



Notice of Funding Availability

August 5, 2021

**SENIOR HOUSING ACCESSIBILITY MODIFICATION PROGRAM
(SENIOR ACCESS PROGRAM)**

**Applicant Registration Submission Deadline: 4:30 p.m. Alaska
Time, August 27, 2021**

**Application Deadline: 4:30 p.m. Alaska Time
October 29, 2021**

For more information, contact:

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**EQUAL HOUSING
OPPORTUNITY**

TABLE OF CONTENTS

Section I: Application Instructions and Provisions	3
A. General Information	3
1. NOFA Purpose and General Provisions	3
2. Program Goals	4
3. Evaluation and Award Criteria	4
4. Funding Available, Minimum Funding Amounts and Renewals	4
5. Expenditure Timeframe	5
6. Eligible Applicants	5
7. Application Submission Format	5
8. Proposal Costs	6
9. Acceptance of Terms	6
10. Misstatements	7
11. Questions about the NOFA Application Package	7
B. Evaluation and Selection Criteria	7
1. Threshold Review and Required Items	7
2. Application: Rating and Required Items	9
a) Service Areas, Units Modified, and Experience with Modifications	9
b) Existing AHFC/Other Audits and Findings	9
c) Rating Criteria Summary	9
C. Additional Evaluation and Rating	10
 Section II: ATTACHMENTS	
Attachment A. AHFC Standard Provisions	
Attachment B. AHFC Grant Management requirements (15 AAC 154.700-254.835)	
Attachment C. Service Area Allocations	
Attachment D. Senior Access Program Application Form	
Attachment E. Applicant Certifications	
Attachment F. 2021 Housing Income Limits	
Attachment G. Senior Access Program Policy and Procedure Manual	
Attachment H. AHFC Online Application Instructions	
Attachment I. Grantee Audit Report Requirement	

SECTION I: APPLICATION INSTRUCTIONS AND PROVISIONS

A. GENERAL INFORMATION

1. NOFA Purpose and General Provisions

Under this Notice of Funding Availability, Alaska Housing Finance Corporation will provide funding to successful respondents to act as a Grantee under the Senior Housing Accessibility Modification Program (Senior Access Program), in accordance with AS 18.56.800 and as implemented by 15 AAC 154.010 - 15 AAC 154.080 and 15 AAC 154.100 - 15 AAC 154.110 for the Senior Citizen Housing Development Fund (SCHDF).

“**Small community**” – defined under state statute as a community with a population of 6,500 or less that is not connected by road or rail to Anchorage or Fairbanks, or 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.

Under the Senior Access Program, Grantees provide and administer grants for qualifying senior households for the purpose of making needed accessibility modifications to their homes.

Grants are limited to:

1. \$15,000 for owner-occupied and \$10,000 for renter-occupied homes in Moderate Cost Areas: Defined as communities connected by road or rail to Anchorage or Fairbanks (within the State boundaries).
2. \$20,000 for owner-occupied and \$15,000 for renter-occupied homes in Intermediate Cost Areas: Defined as communities not connected by road or rail to Anchorage or Fairbanks (within State boundaries) that do not meet the definition of a Small Community
3. \$25,000 for owner-occupied and \$20,000 for renter-occupied homes in High Cost Areas: Defined as communities not connected by road or rail to Anchorage or Fairbanks (within State boundaries) that meet the definition Small Community.

Statewide, small state-licensed assisted living facilities that have less than five beds are eligible to receive up to \$5,000 for modifications. Modifications cannot exceed \$10,000 per assisted living facility.

This award is intended only to address the most pressing needs of seniors. Projects eligible for funding include those that will improve access in the home and mitigate the functional limitations imposed by the senior’s disability. The goal in every project is to allow seniors to remain in their own home as long and comfortably as possible. All housing modification improvement projects must relate to the senior’s current accessibility needs. Please see a list of

eligible activities in the Senior Access Program Policy and Procedure Manual in Section II, Attachment G of this NOFA.

Upon completion, the dwelling must meet the accessibility needs of the senior to the maximum extent feasible. Accessibility modifications (including actual modifications needed by the senior, not necessarily the entire dwelling) must meet specifications set forth in the Uniform Federal Accessibility Standards (UFAS) and construction work must be performed to meet local building codes.

2. Program Goals

The primary goal of the Senior Access Program is to make modifications to existing housing for the purpose of increasing accessibility to allow current resident seniors to remain safely at home for as long as possible.

