

Florida Housing Finance Corporation
RFA 2025-102 SAIL and HOME-ARP Financing For Smaller Developments For Persons With Special Needs
Workshop Agenda

August 13, 2024, at 2:00 p.m., Eastern Time

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

To attend the workshop via webinar, registration is required.

Registration information is available on RFA Webpage¹

Overview

- A. Introductions
- B. Purpose of RFA

The Corporation is proposing to issue a Request for Applications (RFA) is open to Non-Profit Applicants proposing to fund the development of new construction to create new housing to provide Permanent Supportive Housing for Persons with Special Needs as defined in Section 420.0004(13), F.S. Applicants that commit to the Persons with Special Needs demographic commitment must also commit 20 percent of the total units for Permanent Supportive Housing for individuals and families that meet the Homeless Households definition as defined in Exhibit B.

Estimated Funding Available: SAIL

The Corporation expects to offer an estimated \$12,815,413, comprised of the State Apartment Incentive Loan (SAIL) funding appropriated by the 2023 Florida Legislature.

- HOME-ARP

The Corporation expects to offer an estimated \$5,743,900 of Home Investment Partnerships Program (HOME) from the American Rescue Plan Act (HOME-ARP) Program Funds provided as a forgivable loan.

Outline of RFA

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

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

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

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

- 1. Submission Requirements

Florida Housing strongly recommends that the Application Fee be submitted at least 2 business days in advance of the Application Deadline. In the event that the online submission is not received, the payments will be refunded.

- 2. Financial Arrearage Requirement
- 3. If the Attachment document is bookmarked, the Application will be awarded 5 points.

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

¹ References to the RFA Webpage refer to <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2025/2025-102> which can be accessed [here](#).

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, the Development Cost Pro Forma, and the Principal 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.

2. Demographic Commitment

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

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

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

The units committed to Persons with Special Needs or individuals and families that meet the definition of Homeless Households, up to a maximum of 7 units, will be considered HOME-ARP Qualifying Populations as defined in Exhibit B for this RFA. Each HOME-ARP Unit will be eligible for HOME-ARP funding.

3. Applicant/Developer/Management Company/Contact Person

Designation of Priority 1 and 2 Applications

Principals of Applications in this RFA are limited to one Priority 1 Application submission in this RFA. Applications cannot be Related Applications unless they are Priority 2 Applications. Only Priority 1 Applications are eligible to be deemed Tier 1 Applications.

The definition of "Related Applications" is in Exhibit B of the RFA.

a. Applicant

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

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

(3) **Only Non-Profit Applicants are eligible for funding.**

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

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

For each Non-Profit entity that makes up the Non-Profit Applicant provide either the Executive Director Certification of Non-Profit Entity Qualifications Form (Rev. 10-2021) that

was stamped “Approved” by the Corporation as outlined in (4) below*; or the Non-Profit Application Package outlined in (i) through (iii) below

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

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

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

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

(ii) IRS determination letter

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

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

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

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

(A) The role and responsibilities of the Board of directors;

(B) The number of members that are part of the Board; and

(C) The bylaws or articles of incorporation must state one of the purposes of the Non-Profit is to foster low-income housing. This requirement may be met with the most recent IRS form 990, if the form 990 states that one of the purposes of the Non-Profit is to foster low-income housing.

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

Tier 1 Application Designation

Priority 1 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 other Priority 1 Applications and all Priority 2 Applications will be considered Tier 2 Applications. In the funding selection process, Tier 1 Applications will receive higher priority than Tier 2 Applications.

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

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

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

(5) Pre-Application Meeting or Experience Incentive

(a) Pre-Application Meeting

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. Applications will receive 10 points if the following is met:

- (i) The Pre-Application Meeting(s) must be requested on or before September 12, 2024 by sending an email to FHFC_PreApp_Meeting@floridahousing.org with subject line Pre-Application Meeting for the applicable RFA. The meeting(s) must be held on or before October 25, 2024;
- (ii) One initial meeting for Applicant and Developer Entities
- (iii) Additional separate meetings if the Applicant is a Joint Venture Applicant
- (iv) Submission of the Pre-Application Meeting for Proposed Permanent Supportive Housing Developments Form, executed by the Corporation.
- (v) Applicants that meet the Non-Profit Experience requirements outlined in the RFA may receive 10 points if the Pre-Application Meeting or Experience for Proposed Permanent Supportive Housing Developments Form (Rev. _____) is received by September 12, 2024, meets the experience requirements, and is "approved" by the Corporation. The approved form must be submitted with the Application submission.
- (vi) The meeting must be held between the issue date of this RFA and October 25, 2024. Meetings held in a previous RFA cycle will not be considered.

