

Request for Applications for  
Financing To Build Or Rehabilitate Smaller Permanent Supportive Housing Properties  
For Persons With Developmental Disabilities  
227 N. Bronough Street, Seltzer Conference Room, Tallahassee, FL  
And via phone #1 888 339.2688, passcode #693 194 94  
Tuesday, February 16, 2016 at 2:00 p.m., Eastern Time

I Section One – Introduction

- A. The RFA is open to Non-Profit Applicants that have a primary mission which includes serving Persons with Developmental Disabilities
- B. No more than two (2) Applications may be submitted by an Applicant entity.
- C. Developments may be Community Residential Homes or Supported Living Units
- D. Development Category:
1. Adding Units that serve Persons with Developmental Disabilities, which includes:
    - New construction of a Development;
    - Acquisition with Rehabilitation or Rehabilitation-only of a structure that, as of the Application Deadline, does NOT serve Persons with Developmental Disabilities; or
    - A combination of new construction and Rehabilitation (i.e., constructing additional Units and/or Bedrooms, bathrooms, and/or other improvements on an existing property that, as of the Application Deadline, does NOT serve Persons with Developmental Disabilities)
  2. Renovating Existing Units that, as of the Application Deadline, are occupied by Persons with Developmental Disabilities, which must include retrofit as described below and may also include Rehabilitation as described below:
    - Retrofit of life safety/security, energy retrofit, and accessibility features and upgrades to allow Residents to age in place; and
    - Rehabilitation, which, in Community Residential Homes, may include adding Bedrooms where, as of Application Deadline, Residents are sharing Bedrooms and only if the renovation will result in each Resident having a private Bedroom.
- E. Funding Available
1. Total funding available: \$5,740,684.50
  2. Funding available for the Development Category of Adding Units that Serve Persons with Developmental Disabilities: \$4,312,000

3. Funding available for the Development Category of Renovating Existing Units that Are Occupied by Persons with Developmental Disabilities: \$1,428,684.50

II. Section Two – Definitions

III. Section Three – Procedures and Provisions, which includes Submission Requirements

IV. Section Four, Information to be Provided in the Application

A. Applicant Certification and Acknowledgement

B. Persons with Developmental Disabilities Demographic Commitment

For the Corporation to better understand the proposed Development, Applicants must describe the subpopulation(s) of the persons intended to reside in the proposed Development. This information will be considered by the Corporation when reviewing and scoring how the proposed access to community based services will assist the intended Residents.

C. Applicant Information

1. Contact Information

2. Applicant Name

a. The site control documents must reflect the name of the Applicant.

b. No more than two (2) Applications from each Applicant

c. Documentation

(1) 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 March 1, 2015, or earlier; and

(2) Provide the Non-Profit Applicant's Articles of Incorporation or IRS Form 990 that was submitted to the IRS for the 2013 tax year demonstrating that, since March 1, 2015, or earlier, the Applicant entity's primary mission includes serving Persons with Developmental Disabilities; and

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

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

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

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

Providing only a list of Permanent Supportive Housing Developments and/or Units will not be a sufficient description of experience for any Applicant or the management company.

E. General Development Information

1. Name of the proposed Development

2. County of the proposed Development

3. Development Category of Adding Units or Renovating Existing Units that Are Occupied by Persons with Developmental Disabilities.

If Renovating a Community Residential Home, the Applicant must select retrofit, and may also select Rehabilitation.

4. Development Location

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.

If Adding Units that Serve Persons with Developmental Disabilities, 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.

5. The Applicant must state whether the proposed Development is a Community Residential Home or whether it consists of Supported Living Units. (Applicants must only select one option. If the proposed Development is a Community Residential Home, the Applicant is limited to one Community Residential Home per Application.)

6. The Applicant must select the Development Type(s) of the proposed Development: Single Family, Duplex, Triplex, and/or Quadraplex.

Note: If the Applicant is proposing a Community Residential Home, the Applicant must select single family and no other Development Type may be selected.

7. The Applicant must state whether it is proposing to develop Shared Housing, as defined in Exhibit C. Note: All Community Residential Homes are Shared Housing.
8. If the Applicant is proposing a Community Residential Home or a Supported Living Unit(s) that is Shared Housing, the Applicant must state how many total Residents, as defined in Exhibit C, are or will be living in the proposed Development.

In a Community Residential Home, the maximum is six (6) Residents in the Development. In Supported Living Units that are Shared Housing, the proposed Development may serve no more than eight (8) Residents. In Supported Living Units that are not Shared Housing, one (1) household shall reside in each Unit.

9. The Applicant must state how many total Units are in the proposed.

(For Supported Living Units, the maximum is four (4) Units in the Development. For Community Residential Homes, each Application is limited to one (1) Community Residential Home, which shall be, for the purposes of this RFA, considered one (1) Unit.)

