

## FLORIDA HOUSING FINANCE CORPORATION

### PRE-APPLICATION MEETING QUESTIONS FOR PERMANENT SUPPORTIVE HOUSING DEVELOPMENTS

1. **Introduce each person on the call from the Applicant's team**, describe their roles in the proposed Development, and specify whether they have a formal role under the Applicant structure and are named on the Pre-Application Meeting Form. For each entity represented at the meeting, include a description of their missions, where they are located and their experience in developing/managing housing and/or coordinating/providing supportive services. The entities represented must be, at a minimum, those that will be applying for funding through the applicable RFA and will be represented by Principals on the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-2019). The information provided should include:
  - Name of project team members from each entity under the Applicant structure.
  - Name of Developer or co-developers.
  - The Non-Profit or for profit status of each entity. If an entity is a Non-Profit, provide the date of the IRS 501(c)(3) determination letter.
  - The name of consultants, if any, that are integral to the Application and development process.
2. **Provide a short description of the planned project, including:**
  - County and, if appropriate, the city where housing will be located;
  - Number of units planned; New Construction or Acquisition/Rehabilitation; any other notable building features of the planned Development, such as type of dwellings to be proposed and unit mix;
  - Key demographic population(s) to be served, and the Applicant's experience in working with this demographic(s); discuss how your proposed unit mix will help serve the intended population; and
  - Proximity to grocery stores, supportive service offices, medical facilities.
3. **Name of Management Company**, if not already provided above.
4. **Supportive Services Coordination.** What organization will carry out the Supportive Services Coordinator responsibilities? What is that organization's experience with supportive services coordination? Even if there will be a different organization than the Applicant doing services coordination, how does the Applicant oversee services coordination, property management, and tenant selection to make sure that all the pieces work together over time?
5. **Describe how the potential Applicant has worked with the local community.** How has this involvement translated into your decision to do this development or get support from the community?
6. **What is the Applicant's general approach to developing a formal partnership with the service providers you work with?** What, if any, services do the Applicant themselves provide?
7. **Describe how tenant referral and selection will be carried out.** Is the Applicant part of the local Continuum of Care's Coordinated Entry System?
8. **Describe how residents will access transportation to essential services.**
9. **What are the estimated Total Development Costs for the proposed Development, and expected sources of development funds?** Has or will the Applicant apply for predevelopment funding? If yes, is that funding from Florida Housing's Predevelopment Loan Program?

**10. What are the expected sources of operating funds besides rental income?** How does the Applicant expect to manage the long-term sustainability of the property?

**11. Material Participation of all members of the Applicant Entity.** (Only to be answered if the Applicant Entity includes more than one member). If not covered in answers to the above questions, describe each entity's role in as much detail as possible related to each of the items below.

- Type of Joint Venture: Turn-key or long term (that is, will one of the members of the team be involved in the Proposed Development for a shorter period of time, or will these members both be involved in the Development through the entire compliance period)
- Context: Who came into development with what capacity/resources, and who brought partner(s) to table and how
- Ownership: Division of ownership percentages
- Fee and Cash Flow: Division of fees and cash flow (and when received by each)
- Guarantees: Who will provide construction, operating deficit reserve and repurchase guarantees
- Exit strategy: Who will be the owner at exit of compliance period and have the right of first refusal at the end of this period and whether any party has opportunities for action before this time
- What each party brings to the table:
  - Developer experience
  - Property (land)
  - Access to local government funding
  - Local Government/other relationships
  - Access to supportive services
  - Financial strength
- Be prepared to discuss in detail the division of responsibilities:
  - Pre-development funding – Who is providing and/or securing this funding
  - Financial decisions affecting guarantees during construction
  - Procuring construction financing
  - Procuring operations funding if needed
  - Project management during the construction phase
  - Development expertise
  - Management of community/political relationships
  - Operations and management decisions, including:
    - Tenant leasing, including income targeting and mitigating barriers to entry
    - Marketing the property through relationships with the community