

**REQUEST FOR PROPOSALS 2013-016**

**FINANCING TO DEVELOP PERMANENT SUPPORTIVE HOUSING FOR  
HIGH NEEDS/HIGH COST INDIVIDUALS WHO ARE CHRONICALLY HOMELESS**

**Issued by:**

**FLORIDA HOUSING FINANCE CORPORATION**

**Issued: \_\_\_\_\_, 2013**

**Due: \_\_\_\_\_, 2013**

## SECTION ONE INTRODUCTION

Florida Housing Finance Corporation (the Corporation) was appropriated \$10 million by the 2013 Legislature to finance the development of affordable, sustainable and permanent housing for special needs and extremely low income households, as defined in Section 420.0004, Florida Statutes. The legislation specifies that the Corporation will offer the funding through a competitive Request for Proposals (RFP) to Non-Profit housing developers specializing in housing for these individuals.

Florida Housing and state agencies have been evaluating Best Practices in targeting and integrating affordable housing and community-based services to High Needs/High Cost Individuals with disabilities and frail elders who are Chronically Homeless on the street or in homeless shelters. As a result, these persons often cycle in and out of residential care or institutional settings because of their lack of stability in the community are often high utilizers of crisis services, such as emergency rooms and jails.

We find that Permanent Supportive Housing, which integrates affordable housing with access to community-based services, is shown nationally to be the most cost effective way to provide supports for these individuals. Recent studies show cost savings and better qualitative outcomes for Chronically Homeless residents who live in Permanent Supportive Housing and have an array of supportive services tailored to meet each person's needs. At the state level, the Corporation and our partner state agencies concur that Florida should pursue a pilot to develop Permanent Supportive Housing, targeting High Needs/High Cost populations, that incorporates a state-specific analysis to evaluate whether cost savings at the local, state and federal level are also possible in Florida.

To assist with the pilot, this RFP will provide forgivable loans to finance one or more Permanent Supportive Housing Developments targeting High Needs/High Cost populations with disabilities and frail elders who are Chronically Homeless on the street, or are, as a result of their homelessness, living in a more restrictive residential care or institutional setting than they need or desire. The RFP will require Applicants to incorporate a multi-year study evaluating the ability of Permanent Supportive Housing linked with coordinated local and state public-private partnerships to reduce public expenditures and improve personal outcomes for High Needs/High Cost Chronically Homeless persons. This will require Applicants chosen under this pilot to already be working within a broader, established community framework that has implemented a collaborative approach to identify, screen, assess and prioritize individuals for Permanent Supportive Housing. Applicants must work with local and other partners to provide onsite and offsite access to supportive services, including health care. In addition, Applicants will be expected to find funding to work with partners experienced in developing and implementing research methodologies and carrying out data collection to evaluate resident outcomes and cost savings to state and local governments. Only one Development per county will be funded under this RFP.

In addition to the \$10 million appropriation, the Corporation will make forgivable loans available to further support the development of Units set aside for Extremely Low Income (ELI) residents.

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

**SECTION TWO  
DEFINITIONS**

Unless otherwise defined within this RFP, capitalized terms within this RFP shall have the meaning as set forth in Exhibit B. of this document and Rule Chapters 67-53 and 67-60, F.A.C., or in applicable federal regulations.

**SECTION THREE  
PROCEDURES AND PROVISIONS**

- A. A complete Application consists of Section Four of RFP 2013-016 and all applicable attachments described therein. The Corporation must receive (i) a sealed package(s) containing four (4) printed copies of the complete Application (consisting of the Application and all applicable attachments), housed in separate 3-ring binders with numbered divider tabs for each attachment, all by 11:00 a.m., Eastern Time, on January 24, 2014 (Application Deadline). One (1) of the four (4) printed copies of the complete Application must be labeled "Original Hard Copy", reflect an original signature (blue ink preferred) at Item O. of the Application, Applicant Certification and Acknowledgement, and include the required non-refundable \$1,000 Application fee (check or money order only, payable to Florida Housing Finance Corporation). The Applicant should label the outside of each shipping box with the applicable RFP number. The Corporation will not consider faxed or e-mailed Applications. After 11:00 a.m., Eastern Time, on the Application Deadline, each Application, for which hard copies are received, will be assigned an Application number. In addition, such Applications will be assigned a lottery number by the Corporation's internal auditors using a random number generator program. The printed copies of the complete Application must be addressed to:

Ken Reecy  
Director of Multifamily Programs  
Florida Housing Finance Corporation  
227 N. Bronough Street, Suite 5000  
Tallahassee, FL 32301

- B. This RFP 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 RFP.
- D. Any Interested Party may submit inquiries regarding this RFP in writing to Ken Reecy via the e-mail address [RFP\\_2013-016\\_Questions@floridahousing.org](mailto:RFP_2013-016_Questions@floridahousing.org) (also accessible by clicking here). All inquiries are due by 5:00 p.m., Eastern Time, January 10, 2014. Phone calls or written inquiries other than at the above e-mail address will not be accepted. The Corporation expects to respond to all inquiries by 5:00 p.m., Eastern Time, on or before January 17, 2014, and will post a copy of all inquiries received, and their answers, on the Corporation's Website at

<http://www.floridahousing.org/BusinessAndLegal/Solicitations/RequestForApplications/2013-016> (also accessible by clicking here). 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 RFP must file a protest in compliance with Section 120.57(3), F.S., and Rule Chapter 28-110, F.A.C. Failure to file a protest within the time prescribed in Section 120.57(3), F.S., shall constitute a waiver of proceedings under Chapter 120, F.S.
- F. By submitting this Application, each Applicant agrees to the terms and conditions outlined in the RFP. Rule Chapter 67-60, F.A.C., establishes the procedures by which the Corporation will administer this RFP. To read a copy of this rule, go to the Corporation Website [TO BE PROVIDED]. By submitting an Application, each Applicant further agrees that:
  - 1. Public Records. Any material submitted in response to this RFP is a public record pursuant to Chapter 119, F.S. Per Section 119.071(1)(b)2., the sealed Applications received by the Corporation are exempt from disclosure until such time as the Board provides notice of an intended decision or until 30 Calendar Days after the opening of the sealed Applications, whichever is earlier.
  - 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 RFP, may Applicants or their representatives contact Board members or Corporation 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 will be subject to the requirements of this RFP, the Application requirements outlined in Rule Chapter 67-60, F.A.C., the credit underwriting requirements outlined in Exhibit C of this RFP, and the Compliance requirements of Rule Chapter 67-53, F.A.C., and Exhibit F of this RFP.
- G. The Corporation expects to select one (1) or more Applications to award the funding contemplated by this RFP. Any such Application will be selected through the Corporation's review of each Application, considering the factors identified in this RFP.

#### **SECTION FOUR APPLICATION**

Section Four ("the Application") should be completed by the Applicant. Then, an Original Hard Copy must be signed (blue ink is preferred), the correct number of photocopies of the Original Hard Copy and all Attachments must be made and submitted as outlined in Section Three.

A. Community Partnerships at the Local, Regional and State Level to Serve High Needs/High Cost Chronically Homeless Individuals (Up to 15 Points)

Communities in which Applicants are proposing to develop Permanent Supportive Housing for High Needs/High Cost Chronically Homeless persons under this RFP should have a high level of capacity already developed and in operation, consisting of a comprehensive and seamless network of an appropriate mix of agencies and other organizations, aligned to adequately meet the intent of the RFP and the Applicant's commitments to Florida Housing including: identifying High Needs/High Cost Chronically Homeless Persons; conducting screening related to their interest in housing and services options: assessing unmet needs; providing information and referral services related to housing and services; assisting interested persons in applying for residency in the Developments, and coordinating access to community-based services and resources before, upon and during residency.

These partnerships should at a minimum include:

1. Continuum of Care Lead Agency and its Member Organizations;
2. Other Providers of Supportive Services;
3. Managing Entities and Managed Care Organizations that administer publicly funded services and care;
4. Local government or other entities providing emergency, healthcare, law enforcement, legal and other services for the intended population;
5. Homeless, disability and special needs consumer advocates;
6. State agencies and/or their local/regional offices that administer programs that assist the intended population; and
7. The business community, as appropriate.

