

**Request for Applications for  
RFA 2020-105 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 # 550 266 14  
Wednesday, March 4, 2020 at 10:00 a.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 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. Development Category - in this RFA, only new construction will be allowed.

**Section Two – Definitions, page 3**

Capitalized terms within this RFA shall have the meaning as set forth in Exhibit B, Rule Chapter 67-60, F.A.C., (effective July 8, 2018) or in applicable federal regulations.

**Section Three – Procedures and Provisions, which includes Submission Requirements, page 3**

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

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, page 7  

Include the Applicant Certification and Acknowledgement form, executed by the Authorized Principal Representative, to indicate the Applicant's certification and acknowledgement of the provisions and requirements of the RFA.
2. Persons with Developmental Disabilities Demographic Commitment, page 7  

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, page 7

a. Applicant Information, page 7

- (1) Provide the Applicant name. The site control documents, when submitted, must reflect the name of the Applicant. No more than two Applications from each Applicant may be submitted.
- (2) Evidence that Applicant is legally formed entity
- (3) Documentation demonstrating that the Applicant is a Non-Profit entity, page 8
  - (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, 2019, 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 2018 tax year.

(ii) If the proposed Development is a Community Residential Home:

To demonstrate that, since February 1, 2019, 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 2017 tax year; or (iii) a copy of the Medicaid Waiver Services Agreement demonstrating that the Applicant is an iBudget Waiver provider for Residential Habilitation.

Note: The Medicaid Waiver Services Agreement may be in the name of the Services Provider or the Applicant entity.

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

c. Authorized Principal Representative / Operational Contact Person, page 9

The Authorized Principal Representative (a) must have signature authority to bind the Applicant entity; (c) must sign the Applicant Certification and Acknowledgement form submitted in this

Application; and, (d) if funded, will be the recipient of all future documentation that requires a signature. The Operational Contact Person is optional.

4. Describe the Operating/Managing Permanent Supportive Housing Experience (Up to 40 Points), page 9

All narrative scoring responses will be limited to 2 pages.

5. General Development Information, page 9

a. Name of the proposed Development, page 9

b. County of the proposed Development, page 10

c. Development Category, page 10

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 demolition is involved, the Applicant's Maximum Eligible Funding Award Amount will be increased by \$10,000 to cover demolition expenses. If demolishing occupied, existing Community Residential Homes or Supported Living Units so that they are better able to serve the needs of existing Residents, provide the Tenant Relocation Plan.

d. Development Location, page 11

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, page 11

If the Applicant is proposing Supported Living Unit(s), the Applicant must select from single family, duplex, triplex, or small garden complex up to 6 units. If the Development Type of single family is selected, the proposed Development may only consist of one Single Family unit.

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

g. Shared Housing, page 11

For purposes of this RFA, Shared Housing 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, page 12

For purposes of this RFA, Resident means person living in the Unit who is a Person with a Developmental Disability.

In a Community Residential Home, the maximum is six 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 Residents may reside in a Unit.

i. Number of Units, page 12

In Developments consisting of Supported Living Units, if the Development Type of Single Family is selected, the maximum is one unit (i.e., one Single Family home.) For all other Development Types in Developments consisting of Supported Living Units, the maximum is six Units in the Development. Within Supported Living Units that are Non-Shared Housing, at least 50 percent of the units must serve a Resident or at household that include at least one Resident that meets the definition of Persons with Developmental Disabilities.

In Community Residential Homes, each Application is limited to one Community Residential Home, which shall be, for the purposes of this RFA, considered one Unit.

6. Set-Aside Commitments, page 12

a. 100% of the Residents must have incomes at or below 60% AMI

b. Extremely Low-Income (ELI) set-aside commitment

All Applications proposing Community Residential Homes and Applications proposing Supported Living Units that propose to include Shared Housing Units shall meet the following commitments:

- 100 percent of the Residents must have incomes at or below 60 percent of the area median income (AMI).
- Required ELI Commitments

Number of Total Residents in the Proposed Development	Minimum Number of ELI Residents
1 Resident	No ELI Resident Requirement
2 – 3 Residents	A minimum of 1 ELI Resident
4 – 6 Residents	A minimum of 2 ELI Residents
7 – 8 Residents	A minimum of 3 ELI Residents
9 – 10 Residents	A minimum of 4 ELI Residents

Non-Shared Housing Units are Supported Living Units in which a Person(s) with a Developmental Disability receives Supported Living Services and resides alone or with others as one household. Applications that propose to include non-Shared Housing Units shall meet the following commitments:

- If any units are non-Shared Housing Units, the lesser of three non-Shared Housing Units or 50 percent of the non-Shared Housing Units must either serve a Resident or a household

consisting of at least one Resident that meets the definition of Persons with Developmental Disabilities

- 100 percent of the Residents must have incomes at or below 60 percent of the area median income (AMI).
- Required ELI Commitments

Number of Total Units in the Proposed Development	Minimum Number of ELI Units
1 Unit	No ELI Resident Requirement
2 – 3 Units	A minimum of 1 ELI Unit
4 – 5 Units	A minimum of 2 ELI Units
6 Units	A minimum of 3 ELI Units

- 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, page 17
- b. Green/Energy Efficiency, page 17

New! Applicants will be required to install a permanent, standby generator in all Developments. The permanent, standby generator must be purchased from a manufacturer certified distributor that has certified installers who meet the required product and installation specifications. Up to \$20,000 will be awarded 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.