(b) Non-Profit Experience

The Corporation will not hold Pre-Application Meetings with Applicants that meet certain experience qualifications; however, they will be eligible for 10 points if the following criteria is met:

- (i) The Pre-Application Meeting or Experience for Proposed Permanent Supportive Housing Developments Form (Rev. _____) is received by September 12, 2024.
- (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 2016-2024*; 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 2016-2024* 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 2016-2023 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, RFA 2022-106, RFA 2023-102, RFA 2023-103, RFA 2023-106, RFA 2023-108, RFA 2024-102, RFA 2024-103, and RFA 2024-106.

- (iii) The form must list the two completed Developments funded in RFAs for Permanent Supportive Housing in RFA cycles from 2016-2024. 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. _____) will be approved and returned to the Applicant. In order to receive 10 points, this approved form must be included with the Application submission.

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

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

b. Developer Information

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

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

(3) Developer Experience

(a) Required Developer Experience

A natural person Principal of at least one experienced Developer entity, which must be disclosed on the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-2019) outlined below, must have, since January 1, 2005 completed at least one multifamily rental housing development that consists of a total number of units no less than 50 percent of the total number of units in the proposed Development.

The individual meeting the Developer Experience requirements must be disclosed on the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-2019) and must

remain with the Development until the release of the operating deficit guarantee set forth in subsection 67-48.0072(18), F.A.C.

(b) Reduction in number of Priority 1 Application submissions allowed in the Future Corresponding RFA cycle

Applicants must either (i) close on the SAIL funding by the closing deadlines as set forth in Rule Chapter 67-48, F.A.C.; or (ii) if the Development has any HUD funding, including but not limited to rental subsidy, development funding, or insured mortgage financing, the Applicant must, within 90 days of receipt of the Firm Commitment submit evidence to the Corporation that the Financing Plan, Subsidy Layering Review Package, rental subsidy transfer documentation, or Firm Commitment Application, or similar necessary documentation for the application process has been submitted to HUD or the Public Housing Authority, as applicable. If the Application fails to meet these requirements and either requires a closing extension, or does not submit the required documentation outlined in (ii) above to HUD or the Public Housing Authority as applicable within the stated time frame, the Principals of the Application will be prohibited from submitting Priority 1 Applications in the Future Corresponding RFA cycle after the SAIL closing deadline has passed, (e.g., RFA 2027-102 SAIL Financing for Smaller Permanent Supportive Housing Developments for Persons with Special Needs).

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

(1) Eligibility

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

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

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

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

d. Management Company Information

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

e. Community-Based Board of Directors Requirement

The Applicant must commit to structuring the Board of Directors affiliated with the Non-Profit Entity that is part of the Applicant Entity with a majority (at least 50 percent, plus one) of individuals that are Non-Related Board Members to: 1) Any tenants or applicants for tenancy; 2) Any compensated management or staff of the Non-Profit; or 3) Any other members of the Board.

f. Authorized Principal Representative / Operational Contact Person

The Authorized Principal Representative identified in the Application (a) must be a natural person Principal of at least one Non-Profit entity of the Applicant listed on the Principal Disclosure Form; (b) must have signature authority to bind the Applicant entity; (c) must sign the Applicant Certification and Acknowledgement form section of Exhibit A; (d) must sign the Florida Housing Finance Corporation Resident Community-Based Services Coordination Provider Or Principal Of Resident

Community-Based Services Coordination Provider Certification form (Form Rev. 10-2021); and (e) if funded, will be the recipient of all future documentation that requires a signature. The Operational Contact Person is optional.

4. General Proposed Development Information

a. Development Name

b. Development Category: The proposed Development must consist entirely of new construction. Rehabilitation of existing units is not allowed.

c. Characteristics of Development

(1) Development Type (Garden Apartments, Duplexes, Triplexes, Quadraplexes, Mid-Rise, 4 story). Note: Any dwelling unit that consists of more than one story, (e.g. Townhouse), is prohibited.

(2) Enhanced Structural Systems Construction Qualifications

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

d. Unit Characteristic Chart

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

5. Location

a. County

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

b. Provide the address

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

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

6. Number of Buildings and Units

a. Number of Units

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

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

c. Set-Aside Commitments

(1) Total Income Set-Aside Units

100 percent of the units shall be rented to households (person or persons) with incomes at or below 60 percent of the AMI.

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

* Shared Housing is defined as a rental dwelling unit that is shared by Persons with Special Needs who are not related or significant others. Each resident must have non-exclusive access to shared living space, consisting at a minimum of a kitchen and a living/dining area. Each resident

in a Shared Housing unit shall sign a separate lease and shall be considered a separate household for the purposes of determining compliance with set-aside commitments, income eligibility, and rent payments.

