

the time prescribed in Section 120.57(3), Fla. Stat., shall constitute a waiver of proceedings under Chapter 120, Fla. Stat.

- F. By submitting this Application, each Applicant agrees to the terms and conditions outlined in the RFA. Rule Chapter 67-60, F.A.C., establishes the procedures by which the Corporation will administer this RFA. To read a copy of this rule, go to: <http://www.floridahousing.org/BusinessAndLegal/Solicitations/RequestForApplications/2014-105> (also accessible by clicking [here](#)). By submitting an Application, each Applicant further agrees that:
1. **Public Records.** Any material submitted in response to this RFA is a public record pursuant to Chapter 119, Fla. Stat. 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 RFA, 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 the RFA, the Application requirements outlined in Rule Chapter 67-60, F.A.C., the credit underwriting requirements outlined in Exhibit C of this RFA, and the Compliance requirements in Exhibit D of this RFA.
- G. The Corporation expects to select one (1) or more Applications to award the funding contemplated by this RFA. Any such Application will be selected through the Corporation's review of each Application, considering the factors identified in this RFA.

SECTION FOUR APPLICATION

Section Four ("the Application") should be printed and then completed by the Applicant. Applicants may fill out the Application by using a typewriter or printing the answers legibly by hand. 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. **Persons with Developmental Disabilities Demographic Commitment (Mandatory)**

Applicants must commit to provide 100 percent of the total Units in the proposed Development to Persons with Developmental Disabilities as Permanent Supportive Housing. For the Corporation to better understand the property proposed, Applicants must describe the subpopulation(s) of the persons intended to reside in the proposed Development. This information will be considered by the Corporation when reviewing and scoring how the

proposed construction and design features and access to community based services will assist the intended Residents.

Attachment 1: Provide a detailed description of the intended Residents' characteristics, as well as their Permanent Supportive Housing needs and preferences. Include a detailed description of how the proposed Development will meet the needs and preferences of the intended Residents. Applicants should use a size 12 point font and one (1) inch margins, with a maximum of three (3) single-spaced typed pages.

B. Applicant Information (Mandatory)

1. Application fee:

The Applicant is required to pay the required Application fee unless all of the following conditions are met: (i) this Application is for a proposed Development that was the same proposed Development in an Application for RFA 2013-005; (ii) the Applicant paid the correct Application fee in RFA 2013-005 for the proposed Development; and (iii) the Applicant did not receive a preliminary award at the December 13, 2013, Board Meeting for the proposed Development.

Is the Applicant required to pay the Application fee?

Yes No

If Yes, the Application fee must be provided with the submission of the Application to be eligible for funding.

If No, provide the Application number of the Application in RFA 2013-005 that was for the same Development. 2013-_____

A list of all submitted Applications and their Application numbers is available on the Corporation's Website at <http://www.floridahousing.org/BusinessAndLegal/Solicitations/RequestForApplications/2013-005> (also accessible by clicking [here](#)).

2. Provide the Contact Person information requested below:

First name: Sheldon

Last name: Hershman

Street address: 1501 N Belcher Rd, Suite 249

City: Clearwater

State: Florida

Zip: 33765

Telephone: 727-799-3330

E-Mail address: sheldon@uparc.com

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

3. Provide the Applicant entity's name: UPARC, Inc.

(Note: The site control documents must reflect this name.)

Attachment 2: 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 February 1, 2013, or earlier.

Attachment 3: Provide the Non-Profit Applicant's Articles of Incorporation demonstrating that, since February 1, 2013, or earlier, the Applicant entity's primary mission includes serving Persons with Developmental Disabilities.

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 requirement, 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.

4. The Non-Profit Applicant entity must own at least 51 percent of the ownership interest in the Development and must receive at least 50 percent of the Developer overhead. (Developer overhead is stated on the Development Cost Pro Forma found at Exhibit A.)

Does the Applicant entity consist of both Non-Profit and for profit entities?

Yes No

If Yes, answer questions 3.a. and 3.b.

- a. Does the Non-Profit Applicant entity own at least 51 percent of the ownership interest in the Development?

Yes No

- b. Will the Non-Profit Applicant entity receive at least 50 percent of the Developer overhead?



