

## Questions And Answers For RFA 2013-005

### Financing To Build Or Rehabilitate Smaller Permanent Supportive Housing Properties For Persons With Developmental Disabilities

1. **Question:** I have platted lots that allow for multifamily development without further site plan approval. Which 2013 Florida Housing verification form do I use in responding to the RFA, the “Local Government Verification of Status of Plat Approval for Single-Family Rental Developments” or the “Local Government Verification of Status of Site Plan Approval for Multifamily Developments.”

**Answer:** Platting is customarily associated with single family developments, hence the use of the term “single family” in the Plat Approval form’s title. Noteworthy, the term “single family” appears nowhere in the body of the form. The intent of the Plat Approval form, as evidenced by its substantive language, is to verify the status of plat approval for the development named on the form, i.e., each option is prefaced “The above-referenced Development is...”. For purposes of the RFA, Florida Housing would accept a properly completed Plat Approval form as verification of the status of plat approval for a residential rental development that is subject to a plat approval process, regardless of development type.

2. **Question:** We need clarification on what is considered an exhibit. Are pictures acceptable? What are some examples of exhibits that are acceptable? And are attachments limited to the twelve specifics in the application or can we add more?

**Answer:** For a number of attachments in the RFA, the instructions state “Up to three (3) additional pages of appropriate exhibits, not created by the Applicant, may be provided to supplement the description(s).” Examples of this could be photographs, brochures, maps and other materials. There are only 12 instances where Attachments are allowed.

3. **Question:** What would be the development category on page 8 for adding 3 bedrooms (new construction) to an existing 3 bedroom community residential home?

**Answer:** This scenario is not allowed in this RFA for existing Community Residential Homes. Additional space, including bedrooms provided through new construction, may only be proposed in Developments in the category of “Adding to the Supply of Units that Serve Persons with Developmental Disabilities.”

4. **Question:** The definitions for Retrofit and Rehabilitation are rather broad. Can you provide a guideline or further clarification as to when the scope of a CRH renovation transitions from Retrofit to Rehabilitation?

**Answer:** As stated on page 2 of this RFA, a retrofit is considered to be targeted renovation related to life-safety features, energy retrofits, and upgrades to allow residents to age in place, such as accessibility, adaptability, universal design and Visitability features. Rehabilitation is a broader category of renovations to a property that may include, but is not limited to, retrofits. Page 2 of the RFA specifies that the broader Rehabilitation is allowable only on properties built prior to 1993. Applicants should choose the option that best describes the scope of work to be done.

5. **Question:** Is a septic system upgrade or replacement an eligible use within CRH rehabilitation?

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**Answer:** Yes

6. **Question:** The inspection fee and requirements are delineated for new construction and rehabilitation. What will they be for retrofit?

**Answer:** Construction Inspection Fees are described on page 27, number 6, and are the same for any type of construction, whether new construction, Rehabilitation or retrofit. They are estimated to be \$300 for each site inspection and up to an additional \$330 to process each draw by the credit underwriter. These fees will be due for each draw processed. The difference is in reimbursement for fees related to draws. When the scope of the development is **anything other than new construction**, fees related to up to two (2) draws are eligible for reimbursement from the grant funding. When the scope of the development is new construction, fees related to up to four (4) draws are eligible for reimbursement from the grant funding.

7. **Question:** The RFA state that the applicant's name must be the same as the name on the site control documentation. For an existing CRH seeking funds for renovation that has changed its name since acquiring the site, how should the name of the applicant be reflected? The agency name is now legally different than the name reflected on the deed; but, it is the same entity with the same Federal Identification Number. Would listing the current agency name followed by "(formerly known as \_\_\_)" suffice?

**Answer:** Where the applicant entity has undergone a legal name change and title to the development site is in the applicant entity's former legal name, for purposes of demonstrating site control in the name of the applicant, it would be appropriate to list the applicant entity at Section Four B.2. of the Application by its current legal name followed by its former legal name (e.g., ABC Entity formerly known as XYZ Entity). In addition, it would be appropriate to include with the applicant's submission (e.g., as part of its legal entity documents or site control documents) copies of documentation issued by or filed with the Florida Department of State, Division of Corporations, evidencing the name change.

8. **Question:** IV.D.4.d states that a licensed assisted living facility is not eligible. What if a CRH is dually licensed as a CRH with APD and an ALF with AHCA. Our CRH has been continuously licensed with APD for many years. In September 2012 we chose to secure an ALF license from AHCA. This was done for financial reasons, to increase revenue. Since the project is a dually licensed CRH, is it eligible to submit for this RFA?

**Answer:** This RFA will not provide funding for any Development that is licensed as an assisted living facility.

9. **Question:** Should I complete the environmental survey now so it can be considered for the RFA?

**Answer:** Florida Housing will not consider environmental surveys during the Application process. As stated on page 35, number 2., by February 28, 2014, Applicants awarded preliminary funding must provide a Transaction Screen Process (TSP) report in accordance with

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ASTM Practice E 1528 standards for the entire Development site. Additional information is provided about these requirements in that section of the RFA.

10. **Question:** What does ELI stand for on starting page 10?

**Answer:** As provided in Exhibit B of the RFA, ELI is an acronym for Extremely Low-Income. Extremely Low-Income or ELI Household means one or more natural persons or a family whose total annual household income does not exceed 30 percent of the median annual adjusted gross income for households within the state, as defined in Section 420.0004(9), F.S. The Corporation may adjust this amount annually by rule to provide that in lower income counties, extremely low income may exceed 30 percent of area median income and that in higher income counties, extremely low income may be less than 30 percent of area median income.

11. **Question:** What is the allocation of monies, i.e. retrofit, rehab, new construction?

**Answer:** \$2,500,000 will be used to fund Applications that are Adding to the Supply of Units that Serve Persons with Developmental Disabilities whether through new construction, Rehabilitation, or a combination of new construction and Rehabilitation. \$1,500,000 will be used to fund Applications that are Renovating an Existing Community Residential Home, which includes Retrofit or Rehabilitation.

12. **Question:** If there will be no online application, will there be an interactive application to fill out? If not, how do we use the RFA which is posted to answer the questions within the RFA?

**Answer:** Section Four is the Application. It should be printed and completed by the Applicant. Applicants may use a typewriter or print the answers by hand, as long as the responses are legible. Attachments in Section Four that allow Applicants to respond in three or fewer pages should be prepared on a computer according to the directions in each subsection. 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.

13. **Question:** We would like to put a new septic system in one of our group homes. The system needs to be upgraded to accommodate 6 clients plus staff. Would that be a retrofit or a repair?

**Answer:** As stated on page 2 of this RFA, a retrofit is considered to be targeted renovation related to life-safety features, energy retrofits, and upgrades to allow residents to age in place, such as accessibility, adaptability, universal design and Visitability features. Rehabilitation is a broader category of renovations to a property that may include, but is not limited to, retrofits. Page 2 of the RFA specifies that the broader Rehabilitation is allowable only on properties built prior to 1993. Applicants should choose the option that best describes the scope of work to be done.

14. **Question:** If we are proposing to purchase and renovate a residential home, do we need to have the Certifications (at the end of the Application) completed by the City?

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**Answer:** The verification forms in question are the forms listed in the chart at Section Four, K. of the RFA entitled Ability to Proceed Tie Breaker. In order to obtain Ability to Proceed tie-breaker points, an Applicant must provide a properly completed verification form or, if allowed in the chart, a letter from the provider.

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