(2) HOME-ARP Units

Applicants are required to commit a percentage of the total units in the proposed Development for Persons with Special Needs or individuals and families that meet the definition of Homeless Households. These units will be considered to serve HOME-ARP Qualifying Populations as defined in Exhibit B for this RFA ("HOME-ARP Unit").

- The required percentage of HOME-ARP Units is 20% of the total units, rounded up, not to exceed 4 units ("Required HOME-ARP Units"). Required HOME-ARP Units will be committed to serving 22 percent AMI.
- Applicants also have the option to commit additional HOME-ARP Units ("Optional HOME-ARP Units"). Optional HOME-ARP Units will be committed to serving 30 percent AMI.
- The **total number of Required plus Optional HOME-ARP Units** cannot exceed 7 HOME-ARP Units.
- Each HOME-ARP Unit, up to the maximum of 7 HOME-ARP Units, will be eligible for forgivable HOME-ARP funding. The funding associated with each HOME-ARP Unit is based on the county and whether the unit is Required or Optional HOME-ARP and is described in Section Four A.10.a.(2) of the RFA.
- After 15 years, all of the HOME-ARP Units may convert to serve residents at or below 60 percent AMI, although Applicants must irrevocably commit to the demographic commitments of Persons with Special Needs and Homeless described in 2.a. above for a minimum of 30 years;
- For the first 15 years, at least 70 percent of the HOME-ARP Units will be rent restricted in accordance with the Low HOME Rents as determined by HUD. High and Low HOME Rent charts are available on the Corporation's Website at <https://www.floridahousing.org/owners-and-managers/compliance/rent-limits> (also accessible by clicking [here](#)). At year 16, the rent restrictions will comply with the Multifamily Program Limits.

(3) Tenant Selection Plan

Unless the Development meets an exception outlined in (a) 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.

(a) Exceptions to Tenant Selection Plan requirements

- Developments financed with HUD Section 811;
- 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.

- (b) 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. Exhibit G of the RFA also describes requirements for tenant selection policies.

d. Unit Mix

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

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

e. Number of residential buildings must be provided

f. Compliance Period Requirements

(1) Demographic Commitments

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

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

(2) Income Commitments

For the first 15 years, at least 70 percent of the units will be rent restricted in accordance with the Low HOME Rents as determined by HUD. Starting at Year 16, 100 percent of the units shall be rented to households (person or persons) with incomes at or below 60 percent of the AMI for the remainder of the Compliance Period.

7. Readiness to Proceed

a. Site control documentation must be submitted with the Application.

Applicants must demonstrate site control as of Application Deadline by providing an eligible contract (effective at least through May 31, 2025), a deed, and/or a lease. Developments with an existing Declaration of Trust between a Public Housing Authority and HUD, may provide an Option to Enter into a Ground Lease Agreement (“eligible agreement”) between the Applicant and the owner of the property.

b. Ability to Proceed forms

The Ability to Proceed forms demonstrating zoning, electricity, roads, water, sewer/package treatment/septic tank will be required to be submitted within 21 Calendar Days of the date of an invitation to enter credit underwriting.

8. Required Construction Features

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

a. Federal Requirements and State Building Code Requirements

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

b. General Features

- For non-fully accessible units, at least one bathroom must have grab bars in the shower/tub and around the toilet, with blocking (or an alternative) in other bathrooms
- Security features that include:
 - Cameras positioned to ensure safety at or in stairwells, elevators, outside entrances, and common areas; and
 - Security systems with 24-hour video recording; and
 - Management/staffing placed at the front desk/main lobby during all business hours

c. Accessibility, Adaptability, Universal Design and Visitability Features

(1) Level 1 Accessibility Requirements

(2) Level 2 Accessibility Requirements

(3) Accessibility Preference

d. Required Green Building Features for all Developments

Applicants must choose additional Green Building options in Exhibit A.

9. Services Coordination Experience Requirements

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

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

OR

- b. At least one natural person Principal of a Non-Profit entity within the Applicant entity structure must have experience owning and operating a minimum of two Permanent Rental or Permanent Supportive Housing developments that provides Resident Community Based Services Coordination to Homeless households. To meet this requirement, Applicants will be required to list the properties that serve Homeless individuals and families, and there must be a combined total number of units within the properties that equals no less than 50 percent of the total number of units in the proposed Development.

* This form is available on the RFA Webpage.

Note: In credit underwriting, the provider must demonstrate it has been in business and performing services coordination for at least 5 consecutive years before the date of Application submission, and the Applicant must provide the legal contract demonstrating the partnership with the service provider for approval.

10. Funding

a. Corporation Funding

(1) SAIL Funding

The maximum SAIL Request Amount is \$4,271,804 per Development.

