partnerships with the Local Homeless Assistance Continuum of Care lead agency and members as well as other relevant linkages with lead agencies or services providers that are key to helping

the intended households maintain stability in the community. These descriptions should describe how the provision of the services is funded; and

- (4) If the intended residents are those who are transitioning from an institution or community residential care, in addition to the above information, describe how the transitioning residents' preferences and needs will be served by living in the proposed Development. This includes physical, medical, behavioral, functional, and social preferences and needs, as applicable. Explain how these will be identified and how the determination will be made that the services, supports and resources needed to live independently are available at the proposed Development.
- (5) Explain how the Resident Services Coordination Plan is supported at the proposed Development. Examples would be 24-hour staff, capacity for specialized medical equipment, and/or partnerships with a Managing Entity, as defined by the Florida Department of Children and Families or Medicaid Managed Care organization, as defined by the Agency for Healthcare Administration.

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

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

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

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

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

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

a. Permanent Housing Stability (maximum 10 points)

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

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

b. Self-Sufficiency (maximum 10 points)

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

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

5. Involvement in the local homeless resources network (Up to 20 Points)

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

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

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

D. Applicant Certification and Acknowledgement form

The Authorized Principal Representative must execute the Applicant Certification and Acknowledgement form to indicate the Applicant’s certification and acknowledgement of the provisions and requirements of the RFA.

**SECTION FIVE
SCORING AND EVALUATION PROCESS**

A. Scoring the RFA

1. Determining Eligibility

Only Applications that meet all of the following Eligibility Items will be eligible for funding and considered for funding selection.

Eligibility Items
Submission Requirements met*
Applicant Certification and Acknowledgement signed by Authorized Principal Representative
Demographic Commitment selected
At least one Persons with Special Needs population selected
Demographic Commitment description provided
Name of Applicant provided
Evidence Applicant is a legally formed entity <u>qualified to do business in the state of Florida as of the Application Deadline</u> provided
Evidence that Applicant qualifies as a Non-Profit Applicant provided
<ul style="list-style-type: none"> ○ <u>Executive Director Certification of Non-Profit Material Participation form (Rev. 09-2022) provided</u> ○ <u>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; or the Non-Profit Application Package</u>
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 provided
Name of Each Developer provided

Evidence that each Developer entity is a legally formed entity <u>qualified to do business in the state of Florida as of the Application Deadline</u> provided
Developer Experience Requirement met
Principals for Applicant and Developer(s) Disclosure Form provided and meets requirements
Contact information for Management Company provided
Community-Based Board of Directors Requirement met
Authorized Principal Representative provided and meets requirements
Name of Proposed Development provided
Development Category selected
Development Category Qualifying Conditions met
Development Type provided
Unit Characteristic Chart reflecting the breakdown of number of units associated with each Development Type, Development Category and ESS/Non-ESS provided
County identified
Address of Development Site provided
Question whether a Scattered Sites Development answered
Development Location Point provided
Latitude and Longitude Coordinates for any Scattered Sites provided, if applicable
Total Number of Units provided and within limits
Minimum Set-Aside election provided
Total Set-Aside Breakdown Chart properly completed
Unit Mix provided and meets requirements
Number of residential buildings provided
Evidence of Site Control provided
Appropriate Zoning demonstrated
Availability of Water demonstrated
Availability of Sewer demonstrated
Green Building Certification or Minimum Additional Green Building Features selected, <u>as applicable</u>
Services Coordination Experience Requirements met
Applicant's Housing Credit Request Amount provided
Applicant's SAIL Request Amount provided
Tenant Relocation information provided, if applicable
HOME Uniform Relocation Act questions answers and documentation provided, <u>as applicable</u>
Description of Demographic Populations to Be Served provided
Applicant Certification and Acknowledgement signed by Authorized Principal Representative
Development Cost Pro Forma provided reflecting that sources equal or exceed uses
Financial Arrearage Requirement and Insurance Deficiency Requirement met**

Verification of no prior acceptance to an invitation to enter credit underwriting for the same Development ***
Verification of no recent de-obligations ****
Total Development Cost Per Unit Limitation met*****
Minimum of 145 points achieved

* Submission Requirement

To be eligible for funding, the following submission requirements must be met: (i) the Application must be submitted online by the Application Deadline, and (ii) the required Application fee must be submitted as of the Application Deadline.

** 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](#)).

The Past Due Report contains the financial arrearages to the Corporation as well as the Insurance Deficiency Report. The most recently published Past Due Report is posted to the Corporation’s Website under the link <https://www.floridahousing.org/data-docs-reports/past-due-reports> (also accessible by clicking [here](#)), but not more recently than seven business days prior to the date the Committee meets to make a recommendation to the Board.

* For example, if a review committee meeting is held on a Wednesday, regardless of the time of the meeting, the arrearages must be paid by Monday close of business.

*** Previous Funding Requirements

Requirement that there can be no prior acceptance to an invitation to enter credit underwriting for the same Development

An Application will be deemed ineligible for funding if the Applicant has accepted an invitation to enter credit underwriting for the same Development (with the exception of funding awarded under the Predevelopment Loan

Program (PLP) and/or the Elderly Housing Community Loan (EHCL) program) and, as of Application Deadline for this RFA, the funding has not been returned to the Corporation. If the acceptance to an invitation to enter credit underwriting in occurs after the Application Deadline and before the Review Committee Meeting for this RFA, the proposed Development will be considered ineligible for funding in this RFA. If the acceptance to an invitation to enter credit underwriting occurs after the Review Committee Meeting for this RFA, the proposed Development will be considered ineligible for funding in this RFA and any funding awarded in this RFA will be rescinded and considered Returned Funding.

