



GAINESVILLE HOUSING AUTHORITY
Where Housing Matters

1900 SE. 4th St., Gainesville, FL 32641
Telephone (352) 872-5500 ~ Fax (352) 872-5501
www.gainesvillehousingauthority.org

EXECUTIVE DIRECTOR
PAMELA E. DAVIS

45-DAY NOTICE

PUBLIC NOTICE: A LIMITED PREFERENCE AND MEMORANDUM OF UNDERSTANDING FOR SPECIAL NEEDS HOUSING FOR WOODLAND PARK REDEVELOPMENT PHASE 1

Florida Housing Finance Corporation requires a set-aside for 9 extremely-low income units at Woodland Park Redevelopment Phase 1 for “Special Needs Households”. The Gainesville Housing Authority (GHA) will work with the Referral Agency – The Alachua County Coalition for the Homeless and Hungry (ACCHH) and will admit such families whether or not they are on the waiting list, and, if they are on the waiting list, without considering the family’s position on the waiting list. These families are considered non-waiting list selections. The Gainesville Housing Authority will maintain records showing that such families were admitted with special program funding.

Public comments may be provided in writing at any of the meetings or they may be mailed to: 1900 SE 4th Street, Gainesville, FL 32641 or via e-mail to pamelad@gnvha.org

*Commissioner Arthur Stockwell, Chairperson ~ Commissioner Rebecca J. Hightower, Vice Chairperson
Commissioner Angela Tharpe ~ Commissioner Christopher Weaver ~ Commissioner Craig Carter*



**Memorandum of Understanding for Special Needs Housing Services
(Link MOU Form 04 PDC)**

This Memorandum of Understanding for Special Needs Housing Services (the "MOU") is entered into as of this 6th day of March, 2018 between Woodland Park Redevelopment I, LLC (the "Owner") and the Alachua County Homeless Coalition, (the "Referral Agency").

RECITALS:

A. In response to Florida Housing Finance Corporation's ("the Corporation") REQUEST FOR APPLICATION #2015-106 the Owner obtained funding for the development of an affordable housing Development located in ALACHUA COUNTY, Florida known as Woodland Park Phase I (the "Development") and consisting of 96 apartment units.

B. Owner committed the following set aside commitments:

9 units (thirty percent (30%) of the ELI units) for Persons with a Disabling Condition that are referred by a supportive services lead agency that serves Persons with a Disabling Condition and are designated by the Corporation. These set-aside units are known as "Link" units.

- Disabling Condition as defined in 420.0004(7) F. S., means a diagnosable substance abuse disorder, serious mental illness, developmental disability, or chronic physical illness or disability, or the co-occurrence of two or more of these conditions, and a determination that the condition is:
 - (a) Expected to be of long-continued and indefinite duration; and
 - (b) Not expected to impair the ability of the person with a disabling condition to live independently with appropriate supports.

C. The Corporation has determined that that Persons with a Disabling Condition require initial, intermittent or on-going supportive services from one or more community based service providers so that stable, adequate and safe housing is maintained in the community.

D. The Owner desires to engage the Referral Agency's services as more particularly described herein in connection with the Persons with a Disabling Condition at the Development and in working with the community's supportive service providers to find eligible tenants.

Accordingly the parties agree as follows:

1. Contract Form. This MOU is intended to constitute the entire agreement between the parties and they intend this MOU to be binding upon the parties in the absence of any other agreement. Amendments to this agreement must be reviewed and approved by the Corporation.
2. ELI Persons with a Disabling Condition Candidate. The parties agree that Persons with a Disabling Condition qualifying for the ELI units in the Development should be (i) receiving community based supportive services at the time of the referral; (ii) prepared to live in an independent living environment; and (iii) able to pay the determined rent and other costs for the available ELI unit. The parties

acknowledge that some of the Persons with a Disabling Condition may require regular and long-term community based supportive services during their tenancy, while others may need only temporary or short-term support to address a situational crisis or to receive assistance to regain independence and stability.

It is understood that all prospective Persons with a Disabling Condition candidates will be bound by the Development's residential application process, rules, regulations and lease provisions, and the applicable sections of Section 42 of the Internal Revenue Code, as well as any Corporation regulations or criteria as they apply to the processing, approval and lease terms of prospective and existing residents.

