Exhibit A to RFA 2017-101- Application

The Applicant must provide a completed Application found in Exhibit A to RFA 2017-101, along with all applicable attachments thereto, including the Applicant Certification and Acknowledgement. The Original Hard Copy of the Applicant Certification form 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. **The Applicant should read Section Four of this RFA to find additional guidance in answering questions.**

1. Applicant Certification and Acknowledgement

   The Applicant must include a signed Applicant Certification and Acknowledgement form as **Attachment 1** to Exhibit A, as outlined in Section Four A.1. of the RFA.

2. Persons with Developmental Disabilities Demographic Commitment

   As further explained in Section Four A.1. of the RFA, provide a detailed description of the intended Residents' characteristics, Permanent Supportive Housing needs and preferences. Include a detailed description of how the proposed Development will meet the needs and preferences of the intended Residents. The Applicant's description(s) is limited to no more than four (4) typed pages within the text box below.

PERSONS WITH DISABILITIES - NEEDS, PREFERENCES AND ATTAIN'S PROGRAMS

Attain Inc. proposes to develop two (2) Community Residential Homes in Orange County to provide a permanent residence for up to six (6) individuals with Developmental Disabilities per home. This is the first of two applications to be submitted for RFA 2017-101. For Attain's Community Residential Home #1, Attain will acquire and rehab the home to provide permanent, residential group housing to six (6) persons with developmental disabilities. Both of the proposed Developments for RFA 2017-101 will be located in Orange County. A second application for Attain's Community Residential Home #2 will also be submitted.

Individuals with Intellectual and/or Developmental Disabilties (DD) and their families/caretaker are faced with challenges. Many individuals with DD live in their family home through adulthood until other family members or foster parents can no longer care for them due to financial constraints, their own health issues, or the behaviors of the individuals with DD are beyond what the scope of those who care for them. Whether they are living at home with a family member(s), an institutional setting or other housing, the circumstances of their housing may limit their access to education, health and dental care, behavior analysis services, transportation, employment, social relationships and community engagement.

Nationally, one of the housing arrangements considered to a 'best practice' for individuals with DD is living in a Community Residential Home. In Florida, community residential homes are licensed by the Agency for Persons with Disability (APD). For an individual with DD, their placement of into one of these homes is an ennormous challenge. As of February 2017, there are 20,536 indiviudals with DD on the waiting list in Florida's Agency for Persons with Disabilities This is the third highest Waitlist among all 50 States. (The Henry J. Kaiser Family Foundation - 2014 Report on State Health Facts.) Thus, there is a large need in Florida as well as nationwide for community residential homes.

For over 29 years, Attain Inc. (Attain) has long been in the forefront of meeting the needs and preferences of children and adults with DD including providing community-based group homes with residential habilitation services for up to six individuals. Attain has added eleven Community Residential Homes over the past 7 years in Orange and Seminole Counties. Attain also operates an Adult Day Training Program (ADT) with services, workshops, etc. that focus on improved social skills, community participation, increased enjoyment of life, and independence. ADT, located at Attain's Support Offices at 2710 Staten Ave., Orlando, Florida, offers training in the activities of daily living, self-advocacy, adaptive and social skills that are age and culturally appropriate. The Adult Training programs are integrated into their individualized Support Plans, Implementation Plans, and Behavior Support Plans.

Attain currently operates fifteen (15) Community Residential Group homes serving a total of 90 individuals with DD in the homes. Thirteen (13) of the residential homes are in Orange County and two (2) residential homes are in Seminole County, Florida. All of Attain's residential homes are licensed as Community Residential Homes (as defined by Chapter 419) through the Agency for Persons with Disabilities in accordance to Chapter 393 and Florida Administrative Rule 65G. All of Attain's community residential homes are inspected monthly by the APD LTRC reviewer. This review includes, a review of the physical plant, medication administration, resident funds accounting, and measures of health and safety.

Attain's Mission is to improve the lives of people with intellectual disabilities. Attain's s Principal Objectives are to insure its clients:

1) have high quality affordable housing;

2) are safe and healthy;

3) receive dignified care;

4) enjoy life;

5) are independent as possible;

6) participate in the daily routines of life, and

7) overcome problem behavior.

Attain, Inc routinely has annual Delmarva Provider Discovery Reviews that are 98% or above. Attain has ranked in the top 5 providers for Behavior Focus Residential Habilitation, and Intensive Behavior Residential Habilitation when the Agency for Persons with Disabilities published provider score cards. Additionally, Attain routinely receives annual resident satisfaction ratings of 100%.

Attain works closely with APD to coordinate the placement of individuals in any one of its homes. Attain also collaborates with a range of community-based service providers including Community Based Care of Central Florida, Heartland located in Brevard County; Family Partnership; and a number of privatized foster care agencies who are part of the Department of Children and Families. While Attain provides permanent supportive housing, each individual participates in the person centered planning process that produces short term and long-term goals tailored to each individual. These goals may include residing in a residential community home for their adult life, moving back in with family, moving to supportive living or independent living. Attain has had many individual's that initially required the highest levels of residential care and are now in supportive living.

Once an individual knows that they have been accepted in one of Attain's group home, the individual will participate in a comprehensive Needs Assessment. The individual provides direct input on each of their needs and preferences in each area whereby their individualized Resident Support Plan is developed. The Resident Support Plan is referred to daily by Attain's Residential Care Team assigned to each home. Each individualized Support Plan is maintained in Attain's central resident database system, CareTracker, where the Resident Care Team monitors and documents a resident's progress, makes modifications as appropriate, and maintains notes and observations helpful to the members of the Resident Care Team and in coordination with community-based services.

The average age of the residents is 27, and 100% of the residents have a primary diagnosis of intellectual disability or developmental disability, including autism, and Down Syndrome. While living in one of Attain's community-based residences, the individuals are supervised 24 hours a day, 7 days a week. Supervision is necessary for this population, and it is supportive, not restrictive. A full-time Residential Care Coordinator is assigned to the supervision of a specific

residential home. A Residential Care Coordinator is on the premises during each of the shifts 24 hours per day, seven days per week. The Residential Care Coordinator works closely with the community-based Support Coordinator for each resident. Attain's typical staffing pattern for a community residential home to support each resident's person-centered plan as follows:

Morning shift: 3 staff members, during the weekdays, the typical hours are 6:00am to 9:00am, during the weekends the hours are 6:00am to 2:00pm, or when individuals are present in the home.

Afternoon shift: 3 staff members, from 2:00pm to 11:00pm, 7 days a week.

Overnight shift starts at 11:00pm. Typically, there is 1 and sometimes 2 awake overnight staff, 7 days a week, depending on the support needs on the individuals.

All staff members participate in two and a half weeks of training which includes introduction to developmental disabilities, Resident Rights, Behavior Management, CPR, First Aid, Medication Administration, person-centered planning, health and safety, abuse and neglect training, crisis intervention training, behavior assistant training, on the job traing checklist, and medication administration validation.

Implementation Plan for All Residents

Over the first 30 days of a new resident's placement in the home, an individualized Implementation Plan is developed. Attain's Residential Care Coordinator, meets with the resident, their family/guardian, their community-based Support Plan Coordinator, and other members of Attain's interdisciplinary team to discuss the goals identified on each Support Plan and develop appropriate activities that will assist the resident in meeting those goals. The individual's participation in the Support Plan and Implementation Plan Development process is the cornerstone to the person centered planning process. Goals and supports are only established after consent is obtained from the individual or their guardian.