**** Verification of no recent de-obligations

An Application will be deemed ineligible to be considered for funding if, as of the close of business the day before the Committee meets to make a recommendation to the Board, an Applicant or Developer or Principal, Affiliate or Financial Beneficiary of the Applicant or Developer has received an award of any funding from any RFA issued by Florida Housing Finance Corporation but such funding has been de-obligated by the Florida Housing Finance Corporation Board of Directors within the seven years prior to this RFA Application Deadline, with the exception of de-obligations that resulted from the termination of the Multifamily Energy Retrofit Program (MERP) funding awarded through RFA 2015-115.

***** Total Development Cost Per Unit Limitation

By submitting its Application, the Applicant agrees and acknowledges that the Application will be subject to the Total Development Cost Per Unit Limitation during the scoring, credit underwriting, and final Housing Credit allocation process.

The Corporation shall limit the Total Development Cost (TDC) per unit for all Developments categorized by the construction type of the units as indicated below and this limit is referred to as the TDC Per Unit Limitation. It is a limit based on TDC, (after excluding items described in the note below the chart), applying any applicable TDC multiplier and/or TDC add-on. The proposed Development's TDC will be tested against the TDC Per Unit Limitation, utilizing the Development Type, Development Category and ESS Construction determination made by the Applicant in the RFA and it will apply to the number of units in the proposed Development for each unique combination of unit types identified in the table provided in question 4.e. of Exhibit A or for the entire proposed Development if said table is left blank.

Any Application that has an amount that exceeds these limitations during scoring will not be eligible for funding. These TDC Per Unit Base Limitation amounts, inclusive of any applicable TDC multiplier and/or TDC add-on, are effective during the scoring process. Item 1 of Exhibit C provides the TDC Per Unit Base Limitation amounts that account for an escalation factor to be

incorporated for the credit underwriting process and final allocation process, as explained in the exhibit.

Total Development Cost Per Unit Base Limitations to be used during the scoring process

Measure	New Construction Units				
	Garden Non-ESS*	Garden ESS*	Mid-Rise-Non-ESS*	Mid-Rise-ESS*	High-Rise*
Maximum TDC Per Unit Limitation ** for all counties except Broward, Miami-Dade and Palm Beach counties	\$320,000	\$370,000	\$370,000	\$410,000	\$420,000
Maximum TDC Per Unit Limitation ** for Broward, Miami-Dade and Palm Beach counties	\$340,000	\$390,000	\$390,000	\$430,000	\$440,000
Applicable TDC Multipliers (to be applied against the Development’s TDC) and TDC Add-Ons (to be added to the Maximum TDC Per Unit Limitation)					
Non-Geographic Multiplier - TDC Multiplier for Homeless Demographic				90%	
TDC Add-on for All Applicants due to known expenses related to the Federal Program (HOME, CDBG)				\$7,500 of additional per unit costs will be added to the above Maximum TDC Per Unit Limitation	
TDC Add-On for Applicants that have a PHA/instrumentality of a PHA as a Principal or for Applicants that have a land lease with a PHA for the proposed Development’s location which has a Declaration of Trust between the PHA and HUD				\$7,500 of additional per unit costs will be added to the above Maximum TDC Per Unit Limitation	

* Garden includes all Development Types other than Mid-Rise and High-Rise; Non-Garden includes Development Types of Mid-Rise with elevator (4 stories, 5 stories, or 6 stories) and High-Rise (7 or more stories); Mid-Rise includes Development Types of Mid-Rise with elevator (4 stories, 5 stories, or 6 stories); and High-Rise includes Development Type of High-Rise (7 or more stories). ESS means Enhanced Structural Systems Construction.

** Exclusive of-property purchase price and exclusive of any approved operating deficit reserves that are part of the permanent phase (i.e., non-construction) financing for the Development which have not been included within the Developer fee. When the term of operating deficit reserves (ODR) is mentioned in this TDC Per Unit Limitation section, the term shall refer to these particular operating deficit reserves. Examples of reserves which can be considered part of the operating deficit reserve for this calculation are provided in the Operating Deficit Reserve portion of the Funding section in the RFA. For purposes of property purchase price to be excluded, the Corporation uses the lesser of the appraised value, or the actual property purchase price. When property purchase price is referenced in this TDC Per Unit Limitation section, the reference shall be limited to the amount of the property purchase price approved by the Corporation to be provided in the final cost certification under the building acquisition and land owned cost line items. In addition, the costs identified by any Applicant as the construction costs associated with commercial and/or retail space are excluded from the TDC Per Unit Limitation process. For Applicants that have a public housing authority/instrumentality of a public housing authority listed as a Principal on the Applicant’s Principal Disclosure Form may also exclude demolition costs and tenant relocation costs from TDC PU Limitation calculations. The total amount of costs that are to be excluded from the TDC Per Unit Limitation process are the applicable property acquisition price (building and land), construction costs associated with the delivery of commercial/retail space, operating deficit reserves and certain PHA costs described herein are referred to in Exhibit C in the congregate as applicable qualifying costs.