The Senior Access Program may work in conjunction with other programs. There are many accessibility programs in Alaska; therefore, it is the Grantee’s obligation to find the optimal funding source and ensure that there are no duplicating services.

3. Evaluation and Award Criteria

Applications, as determined by AHFC, that meet minimum “Threshold” requirements will be rated in accordance with the objective evaluation criteria identified in the Senior Access Program Evaluation Criteria Plan enclosed as part of this NOFA package.

4. Funding Available, Minimum Funding Amounts and Renewals

The primary source of funding for this program is the State of Alaska Senior Citizen Housing Development Fund. Available funds are derived from the State of Alaska’s SFY2022 budget. Up to twenty percent (20%) of the program funds awarded in the service area may be used for modifications needed by seniors residing in small state-licensed assisted living facilities having less than 5 beds. The following funding is available through this NOFA:

Senior Access Program Funds for the State of Alaska	
Program Funds	\$675,000
Admin Funds	\$75,000
TOTAL:	\$750,000

If selected for funding through this NOFA, subsequent Grants may be renewed for three additional one-year terms, pending appropriation of funds for the program in the SFY2023, SFY2024 and SFY2025 State of Alaska Senior Citizen Housing Development Fund budget, satisfactory performance and program expenditures by the Grantee, and by grant amendment approved by both AHFC and the Grantee.

Unless funding availability exceeds the amounts requested, the percentage of total SAP funds allocated to each of the below listed geographic regions will not exceed their respective

percentage of the State Population. AHFC reserves the right to award Senior Access funds such that at a minimum two agencies will be awarded funding.

Geographic Area	% of State Population 2020 Estimates	Regional Allotment
Anchorage Municipality	39.64%	\$297,333.80
Fairbanks North Star Borough Interior Economic Region	15.22%	\$114,157.16
Matanuska-Susitna Borough	14.72%	\$110,410.78
Kenai Peninsula Borough & Gulf Coast Economic Region	10.74%	\$80,562.16
Northern Economic Region	3.72%	\$27,908.03
Southeast Economic Region	9.87%	\$74,028.37
Southwest Economic Region	6.08%	\$45,599.69

Source: <http://live.laborstats.alaska.gov/pop/index.cfm>

Additional details about areas included in these areas are in Attachment C.

Administrative funds will be awarded based on the commensurate amount of program funds awarded. Administrative funding will be no more than seventeen percent (17%) of the program allocated.

5. Expenditure Timeframe

Successful applicants that are awarded Senior Access Program funds may anticipate funds to be available in January of 2022. Grantees are expected to fully expend the initial Senior Access program award within the first year of the performance period of the grant.

6. Eligible Applicants

In accordance with AS 18.56.810, eligible applicants include:

- i. Municipalities (Alaska Statute **Sec. 29.71.800 (13)** defines municipal government as a city or borough)
- ii. Public or private nonprofit corporations designated as tax exempt under 26 U.S.C. 501(c)(3) and (4) (Internal Revenue Code of 1954)
- iii. Regional Housing Authorities created in AL 18.55.996(b).

Ineligible organizations include:

- i. Any organization that is currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any AHFC, State, or Federal program; and
- ii. Any other organization or entity not specifically identified as an eligible Grantee in Section i, ii or iii above.

7. Application Submission Format

Organizations interested in applying for SAP funds must register online by using the Ariba system to express their intention to apply no later than 4:30 p.m. Alaska time, August 27, 2021.

Registration was announced through a public notice. Only the applicants who have successfully submitted an Intent to Apply form for the AHFC SFY2022 SAP program are eligible to apply.

Applications must be submitted on-line no later than 4:30 p.m. Alaska time, October 29, 2021. 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.

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 system access.

Please note: except as provided below, the 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.

8. Proposal Costs

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

9. Acceptance of Terms

By submitting a proposal, an applicant accepts all terms, conditions and requirements of this NOFA, and those contained in regulations 15 AAC 154.010 - 15 AAC 154.080. To administer the Senior Access Program, the applicant additionally accepts all terms, conditions and requirements contained in regulations 15 AAC 154.010 - 15 AAC 154.080 and 15 AAC 154.100 - 15 AAC 154.110 for the Senior Citizen Housing Development Fund (SCHDF). The applicant’s proposal becomes part of the Grant Agreement in the event the applicant is awarded grant funds. The applicant will be bound by what is in its proposal, unless otherwise approved in writing by AHFC.

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 statement is provided by the applicant requesting that the financial statements remain confidential.