**Attachment 1:** Provide a detailed description of the community's existing capacity to support the proposed Development to provide High Needs/High Cost Individuals with affordable and stable housing that promotes access to community based amenities and services that appropriately meets their needs. NOTE: This description should focus on the community's capacity, not just the Applicant's capacity. In addition, describe the Applicant's role in the existing community partnership structure. Use a size 12 point font and one (1) inch margins, with a maximum of three (3) single-spaced typed pages.

B. Approach to Identify, Assess, Screen and Prioritize High Needs/High Cost Individuals who are Chronically Homeless for the Proposed Development (Up to 15 Points)

1. Applicants must commit to provide 100 percent of the total Units to Chronically Homeless persons who are High Needs/High Cost Individuals as defined in this RFP. These persons, who are the intended residents to be served through this RFP, tend to be some of the most vulnerable persons in the community due to their lack of affordable,

decent housing that is linked with coordinated community-based services and resources that are adequate and appropriate to meet their needs. These needs are most often due to multiple issues such as chronic and acute health conditions, mental illness, physical disabilities, substance abuse, poor life skills, minimal financial resources and the lack of family supports. Due to their significant needs and instability in the community, these persons utilize high cost, publicly funded emergency services or resources. These emergency services or resources include emergency rooms, hospitals, intermediate care facilities, shelters, law enforcement, court systems, and jails. These persons often experience being in and out of residential care or corrections systems or are institutionalized for a long time due to the lack of stable housing and access to more appropriate community-based health care and supportive services. It is the Corporation's preference to finance Developments that do not restrict residency on disability category or type.

The commitment to serve these individuals will be the basis for the Corporation's reviewing and scoring of Applications.

2. Communities in which Applicants are proposing to develop Permanent Supportive Housing under this RFP should have an established approach(s) to collaboratively identify, screen, assess and prioritize Chronically Homeless individuals for supportive housing. Approaches such as the 100,000 Homes campaign, use of a "vulnerability index", and "Tools for Identifying High Cost, High Needs Homeless Persons" developed through the Hilton Foundation's Chronically Homeless Initiative are examples of this.

All Applicants may be awarded points for providing the following information:

**Attachment 2:** Provide a detailed description of:

- a. The established approach(s) currently in use by the community to identify, screen, assess and prioritize Chronically Homeless individuals regarding their appropriateness for and interest in supportive housing, and how this approach will be used or modified to maintain a pool of prospective High Needs/High Cost Chronically Homeless residents for the proposed Development; and
- b. Which organizations in the community partnership will be involved in carrying out the functions described in a. and their roles for the proposed Development.

Use a size 12 point font and one (1) inch margins, with a maximum of three (3) single-spaced typed pages.

C. Applicant Information (Mandatory)

1. Provide the Contact Person information requested below:

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Street address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

At a minimum, the name and e-mail address must be provided.

2. Provide the Applicant entity's name: \_\_\_\_\_

\_\_\_\_\_

(The site control documents must reflect this name).

**Attachment 3:** Provide the IRS determination letter demonstrating that the Applicant entity has been a private Non-Profit organization under 501(c)(3) or 501(c)(4) of the IRC since December 1, 2012, or earlier.

**Attachment 4:** Provide evidence that the Applicant is a legally formed entity qualified to do business in Florida as of the Application Deadline. The Applicant must include evidence from the Florida Department of State, Division of Corporations, that the Applicant satisfies the foregoing requirements, which 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.

3. The Non-Profit Applicant entity(s) must own 100 percent of the ownership interest in the Development and receive 100 percent of the Developer fee. This will be verified in credit underwriting.

D. Development and Management/Operating Experience

1. Development Experience

Applicants will be required to demonstrate at credit underwriting either (i) the Applicant's Development experience, or (ii) the name and experience of the General Contractor that will be involved in the project. The Applicant and/or General Contractor must provide evidence of prior experience constructing and completing residential properties that are similar in size to the Development being proposed by the Applicant.

2. Operating/Managing Permanent Supportive Housing Experience (Up to 20 Points)

**Attachment 5:** Applicants must have experience developing Permanent Supportive Housing similar to the type of Development proposed, but may also obtain management services from entities that have the necessary experience. Describe the Applicant's experience and length of time in operating and managing Permanent Supportive Housing, including operations and management functions specific to the High Need/High Cost Chronically Homeless residents who will be served by the proposed Development.

If the Applicant expects to use a management company for all or part of operations and management at the property, provide the name of the experienced entity that will act as the management company and describe the management company's experience and length of time operating and managing Permanent Supportive Housing, including functions specific to the High Need/High Cost Chronically Homeless residents who will be served by the proposed Development. Providing only a list of Permanent Supportive Housing Developments and/or Units that the Applicant or management company has managed or manages will not be a sufficient description of experience.

Applicant responses to these items will be evaluated based on the following criteria: (i) Strength of information provided about the experience of the Applicant and, if appropriate, the management company in handling the following aspects of management/operations: tenant screening, selection and move-in; leasing, lease enforcement and rent collections; reasonable accommodations for persons with disabilities; safety and security; maintenance of the physical plant; integration of on-site and off-site supportive services and case management; compliance issues; long-term asset management issues; (ii) if the property will be managed by an entity other than the Applicant, a description of the roles of the Applicant and management company in setting policies and procedures and implementation of the items listed in (i); and (iii) a description of how the Applicant expects to set and oversee achievement of targeted outcomes for residents and the property; and (iv) if the proposed Development consists of Scattered Sites, the Applicant's Scattered Site experience across (i), (ii) and (iii).

Use a size 12 point font and one (1) inch margins, with a maximum of three (3) single-spaced typed pages.

E. General Development Information (Mandatory)

1. State the name of the proposed Development: \_\_\_\_\_

\_\_\_\_\_

2. Indicate the County where the proposed Development will be located:

\_\_\_\_\_

3. The Applicant must state: (i) the address number, street name, and name of city and/or (ii) if the specific address has not yet been assigned, the street name, closest designated intersection, and either name of city or unincorporated area of county for the proposed

Development. The proposed Units may be on “Scattered Sites”; i.e., they may be comprised of real property that is not contiguous (i.e., each site is not touching at a point or along a boundary). If proposing Scattered Sites, the Development must meet the parameters specified in the definition of Scattered Sites as provided in Exhibit B.

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4. Proposed Developments funded under this RFP must add to the supply of Permanent Supportive Housing in their county. Indicate how the new Permanent Supportive Housing is being created:

- New Construction
- Acquisition with Rehabilitation
- Rehabilitation-only

5. Select the Development Type(s) proposed:

- Duplex
- Triplex
- Quadraplex
- Garden style

NOTE: Group homes, Assisted Living Facilities and other specialized licensed residential facilities are not eligible for funding.

6. How many total Units are in the proposed Development? \_\_\_\_\_ (The minimum is 30 Units and the maximum is 50 Units.) NOTE: Units may consist of zero (0), one (1) or two (2) bedrooms. No more than 20 percent of the total Units may consist of two (2) bedrooms. This will be verified in credit underwriting.

7. Two bedroom Units may be designated as “Shared Housing” – that is, shared by persons who are not related or significant others. If a Unit is designated as Shared Housing, each resident will sign a separate lease and will be considered a separate household for the purpose of determining compliance with set-aside commitments, income eligibility, and rent payments.

