

Procedures for FHFC Pre-Application Meeting for Proposed Permanent Supportive Housing Developments

It is the sole responsibility of the Applicant to request the Pre-Application Meeting in a timely manner in order to hold such meeting by the deadline specified in the RFA.

Purpose:

The purpose of the Pre-Application Meeting is to increase the likelihood that potential Applicants are structuring the proposed Development so that it is successful, not just in terms of submitting an Application and being awarded funding, but successful in providing high quality Permanent Supportive Housing through the entire Compliance Period. The Pre-Application Meeting will not provide potential Applicants with information on how FHFC will score an Application or how to fill out the Application to receive a better score.

Process:

1. Applicants requesting a Pre-Application Meeting per the terms of an RFA must complete the FHFC Pre-Application Meeting for Proposed Permanent Supportive Housing Developments form (Form Rev. 10-2021) and return it to Florida Housing by electronic mail (email) at FHFC_PreApp_Meeting@floridahousing.org by the date outlined in the RFA. The form is available on the RFA Website. No other documentation will be accepted or reviewed by the Corporation.
2. Florida Housing staff will correspond with the designated contact person to schedule the meeting(s). Meetings will be held virtually via GoToMeeting and will be recorded.
3. In order to prepare for the meeting, a list of discussion items and questions is available on the RFA Website. Florida Housing staff will ask these questions at the meeting. The Applicant should not send written response to these questions to the Corporation. They will not be reviewed.
4. The following individuals must be present at the meeting: A natural person Principal from each entity that makes up the Applicant structure, and a natural person Principal from each Developer. One Principal may represent multiple entities. However, all Principals present at the meeting must be reflected as a Principal of the corresponding entity on the Principals of the Applicant and Developer(s) Disclosure Form (Rev. 05-2019) that is submitted with the Application.

Entity means any corporation, limited liability company, limited partnership, trust, or Public Housing Authority, and any shareholder, member, manager, limited partner, or general partner of such entities that are not natural persons.

Principal is defined in Rule Chapter 67-48, F.A.C.

5. While not required, it is encouraged to also have present at the meeting a representative of the organization that will provide supportive services coordination, as well as consultants integral to the Application.

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6. If the Applicant structure consists of a Joint Venture (as Joint Venture Applicant is defined in the RFA), a separate Pre-Application meeting must be held within the timeframe outlined in the RFA and attended by only representatives from the non-profit entity. The purpose of this meeting is to discuss how the non-profit entity will materially participate in the proposed Development.
 7. No later than 3 business days following the meeting, Florida Housing will return the Pre-Application Meeting form to the contact person with confirmation that the meeting(s) took place and all individuals identified on the form were present.
 8. At the time the Application to which the Pre-Application meeting applies is submitted to the Corporation, the Applicant must include the confirmed form with the Application submission. If all requirements regarding the Pre-Application Meeting Incentive outlined in the RFA are met, the Application will be awarded ten points.

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FLORIDA HOUSING FINANCE CORPORATION

PRE-APPLICATION MEETING QUESTIONS FOR PERMANENT SUPPORTIVE HOUSING DEVELOPMENTS

1. **Introduce each person on the call from the Applicant's team**, describe their roles in the proposed Development, and specify whether they have a formal role under the Applicant structure and are named on the Pre-Application Meeting Form. For each entity represented at the meeting, include a description of their missions, where they are located and their experience in developing/managing housing and/or coordinating/providing supportive services. The entities represented must be, at a minimum, those that will be applying for funding through the applicable RFA and will be represented by Principals on the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-2019). The information provided should include:
 - Name of project team members from each entity under the Applicant structure.
 - Name of Developer or co-developers.
 - The Non-Profit or for profit status of each entity. If an entity is a Non-Profit, provide the date of the IRS 501(c)(3) determination letter.
 - The name of consultants, if any, that are integral to the Application and development process.
2. **Provide a short description of the planned project, including:**
 - County and, if appropriate, the city where housing will be located;
 - Number of units planned; New Construction or Acquisition/Rehabilitation; any other notable building features of the planned Development, such as type of dwellings to be proposed and unit mix;
 - Key demographic population(s) to be served, and the Applicant's experience in working with this demographic(s); and
 - Proximity to grocery stores, supportive service offices, medical facilities.
3. **Name of Management Company**, if not already provided above.
4. **Name of Supportive Services Coordinator**, if not already provided above.
5. **Describe how the potential Applicant has worked with the local community.** How has this involvement translated into your decision to do this development or get support from the community?
6. **Have you discussed this proposed project with the neighborhood where the proposed development will be located?** If yes, describe the response you've gotten for the proposal. If no, when do you expect to talk to neighbors about the Development?
7. **What is the Applicant's general approach to developing a formal partnership with the service providers you work with?** What, if any, services do the Applicant themselves provide?
8. **What is the Applicant's experience with Resident Services Coordination?**
9. **Describe how tenant selection will be carried out.**
10. **Describe how residents will access transportation to essential services.**

11. What are the estimated Total Development Costs for the proposed Development, and expected sources of development funds? Has or will the Applicant apply for predevelopment funding? If yes, is that funding from Florida Housing's Predevelopment Loan Program?

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

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

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

FHFC Pre-Application Meeting Form for Proposed Permanent Supportive Housing Developments

Name of proposed Development: [Click here to enter text.](#)

County: [Choose a county.](#)

Contact Person: [Click here to enter text.](#)

Telephone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Is this a Joint Venture Partnership?

[Choose an item.](#)

1. Applicant Information

Name of Applicant: [Click here to enter text.](#)

| Name of natural person Principal attending | Associated Entity: | Is the entity a non-profit or for profit organization? |
|--|---|--|
| Click here to enter text. | Click here to enter text. | Choose an item. |
| Click here to enter text. | Click here to enter text. | Choose an item. |
| Click here to enter text. | Click here to enter text. | Choose an item. |
| Click here to enter text. | Click here to enter text. | Choose an item. |

*If additional lines are necessary, please attach names on a separate page.

2. Developer Information

| Name of natural person Principal attending | Name of Developer: | Is the entity a non-profit or for profit organization? |
|--|---|--|
| Click here to enter text. | Click here to enter text. | Choose an item. |
| Click here to enter text. | Click here to enter text. | Choose an item. |
| Click here to enter text. | Click here to enter text. | Choose an item. |

If a Joint Venture Partnership, complete the following for the separate non-profit meeting.

Name of non-profit entity: [Click here to enter text.](#)

| |
|---|
| Name of natural person Principal(s) attending |
| Click here to enter text. |
| Click here to enter text. |
| Click here to enter text. |

If a Joint Venture Partnership and more than one separate non-profit meeting is required (for Joint Venture Partnerships with two non-profit partners), complete the following for the second non-profit entity:

Name of non-profit entity: [Click here to enter text.](#)

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|---|
| Name of natural person Principal(s) attending |
| Click here to enter text. |
| Click here to enter text. |
| Click here to enter text. |

Optional Attendees

Supportive Services Coordinator: [Click here to enter text.](#)

Application consultant, if any: [Click here to enter text.](#)

To be completed by FHFC staff:

The above Principals/individuals were present at the Pre-Application Meeting, held on _____ (date).

If a Joint Venture Partnership, the non-profit meeting(s) was held on _____ (date) and the required individuals listed above were present.

Staff Initials: _____ Date: _____

Once executed by FHFC staff, this form is considered approved and eligible for the Pre-Application Meeting Points in Permanent Supportive Housing RFAs.