The Implementation Plan clearly defines the residents' goals and the means by which the Resident Care Team will help the individual meet his or her goal. It will also contains a description of activities, implementation date, completion date, and the specified person responsible for assisting the individual in meeting the goal. All activities will be planned as part of the person centered planning process and in accordance with the individual's needs and preferences. Each of Attain's residential homes have procedures in place for the coordination of community-based services by staff and with input from the resident. Also, Attain provides Intensive Behavior and Behavior Focus Residential Habitation Services approved for persons with developmental disabilities and funded by APD. Intensive Behaivor and Behaivor Focus Residential habitation focuses on maximizing the individuals potential and improving their quality of life. This includes supports to ensure individuals are safe and healthy, receiving dignified care, enjoying life, becoming more independent, living the normal routines of life within their own home and in the community and overcoming problem behaviors that may interfere with maximizing their potential.

Attain provides behavior analysis services for all residents. Behavior analysis services address problem behaviors such as aggression, self-injury, property destruction, PICA, elopement, sexual maladaptive behavior, and other behaviors that may interfere with developing relationships

with others, participating in the community and participating in the normal life routines. The purpose of the Behavior Analysis Services is to insure that our residents achieve the person centered outcomes (goals) defined by them in their Support Plan and Implementation Plan, and Behavior Support Plan. The Implementation plan is reviewed on ongoing basis to ensure the plan continues to be in line with the individuals preferences, goals and priorities.

Within Attain's Homes, individual choices are the rule, not the exception. The residents go about their lives in much the same way as most people in the general public, deciding for themselves what to wear, where to go, and which activities and interests to pursue. Members of the staff of each home provide the support necessary in order that the individuals with DD can make their own choices and achieve make progress on their goals each day. All of the homes have one thing in common: they provide a comfortable, safe, and enjoyable place that the individuals we serve can truly call "home."

Attain's Director of Residential Services and the Resident Coordinators of each home are responsible for the coordination of the residents' schedule of appointments and activities as well as their transportation to and from the location. Each morning in the home, the staff and residents have daily "Stand Up" meetings, the purpose of which is to communicate each resident's assignments, doctor's appointments, identify needs related to supplies and maintenance for the home, assign task responsibilities to specific staff members, and outline the day's activities of each resident in the home. The activities planned for each resident may occur inside the home and/or out in the neighborhood or local community. A resident's schedule of appointments and activities is developed monthly and includes access to an array of services for each resident including:

Education: Attain's Day Training School, local Vocational Schools, etc.

Appointments: Medical, Dental, Behavioral Services, & Psychiatric, Speech, Occupational Therapies, etc.

Social Activities (to promote socialization and to facilitate relations with immediate and extended families and friends. Movie Theaters, Dining at local restaurants,, Community festivals/Farmers' Market

Church services are scheduled also in accordance with each resident's choice.

Physical Health Activities: Gyms/Walking, Nature Walks, Organized recreational activiities provided by the Department of Parks Recreation activities.

Employment Services: Resume Development, Job Search Skills, Job interviews

Nutrition and snacks: Residents provide input to menu planning and in-home activities and chores. A Registered Dietician reviews each menu plan making modifications where appropriate and in accordance with food service budget.

Transportation: Attain operates a fleet of mini-vans, passenger vans and automobiles for the purpose of transporting Attain's residents and/or for community individuals with DD who participate in Attain's Adult Day Training Programs. Each Home is assigned its own van and licensed driver who is an Attain employee.

3. Applicant Information

a. Provide the Contact Person information requested below:

First Name: Craig
Middle Initial: A.
Last Name: Cook PhD.,
Street Address: 2710 Staten Avenue
City: Orlando
State: Florida
Zip: 32804
Telephone: 407- 965-3055
Facsimile: 407-248-0109
E-Mail Address: ccook@myattain.org
Relationship to Applicant: Executive Director

At a minimum, the name and e-mail address must be provided.

b. Provide the Applicant entity's name:

CRYSTAL LAKES SUPPORTIVE ENVIRONMENTS INC. dba ATTAIN INC.

(Notes: The site control documents, when submitted, must reflect this name. No more than two (2) Applications may be submitted by the same Applicant entity.)

(1) Provide the 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 as **Attachment 2**.

(2) The Applicant entity's primary mission:

(a) 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, as **Attachment 3,** 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 2013 tax year.

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

To demonstrate that, since February 1, 2016, or earlier, the Applicant entity's primary mission includes serving Persons with Developmental Disabilities, Applicants proposing Community Residential Homes must provide, as **Attachment 3,** 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 2013 tax year; or (iii) a copy of the Medicaid Waiver Services Agreement demonstrating that the Applicant is an iBudget Waiver provider for Residential Habilitation.

(3) Provide evidence that the Applicant is a legally formed entity qualified to do business in Florida as of the Application Deadline as **Attachment 4**.

c. Does the Applicant entity consist of both Non-Profit and for profit entities?

(•) Yes ( ) No

If Yes, answer questions (1) and (2) below.

(1) Does the Non-Profit Applicant entity own at least 51 percent of the ownership interest in the Development?

(•) Yes ( ) No

(2) Will the Non-Profit Applicant entity receive at least 50 percent of the Developer overhead?

(•) Yes ( ) No

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

As further explained in Section Four, A.4. of the RFA, describe the Applicant's or management company's experience in operating and managing Permanent Supportive Housing, including performing operations and management functions specific to the needs of the intended Residents described in question 2. above. 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. The Applicant's description(s) is limited to no more than four (4) typed pages within the text box below.

OPERATION AND MANAGEMENT EXPERIENCE IN SUPPORTIVE HOUSING

For the past 29 years, Attain Inc. (Attain) has demonstrated a successful track record in the acquisition and renovation of an existing residential property to serve individuals with DD. Attain is licensed by the Agency for Persons with Disabilities to support persons with developmental disabilities in community residential homes. Attain currently provides residential habilitation services to persons with DD at 13 properties in Orange County and two properties in Seminole County, Florida. The total number of individuals with DD currently served in its residential homes with community-based services is 90. Attain also operates educational programs for individuals with DD at its own Adult Day Training School, located at 2710 Staten Ave., Orlando, Florida, at the same location as the Administrative Offices.

Craig A. Cook, Ph.D. is the Executive Director of Attain. Dr. Cook was hired by Attain, Inc. in 2005 as Executive Director in order to partner with the Orange County Agency for Disabilities' Area 7 office to expand Attain, Inc.'s capacity to meet the Agency's need for residential habilitation services for persons with developmental disabilities living in Orange County.

Dr. Cook has over 30 years of experience with organizations that support people with developmental disabilities, including autism and Down syndrome. Dr. Cook is responsible for the day-to-day operations of the organization and reports directly to the Board of Directors. Dr. Cook's experience includes directing residential programs, intensive educational programs, vocational and day services, along with applied behavior analysis services.

Dr. Cook is a Board Certified Behavior Analyst (see www.bacb.com for more information). He received his undergraduate degree from St. Cloud State University in Psychology, with an emphasis in Applied Behavior Analysis. He received his Masters of Science degree in Behavior Analysis and Therapy with an emphasis on developmental disabilities. He received a doctorate degree from the University of Central Florida in Public Affairs with an emphasis in organizational behavior management and organizational leadership.

Previous to his employment with Attain, Inc., Dr. Cook served as Executive Director of the former Threshold, Inc., where his experience included securing funding from the CBDG and Federal Home Loan Bank programs for low-income housing. Threshold, Inc. applied for and received an approximately $380,000 grant from the Federal Home Loan Bank to renovate a 3,000-square-foot home for nine individuals with developmental disabilities. The house is located at 3550 N. Goldenrod Road in Orlando, Florida. Dr. Cook was responsible for selecting contractors for this project through a competitive bidding process and served as project manager for the renovation of this property. The project was completed on time and within the budget. In 2003, Dr. Cook applied for and received an $180,000 grant from CBDG from Seminole County to purchase and manage another property to serve as a home for six individuals with developmental disabilities.

In 2006, Dr. Cook identified the first expansion project for Attain and selected the residential home through a rental agreement. The renovations made to the house included adding Fire, Life and Safety systems (i.e., fire panel and sprinkler systems) and special wall and window protection to accommodate persons with special needs. Dr. Cook served as manager of the rental property with the responsibility of overseeing all activities involving this property, including the renovation and ongoing maintenance.