Yes



No

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

Attachment 5: If the Applicant intends to manage the Development, describe the Applicant’s experience in operating and managing Permanent Supportive Housing, including performing operations and management functions specific to the needs of the intended Residents described in Section Four, A. If the Applicant does not have experience or if the Applicant expects to use a management company, the Applicant must provide the name of the experienced entity that will act as the management company for at least the first 3 years of operation and describe the management company’s experience in operating and managing Permanent Supportive Housing, including length of time spent operating and managing Permanent Supportive Housing and experience performing operations and management functions specific to the needs of the intended Residents described in Section Four, A. Applicants proposing to operate/manage a Community Residential Home shall describe the Applicant’s or management company’s experience operating a Community Residential Home. 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. Applicants should use a size 12 point font and one (1) inch margins, with a maximum of three (3) single-spaced typed pages.

D. General Development Information (Mandatory)

1. State the name of the proposed Development: Pinehurst Group Home

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

Pinellas County

3. The Applicant must state (i) the address number, street name, and name of city and/or (ii) the street name, closest designated intersection, and either name of city or unincorporated area of county for the proposed Development in the space provided.

(Note: It is not mandatory that the site control documents be submitted as of the Application Deadline. Applicants may choose to submit the site control documents to be eligible for points; however, whether the site control documents are submitted or not, the information for D.3. is a mandatory item that must be stated here and may not be changed by the Applicant after the Application submission.)

1545 Pinehurst Rd, Dunedin, FL 34698

4. Development Category:

a. Adding Units that Serve Persons with Developmental Disabilities. Choose a.(1), a.(2), or a.(3) below.

- (1) Every Unit in the proposed Development will add to the supply of Units that serve Persons with Developmental Disabilities through new construction (which means creating a new Development for Persons with Developmental Disabilities where there previously was no Development); or
- (2) Every Unit in the proposed Development will add to the supply of Units that serve Persons with Developmental Disabilities through Rehabilitation (which means acquisition and Rehabilitation or Rehabilitation-only of a structure that does not currently serve Persons with Developmental Disabilities); or
- (3) Every Unit in the proposed Development will add to the supply of Units that serve Persons with Developmental Disabilities through a combination of new construction and Rehabilitation of an existing property that does not currently serve Persons with Developmental Disabilities.

or

b. Renovating Existing Units that Are Currently Occupied by Persons with Developmental Disabilities.

(1) Community Residential Home Applicants may choose one or both options below:

- Retrofit of life safety/security features, energy Retrofit features and upgrades to allow Residents to age in place, such as accessibility, adaptability, universal design and Visitability features;

AND/OR

- Adding Bedrooms. This option is available only in Community Residential Home Developments where Residents are currently sharing Bedrooms and only if all Resident Bedrooms will result in single occupancy. The new Bedrooms shall be an integrated part of the existing Community Residential Home and the design shall be reviewed and approved by the Corporation in Credit Underwriting. Bathroom facilities may also be added. In no event, however, may the total number of Bedrooms (existing

and new) in the Community Residential Home exceed the total number of Residents currently served.

If a Community Residential Home is proposed for renovation, it must have a current, active license in good standing with the Florida Agency for Persons with Disabilities and be owned by the Applicant as of the Application Deadline. At the time of Application, the Community Residential Home must have been continuously licensed as such by the Florida Agency for Persons with Disabilities since February 1, 2013. Applicants must be able to show that they are able to meet Community Residential Home licensing standards at the time of credit underwriting.

(2) Supported Living Units that are currently approved per the housing setting survey:

Retrofit of life safety/security features, energy Retrofit features and upgrades to allow Residents to age in place, such as accessibility, adaptability, universal design and Visitability features.

c. Funding may not be used to pay for furnishings.

d. Licensed assisted living facilities are not an allowable use of this funding.

5. Select the Development Type(s) of the proposed Development. If renovating an existing Community Residential Home, the Development Type must be single family and no other Development Type(s) may be selected.

- Single Family
- Duplex
- Triplex
- Quadraplex

6. Is the proposed Development a Community Residential Home or does it consist of Supported Living Units? (Applicants must only select one option. If the proposed Development is a Community Residential Home, the Applicant is limited to one Community Residential Home per Application.)