F. Set-Aside Commitments

1. Required Income Set-Aside Units – All of the Units shall be rented to households (i.e., comprised of one or more persons) with incomes at or below 50 percent of the area median income (AMI). The Corporation will require successful Applicants to use the Multifamily Programs Income Limits (updated each year) to determine resident eligibility under this funding. A copy of the 2013 Income Limit Chart for all areas of the state is provided at this link [http://www.floridahousing.org/FH-ImageWebDocs/PropertyOwnersAndManagers/RentLimits/078-2013\\_Rent\\_Limits/2013\\_Rent\\_Limits\\_-\\_FHFC\\_Rental\\_Programs\\_-\\_Except\\_HOME\\_and\\_SHIP\\_-\\_12-11-2012.pdf](http://www.floridahousing.org/FH-ImageWebDocs/PropertyOwnersAndManagers/RentLimits/078-2013_Rent_Limits/2013_Rent_Limits_-_FHFC_Rental_Programs_-_Except_HOME_and_SHIP_-_12-11-2012.pdf) (also accessible by clicking [here](#)). Income certification of the tenants will be required throughout the Compliance Period. See Exhibit F for more information on compliance monitoring requirements [TO BE PROVIDED].
  
2. Required ELI Commitments – All Applicants must commit to set aside at least 30 percent of the total Units in the proposed Development to serve Extremely Low Income (ELI) households.

The chart below outlines the maximum income levels defining ELI on a per county basis:

County	AMI Level Defining ELI Units
Monroe	At or below 25%
Broward, Collier, Palm Beach	At or below 30%
Brevard, Clay, Duval, Miami-Dade, Nassau, Okaloosa, St. Johns, Wakulla	At or below 33%
Alachua, Baker, Bay, Flagler, Gadsden, Gilchrist, Jefferson, Lake, Leon, Manatee, Orange, Osceola, Sarasota, Seminole, Walton	At or below 35%
Charlotte, Escambia, Hernando, Hillsborough, Indian River, Jackson, Lafayette, Lee, Liberty, Martin, Pasco, Pinellas, Polk, St. Lucie, Santa Rosa, Sumter, Union, Volusia	At or below 40%
Bradford, Calhoun, Citrus, Columbia, DeSoto, Dixie, Franklin, Glades, Gulf, Hamilton, Hardee, Hendry, Highlands, Holmes, Levy, Madison, Marion, Okeechobee, Putnam, Suwannee, Taylor, Washington	At or below 45%

Example of a Required Income Set-Aside and ELI Commitment:

If a proposed Development has a total of 34 Units in Brevard County, the Applicant must commit to serve a minimum of 11 households (34 Units multiplied by 0.30, rounded up) with incomes at or below 33 percent of the AMI.

3. Affordability Period for Development: Applicants must irrevocably commit to the income set-asides and ELI commitment for Chronically Homeless persons for a minimum of 20 years.

NOTE: Income certification of tenants will be required throughout the Compliance Period.

- G. Green Building Features and Accessibility, Adaptability, Universal Design and Visitability Features and Amenities: Required construction features and amenities are provided in Exhibit E.
- H. Resident Community-Based Services and Benefits Coordination

The provision of community-based services and benefits 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. The Applicant shall commit to submit a services and benefits coordination plan at credit underwriting. All proposed Developments will be required to assist interested residents with the coordination of their community-based services, as well as assisting them with accessing federal, state and local benefits for which they may be eligible. 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 and benefits 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 services and benefits 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 three (3) 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 above supportive services 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, financial assistance and/or benefits, 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 High Needs/High Cost Chronically Homeless residents.

Community-based services and benefits coordination shall be offered and made available to the residents initially and regularly and shall be voluntary to residents. If the proposed Development consists of Scattered Sites, the community-based services coordination shall be equally available to residents of each Scattered Site Unit. Resident participation shall not be a requirement for new or continued residency.

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

- I. Access to Community-Based Services and Amenities (Maximum of 33 Points)

The ability of the High Needs/High Cost Chronically Homeless residents at the proposed Development to effectively and efficiently access community-based services and resources is

vital to assist these households in obtaining and maintaining the level of choice, independence and inclusion in the community desired by each. As specified in each section below, provide a description of the Applicant's plan to provide access to general community services and amenities, as well as specific supportive services and resources that address the needs of these intended residents. Equitable access to community-based services and amenities must be a consideration when proposing Scattered Site Units, and Applicants are expected to describe how each Unit in a proposed Scattered Site Development will have access to community-based services and amenities. Applicant responses to these items will be evaluated based on the following criteria: (i) a description of the services and amenities as provided in the Attachments below; (ii) a description of the partners and capacity of those partners who will provide or facilitate access to these services and amenities; (iii) a description of how it is believed that the access outlined in (i) and (ii) above will lead to improvement of tenants' health, safety, stability, education and employment capacities, and quality of life; and (iv) a description of how it is believed that the access outlined in (i) and (ii) above will lead to improvement of tenants' abilities to effectively utilize living skills to successfully live in the community.

All Applicants may be awarded points for providing the following information:

1. **Attachment 6:** Describe the community-based general services and amenities that will be accessible to residents, such as shopping for groceries, medicine, clothing, and other household and personal items. Include other services and amenities such as public schools, higher education, training and employment opportunities. Describe 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 and amenities. The description should include the Development's physical proximity to services and amenities and the variety of these services and amenities as well as the modes, options and availability of transportation for residents to get to and from these resources. The description should also include any community-based supportive services that may assist the intended resident, as needed, to access the described general services. (Up to 10 Points)

Use a size 12 point font and one (1) inch margins, with a maximum of three (3) single-spaced typed pages. Up to three (3) additional pages of appropriate exhibits, not created by the Applicant, may be provided to supplement the description(s).

2. **Attachment 7:** Describe access to community-based resources and services to address the specific health care and/or supportive service needs of, including benefits for, each High Needs/High Cost Individual who is Chronically Homeless. Describe the public and/or private transportation options that will be available to residents of the proposed Development to ensure access to the described resources and services. The description should include the Development's physical proximity to health care and supportive services, as well as the modes, options and availability of transportation for residents to get to and from these resources. The description should also include any supportive services that may be provided directly through the Applicant, community partnership or other providers to assist these residents. (Up to 15 Points)

Use a size 12 point font and one (1) inch margins, with a maximum of three (3) single-spaced typed pages. Up to three (3) additional pages of appropriate exhibits, not created by the Applicant, may be provided to supplement the description(s).

3. **Attachment 8:** List and describe Best Practices not described above that will be implemented at the proposed development that have been found to promote and facilitate High Needs/High Cost Chronically Homeless residents' stability and inclusion in their communities. Best Practices may include, but are not limited to, programs or services related to financial independence, life skills, greater employment options, family constancy, and social interaction. For each Best Practice described, the Applicant should include information about why the practice is considered to be a "Best Practice" (such as research findings, case studies or real-world evidence) and where it is currently being implemented with success. Best Practices shall be provided by the Applicant and/or by an appropriately executed partnership with public and/or private entities. (Up to 8 Points)

Use a size 12 point font and one (1) inch margins, with a maximum of three (3) single-spaced typed pages. Up to three (3) additional pages of appropriate exhibits, not created by the Applicant, may be provided to supplement the description(s).

- J. Site Control: The Applicant must certify that the Applicant entity as named in Section Four, C.2., has control of the Development site(s) provided in Section Four, E.3. To demonstrate site control, the Applicant must provide one or more of the following as applicable within ten (10) days of the invitation to credit underwriting. (Mandatory)
  1. Deed or Certificate of Title showing the Applicant as the sole grantee; or
  2. Lease, including any sublease or assignment as applicable, showing the Applicant as the lessee or sub-lessee, or as the assignee of such interest. Applicants must provide a lease with a lease term of at least 20 years after the Application Deadline; or
  3. Purchase contract, including any assignment as applicable, showing the Applicant as purchaser and evidencing a closing date for the purchase that does not expire prior to a date that is six (6) months after the Application Deadline; or
  4. Written agreement from the current owner of the site, whereby the owner agrees or otherwise commits to grant, donate or gift the site to the Applicant and demonstrating that title to the site will be transferred to the Applicant no later than six (6) months after the Application Deadline.

