

Florida Housing Finance Corporation Workshop Agenda
RFA 2017-103 Housing Credit and SAIL Financing to Develop Housing In Medium and Large Counties
for Homeless Households and Persons with A Disabling Condition

227 N. Bronough Street, Formal Conference Room, Tallahassee, FL
And via phone #1 888 339.2688, passcode #856 624 57
Thursday, January 26, 2017 at 2:00 p.m., Eastern Time

Section One - Introduction

1. This Request for Applications (RFA) is open to Non-Profit Applicants proposing the development of Permanent Supportive Housing for Homeless individuals and families that also include a portion of units for Persons with Special Needs as a result of a Disabling Condition (“Persons with a Disabling Condition”) located in the Medium and Large Counties. The intent of this RFA is to help communities address the significant need for Permanent Supportive Housing for some of their most vulnerable individuals that are chronically homeless or living in more restrictive settings due to the lack of stable housing and coordinated access to appropriate community-based healthcare and supportive services.

Non-Profit Applicant entities may consist of either 100% Non-Profit entities or joint ventures between Non-Profit and For-Profit entities, if the Applicant meets the definitions of Non-Profit, as defined in Rule Chapter 67-48, F.A.C.

2. Total funding available:

Estimated \$6,075,000 of Competitive Housing Credits (HC)

Estimated \$11,500,000 of State Apartment Incentive Loan (SAIL) funding

Estimated \$4,146,572 in National Housing Trust Funds (NHTF)

3. The Corporation’s objective is to ensure that, to the extent possible, financing to develop housing to serve Homeless households is provided across the state. To this end, the Corporation has divided the state into four (4) regions with relatively equal Homeless populations, based on the Homeless household counts outlined in the 2016 Statewide Rental Market Study, ensuring that all counties that are part of one regional Homeless Continuum of Care are located in the same region.

The regions are: the North Florida Region, the Central Florida Region, the Tampa Bay Region and the South Florida Region. This RFA includes a goal to fund at least one (1) Homeless Development in each of these regions, with a preference to fund at least one (1) Homeless Development in a Large County and at least one (1) Homeless Development in a Medium County.

Region	Large Counties	Medium Counties			
North Florida	Duval	Alachua Bay	Clay Escambia	Leon Okaloosa	St. Johns Santa Rosa
Central Florida	Orange	Brevard Flagler	Marion Osceola	Polk Seminole	Volusia
Tampa Bay	Hillsborough Pinellas	Citrus Hernando	Lake Manatee	Pasco Sarasota	Sumter
South Florida	Broward Miami-Dade Palm Beach	Charlotte Collier	Highlands Indian River	Lee Martin	St. Lucie

Section Two – Definitions

Section Three – Procedures and Provisions

- a. The Applicant must download and complete the following documents:
 - (1) The Application;
 - (2) The Development Cost Pro Forma; and
 - (3) The Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 08-16) (“Principals Disclosure Form”). A Principals Disclosure Form that was approved during the Advance Review Process may be used to satisfy this requirement, provided the form was approved for the type of funding being requested (i.e. Housing Credits or non-Housing Credits).
 - The Principals Disclosure Form must identify the Principals of the Applicant and Developer(s) as of the Application Deadline and must include, for each applicable organizational structure, ONLY the types of Principals required by Subsection 67-48.002(93), F.A.C. A Principals Disclosure Form that includes, for any organizational structure, any type of entity that is not specifically included in the Rule definition of Principals, will not be accepted by the Corporation to meet the Mandatory requirement to provide the Principals of the Applicant and Developer(s) Disclosure Form.
 - Continuous Advance Review Process
- b. The Applicant must go to the webpage and click the link to login and upload the Complete Online Submission Package consisting of these three (3) documents.
- c. One (1) printed copy of the complete Uploaded Application with all applicable attachments must be labeled “Original Hard Copy” and must include the following items:
 - (1) The required non-refundable \$3,000 Application fee, payable to Florida Housing Finance Corporation (check or money order only);

- (2) The Applicant Certification and Acknowledgement form with an original signature (blue ink preferred); and
- (3) The Application Withdrawal Disincentive in the form of either a \$25,000 Application Withdrawal Cash Deposit or a \$25,000 Letter of Credit.