10. Adding Bedrooms

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

- F. Set-Aside Commitments

1. 100% of the Residents must have incomes at or below 60% AMI
  2. Extremely Low-Income (ELI) set-aside commitment for non-Shared Housing Supported Living Units
    - a. At least 1 ELI Unit for every 2-3 Units
    - b. At least 2 ELI units for 4 Units
  3. Extremely Low-Income (ELI) set-aside commitment for Shared Housing Units
    - a. At least 1 ELI Resident for every 2-3 Residents
    - b. At least 2 ELI Residents for every 4-6 Residents
    - c. At least 3 ELI Residents for every 7-8 Residents
  4. Affordability Period for all Units - Commitment to income and ELI set-asides for a minimum of 10 years
- G. Required Design and Construction Features
1. Accessibility
  2. Green/Energy Efficiency
  3. Additional Non-Resident bedroom and bathroom for family or caregiver stays
- H. Resident Community-Based Services Coordination (Mandatory only for Applicants requesting funding for Community Residential Homes):
- I. Access to Community-Based Services and Resources (Maximum 60 Points):
1. Community Residential Homes
    - a. Private Transportation for Residents of Community Residential Homes (Up to 24 Points)
    - b. Access to Groceries, Education, Household Shopping, and Employment for Residents in Community Residential Homes (Up to 12 Points)
    - c. Specific Healthcare and/or Supportive Services Needs of Each Intended Resident in Community Residential Homes (Up to 24 Points)
  2. Applicants proposing Supported Living Units

Scoring consideration will be given to whether the Applicant has provided the proposed Development's Location in question E.4. of Exhibit A, and therefore is able to describe the actual Resident access to services in relation to the Development's physical location; or whether the Applicant has yet to obtain a

site, and is only able to describe the Applicant’s intention for each Resident’s access to the following services.

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

J. Funding Available for the proposed Development

- 1. To qualify for the Qualifying Financial Assistance Preference, the Applicant must state the amount of cash loans, cash grants and/or cash on hand (“Cash Funding”) from local or other non-Corporation sources (all of which for purposes of this provision will be considered to be “Qualifying Financial Assistance”). If the Non-Corporation Funding total sources are equal to at least 10 percent of the Applicants’ Maximum Eligible Funding Award Amount, the Applicant will receive funding preference
- 2. The Maximum Eligible Funding Award Amount will be determined by adding the maximum amount that the Applicant is eligible for in a. or b. below plus \$17,000. The \$17,000 is for credit underwriting costs of \$8,000 and predevelopment costs which are estimated to be \$9,000 or less.
  - a. Applicants that commit to **Adding Units that Serve Persons with Developmental Disabilities**, whether through new construction, Rehabilitation, or a combination of new construction and Rehabilitation:
    - (1) Shared Housing for Community Residential Homes:
      - (a) Developments with 1 – 3 Residents: up to \$225,000
      - (b) Developments with 4 Residents: up to \$275,000
      - (c) Developments with 5 Residents: up to \$325,000
      - (d) Developments with 6 Residents: up to \$375,000
    - (2) Shared Housing for Supported Living Units:
      - (a) Developments with 1 – 3 Residents: up to \$225,000
      - (b) Developments with 4 Residents: up to \$275,000
      - (c) Developments with 5 Residents: up to \$325,000
      - (d) Developments with 6 – 8 Residents: up to \$375,000

- (3) Non-Shared Housing (Only Supported Living Units):
  - (a) Developments with 1 Unit: Up to \$225,000
  - (b) Developments with 2 Units: Up to \$275,000
  - (c) Developments with 3 Units: Up to \$325,000
  - (d) Developments with 4 Units: Up to \$375,000

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

- (1) Retrofit - an Applicant will be initially awarded funding of up to \$14,000 per Resident served, for a maximum of \$84,000 for the retrofit of an existing Unit.
- (2) Rehabilitation which may include adding Bedrooms. The Applicant will be initially awarded funding for the addition of up to three new Bedrooms. As part of the funding request for one to three additional Bedrooms, the Applicant may request additional funding to add new bathroom facilities.

Do you have comments regarding the Maximum Eligible Funding Award Amount?

3. Fees

- a. Application Fee is \$800
- b. Other fees are outlined in the RFA draft, starting on page 31

K. Description of Intended Construction, Rehabilitation, and Renovation

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

V. Section Five – Scoring and Selection Process

- A. List of all Mandatory and Point items
- B. Sorting Order

Applications that received at least 60 points and met all other Mandatory Items (“eligible Applications”) will be first be sorted by score. In the event that multiple Applications receive the same number of points, tie-breakers will be used in the

following order to determine how these Applications are sorted in the funding selection process.

1. Qualifying Financial Assistance Preference
2. Florida Job Creation Preference
3. Lottery

C. Wait List

Exhibit D – Credit Underwriting and Program Requirements

A. Timeline

1. Site Control

- a. Providing documentation demonstrating Site Control is not required to be submitted at the Application Deadline. Documentation requirements and timelines for document submission are outlined in Exhibit D (page 57 of the posted draft).
- b. Site control must be successfully demonstrated within 30 Calendar Days of the date of the Corporation letter of preliminary award if Renovating Existing Units that Are Occupied by Persons with Developmental Disabilities, or within 90 Calendar Days of the date of the Corporation letter of preliminary award if Adding Units that Serve Persons with Developmental Disabilities. There will be no extensions or exceptions to this deadline.

2. Ability to Proceed (site plan or plat approval, zoning, infrastructure)

- a. Providing documentation for demonstrating Ability to Proceed is not required to be submitted at the Application Deadline. Due dates and documentation requirements are outlined in Exhibit D (page 57 of the posted draft).
- b. Within 30 Calendar Days of the date of the Corporation letter of preliminary award if the proposed Development is Renovating Existing Units that Are Occupied by Persons with Developmental Disabilities, or within 90 Calendar Days of the date of the Corporation letter of preliminary award if the proposed Development is Adding Units that Serve Persons with Developmental Disabilities.

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



**Expected RFA Timeline**

***Issue RFA: March 11, 2016***

***RFA Due Date: May 5, 2016***

***Review Committee Meeting (make recommendations to Board) June 7, 2016 at 10:00 a.m.***

***Request Board Approval of Recommendations (at scheduled Board Meeting) June 24, 2016***