DEVELOPMENT ACCOMPLISHMENTS/LOCAL IMPACT

In 2017, under the continued leadership of Dr. Craig Cook, Executive Director, Attain was the recipient of a $417,000 grant from the FHFC for the acquisition and rehabilitation of a home in Orange County. In 2016, Attain was the recipient of a $392,000 grant from the FHFC for the acquisition and rehabilitation of a home in Seminole County.

In 2014, Attain was the recipient of a $208,989 SHIP Grant from the City of Orlando which provided funds to renovate four properties and increase the number of bedrooms/bathrooms in the home to six bedrooms and three bathrooms as well as other upgrades and renovations. Thus, each resident was able to have their own bedroom following the renovations.

In late 2013, Attain developed a home at 70 Avalon Ct in Casselberry, FL licensed by the Department of Children and Families to support foster children with DD. The home has a capacity for six girls who are in need of more appropriate residential placement and services.

In 2012, Attain received a grant from the Department of Transportation to purchase five passenger vans to serve individuals with DD. The same year, Attain also relocated its support staff and Integrated Adult Day Training program to a new facility at 2710 Staten Road, Orlando, FL 32804. The leased 6,370-square-foot facility increases the capacity for Attain's ongoing growth.

In 2009, Attain, Inc. received over $850,000 from the City of Orlando through the Neighborhood Stabilization program to purchase four (foreclosed) single-family homes and renovate them for supportive housing for individuals with DD, thus expanding Attain, Inc.'s capacity to serve its target clientele.

In 2008, Attain, Inc. acquired a new therapy dog, Gallagher, who went through a two-year training with New Horizon Services and he assists the Attain Behavioral Support Team in working with clients.

Prior to 2006, Attain, Inc. operated as Crystal Lake Supportive Environments, Inc. (dba Attain, Inc.). In 2006, the name was officially changed to Attain, Inc. to better communicate its diversity of services for persons with developmental disabilities.

Attain, Inc. serves 90 persons with developmental disabilities at the following locations:

LEASED PROPERTIES:

2006 E. Harding St., Orlando, FL 32806 (2,100 sq. ft., 5 occupants)

2515 Marlboro Street, Orlando, FL 32806 (1,346 sq. ft., built in 1941, 6 occupants)

3336 Summerlin Avenue, Orlando, FL 32806 (1,684 sq. ft., built in 1975, 6 occupants)

4409 Wayfarer Place, Orlando, FL 32806 (1,926 sq. ft., built in 1965, 6 occupants)

2428 Conway Gardens Road, Orlando, FL 32806 (1,750 sq. ft., built in 1950, 6 occupants)

5008 Briar Oaks Circle, Orlando, FL 32808 (2,288 sq. ft., built in 1984, six occupants)

5184 Tallow Wood Court, Orlando, FL 32808 (2,345 sq. ft., built in 1981six occupants)

4565 S. Lake Orlando Parkway, Orlando, FL (3,295 sq. ft., built in 1979, six occupants)

514 Ventura Avenue, Orlando, FL 32805 (1,708 sq. ft., built in 1954, 6 occupants)

70 Avalon Court, Casselberry, FL 32707 (2,013 sq. ft., built in 1972, 3 occupants)

OWNERSHIP PROPERTIES:

5172 Neponset Avenue, Orlando, FL 32806 (1,774 sq. ft., built in 1988, 6 occupants)

5114 Barnegat Point Road, Orlando, FL 32808 (1,570 sq. ft., built in 1982, 6 occupants)

4635 Carmel Street, Orlando, FL 32808 (1,278 sq. ft., built in 1975, 6 occupants)

1386 Ayerswood Court, Winter Springs, FL (2,500 sq. ft., built in 1980, six occupants)

5829 Satel, Orlando, Fl 32810 (5,200 square foot, built in 1960, with 5 bedrooms, 5 baths)

STAFFING: Attain, Inc. has 230 employees, including: 9 Behavior Analysts, 15 Program Coordinators/Managers and 185 Direct Support Professionals as well as a Finance Manager, AR/AP Specialist, Director of Residential Services, Director of Operations, Property Maintenance Specialist, Healthcare Specialist, and RN Nurse Consultant. Attain, Inc. also provides a tool-equipped van for the Property Maintenance Specialist on Duty.

NEW DEVELOPMENT CRITERIA: Attain conducts a comprehensive assessment of available properties prior to acquisition to identify the specific property based upon purchase price and terms, cost effectiveness and efficiency of required and desired renovations to meet local, county and state regulations as well as to meet the grant funder's requirements.

Attain is prudent and meticulous with its property renovations and upgrades and has developed working relationships with local contractors who understand the high grade of materials and supplies required to prepare the homes for homeless adults/children with developmental disabilities, and who are dependable in completing the work in a timely manner. Attain has placed certain requirements of its own on the modifications that must be performed in each new residence to meet the highest level of safety, comfort and long-term use by the population of individuals with DD who are served.

FINANCIAL CONTROLS: Attain has the systems and expertise to conduct financial reporting, including revenue and expense, balance, and cash flow statements on a monthly, quarterly, annual or year-to-date basis. Attain prepares budget projections annually along with projections of utilization of services by program.

DEVELOPMENT PARTNER: Attain has developed a successful, collaborative relationshp with Corinthian Builders, Inc. (CBI) over the past seven years. If a grantee, CBI will assist with the renovations of this new Development. Founded in 1996, CBI is a Sanford-based general contractor with extensive construction, design and construction management experience. For over 20 years, Corinthian Builders, Inc. has worked extensively in the affordable home market in Central Florida, including projects funded by various local, state and federal support programs (including HUD). CBI has provided and implemented several residential design plans that local communities have adopted as standards for their Housing Departments.

CBI completed renovations to four homes for Attain under the City of Orlando Neighborhood Stabilization Program (NSP) consisting of complete renovations to accommodate residents with special needs, including accessibility, energy and safety upgrades. CBI has since completed renovations to 8 of Attain's most recently acquired and rehabbed Community Residential Homes.
CBI is an approved builder for construction/reconstruction with Orange County for NSP, State Housing Initiative Partnership (SHIP), Community Development Block Grants (CDBG), and the HOME block grants program with contracts renewed since 2007 as well as a successful bidder on renovation projects.

CBI's key personnel have over 70 years of combined experience, including Design/Build for both residential and commercial. They are well versed in construction practices and governing laws, contract negotiations, estimation, project planning and management, workplace safety, energy and conservation methodology. They also have extensive experience with planning and zoning. CBI's subcontract forces / suppliers are well aware of the necessity to provide quality and economy into their services. CBI has sought out and maintained good working relationships with first-rate firms and is proud to incorporate them into its diverse array of building experts for products and skilled services.

In addition, CBI has incorporated a number of minority- and women-owned businesses into its pool of trade partners.

5. General Development Information

a. State the name of the proposed Development:

Attain's 2017 Community Residential Home #1

b. Indicate the county where the proposed Development is or will be located:

Orange

c. All Applicants must select the Development Category of the proposed Development:

(1) **New Construction or Acquisition/Rehabilitation Developments**. Select (a) or (b) below.

○ (a) New construction of a Development, which may include demolition of existing structures/residences. If selected, and if the Applicant states that the proposed Development involves demolition at question (3) below, the proposed Development will qualify for an additional $10,000 added to the Maximum Eligible Funding Award Amount, as described in Section Four, A.10.b.(4) of the RFA.

◉ (b) 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.

OR

○ (2) **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.

(3) If question (1)(a) is selected above, does the proposed Development involve demolition?

○ Yes ◉ No

(a) If "Yes", the Maximum Eligible Funding Award Amount will be increased by $10,000 and the Applicant must answer the following question.