10. Misstatements

If AHFC determines that an applicant for, or recipient of, funds made available under this NOFA has made a material misstatement relating to the applicant's or recipient's application for, or administration of, the funds made available through this NOFA, AHFC may, in its sole discretion, terminate any further consideration of the applicant's funding request; or, in the event that funds have been awarded, terminate the Grant Agreement and require that the Grantee repay any funds disbursed by AHFC to the Grantee, together with accrued interest on the amount of the funds disbursed, calculated at the highest rate allowed by law from the date of issuance of the disbursement check(s) by AHFC.

11. Questions about the NOFA Application Package

Applicants should immediately review this Notice of Funding Availability Application Package and submit any questions regarding the instructions, in writing, to Andy Petroni, by email at apetroni@ahfc.us. **Questions must be received by October 15, 2021.**

Responses to questions and any other NOFA clarifications will be sent no later than October 22, 2021 to all registered applicants.

B. EVALUATION AND SELECTION CRITERIA

1. Threshold Review and Required Items

Each application proposal will be subject to a threshold review. An application that, in AHFC's sole opinion, has not met the required Threshold (T) Criteria identified in this section and submitted all threshold materials, will be considered non-responsive, and may NOT be considered further in this Notice of Funding Availability cycle. AHFC reserves the right to request technical corrections to the application during the threshold review. If applicants do not respond or are unable to resolve technical corrections within a designated timeframe, the applicant may not be considered for funding.

Threshold Criteria Review includes the following:

T-#1: The application is submitted prior to the application deadline, signed and completed in its entirety with any and all applicable sections and attachments.

T-#2: Eligibility of Applicant

Evidence that the applicant may act in the capacity of a Senior Access Program "Grantee." The application must include substantiation of legal organization status such as, at a minimum, the following:

Non-Profit Organizations - non-profit designation letter from the Internal Revenue Service; or

Municipalities – evidence of incorporation or equivalent; or

Regional Housing Authorities – entities created in AS 18.55.996(b)

T-#3: Evidence that the applicant’s governing body approves and supports this proposal.

The application must include a resolution by the applicant’s governing body authorizing the request for Senior Access Program funds.

T-#4: Applicant is Financially Sound

A determination that, for the most recent fiscal year, that the organization’s complete audited financial statement and related management letters do not report any finding(s) that, in AHFC’s opinion, impede the applicant’s ability to effectively administer the Senior Access Program. If the organization’s audit is more than six months old, the applicant may submit a financial statement that has not been audited and their previous audited financial statement. Applications must contain audited financial statements, including all management letters related to the financial statements for the applicant’s most recent fiscal year. AHFC reserves the right, but not obligation, to evaluate unaudited financial statements to assess T-#4 if, and only if, audited financial statements are unavailable for the applicant entity.

T-#5: Pending AHFC Audit Findings

The applicant must list any outstanding audit findings with Alaska Housing Finance Corporation in the Senior Access Program Application form (Attachment D) and a plan for addressing the findings, if applicable. If the applicant fails to list all outstanding AHFC audit findings in the application, the application may be disqualified or *all Senior Access Program payments may be withheld until findings are resolved.*

In addition, during the term of the Senior Access Program grant AHFC may withhold payments or terminate the grant if any AHFC audit finding has been outstanding for at least 30 days during the term of the grant without a corrective action plan approved by AHFC. It is the responsibility of the grantee to inform the Department of Planning and Program Development at the email address listed in Section I. A. 11. of the resolution of audit findings in writing to avoid termination or suspension of the grant.

T-#6 Applicant’s Organizational Capacity

Applicants must evidence 1) organizational and staff capacity, documented through experience and accomplishments related to sponsoring and/or operating accessibility modification and related community-based programs, and 2) the feasibility that the organization can successfully administer SAP.

- i. The organization’s history and experience (at least 2 years) in administering and performing a Federal/ State rehabilitation program, accessibility and/ or modification program demonstrates the ability to feasibly administer SAP;
- ii. The organization’s history and experience administering programs primarily for persons with disabilities or seniors (at least 2 years) demonstrates the ability to feasibly administer SAP;
- iii. The organization’s history and experience serving the housing needs of residents located within the service area (at least 2 years) for which the applicant is applying demonstrates; and
- iv. Staff resumes corroborating the experience / capacity noted in i.-iii. Above.

- v. Does the applicant have the capacity or develop the capacity during the grant period to bill Medicaid under the Medicaid Waiver Environmental Modification Benefit.