2. Awarding Points

Point Items	Maximum Points
Submission of Principal Disclosure Form that is 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	5
Bookmarking Attachments prior to submission	5
Submission of Executive Director Certification of Non-Profit Entity Qualifications Form (Rev. 10-2021) stamped “Received” by the Corporation at least 14	10

Calendar Days prior to the Application Deadline AND stamped "Approved" prior to the Application Deadline	
Submission of Corporation-approved Pre-Application Meeting <u>or Experience</u> form that meets the requirements of the RFA	10
Developer Experience Withdrawal Disincentive	5
Operating/Managing Experience	40
Access to Community-Based Services and Resources:	--
Access to Community-Based General Services	20
Access to Community-Based Services and Resources that Address Tenants' Needs	35
Assist Intended Residents in Meeting their Housing Stability and Self-Sufficiency Needs, Goals and Expectations	--
Permanent Housing Stability	10
Self-Sufficiency	10
Involvement in the Local Homeless Resources Network	20
Total Possible Points	170165

B. Selection Process

1. Goals

- a. A goal to fund one Application located in the North Florida Region.
- b. A goal to fund one Application located in the South Florida Region.
- c. A goal to fund one Application located in a Medium County.
- d. A goal to fund one Application located in a Large County.

Regions are described in Section One of the RFA. County Sizes are described in Section Four, A.5.b. of the RFA.

An Application that is selected for funding may meet more than one goal. For instance, if an Application for a proposed Development in Leon County is selected for funding, it may meet the goal to fund an Application located in the North Florida Region, and also a goal to fund one Application located in a Medium County.

2. Funding Available

Applications will be selected for funding only if there is enough HC Funding available to fully fund the Eligible HC Request Amount for the applicable county size and also enough SAIL funding available to fully fund the Eligible SAIL Request ("Funding Tests").

- a. Competitive Housing Credits: \$4,890,000
 - (1) \$2,040,000 in Medium Counties
 - (2) \$2,850,000 in Large Counties
- b. SAIL: \$8,~~260,400~~328,764

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. First, by Operating/Managing Experience points received in question C.~~12~~ of Exhibit A;
- b. Next, by the Involvement in the Local Homeless Resources Network points received in question ~~C.4C54~~ of Exhibit A;
- c. Next, by the Application's Leveraging Classification, with Applications having a lower amount of total Corporation funding per Set-Aside Unit above those with a higher amount of total Corporation funding per Set-Aside Unit, as described in Item 2 of Exhibit C;
- d. Next, by the Application's eligibility for the Qualifying Financial Assistance Funding Preference as described in Section Four, A.10.d. of the RFA, (with Applications that qualify for the preference listed above Applications that do not qualify for the preference);
- ~~e. Next, by the Per Unit Construction Funding Preference which is outlined in Section Four, A.10.e. of the RFA (with Applications that qualify for the preference listed above Applications that do not qualify for the preference);~~
- ~~f. By. Next, by~~ the Application's eligibility for the Florida Job Creation Funding Preference which is outlined in Item 3 of Exhibit C of the RFA (with Applications that qualify for the preference listed above Applications that do not qualify for the preference); and
- ~~gf.~~ By lottery number, resulting in the lowest lottery number receiving preference.

4. County Award Tally

As each Application is selected for tentative funding, the county where the proposed Development is located will have one Application credited towards the County Award Tally.

The Corporation will prioritize eligible unfunded Applications that meet the Funding Test and are located within counties that have the lowest County Award Tally above other eligible unfunded Applications with a higher County Award Tally that also meet the Funding Test, even if the Applications with a higher County Award Tally are higher ranked.

5. The Funding Selection Process

a. First Application selected for funding

The first Application selected for funding will be the highest ranking eligible Application proposing a Development that is located in the North Florida or South Florida Region.

b. Second Application selected for funding

- (1) If the Application that was selected for funding in a. above met the Medium County and North Florida Region Funding Goals, the second Application selected for funding will be a Large County Application in the South Florida Region.
- (2) If the Application that was selected for funding in a. above met the Medium County and South Florida Region Funding Goals, the second Application selected for funding will be a Large County Application in the North Florida Region.
- (3) If the Application that was selected for funding in a. above met the Large County and North Florida Region Funding Goals, the second Application selected for funding will be a Medium County Application in the South Florida Region.
- (4) If the Application that was selected for funding in a. above met the Large County and South Florida Region Funding Goals, the second Application selected for funding will be a Medium County Application in the North Florida Region.

c. Remaining Funding

If funding remains after selecting two Applications as outlined above, or if funding remains because there were not two Applications that could be funded as outlined above, then the highest ranking eligible unfunded Applications will be selected for funding, regardless of the Homeless Development Region and the County size, subject to the County Award Tally and the Funding Tests. If no eligible unfunded Applications can meet the Funding Tests, then no further Applications will be selected for funding and the remaining Housing Credits and SAIL funding will be distributed as approved by the Board.

6. Returned Funding

Funding that becomes available after the Board takes action on the Committee's recommendation(s), due to an Applicant withdrawing, an Applicant declining its invitation to enter credit underwriting or the Applicant's inability to satisfy a requirement outlined in this RFA, and/or provisions outlined in Rule Chapter 67-48, F.A.C., will be distributed as approved by the Board.

SECTION SIX AWARD PROCESS

Committee members shall independently evaluate and score their assigned portions of the submitted Applications, consulting with non-committee Corporation staff and legal counsel as necessary and appropriate.

The Committee shall conduct at least one public meeting during which the Committee members may discuss their evaluations, select Applicants to be considered for award, and make any adjustments deemed necessary to best serve the interests of the Corporation's mission. The Committee will list the Applications deemed eligible for funding in order applying the funding selection criteria outlined in Section Five above and develop a recommendation or series of recommendations to the Board.

