

Florida Housing Finance Corporation
RFA 2024-105
Financing To Build Smaller Permanent Supportive Housing Properties For Persons With Developmental Disabilities
Workshop Agenda
March 27, 2024, at 2:00 p.m., Eastern Time
Registration for Workshop is required. Registration information is available on RFA Webpage¹

Section One – Introduction

1. The RFA is open to Non-Profit Applicants that have a primary mission which includes serving Persons with Developmental Disabilities as defined in Section 393.063(12), F.S.
2. No more than two Applications may be submitted by an Applicant entity.
3. Developments may be either
 - a. Community Residential Homes (maximum – 6 intended residents); or
 - b. Supported Living Units (maximum of 10 Residents and maximum of 6 units)
4. Funding Available: \$1,300,000
5. Development Category - in this RFA, only new construction will be allowed.

Section Two – Definitions

Capitalized terms within this RFA shall have the meaning as set forth in Exhibit B of the RFA, Rule Chapter 67-60, F.A.C., (effective July 6, 2022) or in applicable federal regulations.

Section Three – Procedures and Provisions, which includes Submission Requirements

The submission process has been revised.

1. Electronic submission

The Application Package will continue to be electronically uploaded. The Application Fee may be submitted via check or wire. The instructions for submitting this are outlined in Section Three.

To ensure that the Application Fee is processed for the correct online Application, the following is strongly recommended: (i) provide the Application Fee at least 48 hours prior to the Application Deadline; (ii) whether paying by check, money order, ACH or wire transfer, include the Development Name, RFA number with the payment; and (iii) if paying by wire, include the Federal Reference Number, or if paying by ACH, include the Trace Number at question B.1 of Exhibit A.2.

If the Attachment document is bookmarked, the Application will be awarded 5 points.

Instructions for adding bookmarks to pdf documents prior to uploading the Application has been added to each RFA Webpage. Acrobat Standard DC or Acrobat Pro DC are the programs required to create bookmarks.

Section Four, Information to be Provided in the Application

1. Review of Application

With the exception of the narrative responses, the Corporation (i) may rely on the answers submitted by the Applicant in Exhibit A; and (ii) may, but is not obligated to, review the substance of the documentation that is submitted as Attachments to the Application.

If it is determined that the Attachments do not meet the RFA requirements or the Applicant submitted materially incorrect information in the Application, the Corporation may take any or all of the following actions, even if the Application was not selected for funding, was deemed ineligible, or was withdrawn: deem the Application ineligible, rescind the award, and consider all Principals of the Applicant to have made a material misrepresentation subject to Section 420.518, F.S.

2. Persons with Developmental Disabilities Demographic Commitment

In Community Residential Homes and Supported Living Units that consist of Shared Housing, each Bedroom shall serve Persons with Developmental Disabilities as Permanent Supportive Housing, with the exception of possible on-site suites for the caregiver or family, as further described in Section Four, A.7.b.(1)(c) of the RFA.

In Supported Living Units that consist of non-Shared Housing Units, the lesser of three non-Shared Housing Units or 50 percent of the non-Shared Housing Units in the proposed Development shall serve Persons with Developmental Disabilities as Permanent Supportive Housing.

3. Applicant/Contact Information

a. Applicant Information

- (1) Provide the Applicant name. No more than two Applications from each Applicant may be submitted.
- (2) Evidence that Applicant is legally formed entity qualified to do business in the state of Florida as of the Application Deadline.
- (3) Documentation demonstrating that the Applicant is a Non-Profit entity
 - (a) Only Non-Profits are eligible for funding.
 - (b) IRS determination letter demonstrating that the Applicant entity has been a private Non-Profit organization under 501(c)(3) or 501(c)(4) of the IRC since February 1, 2019, or earlier; and
 - (c) Documentation regarding the Applicant entity's primary mission as outlined below:
 - (i) If the proposed Development is a Supported Living Unit(s)

To demonstrate that, as of the Application Deadline, the Applicant entity's primary mission includes providing housing or services for persons with developmental disabilities, persons with disabling conditions or persons with disabilities, Applicants proposing Supported Living Units must provide the Non-Profit Applicant's (i) Articles of Incorporation; or (ii) the IRS Form 990 that was submitted to the IRS for the most recently filed tax return, but no later than or 2019 tax year.
 - (ii) If the proposed Development is a Community Residential Home

To demonstrate that, since February 1, 2019, or earlier, the Applicant entity's primary mission includes serving Persons with Developmental Disabilities, Applicants proposing Community Residential Homes must provide the Non-Profit Applicant's (i) Articles of Incorporation; (ii) IRS Form 990 that was submitted to the IRS for the most recently filed tax return, but no later than or 2019 tax year; or (iii) a copy of the Medicaid Waiver Services Agreement demonstrating that the Applicant is an iBudget Waiver provider for Residential Habilitation.