- K. Verification by the State Designated Lead Agency (Mandatory)

**Attachment 9:** Each Applicant must provide with its Application the form entitled "Verification by the State Designated Lead Agency of Inclusion in Local Homeless Continuum of Care Program", found in Exhibit D. The form must be completed and executed by the Lead Agency for the local Continuum of Care Jurisdiction operating in the county where the proposed Development will be located. The purpose of the form is to certify that the Development proposed is consistent with the priority Permanent Supportive Housing needs of Homeless

persons in the community in which the housing shall be developed. An Applicant may contact the Florida Department of Children and Families Office on Homelessness to confirm the Continuum Jurisdiction where the proposed Development is located. An Applicant is exempt from this requirement if the proposed Development will be located in a county that is not within a Continuum Jurisdiction as of the Application Deadline. The form is provided on the Corporation's Website at <http://www.floridahousing.org/BusinessAndLegal/Solicitations/RequestForApplications/2013-016> (also accessible by clicking here), and as Exhibit D of this RFP.

L. Cost/Benefit Study Plan (Up to 15 points)

Applicants awarded funding through this RFP must partner with experienced researchers to engage in a multiyear study to quantify cost/benefit data showing what, if any, public savings have occurred as a result of housing the intended residents in the proposed Development. The study must also provide a qualitative evaluation of the residents' outcomes at a minimum, and to the extent possible, an assessment of health and other outcomes. While resident participation in the study is voluntary, the Corporation expects all residents in the Permanent Supportive Housing Development financed with this funding to be included as study participants, if possible.

The description of the proposed study must specify the types of costs to be quantified both before and after the Permanent Supportive Housing is provided. These costs likely include the courts and correctional system, shelters, residential and institutional housing, emergency and inpatient hospital/clinic stays, mental health hospitals and services, supportive services, Permanent Supportive Housing and associated costs. If available, the Applicant should provide the names, affiliations of the researchers who will carry out the study, with a description of their experience in carrying out research similar to that envisioned in this RFP. The Applicant should state how the study is to be funded. The Applicant may propose a study that is part of a larger study effort, but the broader study should be in the community where the proposed Development will be located and also focus on High Needs/High Cost residents living in Permanent Supportive Housing. In such a case, the broader study parameters/objectives must be similar to those outlined in this RFP and the cost benefit data and analysis related to residents of housing financed through this RFP can and will be separated to provide an evaluation for this pilot.

The Corporation and its state agency partners reserve the right to comment on and recommend changes to the study methodology of those Applications awarded financing. Within six (6) months of being awarded funding, the Corporation expects awardees to provide a fully developed methodology and scope of work for state evaluation and comment.

**Attachment 10:** Applicants should provide a description of the proposed study parameters. Applicants' responses to this item will be evaluated based on the inclusion and clarity of information related to the following items:

1. Within the parameters of this RFP's objectives, the questions that the researchers will be studying;
2. Demographic data to be collected for each resident;

3. How each resident's costs to public crisis and institutional systems prior to living in the Permanent Supportive Housing will be quantified or estimated;
4. How each resident's costs to public crisis and institutional systems once the resident is living in Permanent Supportive Housing will be quantified;
5. How additional costs related to housing residents in Permanent Supportive Housing, supportive services and other supports for each resident will be quantified;
6. How cost data will be collected, whether through local data sharing agreements or other methods;
7. How each resident's outcomes will be measured;
8. Length of the proposed study;
9. If the study is to be part of a larger High Needs/High Cost study carried out for the community in which the proposed Development is located, a description of the objectives of the broader study, how the study parameters for this pilot fit into the broader study, and how the data and analysis for this pilot will be managed;
10. If available, the names, affiliations and experience of the researcher(s) who will lead and manage the study; and
11. How the study will be or is expected to be funded.

M. Funding Request (Mandatory)

Applicants may request up to \$100,000 in funding for each Unit, up to a total of \$5,000,000. This will be provided as a twenty (20) year forgivable loan at zero (0) percent interest. In addition, for each Unit that the Applicant is required to set aside as ELI, the Applicant will qualify up to an additional \$75,000 in ELI Funding, totaling no more than \$1,200,000. The ELI Funding will be a twenty (20) year forgivable loan at zero (0) percent interest.

1. To determine the maximum Loan Request Amount, multiply the total number of Units stated in Item E.6. by \$100,000. The lesser of this amount or \$5,000,000 is the Applicant's maximum request amount. Applicants may request less than this amount, but may not exceed it.

What is the Applicant's Request Amount? \$ \_\_\_\_\_

If this amount exceeds the maximum Loan Request Amount, the Corporation will adjust the Applicant's Loan Request Amount down to the maximum amount allowed. The Loan Request Amount will be used in the Florida Job Creation Preference Tie-Breaker.

2. To determine the ELI Funding Amount that the Applicant is eligible for, multiply the total number of set-aside ELI Units specified in Item F.2. by \$75,000, up to the \$1,200,000 maximum. Applicants may request less than this amount, but may not exceed it.

What is the Applicant's ELI Funding request amount? \$ \_\_\_\_\_

If this amount exceeds the maximum ELI Funding Amount, the Corporation will adjust the Applicant's ELI Funding Amount down to the maximum amount allowed. The ELI Funding Amount will be used in the Florida Job Creation Preference Tie-Breaker.

3. Enter the Applicant's Loan Request Amount and the ELI Funding Amount as sources on the Development Cost Pro Forma.

N. Development Cost Pro Forma (Mandatory)

**Attachment 11:** Applicants must provide with the Application a completed development cost pro forma detailing the anticipated expenses and sources of funding. A copy of a Development Cost Pro Forma spreadsheet is provided on the Corporation's Website at [TO BE PROVIDED] and at Exhibit A.

To ensure accuracy with calculations, Applicants are strongly encouraged to enter the data directly into the electronic spreadsheet found on the website, which can then be printed out and submitted with the Application.

1. To carry out such activities as credit underwriting, construction inspections and draws, compliance monitoring, fees will be assessed, as outlined in Section Six, F., of this RFP. These fees should be reflected on the Applicant's development cost pro forma.
2. Funding from the Corporation may not be used for furnishings.
3. Funding from the Corporation may not be used to pay for the cost/benefit study.
4. Developer fee shall be limited to 16% of Development cost.
5. Sources of funding must equal or exceed expenses. If any funding shortfalls are discovered during scoring by the Corporation in the analysis of sources of funding, the Applicant will be required to demonstrate during credit underwriting that it has secured adequate sources of funding to pay for all Development expenses.
6. To ensure that these scarce resources are allocated to Developments in a prudent manner, after preliminary awards are made, the Corporation may reduce the amount of the award based on needs determined in credit underwriting.

O. Applicant Certification and Acknowledgement (Mandatory)

The Application labeled "Original Hard Copy" that is submitted must have an original signature (blue ink is preferred). By submitting this RFP, the Applicant acknowledges and certifies that:

1. All requirements outlined in the RFP and all commitments made by the Applicant will be met;
2. The information listed in Exhibit C will be provided by the Applicant within the timeframes prescribed by the Corporation and/or the Credit Underwriter;
3. The Applicant acknowledges that any funding preliminarily secured by the Applicant is conditioned upon any independent review, analysis, and verification that may be conducted by the Corporation of all information contained in the Application and/or subsequently provided, the successful completion of credit underwriting, and all

necessary approvals by the Board of Directors, Corporation or other legal counsel, the Credit Underwriter, and Corporation Staff;

4. If preliminary funding is approved, Applicant will promptly furnish such other supporting information, documents, and fees requested or required by the Corporation or Credit Underwriter;
5. The Applicant will demonstrate control of the Development site(s) provided in Section Four, E.3. within ten (10) days of the invitation to credit underwriting.
6. The Applicant will be subject to compliance monitoring visits during the Compliance Period.
7. In accordance with the intent of Section 420.622 (3)(b), F.S., the Applicant shall participate in the Homeless Management Information System (HMIS) and the HUD Coordinated Intake and Assessment Process in place for their respective Local Continuum of Care Jurisdiction. The Applicant shall enter the client level data required under the federal HMIS data standards for the homeless persons residing in the Development;
8. The Applicant must partner with experienced researchers to engage in a multiyear study to quantify cost/benefit data showing what, if any, public savings have occurred as a result of housing the intended residents in the proposed Development, must finalize the cost/benefit study plan within six (6) months of funding award, and must work with the Corporation state agency partners in development of the study methodology and as the study progresses. After the study is completed, the Applicant may be required to cooperate further with the Corporation or any contractors affiliated with the Corporation in the evaluation of the effectiveness of Permanent Supportive Housing provided through this RFP. The Corporation is interested in collecting evidence to demonstrate the extent to which these Developments meet expected outcomes;
9. The Applicant has read all applicable Corporation rules and provisions governing this RFP and has read the instructions for completing this RFP and will abide by the applicable Florida Statutes and the credit underwriting and program provisions outlined in the RFP;
10. When eliciting information from third parties required or included in this Application, Applicant has provided such parties' information that accurately describes the Development as proposed in this Application. The Applicant has reviewed the third party information included in this Application and, to the best of the Applicant's knowledge, the information provided by any such party is based upon, and is accurate with respect to, the Development as proposed in this Application;
11. The Applicant's commitments will be included in a Land Use Restriction Agreement and must be maintained in order for the Development to remain in compliance and maintain forgivable loan status, unless the Board approves a change.