The Board may use the Applications, the Committee's scoring, any other information or recommendation provided by the Committee or staff, and any other information the Board deems relevant in its selection of Applicants to whom to award funding. Notwithstanding an award by the Board pursuant to this RFA, funding will be subject to a positive recommendation from the Credit Underwriter based on criteria outlined in the credit underwriting provisions in Exhibits H and I of the RFA, and Rule Chapter 67-48, F.A.C.

The Corporation shall provide notice of its decision, or intended decision, for this RFA on the Corporation's Website the day of the applicable Board vote. After posting, an unsuccessful Applicant may file a notice of protest and a formal written protest in accordance with Section 120.57(3), Fla. Stat., et. al. Failure to file a protest within the time prescribed in Section 120.57(3), Fla. Stat., et. al. shall constitute a waiver of proceedings under Chapter 120, Fla. Stat.

After the Board's decision to select Applicants for funding in this RFA has become final action, the Corporation shall offer all Applicants within the funding range an invitation to enter credit underwriting. The Corporation shall select the Credit Underwriter for each Development.

Exhibit A to RFA 2023-103 Housing Credit and SAIL Financing for the Development of Housing for Homeless Persons

Unless stated otherwise, all information requested pertains to the Development proposed in this Application upon completion of the construction work.

1. Review of Attachments

Provide all attachments as required below. 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 Application 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. Homeless Individuals and Families Demographic Commitment, as described in Section Four.
- At least 50 percent, but less than 80 percent, of the total units will be set aside for Homeless individuals and families; and at least 20 percent of the total units for Persons with Special Needs, (which may be the same units set aside for Homeless individuals and families)
 - At least 80 percent of the total units will be set aside for Homeless individuals and families; and at least 20 percent of the total units Persons with Special Needs, (which may be the same units set aside for Homeless individuals and families)
- b. Select at least one box from options (1) through (5) below that specifies the defined Persons with Special Needs population(s) that the Applicant proposes to serve. More than one of the populations below may be served.
- (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;
 - (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 Section 409.1451, F.S.; and/or

- (5) Survivors of domestic violence as defined in Section 741.28, F.S.

3. Applicant, Developer, Management Company, and Contact Person

a. Applicant

- (1) Name of Applicant

[Click here to enter text.](#)

- (2) Provide the required documentation to demonstrate that the Applicant is a legally formed entity qualified to do business in the state of Florida as of the Application Deadline as **Attachment 1**.

- (3) Non-Profit Applicant Qualifications

The Applicant or the General Partner or managing member of the Applicant must meet the definition of Non-Profit Applicant as set forth in Exhibit B.

To demonstrate that this definition is met, Applicants must meet the requirements in both (a) and (b) below.

- (a) Material Participation

Provide ~~all of~~ the following ~~documents~~ as **Attachment 2** for each non-profit entity that makes up the Applicant:

- ~~The Non-Profit Entity Material Participation Questionnaire (Form Rev. 10-2021); and~~
- The Executive Director Certification of Non-Profit Entity Material Participation form (Rev. ~~10-2021~~09-2022).

- (b) Demonstration of Non-Profit entity qualifications

To meet this eligibility requirement, **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** through the Non-Profit Advance Review Process; **or** the Non-Profit Application Package as **Attachment 2**.

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

Applications will receive 10 points if the Executive Director Certification of Non-Profit Entity Qualifications Form (Rev. 10-2021) is submitted for **each non-profit entity** as **Attachment 2**, and if the form(s) is stamped “Received” by the

Corporation at least 14 Calendar Days prior to the Application Deadline AND stamped "Approved" prior to the Application Deadline.

(5) Pre-Application Meeting (10 Points)

Applicants will receive ten points if the Pre-Application Meeting or Experience for Proposed Permanent Supportive Housing Developments Form (Rev. ~~10-2021~~09-2022) is submitted as **Attachment 3** ~~to~~2 the RFA and meets the requirements of Section Four A.3.a. (~~65~~) of the RFA.

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

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~~ as **Attachment 3**.

b. Developer Information

(1) Name of each Developer (including all co-Developers)

[Click here to enter text.](#)

[Click here to enter text.](#)

[Click here to enter text.](#)

(2) For each Developer entity listed in question (1) above (that is not a natural person, Local Government, or Public Housing Authority), provide, as **Attachment 34**, the required documentation demonstrating that the Developer is a legally formed entity qualified to do business in the state of Florida as of the Application Deadline.

(3) Developer Experience (~~5 Points~~)

(a) Required Developer Experience

~~At~~At least one experienced Principal of at least one Developer entity named in (1) above must meet the Developer experience outlined in Section Four of the RFA.

Name of the natural person Principal with the required experience:

Name of Developer Entity (for the proposed Development) for which the above individual is a Principal:

- (1) First completed affordable rental housing development that meets the experience requirement outlined in Section Four, A.3.b.(3)(a) of the RFA:

Name of Development: _____

Location (city and state):

Affordable Housing Program that Provided Financing (e.g., Housing Credits, Tax-Exempt Bonds, HOME, SAIL, etc.)

Total Number of Units: _____

Year Completed: _____ (must be ~~2012~~2013 or later)

- (2) Second completed affordable rental housing development that meets the experience requirement outlined in Section Four, A.3.b.(3)(a) of the RFA:

Name of Development: _____

Location (city and state):

Affordable Housing Program that Provided Financing (e.g., Housing Credits, Tax-Exempt Bonds, HOME, SAIL, etc.)