Note: The Medicaid Waiver Services Agreement may be in the name of the Services Provider or the Applicant entity.
 - (d) Advance Review of Non-Profit Qualifications (10 points)

Applications will be eligible for 10 points if they participate in the Non-Profit Advance Review Process and receive approval from the Corporation. To participate, Applicants must submit the information outlined in (c) above to fhfc_nonprofit_advancereview@floridahousing.org. This information should be received at least 14 Calendar Days prior to the Application Deadline.
 - (e) If the Applicant entity consist of both Non-Profit and for profit entities, the Applicant must confirm that the Non-Profit Applicant entity owns at least 51 percent of the ownership interest in the Development and that the Non-Profit Applicant entity receives at least 50 percent of the Developer overhead.

b. Authorized Principal Representative / Operational Contact Person

The Authorized Principal Representative (a) must have signature authority to bind the Applicant entity; (b) must sign the Applicant Certification and Acknowledgement that is part of Exhibit A; (c) must be a Principal of the Non-Profit entity; and (d) if funded, will be the recipient of all future documentation that requires a signature. The Operational Contact Person is optional.

4. General Development Information

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

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

If demolition is involved, the Applicant's Maximum Eligible Funding Award Amount will be increased by \$20,000 to cover demolition expenses. If demolishing occupied, existing Community Residential Homes so that they are better able to serve the needs of existing Residents, provide the Tenant Relocation Plan as part of the narrative section.

- d. Development Location

The Applicant must state the Development Location.

- e. The Applicant must state whether the proposed Development is a Community Residential Home or whether it consists of Supported Living Units.

Applicants that propose a Community Residential Home that will qualify as an Intensive Behavior Community Residential Home must provide the Provider Status for Behavior Focus and Intensive Behavior Residential Habilitation document signed by the Agency for Persons with Disabilities. During the selection process, there will be a preference for Community Residential Homes.

- f. Development Type

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

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

- g. Shared Housing

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

- h. Number of Residents

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

In a Community Residential Home, the maximum is six Residents in the Development.

In Supported Living Units that are Shared Housing, the proposed Development may serve no more than 10 Residents, and no more than three Residents may reside in a Unit. In Supported Living Units that are not Shared Housing, one household shall reside in each unit.

- i. Number of Units

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

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

5. Set-Aside Commitments

- a. 100% of the Residents must have incomes at or below 60% AMI
- b. Extremely Low-Income (ELI) set-aside commitment

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

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

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

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

- If any units are non-Shared Housing Units, the lesser of three non-Shared Housing Units or 50 percent of the non-Shared Housing Units must either serve a Resident or a household consisting of at least one Resident that meets the definition of Persons with Developmental Disabilities
- 100 percent of the Residents must have incomes at or below 60 percent of the area median income (AMI).
- Required ELI Commitments

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

c. Affordability Period for all Units - Commitment to income and ELI set-asides for a minimum of 15 years

6. Readiness to Proceed

a. Site Control

The Applicant must provide either (i) a recorded deed or certificate of title showing the Applicant as the sole grantee; or (ii) a lease with a term of at least 15 years after the Application Deadline which shows the Applicant as the lessee or sub-lessee; or (iii) a purchase contract showing the Applicant as the purchaser; or (iv) a written agreement from the current owner of the site, whereby the owner agrees or otherwise commits to grant, donate or gift the site to the Applicant.

b. Ability to Proceed

Applications will be required to demonstrate the Ability to Proceed elements (zoning, electricity, roads, water, sewer/package treatment/septic tank) within 21 Calendar Days of the date of an invitation to enter credit underwriting.

7. Required Design and Construction Features

a. Federal Requirements and State Building Code Requirements

b. Additional Construction Features

(1) Shared Housing Construction Features

(2) Community Residential Homes

Grant funding may also be used to construct one suite consisting of one additional bedroom and one additional bathroom for family or caregivers or staff, but not for Resident care.

c. Green Building, Accessibility, Adaptability, Universal Design and Visitability Features

d. Recommendation to Applicants during Construction

8. Resident Community-Based Services Coordination (Mandatory only for Applicants requesting funding for Community Residential Homes)

9. Calculating the Maximum Eligible Funding Award Amount

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

a. Base Award

(1) Shared Housing for Community Residential Homes

Developments with 1 – 3 Residents:	Up to \$305,000
Developments with 4 Residents:	Up to \$390,000
Developments with 5 Residents:	Up to \$485,000
Developments with 6 Residents:	Up to \$585,000

(2) Shared Housing for Supported Living Units

Developments with 1 – 3 Residents:	Up to \$305,000
Developments with 4 Residents:	Up to \$455,000
Developments with 5 Residents:	Up to \$595,000
Developments with 6 – 8 Residents:	Up to \$745,000
Developments with 9 - 10 Residents:	Up to \$895,000

