

**Florida Housing Finance Corporation Workshop Agenda**  
**Florida Housing's Proposed 2015-2016 Approach to Fund Housing for**  
**Persons with Special Needs and Homeless Households**

227 N. Bronough Street, Rick Seltzer Conference Room, Tallahassee, FL  
And via phone #1 888 339.2688, passcode #310 176 30  
July 29, 2015 1:30 p.m., Eastern Time

**Discussion Items:**

- A. Overview of 2015-2016 Funding Timeline with a Focus on Rental Housing for Persons with Special Needs and Homeless Households
1. **Grant funding to finance smaller developments for Persons with Developmental Disabilities.**
  2. **Housing credits to finance larger developments for Homeless households**
  3. **Housing credits to finance a high priority housing need or issue related to Persons with a Disabling Condition**
  4. **SAIL financing to finance smaller Permanent Supportive Housing for Persons with Special Needs**
- B. Draft RFA 2015-109 SAIL Financing for Smaller Permanent Supportive Housing Properties For Persons With Special Needs has been posted to the webpage  
<http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2015/>
1. **Available Funding and Purpose of Funding**
    - a. Expected total funding amount: \$11,700,000 that comprises funding reserved for the SAIL Special Needs Set-Aside, including funding to support the financing of units for Extremely Low Income (ELI) households.
    - b. Purpose is to finance the development of Permanent Supportive Housing, consisting of 10-30 dwelling units, to serve Persons with Special Needs as defined in 420.0004, F.S.
      - (1) Permanent Supportive Housing (PSH) is defined on page 55 of the draft RFA.
      - (2) Persons with Special Needs  
  
Section 420.0004 (13), F.S., defines "Person with special needs" as an adult person requiring independent living services in order to maintain housing or develop independent living skills and who has a Disabling Condition; a young adult formerly in foster care who is eligible for services under Section 409.1451(5), F.S.; a survivor of domestic violence as defined in Section 741.28, F.S.; or a person receiving benefits under the Social Security Disability Insurance (SSDI) program or the Supplemental Security Income (SSI) program or from veterans'

disability benefits.

(3) Serving Homeless Persons with Special Needs

Applicants may choose at their own discretion to serve “Person with special needs” households, F.S., that also meet the “Homeless” definition as defined in Section 620.21(5), although the Corporation is not prioritizing Homeless households with special needs for funding in this RFA.

- c. Funding under this RFA shall **not** finance Group homes, Assisted Living Facilities, and other specialized licensed residential facilities, **nor** will it finance condominiums or single room occupancy facilities.

**2. Funding Objectives for this RFA**

- a. This Request for Applications (RFA) is open to Non-Profit Applicants proposing the New Construction or Acquisition and Moderate Rehabilitation/Substantial Rehabilitation to create new Permanent Supportive Housing for Persons with Special Needs.
- b. Selection preference will be given to Applicants applying to develop rental housing first in small counties, then medium counties and, finally, in large counties. County size is described on page 10.

**3. Demographic, Income and Affordability Commitments**

- a. Demographic Commitment (described on pages 6 – 7)
- (1) Applicants must commit to provide 80 percent of the total Units in the proposed Development to Persons with Special Needs.
- (2) Applicants must specify the defined Persons with Special Needs population(s) that the Applicant proposes to serve.
- (3) Applicants must describe the Persons with Special Needs population(s) to be served. This information will be considered by the Corporation when reviewing and scoring how the Applicant’s responses to scored sections of the RFA will assist the intended residents.
- b. Income Set-aside Commitment (described on pages 12 – 13):
- (1) 100% of the units must be set aside for households with incomes at or below 60% of area median income (AMI), of which 25% of the units must be set aside as ELI units.
- (2) Applicants may request additional funding to help cover the cost of units set aside for ELI households.
- c. Affordability Period (described on page 13)
- (1) Applicants must irrevocably commit to the demographic commitment for a minimum of 30 years.

- (2) Applicants must irrevocably commit to the income set-aside commitment for a minimum of 30 years, except that applicants must irrevocably commit to the ELI set-aside commitment for a minimum of 15 years. After 15 years all of the ELI Set-Aside units may convert to serve residents at or below 60 percent AMI.