◉ (i) The existing structure is not an occupied, existing Community Residential Home or Supported Living Unit.

○ (ii) The existing structure is an occupied, existing Community Residential Home or Supported Living Unit that will be demolished in order to build a new Community Residential Home or Supported Living Units that are better able to serve the needs of existing Residents. This will require a Tenant Relocation Plan, which has been described at (b) below.

(b) Tenant Relocation Plan

As further explained in Section Four, A.5.c.(3) of the RFA, if the Applicant states at question 5.c. above that the proposed Development involves demolition of an occupied, existing Community Residential Home or Supported Living Unit, the Applicant must detail how the temporary and permanent relocation will be handled. The Applicant's description(s) is limited to no more than four (4) typed pages within the text box below.

Not Applicable

d. Development Location:

If **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.

If **Renovating Existing Units that Are Occupied by Persons with Developmental Disabilities**, 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.

Not applicable

e. Indicate whether the proposed Development is a Community Residential Home or whether it consists of Supported Living Units.

◉ Community Residential Home ○ Supported Living Units

If proposing a Community Residential Home, will the Community Residential Home qualify as an Intensive Behavior Community Residential Home as described in Section Four, A.5.e. of the RFA?

◉ Yes ○ No

If "Yes", provide, as **Attachment 5**, the Provider Status for Behavior Focus and Intensive Behavior Residential Habilitation document signed by the Agency for Persons with Disabilities.

f. If Supported Living Units, select the Development Type(s) of the proposed Development.

☐ Single Family
☐ Duplex
☐ Triplex
☐ Other structure, up to six (6) units

g. If Supported Living Units, is the Applicant proposing to develop Shared Housing, as defined in Exhibit C?

○ Yes

◉ No

○ The Development consists of both Shared Housing Units and non-Shared Housing Units

h. If the Applicant is proposing a Community Residential Home or a Supported Living Unit(s) that is Shared Housing, how many total Residents, as defined in Exhibit C, *will be* living in the proposed Development? Six

i. If Supported Living Units, how many total Units are in the proposed Development? Not applicable

j. If the Applicant is proposing Renovation of a Community Residential Home, and is proposing to add Bedrooms to the Community Residential Home, how many Bedrooms are being added? 1-3

k. If the Applicant is proposing to add Bedrooms to a Community Residential Home and provided the number of Bedrooms in question j. above, is the Applicant also proposing to add bathroom facilities to the Community Residential Home?

◉ Yes ○ No

6. Set-Aside Commitments requirements are stated in Section Four, A.6. of the RFA.

7. Required Design and Construction Features requirements are stated in Section Four, A.7. of the RFA.

8. Resident Community-Based Services Coordination requirements are stated in Section Four, A.8. of the RFA.

9. Access to Community-Based Services and Resources (Maximum 60 Points):

As specified in each section below, provide a description of the Applicant's plan to provide access to general community services including retail stores, recreation venues, and educational opportunities, as well as specific supportive services and resources that address the needs of the intended Residents, including healthcare centers and job-skills programs.

All Applicants proposing Community Residential Homes may be awarded points for providing information regarding access to community-based services and resources outlined in a. below.

All Applicants proposing Supported Living Units may be awarded points for providing information regarding access to community-based services and resources outlined in b. below.

a. Applicants proposing Community Residential Homes:

(1) Private Transportation for Residents of Community Residential Homes (Up to 24 points)

As further explained in Section Four, A.9.a.(1) of the RFA, Applicants proposing Community Residential Homes may also be awarded up to 24 points by providing a description of the private transportation services that are offered.

The Applicant's description(s) is limited to no more than four (4) typed pages within the text box below.

PRIVATE TRANSPORTATION FOR RESIDENTS OCCUPYING ATTAIN'S HOMES

Reliable and save transportation is critical for offering individuals with DD the opportunity to sustain a high quality of life with access to community resources on a daily basis. The population served by Attain rely on our private transportation services for the majority of their trips away from the residence. Most also require the supervision of our trained staff when out in the community. Some residents are able to achieve a level of independence whereby they can take public transportation to and from work, school, or other activity if approved by the Residential Case Manager.

Attain strives to be as efficient as possible in its transportation services and prioritizes grouping trips and multi-loading whenever feasible. With all our vehicles we make over 275 passenger trips per day on an average and leverage our fleet resources so that the vehicles are used in a responsible manner.

Attain's total transportation service provides on average 100,000 one-way trips per year (200,000 miles annually.) Attain currently provides service to 90 individuals with developmental disabilities who reside in Attain's residential properties, Sunday through Saturday, from 8:00 a.m. to 8:00 p.m. Our routes are all within the Central Florida geographic area. Attain also has established emergency protocols to serve its residential clients in the evening hours, as needed.

One Van per Home:

Each of Attain's residential homes for individuals with DD has a 10 to 15 passenger van assigned to a home. Residents use Attain's transportation services for appointments with doctors, health care providers, mental health agencies, social service agencies, and special field trips designed for learning and behavioral training in life's normal activities and social settings.

Attain currently operates 15 residential group homes for individuals with DD located in Orange and Seminole Counties. Attain also operates an Adult Day Training program designed to increase an individual's capacity for community socialization, improve positive behaviors with staff and peers, and expand an individual's participation in a variety of meaningful activities to enjoy a better quality of life.

A Residential Manager is assigned to each group home to supervise the residents and all their activities throughout the day. A multi-disciplinary team of Attain staff provide the support necessary to allow the 6 residents to live in a comfortable, safe, and enjoyable place that residents can truly call "home."

Of Attain's 230 employees, 160 of the employees are trained as drivers.

Safety Procedures:

Attain's Operations Manager supervises the training, administration, maintenance and management of all Attain's vehicles utilized in transporting clients throughout the community. All employees who are assigned transportation responsibilities are required to complete Attain's Safe Driving Training course as a part of their new hire orientation, as well as annual refresher courses. The Safe Driving Training is a one hour course which includes hazard identification, accident avoidance, operational procedures and safe driving tips. This training includes safe

boarding and unloading of passengers with disabilities, hazard identification, defensive driving techniques and accident procedures. Attain does not have wheelchair lifts on their vehicles.

Attain's Executive Director is responsible for securing, maintaining and renewing insurance coverage and vehicle registration for all Attain's vehicles.

Attain's staff drivers are not required to carry the Commercial Driver's License to drive our commuter vans. It is not a Department of Motor Vehicle requirement for the vehicles we use. Attain is drug free work place with policies that have been established in accordance with 49 C.F.R. Part 29, which includes a substance abuse management and testing program in accordance with 49 C.F.R. Parts 40 and 655.

Attain operates its vehicles in accordance with the Florida Department of Transportation and has an TransportationSystem Safety Plan which has been developed and adopted to comply with F.A.C.14-90 establishing safety standards that meet the requirements of this rule for the commuter van passenger operators.

Fleet:

Attain has a fleet of 23 passenger vehicles to serve its 90 individuals with DD who are resdients in Attain's Community Residential Homes. Currently, Attain uses a variety of vehicles to provide passenger services to include: mini-vans, passenger vans and automobiles Attain will be seeking replacement of older vehicles on an ongoing basis through funding from FDOT, and also, it will seek funding for the acquisition of new vehicles as needed to supply its residents with transportation.

Each vehicle is equipped with a Drive-Cam and Attain maintains a subscription to the video-GPS-security system for the safety of its drivers and passengers. Drivecam utilizes a GPS recorder system for driver safety and fleet management. The GPS recorder captures risky driving behavior and provides eight seconds of video prior to an incident and 4 seconds after the incident.

Drivecam provides video of what the driver sees and the interior of the vehicle, and indicates the G–force the vehicle is experiencing, vehicle locations, and vehicle speed and direction. In addition, the Drivecam system reports risky driver behavior that will trigger incidents such as sudden acceleration, sudden braking, sudden evasive driving, impact, speed, and travel outside of the Geofence area. Drivecam engages drivers in continuous skill improvement by capturing data and evidence of poor driving behavior, and uses data to identify the riskiest drivers to develop and prioritize a coaching plan. It also provides data to reward safe drivers for their performance.