12. The undersigned is authorized to bind all Financial Beneficiaries to this certification and warranty of truthfulness and completeness of the Application.

Under the penalties of perjury, I declare and certify that I have read the foregoing and that the information is true, correct and complete.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name (Typed or Printed)

\_\_\_\_\_  
Title (Typed or Printed)

NOTE: The Original Hard Copy of the Application must contain the original signature of the Applicant (blue ink is preferred). Other copies must be photocopies of the Original Hard Copy.

**SECTION FIVE  
SCORING AND SELECTION PROCESS**

- A. Mandatory Items and Items for which Points may be awarded:

<b>Mandatory Items must be provided to be eligible for funding</b>
Contact information
Name of Applicant
Evidence that since December 1, 2012, Applicant is a private Non-Profit organization
Evidence Applicant is a legally formed entity qualified to do business in Florida
Name of Proposed Development
County where proposed Development will be located
Address of Development Site(s)
Development Category
Development Type
Total Number of Units
Verification by the State Designated Lead Agency form
Funding Request Amount
Development Cost Pro Forma (listing expenses) and Funding Sources Analysis (listing sources) – Sources must equal or exceed expenses
Executed Applicant Certification and Acknowledgement (original signature in “Original Hard Copy”)
Minimum Score of 65

<b>Items for which Points may be Awarded</b>	<b>Maximum Points</b>
Community Partnerships at the local, regional, and state level to identify, screen, assess and serve High Needs/High Cost Chronically Homeless Individuals	15

Approach to Identify, Screen, Assess and Prioritize High Needs/High Cost Chronically Homeless Individuals for Proposed Development	15
Operating/Managing Permanent Supportive Housing Experience	20
Access to Community-Based Services and Amenities:	--
Groceries, schools, household shopping, employment	10
Specific health care/supportive service needs of High Needs/High Cost Chronically Homeless residents	15
Other Best Practices that will be implemented	8
Cost/Benefit Study Plan	15
Total Possible Points:	98

B. Tie Breakers to Be Used in Funding Selection - All Applications may receive points up to the maximum as outlined above. In the event that multiple Applications receive the same number of points, tie-breakers will be used in the following order to determine how Applications are sorted in the funding selection process.

1. Florida Job Creation Preference - Section 420.507, F.S., requires all of the Corporation's competitive programs to include a preference for Applications that demonstrate the highest rate of Florida job creation in the Development and construction of affordable housing. Florida Jobs per Unit are determined in the following manner:
  - o 3.376 Florida Jobs per Unit for proposed new construction; and
  - o 1.534 Florida Jobs per Unit for proposed Rehabilitation.

To determine eligibility for the preference, the Corporation will calculate each Application's Florida Job Creation score, which will reflect the number of Florida jobs per \$1 million of the Corporation funding requested. The amount of the Corporation funding will be the combined total of the Loan Request Amount and the ELI Funding Amount.

Applications with a Florida Job Creation score equal to or greater than either (i) 12 for Applicants that selected to add new Units through new construction or Acquisition with Rehabilitation; or (ii) 17 for Applicants that selected the Rehabilitation-Only of existing Units will qualify for the Florida Job Creation Ranking Preference and will have a funding preference over another Applicant that does not meet the minimum qualification.

The Corporation will calculate the Rate of Florida Job Creation using the following formulas:

- a. Adding new Units through new construction: Multiply 3.376 by the total number of new construction Units. Multiply the result by 1,000,000. Divide that result by the total funding request amount.

For example:

Application A consists of 50 new construction Units and the total funding request amount of \$6,000,000.

$50 \times 3.376 \times 1,000,000 / 6,000,000 =$  Florida Job Creation score of 28.133.

- b. Either adding new Units through Acquisition with Rehabilitation or the Rehabilitation-Only of existing Units: Multiply 1.534 by the total number of Rehabilitation Units. Multiply the result by 1,000,000. Divide that result by the total funding request amount.

For example:

Application B consists of the acquisition and Rehabilitation of 50 units with a total funding request amount of \$5,200,000.

$50 \times 1.534 \times 1,000,000 / 5,200,000 =$  Florida Job Creation score of 14.750.2. Lottery – if the tie-breakers above do not break all ties, then the Application that received the lowest lottery number will receive preference.

C. Funding Selection process

Funding Available: \$10 million dollars in loan funding (additional ELI Loan funding will be allocated to Applicants awarded financing as specified in Section Four, M.).

Eligibility Requirements: Applications must achieve at least 65 total points and meet all Mandatory Items in order to be eligible for funding.

Funding Test: All Applications will be subjected to the Funding Test. Funding Test means that Applications will be selected for funding only if there is enough funding available to fully fund the request amount.

County Test: Funding will be limited to one (1) Application per county (“County Test”).

Selection Process: Applications will be sorted from highest score to lowest score, applying tiebreakers in the order described in B., above. The first Application considered for funding will be the highest ranking eligible Application. After the first Application is selected for funding, the next highest ranking eligible Application that can pass the County Test and Funding Test will be selected for funding.

If an eligible Application cannot meet the County Test and Funding Test, the next lower ranked eligible Application will be considered (also subject to the same tests).

If funding remains and there are no eligible Applications that can pass these tests, then the remaining funding will be awarded to the highest ranking eligible unfunded Application that can meet the County Test, provided that there is enough funding remaining to fund at least 90% of the Applicant’s Request Amount (“90% Test”). If none of the unfunded eligible Applications meet both the County Test and the 90% Test, no further Applications will be considered for funding and any remaining funding will be distributed as approved by the Board.

Note: If an Application is selected for funding because it meets the 90% Test but could not be fully funded, the Applicant will be required to demonstrate in credit underwriting that it can secure enough sources to pay for all expenses.

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

## **SECTION SIX AWARD PROCESS**

- A. The Corporation's Executive Director will appoint a staff review Committee. Each member of the review Committee will be assigned a certain part or parts of each Application to review and score, consulting with non-Committee Corporation staff and legal counsel as necessary and appropriate.
- B. 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 scoring 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 from highest total score to lowest total score, applying the funding selection criteria outlined in Section Five C. above, and develop a recommendation or series of recommendations to the Board.
- C. 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 award funding. After the Board approves preliminary awards, each approved Application will enter into credit underwriting. Credit underwriting reports for each preliminary award will be sent to the Board for final consideration. Notwithstanding a preliminary award by the Board pursuant to this RFP, funding will be subject to a positive recommendation from the Credit Underwriter based on criteria outlined in the credit underwriting provisions in Exhibit C.
- D. The Corporation shall provide notice of its decision, or intended decision, for this RFP 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), F.S., et. al. Failure to file a protest within the time prescribed in Section 120.57(3), F.S., et. al., shall constitute a waiver of proceedings under Chapter 120, F.S.
- E. Technical Assistance  
  
The Corporation reserves the right to assign a technical assistance provider (at no charge to the Applicant) for any Application that receives a preliminary award from the Corporation's Board of Directors. If assigned, the provider will assist the Applicant in formalizing the Development plans proposed in the response to this RFP.
- F. Fees –

1. Non-refundable Application Fee of \$1,000 must be submitted with the Application. Check or money order should be made out to Florida Housing Finance Corporation. The non-refundable application fee is not eligible to be reimbursed to the Applicant from the funding.