Community Residential Home Supported Living Units

7. Is the Applicant proposing to develop Shared Housing, as defined in Exhibit B?

Yes No

8. If the Applicant is proposing a Community Residential Home or a Supported Living Unit(s) that is Shared Housing, how many total Residents, as defined in Exhibit B, are or will be living in the proposed Development? 5

In a Community Residential Home, the maximum is six (6) Residents in the Development. In Supported Living Units that are Shared Housing, the proposed Development may serve no more than eight (8) Residents, and no more than three (3) Residents may reside in a Unit. In Supported Living Units that are not Shared Housing, one (1) household shall reside in each Unit.

If the Applicant states that the number of Residents is more than permitted in this RFA, then the Corporation will consider the number of total Residents to be at the maximum permitted.

9. How many total Units are in the proposed Development? 1

(For Supported Living Units, the maximum is four (4) Units in the Development. For Community Residential Homes, each Application is limited to one (1) Community Residential Home, which shall be, for the purposes of this RFA, considered one (1) Unit.)

E. Set-Aside Commitments

1. Shared Housing: Applications that propose to include Shared Housing Units shall meet the following commitments:

- a. Income Set-Aside Commitment - 100 percent of the Residents must have incomes at or below 60 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 grant funding. The 2014 Income Limit Chart for all areas of the state is provided at this link: http://www.floridahousing.org/FH-ImageWebDocs/PropertyOwnersAndManagers/IncomeLimits/005-2014_Income_Limits/001-2014_Combined_Income_Limits_&_Rent_Limits_by_County_-_FHFC_Rental_Programs_12-18-2013.pdf, (also accessible by clicking [here](#)). Income certification of tenants will be required throughout the affordability period.

- b. Required ELI Commitments – An Applicant with a proposed Development that serves two or more Residents must commit to the applicable ELI set-aside, as specified in (1) below.

(1) ELI commitments:

Number of Total Residents in the Proposed Development	Required Number of ELI Residents
1 Resident	0 ELI Residents
2 – 3 Residents	1 ELI Resident

4 – 6 Residents	2 ELI Residents
7 – 8 Residents	3 ELI Residents

- (2) The chart below outlines the maximum income levels for ELI Residents on a per county basis:

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

- (3) Example of Required Set-Aside and ELI Commitment:

If the Unit is a Supported Living Unit in which three (3) Residents each have their own Bedroom, but share a Unit in Monroe County, the Applicant must commit to serve all three (3) Residents with incomes at or below 60 percent of the AMI, and at least one (1) of those three (3) Residents must have an income at or below 25 percent of the AMI.

2. Non-Shared Housing: Non-Shared Housing Units are Supported Living Units in which families that include a Person with a Developmental Disability reside. Applications that propose to include non-Shared Housing Units shall meet the following commitments:

- a. Required Income Set-Aside Commitments - 100 percent of the households must have incomes at or below 60 percent of the AMI. The Corporation will require successful Applicants to use the Multifamily Programs Income Limits (updated each year) to determine Resident eligibility under this grant funding. The 2014 Income Limit Chart for all areas of the state is provided at this link http://www.floridahousing.org/FH-ImageWebDocs/PropertyOwnersAndManagers/IncomeLimits/005-2014_Income_Limits/001-2014_Combined_Income_Limits_&_Rent_Limits_by_County_-

_FHFC_Rental_Programs_12-18-2013.pdf, (also accessible by clicking [here](#)). Income certification of tenants will be required throughout the affordability period.

- b. Required ELI Commitments – An Applicant with a proposed Development that includes two or more Supported Living Units must commit to the applicable ELI set-aside, as specified in (1) below.

(1) ELI commitments:

Number of Total Units in the Proposed Development	Required Number of ELI Units
1 Unit	0 ELI Units
2 – 3 Units	1 ELI Unit
4 Units	2 ELI Units

(2) The chart below outlines the income levels defining ELI on a per county basis:

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

(3) Example of Required Set-Aside and ELI Commitment

If a Development has four (4) Units with a total of four (4) households in Monroe County, the Applicant must commit to set aside all four (4) Units to households with incomes at or below 60 percent of the AMI, and at least two (2) of the Units must be set aside for ELI households at 25 percent of the AMI.

3. Affordability period for all Developments funded through this RFA – Applicants must irrevocably commit to the income set-aside and ELI set-aside commitment for a minimum of 10 years. Income certification of Residents will be required throughout the affordability period.