Total Number of Units: _____

Year Completed: _____ (must be ~~2002~~2003 or later)

- (3) Third completed affordable rental housing development that meets the experience requirement outlined in Section Four, A.3.b.(3)(a) of the RFA:

Name of Development: _____

Location (city and state):

Affordable Housing Program that Provided Financing (e.g., Housing Credits, Tax-Exempt Bonds, HOME, SAIL, etc.)

Total Number of Units: _____

Year Completed: _____ (must be ~~2002~~2003 or later)

- (b) ~~The Developer Experience-Withdrawal Disincentive (5 Points)~~ as a point item in future RFAs

~~To receive five points, the Developer~~ The Developer Experience Withdrawal Disincentive criteria is outlined in Section Four A.3.b.(3)(b) of the RFA ~~must be met.~~

c. Principals Disclosure for the Applicant and for each Developer (5 points)

(1) Eligibility Requirement

To meet the submission requirements, upload the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-19) (“Principals Disclosure Form”) ~~with the Application and Development Cost Pro Forma~~, as outlined in Section Three of the RFA identifying the Principals of the Applicant and Developer(s) as of the Application Deadline.

To meet eligibility requirements, the Principals Disclosure Form must identify, pursuant to subsections 67-48.002(94), 67-48.0075(8) and 67-48.0075(9), F.A.C., the Principals of the Applicant and Developer(s) as of the Application Deadline.

For Housing Credits, the investor limited partner of an Applicant limited partnership or the investor member of an Applicant limited liability company (or a placeholder for the investor) must be identified.

(2) Advance Review of Principals Disclosure Form (5 points)

Applicants will receive five 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.

d. Management Company Contact Information

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

Middle Initial: [Click here to enter text.](#)

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

Management Company: [Click here to enter text.](#)

Street Address: [Click here to enter text.](#)

City: [Click here to enter text.](#)

State: [Choose a state.](#)

Zip: [Click here to enter text.](#)

Telephone: [Area Code 7 digit number extension](#)

E-Mail Address: [Click here to enter text.](#)

e. Community-Based Board of Directors Requirement

Does the Applicant 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, as required?

[Choose an item.](#)

f. Contact Person

- (1) Provide the contact information for the person that meets the Authorized Principal Representative criteria outlined in Section Four (required).

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

Middle Initial: [Click here to enter text.](#)

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

Organization: [Click here to enter text.](#)

Street Address: [Click here to enter text.](#)

City: [Click here to enter text.](#)

State: [Choose a state.](#)

Zip: [Click here to enter text.](#)

Telephone: [Area Code 7 digit number extension](#)

E-Mail Address: [Click here to enter text.](#)

- (2) Operational Contact Person information (optional)

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

Middle Initial: [Click here to enter text.](#)

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

Organization: [Click here to enter text.](#)

Street Address: [Click here to enter text.](#)

City: [Click here to enter text.](#)

State: [Choose a state.](#)

Zip: [Click here to enter text.](#)

Telephone: [Area Code 7 digit number extension](#)

E-Mail Address: [Click here to enter text.](#)

4. General Proposed Development Information

- a. Name of the proposed Development

[Click here to enter text.](#)

- b. Development Category

- (1) The proposed Development must consist entirely of new construction. Rehabilitation of existing units is not allowed.
 - (2) The Development Category requirements are outlined in Section Four.
- c. Characteristics of Development
- (1) Development Type
Choose an item.
 - (2) Enhanced Structural Systems (“ESS”) Construction Qualifications are outlined in Section Four, A.4.c.(2) of RFA.
- d. Unit Characteristic Chart

Complete the chart below reflecting the number of units for each of the Development Categories, Development Types, or ESS/non-ESS Construction, for purposes of the Total Development Cost Per Unit Limitation calculation and the Leveraging Calculation.

Measure		Enter the applicable number of units
New Construction Units	Other Dev. Type, ESS Construction, NC Units	<u>Enter the number of units</u>
	Other Dev. Type, Non-ESS Construction, NC Units	<u>Enter the number of units</u>
	Garden, ESS Construction, NC Units	<u>Enter the number of units</u>
	Garden, Non-ESS Construction, NC Units	<u>Enter the number of units</u>
	Mid-Rise, ESS Construction, NC Units	<u>Enter the number of units</u>
	Mid-Rise, Non-ESS Construction, NC Units	<u>Enter the number of units</u>
	High-Rise, ESS Construction, NC Units	<u>Enter the number of units</u>
	High-Rise, Non-ESS Construction, NC Units	<u>Enter the number of units</u>

Other Development Type means any Development Type that is not listed in the chart.

5. Location of proposed Development

- a. County: Choose a county.
- b. Development Location
 - (1) Address of Development Site:

[Click here to enter text.](#)

- (2) City of Development Site*:

[Click here to enter text.](#)

*If the proposed Development is located in the unincorporated area of a county, provide that information.

- c. Does the proposed Development consist of Scattered Sites?

[Choose an item.](#)

- d. Latitude and Longitude Coordinates

- (1) Development Location Point

Latitude in decimal degrees, rounded to at least the sixth decimal place

[Click here to enter text.](#)

Longitude in decimal degrees, rounded to at least the sixth decimal place

[Click here to enter text.](#)

- (2) If the proposed Development consists of Scattered Sites, for each Scattered Site that is in addition to the Development Location Point information provided in (1) above, identify the latitude and longitude coordinate, rounded to at least the sixth decimal place:

[Click here to enter text.](#)

Developments are limited to three Scattered Sites.

- e. 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 22% Units, and therefore will be required to comply with the HUD environmental requirements as provided in 24 CFR 93.301(f)(1) and (2).

