

**Request for Applications for
Financing To Build Or Rehabilitate Smaller Permanent Supportive Housing Properties
For Persons With Developmental Disabilities
227 N. Bronough Street, Seltzer Conference Room, Tallahassee, FL
And via phone #1 888-419-5570, passcode #686 342 85
Wednesday, March 1, 2017 at 3:00 p.m., Eastern Time**

Section One – Introduction

1. The RFA is open to Non-Profit Applicants that have a primary mission which includes serving Persons with Developmental Disabilities as defined in Section 393.063(12), F.S.
2. No more than two (2) Applications may be submitted by an Applicant entity.
3. Developments may be Community Residential Homes (maximum – 6 intended residents) or Supported Living Units (maximum – 10 intended residents and 6 units).
4. Development Category:
 - a. New Construction or Acquisition/Rehabilitation Developments. This can be done through (i) new construction of a Development which may involve demolition of existing structures/residences; or (ii) acquisition with rehabilitation of a structure that, as of Application Deadline, does NOT serve Persons with Developmental Disabilities. This may include constructing additional Units and/or Bedrooms, bathrooms, and/or other improvements on an existing property. For this category, \$4,800,000 will be allocated for funding.
 - b. Renovating Existing Units that Are Occupied by Persons with Developmental Disabilities. To improve or upgrade life safety/security, energy retrofit, and accessibility features and upgrades to allow Residents to age in place; and may also include other rehabilitation. In Community Residential Homes, Renovation may include adding new Bedrooms if each Resident (each existing Resident and, if applicable, each new Resident) will have a private Bedroom after the completion of all Renovation. Community Residential Homes must be owned by the Applicant as of the Application Deadline, and must have been continuously licensed as such and in the name of the Applicant by the Florida Agency for Persons with Disabilities since February 1, 2016. Supported Living Units must be owned and operated by the Applicant, approved per housing setting survey per Rule 65G-5.004, F.A.C., and must have been housing Persons with Developmental Disabilities since February 1, 2016. For this category, \$1,200,000 will be allocated for funding
5. Funding Available
 - a. Total funding available: \$6 million
 - b. Funding will be split between the Development Categories of new construction or Acquisition/Rehabilitation, and Renovation

Section Two – Definitions

Section Three – Procedures and Provisions, which includes Submission Requirements

Section Four, Information to be Provided in the Application

1. Applicant Certification and Acknowledgement
2. Persons with Developmental Disabilities Demographic Commitment

For the Corporation to better understand the proposed Development, 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 access to community based services will assist the intended Residents.

3. Applicant Information

- a. Contact Information

- b. Applicant Name

- (1) The site control documents must reflect the name of the Applicant.
- (2) No more than two (2) Applications from each Applicant
- (3) Documentation
 - (a) 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, 2016, or earlier; and
 - (b) Evidence of the Applicant entity's primary mission
 - (i) Applicants of Supported Living Units must provide the Non-Profit Applicant's Articles of Incorporation or the most recently filed IRS Form 990 that was submitted to the IRS for the most recently filed tax return, but no earlier than or 2013 tax year, demonstrating that, as of the Application Deadline, the Applicant entity's primary mission includes providing housing or services for persons with developmental disabilities, persons with disabling conditions or persons with disabilities.

Note: Although the Corporation will accept documentation that demonstrates that the Applicant entity's primary mission includes providing housing or services for persons with developmental disabilities, persons with disabling conditions or persons with disabilities, this RFA is only for the development of Permanent Supportive Housing for Persons with Developmental Disabilities as defined in Section 393.063(12), F.S.

(ii) Applicants of Community Residential Homes must provide the Non-Profit Applicant's Articles of Incorporation or IRS Form 990 that was submitted to the IRS for the most recently filed tax return, but no earlier than or 2013 tax year, demonstrating that, since February 1, 2016, or earlier, the Applicant entity's primary mission includes serving Persons with Developmental Disabilities as defined in Section 393.063(12), F.S.

(c) Provide evidence that the Applicant is a legally formed entity qualified to do business in Florida as of the Application Deadline.

c. If the Applicant entity consist of both Non-Profit and for profit entities, the Applicant must confirm that the Non-Profit Applicant entity own at least 51 percent of the ownership interest in the Development and that the Non-Profit Applicant entity receive at least 50 percent of the Developer overhead.

