



The Alaska Mental Health Trust Authority

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# **FY2019 Special Purpose GOAL Round Notice of Funding Availability (NOFA) for Supportive Housing**

**May 24, 2018**

Special Needs Housing Grant Program (SNHG)  
National Housing Trust Fund (NHTF)  
Low-Income Housing Tax Credits (LIHTCs)  
HUD Section 811 Rental Assistance (811)  
Public Housing Division Rental Assistance (PHD)

Application Deadline – 4:30 p.m. Anchorage Local Time  
October 5, 2018 —**MUST BE DELIVERED TO AHFC BY DEADLINE**

For More Information:  
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## A. GENERAL INFORMATION

### i. Program Objective

Under this Notice of Funding Availability (NOFA), the Alaska Housing Finance Corporation (AHFC) will provide grants, zero interest loans, tax credits and rental assistance to successful respondents who will acquire, rehabilitate, construct, or otherwise expand, housing opportunities for the target population. This NOFA is being issued in collaboration with the Alaska Mental Health Trust Authority (AMHTA) to produce housing as close to a normal residential setting as possible for the target population(s) throughout Alaska.

The purpose of this NOFA is to award multi-level funding to expand long term supportive housing for Alaskans who have few, if any, housing options due to (chronic) homelessness, disability and/or histories that present barriers to accessing mainstream housing – including the absence of programmatic resources in Rural communities.

Special Purpose GOAL Program applicants must target populations who are hard to serve and have intensive support service delivery needs. This segment includes people who are inappropriately housed in assisted living, experienced psychiatric hospitalization, and/or incarceration, multiple or lengthy episodes of substance abuse treatment, multiple eviction proceedings and/or multiple OCS interventions. This is not a program to provide treatment facilities or correctional facilities. Supportive housing funded through this NOFA will help the homeless and / or persons with disabilities to live independently in a community residential setting and decreases the likelihood that they will go to or return from assisted living, API, correctional facilities or other institutional or emergency level service settings.

There are three components that contribute to the success of attaining long-term housing stability for the target population: 1) the provision of housing that is decent, safe and sanitary in a suitable location for community integration; 2) funding to fill the gap between what the tenant can pay for housing and what it costs the housing provider to properly maintain the unit; and 3) supportive services designed to enable the program participant to meet the terms of their lease and achieve longer periods of housing stability.

Projects proposed for the priority population, must have a direct impact on the reduction of Mental Health Trust beneficiary admissions to the Alaska Psychiatric Institute (API), correctional facilities or other institutions, and/or point-in-time counts of homeless persons.

## **DEFINITIONS**

“Capital funds” refer to the amount of funding contributed by AHFC for the development (acquisition, rehabilitation or new construction) of the physical structure.

“Chronic homeless person,” as defined by HUD (effective January 15, 2016), is

- 1) A homeless individual with a disability who:
  - a) Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
  - b) Has been homeless and living as described in paragraph (1)(a) continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (a). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12 month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility;
- 2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90- days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or
- 3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

“Community-based service provider” is defined as an individual or agency providing one or more services to a tenant individually or as a member of a group, including the following: case management, psychiatric treatment, medication administration, drug abuse treatment, psychotherapy, life skills training, daily living assistance, and crisis intervention.

“Co-occurring disorders” is defined as co-existing psychiatric and substance-related (alcohol or other drugs) disorders.

"Homelessness" is defined in AS 18.56.090(f) means the state of an individual who lacks a fixed, regular, and adequate nighttime residence, and includes an individual who:

- a) Is sharing the housing of other individuals because of loss of housing, economic hardship, domestic violence, or a similar reason;
- b) Is living in a motel, hotel, trailer park, or camping ground because of the lack of alternative adequate accommodations;
- c) Is living in an emergency or transitional shelter;
- d) Is abandoned in a hospital;
- e) Is waiting for a foster care placement;
- f) Has a primary nighttime residence that is a public or private place not designed

- for or ordinarily used as a regular sleeping accommodation for human beings;
- g) Is living in a car, a park, a public space, an abandoned building, substandard housing, a bus or train station, or a similar setting;
  - h) Is fleeing a domestic violence situation, does not have an alternative residence, and lacks the resources and support needed to obtain housing;
  - i) Is being evicted within a week, does not have an alternative residence, and lacks the resources and support needed to obtain housing;
  - j) Is being discharged within a week from an institution, including a mental health treatment facility, substance abuse treatment facility, or prison, in which the individual has been a resident for more than 30 consecutive days, does not have an alternative residence, and lacks the resources and support needed to obtain housing.

“Mental Health Trust Beneficiaries” are defined as persons experiencing one or more of the following: mental illness, developmental disabilities, chronic alcoholism and other substance related disorders, Alzheimer’s disease and related dementia, and traumatic brain injuries. Please visit <http://mhtrust.org/about/beneficiaries/> for additional clarification.

“Operating expenses” are defined as the costs associated with the management and operation of a housing complex, such as utilities, insurance, taxes, management and maintenance expenses, administrative expenses, residential management services, snow removal, legal or accounting expenses, etc.

“Rural Community” is defined as a community with a population of 6,500 or less that is not connected by road or rail to Anchorage or Fairbanks; or a community with a population of 1,600 or less that is connected by road or rail to Anchorage or Fairbanks and at least fifty (50) statute miles outside of Anchorage or twenty-five (25) statute miles outside of Fairbanks. In this definition, connected by road does not include a connection by the Alaska Marine Highway system. A comprehensive list of Alaskan communities and their respective populations is included in the application materials at <https://www.ahfc.us/homelessness/current-funding-opportunities/>.

“Residential support services” are defined as those tenant services delivered at the housing site, possibly 24 hours per day and seven days per week, to tenants in order to provide them a safe living environment and improve their quality of life. Services may include, but not be limited to, welfare checks and interventions to mitigate the likelihood that tenants will endanger the property, themselves or others, coordination of transportation to essential services such as medical appointments and shopping, coordination of chore services to maintain a healthy residential environment, and/or activities to foster community building and healthy recreation.

“Severely mentally ill adult” is defined as an adult (18 years of age or older) with any mental disorder that is generally recognized to be persistent and to be disabling, with or without psychotic features. This population includes all of the persons who were previously defined as "Chronically Mentally Ill (CMI) Adults" and those who were previously defined as "Severely Emotionally

Disturbed (SED) youth."

“Unit” is defined as a self-contained apartment with sanitation and kitchen facilities within the apartment or partial facilities in the unit and other shared facilities located on the same floor as the unit.

**1. Special Purpose GOAL Program Funding Available**

The following amount of funding will be awarded based on documented need and justification.

FY2019 Pooled Special Purpose Development Funds	\$7,050,000.00
SNHG - Capital Development Funds	\$1,000,000.00
NHTF Program Funds (outside of Anchorage)*	\$1,000,000.00
Low Income Housing Tax Credits (LIHTCs)**	\$ 677,500.00

\*These NHTF awards are only available to applicants who are proposing new construction proposals located outside of Anchorage.