A remote communication system allows the vehicle driver to contact the central office and/or the dispatch coordinator should a problem or emergency arise.

Maintenance:

Vehicle maintenance on all of Attain's passenger vans is provided by Advanced Automotive Works, 2325 N. Orange Blossoms Trail. Orlando, Florida 32804, (407) 647-6351. Their staff is highly experienced in working on commercial passenger vehicles and in meeting FDOT's vehicle

maintenance requirements. Maintenance technicians employed by Advanced Automotive Works all have many years of experience working on commercial passenger vehicles. All maintenance on the vehicles is performed using the FDOT District 5 Preventative Maintenance Program Template provided by the district, which conforms to the State Vehicle Maintenance Guidelines set forth in the FDOT Preventative Maintenance Guidelines document.

Our agency does not lease any vehicles to private contractors and all transportation services are provided via Attain's own in-house trained staff.

Trip Log:

A Trip Log is completed by the driver staff for every trip made. Any incidents or concerns involving clients during trips are recorded by staff in CareTracker. CareTracker is an easy to use touch-screen computer system that collects all types of supportive documentation and is updated throughout the day by all Attain's Resident Support staff, appropriate to their care and responsibilities for assigned residents.

Metric Data:

Transportation services provided by Attain are for all clients who qualify to be admitted into Attain's Community Residential Homes and, also, the Adult Day Ttraining programs. Attain's service incorporates documentation of each door-to-door transport and a wide range of trips for purposes such as:

* medical appointments, health, fitness and nutritional services,

shopping, social service, training, employment, and recreational activities.

Attain, Inc. provides training for residents use of public transporation. All Attain residents have access to LYNX, taxis and bus and/or train transportation, if needed, to attend their healthcare appointments. Attain's staff also accompany and supervise the residents who use the alternate community transportation resources, as needed.

(2) Access to Groceries, Education, Household Shopping, and Employment for Residents in Community Residential Homes (Up to 12 Points)

As further explained in Section Four, A.9.a.(2) of the RFA, describe the general community-based services and resources that will be accessible to Residents, such as shopping for groceries, medicine, clothing, and other household and personal items.

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ACCESS TO GROCERIES, EDUCATION, HOUSEHOLD SHOPPING AND EMPLOYMENT

Although Attain has not yet identified the proposed identity of the Community Residential Home #1 in Orange County, Attain has established criteria and standards of community resources that it desires to be in close proximity to each residential home for individuals with DD.

Each of Attain's Community Residential Homes must be close to grocery and clothing stores for shopping; education and employment agencies; community recreational centers and/or athletic fields, skating, bowling, movie theaters, etc.l and medical/pharmacy services.

Attain will choose the residential property based upon its successful experience with acquisition and rehabilitation and its preference for certain characteristics of the proposed property that will support the residents' needs and preferences for living the best life that they can. Attain first looks for homes that meet the following criteria:

1. Location is in a quiet residential neighborhood;

2. Neighborhood has amenities such as a park, small lake, trees, sidewalks, etc.;

3. Preference is given to a home that is within walking distance to convenience stores and/or grocery markets, and/or will have other shopping retailers within a 1/2- to 3-mile radius;

4. While each home has its own vehicle operated by Attain staff, the property location is desireable if within walking distance to public transportation; and

5. The property is not located on a high-traffic road.

One of the learning exercises that assists the residents in preparing for an outing occurs daily in the morning when the staff and residents have "Stand Up" meetings. The purpose of the morning meetings is to communicate each resident's assignments, doctor's appointments, identify needs related to supplies and maintenance for the home, assign task responsibilities to specific staff members, and outline the day's activities of each resident in the home.

Residents are provided a completely furnished home with comfortable furnishings and kitchen appliances. Attain provides items for use in the home, including cooking utensils and cookware; bed linens, blankets and towels; toiletries, detergents and laundry supplies; and common household appliances for hygiene and daily living (washing machine, dryer, vacuum cleaner, iron, etc.

Each resident may have their own preferences for clothing, shoes, room décor, disposable items used around the home that are best suited to their needs. Residents in the new residential home will have a variety of stores and retail shops from which they can choose to go shopping.

SHOPPING The Residential Coordinator schedules regular shopping visits for groceries and clothing coordinated with each resident's preference and daily schedule.

The specific stores preferred include:

Walmart Neighborhood Market, Walmart Supercenter. Family Dollar and Dollar General stores, Community thrift stores, Kmart, Target, unique specialty clothing stores, community malls.

SCHOOLS

Attain seeks to operate the new residential home in a neighborhood that is in close proximity to both middle and high schools as well as schools that provide special education for adults with developmental disabilities and/or higher education community colleges or vocational schools. Attain currently holds a contract with Orange County and Seminole County public school systems for access and coordination of its residents' education. Attain also collaborates with the Childhood Development Center (Intensive Educational Applied Behavior Analysis School), Lodestone Academy (A Behavior Analytic School), Charter schools and vocational rehabilitation centers.

The Residential Care Team with the individual and family/guardian assigned to each home coordinates the schedule of community-based services with school meetings, such as IEP meetings, parent-teacher conferences, etc. to discuss and develop strategies when there are problem areas in school as well as school-to-work transition plans. The transition plan helps the student to set goals for obtaining employment and achieving a level of independence appropriate to each person's individual capacity to do so.

EMPLOYMENT

Attain advocates for its residents to establish goals for employment, when appropriate, which can further the level of independence and quality of life. Thus, to promote successful employment outcomes, Attain facilitates access to job preparedness, employment agencies, and ongoing employment support for individuals with DD, such as: Quest, CareerSource of Central Florida, Primrose Center, Inc., and the Department of Vocational Rehabilitation to promote successful employment outcomes.

SOCIAL/RECREATIONAL ACTIVITIES

All Attain's residents' participate in the neighborhood and greater community field trips – going for walks, visiting neighbors, accessing the library, or going to the grocery store or shopping mall – are part of the normal routine of life as directed by each resident's person centered plan. Staff members work to ensure each planned activity is a valued experience for both the residents and others in the community with whom they interact. The resident's planned activities each day are in agreement with the respective resident's Behavioral Support Plan and the Implementation Plan developed with each resident's expressed input to support his or her needs, interests and goals.

Residents may attend the Neon Club every other Friday for social activity. The Neon Club is hosted by the City of Orlando Parks and Recreation Division to provide recreational activities, dancing, and social environment for people with developmental disabilities. Residents may attend the Special Olympics for athletic competition, socialization and recreation.

RESIDENT CENTERED FOCUS:

As part of our supportive efforts, and in accordance with Florida Medicaid Waiver Residential Habilitation service requirements, Attain's Residential Care Team records and tracks data regarding each resident's choices (food, outings, preferences, etc.); how the individual exercised his or her rights (privacy, religious, unrestricted communications, etc.); incidental teaching (learning a new leisure activity, preparing a meal, etc.); and signs of illness. The data is monitored for compatibility with the Resident's Support Plan.

Attain's Adult Day Training Center (ADT) provides resident exercises that develop the individual's skills to support their community inclusion activities and personal development. ADT's Community-based instruction focuses on four goals:

1. Increasing participation, 2. Increasing independence, 3. Increasing social skills, and 4. Overcoming problem behavior.

The planned activity is typically created in the context for community-based instruction. The planned activity may be a pre-defined, valued activity chosen from a binder of valued activities developed for the specific residential group home. Community-inclusion planning is planned in advance by the Resident Care Team. Program Coordinators, Direct Support Professionals and the resident are all included in the choosing, planning and coordinating of community inclusion opportunities. A monthly calendar is posted in each home to keep track of the monthly scheduled outings.