#### **4. Applicant Information**

- a. Only Non-Profit Applicant entities may apply.
- b. The entity may be comprised of a joint venture between a Non-Profit entity(ies) and For-Profit entity(ies), as long as the Non-Profit Applicant entity owns at least 51 percent of the ownership interest in the Development and will receive at least 25 percent of the Developer fee.
- c. For an Application to qualify in the highest funding Tier available to them (small counties – Tier 1, medium counties – Tier 3, and large counties – Tier 5) for the funding selection process, the Non-Profit entity(ies) must receive a total of at least 50 percent, as further described on page 35.
- d. The Applicant must provide documentation demonstrating that, as of the Application Deadline, the Applicant entity is a private Non-Profit organization under 501(c)(3) or 501(c)(4) of the IRC, one of the Applicant entity's purposes is to foster low-income housing, and that the Applicant is a legally formed entity [i.e., limited partnership, limited liability company, etc.] qualified to do business in the state of Florida. The documentation requirements are outlined on page 41.
- e. Applicants must provide a list identifying the Principals for the Applicant and for each Developer. Examples of Lists of Principals to be provided by the Applicant has been provided on page 56 - 60.

Applicants are encouraged to submit the required Principals of the Applicant entity and for each Developer entity early for the Corporation's pre-approval. Applicants may submit the Principals of the Applicant entity to the Corporation between August 26 and September 25, 2015. A webboard notice will be sent to outline the process.

#### **5. General Development Information**

- a. Development Category:
  - (1) New Construction or
  - (2) Acquisition and Substantial/Moderate Rehabilitation (acquisition and less than 50% of the units are new construction). The Applicant is eligible to select this Development Category only if it expects to acquire the existing Development, finance the rehabilitation work, and maintain ownership of the Development after the rehabilitation work is completed.

- b. Development Type
  - (1) Garden (a building comprised of 1, 2 or 3 stories, with or without an elevator); and/or
  - (2) Townhouses.

Note: Per 67-48.002(102), F.A.C., a SAIL Development means a residential development comprised of one (1) or more residential buildings, each containing five (5) or more dwelling units and functionally related facilities, proposed to be constructed or substantially rehabilitated with SAIL funds for Eligible Persons.

- c. Number of Units and Unit Mix
  - a. For small county Developments, the minimum is 10 units and the maximum is 15. For medium and large county Developments, the minimum is 10 units and the maximum is 30.
  - b. Units must consist of any mix of zero (0) bedrooms, one (1), two (2), or three (3) bedrooms only, however, no more than 25 percent of the total units, rounded up, may be three (3) bedrooms.
  - c. Two and three bedroom units may consist of Shared Housing as defined on page 54.
  - d. ELI Units must be proportionately distributed across each Unit Mix (e.g., proportional to the number of zero (0) bedroom Units, one (1) bedroom Units, two (2) bedroom Units, and three (3) bedroom Units).

## **6. General Developer Information**

- a. The Applicant must provide documentation that each Developer (that is not a natural person) is a legally formed entity qualified to do business in the state of Florida as of the Application Deadline as outlined on page 8.
- b. The Applicant must demonstrate that the Developer has experience in developing at least two (2) affordable housing developments since 1995, as outlined on pages 8 - 9.

## **7. Site Control**

Site Control requirements are outlined on page 13 – 14.

## **8. Ability to Proceed**

- a. The Applicant must demonstrate Ability to Proceed as of Application Deadline . Ability to Proceed requirements are outlined on pages 14 - 16.
- b. The Florida Housing Ability to Proceed Verification forms (Form Rev. 11-14) will be provided on the Corporation's Website <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2015-109/> (also accessible by clicking [here](#)).

## 9. Required Design and Construction Features

- a. Federal Requirements and State Building Code Requirements are outlined on page 16:
- b. Requirements for all proposed Developments are outlined on pages 16 - 17:
- c. Required Green Building Features are outlined on pages 16 - 17:
  - Low or No-VOC paint for all interior walls (Low-VOC means 50 grams per liter or less for flat paint; 150 grams per liter or less for non-flat paint);
  - Low-flow water fixtures in bathrooms—WaterSense labeled products or the following specifications;
    - Toilets: 1.28 gallons/flush or less, (revised since RFA 2015-101)
    - Faucets: 1.5 gallons/minute or less,
    - Showerheads: 2.0 gallons/minute or less; (revised since RFA 2015-101);
  - Energy Star qualified refrigerator;
  - Energy Star qualified dishwasher;
  - Energy Star qualified washing machine, if provided;
  - Energy Star qualified exhaust fans in all bathrooms; and
  - In-unit air conditioning: Minimum SEER of 15. Packaged units are allowed in studios and one bedroom units with a minimum of 13.8 EER. (revised since RFA 2015-101)
- d. Required Accessibility, Adaptability, Universal Design and Visitability Features:
  - (1) Level 1 Accessibility Requirements are outlined on pages 17 - 18  

If the Applicant is proposing to serve a resident population with Disabling Conditions that currently impairs or is likely to impair their physical mobility.
  - (2) Level 2 Accessibility Requirements are outlined on pages 18 - 19  

If the Applicant is proposing to serve a resident population with Disabling Conditions that neither currently impairs nor is likely to impair their physical mobility.