\*\*Applications received through this NOFA that anticipate using Low Income Housing Tax Credits (LIHTCs) will be deemed consistent with Alaska’s Qualified Allocation Plan.

**FY2019 Special Purpose GOAL Rental Assistance, Operating  
And Support Service Funding**

SNHG Operating and Support Service Funds	\$1,200,000.00
SNHG Rural Operating and Support Funds***	\$ 600,000.00
HUD 811 Rental Assistance****	\$ up to 190 units
PHD Sponsor Based Rental Assistance****	\$ 600,000.00

Operating and Support Service grants awarded through the SNHG program will be issued with a three year term. The amounts published in this NOFA represent the full three year value. For example, if the full Rural operating and support grant is issued to a single agency, that agency would be able to spend no more than \$200,000 per year for three years with the available funding. At the close of the three year term, grants will be renewed on a non-competitive basis subject to continued need and available funding.

\*\*\*The availability of these operating and support funds are limited to activities located in communities that meet the Rural definition within this NOFA.

\*\*\*\*HUD 811 and PHD Rental Assistance amounts represent annual funding amounts. Award recipients will receive agreements specific to each program with renewal

opportunities subject to available funding and verified need.

The program sponsors reserve the right to modify the distribution of funds based on the applications received and the allowable use of the funds.

## **2. Populations to be Served by NOFA**

### Priority Population

Mental Health Trust beneficiaries who have been evicted from or refused by other self-supported housing programs. Persons in this target population are likely to have experienced at least one the following:

- a. The person lived in a private or supported residential setting, and due to the progression of his or her mental illness, changes in medication, personal life disruptions or substance abuse, the person relapsed, experiencing psychosis or a severe mood swing, leading to disruptive or even violent behavior; OR
- b. The behavior noted in (a) violated the person's lease or terms of occupancy and led to the person being evicted from his or her residence; OR
- c. The person was arrested or admitted to API, or both, in connection with the relapse incident noted in (a); OR
- d. Upon being discharged from API or released from jail, the person moved to a transitional housing placement or to the street, a shelter or a low cost hotel because no better alternative was available; OR
- e. The person has HIV/AIDS and has been evicted from or refused housing by other self-supported housing programs due to their disability.

Tenants from this population will likely be referred by sources such as the Corrections (DOC), therapeutic courts, hospital discharge planners, API, the Office of Public Advocacy, Community Mental Health Service providers, and other Social Services providers.

### Eligible Population (outside of the priority population)

Other adult populations with less severe, less chronic illness coming out of API or other institutions or residential settings (hospitals, Corrections, crisis treatment, substance abuse residential treatment, hospitals, etc.) are eligible populations to serve but will not receive any bonus points. Homeless and / or Chronically homeless Alaskans that do not satisfy the priority population definition are eligible housing participants. Assisted living facilities for mentally ill adults or transitional housing for developmentally disabled young adults (18 years of age or older) moving from school to independent living are included in this category. Child populations with serious emotional disorders and/or substance abuse disorders who are



over the age of 18 are another example of the eligible population.

### **3. Types of Projects Eligible under this NOFA**

The intent of the funding partners supporting this NOFA is to allow a broad cross-section of eligible project types that create new units of supportive housing for Alaskans leaving institutional and / or assisted living, Alaskans with disabilities, and the chronic homeless population in both urban and rural Alaska. While not intended as an exhaustive list, below are a few examples of the project types that would be eligible: Acquisition and Rehabilitation, New Construction, Operational Support and Residential Services:

- i. Operational support in the form of rental assistance for new supportive housing projects funded through other means.
- ii. Acquisition of new units where the sponsor already has operation support and / or rental assistance from another program.
- iii. Rehabilitation costs associated with existing supportive housing projects that serve Mental Health Trust beneficiaries. Costs are limited to code upgrades or items that would result in an improvement in the provision of supportive services.
- iv. New Construction for supportive housing projects
- v. Residential Services that provide the expansion of housing opportunities for the target population.
- vi. Rental Assistance programs in Rural communities that are not served through AHFC's housing choice voucher program.

### **4. Eligible Activities for the Capital Funds**

Eligible activities include the new construction, rehabilitation or acquisition of housing to benefit the target populations.

**Please Note: Only new construction proposals will be eligible to apply for NHTFs awarded through this NOFA. Sponsors interested in acquisition and / or renovation of facilities may only utilize LIHTCs and / or SNHG capital funds through this NOFA.**

Eligible costs include hard construction costs, soft costs, financing fees, legal and accounting fees, acquisition costs of land for the specific project, architectural and engineering fees, developer fees, consulting fees, rent-up reserves, and other reasonable expenses related to the development of the housing proposed. Expenditures on fixtures and appliances are eligible as long as they are part of a larger housing development project (new construction acquisition and/or rehabilitation).

Acquisition of vacant land may be undertaken only with respect to the construction or reconstruction of a particular housing project. Funds provided through this grant may not be used for acquisition of vacant land or for pre-development purposes (such as design) unless

undertaken with respect to completion of the development process within two years.

Development fees include all administrative costs paid by the project sponsor to organize and facilitate the development of the proposed project. These include staff salaries, administrative overhead, travel expenses, profit, etc.

Applicants may apply for operating funds separately if an acquisition project is proposed as long as the current housing will meet the requirements for design, tenant targeting, and the other requirements of this NOFA.

## **5. Ineligible Activities for the Capital Funds**

Ineligible activities include: refinancing of existing debt, infrastructure development which is beyond the legal boundary of the subject property, and any fees or costs determined to be over a reasonable and customary charge by AHFC or the AMHTA. Other items may not be eligible which are not included here. Applicants should consult with AHFC to determine if items not mentioned are eligible or not.

## **6. Limitations on the Use of AHFC Funds**

Capital funds awarded through this NOFA cannot be used to fund “non-residential housing.” Non-residential housing is defined as an activity where the housing component is not the primary function of the project. As an example, correctional facilities (including prisons and community corrections), hospitals, nursing homes and institutions are not considered residential properties. For the purposes of this NOFA, all housing funded must be consistent with AHFC’s statutory definition of “residential” housing. In order to be consistent with this definition, tenants must enjoy all rights of tenancy guaranteed under all applicable landlord-tenant laws.

Projects funded under this NOFA may be located throughout Alaska. Any infusion of NHTF funds through this NOFA will be limited to projects outside the Municipality of Anchorage.

### Cost Limitations

The cost limitations for per unit development costs, contractor profit and overhead, construction contingencies, developer fees and consultant and intermediaries applicable under the GOAL Program (effective on the date this NOFA is issued) are also applicable for the Special Purpose GOAL Round.