F. Required Design and Construction Features

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, F.S.;
- 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. Additional Construction Features:

- a. Adding Units that Serve Persons with Developmental Disabilities, whether through new construction and/or Rehabilitation:

- (1) Each Resident living in a Shared Housing Unit shall have a private Bedroom with a locking door;
- (2) For every two Residents in a Shared Housing Unit, there must be at least one full bathroom with a locking door;
- (3) Community Residential Homes must not have more than six (6) Residents per Unit; and
- (4) In Supported Living Units that are Shared Housing, the proposed Development may serve no more than eight (8) Residents, and no more than three (3) Residents may reside in a Unit. In Supported Living Units that are not Shared Housing, one (1) household shall reside in each Unit.

- b. Renovating Existing Units that Are Currently Occupied by Persons with Developmental Disabilities:

- (1) If retrofitting a Community Residential Home (i.e., construction will not include adding Bedrooms), there must be no more than two (2) Residents sharing a private Bedroom with a locking door, and no more than three (3) Residents sharing one (1) full bathroom with a locking door. No more than six (6) Residents may live in the Unit.
- (2) If adding Bedrooms (with or without retrofitting) to an existing Community Residential Home, the scope of work may include adding Bedrooms only in Developments where Residents are currently sharing

Bedrooms and only if the renovation will result in each Resident having a private Bedroom with a locking door, and no more than three (3) Residents sharing one (1) full bathroom with a locking door. No more than six (6) Residents may live in the Unit.

- (3) If retrofitting a Supported Living Unit, each Resident shall already have a private Bedroom with a locking door. No more than three (3) Residents may share one (1) full bathroom with a locking door, and no more than three (3) Residents may live in the Unit.

3. Green Building, Accessibility, Adaptability, Universal Design and Visitability Features:

a. All Developments must provide:

- Termite prevention and pest control throughout the entire affordability period; and
- A full-size range and oven in all Units.

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.

b. Green Building Features:

For all Developments that are Adding Units that Serve Persons with Developmental Disabilities, any areas of the Development that are new construction must include the green building features listed below, as appropriate:

- 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: 1.6 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;
- Energy Star qualified washing machine, if provided;
- Energy Star qualified exhaust fans in all bathrooms; and
- Minimum SEER of 14 for air conditioners.

All Developments that are (i) Adding Units that Serve Persons with Developmental Disabilities through Rehabilitation; (ii) Adding Units through a combination of new construction and Rehabilitation; or (iii) Renovating Existing Units that Are Currently Occupied by Persons with Developmental Disabilities must incorporate the costs of carrying out the following inspections, repairs and features, including those determined by the inspections, into the Development

Cost Pro Forma submitted with this Application, in order to carry out these items during construction:

- Have an inspection done by a Home Inspector who is licensed by the Florida Department of Business and Professional Regulation. (The inspection must be performed no earlier than 6 months prior to the Application Deadline, and no later than May 1, 2014.) To receive funding through this RFA, the structure and systems of an existing Unit must be in a repairable condition. If the inspection shows that the cost of repairs is so great that not enough funding remains available to provide the features that the Applicant committed to within this Application, a negative credit underwriting recommendation may occur and the award may be withdrawn);
- Have a blower door test conducted by a certified Home Energy Rater on the building to test for air infiltration. (The test must be performed no earlier than 6 months prior to the Application Deadline, and no later than May 1, 2014.) All leaks, cracks and penetrations identified in the building envelope must be sealed;
- Have the HVAC equipment inspected by a licensed HVAC contractor, and all leaks and joints in ductwork sealed with mastic. (The inspection must be performed no earlier than 6 months prior to the Application Deadline, and no later than May 1, 2014.) If HVAC equipment is being replaced, it must have a minimum SEER of 14;
- Replace all bathroom exhaust fans with Energy Star qualified fans;
- Install aerators on all faucets;
- Install low-flow showerheads (2.2 gallons per minute or less);
- Replace any toilets with gallons per flush higher than 1.6 gpf with WaterSense qualified toilets;
- If any interior painting is done, it must be done with low VOC or no VOC paint;
- If replacing an existing refrigerator, it must be replaced with an Energy Star qualified refrigerator;
- If replacing an existing washing machine, it must be replaced with an Energy Star qualified washing machine; and
- If replacing an existing dishwasher, it must be replaced with an Energy Star qualified dishwasher.

c. Accessibility, Adaptability, Universal Design and Visitability Features:

Applicants must provide all of the accessibility, adaptability, universal design and Visitability features listed below in new construction Units and/or newly constructed parts of a Unit. In existing Units or parts of a Unit that are to be retrofitted, Applicants are strongly encouraged to incorporate as many of the

features listed below as are structurally and financially feasible within the scope of the retrofit work planned by the Applicant.

