

Florida Housing Finance Corporation Workshop Agenda
RFA 2016-103 Housing Credit and Gap Financing for
Affordable Housing Developments for Persons with a Disabling Condition
227 N. Bronough Street, Formal Conference Room, Tallahassee, FL
And via phone #1 888 339.2688, passcode #130 307 06
Tuesday, January 26, 2016 at 10:00 a.m., Eastern Time

Section One - Introduction

1. This RFA is open to Non-Profit Applicants who commit to provide a minimum of 80 percent of the units in the proposed Development set-aside for Persons with a Disabling Condition.
2. Total funding available:

Estimated \$2,185,789 of Competitive Housing Credits

Estimated \$1,100,000 of loan funding

Section Two – Definitions

Section Three – Procedures and Provisions

To meet the submission requirements, prior to the Application Deadline the Applicant must download the Application and Development Cost Pro Forma from the Corporation website, complete and upload the Application and Development Cost Pro Forma, submit the required hard copies to the Corporation, and provide the required non-refundable \$3,000 Application fee, payable to Florida Housing Finance Corporation (check or money order only).

Section Four – Information to be Provided in the Application

- A. Exhibit A Items
 1. The Applicant must include a signed Applicant Certification and Acknowledgement form to indicate the Applicant’s certification and acknowledgement of the provisions and requirements of the RFA.
 2. Persons with Special Needs Demographic Commitment
 - a. Applicants must commit to provide 80 percent of the total units in the proposed Development to Persons with a Disabling Condition as Permanent Supportive Housing and select up to three (3) Persons with Disabling Condition subpopulation(s) that 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; and/or

- (2) Persons receiving benefits under the Social Security Disability Insurance (SSDI) program or the Supplemental Security Income (SSI) program or from veterans' disability benefits; and/or
- (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.

b. Applicants must write a narrative describing the population(s) to be served.

3. Applicant Information

- a. State name of Applicant
- b. Evidence that Applicant is legally formed entity
- c. This RFA is only open to Non-Profit Applicants. All Applicants must answer all Non-Profit questions and provide the standard documentation
- d. All Applicants must provide a list identifying the Principals for the Applicant and for each Developer. To assist the Applicant in compiling the listing, the Corporation has included additional information at Item 2 of Exhibit C. This eligibility requirement may be met by providing a copy of the list of Principals that was reviewed and approved by the Corporation during the advance-review process. More details will be provided in a webboard notice.

Tentative Advance Review Process dates:

- Applicants may submit Principals lists for review beginning on February 17, 2016;
- Last date Applicants can submit Principals lists for review will be March 11, 2016; and
- No stamped approved lists will be issued by the Corporation after close of business on March 16, 2016

e. Contact Person (the person with whom the Corporation will communicate regarding the proposed Development)

4. Developer and Management Company Information

a. General Developer Information:

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

b. Management Company Information:

- (1) Name of Management Company; and
- (2) Required General Management Company experience.
- c. Operating/Managing Permanent Supportive Housing Experience (maximum of 40 points)
(this will also be first tie-breaker)

5. General Development Information

- a. Name of Development
- b. Location of Development
 - (1) County
 - (2) Address, which includes additional requirements about Developments that meet the definition of Scattered Sites.
 - (3) Applicants must provide a Surveyor Form with a Development Location Point
- c. Development Category
The proposed Development must create new Permanent Supportive Housing through the Development Category of new construction.
- d. Development Type – only Garden, and Mid-Rise, 4 story Developments are allowed.

Note: Group homes, Assisted Living Facilities, and other specialized licensed residential facilities, or units within a condominium complex are not eligible for funding.
- e. Concrete Construction

For purposes of the Total Development Cost per Unit Limitation, in order for a proposed Development to be considered to be concrete construction, the proposed Development must meet the requirements in Section Four A.5.e. of the RFA
- f. Number of Units and number of buildings
 - (1) Number of Units - The minimum is 30 units and the maximum is 50.
 - (2) Number of Buildings - the Applicant should state the total number of buildings with dwelling units in the proposed Development
- g. Unit mix
 - (1) The Applicant must complete the Unit Mix Chart listing the total number of bedrooms per unit, the total number of bathrooms per unit

(including half-baths, if applicable), and the total number of units per bedroom type.