See the *GOAL Program Rating and Award Criteria Plan* (effective May 25, 2016) for a full explanation of the program cost limitations.

**7. Eligible Activities for the SNHG Operating Funds:**

Operating expenses are defined as the costs associated with managing and maintaining the physical structure and providing residential management support services.

The following items are examples of eligible expenses for the operating grant funds available under this NOFA:

1. Administrative/overhead cost associated with management and operation of the project.
2. Taxes, insurance.
3. Debt payments, if applicable.
4. Utilities.
5. Property Management expenses (including wages, benefits, etc.).
6. Maintenance expenses (including wages, benefits, etc.).
7. Security.
8. Replacement reserves.

**Other expenses not covered by rental income that relate to the operation or management of the project may be approved upon submission and review. *The purpose of providing operating funds under this NOFA is to pay for expenses incurred from the day the project is available for occupancy and the point in time that the ongoing revenue identified in the application completely supports the operation of the housing. The funds can only be used by clients who provide expanded housing opportunities for the target population through this NOFA.***

**8. Ineligible Activities for the Operating Funds:**

Ineligible activities include:

1. Pre-development costs normally attributed to the development of the project.
2. Application preparation costs.
3. Supportive service costs that are reimbursable under Medicaid or another mainstream benefit program.

**9. Eligible Activities for the supplemental “Residential Support Services”**

1. On-site and after hours intervention and support services. These services must be a supplement to existing social service support services and not supplanting these services.
2. Services eligible for reimbursement include, but are not limited to:
  - a. First month deposit/fees and furnishings for individual tenants
  - b. Limited cash assistance for other approved activities (i.e. transportation for tenants, transportation reimbursement for staff, purchase of needed items such as

- appropriate clothing, etc.)
- c. Life skills training in the home or community (bus routes, cooking, financial management, tenant education, etc.)
- d. Supplemental professional staff time to maintain treatment goals, i.e. psychiatric nurse visits and/or transport of medications to the tenant.
- e. Other approved activities within a plan for implementing a safe, desirable home for the tenants.

**10. Ineligible Activities for Residential Support Services**

1. Services that are eligible for reimbursement through Medicaid
2. Leasing for building or office space used to provide “off-site “ services to project tenants

**11. Eligible Activities for the Rural Operating Grant**

Activities that are proposed in communities satisfying the definition of “Rural” within this NOFA are eligible to apply for the Rural Operating and Support grant funds. These grant funds may be used to serve Alaskans who satisfy the definition of Homeless used in this NOFA and / or Alaskans who qualify as Mental Health Trust Beneficiaries.

Temporary Housing

- Equipment, Furnishings, and Appliances.
- Leasing of facilities to provide shelter or transitional housing.
- Operating costs of shelter or transitional housing facilities.
- Emergency hotel/motel vouchers in areas where no emergency shelters are available for the subject population.
- Salaries for staffing temporary housing.
- Essential/supportive services directly related to housing (e.g. transportation, child care, etc.).

Homeless Services

- Street outreach to unsheltered homeless persons to facilitate entry into safe shelter and/or permanent housing.
- Staff salaries to process requests for assistance and payments.
- Direct costs for rapid re-housing/placement (e.g., move-in deposits).
- Financial assistance for mortgage, and/or utility arrearages or relocation to a more affordable dwelling.

- Minor home repair assistance not to exceed \$3,000 without prior approval from AHFC. Organizations are encouraged to coordinate with their local weatherization agency for home repairs.
- Other services directly related to homeless prevention (e.g. landlord mediation, case management).

### Rental Assistance

For communities not covered by AHFC's Housing Choice Voucher program. Please note: this rental assistance is not required to be time limited. However, the sponsor must establish procedures (approved by AHFC) to monitor income (at least annually) to ensure it is at least 50% or below AMI at time of entry and that participants receiving rental assistance remain at or below 80% AMI. Unless otherwise approved by AHFC, the rental payment standard will not exceed the fair market rent for the corresponding community. Requests to increase the payment standard will be considered if sufficient evidence is presented, in AHFC's sole determination, that the default payment standard is insufficient to provide housing assistance within the affected community.

## **12. Deed Restrictions**

Applicants awarded SNHG and / or NHTF from AHFC for acquisition, rehabilitation, or new construction will be required to execute a declaration of covenants, conditions and restrictions that limit the use of the property for a 30 year period to those purposes set forth in the grant agreement. Applicants will also be required to sign a note and deed of trust for the corresponding amount of the grant(s). The notes will accrue 5% interest. The notes and deeds of trust will secure the performance obligations. When the period of performance ends, the Notes and Deeds of Trust will be forgiven.

Applicants requesting LIHTCs will be required to execute a Land Use Restrictive Agreement (LURA). If applicants waive their right to resell the property after the initial 15 year tax credit compliance period, the LURA will run for a total of 30 years after the property is placed into service (15 years for the LIHTC compliance period plus 15 years under and Extended Use Agreement).

Recipients of HUD 811 Funding will be required to record a Use Agreement on the property to secure the performance obligations under that program. Please see the reference materials included in the application packet for an example of the Use Agreement for this program.

Disclosure for Operating and Support Service awards, and award recipients of rental assistance through this NOFA. In the event that funding for the operating and support service grants, and / or rental assistance awarded through this NOFA, is lost partially or entirely, AHFC reserves the right to re-evaluate the proposed set-asides noted in the Land

Use Restrictive Agreement (LURA) recorded to secure the LIHTC performance obligations. If through no fault of the project operator, the financial feasibility of the properties is jeopardized through funding reductions in the Operating and Support Service, and / or sources of rental assistance awarded through this NOFA, AHFC will consider requests to approve increases in the income ceilings up to the maximum allowable under the respective program restrictions that remain in effect. Please note: AHFC does not have the authority alter any set-aside commitments made to satisfy NHTF compliance.

### 13. Project Limitations

To be considered for funding at any level, applicant must demonstrate that they can meet the purposes and goals for this NOFA **for all households in the target population(s)**. Applicants will be required to provide sufficient support for their ability to meet these purposes and goals in this NOFA for all project shapes and sizes.

#### Financial Feasibility

AHFC reserves the right to deny funding to any applicant, regardless of that applicant's point ranking if, in AHFC's sole determination, the applicant's development and / operational model is not financially feasible or viable.

#### Distribution of Funding

- **Capital Funding:** Applicants for capital funding may apply for no-more than 50% of the available capital resources. Applicants may indicate alternate plans if additional funding is available, but the proposal submitted in the final application must be based on utilizing no-more than 50% of the available development resources.
- **Operating and Support Funding** (excluding Rural funding): Applicants may request no more than 75% of the available operating and support service funding. Applicants may indicate alternate plans if additional operating and support service funding is available, but the proposal submitted in the final application must be based on utilizing no-more than 75% of the available operating and support service funding (excluding the Rural funding).
- **Multiple Communities:** If multiple development proposals are received from a single community, only one proposal will be funded if another feasible proposal has been submitted from other community.

