

## **Questions And Answers For RFA 2015-105 Financing To Build Smaller Permanent Supportive Housing Properties For Persons With Developmental Disabilities**

1. **Question:** Can a community residential home funded under your DD grant for small developments could have two accessory dwelling units in addition to the six bedrooms for the residents with developmental disabilities? These units would be funded by the applicant with private money from individual donors. The units have separate entrances to the outside, they include a kitchen, bedroom, living room and bath, and the door leading into the group home has a lock and a doorbell. They are meant to provide private living arrangements for the professional caregivers who take care of the residents of the group home.

**Answer:** Yes. As stated in Section Four, G.2., "Grant funding may also be used to construct one (1) suite consisting of one (1) additional bedroom and one (1) additional bathroom for family or caregivers or staff, but not for Resident care. Note: If an additional bedroom and/or bathroom is constructed for family or caregivers or staff, it will not increase the Maximum Eligible Funding Award Amount, which is based on the number of Residents stated by the Applicant at question E.8. of Exhibit A." Additional bedrooms or bathrooms beyond those outlined above constructed for family or caregivers or staff must be funded by the Applicant.

2. **Question:** We would like to build a new CRH on an existing lot that we own. That lot currently has a residential dwelling that is not licensed. If we apply for the grant and receive a preliminary award and then demolish the home on this existing lot, will this meet the criteria for "construction of a Development where no residential structure currently exists"?

**Answer:** Florida Housing is preparing a Modification to this RFA which will remove the sentence "For this RFA, new construction means construction of a Development where no residential structure currently exists."

3. **Question:** I was looking at this section:

"If the Applicant is awarded funding in this RFA, all sources of funding, including the above stated minimums, must be in the form of cash received, cash spent on approved Development Costs and/or land acquisition, and/or firm commitments from a funds provider that has demonstrated the capacity to fund by the time the credit underwriting report is finalized."

Does this mean that we have until the end of credit underwriting to have all of the finances for the construction of the new house either received, spent or committed, or just the minimum amounts we state on page 14 of the application? Can we continue to raise funds for the project after the credit underwriting report is finalized?

**Answer:** The credit underwriting report cannot be finalized until all financing is secured. As stated in Section Four, K.2, "Sources of funding must equal or exceed expenses. However, if any funding shortfalls are discovered, the Applicant will be required to demonstrate during credit underwriting that it has secured adequate sources of funding to pay for all Development expenses. Sources of funding related to the value of in-kind donations of labor and/or materials will not be recognized in credit underwriting."

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4. **Question:** The timeline says “the credit underwriting report must be approved by the Board by the first Board meeting on or after August 31st, 2016” but it doesn’t give a date by which the credit underwriting report must be submitted. What is that date?

**Answer:** The 2016 Board Meeting schedule has not yet been set. If there is not a meeting held on August 31, 2016, the credit underwriting report must be approved by the Board at the next meeting after that, which will likely be in September, 2016. Drafts of the credit underwriting report will be due approximately one month prior to each Board Meeting. The credit underwriter will provide exact dates when all information will be required to be submitted and the process for doing so.

5. **Question:** What are the guidelines developed by the Corporation for service coordination plans? Can we get a sample service coordination plan that meets the Corporation’s guidelines?

**Answer:** The Resident Community-Based Services Coordination is a mandatory element for Applicants requesting funding for Community Residential Homes. Florida Housing does not have a sample service coordination plan to provide to Applicants; however, the guidelines are stated in Section Four, H.

6. **Question:** What are considered “appropriate exhibits, not created by the Applicant” for Attachments 5, 6 and 7? Can you list some examples of appropriate exhibits?

**Answer:** Examples may include, but are not limited to, brochures, maps, flyers, etc.

7. **Question:** Is there a word limit to Attachment 11, Description of Intended Construction? Does the Description of Intended Construction need to re-state all of the required construction aspects listed throughout the application? Or are those items assumed since the design must accommodate the regulations and parameters set forth in the application? What else is required by FHFC? Are we listing a room by room identification of the Intended Construction Scope of Work?

**Answer:** A Description of Intended Construction is required to be submitted as Attachment 11, however, there is no word limit nor are there any required elements to the Description of Intended Construction. There is no need to re-state any of the required construction aspects that are outlined in the RFA. It is meant to be a high level summary of any desired construction features beyond the minimum requirements of the RFA. The description of work provided by the Applicant and the results of all inspections will be considered by the credit underwriter as the scope of work is developed.

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8. **Question:** Regarding Exhibit D Part I C3. (on page 45 of the RFA), The ASTM Practice E 1528 standard as of 2014 no longer requires that the work be performed by an Environmental Professional. So will the FHFC accept that a Professional Engineer prepare and sign the TSP?

**Answer:** Item C.3 of Exhibit D states “By April 29, 2016, the Applicant must provide a Transaction Screen Process (TSP) report that has been completed by an environmental engineer in accordance with ASTM Practice E 1528 standards for the entire Development site.” A Professional Engineer who is also considered an environmental engineer may prepare and sign the TSP.

9. **Question:** Can a Phase I Environmental Site Assessment be substituted in lieu of TSP?

**Answer:** Yes. Florida Housing is preparing a Modification to this RFA which will allow for either a TSP report or Phase I Environmental Site Assessment that was performed within the past 12 months.

10. **Question:** Though all of the building material, labor, maintenance, operation, etc. will fall under the management and care of our agency, the land upon which we would be building is owned by a Catholic church that is allowing us to build there. Would this invalidate our site?

**Answer:** As stated in Section Four, C.2, the site control documents, when submitted, must reflect the Applicant’s name. Site control must be successfully demonstrated through a deed, option, lease or donation of the land within 90 Calendar Days of the date of the Corporation letter of preliminary award as outlined in Item A of Exhibit D.

11. **Question:** Our organization has recently changed names. Should our paperwork be under our new name or our former name? Our IRS legal paperwork shows both, represented as the former name DBA the new name.

**Answer:** It would be appropriate to list the applicant entity at Section Four C.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 or IRS documents) copies of documentation issued by or filed with the Florida Department of State, Division of Corporations, evidencing the name change.

12. **Question:** Is it okay to apply for this [funding] prior to property demolition? Are there any time limit requirements?

**Answer:** Yes. Demolition may occur before or after the Application Deadline. All deadlines are outlined in Part I of Exhibit D.

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- 13. Question:** Since demolition and relocation costs are listed as part of "Development Cost" - does this mean they are reimbursable? Can relocation costs cover temporary housing of clients during demolition and construction? Are there any time limits?

**Answer:** No. As stated in Section One, "Funding cannot be used towards any expenses related to demolition of existing structures." This would include temporary housing expenses and relocation expenses during demolition and construction. Florida Housing is preparing a Modification to this RFA to clarify the language regarding demolition and relocation.

**Please Note: The Q&A process for RFA 2015-105 is concluded and no further Q&As will be issued regarding RFA 2015-105.**

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