3. Referral Agency's Persons with a Disabling Condition Target Population. Referral Agency has informed Owner that it has experience in working with the homeless and, therefore, will be expected to process, screen and accept referrals only in that designated population.

4. Referral Agency's Responsibilities. The Referral Agency shall be responsible for providing the following services at the Development (collectively, the "Services"):

- a) Develop and maintain a list of eligible Persons with a Disabling Condition interested in applying for reserved Link units as they become available;
- b) Be knowledgeable and informed about the specific property's rents and related costs, household income limits or restrictions, resident rights and responsibilities, the resident application process, as well as the information and documents the household will need when applying for the reserved unit. Pre-screen Persons with a Disabling Condition that are suitable for tenancy based on this information;
- c) Designate a point of contact to receive notices from the Owner/Management when there is a reserved unit available;
- d) Work with the Development during the leasing and occupancy period for all Persons with a Disabling Condition residents;
- e) Upon notification that a reserved unit is available, select the Persons with a Disabling Condition at the top of the list waiting for that unit type;
- f) Coordinate the first contact between the selected Persons with a Disabling Condition and the Development within a timely manner;
- g) Assist in addressing appropriate application or tenancy issues or concerns by the Owner and/or household if the concerns or issues are not able to be adequately resolved or handled by the primary parties;
- h) Provide or ensure that the Owner/Management receives the Persons with a Disabling Condition required documentation pursuant to applicable compliance requirements established by the Corporation;
- i) Become knowledgeable about the specific property's process for Reasonable Accommodation under the federal Fair Housing Act and assist referred Persons with a Disabling Condition with requesting a Reasonable Accommodation if applicable.

5. Owner's Responsibilities. The Owner (or the Management under a management agreement with the Owner) shall be responsible for the following:

- a) Holding Link units available for Persons with a Disabling Condition sent to property by Referral Agency. Link Unit vacancies must be held open for referrals for, at least, a period of 14 calendar days starting from the date the unit is vacant and ready to lease. The Owner must notify the

Referral Agency(s) that the Link Unit is available on or before the unit becomes vacant and ready to lease.

- i. If a Persons with a Disabling Condition referral is denied, Owner must notify the Referral Agency when that denial is made and continue to hold the Link unit available to allow the Referral Agency to make referrals within the 14 calendar day-hold period.
- b) **Properties that have a Housing Assistance Payment Contract and/or an Annual Contributions Contract with HUD, but are not HUD Section 202 or HUD Section 811:** The Owner shall establish an owner-adopted preference in the admission policies for the Development, allowing the Owner to create a preference or limited preference specifically for individuals or families who are referred by a partnering service agency. The partnering service agency must be a designated Special Needs Household Referral Agency in the county where the Development is located. Following Chapter 4 of the HUD Handbook 4350.3, the Applicant is required by HUD to submit a written request to their local HUD Field Office specifying this type of preference with a full description of the preference and how it will be implemented. Such HUD approval must be demonstrated to the Corporation by the deadline established in the Invitation to Credit Underwriting.
- c) **Properties that have a Housing Assistance Payment Contract and/or an Annual Contributions Contract with HUD, but are not HUD Section 202 or HUD Section 811:** Maintain a separate waiting list for referred Persons with a Disabling Condition applicants and prioritize these individuals for any units that may become vacant after the initial lease-up period, based upon the minimum number of units specified in the application. During and after lease-up Referral Agency referrals must be moved in first regardless of chronological order of the general waiting list until all Link units are occupied with referrals.
- d) Notifying the Referral Agency as to the disposition of applications for Link Units, and consider requests for Reasonable Accommodations for those not accepted.
- e) Working with Referral Agency to coordinate the first contact with the Person with a Disabling Condition and to initiate the application process;
- f) Designating a point person on-site at the Development to send notice of unit availability to the designated point person from the Referral Agency and to work with the Referral Agency during the leasing and occupancy period for all referred Persons with a Disabling Condition residents.
 - i. Employ and maintain a communications plan between Management and Referral Agency that will accommodate staff turnover and assure continuing linkages for the duration of the compliance period.
- g) Collaborating with the Referral Agency as appropriate and applicable, to address the household's needs for assistance at application;
- h) Notifying the Referral Agency regarding anticipated and actual vacancies in Link Units, as described below in #6 "Availability of ELI Units."
- i) Notifying the Referral Agency, in a timely manner, of issues or concerns that may adversely affect the tenancy of the household;
- j) Contacting Referral Agency if there are any issues or concerns that have not been satisfactorily resolved with the household.
- k) Informing the Referral Agency about the property and unit characteristics and features, rents and related costs, household income limits or restrictions, resident rights and responsibilities, the resident application process, as well as the information and documents each household will need when applying for the reserved unit.
- l) Developing and maintaining a written policy and procedures information document to be given to the Referral Agency that describes the procedures to be used to help referred households