#### Voluntary Tenancy and Services

Tenants must occupy any units funded and / or supported through this NOFA on a voluntary basis. There is no time limit for how long a tenant may stay in a residence developed under this NOFA. Some tenants may require the permission of a legal guardian or parole officer to move from this housing, but tenants will not be prevented from selecting approved alternative safe housing. No tenants will be remanded to housing funded through this NOFA as a part of a legal judgment, except where this type of housing (not the specific project) is cited as a condition of parole.

#### **14. Eligible Applicants**

Eligible applicants for the Special Purpose GOAL Round capital and operating and support service funds include not-for-profit corporations, non-profit/for-profit partnerships, local governments, including village or tribal organizations, other political subdivisions of the State of Alaska, and/or a partnership of these organizations. Operating funds may only be provided to tax-exempt organizations.

Eligible applicants for the LIHTCs, NHTF, 811 and PHD funds that may become available through this NOFA include for-profit entities in addition to all entities eligible to receive SNHG funding. However, any NHTF funding awarded to a for-profit entity will be issued as a soft loan with an interest rate of 0%.

#### **15. Funding Considerations**

The CEO may use considerations other than the point ranking to make the final funding awards. These considerations are:

- The maximum legal and AHFC annual programmatic funding limits;
- Levels of funding necessary, in AHFC's opinion, to result in a financially feasible project, including a recommendation of no funding if sufficient debt can be supported;
- Distribution of Special Purpose GOAL Round funds in such a manner to maximize the number of financially feasible projects which receive funding, even though this may result in the award of funds outside of actual application rankings established by the rating process. This ability is necessary to ensure that a high ranked application(s) would not necessarily secure all, or most, of the available Special Purpose GOAL Round funds at the expense of a greater number of other worthy lesser ranked projects;
- Increasing the spread of projects by geographic location.
- "Responsible bidder". AHFC reserves the right to reject or assess negative points to any grant application or request for funding from any applicant who has failed to perform or is partnered with a person or organization who has failed to perform any previous grant or contract with AHFC; who has previously failed to perform properly or to complete on time contracts of a similar nature; who qualifies or changes terms and conditions of the Notice of Funding Availability (NOFA), applicable restrictive covenants or loans in such a manner that is not responsive to the purpose sought by AHFC in issuing the NOFA, covenants or loans; who submits an application that contains faulty specifications or insufficient information

that, in the opinion of AHFC, makes an application non-responsive to the NOFA; who submits a late application; who has not signed the application; who is not in a position to perform the work proposed in the application; who habitually and without just cause neglected the payment of bills or otherwise disregarded its obligations to subcontractors, material suppliers, or employees; who has shown a consistent practice of non-compliance with State and federal rules that govern housing development programs; who has unpaid taxes due to the State of Alaska or the U.S. government; where there is a conflict of interest with the applicant and board member or employee of AHFC; or when AHFC determines that the application is not in AHFC's best interest.

## **16. Project Design**

All physical design standards noted in the Qualified Allocation Plan, effective May 25, 2016 are incorporated into this NOFA by reference.

Based on prior analysis of supportive housing needs, the partnering agencies have developed a general project design that accommodates the needs of the targeted tenant population. These project design guidelines facilitate successful re-integration from institutional settings, preventing the cycling of tenants through API, correctional facilities, and homelessness.

### Physical Design

The project's physical structure will be one or more multi-family buildings, e.g., an apartment style building or a combination of multi-family structures, with individual units and a management office and living unit. Some common space for group activities, meetings, and counseling sessions may also be included on site. Projects developed under this NOFA will not be so secured as to restrict the voluntary movement of tenants in and out of the building. They will be designed to meet the special occupancy needs of the tenant population and to achieve the following:

- a. provide maximum protection for all residents, staff and visitors from fire and property-damaging violent or destructive behavior;
- b. provide maximum protection for all residents, staff, and visitors from violent and assaultive tenant behaviors;
- c. minimize residential accidents and opportunities for self-inflicted injury and suicide;
- d. maximize personal preferences and safety considerations with regard to life style, personal interests and hobbies, choices in personal and home care, and roommates;
- e. accommodate physical and visual access for residential management services staff to monitor the premises;
- f. secure tenant residences against outside intruders and unwanted intrusion



- by other residents; and
- g. accommodate the delivery of community-based services to tenants.
- h. use Energy Star products to the maximum extent possible. Refer to [http://energystar.gov/index.cfm?c=bulk\\_purchasing.pr\\_proc\\_generic](http://energystar.gov/index.cfm?c=bulk_purchasing.pr_proc_generic)

### Residential Services Coordination

The grant recipient will provide residential services for purposes of ensuring a safe living environment for the housing tenants, even after business hours. Residential services will be designed to achieve the following:

- a. maintain the capability to respond after business hours to challenging tenant behaviors resulting from the symptoms of mental illness and from substance use, including behaviors that threaten the personal safety of the staff, visitors and residents through arson, violence that causes property damage, and assault;
- b. monitor tenants' use of psychotropic medications to encourage their adherence to prescribed medication regimens and to help detect difficulties, including side effects, and to help facilitate communication between tenants, their community-based services providers, and the prescribing professionals to address medication issues;
- c. cooperate with the community-based services providers in assisting tenants in accessing daily living goods and services and in building daily living and social skills and accessing mental health and substance abuse services; and
- d. cooperate with and help facilitate communication between tenants, their community-based services provider(s), parole officers and other support professionals.
- e. The owner will retain the ability to reject a referral of a potential client from DHSS or DOC. However, the standards for rejecting referrals must be in keeping with the goals of the project and explicitly defined in the proposal. Standards for acceptance/rejection of referrals may be subject to negotiation with DHSS and DOC. Rejections not in keeping with the goals of the project and the standards approved by DHSS and DOC could result in reduced operating grant support.

### Accommodation of community-based services

Both the physical and administrative services design will accommodate the delivery of community-based services to tenants in their homes and elsewhere by one or more providers. These services will be administered independent of, but with the cooperation of the grant recipient and the on-site residential management services staff. Such services may include the following:

- a. daily living skills training, e.g., shopping, housekeeping, and social skills training;
- b. support and treatment group meetings;
- c. scheduled visits from case managers or treatment providers to assist with service

- planning and coordination and medications;
- d. unplanned crisis intervention visits to support tenants in diverting or mitigating psychiatric crisis; and,
  - e. for a small number of tenants, after-hours supervision. In such instances the community-based service provider(s) will be with the tenant at all times, much like a developmentally or physically disabled person may need a live-in after-hours care provider. These service provider(s) may rotate on a shift basis.
  - f. All grant recipients will assist tenants with applying for any available rental assistance.