Any proposed Developments that serve persons with physical disabilities must include all 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.

- A minimum of 50 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 one 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 Unit(s) that is 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](#));
- 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;
- Toilets must be 17 inches to 19 inches in height as measured from the finished floor to the top of the toilet seat; and
- Mid-point on light switches and thermostats shall not be more than 48 inches above finished floor level.

To ensure that all of the features committed to by the Applicant are provided, the Corporation shall require at least two on-site inspections for new construction during the construction phase, and at least one on-site inspection during the renovation phase for developments being renovated. The Corporation shall determine the number and timing of on-site inspections and who will provide them.

G. Optional Accessibility, Adaptability, Universal Design and Visitability features ONLY for Applicants that are Adding Units that Serve Persons with Developmental Disabilities (Up to 10 Points)

Applicants that are Adding Units that Serve Persons with Developmental Disabilities may be awarded points for providing the following:

Attachment 6: Describe additional features and design elements of the proposed Development beyond the minimum requirements that promote accessible, adaptable, and universal design that will benefit the intended Residents described in Section Four, A. Applicants will not be given points for describing features that are required in Item F. above, including federal regulations and state building code requirements. Responses to these items will be evaluated based on the following criteria, giving consideration to whether the proposed Development will be new construction, Rehabilitation, or a combination of the two: (i) improvement to Residents' health, safety, stability, level of independence and quality of life; (ii) improvement to Residents' ability to carry out social relationships; and (iii) why the inclusion of the proposed features or design elements is considered to be a Best Practice. Applicants should 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).

H. Resident Community-Based Services Coordination:

The provision of community-based services 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. All proposed Developments will be required to assist interested Residents with the coordination of their community-based services. 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 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 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.

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 supportive services listed above 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, income 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 intended Residents described in Section Four, A.

Community-based services coordination shall be offered and made available to the Residents initially and regularly and Resident participation shall be voluntary. If the proposed

Development consists of Scattered Sites, the community-based services coordination shall be equally available to Residents of each Unit on each Scattered Site. Resident participation shall not be a requirement for new or continued residency. The Applicant shall commit to submit a services coordination plan at credit underwriting. 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.

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

I. Access to Community-Based Services and Resources (Maximum 30 Points):

The ability of the intended Residents described in Section Four, A. to effectively and efficiently access community-based services and resources is vital to assist these households in obtaining and maintaining choice, independence and full inclusion in the community. As specified in each section below, provide a description of the Applicant's plan to provide access to general community services including retail stores, recreation venues, and educational opportunities, as well as specific supportive services and resources that address the needs of the intended Residents, including healthcare centers and job-skills programs. Equitable access to community-based services and resources 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. In addition to the specific criteria for each section below, Applicant responses to these items will be evaluated based on the following criteria: (i) improvement to Residents' health, safety, stability, education and employment capacities, and quality of life; and (ii) improvement to Residents' ability to effectively utilize living skills to successfully live in the community.

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

1. **Attachment 7:** Describe the general community-based services and resources that will be accessible to Residents, such as shopping for groceries, medicine, clothing, and other household and personal items. Include other services such as public schools, higher education, training and employment. Describe the public and/or private transportation options that will be available to Residents of the proposed Development to ensure access to the described services and resources. The description should specify the variety of these services and resources that will be available, including the Development's physical proximity to each of these services. The description should also include information regarding any community-based services available to assist an intended Resident to access these services, if assistance is needed.(Up to 12 Points)

Applicants should 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 8:** Describe access to community-based resources and services to address the specific healthcare and/or supportive services needs of each intended Resident described in Section Four, A, including, but not limited to, health and dental care, wellness programs, supported living coaching, counseling, and education or training.