The Development's location within a flood zone or wetland area is subject to further verification in credit underwriting.

6. Number of Units and Buildings

- a. Total number of units that will be in the proposed Development upon completion: [Click here to enter text.](#)

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) Select one of the following minimum set-aside commitments:

Choose an item.

(2) Total Set-Aside Breakdown Chart

(a) Applicants committing to the minimum set-aside commitment of 20 percent of the total units at 50 percent of the Area Median Income or less or 40 percent of the total units at 60 percent of the Area Median Income or less must complete the chart below.

Note: Because 22% Units are set aside for 30 years, and because they may be adjusted downward and recalculated after awards are made, Applicants should not represent any 22% Units in the Total Set Aside Breakdown Chart.

Total Set-Aside Breakdown Chart	
Percentage of Residential Units	AMI Level
<u>Enter Number</u> %	At or Below 25%
<u>Enter Number</u> %	At or Below 28%
<u>Enter Number</u> %	At or Below 30%
<u>Enter Number</u> %	At or Below 33%
<u>Enter Number</u> %	At or Below 35%
<u>Enter Number</u> %	At or Below 40%
<u>Enter Number</u> %	At or Below 45%
<u>Enter Number</u> %	At or Below 50%
<u>Enter Number</u> %	At or Below 60%
<u>Enter Number</u> %	Total Set-Aside Percentage

(b) Applicants committing to the Average Income Test must complete this chart:

Total Set-Aside Breakdown Chart	
Number of Residential Units	AMI Level
<u>Enter Number</u>	At or Below 20%
<u>Enter Number</u>	At or Below 30%
<u>Enter Number</u>	At or Below 40%

<u>Enter Number</u>	At or Below 50%
<u>Enter Number</u>	At or Below 60%
<u>Enter Number</u>	At or Below 70%
<u>Enter Number</u>	At or Below 80%
<u>Enter Number</u>	Market Rate Units
<u>Enter Number</u> % (Total Set-Aside Percentage)	

State the Average AMI of all Qualifying Housing Credit Units:

Note: The Development Cost Pro Forma includes an Average Income Test worksheet to assist Applicants in this calculation. If the Total Set-Aside Breakdown Chart reflects that the Average AMI of all Qualifying Housing Credit Units exceeds 60 percent, and/or if the number of Set-Aside Units set aside at 30 percent AMI or less, is not equal to or greater than the required ELI commitment, and/or the overall Set-Aside Commitment requirement is not met, the Application will not be eligible for funding.

d. Unit Mix Chart

(1) Complete the chart below:

Number of Bedrooms/Bathrooms per Unit	Number of Units per Bedroom Type	Number of Units that are ELI Set-Aside Units
<u>Choose an item.</u>	<u>Enter Number</u>	<u>Enter Number</u>
<u>Choose an item.</u>	<u>Enter Number</u>	<u>Enter Number</u>
<u>Choose an item.</u>	<u>Enter Number</u>	<u>Enter Number</u>
<u>Choose an item.</u>	<u>Enter Number</u>	<u>Enter Number</u>
<u>Choose an item.</u>	<u>Enter Number</u>	<u>Enter Number</u>
<u>Choose an item.</u>	<u>Enter Number</u>	<u>Enter Number</u>

e. Number of Buildings

Number of anticipated residential buildings: Enter Number

f. Compliance Period

All Applicants are required to set aside the units for 50 years as further described in Section Four of the RFA.

7. Readiness to Proceed

a. Site Control

The attachments must be provided as **Attachment 6** to demonstrate site control as of Application Deadline.

b. Ability to Proceed documents

(1) Provide the required documentation to demonstrate zoning as **Attachment 7**.

(2) Provide the required documentation to demonstrate availability of water as **Attachment 8**.

(3) Provide the required documentation to demonstrate availability of sewer as **Attachment 9**.

8. Construction Features

a. Federal requirements and State Building Code requirements for all Developments are outlined in Section Four.

b. General feature requirements for all Developments are outlined in Section Four.

c. Accessibility feature requirements for all Developments, including Level 1 and Level 2 Accessibility Requirements, are outlined in Section Four.

d. Green Building Features

(1) Green Building feature requirements for all Developments are outlined in Section Four.

(2) Select one of the following Green Building Certification programs described in Section Four.

Choose an item.

~~9. Resident Programs~~

9. Housing Stability Services and Access to Community-Based Services Coordination Experience

The Resident Community-Based Service Coordination requirements for all Applicants are outlined in Section Four. In addition, select the option describing how the Services Coordination Experience Requirements outlined in Section Four, A.9 of this RFA will be met.

~~The Applicant entity meets the Services Coordination Experience Requirements outlined in Section Four, A.9.a. of this RFA. As required, a list of the properties that demonstrate this requirement is provided as **Attachment 10**.~~

The Applicant entity will enter into legal contract with a provider or services that meets the Services Coordination Experience Requirements outlined in Section Four, A.9.b. of this RFA. A copy of 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 form (Form Rev 10-2021) must be submitted as **Attachment 10**.

The Applicant entity meets the Services Coordination Experience Requirements outlined in Section Four, A.9.a. of this RFA as demonstrated in the information provided below.

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 a Resident Community Based Services Coordination to Homeless households and/or Persons with Special Needs, as described in Section Four, A.9. of RFA.