## 17. **Deadline for Application Submission**

All entities wishing to submit an application under this NOFA must first submit a Registration Request to Andy Petroni at [apetroni@ahfc.us](mailto:apetroni@ahfc.us) no later than 4:30 p.m. (Anchorage Local Time) on Friday, June 22, 2018. Please see <https://www.ahfc.us/homelessness/current-funding-opportunities/> for a Registration Request form.

Applications must be submitted on-line no later than 4:30 p.m. (Anchorage Local Time) on Friday, October 5, 2018. Applications may NOT be submitted via telefax, email or hard copy. The official time for application submittal will be documented in the on-line application software. Only applications that have been submitted by the deadline will be considered for funding.

Note: In the online application system, applicants can save their progress prior to formally submitting their applications through the system. **An application is not “submitted” until the applicant formally clicks the “submit” button in the online application system and the submission is accepted by the system.** AHFC will only consider applications from applicants that have fully submitted their applications through the online system. If an applicant has saved work in the system prior to the application deadline, but does not “submit” their application through the system, AHFC will neither consider the application for funding nor evaluate any materials the applicant has saved in the online system.

## 18. **Application Deadlines Impacted by System Access Issues**

In the event the online application system is unavailable for an extended period of time on the day of the application deadline, AHFC reserves the right to extend the deadline for online submissions up to one full business day following the restoration of the system access.

Please note: except as provided below, definition of “an extended period of time” in the preceding paragraph will be left to AHFC’s sole discretion based on the facts and circumstances surrounding the system access complications, if any, which arise on the day of the application deadline.

If the online application system is unavailable due to technical complications within 1 hour of the application deadline, AHFC will automatically extend the application deadline for one full business day following confirmation that the system access has been restored.

**19. Applicant Teleconference Training**

AHFC will host a Special Purpose GOAL Round teleconference on Thursday, June 14, 2018 from 3:00 p.m. through 5:00 p.m. (Anchorage Standard Time). Call-in details are noted below. Please RSVP to [jsmerud@ahfc.us](mailto:jsmerud@ahfc.us) if you plan to attend the Special Purpose GOAL NOFA teleconference, as well as with any questions or agenda suggestions you would like to hear addressed at the teleconference.

Teleconference Call In Number: 1-877-668-4493  
Teleconference Access Code: 925 853 934

Jennifer Smerud  
Planner, Planning and Program Dev.                      Voice: 330-8276  
E-mail: [jsmerud@ahfc.us](mailto:jsmerud@ahfc.us)

**20. Proposal Costs**

All costs of responding to this NOFA are the responsibility of the applicant.

**21. Acceptance of Terms**

By submitting an application, the applicant accepts all terms, conditions and requirements of this NOFA, the National Housing Trust Fund (NHTF), the Special Needs Housing Grant (SNHG) program, the Low Income Housing Tax Credit program (LIHTC), the 811 Program, the Public Housing Division Sponsor Based Rental Assistance, and those contained in applicable AHFC, and AMHTA regulations and statutes. The applicant's proposal will become part of the award agreement in the event the applicant is awarded program funds. The applicant will be bound by what is in the proposal, unless otherwise approved in writing by AHFC.

Omission within this NOFA package of provisions found in state regulations or terms and conditions of AHFC's or the State of Alaska's grant agreement does not nullify or in any way relieve the applicant or AHFC of responsibility for complying with all applicable State and / or Federal Program requirements.

Proposals and other materials submitted in response to this NOFA become the property of AHFC and may be returned only at AHFC's discretion. Applications are public documents and may be inspected or copied by anyone after they have been reviewed and rated, and a Notice of Intent to Award Funds has been issued by AHFC. Financial statements included in

the application may be considered public information unless a specific written request to restrict distribution is made by the applicant.

In addition to the above, the following provisions will apply to any award recipient:

- i) All award recipients must participate in the annual Point-in-Time Count (PIT) and Housing Inventory Count (HIC);
- ii) All non-domestic violence programs must enter client data into the Alaska Homeless Management Information System (AKHMIS);
- iii) All organizations must participate in their local homeless/housing coalition, or equivalent, and the statewide Alaska Coalition on Housing and Homelessness; and
- iv) As communities implement systems of Coordinated Entry, award recipients will be required to participate in their community's implementation.

## **22. Misstatements**

If AHFC determines that an applicant for, or recipient of, funds made available under this program has made a material misstatement relating to the recipient's application for, or administration of, a grant, AHFC will, at its discretion, remove the application from any further funding consideration, or in the event that funds have already been received, require the recipient to repay the funds to AHFC, together with accrued interest on the amount of the funds received calculated at the highest rate allowed by law from the date of funds disbursement by the AHFC.

## **23. Debarment and Suspensions**

Applicants and their principals, who are currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any Federal, State or AHFC programs, are not eligible to receive funds under this NOFA. In addition, the applicant is responsible to ensure that each contractor and subcontractor performing work on the assisted housing is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in any Federal, State or AHFC programs. See the federal "Excluded Parties Listing System" at [www.sam.gov](http://www.sam.gov).

## **24. Administration and Evaluation Process**

The capital funding awards made under this NOFA are subject to AHFC grant management regulations contained in 15 AAC 154.700-835 and 15 AAC 154.010-080. The operating funds awarded under this NOFA are subject to the statutes of the Alaska Mental Health Trust Authority (A.S. 47.30.010-061), and all conditions applicable to Anchorage applicants found in Appendix B. Any Low Income Housing Tax Credits awarded through this NOFA will be administered according to Section 42 of the I.R.C. and AHFC's Qualified Allocation Plan. AHFC's Planning and Program Development Department will administer the application and

award process.

The administration of PHD Rental Assistance and HUD 811 Funding will be governed by their respective program requirements. Information regarding each of those sources is included in Application Materials.

Each application submitted prior to the application deadline will be subject to a "threshold" review. **Applications that do not meet the threshold requirements, as determined by AHFC, will not be considered further in the NOFA process.**

The threshold review consists of the following:

- (a) The application requirements identified in all of the applicable "Threshold Application Requirements" section of these instructions.
- (b) The applicant is eligible to receive the type of funding requested
- (c) The application was received by the deadline.
- (d) The applicant is a "Responsible Bidder."

After an application passes the threshold review, an application review committee of up to four people, potentially representing partnering agencies and the supportive housing community will review the application. The committee will rank each application based on the priorities listed in the Evaluation Criteria section of these instructions.

After the applications have been rated, the Executive Director of AHFC shall approve the funding decisions. The Executive Director may use selection criteria other than the point ranking criteria to make the final funding awards. These considerations are specified in Section A (15) of this NOFA.

The final funding awards will be announced in an intent-to-award letter sent to all organizations that passed the threshold review.