CHOOSING ACTIVITIES

Attain's staff are given the guidelines relevent to supporting person centered choices that will create opportunities for choice and community inclusion and that are safe and valued for our residents:

1. The activity must be one that will benefit the residents, either as a learning experience, for enjoyment or for recreation and leisure. "Van rides to nowhere" are not valued experiences as part of community inclusion. The outing must have a planned, meaningful outcome.

2. The activity cannot involve going to the staff member's private residence or to a private residence of a staff member's friend. The activity cannot involve Attain's residents going to private residences, even if just to pick up or drop something off. The Executive Director or Director of Residential Services can make a special exception if it is clearly demonstrated to be safe and beneficial to the resident.

3. The activity should be "appropriate" for the residents to attend based on their person centered plan. When choosing an activity for community inclusion, attention should be placed on the age appropriateness of the activity, the length of the activity, the setting of the activity and the materials/supplies needed to successfully complete the activity.

4. The environment needs to be safe and free of hazards. The activity/environment should not be one that causes the residents to be vulnerable, ridiculed or endangered.

5. Program Coordinators must approve all community-based outings. They are responsible to make sound decisions regarding staffing, safety, appropriateness, etc.

6. A Community Inclusion Form is completed detailing the outing and submitted to the Residential Coordinator for approval.

7. Staff members must check that there is adequate fuel in the vehicle before taking residents on an outing.

COMMUNITY-INCLUSION:

Attain encourages regular community inclusion for all residents. All residents should participate in at least four community inclusion activities per month. There is no maximum number of times a resident may be in the community.

PREPARATION FOR A COMMUNITY-INCLUSION ACTIVITY:

1. The necessary materials and supplies needed for the outing are gathered and organized to ensure a successful outing. Examples of supplies include food, sun screen, insect repellent, medications and fluids.

2. Resident Care Supervisors are responsible for ensuring that the specific medication administration needs have been addressed before allowing the staff and residents to leave on an outing. This may include administering the medications prior to the outing and/or taking the medications on the outing for later administration.

3. Staff members are to follow the resident's level of supervision as stated in their Behavioral Support Plan (BSP) for when they are in the community. Typically, a resident's level of supervision is within the line of sight while in the community.

4. Attain's staff members implement the strategies as specified in the resident's BSP as necessary while on the outing. If a resident exhibits major problem behaviors on an outing, staff must follow the interventions outlined in the individual's BSP, which may include returning the resident to his or her group home immediately. Staff must exercise good judgment in deciding when to terminate a community outing to ensure others are safe.

(3) Access to Specific Healthcare and/or Supportive Services Needs of Intended Resident in Community Residential Homes (Up to 24 Points)

As further explained in Section Four, A.9.a.(3) of the RFA, describe access to community-based resources and services to address the specific healthcare and/or supportive services needs of each intended Resident described in question 2. of Exhibit A, including, but not limited to, health and dental care, wellness programs, supported living coaching, counseling, and education or training.

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HEALTH CARE NEEDS OF INDIVIDUALS WITH DEVELOPMENTAL DISORDERS

People with learning disabilities have ordinary health care needs similar to those of the rest of the population and the same rights of access to health care services. Moreover, sustaining their health and disease prevention are often more challenging than the average person. Placing an individual with DD in a residential home, such as those homes operated by Attain, gives such an individual a wealth of services and resources for achieving optimum health.

Each individual with DD who resides in on of Attain's residential homes has access to a comprehensive range of services that involve a network of healthcare providers, including primary care physicians, medical specialists, behavior analysts, psychiatrists and other licensed mental health providers, physical and occupational therapists, dentists, lab services, hospitals, community health agencies, etc. Some of these healthcare professionals provide on-site care at the home of the resident when appropriate.

Nutrition is a critical element to the short-term and long-term health of individuals with DD. Each of Attain's residents has access to nutrition professionals who from the first day sit down with the resident. The nutrition professional guides the resident in planning a weekly menu of nutritional foods. The resident is also instructed on the importance of regular, balanced daily meals and healthy snacks and fluids.

To help an individual with DD to live a healthy life, it isn't just about the healthcare. It's about building the individual's self-esteem to go about their daily activities with confidence and to demonstrate ongoing improvement in any physical, sensory, psychological or social, etc. area that would otherwise impede their quality of life if not corrected. Attain has outlined a few of those obstables below that must be overcome. It is important to understand the thoroughness of the assessments performed at intake that play a key role in the overal improvements an individual with DD can make in regards to their health and healthy behaviors.

LEARNING AND COMMUNICATION DIFFICULTIES

Often, the individual with DD may not grasp the significance of a healthy lifestyle and the importance of health screening or recognize symptoms or signs of ill health. This can lead to failure to cooperate with staff members of Attain's Interdisciplinary Team in following a healthy lifestyle. When the person has ill health, he or she may not bring this to the attention of others because of failure to realize the significance of symptoms or because of communication difficulties.

In addition to ordinary health care needs, people with learning disabilities may have greater health care needs from specialty areas of medicine than the general population. They have higher rates of general health problems, mental health problems, epilepsy, sensory impairment, cerebral palsy and other physical disabilities. They need assistance with personal growth and development, and many syndromes and genetic and chromosomal causes of learning disabilities carry particular health risks.

Attain's Interdisciplinary Team to be assigned to the new residential home will have the training and experience to ensure that individuals with DD have opportunities to learn about their health and that information is provided in ways that take communication difficulties into account.

Attain will look for its new home in neighborhoods that will be located within a convenient travel distance to optimize access to off-property healthcare services and supportive service needs such as community providers of education and workforce training, a job placement center and/or government benefit agencies.

HEALTHCARE COORDINATION

For all Attain residents living in the organization's group homes, in-home healthcare services are coordinated with established healthcare providers, including primary care physicians, specialists, psychiatric services, physical occupational therapists, lab services, etc.

Accessing medical services. A Registered Nurses is on call 24 hours each day to address a medical concern that may be observed or expressed by an individual with DD in Attain's residential homes. An LPN nurse schedules routine, follow up and as needed medical appointments primary care physicians, dental, vision, psychiatric or other specialty care that the individual may need. The individuals see the medical professionals of their choosing. The LPN prepares a medical appointment form, continuity of care record, and medication administration records to accompany the individual to the appointment. The Residential Program Coordinator supports the appointment by planning transportation to and from the appointment. The appointment will be documented on the medical appointment form and become part of the individual's medical record.

Attain ensures that regular health (including dental and sensory) checks are performed to detect problems by symptom screening and physical examination. This is conducted weekly or as needed by Attain's Interdisciplinary Team and through the annual appointments each resident attends with their primary care physician, mental health provider and dentist. All treatments – medical and non-medical – are documented as appropriate by each member of the Interdisciplinary Team who is monitoring the individual with DD at any time. The frequency of this monitoring is individualized to the resident's specific needs. Documentation includes monitoring a resident's progress, treatment-associated medical conditions, specific challenges or barriers to the resident's access to care, and any communication that occurs to inform family or legal guardians about medical tests, interventions and progress of the resident.

Attain's Director of Operations oversees procedures and practices related to the coordination of healthcare services for Attain's residents. The Director of Operations will schedule appointments and follow ups and communicate any additional requirements to the Director of Residential Services and Program Coordinators for each residential home.

All medical and non-medical treatments are documented upon every visit. The care occurs under the supervision of a medical professional, such as a psychiatrist, general or developmental pediatrician or pediatric neurologist, with expertise in working with children or adults with developmental disabilities. It includes monitoring a individual's progress, treating associated medical conditions, assisting the family in investigating and accessing appropriate medical and other interventions, and keeping the family informed about new medical tests and interventions. After the appointment(s) have been scheduled, the Director of Residential Services and Program Coordinators are responsible for the coordination of the transportation, staffing and essentials needed for each healthcare appointment on property or off-site. Medical appointments are documented on Attain's Medical Appointment Form.