4. Operating/Managing Permanent Supportive Housing Experience (Up to 40 Points)

Describe the Applicant's or management company's experience in operating and managing Permanent Supportive Housing, including performing operations and management functions in similar Developments and specific to the needs of the intended Residents.

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.

5. General Development Information

a. Name of the proposed Development

b. County of the proposed Development

c. Development Category

(1) New Construction which means building Community Residential Homes or Supported Living Units that may or may not involve demolition of existing structures or residences.

If the Applicant selects the Development Category of New Construction and states at question 5.c.(1) of Exhibit A that the proposed Development involves demolition, the Maximum Eligible Funding Award Amount will increase by \$10,000.

If demolishing occupied, existing Community Residential Homes or Supported Living Units that are better able to serve the needs of existing Residents, provide the Tenant Relocation Plan.

(2) Acquisition with rehabilitation of a structure that, as of Application Deadline, does NOT serve Persons with Developmental Disabilities.

(3) Renovating existing Units that are occupied by Persons with Developmental Disabilities

In Community Residential Homes, Renovation may include adding new Bedrooms if each Resident (each existing Resident and, if applicable, each new Resident) will have a private Bedroom after the completion of all Renovation.

d. Development Location

If the Applicant selects the Development Category of Renovation, 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.

If the Applicant selects the Development Category of new construction or Acquisition/Rehabilitation Developments, the Applicant should 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, if known.

e. The Applicant must state whether the proposed Development is a Community Residential Home or whether it consists 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.)

f. If the Applicant is proposing Supported Living Unit(s), the Applicant must select the Development Type(s) of the proposed Development: Single Family, Duplex, Triplex, Quadraplex, and/or small garden apartments consisting of up to 6 units.

Note: If the Applicant is proposing a Community Residential Home, the proposed Development Type must be single family.

g. If the Applicant is proposing Supported Living Unit(s), the Applicant must state whether it is proposing to develop Shared Housing, as defined in Exhibit C. Note: All Community Residential Homes are Shared Housing.

h. If the Applicant is proposing a Supported Living Unit(s) that is Shared Housing, or a Supported Living Unit(s) that is not Shared Housing and it qualifies for the South Florida Large County Boost, the Applicant must state how many total Residents, as defined in Exhibit C, are or will be living in the proposed Development.

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 10 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.

i. If the Applicant is proposing Supported Living Unit(s), the Applicant must state how many total Units are in the proposed.

(For Supported Living Units, the maximum is six (6) 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.)

j. Adding Bedrooms

- (1) Applicants may propose adding Bedrooms to an existing Community Residential Home if:
 - (a) Residents are sharing Bedrooms as of Application Deadline; and
 - (b) If the renovation will result in each Resident having a private Bedroom with a locking door; and
 - (c) No more than three (3) Residents sharing one (1) full bathroom that is accessible to them and has a locking door.
 - (d) No more than six (6) Residents may live in the Unit.
- (2) Applicants that meet this requirement may qualify for additional funding for each Bedroom added, up to three Bedrooms.
- (3) Applicants that qualify for this funding must state the number of Bedrooms that are being added.
- (4) Applicants that qualify to add Bedrooms above are also eligible for additional funding to add bathroom facilities. Applicants that qualify for this funding must confirm that bathroom facilities are being added.

6. Set-Aside Commitments

- a. 100% of the Residents must have incomes at or below 60% AMI
- b. Extremely Low-Income (ELI) set-aside commitment for non-Shared Housing Supported Living Units
 - (1) At least 1 ELI Unit for every 2-3 Units
 - (2) At least 2 ELI units for 4-5 Units
 - (3) At least 3 ELI units for 6 Units
- c. Extremely Low-Income (ELI) set-aside commitment for Shared Housing Units
 - (1) At least 1 ELI Resident for every 2-3 Residents
 - (2) At least 2 ELI Residents for every 4-6 Residents
 - (3) At least 3 ELI Residents for every 7-8 Residents