- (2) Units must consist of any mix of zero (0) bedrooms, one (1), two (2), or three (3) bedrooms only, however, no more than 25 percent of the total units, rounded up, may be three (3) bedrooms.

Any zero (0) bedroom units must meet the definition of Zero Bedroom Unit.

- h. Ability to Proceed (i.e., status of site/plat plan, appropriately zoned, availability of infrastructure (electricity, water, sewer and roads) – all as of Application Deadline). Applicants must provide the Ability to Proceed Verification forms (Form Rev. 11-14). Applicants cannot provide a previously submitted form or any other version of an Ability to Proceed Verification form. To demonstrate infrastructure availability, the Applicant may provide a letter from the provider (that is Development-specific and dated within 12 months of the Application Deadline) in lieu of the form.

6. Set-Aside Commitments

- a. Minimum Set-Aside Selection:

- (1) 20 percent of the total units at 50 percent of the Area Median Income (AMI); or
- (2) 40 percent of the total units at 60 percent of the AMI; or
- (3) Deep rent skewing option as defined in Section 42 of the IRC, as amended

- b. Total Income Set-Aside:

At least 80 percent of the units shall be rented to households (person or persons) with incomes at or below 60 percent of the area median income (AMI).

- c. Extremely Low Income (ELI) Set-Aside:

All Applicants must commit to set aside 10 percent of the total units in the proposed Development to serve Extremely Low Income (ELI) Households.

For purposes of completing this Application, the Applicant should refer to the ELI County Chart set out in Section Four, 6.b.(1) of the RFA. Although, as of the issue date for this RFA, the fiscal year 2016 Multifamily Tax Subsidy Income Limits have not been issued by HUD, the ELI Set-Aside units committed to by the Applicant in its Application will be required to be set aside at the 2016 ELI AMI level. The Corporation will notify the Applicants selected for funding of the actual 2016 ELI AMI level at the time the invitation to enter credit underwriting is issued.

d. Affordability Period

The proposed Development must be set aside for a minimum length of 50 years with no option to convert to market after year 14. The affordability period includes the units set aside for Persons with a Disabling Condition and for ELI Households

7. Site Control

Applicants must demonstrate site control as of Application Deadline by providing an eligible contract (effective at least through September 30, 2016), a deed, and/or a lease (with a minimum 50 year term).

8. Required Design and Construction Features

a. Federal Requirements and State Building Code Requirements

b. Requirements for all units for the proposed Development

c. Required general features for all proposed Developments

d. Required Green Building Features for all Developments

e. Accessibility, Adaptability, Universal Design and Visitability Features

(1) Level 1 Accessibility Requirements

All Applicants that selected the Persons with Disabling Condition population of (i) Adult persons requiring independent living services in order to maintain housing or develop independent living skills and who have a physical Disabling Condition at question 2.a.(1) of Exhibit A; and/or (ii) 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.a.(2) of Exhibit A must meet all Level 1 Accessibility Requirements outlined in Section Four, A.8.e.(1) of the RFA.

(2) Level 2 Accessibility Requirements

All Applicants that did not select the Persons with a Disabling Condition population of (i) Adult persons requiring independent living services in order to maintain housing or develop independent living skills and who have a physical Disabling Condition at question 2.a.(1) of Exhibit A; and/or (ii) A person 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.a.(2) of Exhibit A must meet all Level 2 Accessibility Requirements outlined in Section Four, A.8.e.(2) of the RFA.

9. Resident Community-Based Services Coordination Requirement

10. Access to Community-Based Services and Resources (Maximum 50 Points)

All Applicants may be awarded points for providing information regarding access to community-based services and resources outlined below.

- a. All Applicants may be awarded points for describing access to groceries, education, household shopping, and employment for residents (Up to 20 Points)
- b. All Applicants may be awarded points for describing access to specific healthcare and/or supportive services needs of intended resident (Up to 30 Points)

11. Approach toward Income and Credit Status of Intended Individuals and Families Applying for Residency. (Up to 15 points)

All Applicants may be awarded points for describing specific policies, procedures or approaches that will be implemented to address a Homeless household's eligibility due to their income, credit and other issues that would normally adversely affect their ability to access a rental unit.