First completed development that serves Homeless individuals and families and/or Persons with Special Needs that meets the experience requirement outlined in Section Four, A.9.b.(1) of the RFA (required):

Name of Development: _____

Location (city and state): _____

Total Number of Units: _____

Second completed development that serves Homeless individuals and families and/or Persons with Special Needs that meets the experience requirement outlined in Section Four, A.9.b.(1) of the RFA (required):

Name of Development: _____

Location (city and state): _____

Total Number of Units: _____

Third completed development that serves Homeless individuals and families and/or Persons with Special Needs that meets the experience requirement outlined in Section Four, A.9.b.(1) of the RFA (if needed):

Name of Development: _____

Location (city and state): _____

Total Number of Units: _____

Fourth completed development that serves Homeless individuals and families and/or Persons with Special Needs that meets the experience requirement outlined in Section Four, A.9.b.(1) of the RFA (if needed):

Name of Development: _____

Location (city and state): _____

Total Number of Units: _____

Total Units in the above developments that serves Homeless individuals and families and/or Persons with Special Needs that meets the experience requirement outlined in Section Four, A.9.b.(1) of the RFA:



10. Funding

a. Corporation Funding

(1) Housing Credit Request Amount (annual amount): \$ [Click here to enter text.](#)

(a) The Maximum Housing Credit Request Chart is provided in Section Four A.10. of the RFA.

(b) Is the proposed Development the first phase of a multiphase Development?

[Choose an item.](#)

(c) Basis Boost Qualifications

(i) Is the proposed Development a subsequent phase of a multiphase Development?

[Choose an item.](#)

If “Yes”, state the Corporation-assigned Application Number for the Development where the first phase was declared: [Click here to enter text.](#)

(ii) Are any buildings in the proposed Development located in a SADDA?

[Choose an item.](#)

If “Yes”, provide the SADDA ZCTA Number(s): [Click here to enter text.](#)

(The Applicant should separate multiple SADDA ZCTA Numbers by a comma.)

- (iii) Is the proposed Development located in a non-metropolitan DDA?

[Choose an item.](#)

- (iv) Is the proposed Development located in a QCT?

[Choose an item.](#)

If “Yes”, indicate the HUD-designated QCT census tract number: [Click here to enter text.](#)

- (v) Homeless Demographic Basis Boost

Applications that have committed to the Homeless Demographic and the Development is not located in a HUD-designated DDA (Non-Metropolitan DDA or Small Area DDA) or a QCT as provided above, will qualify for a 30% basis boost as authorized by the Housing and Economic Recovery Act of 2008 and the Corporation’s most recently authorized Qualified Allocation Plan.

- (d) The HC equity proposal must be provided as **Attachment 12**.

- (2) Total SAIL Request Amount

(a) Applicant’s SAIL Request Amount: \$ [Click here to enter text.](#)

(b) Applicant’s ELI Loan Request Amount: \$ [Click here to enter text.](#)

- (3) Does the Applicant commit to additional 22% Units beyond the required number of 22% Units?

[Choose an item.](#)

If “Yes”, how many Optional 22% Units will be provided, in addition to the required number of 22% Units applicable for the county size?

[Click here to enter text.](#)

Note: NHTF will be awarded as outlined in Section Five and Exhibit I.

- (4) Other Corporation Funding:

(a) — If a PLP loan has been awarded for this Development, provide the following information:

Corporation File #	Amount of Funding
Click here to enter text	\$ Click here to enter text

(b) — If any other Corporation funds will be incorporated as a source of financing for the proposed Development, provide the information in the chart below:

Corporation Program	Corporation File No.	Amount of Funding
SAIL	Enter file No.	\$ Enter file No.
HOME-Rental	Enter file No.	\$ Enter file No.
MMRB	Enter file No.	\$ Enter file No.
EHCL	Enter file No.	\$ Enter file No.

b. Non-Corporation Funding

Attach all funding proposals executed by the lender(s) or by any other source as **Attachment 15**.

c. Development Cost Pro Forma

~~To meet the submission requirements, upload~~[Complete](#) the Development Cost Pro Forma ~~as outlined in Section Threetab~~ of the RFA [Exhibit A](#).

d. Qualifying Financial Assistance Funding Preference

(1) Cash Funding Equals at Least 3 Percent of the Eligible SAIL Loan Amount

To qualify through Cash Funding, state the amount of Qualifying Financial Assistance Funding below and provide the funding proposal that meets the requirements. Qualifying Financial Assistance Funding for which acceptable funding proposals are not provided will not be counted as a source of funding or as Qualifying Financial Assistance Funding.

- (a) The Applicant has Received* the following amount to be used as a source of funding for the proposed Development \$ [Click here to enter text](#).
- (b) The following amount is an Approved* source to be used as a source of funding for the proposed Development \$ [Click here to enter text](#).
- (c) The following amount is a Pending* source to be used as a source of funding for the proposed Development \$ [Click here to enter text](#).
- (d) The total amount of Cash Funding is \$ [Click here to enter text](#).
(a) + (b) + (c)

If (i) the amount in (d) is equal to at least 3 percent of the Applicant’s Eligible

SAIL Request Amount (exclusive of the Eligible ELI Loan Request Amount); and (ii) the qualified funding proposals demonstrate Cash Funding for an amount that is equal to at least 3 percent of the Applicant's Eligible SAIL Request Amount (exclusive of the Eligible ELI Loan Request Amount), the Applicant will receive preference in the funding selection process.

*Received Cash Funding represents funding that the Applicant has collected and deposited. Approved Cash Funding represents funding that the provider of the funds has committed or agreed to provide, but the Applicant has not yet received. Pending Cash Funding represents all sources of funding the Applicant believes will be obtained, but which have not yet been committed to the Applicant.