Section Four – Information to be Provided in the Application

A. Exhibit A Items

1. Submission Requirements

- a. \$25,000 Application Withdrawal Cash Deposit
- b. The Applicant must include a signed Applicant Certification and Acknowledgement form to indicate the Applicant's certification and acknowledgement of the provisions and requirements of the RFA.

2. Demographic Commitment

- a. The following paragraphs (1), (2) and (3) are required of all Developments:

(1) No Less Than 50 Percent Of The Total Units Set-Aside for Homeless Individuals Or Families

AND

(2) No Less Than 50 Percent Of The Total Units Set-Aside for Persons With A Disabling Condition As Permanent Supportive Housing

AND

(3) No less than 25 percent of the total units set-aside for Persons with Disabling Conditions that are either (i) in institutions or community residential care, or (ii) Chronically Homeless and are assessed as vulnerable by the community's homeless lead agency standards, and identified as high utilizers of public resources due to their homelessness.

An intended household may meet the requirements of more than one of the above Demographic commitments. Below are some examples of how Applicants may choose to meet the requirements of (1), (2) and (3):

For example, if a proposed Development consists of 100 total units:

- 50 units could be set-aside for Homeless individuals or families and the remaining 50 units could be set-aside for Persons with Disabling Conditions. 25 of these units (whether they were units that were set-aside for Homeless individuals or families, Persons with Disabling Conditions, or some of both) could be set-aside for Persons with Disabling Conditions that are either (i) in institutions or community

residential care, or (ii) Chronically Homeless and are assessed as vulnerable by the community's homeless lead agency standards, and identified as high utilizers of public resources due to their homelessness.

- 50 units could be set-aside for Persons with Disabling Conditions that are either (i) in institutions or community residential care, or (ii) Chronically Homeless and are assessed as vulnerable by the community's homeless lead agency standards, and identified as high utilizers of public resources due to their homelessness. the remaining units could be set aside for other demographics.

b. For the Corporation to better understand the property proposed, Applicants specify the defined Persons with a Disabling Condition population(s) that the Applicant proposes:

- (1) Adult persons requiring independent living services in order to maintain housing or develop independent living skills and who have a Disabling Condition that currently impairs or is likely to impair their physical mobility; and/or
- (2) Persons receiving benefits under the Social Security Disability Insurance (SSDI) program or the Supplemental Security Income (SSI) program or from veterans' disability benefits; and/or
- (3) Adult persons requiring independent living services in order to maintain housing or develop independent living skills and who have a Disabling Condition that neither currently impairs nor is likely to impair their physical mobility, such as persons with a mental illness.

Due to the likelihood that residents of the subpopulations described in (1) and (2) above may have Mobility Impairments, Applicants that select either (1) and/or (2) above must at a minimum meet the "Level 1 Accessibility Requirements".

Because residents of the subpopulation described in (3) above are less likely to have Mobility Impairments, Applicants that select (3) above and that do not also select (1) and/or (2) above must at a minimum meet "Level 2 Accessibility Requirements".

c. Applicants must write a narrative describing the population(s) to be served. This information will be considered by the Corporation when reviewing and scoring how the proposed access to community based services will assist the intended residents.

3. Applicant Information
 - a. State name of Applicant
 - b. Evidence that Applicant is legally formed entity
 - c. This RFA is only open to Non-Profit Applicants. All Applicants must answer all Non-Profit questions and provide the standard documentation
 - d. Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 08-16)
 - e. Contact Person (the person with whom the Corporation will communicate regarding the proposed Development)

4. Developer and Management Company Information
 - a. General Developer Information:
 - (1) Name of Developer (including all co-Developers);
 - (2) Evidence each Developer is a legally formed entity qualified to do business in Florida as of Application Deadline; and
 - (3) Required General Development Experience.
 - b. Management Company Information:
 - (1) Name of Management Company; and
 - (2) Required General Management Company experience.
 - c. Operating/Managing Permanent Supportive Housing Experience (maximum of xxx points)

(this will also be first tie-breaker)

5. General Development Information
 - a. Name of Development
 - b. Location of Development
 - (1) County – proposed Developments must be located in either Medium and Large Counties
 - (2) Address

Should Scattered Sites be allowed in this RFA?
 - (3) Latitude and Longitude Coordinates

All Applicants must provide a Development Location Point stated in decimal degrees, truncated to the fifth decimal point. For example, 30.443936, -84.284267 truncated to the fifth decimal point would be represented as 30.44393, -84.28426.