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

Developments with 1 Unit:	Up to \$305,000
Developments with 2 Units:	Up to \$455,000
Developments with 3 Units:	Up to \$595,000
Developments with 4 Units:	Up to \$745,000
Developments with 5 Units:	Up to \$895,000
Developments with 6 Units:	Up to \$1,000,000

b. Predevelopment and Credit Underwriting costs funding of up to \$19,500

c. Demolition funding of up to \$20,000

d. South Florida Large County Boost of up to \$125,000

(1) Applicants proposing Community Residential Homes that qualify for the South Florida Large County Boost will receive an increase of \$125,000. To qualify for the South Florida Large County Boost, Applicants proposing Community Residential Homes must (i) proposed Developments that are located in Broward County, Miami-Dade County, or Palm Beach County; and (ii) proposed Developments that have six Residents.

(2) Applicants proposing Supported Living Units that qualify for the South Florida Large County Boost will receive an increase to the Applicant's Maximum Eligible Funding Award Amount of \$25,000 per Unit, up to a maximum total of \$125,000. To qualify for the South Florida Large County Boost, Applicants proposing Supported Living Units must (i) proposed Developments that are located in Broward County, Miami-Dade County, or Palm Beach County; and (ii) provide the number of Units at question 5.i. of Exhibit A.

e. Permanent Standby Generator Boost of up to \$25,000

f. Fees

(1) Application Fee is \$800

(2) Other fees are outlined in the RFA draft

10. Qualifying Financial Assistance Preference

a. Cash Funding Equals at Least 10 Percent of the Base Award Amount

To qualify for the Qualifying Financial Assistance Preference, the Applicant must state the amount of cash loans, cash grants and/or cash on hand ("Cash Funding") from local or other non-Corporation sources (all of which for purposes of this provision will be considered to be "Qualifying Financial Assistance"). If the Non-Corporation Funding total sources are equal to at least 10 percent of the Applicants' Base Award described in 9.a. above, the Applicant will receive funding preference.

b. Donation of Land by a Local Government

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

- The eligible contract must reflect that a Local Government is the seller and the Applicant is the buyer, and the price of the land must be \$10 or less;
- The deed must reflect the Local Government as the grantor, the transaction must have occurred no more than 12 months prior to the Application Deadline, the price of the land must have been \$10 or

less, and the closing statement must be provided demonstrating that the price of land was \$10 or less; or

- The eligible lease must reflect a Local Government as the Lessor and the Applicant as the Lessee, and the lease payments must equal \$10 a year or less.

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

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

Narrative Scoring

1. Demographic Populations to be Served (no points awarded)
2. Tenant Relocation Plan, if applicable (no points awarded)
3. Describe the Operating/Managing Permanent Supportive Housing Experience (Up to 40 Points)

All narrative scoring responses will be limited to 2 pages.

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

All narrative scoring responses will be limited to 2 pages.

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

a. Community Residential Homes

- (1) Private Transportation for Residents of Community Residential Homes (Up to 24 Points)
- (2) Access to Groceries, Education, Household Shopping, and Employment for Residents in Community Residential Homes (Up to 12 Points)
- (3) Specific Healthcare and/or Supportive Services Needs of Each Intended Resident in Community Residential Homes (Up to 24 Points)

b. Applicants proposing Supported Living Units

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

Section Five – Scoring and Selection Process

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

Applications that received at least 98 points* and met all other Eligibility Items ("eligible Applications") will be first be sorted by score. In the event that multiple Applications receive the same number of points, tie-breakers will be used in the following order to determine how these Applications are sorted in the funding selection process.

- a. Community Residential Homes Preference
 - b. Qualifying Financial Assistance Preference
 - c. Florida Job Creation Preference
 - d. Lottery
- 3. County Award Tally
 - 4. Selection Process

Section Six – brief overview of award process

Exhibits to RFA

Exhibit A - Application

Exhibit B - Definitions

Exhibit C – Credit Underwriting and Program Requirements

Part I – Timeline for Providing Information to Corporation or Credit Underwriter

Part II. Credit Underwriting Procedures

Part III. Program Procedures and Requirements for Grant Funding

Exhibit D - Continuing Program Compliance

Other Items

- a. Withdrawal Disincentive

The Corporation may include language regarding a withdrawal disincentive in the RFA. If an Applicant awarded funding under this RFA either returns the grant funding or does not close on the grant funding by a certain time, that Applicant would not be eligible for funding in a subsequent RFA.

- b. Sending in public comments
- c. Question and Answer process

4. Expected RFA Timeline

Issue RFA:	April 23, 2024
RFA Due Date:	May 15, 2024
Review Committee Meeting (make recommendations to Board)	June 13, 2024
Request Board Approval of Recommendations (at scheduled Board Meeting)	June 28, 2024