If awarded financing, the following fees are required. Some of these fees must be included in the Development Cost Pro Forma, because they are paid before or during construction, or are pre-paid monitoring fees. Fees paid annually or as needed after construction are not included in the Development Cost Pro Forma.

2. Credit Underwriting Fee Estimate: \$16,636 (include in the Development Cost Pro Forma)

This fee is not necessarily the fee that will be charged, but is provided for estimation purposes of completing the Development Cost Pro Forma to be submitted with the Application. The actual fee will be determined based on the funding awarded to an Applicant and the current contract and any addendum for services between the Corporation and the Credit Underwriter(s) in effect at the time underwriting begins.

- a. If a Development involves Scattered Sites of Units within a single market area, a single credit underwriting fee shall be charged. All Credit Underwriting fees shall be paid by the Applicant prior to the performance of the analysis by the Credit Underwriter.

- b. Re-underwriting fee: \$165 per hour, not to exceed \$7,307

3. Loan Commitment Fees – (include in the Development Cost Pro Forma)

Each Applicant to which a firm commitment is granted shall submit to the Corporation a non-refundable commitment fee of one (1) percent of the loan amount and/or, if applicable, the ELI Loan Amount, up to a combined maximum of \$2,000. This fee(s) shall be permitted to be paid at closing.

4. Extension Fees

Credit Underwriting Report Approval Deadline Extension Fee (if required) - \$250

Closing Extension Fee (if required) - \$250

In the event the loan(s) does not close within the timeframes prescribed, extension fees will be assessed.

5. Construction Inspection Fees – (include in the Development Cost Pro Forma)

The following fees are not necessarily the fees that will be charged, but are listed below for estimation purposes of completing the Development Cost Pro Forma to be submitted with the Application. The actual fees will be determined based on the current contract for services between the Corporation and the Servicer(s).

In-House Review - \$165 per hour, not to exceed \$2,017 per review.

In addition, there will be third-party fees related to construction monitoring inclusive of site inspection by an inspection engineer estimated to be \$500 for each site inspection. These fees will be due for each draw processed. An estimate of these fees should be included in the Development Cost Pro Forma.

6. Compliance Monitoring Fees:

The following fees are not necessarily the fees that will be charged, but are listed below for estimation purposes of completing the Development Cost Pro Forma to be submitted with the Application. The actual fees will be determined based on the current contract and any addendum for services between the Corporation and the Compliance Monitor(s).

a. Annual compliance monitoring fee – (paid annually – do NOT include in Development Cost Pro Forma)

For the base loan, an annual fee to be comprised of a base fee of \$154 per month + an additional fee per set-aside unit of \$9.42 per year, subject to a minimum of \$240 per month, and subject to adjustments annually, but not decreased, based on the South Region Consumer Price Index for the twelve month period ending each November 30th. This automatic increase shall not exceed 3 percent of the prior year's fee.

The fee will be billed annually after loan closing.

As needed, for Developments that have an additional ELI Loan, an additional annual fee of \$858, billed annually following loan closing. This fee will be in addition to the base loan fee set out above.

b. Follow-up Review fee – \$165 per hour

7. Third-party fees: – (include in the Development Cost Pro Forma)

Estimated cost for a summary appraisal (when applicable) is \$2,500; estimated cost for a self-contained appraisal (when applicable) is \$6,000; estimated cost for an Environmental Site Assessment Phase I report is \$2,000; estimated cost to complete a pre-construction analysis (PCA) is \$2,500.

If applicable, estimated loan closing costs include legal fees for the Loan of \$12,500, and \$5,000 for the ELI Loan; and costs for title insurance and recording fees.

8. Permanent Loan Servicing – (paid annually – do NOT include in the Development Cost Pro Forma)

Loans will have a Permanent Loan Servicing Fee to be paid annually. The following fee is listed for estimation purposes; the actual fees will be determined based on the current contract and any addendum for services between the Corporation and Servicer(s).

Annual fee of 25 bps of the outstanding loan amount, with a minimum monthly fee of \$197 and a maximum monthly fee of \$786, and an hourly fee of \$165 for extraordinary services.

- NOTES:
- (1) Developer fee may not exceed 16% of Development cost. The fee will not be paid until after construction completion.
  - (2) Contingency Reserves allowed are amounts that cannot exceed (i) 5% for Applicants choosing to add new units through new construction or (ii) 15% for acquisition and rehabilitation or rehabilitation only. Operatin Deficit Reserves are not included in F. Development Cost.
  - (3) The Corporation acknowledges that the costs listed on the Development Cost Pro Forma, Detail/Explanation Sheet, and Sources of Funding are subject to change during credit underwriting.
  - (4) After preliminary awards are made, the Corporation will finalize the amount of funding based on the needs determined by credit underwriting.

USE THE DETAIL/EXPLANATION SHEET FOR EXPLANATION OF \* ITEMS.

<b>DEVELOPMENT COSTS</b>	<b>AMOUNT</b>
<i>Actual Construction Costs</i>	
Demolition	\$ _____
New Rental Units	\$ _____
Rehab of Existing Rental Units	\$ _____
<b>*Other (explain in detail)</b>	\$ _____
<b>A. TOTAL ACTUAL CONSTRUCTION COSTS</b>	<b>\$ <span style="background-color: #00aaff; color: white; padding: 2px;">0</span></b>
<i>General Development Costs</i>	
Accounting Fees	\$ _____
Appraisal	\$ _____
Architect & Engineering Fees	\$ _____
Builder's Risk Insurance (or Owner's Property Coverage during construction)	\$ _____
Building Permit, Impact Fee(s)*, Connection Fee(s)	\$ _____
Environmental Phase I Report	\$ _____
FHFC Credit Underwriting Fees	\$ _____
FHFC Construction Draw & Inspection Costs	\$ _____
Insurance (Liability, during construction)	\$ _____
Legal Fees	\$ _____
Property Taxes (during construction)	\$ _____
Soil Test	\$ _____

	<b>AMOUNT</b>
Survey	\$ _____
Title Insurance & Recording Fees	\$ _____
<b>*Other (explain in detail)</b>	\$ _____
<b>B. TOTAL GENERAL DEVELOPMENT COST</b>	<b>\$ <span style="background-color: #00AEEF; color: white;">0</span></b>
<b>C. CONTINGENCY RESERVES</b> <sup>See Note (2)</sup>	\$ _____
<b>D. ACQUISITION COST OF PROPERTY*</b> (if appropriate)	\$ _____
<i>Financial Costs</i>	
Loan Origination and Commitment Fee(s)	\$ _____
Construction Loan Interest	\$ _____
Loan Closing Costs	\$ _____
<b>*Other (explain in detail)</b>	\$ _____
<b>E. TOTAL FINANCIAL COST</b>	<b>\$ <span style="background-color: #00AEEF; color: white;">0</span></b>
<b>F. DEVELOPMENT COST</b> (A+B+C+D+E)	<b>\$ <span style="background-color: #00AEEF; color: white;">0</span></b>
<b>G. DEVELOPER'S FEE</b> <sup>See Note (1)</sup>	\$ _____
<b>H. OPERATING DEFICIT RESERVES</b> <sup>See Note (2)</sup>	\$ _____
<b>I. TOTAL DEVELOPMENT COST</b> (E+F+G)	<b>\$ <span style="background-color: #00AEEF; color: white;">0</span></b>

**Detail/Explanation Sheet**

**Totals must agree with Pro Forma. Provide description and amount for each item that has been completed on the Pro Forma.**

**DEVELOPMENT COSTS**

***Actual Construction Cost***

*(as listed at Item A)*

Other: \_\_\_\_\_  
\_\_\_\_\_

***General Development Costs***

*(as listed at Item B)*

Impact Fees: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Financial Costs***

*(as listed at Item D)*

Other: \_\_\_\_\_  
\_\_\_\_\_

NOTE: 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.

