

**Request for Applications for
Financing To Build Smaller Permanent Supportive Housing Properties
For Persons With Developmental Disabilities
227 N. Bronough Street, Seltzer Conference Room, Tallahassee, FL
And via phone #1 888-339-2688, passcode # 539 805 32
Tuesday, August 21, 2018 at 2:00 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 either
 - a. Community Residential Homes (maximum – 6 intended residents); or
 - b. Supported Living Units (maximum of 10 Residents and maximum of 6 units)
4. Funding Available: \$3,000,000
5. ** New - Development Category - in this RFA, only new construction will be allowed.

Section Two – Definitions

Section Three – Procedures and Provisions, which includes Submission Requirements

**New - The Corporation will accept electronic signatures on all forms, including the Applicant Certification and Acknowledgement form.

**New – All Attachments must be saved as one pdf file, so it can be uploaded with the Exhibit A (the Application). Only one copy of the entire Application Package is then submitted to Florida Housing with the Application Fee.

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.

3. Applicant Information
 - a. **New: Changes to the Contact Person

Applicants must provide the contact information for the Authorized Principal Representative. The Authorized Principal Representative must have signature authority

to bind the Applicant entity; must sign the Applicant Certification submitted in the Application; and, if funded, will be the recipient of all future documentation that requires a signature.

A separate Operational Contact Person may be included, if desired. If provided, the Operational Contact Person will be the recipient of any general correspondence associated with the Development activities that does not require a signature.

b. Applicant

- (1) Provide the Applicant name. The site control documents, when submitted, must reflect the name of the Applicant.
- (2) No more than two (2) Applications from each Applicant
- (3) Documentation demonstrating that the Applicant is a Non-Profit entity.
 - (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 August 1, 2017, or earlier; and
 - (b) Documentation regarding the Applicant entity's primary mission as outlined below:
 - (i) If the proposed Development is a Supported Living Unit(s):

To demonstrate 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, Applicants proposing Supported Living Units must provide the Non-Profit Applicant's (i) Articles of Incorporation; or (ii) the IRS Form 990 that was submitted to the IRS for the most recently filed tax return, but no earlier than or 2016 tax year.
 - (ii) If the proposed Development is a Community Residential Home:

To demonstrate that, since August 1, 2017, or earlier, the Applicant entity's primary mission includes serving Persons with Developmental Disabilities, Applicants proposing Community Residential Homes must provide the Non-Profit Applicant's (i) Articles of Incorporation; (ii) IRS Form 990 that was submitted to the IRS for the most recently filed tax return, but no earlier than or 2016 tax year; or (iii) a copy of the Medicaid Waiver Services Agreement demonstrating that the Applicant is an iBudget Waiver provider for Residential Habilitation.
 - (c) Provide evidence that the Applicant is a legally formed entity qualified to do business in Florida as of the Application Deadline. Such evidence

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.

- 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. Describe the Operating/Managing Permanent Supportive Housing Experience (Up to 40 Points)

****New** – all narrative scoring responses will be limited to 2 pages.

5. General Development Information

- a. Name of the proposed Development
- b. County of the proposed Development
- c. Development Category

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 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.

- d. Development Location

The Applicant should state the Development Location, 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 that propose a Community Residential Home that will qualify as an Intensive Behavior Community Residential Home must provide the Provider Status for Behavior Focus and Intensive Behavior Residential Habilitation document signed by the Agency for Persons with Disabilities.

- f. Development Type

If the Applicant is proposing Supported Living Unit(s), the Applicant must select from single family, duplex, triplex, or other structure up to 6 units.

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

- g. Shared Housing, for purposes of this RFA, means a rental dwelling unit that is shared by Persons with Developmental Disabilities who are not related or significant others. Each Resident must have non-exclusive access to shared living space, consisting at a minimum of a kitchen and a living/dining area. Each Resident in a Shared Housing Unit shall sign a separate lease and shall be considered a separate household for the purposes of determining compliance with set-aside commitments, income eligibility, and rent payments.
- h. Number of Residents, for purposes of this RFA, means person living in the Unit who is a Person with a Developmental Disability.