The description should specify which services and resources are provided on the Development's site and which are available/provided at a location(s) in the community. The physical proximity of the services and resources that are off-site to the Development should be described in the response. The Applicant should also 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. (Up to 12 Points)

Applicants should 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 9:** List and describe Best Practices not described above that will be implemented by the Applicant that have been found to promote and facilitate Residents' full inclusion in their community. Best Practices may include, but are not limited to, programs or services related to volunteerism, recreation, social activities, education, life skills training or greater employment opportunities. Best Practices shall be provided by the Applicant and/or by an appropriately executed partnership with public and/or private entities. (Up to 6 Points)

Applicants should 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. Demonstration of Site Control (5 Points)

An Applicant will be eligible to receive five (5) points if it demonstrates site control as of Application Deadline by including the documentation required for site control as **Attachment 10** to its Application. The requirements for demonstrating site control, including the required documentation, are stated in the timeline for providing information to the credit underwriter described in Exhibit C, Part I, item 2, of this RFA.

Note: In all cases, after an Applicant is awarded funding under this RFA, it must demonstrate that it has control of the Development site(s) described in Section Four, D.3., by providing the required documentation to the credit underwriter as described in the timeline provided in Exhibit C, Part I, item 2, of this RFA. An Applicant may include the required documentation with its Application, in which case it shall be eligible for five (5) points as provided above, or submit the required documentation to the credit underwriter within 60 days of the invitation to enter credit underwriting as provided in Exhibit C, Part I, item 2, in which case no points shall be awarded.

K. Ability to Proceed Tie-Breaker:

Applicants may receive Ability to Proceed tie-breaker points in the funding selection process if they demonstrate that the following items are in place as of the Application Deadline.

Ability to Proceed demonstrated as of the Application Deadline	Ability to Proceed Tie-Breaker Points Awarded
Either (i) Local Government Verification Of Status Of Site Plan Approval For Multifamily Developments; or (ii) The Local Government Verification Of Status Of Plat Approval For Single Family Developments (form)	1
Verification Of Availability Of Infrastructure – Electricity (form or letter from provider)	1
Verification Of Availability Of Infrastructure – Water (form or letter from provider)	1
Verification Of Availability Of Infrastructure - Sewer Capacity, Package Treatment, Or Septic Tank (form or letter from provider)	1
Verification Of Availability Of Infrastructure – Roads (form or letter from Local Government)	1
Local Government Verification That Development Is Consistent With Zoning And Land Use Regulations OR Local Government Verification That Permits Are Not Required For This Development (form)	1
Total Ability to Proceed Tie-Breaker Points Available	6

Attachment 11: To demonstrate status of site plan approval, status of plat approval, or that the site is appropriately zoned, the Applicant must provide the properly executed form. To demonstrate availability of infrastructure (electricity, water, roads, and sewer capacity, package treatment, or septic tank) the Applicant must provide either (i) the properly executed form or (ii) a letter from the proper entity authorized in such matters, which is dated within 12 months of the Application Deadline and is specific to the Development. One tie-breaker point will be awarded for each form or letter (as applicable) that meets the above requirements. The site plan, plat approval, zoning, and infrastructure forms (Form Rev. 01-14) are available on the Corporation’s Website at <http://www.floridahousing.org/BusinessAndLegal/Solicitations/RequestForApplications/2014-105> (also accessible by clicking [here](#) and provided at Exhibit E of this RFA); however Applicants may submit properly executed 2013 forms.

Note: In all cases, an Applicant awarded funding under this RFA must demonstrate status of site plan approval, status of plat approval, that the site is appropriately zoned, and availability of infrastructure (electricity, water, roads, and sewer capacity, package treatment, or septic tank) by providing the required documentation to the credit underwriter as described in the timeline provided in Exhibit D, Part I, item 2, of this RFA. An Applicant may include the required documentation with its Application, in which case it shall be eligible for up to six (6) points Ability to Proceed tie-breaker points as provided above, or submit the required documentation to the credit underwriter within 21 days of the invitation to enter credit underwriting as provided in Exhibit D, Part I, item 2, in which case no Ability to Proceed tie-breaker points shall be awarded.

THIS PROCESS CAN TAKE LONGER THAN PLANNED. APPLICANTS ARE STRONGLY ADVISED TO BEGIN THIS PROCESS AS EARLY AS POSSIBLE.