The Application Fee submitted with the Application shall be paid out of Applicant's own financial resources, will not be qualified to be part of the proposed Development's costs, and is ineligible for re-imbursement from any awarded funding. If the Application Fee is included, it will be removed in Credit Underwriting.



**Exhibit B to RFP – 2013-016 Definitions**

“Address”	The address number, street name and city or, at a minimum, the street name, closest designated intersection, and whether or not the Development is located within a city or in the unincorporated area of the county. If located within a city, include the name of the city.
“Affiliate”	Any person that, (i) directly or indirectly, through one or more intermediaries, controls, is controlled by, or is under common control with the Applicant or Developer, (ii) serves as an officer or director of the Applicant or Developer or of any Affiliate of the Applicant or Developer, (iii) directly or indirectly receives or will receive a financial benefit from a Development, excluding third party lenders, third party management agents or companies, third party service providers, credit enhancers regulated by a state or federal agency, or contractors whose total fees are within the limit described in Exhibit C of the RFP, or (iv) is the spouse, parent, child, sibling, or relative by marriage of a person described in (i), (ii) or (iii) above.
“Best Practice”	A program, activity or strategy that has been field tested and has been shown to work effectively and produce successful outcomes and is supported by subjective and objective evaluation and research.
“Calendar Days”	The seven (7) days of the week. For computing any period of time allowed by this RFP, the day of the event from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included unless it is a Saturday, Sunday or legal holiday, in which event the period shall run until the end of the next day which is neither a Saturday, Sunday or legal holiday.
“Chronically Homeless”	<p>An individual that is Homeless and has: (a) a diagnosable substance abuse disorder, or (b) a serious mental illness, or (c) a developmental disability, or (d) a chronic physical illness or disability, including the co-occurrence of two or more of these conditions; <u>and</u></p> <p>(e) has been continuously homeless for one (1) year, (f) has had four (4) periods of homelessness in the last three (3) years, or (g) has had a sustained stay of no more than the last two (2) years in an assisted living facility, residential care facility, nursing home, or institution due to a lack of appropriate and adequate Permanent Supportive Housing and services available in the community.</p> <p>An episode of homelessness is a separate, distinct, and sustained stay in a place not meant for human habitation, on the streets, in an emergency homeless shelter or in transitional housing.</p>
“Committee”	The review committee composed only of employees of the Corporation.
“Compliance Period”	A period of time that the Development shall conform to all set-aside requirements as described further in this RFP and agreed to by the Applicant in the Application.

“Contact Person”	The person with whom the Corporation will correspond concerning the Application and the Development. This person cannot be a third-party consultant.
“Credit Underwriter”	The independent contractor under contract with the Corporation having the responsibility for providing stated credit underwriting services.
“Developer”	Any individual, association, corporation, joint venturer, or partnership which possesses the requisite skill, experience, and credit worthiness to successfully produce affordable housing as required in the Application.
“Development”	Project, consisting of any work or improvement located or to be located in the state, including real property, buildings, and any other real and personal property, designed and intended for the primary purpose of providing decent, safe, and sanitary residential housing for persons or families, whether new construction, the acquisition of existing residential housing, or the remodeling, improvement, rehabilitation, or reconstruction of existing housing, together with such related nonhousing facilities as the corporation determines to be necessary, convenient, or desirable, as defined in Section 420.503(33), F.S.
“Development Cost”	The total of all costs incurred in the completion of a Development excluding Developer fee and total land cost as shown in the Development Cost line item on the Development Cost Pro Forma within the Application.
“Document”	Electronic media, written or graphic matter, of any kind whatsoever, however produced or reproduced, including records, reports, memoranda, minutes, notes, graphs, maps, charts, contracts, opinions, studies, analysis, photographs, financial statements and correspondence as well as any other tangible thing on which information is recorded.
“Draw”	The disbursement of funds to a Development.
“Efficiency Unit”	A dwelling unit that includes a private bathroom and kitchen with at least a stove, oven, refrigerator, dishwasher, and sink. An Efficiency Unit is considered to be a 0-bedroom Unit for purposes of this RFP.
“Extremely Low Income” or “ELI” persons	One or more natural persons or a family whose total annual household income does not exceed 30 percent of the median annual adjusted gross income for households within the state, as defined in Section 420.0004(9), F.S. The Corporation may adjust this amount annually by rule to provide that in lower income counties, extremely low income may exceed 30 percent of area median income and that in higher income counties, extremely low income may be less than 30 percent of area median income.
“Executive Director”	The Executive Director of the Corporation.

“Financial Beneficiary”	Any Principal of the Developer or Applicant entity who receives or will receive any direct or indirect financial benefit from a Development, excluding third party lenders, third party management agents or companies, third party service providers, credit enhancers regulated by a state or federal agency, or contractors whose total fees are within the limit described in the RFP.
“General Contractor”	A person or entity duly licensed in the state of Florida with the requisite skills, experience and credit worthiness to successfully provide the units required in the Application, and which meets the criteria described in Part II of Exhibit C of the RFP.
“High Needs/High Cost Individual”	For the purposes of this RFA, <i>High Needs/High Cost Individual</i> means a Chronically Homeless person with limited financial resources and multiple needs related to health care, behavioral health, activities of daily living, and social supports who regularly uses high cost publicly funded emergency care and services, residential care and institutions due to the instability and lack of adequate supports in the community.
“Interested Party”	Any person or entity that requests a copy of this Request for Applications from the Corporation.
“Non-Profit”	A qualified non-profit entity as defined in Section 42(h)(5)(C), subsection 501(c)(3) and 501(c)(4) of the IRC and organized under Chapter 617, F.S., if a Florida Corporation, or organized under similar state law if organized in a jurisdiction other than Florida, to provide housing and other services on a not-for-profit basis. A Non-Profit entity shall own an interest in the Development, either directly or indirectly; shall not be affiliated with or controlled by a for-profit Corporation; and shall materially participate in the development and operation of the Development throughout the total Compliance Period as stated in the Land Use Restriction Agreement.
“Permanent Supportive Housing”	Affordable rental housing that is leased for continued occupancy for as long as the tenant complies with lease requirements. The lease shall have no limits on length of tenancy related to the provision or participation in supportive services. Permanent Supportive Housing shall facilitate and promote activities of daily living, access to community-based services and amenities, and inclusion in the general community. Permanent Supportive Housing shall strive to meet the needs and preferences of the intended residents.
“Principal”	Any general partner of an Applicant or Developer, any limited partner of an Applicant or Developer, any manager or member of an Applicant or Developer, any officer, director or shareholder of an Applicant or Developer, (ii) any officer, director, shareholder, manager, member, general partner or limited partner of any general partner or limited partner of an Applicant or Developer, (iii) any officer, director, shareholder, manager, member, general partner or limited partner of any manager or member of an Applicant or Developer, and (iv) any officer, director, shareholder, manager, member, general partner or limited partner of any shareholder of an Applicant or

	Developer.
“Project” or “Property”	Development as defined above.
“Rehabilitation”	The alteration, improvement or modification of an existing structure where less than 50 percent of the proposed construction work consists of new construction.
“LURA” or “Land Use Restriction Agreement”	An agreement which sets forth the set-aside requirements and other Development requirements under a Corporation program.
“Scattered Sites”	As applied to a single Development, means a Development site that, when taken as a whole, is comprised of real property that is not contiguous (each such non-contiguous site within a Scattered Site Development, a “Scattered Site”). For purposes of this definition “contiguous” means touching at a point or along a boundary. Real property is contiguous if the only intervening real property interest is an easement, provided the easement is not a roadway or street. The entire Development may not exceed four (4) Scattered Sites. Each Unit of a proposed Scattered Site Development must be in the same county and within a two mile radius of the other Units in the proposed Development.
“Shared Housing”	A rental dwelling unit with two (2) bedrooms that is shared by residents who are not related or significant others. 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.
“Total Development Cost”	The total of all costs incurred in the completion of a Development, all of which shall be subject to the review and approval by the Credit Underwriter and the Corporation pursuant the RFP.
"Unit"	A single family home or one set of living quarters in a duplex, triplex, quadraplex, or apartment property. Units are those in which the occupants live separately from any other persons in the building and which have direct access from the outside of the building or through a common hall. The occupants may be a family, one person living alone, or any other group of related or unrelated persons who share living arrangements. For this RFP, Units may contain one or more separate bedrooms rented separately as Shared Housing by non-related persons.
"Visitability"	Housing designed in such a way that it can be lived in or visited by people who are mobility impaired. This includes the ability of people with a mobility aid to easily enter a home and move from room to room, including at least one bathroom on an accessible level.
“Website”	The Corporation’s website, the Universal Resource Locator (URL) for which is <a href="http://www.floridahousing.org">www.floridahousing.org</a> .