Note: If the proposed Development meets the definition of Scattered Sites, all features committed to and proposed by the Applicant that are not Unit-specific shall be located on each of the Scattered Sites.

## 10. Resident Community-Based Services Coordination (Mandatory) pages 19 -20

The provision of community-based services coordination will be the responsibility of the Applicant.

- a. Community-based services shall include supportive services such as outreach, information and referral services, benefits counseling, community-based services planning and coordination, and/or other related supportive services that are appropriate to the intended Residents of the Development;

- b. Community-based supportive services must be 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, income and housing;
- c. Focus shall be to assist Residents not receiving community-based services coordination by another program and/or agency, as well as to assist those Residents who need additional assistance with coordination of community-based services;
- d. May be provided in conjunction with public and/or private partnerships as approved by the Corporation in credit underwriting;
- e. The approved provider of the services coordination must have a minimum of three (3) years' experience administering and providing supportive services that are appropriate to the intended Residents of the Development;
- f. The approved provider of the services coordination shall make available, 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 intended Residents of the Development.
- g. Community-based services coordination shall be offered and made available to the Residents initially and regularly and Resident participation shall be voluntary;
- h. Resident participation shall not be a requirement for new or continued residency;
- i. The Applicant shall commit to submit a services coordination plan at credit underwriting.
- j. The services coordination plan shall adhere to guidelines developed by the Corporation, in conjunction with state agencies, or their designee(s), that administer publicly funded supportive services for the intended Residents.

**11. Scored Items (Maximum of 125 Points – Must score at least 65 points to be eligible for funding)**

- a. Operating/Managing Permanent Supportive Housing Experience, as outlined on pages 9 – 10 (up to 40 points)
  - (1) Applicant intends to manage the Development:
  - (2) Applicant does not have experience or if the Applicant expects to use a management company:
  - (3) Providing only a list of Permanent Supportive Housing Developments and/or Units will not be a sufficient description of experience for any Applicant or the management company.

- b. Tenant Selection (Up to 20 points)
  - (1) Marketing and Outreach has been omitted from this scoring section to focus only on the Applicant's tenant selection approach relevant to the intended resident or demographic you will be serving
  - (2) To achieve points for this section, the Applicant must describe the tenant selection activities, beyond those required in the Fair Housing Act as implemented by 24 CFR Part 100, that will be conducted initially and on a continuing basis at the proposed Development in;
    - (a) Selection criteria and any preferences and factors for determining criteria or preferences
    - (b) Partnerships or agreements with community organizations or agencies to develop a related processes or systems including prospective resident screening and referral system, a pool of interested and eligible consumers, waitlists, applicant prioritization, or assistance provided to prospective tenant household completing the application process for tenancy.
  - (3) Utilization of a Coordinated Assessment System, if available and appropriate
  - (4) Maintenance of Waitlist

Note that Applicants awarded funding shall still be required to develop and implement a plan for tenant outreach, marketing, referral and-selection as approved by the Corporation during the credit underwriting process.

- c. Access to Community-Based Services and Resources as described on pages 20 - 21 (Up to 50 points)
- d. Approach toward Income and Credit Status of Intended Individuals and Families Applying for Residency as described on page 21 (Up to 15 points)
- e. Partnerships with Community Based Resources as a scoring item

## **12. Funding**

- a. SAIL
  - (1) Maximum SAIL Request Amount is limited to the lesser of \$200,000 per unit; or \$3,000,000 per Development in a Small County, or \$4,900,000 per Development in a Medium or Large County.
  - (2) The SAIL loan shall be non-amortizing and shall have an interest rate of 0 percent. The terms and conditions of the SAIL loan are further outlined in 67- 48, F.A.C.

- b. ELI Loan
  - (1) All Applications are eligible for ELI gap funding for the required ELI Set-Aside units, not to exceed 25 percent of the total units for Applications.
  - (2) The funding will be in the form of a forgivable loan in an amount per ELI Set- Aside unit that is dependent upon the proposed Development’s unit mix and the county where the proposed Development is located. A chart outlining the funding levels is on pages 67 – 68.
  - (3) The ELI Set-Aside units must be distributed across the unit mix on a pro-rata basis. To ensure this, a worksheet will be made available on the Corporation’s Website
- c. Developer Fee / General Contractor (GC) Fee is outlined on page 26
- d. Other Non-Corporation Funding Proposals
 

Unless stated otherwise within this RFA, in order for funding, other than the Eligible SAIL Request Amount, Eligible ELI Loan Request Amount, and deferred Developer fee, to be counted as a source on the Construction/Rehab and/or Permanent Analysis, the Applicant must provide documentation of all financing proposals from both the construction and the permanent lender(s), and other sources of funding. The financing proposals must meet the criteria outlined on pages 27 – 29.
- e. Per Unit Rehabilitation Funding Preference is outlined on pages 29 – 30.