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.

- i. Number of Units

In Developments consisting of Supported Living Units, the maximum is six (6) Units in the Development. In 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.

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
- c. 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. **New – Green/Energy Efficiency

Applicants will be required to install a permanent, standby generator in all Community Residential Homes. The permanent, standby generator must be purchased from a manufacturer certified distributor that has certified installers who meet the required product and installation specifications. Funding Amounts have been raised by \$20,000 to accommodate this and all related necessary expenses associated with the proper installation of the generator, such as fees associated with permitting and the connection to gas lines

Permanent, standby generators are not required in Supported Living Units; however, an additional \$20,000 will be made available for expenses relating to the purchase and the proper installation of the generator, such as fees associated with permitting and the connection to gas lines.

- c. In Community Residential Homes, Grant funding may also be used to construct one suite consisting of one additional bedroom and one additional bathroom for family or caregivers or staff, but not for Resident care.
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)

****New** – all narrative scoring responses will be limited to 2 pages.

Scoring consideration will be given to whether the Applicant has provided the proposed Development's Location, 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.

- 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
 - (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. Calculating the Maximum Eligible Funding Award Amount

The Maximum Eligible Funding Award Amount will be determined by adding the Base Award for in a. below, plus additional funding as applicable, as described in b. through e. below.

a. Base Award

The Base Award Amounts below have not been changed since 2017. Florida Housing is seeking input on these amounts.

(1) Shared Housing for Community Residential Homes

Developments with 1 – 3 Residents: Up to \$225,000

Developments with 4 Residents: Up to \$275,000

Developments with 5 Residents: Up to \$325,000

Developments with 6 Residents: Up to \$400,000

(2) Shared Housing for Supported Living Units

Developments with 1 – 3 Residents: Up to \$235,000

Developments with 4 Residents: Up to \$290,000

Developments with 5 Residents: Up to \$340,000

Developments with 6 – 8 Residents: Up to \$395,000

Developments with 9 - 10 Residents: Up to \$500,000

(3) Non-Shared Housing (Only Supported Living Units)

Developments with 1 Unit: Up to \$235,000

Developments with 2 Units: Up to \$290,000

Developments with 3 Units: Up to \$340,000

Developments with 4 Units: Up to \$395,000

Developments with 5 Units: Up to \$450,000

Developments with 6 Units: Up to \$500,000

b. **New - Predevelopment and Credit Underwriting costs funding of up to \$18,000
(Previous amount was \$17,000)

c. Demolition funding of up to \$10,000

d. South Florida Large County Boost of up to \$100,000

e. **New - Permanent Standby Generator Boost of up to \$20,000

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

Question - Are these amounts appropriate?

11. Qualifying Financial Assistance Preference

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’ Base Award described in 10.a. above, the Applicant will receive funding preference.

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 Eligibility 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
 - 4. Selection Process

Exhibit D – Credit Underwriting and Program Requirements

Within 90 Calendar Days of the date of the Corporation letter of preliminary award, the Applicant must submit the following:

- Site control documentation. **There will be no extensions or exceptions to this deadline.**
- Ability to Proceed documentation (New site plan or plat approval, zoning, infrastructure forms will be made available). THIS PROCESS OFTEN TAKES LONGER THAN ANTICIPATED. APPLICANTS ARE STRONGLY ADVISED TO BEGIN THIS PROCESS AS EARLY AS POSSIBLE.

- Ability to Proceed forms have been updated to specifically state that “If there are alterations made to this form that change the meaning of the form, the form will not be accepted.”
- For Applicants that are going to use a well, may submit the water form or a letter from Florida licensed well contractor or engineer stating that the site has been inspected and a well permit application has been submitted to the authority having jurisdiction.

Other Items

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

Issue RFA: Wednesday, September 12, 2018

RFA Due Date: Thursday, October 18, 2018

Review Committee Meeting (make recommendations to Board) Thursday, November 29, 2018

Request Board Approval of Recommendations (at scheduled Board Meeting) December 14, 2018