**Exhibit C to RFP 2013-016 – Credit Underwriting and Program Requirements**

**TO BE PROVIDED**

### Exhibit D - VERIFICATION BY THE STATE DESIGNATED LEAD AGENCY OF INCLUSION IN LOCAL HOMELESS CONTINUUM OF CARE PROGRAM

Name of Development \_\_\_\_\_

Development Location: \_\_\_\_\_

(At a minimum, provide the address assigned by the United States Postal Service, including the address number, street name and city, or if the address has not yet been assigned, provide (i) the street name, closest designated intersection and city if located within a city or (ii) the street name, closest designated intersection and county if located in the unincorporated area of the county.)

Applicant name(s) \_\_\_\_\_

Local Continuum of Care Jurisdiction \_\_\_\_\_

Lead Agency \_\_\_\_\_

The Lead Agency for the local Continuum of Care Jurisdiction identified above confirms that the Development identified above meets the following criteria:

1. The proposed Development is located within the Continuum of Care (Continuum) Jurisdiction identified above;
2. The nature and scope of the proposed Development is in conformance with the planning and priorities of the Local Continuum of Care program.
3. There is a need for the proposed Permanent Supportive Housing;
4. The Applicant’s association with the State Designated Lead Agency and relevant Continuum members, its plans to conduct prospective tenant outreach, and its tenant selection process are appropriate and adequate to effectively inform the intended households, community stakeholders and public about the Development, and to facilitate an interested household’s ability to apply for tenancy and determine eligibility for tenancy.
5. The Applicant is actively involved in the Continuum’s network and activities.
6. The Applicant is aware of and understands the Continuum’s performance measures regarding appropriate housing placement and retention.

**CERTIFICATION BY THE STATE DESIGNATED LEAD AGENCY OF INCLUSION IN LOCAL HOMELESS CONTINUUM OF CARE PROGRAM:** (This form must be signed by an Agency staff or board member that has Agency signatory authority.)

I certify that the above information is true and correct.

\_\_\_\_\_  
Signature of Lead Agency Signatory

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Print or Type Lead Agency Name

\_\_\_\_\_  
Print or Type Title

## **Exhibit E – Required Construction Features and Amenities**

### **1. Federal Requirements and State Building Code Requirements:**

All proposed Developments must meet all federal requirements and state building code requirements, including, but not limited to:

- 2012 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; and
- Titles II and III of the Americans with Disabilities Act of 1990 as implemented by 28 CFR 35, incorporating the most recent amendments, regulations and rules.

### **2. Other Construction Features and Amenities:**

The proposed Development must provide:

- At least one private office space with a door, per every 25 High Needs/High Cost Chronically Homeless household, for the provision of on-site supportive services;
- At least one enclosed training room with a door to conduct group training and educational activities;
- On-site laundry facility with a minimum of 1 Energy Star qualified washer for every 20 Units and 1 dryer for every 20 Units (if washers and dryers are not provided in all Units);
- Termite prevention and pest control throughout the entire Compliance Period;
- and
- A range and oven in all Units.

If the proposed Development meets the definition of Scattered Sites, 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.

### **3. Green Building Features:**

All proposed Developments must include all of the green building features listed below:

- Earn 10 points from the list below, which will be chosen in credit underwriting:
  - Programmable thermostat in each unit (2 points)
  - Humidistat in each unit (2 points)
  - Water Sense certified dual flush toilets in all bathrooms (2 points)
  - Light colored concrete pavement instead of or on top of asphalt to reduce the heat-island effect (2 points)
  - Energy Star qualified roof coating (2 points) \*

- Energy Star qualified roofing materials (metal, shingles, thermoplastic polyolefin (TPO), or tiles) (3 points) \*
- Eco-friendly cabinets – formaldehyde free, material certified by the Forest Stewardship Council (3 points)
- Eco-Friendly flooring for entire unit – Carpet and Rug Institute Green Label certified carpet and pad, bamboo, cork, 100% recycled content tile, and/or natural linoleum (3 points)
- Energy Star rating for all windows in each unit (3 points)
- Florida Yards and Neighborhoods certification on all landscaping (2 points)
- Install daylight sensors, timers or motion detectors on all outdoor lighting attached to buildings (2 points)

\*Applicant may choose only one option related to Energy Star qualified roofing

All proposed Developments that select the Development Category of new construction must include all of the green building features listed below.

All Rehabilitation Developments (with or without Acquisition) must include as many of the green building features listed below as are structurally and financially feasible within the scope of the rehabilitation work based on a capital needs assessment as approved by the Corporation performed during the credit underwriting process.

- 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: 1.6 gallons/flush or less,
  - Faucets: 1.5 gallons/minute or less,
  - Showerheads: 2.2 gallons/minute or less;
- Energy Star qualified refrigerator;
- Energy Star qualified dishwasher;
- Water heating minimum efficiency specifications (choose gas, electric, or gas tankless):
  - Gas:
    - 30 gal = .63 EF; or
    - 40 gal = .61 EF; or
    - 50 gal = .59 EF; or
    - 60 gal = .57 EF; or
    - 70 gal = .55 EF; or
    - 80 gal = .53 EF; or
  - Electric:
    - 30 gal = .94 EF; or
    - 40 gal = .93 EF; or
    - 50 gal = .92 EF; or
    - 60 gal = .91 EF; or
    - 70 gal = .90 EF; or

- 80 gal = .89 EF; or
    - Tankless gas water heater: minimum .80 EF.
  - Energy Star qualified ceiling fans with lighting fixtures in bedrooms, or in main living unit if 0-bedroom unit;
  - HVAC minimum efficiency of 14 SEER.

All proposed Developments that select the Development Category of Acquisition with Rehabilitation or Rehabilitation-only Developments must include:

- Caulk, weather-strip, or otherwise seal all holes, gaps, cracks, penetrations, and electrical receptacles in building envelope; and
- Seal and insulate heating and cooling system ducts with mastic or metal backed tape.

#### **4. Accessibility, Adaptability, Universal Design and Visitability Features:**

All proposed Developments that select the Development Category of new construction must include all of the accessibility, adaptability, universal design and Visitability features listed below.

Applicants proposing Rehabilitation Developments (with or without Acquisition) must include as many of the accessibility, adaptability, universal design and Visitability Features listed below as are structurally and financially feasible within the scope of the Rehabilitation work planned by the Applicant.

Any proposed Developments that serve persons with physical disabilities must include all required accessibility, adaptability, universal design and Visitability features listed below.

Applicants must include the costs of the features listed below that are planned for the Development in the Development Cost Pro Forma submitted with the Application.

- Primary entrance door shall have a threshold with no more than a ½-inch rise;
- All door handles on primary entrance door and interior doors must have lever handles;
- Lever handles on all bathroom faucets and kitchen sink faucets;
- Mid-point on light switches and thermostats shall not be more than 48 inches above finished floor level;
- Loop or D-Shaped pull on cabinet drawers and door; and
- A minimum of 10 percent of the total Units shall be fully accessible in accordance with the 2010 ADA Standards for Accessible Design. These fully accessible Units shall provide mobility features that comply with the residential dwelling Units provision of the 2010 ADA Standards for Accessible Design. At least 4 percent of the total Units shall 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](#)).

**Exhibit F – Continuing Program Compliance**

**TO BE PROVIDED**