L. Funding Request (Mandatory)

To determine the maximum amount of grant funding available for the proposed Development, use the following formulas:

1. Applicants that commit to Adding Units that Serve Persons with Developmental Disabilities, whether through new construction, Rehabilitation, or a combination of new construction and Rehabilitation, may request up to the following amounts.
 - a. Shared Housing (Community Residential Homes or Supported Living Units):
 - (1) Developments with 1 – 3 Residents: up to \$175,000
 - (2) Developments with 4 Residents: up to \$225,000
 - (3) Developments with 5 Residents: up to \$275,000
 - (4) Developments with 6 – 8 Residents: up to \$325,000
 - b. Non-Shared Housing (Only Supported Living Units):
 - (1) Developments with one (1) Unit: Up to \$175,000
 - (2) Developments with two (2) Units: Up to \$225,000
 - (3) Developments with three (3) Units: Up to \$275,000
 - (4) Developments with four (4) Units: Up to \$325,000
 - c. What is the Applicant's Grant Request Amount? \$ -----
2. Renovating Existing Units that Are Currently Occupied by Persons with Developmental Disabilities (Community Residential Homes or Supported Living Units)
 - a. Community Residential Home Applicants may choose one or both options below:
 - (1) Retrofit - an Applicant may request funding of up to \$12,000 per Resident currently served, subject to a maximum of \$72,000 for the retrofit of an existing Unit.
 - and/or
 - (2) Adding Bedrooms. If the proposed renovation includes the addition of new Bedrooms to the existing structure and the Applicant commits to limit occupancy of all Bedrooms (existing and new) in the Community Residential Home to only one Resident per Bedroom. Subject to that 1:1 occupancy limitation, the Applicant may request funding in the amounts listed below for the addition of up to three new Bedrooms. In no event, however, may the total number of Bedrooms (existing and new) in the Community Residential Home exceed the total number of Residents currently served at the time of the Application submission.

- (a) Addition of one (1) Bedroom: Up to \$30,000
- (b) Addition of two (2) Bedrooms: Up to \$48,000
- (c) Addition of three (3) Bedrooms: Up to \$66,000
- (d) As part of the funding request for one to three additional Bedrooms, the Applicant may request up to an additional \$12,000 to add new bathroom facilities.

The overall maximum funding request for adding up to three new Bedrooms and new bathroom facilities to an existing structure is \$78,000.

Note: If the Applicant is requesting funding for sections (1) Retrofit and (2) Adding Bedrooms above, the maximum funding request is \$150,000.

(3) Funding Request:

- (a) If retrofit is proposed, what is the request amount for the retrofit? \$ 52,502
- (b) If adding Bedrooms is proposed:
 - (i) How many Bedrooms are being added? -----
 - (ii) What is the funding request amount associated with the added Bedrooms? \$-----
- (c) If adding bathroom facilities, how much funding is being requested for this purpose? \$-----
- (d) What is the total Grant Request Amount? \$ 52,502
(3)(a) + (3)(b) + (3)(c)

By requesting the additional funding identified in L.2.a.(2), the Applicant commits to limit the occupancy of all Bedrooms in the renovated Community Residential Home to one Resident per Bedroom.

- b. Supported Living Unit Applicants may request funding of up to \$12,000 per Resident currently served at the time of the Application submission, up to \$96,000 for the retrofit of existing Units.

What is the Applicant's Grant Request Amount? \$-----

If the retrofit request amount exceeds the maximum amount allowed for the number of Residents/Units indicated at D.8. and D.9., the maximum amount will be considered the Funding Request Amount. The Applicant's total Grant Request Amount will be used in

the Leveraging and Florida Job Creation Preference Tie-Breakers. Applicants must enter the Grant Request Amount as a source on the Development Cost Pro Forma.

M. Development Cost Pro Forma (Mandatory)

1. **Attachment 12:** Applicants must complete a Development Cost Pro Forma for Smaller Developments for Persons with Developmental Disabilities detailing the anticipated expenses and sources of funding. The Development Cost Pro Forma is available on the Corporation's Website at <http://www.floridahousing.org/BusinessAndLegal/Solicitations/RequestForApplications/2014-105> (also accessible by clicking [here](#)) and at Exhibit A.