apply for, get accepted, and maintain tenancy in a Link Unit. Owner shall inform the Referral Agency of any changes in these procedures. Owner shall include a section on Reasonable Accommodation under the federal Fair Housing Act in this document and the property's process for applying for a Reasonable Accommodation.

6. Availability of ELI Units

- a) Link unit vacancies must be held open for referrals for a period of at least 14 calendar days starting from the date the unit is vacant and ready to lease. The Owner must notify the Referral Agency(s) that the Link Unit is available on or before the unit becomes vacant and ready to lease.
- b) Leasing Activity (Lease-up and Pre-leasing): During leasing activity, the Development owner shall make all units available for the intended Link residents, referred by the Referral Agency, until the Development's Link set-aside requirement has been met. If the Development has not met its Link set-aside unit requirement by the passing of 60 days after the last unit is actually available for occupancy, the Development owner may lease the units to any eligible household.
- c) The Owner is responsible for contacting the Referral Agency and the Corporation ninety calendar (90) days prior to the anticipated issuance of the first certificate of occupancy for any building in the development or by the commencement of pre-leasing, whichever comes first. This is to ensure that the Owner/Mgt. entity is in contact with proper Referral Agency staff and both parties to the MOU have an understanding with the roles and responsibilities as outlined in this MOU. This contact to the Corporation shall be made by email at the following email address: Link@floridahousing.org
- d) If the Development is an Acquisition/Rehabilitation development in which the Development is occupied at the time of closing, all ELI units that become available must be prioritized for Link referrals until the minimum Link requirements have been met.

7. Process for Termination of MOUs

- a) When an owner intends to terminate an MOU, the owner must submit to the Corporation a new approved, executed MOU with a new Referral Agency before the owner terminates the prior MOU. The owner must obtain approval from the Corporation for a new MOU executed with another Referral Agency before termination of the prior MOU may become effective. Owner must contact the Corporation by email at the following email address: Link@floridahousing.org.
- b) The Corporation may require the owner to terminate an MOU with a Referral Agency if that partnership is not effective in meeting the intent of the Link Set-Aside Requirement. The owner shall execute another MOU with a new Referral Agency and must obtain approval from the Corporation before execution of the MOU.
- c) When a Referral Agency notifies the owner of its intent to terminate an MOU, the owner shall notify the Corporation of the MOU termination by email, at Link@floridahousing.org, within five (5) calendar days of receiving the notification from the Referral Agency. The owner shall then select another Referral Agency for the Development's county and obtain approval from the

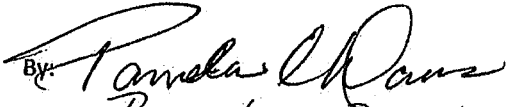
If to Referral Agency:

Name ACCHH
Address 3055 NE 28th Dr
City State Zip Gainesville FL 32609
Attention: Jon DeCarmine
Phone 352-792-0800 x106
Email jdecarmine@gracemarketplace.org


9. Governing Law. All agreements set forth herein between Owner and Referral Agency shall be construed in accord with and governed by the laws of the State of Florida and the United States of America and the County and/or City in which the Development is located.

THIS MEMORANDUM OF UNDERSTANDING FOR SPECIAL NEEDS HOUSING SERVICES is agreed to upon the date first written above between:

OWNER:

By: 
Name: Pamela E. Davis
Title: Executive Director

REFERRAL AGENCY:

By: 
Name: Jon DeCarmine
Title: Director, GRACE