- (3) At least 4 ELI Residents for every 9 - 10 Residents
 - d. Affordability Period for all Units - Commitment to income and ELI set-asides for a minimum of 10 years
- 7. Required Design and Construction Features
 - a. Accessibility
 - b. Green/Energy Efficiency
 - c. Additional Non-Resident bedroom and bathroom for family or caregiver stays
- 8. Resident Community-Based Services Coordination (Mandatory only for Applicants requesting funding for Community Residential Homes):
- 9. Access to Community-Based Services and Resources (Maximum 60 Points):
 - a. Community Residential Homes
 - (1) Private Transportation for Residents of Community Residential Homes (Up to 24 Points)
 - (2) Access to Groceries, Education, Household Shopping, and Employment for Residents in Community Residential Homes (Up to 12 Points)
 - (3) Specific Healthcare and/or Supportive Services Needs of Each Intended Resident in Community Residential Homes (Up to 24 Points)
 - b. Applicants proposing Supported Living Units

Scoring consideration will be given to whether the Applicant has provided the proposed Development's Location in question 5.d. of Exhibit A, and therefore is able to describe the actual Resident access to services in relation to the Development's physical location; or whether the Applicant has yet to obtain a site, and is only able to describe the Applicant's intention for each Resident's access to the following services.

 - (1) Access to Groceries, Education, Household Shopping, and Employment for Residents in Supported Living Units (Up to 24 Points)
 - (2) Specific Healthcare and/or Supportive Services Needs of Each Intended Resident in Supported Living Units (Up to 24 Points)
 - (3) Other Best Practices that will be implemented in Supported Living Units (Up to 12 Points)

10. Funding Available for the proposed Development

- a. To qualify for the Qualifying Financial Assistance Preference, the Applicant must state the amount of cash loans, cash grants and/or cash on hand (“Cash Funding”) from local or other non-Corporation sources (all of which for purposes of this provision will be considered to be “Qualifying Financial Assistance”). If the Non-Corporation Funding total sources are equal to at least 10 percent of the Applicants’ Maximum Eligible Funding Award Amount, the Applicant will receive funding preference
- b. The Maximum Eligible Funding Award Amount will be determined by adding the maximum amount that the Applicant is eligible for in (1) or (2) below; plus \$17,000 for credit underwriting costs of \$8,000 and predevelopment costs which are estimated to be \$9,000 or less; plus \$10,000 for demolition costs, if applicable; plus \$100,000 for the South Florida Large County Boost, if applicable.

(1) Applicants that commit to **New Construction or Acquisition/Rehabilitation Developments:**

(a) Shared Housing for Community Residential Homes:

- (i) Developments with 1 – 3 Residents: up to \$225,000
- (ii) Developments with 4 Residents: up to \$275,000
- (iii) Developments with 5 Residents: up to \$325,000
- (iv) Developments with 6 Residents: up to \$400,000

(b) Shared Housing for Supported Living Units*:

- (i) Developments with 1 – 3 Residents: up to \$225,000
- (ii) Developments with 4 Residents: up to \$275,000
- (iii) Developments with 5 Residents: up to \$325,000
- (iv) Developments with 6 – 8 Residents: up to \$375,000
- (v) Developments with 9 – 10 Residents: up to \$475,000

(c) Non-Shared Housing (Only Supported Living Units)*:

- (i) Developments with 1 Unit: Up to \$225,000
- (ii) Developments with 2 Units: Up to \$275,000
- (iii) Developments with 3 Units: Up to \$325,000
- (iv) Developments with 4 Units: Up to \$375,000

- (v) Developments with 5 Units: Up to \$425,000
- (vi) Developments with 6 Units: Up to \$475,000

*Note: Florida Housing is considering increasing the Maximum Eligible Funding Award Amount for Supportive Living Units by 5 percent.