MAJOR HEALTHCARE PROVIDERS IN ORANGE COUNTY: The hospitals in closest proximity to Attain's 15 Community Residential Homes in Orange County are:

Orlando Regional Medical Center, Orlando

Health Central, Ocoee

Arnold Palmer Hospital for Women and Children

Florida Hospital, Altamonte and Florida Hospital, Princeton

Winter Park Memorial Hospital

There are also a number of Urgent Care Medical Centers, such as, Centra Care, Urgent Care, and Florida Hospital Walk-in Clinics.

Also, Attain utilizes pharmacies such as CVS, Walgreens and Colonial Pharmacy and Publix pharmacies as appropriate. Also, the Florida Department of Health in Orange County provides quality healthcare, collaborating with community partners and ensuring access to healthcare including Clinical and Nutritional Services, Wellness Programs, Preventative and Emergency Dental Care, etc.

AUTHORIZATION AND CONSENT FOR MEDICATION ADMINISTRATION:

The individuals with DD served in Attain's residential homes are often taking one or more medications. The administration of medications is supervised and coordinated by Attain's Registered Nurse and in collaboration with the Resident Care Manager at each Attain property location. Thus, each resident must have an Authorization for Medication Administration Form completed annually by a physician, physician's assistant, or Advanced Registered Nurse Practitioner licensed to practice in the State of Florida. Additionally, each resident must have a Consent to Medication Administration – Annual Form completed by the resident or the resident's authorized representative. Attain's residents' need for assistance with medication administration or ability to self-administer medication without supervision must be documented by the resident's physician, physician assistant, or Advanced Registered Nurse Practitioner on an Authorization for Medication Administration Form.

Employees of Attain, Inc. are not authorized to administer medication or assist a resident with self-administration of medication unless they have completed the medication administration training course and obtained a current validation. Attain will limit employees' assistance to the minimum amount necessary to ensure proper administration or self-administration of the medication while preserving the resident's independence.

INTENSIVE BEHAVIOR AND BEHAVIOR FOCUS RESIDENTIAL HABILITATION SERVICES

In order to address each of the individual's needs when he or she is placed in a residence operated by Attain, the individual with DD will undergo a comprehensive assessment by Attain's Interdisciplinary Team composed of a Program Coordinator, a Behavior Analyst and other healthcare specialists as deemed appropriate for the individual at the initial intake. Attain's

Program Coordinators have between 3-10 years of experience supporting people with developmental disabilities.

Attain's Behavior Analysts have, on average, 10 years of experience supporting people with developmental disabilities. Attain hires staff who are trained in the areas of Resident Rights, Behavior Management, CPR, First Aid, Medication Administration, person-centered planning and much more. Every member of the Attain, Inc. staff undergoes a criminal history background check and driving record check. Our staff are dedicated and committed to providing quality services and are eager to help meet the needs of the individuals we serve.

FUNCTIONAL ASSESSMENT

The residents will undergo a functional assessment, which may include comprehensive record reviews, indirect assessments (structured interviews with primary care givers), direct assessments (direct observation and analysis of the relevant antecedent, behavior, and consequences), and functional analysis (systematic environmental manipulations). The functional assessment also includes related medical assessments to determine if there is a medical condition that may be related to the occurrence of problem behavior.

BEHAVIORAL SUPPORT PLAN

A resident's Behavior Support Plan will be developed based on the results of their functional assessment (defined above in this section). The Behavior Support Plan includes antecedent manipulations, replacement behaviors (social skills, functional communication training, tolerance training, and increasing participation in the normal routines of life), and consequence-based interventions including crisis intervention strategies. Attain's Behavior Analysis Services are in accordance with strict regulatory codes. In Florida, behavior analysis services are provided to individuals with DD by persons who are certified as behavior analysts consistent with section 393.17, Florida Statutes; and Chapter 65G-4, Florida Administrative Code.

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)

As further explained in Section Four, A.9.b.(1) of the RFA, describe the general community-based services and resources that will be accessible to Residents, such as shopping for groceries, medicine, clothing, and other household and personal items.

The Applicant's description(s) is limited to no more than four (4) typed pages within the text box below.

Not applicable

(2) Access to Specific Healthcare and/or Supportive Services Needs of Intended Resident in Supported Living Units (Up to 24 Points)

As further explained in Section Four, A.9.b.(2) of the RFA, describe access to community-based resources and services to address the specific healthcare and/or supportive services needs of each intended Resident described in question 2. of Exhibit A, including, but not limited to, health and dental care, wellness programs, supported living coaching, counseling, and education or training.

The Applicant's description(s) is limited to no more than four (4) typed pages within the text box below.

Not Applicable

(3) Other Best Practices that will be implemented in Supported Living Units (Up to 12 Points)

As further explained in Section Four, A.9.b.(3) of the RFA, list and describe Best Practices not described above that will be implemented by the Applicant and have been found to promote and facilitate Residents' full inclusion in their community.

The Applicant's description(s) is limited to no more than four (4) typed pages within the text box below.

ATTAIN'S BEST PRACTICES to Promote and Facilitate Stability and Inclusion in the Community

COMMUNITY RESIDENTIAL HOMES:

Attain's best practices begins with comprehensive training, performance based feedback, weekly reporting of key performance indicators support, and quarterly celbrations of employees accomplishmients toward achieving meaningful outomes for the individuals with disabilities we support. Best practice entails implementing practices known to retaining caring support workers. Each Attain employee is central to fulfilling the organization's mission and purpose and/or to supporting the individuals with DD in achieving their daily goals as well as their short and long-term goals. Attain, Inc.'s employee training exceeds licensing and regulation requirements. Staff complete at least two and a half weeks of training before working with individuals. Staff members they receive performance based feedback on a weekly basis. Program Coordinators report key performance indicators weekly for all individuals, focusing on dignified care, safety, risk management, health, and goal achievement. Quarterly, Attain, Inc. celebrates staff members acheivements by hosting a lunchen, with door prizes, give aways, awards and gift cards for staff contributions towards meeting Attain, Inc.'s strategic goals and the individuals person centered planning goals. Additionally, program and support staff have immediate access to standard operating procedures via online to assist them with information about expectations in any area of our residential care program. Attain conducts quarterly and annual testing of its staff to ensure that they have adequate knowledge of the standard operating procedures to provide approprate support for the individuals.

Experienced, Management and Behavior Analysis Team – Dedicated, Quality Staff.

Attain, Inc.'s management and clinical team are dedicated to providing the highest quality of support. Attain, Inc.'s Directors have between 10-20 years experiences directing programs for people with developmental disabilities. Attain, Inc.'s Program Coordinators have between 3-10 years of experience supporting people with developmental disabilities. Attain, Inc.'s Behavior Analysts have on average 10 years of experience supporting people with developmental disabilities. Attain, Inc. offers staff who are well supervised and trained in the areas of Resident Rights, Behavior Management, CPR, First Aid, Medication Administration, person centered planning and much more. Every member of the Attain, Inc. staff undergoes a criminal history background check and driving record check. Our staff are dedicated, committed to providing quality services and eager to help meet the needs of the individuals we serve.

PERSON CENTERED PHILOSOPHY

Attain Inc. is committed to a person centered philosophy for all services provided to individuals (children and adults) with development disabilities (DD) with a primary goal to increase the quality of life for individuals in a family setting, while providing structured program support to enhance their enjoyment, independence, and participation in the normal routines of life. Attain has developed comprehensive procedures throughout the organization's operations and programs that assure a person centered approach to serving its residents. The most important of Attain's best practices is the Implementation Plan. The Implementation Plan is developed within the person centered process to communicate the individuals wants, needs and desires, and specify the supports that will be provided to accomplish the individual's goals. Supports may

include individualized Implementation Plans, Behavior Support Plans, Medical Care Plans, training objectives, service needs, and specified levels of supervision for safety.