- 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), page 20

9. Access to Community-Based Services and Resources (Maximum 60 Points), page 21

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, page 25

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
  - (1) Shared Housing for Community Residential Homes
 

Developments with 1 – 3 Residents:	Up to \$235,000
Developments with 4 Residents:	Up to \$300,000
Developments with 5 Residents:	Up to \$375,000
Developments with 6 Residents:	Up to \$450,000
  - (2) Shared Housing for Supported Living Units
 

Developments with 1 – 3 Residents:	Up to \$235,000
Developments with 4 Residents:	Up to \$350,000
Developments with 5 Residents:	Up to \$460,000
Developments with 6 – 8 Residents:	Up to \$575,000
Developments with 9 - 10 Residents:	Up to \$690,000
  - (3) Non-Shared Housing (Only Supported Living Units)
 

Developments with 1 Unit:	Up to \$235,000
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Developments with 2 Units:	Up to \$350,000
Developments with 3 Units:	Up to \$460,000
Developments with 4 Units:	Up to \$575,000
Developments with 5 Units:	Up to \$690,000
Developments with 6 Units:	Up to \$800,000

- b. **\*\*New** - Predevelopment and Credit Underwriting costs funding of up to \$18,050
- c. Demolition funding of up to \$10,000
- d. South Florida Large County Boost of up to \$100,000
  - (1) Applicants proposing Community Residential Homes that qualify for the South Florida Large County Boost will receive an increase of \$100,000. To qualify for the South Florida Large County Boost, Applicants proposing Community Residential Homes must (i) proposed Developments that are located in Broward County, Miami-Dade County, or Palm Beach County; and (ii) proposed Developments that have six Residents.
  - (2) Applicants proposing Supported Living Units that qualify for the South Florida Large County Boost will receive an increase to the Applicant’s Maximum Eligible Funding Award Amount of \$20,000 per Unit, up to a maximum total of \$100,000. To qualify for the South Florida Large County Boost, Applicants proposing Supported Living Units must (i) proposed Developments that are located in Broward County, Miami-Dade County, or Palm Beach County; and (ii) provide the number of Units at question 5.i. of Exhibit A.
- e. Permanent Standby Generator Boost of up to \$20,000
- f. Fees, page 28
  - (1) Application Fee is \$800
  - (2) Other fees are outlined in the RFA draft

***Question - Are these amounts appropriate?***

- 11. Qualifying Financial Assistance Preference, page30
  - a. Cash Funding Equals at Least 10 Percent of the Base Award Amount
 

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.

b. Donation of Land by a Local Government

To qualify, the Total Development Cost cannot consist of any land costs during scoring or during the credit underwriting process; the entire site must have been donated or will be donated from a Local Government to the Applicant; and, when submitted, the site control documentation must reflect one of the following:

- The eligible contract must reflect that a Local Government is the seller and the Applicant is the buyer, and the price of the land must be \$10 or less;
- The deed must reflect the Local Government as the grantor, the transaction must have occurred no more than 12 months prior to the Application Deadline, the price of the land must have been \$10 or less, and the closing statement must be provided demonstrating that the price of land was \$10 or less; or
- The eligible lease must reflect a Local Government as the Lessor and the Applicant as the Lessee, and the lease payments must equal \$10 a year or less.

If the Applicant qualifies for this preference through the donation of land and is awarded funding under this RFA, the Applicant will not receive any Corporation funding towards the cost of the land.

Note: In-kind donations, waivers of any fees, and any funding from the Corporation are not considered Qualifying Financial Assistance, although they can be used to help reduce costs in the construction of the proposed Development.

**Section Five – Scoring and Selection Process**

1. List of all Eligibility and Point items, page 31
2. Sorting Order, page 33

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, page 54**

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 (zoning and infrastructure forms have been posted to the RFA webpage). THIS PROCESS OFTEN TAKES LONGER THAN ANTICIPATED. APPLICANTS ARE STRONGLY ADVISED TO BEGIN THIS PROCESS AS EARLY AS POSSIBLE.
  - Ability to Proceed forms 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. Navigating website and signing up for listserv
3. Communicating with Florida Housing
  - a. Sending in public comments
  - b. Question and Answer process
4. Florida Housing recently launched a new collaboration tool called Procorem that will allow applicants, credit underwriters, and Florida Housing to work together and share documents under one platform. We are excited to have made this available to Applications that have been recently awarded and are excited to share the process with more of you as we continue forward. A demonstration of this software/webinar has been recorded and will soon be available online. A listserv will be sent when this is available.
5. Expected RFA Timeline

*Issue RFA:* *Monday, April 13, 2020*

*RFA Due Date:* *Thursday, May 14, 2020*

*Review Committee Meeting (make recommendations to Board)* *Tuesday, June 30, 2020*

*Request Board Approval of Recommendations (at scheduled Board Meeting)* *Friday, July 17, 2020*