**13. Fees are outlined on pages 30 – 33**

**14. Other eligibility conditions**

The Corporation will reject any competitive Application submittal and no action will be taken to score the Application if the submission requirements are not met or if the proposed Development is not eligible for funding under this RFA because it meets the criteria outlined in paragraph 67-48.018(1)(a) and/or (b), F.A.C., and/or it meets the criteria outlined in paragraph 67-48.023(1)(c), F.A.C. and does not meet one of the stated exceptions.

An Application will be deemed ineligible to be considered for funding if, as of the close of business the day before the Committee meets to make a recommendation to the Board, either of the following occurs:

- a. An Applicant or Developer or Principal, Affiliate or Financial Beneficiary of the Applicant or Developer has received an award of any funding from Florida Housing Finance Corporation prior to January 1, 2010, and the funding either (i) has not closed and has not been returned to the Corporation; and/or (ii) has closed since October 1, 2014, but no funding has been drawn as of July 1, 2015;

and/or



- b. There are any financial obligations for which an Applicant or Developer or Principal, Affiliate or Financial Beneficiary of the Applicant or Developer is in arrears to the Corporation or any agent or assignee of the Corporation as reflected on the most recently published Past Due Report posted to the Corporation's Website under the link Property Owners & Managers/Past Due Reports, but not more recently than five (5) business days prior to the date the Committee meets to make a recommendation to the Board.

**15. Funding Selection**

- a. Tier Levels:

- (1) Tier 1 Applications: All Applications that commit to provide at least 50 percent of the Developer fee to the Non-Profit entity and that are also for proposed Developments located in small counties\* will be considered Tier 1 Applications.
- (2) Tier 2 Applications: All Applications for proposed Developments located in small counties\* that did not qualify as Tier 1 Applications will be considered Tier 2 Applications.
- (3) Tier 3 Applications: All Applications that commit to provide at least 50 percent of the Developer fee to the Non-Profit entity and that are also for proposed Developments located in medium counties\* will be considered Tier 3 Applications.
- (4) Tier 4 Applications: All Applications for proposed Developments located in medium counties\* that did not qualify as Tier 3 Applications will be considered Tier 4 Applications.
- (5) Tier 5 Applications: All Applications that commit to provide at least 50 percent of the Developer fee to the Non-Profit entity and that are also for proposed Developments located in large counties\* will be considered Tier 5 Applications.
- (6) Tier 6 Applications: All Applications for proposed Developments located in large counties\* that did not qualify as Tier 5 Applications will be considered Tier 6 Applications.

\*County size is described in Section Four, E.2.

- b. All Tier 1 Applications will be sorted by score (with those receiving the highest score receiving the most preference). In the event that multiple Tier 1 Applications receive the same number of points, tie-breakers will be used in the following order to determine how these Applications are sorted in the funding selection process. This same sorting process will be performed for Tier 2, Tier 3, Tier 4, Tier 5, and then Tier 6 Applications.

- c. Tie-Breakers are outlined on pages 36 - 37
  - (1) Qualifying Financial Assistance
  - (2) Per Unit Rehabilitation Funding Preference (\$25,000 rehab. expense per unit)
  - (3) Leveraging of SAIL funding per unit
  - (4) Florida Job Creation Preference
  - (5) Lottery
- d. County Award Tally - As each Application is selected for tentative funding, the county where the proposed Development is located will have one (1) Application credited toward the County Award Tally.
- e. Florida Housing is considering strategies in this RFA to encourage development of Permanent Supportive Housing in areas of the state where we have previously not financed or have financed very few Permanent Supportive Housing units compared to other areas.

**16. RFA Timeline and Next Steps**

Expected Issue Date –September 8, 2015

Dates that Applicants may submit the required Principals of the Applicant entity and for each Developer entity - August 26 – September 25, 2015

Expected RFA Due Date – October 27, 2015

**Other RFAs**

RFAs that are specific to the demographic category of Homeless will be issued in late 2015/early 2016.

RFAs for Grant funding to finance smaller developments for Persons with Developmental Disabilities are scheduled to be issued in August 2015 and March 2016