The Implementation Plan will specify the individuals wants, needs and desires, who will provide supports, the frequency the supports will be provided, and a description of the teaching strategies and data collection techniques. The Implementation Plan will also describe how progress will be evaluated. Quarterly and annual progress reports are sent to the individual, their family/guardian, the individuals Support Coordinator, and the Agency for Persons with Disabilities. The Quarterly progress reports review the supports the individual received over the last quarter and progress towards achieving stated goals and objectives in the areas of independent living, language and social skills development, collaboration with other service providers, summary of resident rights exercised, updates on community involvement, health and primary care, educational and vocational services. The focus is on a person centered review. Re-evaluating supports to modificaitons that may be necessary to address changes to priorities and preference of the individual.

Person Centered Case Management: the person with an intellectual disability or his or her advocate is directly involved in planning and choosing the housing and support services that will best meet his or her needs.

Ongoing Evaluation of Outcomes and Performance Measurements.

Monitoring information is vital for presenting evidence to Centers of Medicare & Medicaid Services (CMS) of compliance with waivers. States collect data for evidence reports on the following outcomes and all evidence derives from some level of oversight/monitoring activity by Attain employees:

- Assessments are accurate, complete and timely
- Health and safety risks are identified and mitigated
- Individuals participate in service planning
- The Plan of Care (service plan) has strategies to meet participant needs and preferences
- Plans of Care and services are up to date and timely
- Participants are protected in the event of an emergency
- Participants have choice
- Participants' needs are met
- Participants are safe and free of abuse, neglect and exploitation
- Provider agencies have qualified and competent staff
- Management structures support effective and efficient operations

- Data management systems produce timely and useful information
- Services and outcomes are continually improved

To accommodate the rapid growth, Attain has positioned itself to better manage each client's Support Plans, Implementation Plans, medical records and all associated documentation related to the supports Attain provides and the individuals performance. Thus, Attain has implemented an electronic data collection and tracking system known as CareTracker©. CareTracker© is a data collection software program installed 6 years ago for the documentation and administration of all client records. Each Community Residential Home has a computer to maintain documentation of all operational and program activities essential to the highest standard of care to be provided to our residents living in our homes.

Attain's staff members collect data every day on 20-35 different areas for each individual. CareTracker© is an efficient and central source of data for conducting daily quality assurance data. Below are some of the benefits as well as tracked outcomes of the CareTracker© software used by our interdisciplinary staff in the care and management of the residents' programs:

BENEFITS OF CARETRACKER: A centralized electronic medical records system:

- Are more efficient for data collection and result in more responsive care.
- More efficient to conduct quality assurance activities.
- Will prompt staff action based on data collected, improving care.
- More efficient turn data into meaningful information for decision making.
- More efficient and responsive support to geographically dispersed programs.
- Make service delivery more cost effective, responsive and efficient.

PROJECTED OUTCOMES

- Improvement in the quality of care for individuals served by Attain;
- Greater compliance with state regulations relating to maintaining medical documentation;
- Improved accuracy of documentation;
- Improvement in analysis and evaluation of clients' data;
- Less time spent recording and maintaining client medical data;
- Improvement of staff performance and reduction in staff turnover;

PROVIDER SELF-ASSESSMENT

At least annually, Attain, Inc. will conduct a self-assessment of the services offered. The Executive Director will organize a quality improvement meeting. Employees will be assigned self-

assessments to complete. The completed self-assessments will be reviewed with staff, and, if necessary, plan of corrections will be completed for areas identified needing improvement. The Executive Director may also direct that employees conduct quality assurance assessments of other programs as part of Attain's ongoing quality improvement initiative. Staff members are encouraged to use the quality assurance checklists throughout the year to monitor and ensure program integrity and quality.

Weekly Support Team Meeting to report key performance indicators:

Each week Attain, Inc. coordinates an agency-wide Support Team Meeting which includes all Program areas operated by Attain, Inc. Participants include Program Coordinators, Director of Residential Services, Senior Behavior Analyst, Behavior Analysts, Director of Operations and the Executive Director. The performance numbers reported are recorded during the meeting and distributed to all Support Team members after the meeting.

Attain Inc. has Program Coordinators and Behavior Analysts report key performance indicators to review the Resident Care team's compliance with operational efficiency review client health and safety, measures of dignified care, and medial outcdomes. Attain upholds a standard Support Team Meeting Agenda. Below is a sample outline of the agenda and key performance indicators report:

1. Number of Performance Based Feedback sessions completed for each residential program (i.e., Behavior Focus/Intensive Behavior Staff Monitoring and Feedback Form (Goldenrod). Each Program Coordinator and Frontline Supervisor is expected to give ongoing performance feedback to staff members to improve and maintain important skills.

2. CareTracker Documentation Compliance. The Program Coordinator will run the CareTracker Missed Shift Observations report to review Shift Compliance for their program. This report should be used to identify missing documentation that was scheduled to be completed for the shift. The Program Coordinator promptly follow up with staff members for identified missing shift observations.

3. Policy and Procedure Manager Compliance. Staff members are expected to have read at and pass the tests for all assigned policies within 30 days the policy is assigend to them. All policies are reviewed and update annually. All staff members must read polices on an annual basis.

5. Projected overtime for the week. Each Program Coordinator will report their anticipated overtime for the next week.

6. Number of "Reportable Incidents" in CareTracker since last Support Team meeting. The Program Coordinators will provide a brief summary of the reportable incidents for the last 7 days.

7. Summary of severe/significant/disruptive problem behavior. The Behavior Analysts provide this report. This is a consumer by consumer summary of the occurrence and frequency of severe, significant, and/or disruptive problem behaviors.

10. Funding

a. To qualify for the Qualifying Financing 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 (e.g., "Qualifying Financial Assistance"):

(1) The Applicant has received* the following amount to be used as a source of funding for the proposed Development $0

(2) The following amount is an approved* source to be used as a source of funding for the proposed Development $0

(3) The following amount is a pending* source to be used as a source of funding for the proposed Development $0

(4) The total amount of Cash Funding is (1) + (2) + (3) $0

If the amount in (4) is equal to at least 10 percent of the Applicants' Maximum Eligible Funding Award Amount, the Applicant will receive preference in the funding selection process.

*Received Cash Funding represents funding that the Applicant has collected and either deposited or used to pay for acquisition pursuant to Section Four, A.5.c. of the RFA. Approved Cash Funding represents funding that the provider of the funds has committed or agreed to provide, but the Applicant has not yet received. Pending Cash Funding represents all sources of funding the Applicant believes will be obtained, but which have not yet been committed to the Applicant. If the Applicant is awarded funding in this RFA, all sources of funding 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.

b. The Maximum Eligible Funding Award Amount will be determined by the Corporation as described in Section Four, A.10. of the RFA.

11. Description of Intended Construction, Rehabilitation, and Renovation

Applicants must provide a Description of Intended Construction, Rehabilitation, and Renovation as **Attachment 6**.

B. Addenda

The Applicant may use the space below to provide any additional information or explanatory addendum for items in the Application, except for questions 2, 4, 5.c.(3)(b), 9.a.(1), 9.a.(2), 9.a.(3), 9.b.(1), 9.b.(2), or 9.b.(3), of the RFA. Please specify the particular item to which the additional information or explanatory addendum applies.

None at this time

ATTAIN INC.

BUILDING RELATIONSHIPS AND ENHANCING LIVES SINCE 1988.

Orange County Application # 1

RFA 2017-101_ATTACHMENTS

1. **EXHIBIT B: Applicant Certification Form**
2. **IRS Determination Letter**
3. **Articles of Incorporation (as submitted with 2012 IRS returns)**
4. **2017 Registration with the State of Florida**
5. **APD approved Provider Status for Behavior Focus and Intensive Behavior Residential Habilitation**
6. **Attain's Acquisition and Rehabilitation of Community Residential Home**