- (4) Verification by the State Designated Lead Agency of Inclusion in Local Homeless Continuum of Care Program form

This 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/Developers/MultiFamilyPrograms/Competitive/2017-103/> (also accessible by clicking [here](#))

- c. Development Category

The proposed Development must create new Permanent Supportive Housing through the Development Category of NEW CONSTRUCTION.

- d. Development Type (i.e., Garden, Townhouses, Duplexes, Quadraplexes, Mid-Ride (4, 5 or 6 stories), or High Rise (7 or more stories).

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

- e. The minimum number of units is 30 units

- f. Concrete Construction

For purposes of the Total Development Cost per Unit Limitation and A/B Leveraging Classification, in order for a proposed Development to be considered to be concrete construction, the proposed Development must meet the requirements in Section Four A.5.f. of the RFA

- g. Ability to Proceed (i.e., status of site/plat plan, appropriately zoned, availability of infrastructure (electricity, water, sewer and roads) – all as of Application Deadline). Applicants must provide the Ability to Proceed Verification forms (Form Rev. 08-16). To demonstrate infrastructure availability, the Applicant may provide a letter from the provider (that is Development-specific and dated within 12 months of the Application Deadline) in lieu of the form.

- h. Unit mix

- (1) The Applicant must complete the Unit Mix Chart listing the total number of bedrooms per unit, the total number of bathrooms per unit

(including half-baths, if applicable), the total number of units per bedroom type, and the number of units that are ELI Set-Aside and/or NHTF units. All units in the proposed Development must be listed, including all manager/employee units and all market rate units, if applicable.

- (2) Units may consist of zero (0) bedrooms, one (1), two (2), or three (3) bedrooms only, however, at least eight (8) units must be zero or one (1) bedroom units, and no more than 25 percent of the total units, rounded up, may be three (3) bedrooms.

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

6. Set-Aside Commitments

a. Minimum Set-Aside Selection:

- (1) 20 percent of the total units at 50 percent of the Area Median Income (AMI); or
- (2) 40 percent of the total units at 60 percent of the AMI.

b. Total Income Set-Aside:

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

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

- (1) Required Minimum ELI Set-Aside Commitments:

The proposed Development must set aside 10 percent of total units for ELI Households.

For purposes of this provision, the requirement to set aside units for ELI Households refers to the 2017 ELI Area Median Income (AMI) level for the county where the proposed Development is located. As of the issue date for this RFA, the fiscal year 2017 Multifamily Tax Subsidy Income Limits have not been issued by HUD. For purposes of completing this Application, Applicants should use the 2016 ELI AMIs stated in the RFA. The Corporation will notify the Applicants selected for funding of the actual 2017 ELI AMI level at the time the preliminary commitment is issued and the ELI Set-Aside units committed to by the Applicant in its Application will be required to be set aside at the 2017 ELI AMI level.

(2) National Housing Trust Fund (NHTF) Units

Applicant may also receive forgivable NHTF loan funding to subsidize eight (8) of the non-ELI Units as deep targeted units (NHTF units) at 22% AMI. The remaining ELI Units, if any, will not be affected.

The Applicant must submit a Tenant Selection Plan to the Corporation for approval during credit underwriting.

d. Affordability Period

The Applicant must commit to set aside the units for a minimum length of 50 years. The Compliance Period committed to in this section includes the units set aside for the Demographic Commitments made in this RFA. After 30 years, all of the NHTF units may convert to serve residents at or below 60 percent AMI; however, the Demographic commitments must be maintained throughout the entire Compliance Period

7. Site Control

Applicants must demonstrate site control as of Application Deadline by providing an eligible contract (effective at least through August 31, 2017), a deed, and/or a lease (with a minimum 50 year term).

