

FLORIDA HOUSING FINANCE CORPORATION

2nd Modification of Request for Applications (RFA) 2026-103 Housing Credit And SAIL Financing
To Develop Housing For Homeless Persons

Pursuant to Rule 67-60.005, F.A.C., Modification of Terms of Competitive Solicitations, Florida Housing hereby modifies Section Four A.1. of the RFA as follows:

1. Review of Application

During the Review Committee scoring process, the Corporation (i) may rely on the answers submitted by the Applicant in Exhibit A and the Narrative Response Form, the Development Cost Pro Forma, and the Principals Disclosure Form; and (ii) may, but is not obligated to, review the substance of the documentation that is submitted as Attachments to the Application.

If it is determined that the Attachments do not meet the RFA requirements or the Applicant submitted materially incorrect information in the Application, the Corporation may take any or all of the following actions, even if the Application was not selected for funding, was deemed ineligible, or was withdrawn: deem the Application ineligible, rescind the award, and consider all Principals of the Applicant to have made a material misrepresentation subject to Section 420.518, F.S.

Pursuant to Rule 67-60.005, F.A.C., Modification of Terms of Competitive Solicitations, Florida Housing hereby modifies Section Four A.3.a.(3)(b) of the RFA as follows:

(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. date of either 10-2021 or 11-2025) **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. date of either 10-2021 or 11-2025), 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. date of either 10-2021 or 11-2025) 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.

*The Applicant may submit a Corporation-approved Executive Director Certification of Non-Profit Entity Qualifications Form (Rev. date of either 10-2021 or 11-2025) in lieu of the Non-Profit Application Package, even if approved in a prior RFA cycle, provided the information is true and correct, including the Executive Director that signed the previous form is the same as the current Executive Director.

(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 IRS determination letter for the parent corporation must meet the requirements of Section Four, A.3.a.(3)(b)(ii) above.

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.

Pursuant to Rule 67-60.005, F.A.C., Modification of Terms of Competitive Solicitations, Florida Housing hereby modifies Section Four A.3.a.(4) of the RFA as follows:

(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. date of either 10-2021 or 11-2025) 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. date of either 10-2021 or 11-2025) 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. date of either 10-2021 or 11-2025) 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, provided the information is true and correct, including the Executive Director that signed the form is the same as the current Executive Director.

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.

Pursuant to Rule 67-60.005, F.A.C., Modification of Terms of Competitive Solicitations, Florida Housing hereby modifies Section Five A.1. of the RFA as follows:

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*
Demographic percentage commitment selected
At least one Persons with Special Needs population selected
Name of Applicant provided
Evidence Applicant is a legally formed entity qualified to do business in the state of Florida as of the Application Deadline provided
Evidence that Applicant qualifies as a Non-Profit Applicant provided
- Executive Director Certification of Non-Profit Material Participation form (Rev. 09-2022) provided - 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. <u>date of either 10-2021 or 11-2025</u>) that was stamped “Approved” by the Corporation; or the Non-Profit Application Package
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 qualified to do business in the state of Florida as of the Application Deadline 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 Type provided
Unit Characteristic Chart reflecting the breakdown of number of units associated with each Development Type and ESS/Non-ESS provided
County identified
Address of Development Site provided
Question whether a Scattered Sites Development answered
Confirmation of no more than three Scattered Sites provided
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(s) properly completed
Unit Mix provided and meets requirements
Number of residential buildings provided
Evidence of Site Control provided
Green Building Certification selected

Housing Stability Services and Access to Community-Based Services Coordination Experience Requirements met
Applicant's Housing Credit Request Amount provided
Applicant's SAIL Request Amount provided
Uniform Relocation Act questions answers
Development Cost Pro Forma provided reflecting that sources equal or exceed uses
Applicant Certification and Acknowledgement signed by Authorized Principal Representative
Description of Demographic Populations to Be Served provided
Financial Arrearage Requirement met**
Verification of no prior acceptance to an Invitation to Enter Credit Underwriting for the same Development ***
Verification of no recent de-obligations ****
Minimum of 132 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

An Application will be deemed ineligible for funding if, as of close of business
two business days* before the Committee meets to make a recommendation to
the Board 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.

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 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 ten 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.

Pursuant to Rule 67-60.005, F.A.C., Modification of Terms of Competitive Solicitations, Florida Housing hereby modifies Section Five A.1. of the RFA as follows:

2. Awarding Points

Point Items	Maximum Points
Submission of Principals Disclosure Form that 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
Bookmarking Attachments prior to submission	5
Submission of Executive Director Certification of Non-Profit Entity Qualifications Form (Rev. <u>date of either 10-2021 or 11-2025</u>) stamped "Received" by the Corporation at least 14 Calendar Days prior to the Application Deadline AND stamped "Approved" prior to the Application Deadline	10
Submission of Corporation-approved Pre-Application Meeting or Experience form that meets the requirements of the RFA	10

Operating Permanent Supportive Housing Experience	30
Access to Community-Based Services and Resources	25
Assist Intended Residents in Meeting their Housing Stability and Self-Sufficiency Needs, Goals and Expectations	--
Permanent Housing Stability	20
Self-Sufficiency	20
Involvement in the Local Homeless Resources Network	25
Total Possible Points*	150

* Applications must achieve at least 87.5 percent of the total points available in the RFA to be eligible for funding ($150 \times 0.875 = 131.25$, rounded up to 132).

Pursuant to Rule 67-60.005, F.A.C., Modification of Terms of Competitive Solicitations, Florida Housing hereby modifies 3.a.(3) of Exhibit A as follows:

(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 the following as **Attachment 2** for each non-profit entity that makes up the Applicant:

- The Executive Director Certification of Non-Profit Entity Material Participation form (Rev. 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 or 11-2025) **that was stamped "Approved" by the Corporation** through the Non-Profit Advance Review Process; or the Non-Profit Application Package as **Attachment 2**.

Pursuant to Rule 67-60.005, F.A.C., Modification of Terms of Competitive Solicitations, Florida Housing hereby modifies 3.a.(4) of Exhibit A as follows:

(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 or 11-2025) 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.

Submitted By:

Melissa Levy
Managing Director of Multifamily Programs
Florida Housing Finance Corporation
227 N. Bronough Street, Suite 5000
Tallahassee, FL 32301
850-488-4197 or Melissa.Levy@floridahousing.org