12. Tenant Selection (Up to 20 Points)

All Applicants may be awarded points for describing the outreach and marketing activities, beyond those required in the Fair Housing Act as implemented by 24 CFR Part 100, that will be conducted initially and on a continuing basis to market the Development to the intended individuals and families with special needs and will be used to develop and retain a pool of prospective residents.

13. Funding available

a. Housing Credits

- (1) The Applicant must state the amount of Housing Credits it is requesting. The Applicant's Housing Credit Request Amount should be stated as a whole dollar amount and cannot exceed \$1,092,894.
- (2) DDA/QCT/Multiphase Development. In order to be considered to be the first phase of a multiphase Development, the Development proposed in this Application must be located in a HUD-designated DDA and/or QCT. Although all Developments are eligible for the DDA/QCT boost per the 2015 QAP, only Developments located in a HUD-designated DDA and/or QCT are eligible for the multiphase status.

b. Loan Funding

The Applicant must state the amount of loan funding it is requesting. The Applicant's Loan Request Amount should be stated as a whole dollar amount and cannot exceed \$550,000

- c. Developer Fee is limited to 21 percent of Development Cost.
- d. Non-Corporation Financing Proposals and HC Equity Proposal.

B. Funding Selection

1. Eligibility Items

- Submission Requirements
- Non-Profit Applicant Qualifications met
- Previous funding requirement met
- Financial Arrearage Requirement met
- Total Development Cost Per Unit Limitation Requirement Met
- Total Score of at least 65 Points
- All Mandatory Items

2. Funding Test - The Funding Test means that Applications will be selected for funding only if there is enough funding available to fully fund both the Eligible HC Request Amount and the Eligible Loan Request Amount

3. County Award Tally

As each Application is selected for tentative funding, the county where the proposed Development is located will have one (1) Application credited towards the County's Award Tally. The Corporation will prioritize eligible unfunded Applications that are located in counties that have the lowest County Award Tally above other eligible unfunded Applications with a higher County Award Tally that also meet the Funding Tests, even if the Applications with a higher County Award Tally are higher ranked. If there are multiple eligible unfunded Applications that have the lowest County Award Tally, the Corporation will select the highest ranking Application among them for tentative funding.

Counties that have at least one (1) High Priority Competitive Housing Credit Application funded through RFP 2013-07 and RFA 2014-107 (Miami-Dade and Pinellas) will be considered to have one (1) Application credited towards the County Award in this RFA.

4. Sorting Order

- a. First, by Operating/Managing Permanent Supportive Housing Experience points received
- b. Next, by the Application's HC Leveraging Classification, with Applications having the Classification of A listed above Applications having the Classification of B;
- c. Next, by the Application's eligibility for the Qualifying Financial Assistance Funding Preference with Applications with the higher amount listed above Applications with a lower amount;

- d. Next, by the Application's eligibility for the Florida Job Creation Funding Preference, with Applications that qualify for the preference listed above Applications that do not qualify for the preference; and
 - e. Finally, by lottery number, resulting in the lowest lottery number receiving preference.
5. Selection Process –

The first Application that will be selected for funding will be the highest ranking eligible Application. If funding remains, the highest ranking eligible unfunded Applications will be selected for funding, subject to the Funding Test and the County Award Tally.

If funding remains and no eligible unfunded Application can meet the Funding Test, no further Applications will be considered for funding and any remaining funding will be distributed as approved by the Board.

Exhibit A - Application

Exhibit B – Required Forms

Exhibit C – Other Requirements

1. Timeline
2. Examples of Lists of Principals to be Provided by the Applicant
3. Total Development Cost Per Unit Limitation calculation
4. HC Leveraging Classification calculation
5. Florida Job Creation Funding Preference calculation
6. Fees
7. Identity of Remaining Members of Development Team and Environmental Site Assessment
8. Additional Requirements

Expected Issue Date: March 4, 2016

Expected Due Date: April 7, 2016

Expected Review Committee Meeting Date: June 6, 2016 at 3:30 p.m.