## 25. Appeal Process

All awards made under this NOFA are subject to the appeal processes required in 15 AAC 150.220. The protest must be in writing and must include at least the following information:

- A. The name, address, and telephone number of the protester;
- B. The signature of the protester or the protester's designated representative;
- C. Identification of the solicitation, contract, or grant agreement at issue;
- D. A detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and
- E. The form of relief requested.

The protest must be received by AHFC within ten (10) calendar days of the date of the Intent to Award notice. The protest should be addressed to Daniel Delfino, Director of Planning and Program Development.

**26. Leveraging of other Federal, State, or Local Housing Funds**

The partnering agencies strongly encourage the use of non-GOAL funds to help leverage the funds available in this NOFA. Additional points will be provided to applicants who can document the use of State, Federal, Local and Private Foundation housing funds.

**27. Minimum Required Inspection Standards - Housing that is constructed or undergoes substantial rehabilitated must meet each of the following minimum property standards:**

Newly constructed or rehabilitated housing shall meet all applicable local building codes, the State's Building Code (AS 18.56.300) as implemented by 15 AAC 150.030 and Building Energy Efficiency Standard (AS 46.11.040) as implemented by 15 AAC 155.010.

If the Summary of Building Inspection (PUR-102) form or Building Energy Efficiency Standard Certification (PUR-101) is required (per AS 18.56.300 or AS 46.11.040, respectively), the project must be inspected and the form must be executed by a qualified inspector(s) at various stages of project development. **It is the responsibility of the applicant to insure that the inspector selected is eligible to inspect the size of project proposed under state law. Do not** wait until the project is completed to obtain the necessary inspections and inspector signatures. This may result in requiring a destructive inspection. Instructions and forms are provided on AHFC's website: <https://www.ahfc.us/pros/builders/building-energy-efficiency-standard/>.

All residential buildings with four or more units must obtain a permit from the Alaska State Fire Marshall, as per AS 18.70.010-18.70.100. In communities that have accepted a deferral for full code enforcement, plans should be submitted directly to the city (Anchorage, Juneau, Fairbanks, Kenai, Seward, Kodiak, Sitka and Soldotna). For more information, contact the Alaska State Fire Marshall.

All applicable local codes, rehabilitation standards, ordinances, and zoning ordinances. Housing that is constructed or rehabilitated must be developed by a contractor with a **Residential Endorsement**.

All projects must meet the following minimum accessibility laws:

- Americans with Disabilities Act
- Fair Housing Amendments Act of 1988

- Alaska Statute AS 18.80.240
- Local Government Ordinances

- 28. Funding through the National Housing Trust Fund (NHTF)** - As part of this NOFA, AHFC may award NHTF for new construction activities located outside of Anchorage. Proposals that involve acquisition and / or rehabilitation of facilities are not eligible for NHTF. All units subsidized by NHTF awards must be set-aside for households at 30% or below of the Area Median Income (AMI). Please note: this 30% AMI restrictions only applies to the specific units funded through the NHTF, not to every unit within the property.

The NHTF awards through this NOFA are federal dollars and carry with them income restrictions, as well as a host of other federal cross-cutting requirements such as environmental reviews, per unit subsidy limits, compliance with the Uniform Relocation and Real Property Acquisition Act, etc. Applicants applying for, or willing to accept, NHTF awards available through this NOFA are strongly encouraged to review all of the applicable federal requirements prior to requesting these funds in order to ensure that their project scope and development timeline are consistent with the requirements and deliverables triggered through the use of this funding resource.

- 29. Funding through the Low Income Housing Tax Credit (LIHTC) program.** As part of this NOFA, AHFC will make LIHTCs available for capital development projects, statewide. Applicants applying for, or willing to accept, LIHTCs made available through this NOFA are strongly encouraged to review all of the applicable requirements associated with LIHTC funding prior to requesting this resource to ensure their project scope and development timeline are consistent with the requirements and deliverables triggered by use of this funding resource. If selected for funding, applicants will be required to provide AHFC with a 3<sup>rd</sup> party market study (at their cost).

For a complete list of requirements associated with LIHTC funding, please visit the following section of AHFC's website <https://www.ahfc.us/homelessness/current-funding-opportunities/> and review the GOAL Program Rating and Award Criteria effective May 25, 2016 (aka QAP).

- 30. Funding through the Special Needs Housing Grant Program**

Funding through the SNHG is made to expand housing opportunities for homeless Alaskans and / or Alaskans experiencing disabilities. The priority cohort within this program are Alaskans who qualify as Mental Health Trust Beneficiaries. Developments that pair SNHG awards for the acquisition, construction and / or rehabilitation of a facility through this Special Purpose GOAL will be limited to setting aside no more than 25% of the residential units for this population if they are also requesting funding through the HUD 811 Program.

Please note: although sponsors may set-aside no more than 25% of the units for this priority

population in deals that also include HUD 811 Program funding, the sponsors must still comply with the Fair Housing for the remaining 75% of the units in the property.

### **31. Funding through the HUD 811 Program**

Funding through the 811 Program requires that no more than 25% of the units in a development be set-aside for the Program's target population. Households assisted through 811 Program funds must be at, or below, 30% of the Area Median Income (AMI). A summary of the 811 Program target population(s) and example of the Use Restriction that will be recorded on properties receiving 811 Program assistance is provided at <https://www.ahfc.us/homelessness/current-funding-opportunities/>.

At minimum, five (5) units in the development must be set-aside for HUD 811 Program recipients to be eligible for funding.

### **32. Funding through the Public Housing Division's Sponsor Based Rental Assistance.**

Funding through the Public Housing Division's (PHD) Sponsor Based Rental Assistance program is available to proposals that commit to also providing units for the HUD 811 Program recipients. PHD Sponsor Based Rental Assistance will be equivalent to the payment standard used for the Voucher Program. Rental Assistance for up to 75% of the units in a property may be requested if the maximum number of HUD 811 units are proposed.

Additional information regarding the PHD Sponsor Based Rental Assistance will be posted to <https://www.ahfc.us/homelessness/current-funding-opportunities/> throughout the application process.

### **33. Special Purpose Funding Round Acknowledgement**

This NOFA represents a special purpose allocation round including five (5) different programmatic resources. AHFC encourages prospective applicants to ask questions and request points of clarification regarding this NOFA and the associated process. AHFC reserves the right to amend this NOFA if necessary.

## **B. THRESHOLD APPLICATION REQUIREMENTS**

### **1. Threshold (T) Items Required for Application Submission**

T-#1: A completed application fully submitted through the online system no later



than the specified application deadline.