8. Required Design and Construction Features

a. Federal Requirements and State Building Code Requirements

b. Required general features for all proposed Developments

c. Accessibility, Adaptability, Universal Design and Visitability Features

(1) Level 1 Accessibility Requirements

Set aside a minimum of 25 percent of the total units, rounded up, as fully accessible units in accordance with the 2010 ADA Standards for Accessible Design AND set aside at least an additional 10 percent of the total units to be accessible to persons with visual and hearing impairments in accordance with the 2010 ADA Standards for Accessible Design

(2) Level 2 Accessibility Requirements

Set aside a minimum of five (5) percent of the total units, rounded up, as fully accessible units in accordance with the 2010 ADA Standards for Accessible Design AND set aside at least one (1) additional unit to be accessible to persons with visual and hearing impairments in accordance with the 2010 ADA Standards for Accessible Design.

d. Required Green Building Features for all Developments

The Applicant must indicate its commitment to achieve one of the following Green Building Certification programs: Leadership in Energy and Environmental Design (LEED); Florida Green Building Coalition (FGBC); or ICC 700 National Green Building Standard (NGBS). Selection of the program will be accomplished during the credit underwriting process.

9. Resident Programs

a. Required Resident Programs for all Developments

- (1) Resident Community-Based Services Coordination Requirement
- (2) Case Management
- (3) Daily Activities

b. Selection of Four (4) of the Following Resident Programs:

- (1) Literacy Training
- (2) Employment Assistance Program
- (3) Health and Wellness Services
- (4) Special Resident Hardship Fund
- (5) Financial Management Program
- (6) On-Site Food Programs
- (7) After School Program for Children

10. Tenant Selection (Up to xxx Points)

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

11. Access to Community-Based Services and Resources (Maximum xxxx Points)

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

- a. All Applicants may be awarded points for describing access to groceries, education, household shopping, and employment for residents (Up to xxxx Points)

- b. All Applicants may be awarded points for describing access to specific healthcare and/or supportive services needs of intended resident (Up to xxx Points)

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

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

13. Funding available

a. Housing Credits

- (1) The Applicant must state the amount of Housing Credits it is requesting. The Applicant’s Housing Credit Request Amount should be stated as a whole dollar amount and cannot exceed the applicable County Group amount stated in the following chart:

County Category*	Eligible Housing Credit Request Limit
Medium County	\$1,510,000
Large County	\$2,110,000

- (2) DDA/QCT/Multiphase Development. In order to be considered to be the first phase of a multiphase Development, the Development proposed in this Application must be located in a HUD-designated DDA and/or QCT. Although all Developments are eligible for the DDA/QCT boost per the 2016 QAP, only Developments located in a HUD-designated DDA and/or QCT are eligible for the multiphase status.

b. SAIL Funding

The SAIL Request Amount is limited to the lesser of the following:

- (i) If the proposed Development is located in a Large County:
 - \$70,000 per unit;
 - \$5 million per Development; or
 - 35 Percent of the Total Development Cost
- (ii) If the proposed Development is located in a Medium County:
 - \$70,000 per unit;
 - \$4 million per Development; or
 - 35 Percent of the Total Development Cost

c. NHTF Funding

An Applicant with a proposed Development that is selected for funding may be awarded NHTF Funding for eight (8) NHTF units. The NHTF loan shall be a forgivable loan with an interest rate of 0 percent for 30 years. The terms and conditions of the NHTF loans are further outlined in Exhibit F of the RFA.

Because NHTF Funding may be awarded after Applications are selected for funding, NHTF Funding will not be counted as a source of funding on the Development Cost Pro Forma.

A Development utilizing Housing Choice Voucher subsidies or any other tenant based rental assistance may not use such vouchers or assistance for ELI Set-Aside units and/or NHTF units.. This will be verified in credit underwriting and the ELI Loan funding amount may be reduced, if needed.

d. Developer Fee is limited to 21 percent of Development Cost.

e. Non-Corporation Financing Proposals and HC Equity Proposal.

B. Funding Selection

1. Goals:

a. A goal to fund one (1) Application located in the North Florida Region.

b. A goal to fund one (1) Application located in the South Florida Region.

c. A goal to fund one (1) Application located in a Medium County.

d. A goal to fund one (1) Application located in a Large County.

Regions are described in Section One of the RFA. County Sizes are described in Section Four, A.5.b. of the RFA.