(2) Qualifying through Donation of Land

Does the Application qualify for the Qualifying Financial Assistance Preference by meeting the requirements stated in Section Four for Donation of Land by a Local Government?

[Choose an item.](#)

~~e. Per Unit Construction Funding Preference~~

~~Does the proposed Development qualify for the Per Unit Construction Funding Preference?~~

~~[Choose an item.](#)~~

~~f. e. Principal of the Applicant is a Public Housing Authority and/or an instrumentality of a Public Housing Authority~~

- (1) Has the Applicant has entered into a land lease with a Public Housing Authority on property where the proposed Development is to be located and the property has an existing Declaration of Trust between the Public Housing Authority and HUD?

[Choose an item.](#)

- (2) Is the Applicant associated with a Public Housing Authority and/or an instrumentality of a Public Housing Authority in the ownership structure?

[Choose an item.](#)

If the Principal of the Applicant Entity is an instrumentality of a Public Housing Authority, state the name of the Public Housing Authority:

[Click here to enter text.](#)

11. ~~HOME~~ Uniform Relocation Act

- a. Are there any units occupied?

[Choose an item.](#)

If “Yes” – Go to question b. below.

If “No” – Go to question c. below.

- b. Tenant Relocation Information for Existing Properties

- (1) How many total units now exist in the development? [Click here to enter text.](#)

- (2) How many units are occupied? [Click here to enter text.](#)

- ~~(3) — Based on the income information of each tenant, is (3) Is permanent relocation (displacement) anticipated during or after the construction/redevelopment period?~~

~~[Choose an item.](#)~~

~~If “Yes”, how many units are affected? [Click here to enter text.](#)~~

- (4) Will temporary relocation of any tenants be required?

~~[Choose an item.](#)~~

~~If “Yes”, how many tenants will require temporary relocation? [Click here to enter text.](#)~~

- ~~(5) — Provide the required list of all occupied units and tenant income certifications as **Attachment 17.**~~

- ~~(6) — Provide the required description of how the Development will meet the HOME set-aside requirements as **Attachment 18.**~~

- ~~(7) — Provide the required description of how the cost of relocation will be covered as **Attachment 19.**~~

- c. Uniform Relocation Act (URA) Acquisition Information

- (1) Does the Applicant own the Development site?

~~[Choose an item.](#)~~

~~If “Yes” - Provide a narrative regarding the acquisition as **Attachment 20** and skip questions (2) through (4) below.~~

If “No” - Answer question (2) below.

- (2) Is Applicant a private company?

[Choose an item.](#)

If “Yes” - ~~Provide a copy of the notice provided to the current owner/seller as Attachment 21 and~~ skip questions (3) and (4) below.

If “No” - Answer question (3) below.

- (3) Is the Applicant a public (government) Applicant?

[Choose an item.](#)

If “Yes” - Answer question (4) below.

If “No” - Skip question (4) below.

- (4) Does the Applicant have eminent domain power?

[Choose an item.](#)

~~If “Yes” - Provide a copy of the required notice as Attachment 22.~~

~~If “No” - Provide the required information as Attachment 22.~~

B. Other Information

1. Verifying Application Fee Payment

To ensure that the Application Fee is processed for the correct online Application, the following is ***strongly recommended***: (i) provide the Application Fee at least 48 hours prior to the Application Deadline; and (ii) whether paying by check, money order, ACH or wire transfer, include the Development Name, RFA number with the payment.

Additionally, include the following:

- If submitting a check or money order, provide the check or money order number.
- If submitting an ACH, provide the trace number.
- If submitting a wire transfer, provide the wire service reference number (i.e. Fed/CHIPS/SWIFT Reference Number) and the Fed Wire Transfer Number.

[Click here to enter text.](#)

2. Bookmarking the All Attachments Document before uploading (5 points)

To be awarded 5 points, bookmark the pdf of the All Attachments Document before uploading.

3. Addenda

Use the space below to provide any additional information or explanatory addendum for items described in Section Four, A. above. The Addenda section of Exhibit A may not be used to provide any additional information or explanatory addendum for items described in Section Four, C. below. Please specify the particular item to which the additional information or explanatory addendum applies.

[Click here to enter text.](#)

C. Narratives

1. As further explained in Section Four, describe the Homeless and Persons with Special Needs population(s) to be served. The Applicant's description(s) is limited to no more than two typed pages within the text box below.

[Click here to enter text.](#)

2. Operating/Managing Experience (Maximum 40 points)

As further explained in Section Four, identify the entity or entities that will carry out operations and management functions at the Development and describe its experience in managing developments, including performing operations and management functions specific to the needs of the intended tenants. The Applicant's description is limited to no more than three typed pages within the text box below.

[Click here to enter text.](#)

3. Access to Community-Based Services and Resources (Maximum 55 Points)

- a. Access to community-based general services

As further explained in Section Four, describe the community-based general services that will be accessible to tenants, such as shopping for groceries, medicine, clothing, and other household and personal items. (Up to 20 Points)

The Applicant's description(s) is limited to no more than three typed pages within the text box below.

[Click here to enter text.](#)

- b. Access to community-based services and resources that address tenants' needs

As further explained in Section Four, describe how residents will be assisted to access appropriate physical health, behavioral health and wellness, and self-

sufficiency services and activities that can lead to stable and integrated lives in their community. (Up to 35 Points)

The Applicant's description(s) is limited to no more than three typed pages within the text box below.

[Click here to enter text.](#)