- T-#2 A completed and signed Signatures and Certifications form.
- T-#3: Evidence of legal organizational status, i.e., non-profit designation letter from the Internal Revenue Service (non-profits and municipalities), Certificate of Incorporation issued by the Department of Commerce.
- T-#4: A resolution of the applicant's governing body authorizing the request for grant funds under this NOFA or if the applicant is a municipality, the signature of a municipal official with authority to apply for the grant.
- T-#5: If capital funding is requested: Evidence of Acceptable Zoning, or if not currently zoned appropriately, a plan on how the appropriate zoning will be obtained, including a timeframe for petitioning for a zoning change, discussions with the local government and community groups, if necessary, and any potential regulatory barriers that might exist.
- T-#6: If capital funding is requested: **Evidence that the applicant has site control at the time of application for funding, and that site control is maintained for a period of at least five months from the application deadline (site control must be maintained at least through February 8, 2019, or, for NHTF and / or HUD 811 applicants, until the projected date upon which the environmental review, including all required public comment periods, is completed, whichever is later.)** The site control agreement may be conditioned on award of Special Purpose GOAL Round funding. However, this condition may not terminate the site control agreement until at least December 28, 2018.

**Applicants for the NHTF must provide evidence of site control that is consistent with** Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. Specifically, the site control for NHTF funded projects must evidence the appropriate notices regarding voluntary sale terms and the fair market value of the property being sold.

**If applying for NHTF, the site control agreement must stipulate that the purchase of the property is subject to a determination by AHFC on the desirability of the property for the project as a result of the completion of an environmental review in accordance with regulations found at 24 CFR Part 58.**

Required Evidence of Site Control:

- (a) Current deed (warranty deed, quitclaim deed, etc.) evidencing current title to the site; **or**
- (b) An executed earnest money agreement or option to purchase, or other similar legally binding document meeting the site control requirements of the above paragraph; **or**
- (c) Executed lease that extends for at least 30 years beyond the start of the expected compliance period for this project.

T-#7: Financial Statements, most recent audited financial statement for the applicant organization(s). If no audited financial statements are available for the most recent 6 month period, please provide the most recent unaudited financial statements for the past 6 month period in addition to the audited financial statements.

T-#8 Evidence that Developer has at least three years of appropriate experience. If applying for NHTF and / or LIHTC funds, the developer must possess three years of experience developing projects with LIHTC funds. If only applying for NHTF, the applicant must provide evidence that the developer has at least three years of experience working on projects that utilize federal grants to develop affordable housing.

T-#9 Evidence that property manager has three years of experience dealing with population served by project. If applying for NHTF and / or LIHTC funds, the property manager must have three years of experience managing properties with LIHTC restrictions. If only applying for NHTF, the property manager must have at least three years of experience managing properties with income restrictions through a federal housing program.

T-#10 Evidence that the supportive services provider has three years experience serving the priority population noted in the application materials.

T-#11 **An Executive Summary:** The Executive Summary must be formatted according to the reference file included in the on-line application materials. Each of the required (sub)headings must be included, and all bulleted points in the reference document will need to be addressed. Please note: proposals for the Rural operating assistance will complete a different Executive Summary than the Executive Summary Template provided for Development Activities.

T-#12 **Photographs of the proposed project site:** These photographs must be submitted in Word. Each photograph must be dated and accompanied by a short description (one sentence or less). Photographs will need to include the site location, adjacent properties, and the street view.

T-#13 Single line schematic drawings of proposed project (for new construction and / or substantial rehabilitation), or improvement plans for an existing facility being renovated or converted for the proposed use.

T-#14 Affirmative acknowledgement of Design Standards specified in online application system.

T-#15 **Displacement and Relocation Assistance Requirements:**

An *Anti-Displacement and Relocation Assistance Plan* for all applications which propose to undertake an activity which will involve acquisition or rehabilitation of a property occupied by a “person” other than the owner of that property (i.e., tenant, [including an individual, business or non-profit organization]),

T-#16 For all proposals involving construction, renovation and /or acquisition of a physical facility to be operated: Evidence of Financial Feasibility for the Project Development. Minimally, this evidence must include:

- (a) Credible third party support of the projected development cost estimates. Examples include bids and/or cost estimates supplied by an architect, appraiser, materials supplier, etc.
- (b) Support for the reliability of other proposed project funding sources have been confirmed, i.e. letters of funding commitment, preliminary loan review, and evidence of application for other funding sources, etc.
- (c) Evidence that applicants are familiar with development project milestones and the timeframe for completing the project is realistic.
- (d) Evidence to corroborate the supportive services costs noted in the application materials.
- (e) Evidence to corroborate the operational costs of the project
- (f) Evidence to corroborate the feasibility of projected revenue sources (i.e. rental, reimbursements, SSI, etc.).

T-#17 All applicants must fill out the project feasibility workbook and submit an electronic copy in Excel through the online application system.

T-#18 A completed Target Population form. The form is available in Word format as a reference file in the online application system.

### C. POINT RANKING CRITERIA

<b>RATING AND RANKING CRITERIA SUMMARY Evaluation Criteria</b>	<b>Maximum Points</b>
1. Sponsor and Project Team Experience i. Penalty Points* – maximum penalty -10 points	0
2. Population Targeting i. Relative Impact – 20 points ii. 811 Unit Count – 20 points iii. Priority Population Served – 25 points	20
3. Project Affordability and Design i. Long Term Affordability – 5 points ii. Equipped Units – 10 points	15
4. Project Characteristics i. General Housing Approach* – 30 points ii. Appropriateness of Design – 25 points iii. Delivery of Residential Services* – 30 points	85
<b>TOTAL POINTS</b>	<b>165</b>

**\*Capital development proposals will be scored using all criteria noted. However, proposals for Rural Operating and Support Funds will only be evaluated using the criteria noted with an asterisk (\*) in the above table.**

#### 1. SPONSOR AND PROJECT TEAM EXPERIENCE – Threshold Item.

Applications must satisfy the threshold level of experience to be considered for funding. Sponsor and project team experience thresholds are delineated in the online application materials. However, penalty points may be assessed against the application in cases where the applicant and / or project team members qualify for penalty points described below.

- a) Applications that are sponsored, or involve participation by, organizations that have

current negative outstanding audit or monitoring findings from AHFC, DHSS, Corrections, HUD or the AMHTA may have up to 10 points deducted from the total score.

## 2. POPULATION TARGETING – 65 Points

- a. Relative Impact (20 Points): Proposals involving physical units will be ranked by the number of people served. The proposal with the most units will receive 20 points. The proposal with the second highest unit count will receive 16 points, the third highest unit count will receive 12 points, and so on (in four point decrements). If 5 proposals are received, the proposals with the 5<sup>th</sup> smallest unit count and below will each receive zero (0) points.
- b. 811 Unit Count (20 Points)
  - a. Proposal will utilize the greater of 5 units or 15% of the available units for HUD 811 Program Participants (10 Points).
  - b. Proposal will utilize the greater of 10 units or 25% of the available units for HUD 811 Program Participants (20 Points).
- c. Up to twenty-five (25) points will be given to projects commit at least 25% of the units to the Priority Population identified in this NOFA.