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

(2) Required and Optional HOME-ARP Loan Funding Amounts

The HOME-ARP Funding amounts for each HOME-ARP Unit is based on the county and whether the HOME-ARP Unit is a Required HOME-ARP Unit or Optional HOME-ARP Unit. These amounts are in Section Four, A.10.a.(2) of the RFA.

b. Interest Rate

The HOME-ARP Loan is a forgivable loan. The HOME-ARP loan terms and conditions are outlined in Exhibit H of the RFA.

Interest Rate of the SAIL loan is 0% - 1% and is based on the percentage of units that are set aside for Persons with Special Needs

c. Developer Fee / General Contractor Fee/Operating Deficit Reserve

(1) Developer fee shall be limited to a total of 16 percent of Development Cost.

(2) General Contractor fee shall be limited to 14 percent of actual construction cost.

(3) Operating Deficit Reserves

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

d. Qualifying Financial Assistance Funding Preference

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

(1) Cash Funding equals at least 3 percent of the sum of the Applicant's Eligible SAIL Request Amount

(2) Donation of Land by a Local Government

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

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

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

11. Uniform Relocation Act

E. Impact Scoring

The following Impact Scoring 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 responses, Florida Housing will only consider the written responses provided in Exhibit A. When

assigning points for each Impact Scoring section, only the response for that particular requirement will be considered. Information in other Impact Scoring sections will not be considered. It is recommended to account for all criteria for each response, even if it requires repeating information in multiple responses.

Impact Scoring Description – Eligibility

Applicants must describe the population and subpopulation(s) to be served. This information will be considered by the Corporation when reviewing and scoring how the proposed development will serve the intended residents.

Impact Scoring Descriptions - Point Items

- Operating/Managing Experience
Applications that achieve at least 90% of the combined points awarded in this section will qualify for the Operating/Managing Experience Points Preference used in the funding selection process.
- Access to Community-Based Services and Resources
- Assist Intended Residents in Meeting their Housing Stability and Self-Sufficiency Needs, Goals and Expectations – increased point totals in 2025-102
 - Permanent Housing Stability
 - Self-Sufficiency
- Involvement in the Local Homeless Resources Network.

Applications must achieve at least 87.5 percent of the total amount of points available in the RFA to be eligible for funding.

F. Scoring and Evaluation Process

1. Tier 1 and Tier 2

Priority 1 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 other Priority 1 Applications and all Priority 2 Applications will be considered Tier 2 Applications. Tier 1 Applications will be listed above Tier 2 Applications.

2. Application Sorting Order

The highest scoring Tier 1 Applications will be determined by first sorting together all eligible Tier Applications from highest score to lowest score, with any scores that are tied separated in the order stated below. The same process will also be applied towards all Tier 2 Applications.

- a. First, by Operating/Managing Permanent Supportive Housing Experience Points Preference;
- b. Next, by the Accessibility Preference;
- c. Next, by the Application’s eligibility for the Qualifying Financial Assistance Funding Preference;
- d. By the Application’s Eligible SAIL Request Amount per Unit. The Applicant’s Eligible SAIL Request Amount will be divided by the total units. Applications that have a lower amount of funds per unit will be listed above Applications that have a higher amount of funds per unit;
- e. By the Application’s Eligible SAIL Request Amount as Percentage of Total Development Cost Preference. The Applicant’s Eligible SAIL Request Amount will be divided by the Total Development Cost (TDC). Applications with a result that is 90 percent or less will be listed above Applications that have a result that is more than 90 percent;
- f. By the Application’s eligibility for the Florida Job Creation Preference as outlined in Item 2 of Exhibit C with Applications that qualify for this Preference listed above Applications that do not qualify for this Preference;

- g. By lottery number, with Application that received the lowest lottery number listed above Applications with a higher lottery number.
 - 3. Funding Selection Process
- G. Credit Underwriting Process
- H. Exhibits to RFA
 - 1. Exhibit A – Application
 - 2. Exhibit B – Definitions used in RFA that are not defined in Rule
 - 3. Exhibit C – Additional Information
 - a. Total Development Cost Per Unit Limitation methodology used in credit underwriting
 - b. Florida Job Creation Funding Preference
 - c. Fees
 - d. Additional Requirements
 - 4. Exhibit D – Timeline
 - 5. Exhibit G - Tenant Selection Requirements
 - 6. Exhibit H - Additional Information for the HOME-ARP Loan
- I. Other Important Information
 - 1. Public comment link on the RFA Webpage for viewing and submitting public comments
 - 2. Question and Answers process outlined in Section Three, D. of the RFA
 - 3. Expected Timeline

Issue Date:	September 5, 2024
Due Date:	November 21, 2024, at 3:00 p.m.
Review Committee Meeting:	January 9, 2025
Request Board Approval of Recommendations (at scheduled Board Meeting):	January 24, 2025
- J. Other Discussion Topics