(2) Applicants that commit to **Renovating Existing Units that Are Occupied by Persons with Developmental Disabilities** (Community Residential Homes or Supported Living Units)

- (a) Retrofit - an Applicant will be initially awarded funding of up to \$14,000 per Resident served, for a maximum of \$84,000 for the retrofit of an existing Unit. Additionally, if Renovating a Community Residential Home that will be serving six (6) Residents, the Maximum Eligible Funding Award Amount will be increased by \$25,000.
- (b) Rehabilitation which may include adding Bedrooms. The Applicant will be initially awarded funding for the addition of up to three new Bedrooms. As part of the funding request for one to three additional Bedrooms, the Applicant may request additional funding to add new bathroom facilities.

c. Fees

- (1) Application Fee is \$800
- (2) Other fees are outlined in the RFA draft

11. Description of Intended Construction, Rehabilitation, and Renovation

All Applicants must provide a Description of Intended Construction, Rehabilitation, and Renovation. The description should include repair items known by the Applicant and any features desired by the Applicant, beyond those required in the RFA. The Description of Intended Construction may be a high level summary.

Section Five – Scoring and Selection Process

- 1. List of all Eligibility and Point items
- 2. Sorting Order

Applications that received at least 60 points and met all other Mandatory Items (“eligible Applications”) will be first be sorted by score. In the event that multiple Applications receive the same number of points, tie-breakers will be used in the following order to determine how these Applications are sorted in the funding selection process.

- a. Qualifying Financial Assistance Preference
 - b. Florida Job Creation Preference
 - c. Lottery
3. County Award Tally

All counties will be listed on two (2) separate lists: the Community Residential Home County Award Tally and the Supported Living Unit County Award Tally.

As each Application proposing a Community Residential Home is selected for tentative funding, the county where the proposed Development is located will have one (1) Application credited toward the Community Residential Home County Award Tally, with the exception of the first Community Residential Home Applications selected for funding in Broward County, Miami-Dade County and Palm Beach County. In these counties, the first Community Residential Home Applications selected will not count towards the County Award Tally. The second Application selected for funding in these counties, as well as all subsequent Applications selected in these counties will be applied towards the County Award Tally.

As each Application proposing Supported Living Units is selected for tentative funding, the county where the proposed Development is located will have one (1) Application credited toward the Supported Living Units County Award Tally.

4. Selection Process:

Funding selection will start with the NC and A/R Applications. At the conclusion of the NC and A/R Application Funding process, the process will begin for the Renovation Applications in a manner identical to that described above for NC and A/R Applications. At the conclusion of the Renovation Application funding process, any Renovation and NC and A/R Funding that remains will be pooled and first awarded to any Applications that were partially funded. Then, if funding remains, it will be awarded to the highest scoring eligible unfunded NC and A/R Application(s), provided the Application(s) (i) can meet the 100% Funding Test, and (ii) has a County Award Tally that is less than or equal to all other eligible unfunded NC and A/R Applications.

Exhibit D – Credit Underwriting and Program Requirements

1. Site Control
- a. Providing documentation demonstrating Site Control is not required to be submitted at the Application Deadline. Documentation requirements and timelines for document submission are outlined in Exhibit D.
 - b. Site control must be successfully demonstrated within 30 Calendar Days of the date of the Corporation letter of preliminary award if the Applicant selects the Development Category of Renovation, or within 90 Calendar Days of the date of the Corporation letter of preliminary award if the Applicant selects the Development Category of new construction. There will be no extensions or exceptions to this deadline.

2. Ability to Proceed (site plan or plat approval, zoning, infrastructure)
 - a. Providing documentation for demonstrating Ability to Proceed is not required to be submitted at the Application Deadline. Due dates and documentation requirements are outlined in Exhibit D.
 - b. Within 30 Calendar Days of the date of the Corporation letter of preliminary award if the Applicant selects the Development Category of Renovation, or within 90 Calendar Days of the date of the Corporation letter of preliminary award if the Applicant selects the Development Category of new construction.

After an Applicant has successfully demonstrated both site control and Ability to Proceed by submitting the above documentation by the applicable deadlines, the Corporation will invite the Applicant into credit underwriting. The invitation will outline additional deadlines.

Other Items:

1. Local permitting requirements for Community Residential Homes consisting of 6 Residents
2. Expected RFA Timeline

Issue RFA: Tuesday, April 4, 2017

RFA Due Date: Thursday, May 4, 2017

Review Committee Meeting (make recommendations to Board) June 7, 2017 10:00 a.m.

Request Board Approval of Recommendations (at scheduled Board Meeting) June 16, 2017