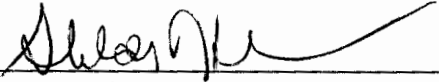
To ensure accuracy with calculations, Applicants are strongly encouraged to enter the data directly into the electronic spreadsheet found on the website, which can then be printed out and submitted with the Application.

2. To carry out such activities as credit underwriting, construction inspections and loan draws, compliance monitoring, and loan servicing, fees will be assessed, as outlined in Section Six, F., of this RFA. These fees must be reflected on the Development Cost Pro Forma.
3. Sources of funding must equal or exceed expenses. If any funding shortfalls are discovered by the Corporation in the Construction or Permanent Analysis during scoring, the Applicant will be required to demonstrate during credit underwriting that it has secured adequate sources of funding to pay for all Development expenses.
4. Costs associated with the acquisition of the subject property may be included in the Development Cost Pro Forma if the costs were incurred no earlier than 12 months prior to Application Deadline. Any acquisition costs incurred earlier than 12 months prior to Application Deadline would not be allowed as part of total development costs. The maximum cost permitted will be the lesser of the actual allowed cost of acquisition, or the appraised value, as determined during credit underwriting. To document the cost of the property acquisition, the credit underwriter shall review the purchase contract, the closing settlement statement, and any other appropriate documentation indicating the cost. To document the appraised value of the property, the credit underwriter shall order and review an appraisal during the credit underwriting process. If an entity related to the Applicant is selling or has sold the property to the Applicant, the maximum cost of acquisition shall be the lesser of the Applicant's acquisition costs or the actual cost of acquisition incurred by the related entity in so far as the related entity's acquisition costs were incurred no earlier than 12 months prior to Application Deadline, in which case no acquisition costs would be allowed.
5. Applicants must list funding for all non-Corporation funding sources on the Development Cost Pro Forma. The sources that demonstrate the use of Cash Funding, as provided in the Qualifying Financial Assistance Preference tie-breaker, will be used when calculating that tie-breaker.

6. Developer overhead shall be limited to 10% of Development Cost.
 7. 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 grant award based on needs determined in credit underwriting.
- N. The Application labeled "Original Hard Copy" that is submitted must have an original signature (blue ink is preferred). By submitting this RFA, the Applicant acknowledges and certifies that:
1. All requirements outlined in the RFA and all commitments made by the Applicant will be met;
 2. The information outlined in Exhibit C will be provided 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 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. All awardees must provide a properly completed and executed Accessibility form at the end of construction certifying that the completed Development includes the applicable accessibility, adaptability, Visitability and universal design features required by the Corporation and proposed by the Applicant;
 6. As a condition of the acceptance of funding, all awardees may be required to cooperate with the Corporation or any contractors affiliated with the Corporation in the evaluation of the effectiveness of Permanent Supportive Housing provided through this RFA. The Corporation is interested in collecting evidence to demonstrate the extent to which these Developments meet expected outcomes;
 7. All awardees may be subject to compliance monitoring visits during the affordability period;
 8. The Applicant has read all applicable Corporation rules and provisions governing this RFA and has read the instructions for completing this RFA and will abide by the applicable Florida Statutes and the credit underwriting and program provisions outlined in the RFA;

9. When eliciting information from third parties required by this RFA and/or included in this Application, Applicant has provided such parties' information that accurately describes the Development. 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;
10. The Applicant's commitments will be included in the Restrictive Covenant and Grant Agreement and must be maintained in order for the Development to remain in compliance, unless the Board approves a change;
11. 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

Sheldon Hershman

 Name (Typed or Printed)

Executive Director

 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**

Mandatory Items and Items for which Points May Be Awarded:

Mandatory Items
Submission Requirements Met
Demographic Commitment description
Contact information
Name of Applicant
Evidence Applicant is a legally formed entity qualified to do business in Florida
Evidence that since February 1, 2013, or earlier, the Applicant is a private Non-Profit organization
Evidence that since February 1, 2013, or earlier, the Applicant entity's primary mission includes serving Persons with Developmental Disabilities
Non-Profit Applicant entity owns at least 51% of ownership interest in Development
Non-Profit Applicant entity is receiving at least 50% of the Developer overhead
Name of Proposed Development