For the purposes of assigning points in this section, applicants will be required to state the total number of units in their project. The applicants will then be required to specifically identify how many of the units will be reserved for households within the priority population. The percentage of total units in the project serving households qualifying as priority populations will be multiplied by 100. The maximum score available under this category will be twenty-five (25) points.

## 3. PROJECT AFFORDABILITY AND ACCESSIBILITY - 15 Points Maximum

- a. Project commits to maintain all proposed affordability provisions for thirty-one (31) years (5 Points).
- b. Number of Units Equipped for Persons with Physical Disabilities and Sensory Impairments (10 Points)

Number of units equipped **above the minimum number required** by federal fair housing law, state or local law, or any additional funding sources and program requirements applicable to the project.

Calculation:

$$\text{Points} = \frac{\text{Number of Fully Equipped Units} \times 10}{(\text{Total Number of Units in Property} \times 25\%)}$$

To receive points in this criteria, the units must be constructed or rehabilitated to the applicable standard required by the specific program under which funds are requested, i.e., Fair Housing Act (all programs); Section 504 requirements, or if specific program requirements do not apply, to the standard established in the Americans with Disabilities Act (all common areas).

All projects must meet the requirements of the following laws:

- Americans with Disabilities Act
- U.S. Fair Housing Amendments Act of 1989
- Alaska Statute AS 18.80.240
- Local Government Ordinances

#### **4. PROJECT CHARACTERISTICS - 85 Points**

Applications will be rated on how well the proposed project meets the intended outcome of the NOFA. All projects are required to be constructed in compliance with the Minimum Required Inspection Standards listed in Subsection 27 of this NOFA. If the applicant is proposing to develop a project, where the targeted units for eligible participants comprise a proportion less than 100%, then the applicant must address how the project design is consistent with the goals and intent of this NOFA, in particular the compatibility of the targeted population (eligible populations defined in this NOFA) with other tenants in the development.

The application will be rated in each of the following three areas: General Housing Approach, Appropriateness of Design, and the Delivery of Residential Services.

- a. General Housing Approach (30 points maximum)
  - i. How well the applicant has demonstrated that the proposed project will result in the reduction of homelessness among the target population and prevent the cycling of tenants through homeless shelters, API or correctional facilities (5 points)
  - ii. How well the applicant has demonstrated that the project will provide new housing or improve existing housing in a community setting that will result in expanded housing opportunities for those persons in the homeless population currently facing limited housing opportunities (5 points)

- iii. How well the applicant has demonstrated quality staffing patterns, detailed the operational plan for long and short term maintenance and repairs, and the provision of residential services (type, duration, and staff responsible) (5 Points)
  - iv. The quality of staff identified in the application (those working with tenants directly and the owner), the availability and plan for continued staff training, and the systems and plans in place to respond to disruptive tenant behavior (5 Points)
  - v. How well the applicant's management and operation plan demonstrates an ability to reduce the potential for a tenant to experience a housing crisis, and that a successful framework will be put in place to effectively respond to tenants experiencing crisis events, thus allowing for the tenant to retain their residence (5 points)
  - vi. How well the applicant demonstrates the onsite staff's capacity to work with service providers to mitigate or reduce the likelihood of tenants creating a danger to themselves or others. Points of review will include the specific policies and procedures that will be developed to coordinate the interaction of property management and residential service staff (5 points)
- b. Appropriateness of Physical Design (25 points maximum)
- i. How well the applicant demonstrates the provision of maximum protection for all residents, staff, and visitors from fire and property-damaging violent or destructive behavior (e.g. sprinklers systems, extra fire retardant fixtures or furnishings and building materials, solid core doors, shatterproof windows, break away handles, or radiant floor heat) (5 Points)
  - ii. How well the applicant demonstrates the provision of maximum protection for all residents, staff, and visitors from violent and assaultive tenant behaviors and minimizes residential accidents and opportunities for self injury and suicide, yet also maximizes personal preferences and safety considerations with regard to life style, personal interests and hobbies, and choices in personal and home care, and roommates (5 Points)
  - iii. How well the applicant demonstrates accommodation of physical and visual access for property/residential staff to monitor the premises (5 Points)
  - iv. How well the applicant demonstrates security of tenant residences against outside intruders and unwanted intrusion by other residents (5 Points)
  - v. How well the applicant specifically addresses how the physical design will accommodate tenants receiving the following support services (5 Points):
    - 1. daily living skills training, e.g., shopping, housekeeping, and social;
    - 2. support and treatment group meetings;
    - 3. scheduled visits from case managers or treatment providers to assist with services

- planning and coordination and medication;
- 4. unplanned crisis intervention visits to support tenants in diverting or mitigating psychiatric crisis; and
- 5. After-hours personal care, for a few tenants, by a service provider who is with the tenant at all times, much like a developmentally or physically disabled person may need a live-in after-hours care provider.

**c. Approach to Delivery of Residential Services (30 points maximum)**

- i. How well does the proposal substantiate the project maintaining the capability to respond during and after business-hours to challenging tenant behaviors resulting from the symptoms of mental illness and from substance use, including behaviors that threaten the personal safety of the staff, visitors and residents through arson, violence that causes property damage, and assault (5 Points)
- ii. How well does the proposal substantiate the project's ability to monitor tenants' use of psychotropic medications and detecting difficulties, including side effects, and facilitating communication between tenants, their community-based services providers, and the prescribing professionals to address medication issues (2 Points)
- iii. How well does the proposal substantiate the project's ability to monitor tenants' transition from treatment facilities for substance abuse to independent living conducive to continued sobriety and successful inclusion into the tenant community as a non-disruptive member (3 Points)
- iv. The degree to which the proposal demonstrates effective cooperation with the services providers in assisting tenants in accessing daily living goods and services (5 Points)
- v. The degree to which the proposal demonstrates effective coordination in the use of meeting areas between service providers, maintain communication with the landlord for maintenance and security issues (5 Points)
- vi. The degree to which the proposal demonstrates effective cooperation with, and helping to facilitate communication between, tenants, their services provider(s), parole officers and other support professionals (5 Points)
- vii. How well the applicant specifically addresses the accommodation of tenants who are receiving the following services from their services providers (5 Points)
  - 1. daily living skills training, e.g., shopping, housekeeping, and social;



2. support and treatment group meetings;
3. scheduled visits from case managers or treatment providers to assist with medication
4. unplanned crisis intervention visits to support tenants in diverting or mitigating psychiatric crisis; and,
5. 24-hour supervision, for a few tenants, by a community-based service provider who is with the tenant at all times, much like a developmentally or physically disabled person may need a live-in 24-hour care provider.

#### **D. APPLICATION FORMAT AND PAGE LIMITATIONS**

**Failure to use the mandatory format for the application submission may result in rejection of your application from the award process.**

#### **EVALUATOR PACKETS**

AHFC will distribute application materials electronically to members of the review panel.