2. Application: Rating and Required Items

Applications determined to meet Threshold Review and Required Items identified in Section I. B. above will be reviewed and rated in accordance with the following objective point schedule.

a) Rating Criteria Summary

EVALUATION CATEGORY	MAX POINTS POSSIBLE
Experience with Construction Modifications	40
Medicaid Waiver Environmental Modification	10
Units Proposed	30
Service Areas Proposed	20
Existing AHFC Audits (Minimum= -10)	0
TOTAL POSSIBLE POINTS	100

b) Experience with Modifications, Units Modified, and Service Areas

- i. Experience with Construction Modifications for disabilities or seniors: A maximum of fifty (50) points will be awarded to directly demonstrated experience with modifications for accessibility or successful implementation of modifications through third party contractors. Item i, will be scored by an independent review committee using the information provided in response to **T-#6 i. – iv.** above. Forty (40 points).
- ii. Can the applicant supplement grant funds through participation in the Medicaid Waiver Environmental Modification Benefit. Item i, will be scored by an independent review committee using the information provided in response to **T-#6 v.** above. Ten (10 points).
- iii. Units Proposed: Applicants will be ranked according to the number of total dwelling units modified. The highest number of modified units proposed will receive thirty (30) points. The second highest number of modified units proposed will receive twenty-five (25) points. The remaining order of modified units proposed will receive twenty (20) to zero (0) points, in intervals of five (5) points, based on their overall rank. Thirty (30 points).
- iv. Service Areas Proposed: Applicants will be ranked according to the number of total service areas proposed. For the purpose of this section, Service Areas are defined in Attachment C. The highest number of service areas proposed will receive twenty (20) points, the second highest service areas proposed will receive fifteen (15) points, and so on in five (5) point intervals, until no more points are available. Twenty (20 points).

c) Existing AHFC/Other Audits and Findings

Maximum 0 points-minimum -10 points: Up to ten (10) points may be deducted from the applicant’s score in cases where the applicant, or the developer or development consultant hired by the applicant, has been determined through monitoring reviews by AHFC staff to be in

violation of program criteria, developed a project unsatisfactorily, or is significantly behind the development schedule that was originally proposed. Points may also be deducted if outstanding monitoring or audit findings exist with other state agencies or with the U.S. Department of Housing and Urban Development. Applicant should submit a statement identifying any such violations. AHFC will determine points to be deducted for outstanding audit or monitoring findings. Audit findings must be outstanding and unresolved for more than forty-five (45) days.

d) Tie Break

In the event that a tie in project scoring occurs, AHFC will implement the following tie-break method: As a collective, the review committee will rank the applications received based on overall quality. Quality of an application is based on organized, concise, and complete information that enables an efficient and effective review. In a tie scenario, the higher ranking application, based on this provision, will receive funding priority. This ranking system will only be used if a tie break occurs.

C. ADDITIONAL EVALUATION AND RATING

Award Process

Applications that pass the threshold review will be rated according to the objective criteria and the review panel for construction modifications experience.

The Planning & Program Development Department will forward funding recommendations to the Executive Director. The Executive Director may use additional selection criteria to determine the final funding awards. Proposals may be funded taking into consideration the following:

- i. Total points earned by applicants in the rating process; and,
- ii. The degree to which a Grantee has shown the capacity to commit the funds received to specific projects and expends the funds within a reasonable time period. AHFC may use, as a measure of capacity, a Grantees historic rate of project commitment and/or expenditure of funds, for those successful Grantees who previously received other AHFC grants.
- iii. That the applicant is considered a “responsible bidder”. AHFC reserves the right to reject any grant application or request for funding from any applicant who is a “non-responsible bidder” that has failed to perform in any of the following ways or is partnered with a person or organization which:
 - a. failed to perform any previous grant or contract with AHFC, or has previously failed to perform properly or to complete on time contracts of a similar nature;
 - b. 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;
 - c. submits an application that contains faulty specifications or insufficient information that, in the opinion of AHFC, makes an application non-responsive to the NOFA;
 - d. submits a late application;

- e. has not signed the application **or submitted the proper certification**;
- f. is not in a position to perform the work proposed in the application;
- g. habitually and without just cause neglected the payment of bills or otherwise disregarded its obligations to subcontractors, material suppliers, or employees;
- h. has shown a consistent practice of non-compliance with State and federal rules that govern housing development programs;
- i. who has unpaid taxes due to the State of Alaska or the U.S. government;
- j. has a conflict of interest with the applicant and board member or employee of AHFC;
- k. AHFC determines that the application is not in AHFC's best interest.