The Corporation expects to select three (3) Applications for funding. An Application that is selected for funding may meet more than one goal. For instance, an Application selected for funding may meet the goal to fund an Application located in the North Florida Region and also a goal to fund one (1) Application located in a Medium County.

2. Funding Test

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

3. County Award Tally

As each Application is selected for tentative funding, the county where the proposed Development is located will have one (1) Application credited towards the County's Award Tally. The Corporation will prioritize eligible unfunded Applications that are located in counties that have the lowest County Award Tally above other eligible

unfunded Applications with a higher County Award Tally that also meet the Funding Tests, even if the Applications with a higher County Award Tally are higher ranked. If there are multiple eligible unfunded Applications that have the lowest County Award Tally, the Corporation will select the highest ranking Application among them for tentative funding.

Prior to beginning the funding selection process, counties that have at least one (1) High Priority Competitive Housing Credit Application funded through RFA 2016-102 (Lake, Orange and Osceola) will be considered to have one (1) Application credited towards the County Award in this RFA.

4. Sorting Order

Applications that receive at least xxx points and met all other Eligibility requirements described in 1. above will be considered eligible Applications. All eligible Applications will be ranked by sorting the Applications from the highest scoring Application to the lowest scoring Application, with any scores that are tied separated as follows:

- a. First, by Operating/Managing Permanent Supportive Housing Experience points received
- b. Next, by the Application's HC Leveraging Classification, with Applications having the Classification of A listed above Applications having the Classification of B;
- c. Next, by the Application's eligibility for the Qualifying Financial Assistance Funding Preference with Applications with the higher amount listed above Applications with a lower amount;
- d. Next, by the Application's eligibility for the Florida Job Creation Funding Preference, with Applications that qualify for the preference listed above Applications that do not qualify for the preference; and
- e. Finally, by lottery number, resulting in the lowest lottery number receiving preference.

5. Selection Process –

- a. North Florida Region Funding Goal -
The first Application selected for funding will be the highest ranking eligible Application that qualifies for the North Florida Region Funding Goal.
- b. South Florida Region Funding Goal -
The next Application selected for funding will be the highest ranking eligible Application that qualifies for the South Florida Region Funding Goal.
- c. Remaining Funding -
 - (1) If both Applications that were selected for funding to meet the goals were for proposed Developments located in Large Counties, the third

Application that will be selected for funding will be the highest ranking eligible Application for a proposed Development located in a Medium County from any of the four (4) Homeless Development Regions, subject to the County Award Tally and the Funding Tests; or

- (2) If both Applications that were selected for funding to meet the goals were for proposed Developments located in Medium Counties, the third Application that will be selected for funding will be the highest ranking eligible Application for a proposed Development located in a Large County from any of the four (4) Homeless Development Regions, subject to the County Award Tally and the Funding Tests; or
- (3) If one (1) Application that was selected for funding to meet the goals was for a proposed Development located in a Medium County and one (1) Application that was selected for funding to meet the goals was for a proposed Development located in a Large County; then the third Application that will be selected for funding will be the highest ranking eligible Application from any of the four (4) Homeless Development Regions, regardless of the County size, subject to the County Award Tally and the Funding Tests.

If funding remains after selection of the three (3) Applications as outlined above, or because one or more of the funding goals cannot be met, then the highest ranking eligible unfunded Applications will be selected for funding, regardless of the Homeless Development Region and the County size, subject to the County Award Tally and the Funding Tests. If no eligible unfunded Applications can meet the Funding Tests, then no further Applications will be selected for funding and the remaining Housing Credits and SAIL funding will be distributed as approved by the Board.

Exhibit A - Application

Exhibit B – Required Forms

Exhibit C –Timeline

Exhibit D – Other Requirements

1. Total Development Cost Per Unit Limitation calculation
2. HC Leveraging Classification calculation
3. Florida Job Creation Funding Preference calculation
4. Fees
5. Identity of Remaining Members of Development Team and Environmental Site Assessment
6. Additional Requirements

Expected Issue Date: March, 2017

Expected Due Date: April, 2017

Expected Review Committee Meeting Date: June 7, 2017 at 2:00 p.m.