

**REQUEST FOR APPLICATIONS 2016-112**

**SAIL FINANCING FOR THE CONSTRUCTION OF WORKFORCE HOUSING IN  
MIAMI-DADE COUNTY AND MONROE COUNTY**

**Issued By:**

**FLORIDA HOUSING FINANCE CORPORATION**

**Issued: October 21, 2016**

**Due: January 6, 2017**

## **SECTION ONE INTRODUCTION**

Florida Housing Finance Corporation (the Corporation) was appropriated \$20 million of State Apartment Incentive Loan (SAIL) Program funding by the 2016 Legislature for the construction of workforce housing to serve primarily low-income persons (i.e., households with incomes that do not exceed 80 percent of the Area Median Income (AMI) as defined in Section 420.0004, F.S.) and, in the Florida Keys Area of Critical State Concern, to serve households with incomes that do not exceed 140 percent of AMI when strategies are included in the Local Housing Assistance Plan (LHAP) to serve these households.

The SAIL funding offered under this Request for Applications (RFA) is limited to proposed Developments located in Miami-Dade County and Monroe County, and must be used with other funding for the construction of workforce housing for Families, as outlined below:

A. For proposed Developments located in the Florida Keys Area of Critical State Concern (Monroe County):

An estimated \$3 million of Workforce SAIL funding and \$900,000 of Competitive Housing Credits will be available under this RFA. An estimated \$2,400,000 of Additional SAIL funding will also be available for proposed Developments committing to the 80 percent workforce set-aside, as described in Section Four A.7.c.(1)(b) of the RFA. The SAIL funding must be paired with Competitive Housing Credits (“9% HC”) which the Applicant must request in its SAIL Application. For purposes of this RFA, references to “9% HC” shall include, where applicable, 4 percent acquisition Housing Credits.

The Applicant will be required to commit to a Housing Credit Set-Aside of (i) 25 percent of the total units for households at or below 50 percent of the AMI or (ii) 45 percent of the total units for households at or below 60 percent of the AMI. All of the remaining units in the proposed Development must be set aside as workforce housing at or below:

1. 120 percent to 140 percent of the AMI in accordance with the Monroe County LHAP which includes a strategy for serving households at these higher incomes; or
2. 80 percent of the AMI.

B. For proposed Developments located in Miami-Dade County:

An estimated \$17 million of Workforce SAIL will be available under this RFA. The SAIL funding must be paired with Tax-Exempt Bonds and Non-Competitive Housing Credits (“4% HC”). In its SAIL Application, the Applicant must also request either Corporation-issued Multifamily Mortgage Revenue Bonds (MMRB) and 4% HC or 4% HC to be used with Tax-Exempt Bonds obtained through the Housing Finance Authority of Miami-Dade County (County HFA-issued Bonds).

The Applicant will be required to commit to a Housing Credit Set-Aside of (i) 25 percent of the total units for households at or below 50 percent of the AMI or (ii) 45 percent of the total units for households at or below 60 percent of the AMI. All of the remaining units in the proposed Development must be set aside as workforce housing at or below 80 percent of the AMI.

If, prior to the submission of the Applicant’s Application in response to this RFA, the Applicant submits or has already submitted a Non-Competitive Application for the Development proposed in its SAIL Application, such previous Non-Competitive Application will not be considered and the

Applicant will be required to request the MMRB and/or 4% HC as a part of its SAIL Application request, as outlined above.

If the proposed Development is not selected for funding or if the Applicant’s funding award is rescinded, and the Applicant still wishes to receive the MMRB and/or 4% HC, the Applicant will be required to submit a new Application for such funding using the Non-Competitive Application Package that is in effect at that time.

Note: Proposed Developments are not eligible to apply for any funding offered in this RFA if the Applicant has already closed on the Tax-Exempt Bond financing prior to the Application Deadline for this RFA. In addition, proposed Developments are not eligible to receive any funding awarded through this RFA if the Applicant closes on the Tax-Exempt Bond financing prior to the issuance of the preliminary commitment for the SAIL funding. As part of the Applicant’s acceptance of the invitation to enter credit underwriting (i.e., the SAIL preliminary commitment), the Applicant will be required to confirm that the Bonds have not closed. If the Bonds are closed between the Application Deadline and issuance of the SAIL preliminary commitment, the Applicant’s awards under this RFA will be rescinded.

C. The Corporation is soliciting applications from qualified Applicants that commit to provide workforce housing in Miami-Dade County and Monroe County in accordance with the terms and conditions of this RFA, inclusive of Exhibits A, B, and C, applicable laws, rules and regulations, and the Corporation’s generally applicable construction and financial standards.

**SECTION TWO  
DEFINITIONS**

Unless otherwise defined below, capitalized terms within this RFA shall have the meaning as set forth in Rule Chapters 67-48, 67-60, and, if applicable, 67-21, F.A.C., or in applicable federal regulations.

<p>“Regulated Mortgage Lender”</p>	<p>(a) A state or federally chartered entity authorized to transact business in this state that regularly engages in the business of making mortgage loans secured by real property in this state, whose mortgage lending activities subject it to the jurisdiction of the State of Florida Office of Financial Regulation, the Board of Governors of the Federal Reserve, Office of the Comptroller of the Currency, the National Credit Union Administration, or the Federal Deposit Insurance Corporation; (b) A Fannie Mae-approved lender whose name appears on the Fannie Mae list of Delegated Underwriting and Servicing (DUS®) Lenders (list available by clicking <a href="#">here</a>); (c) A HUD-approved lender whose name appears on the U.S. Department of Housing and Urban Development (HUD) list of Multifamily Accelerated Processing (MAP) Approved Lenders (list available by clicking <a href="#">here</a>); (d) A RD-approved lender whose name appears on the U.S. Department of Agriculture, Rural Development (RD), list of Section 538 Guaranteed Rural Rental Housing approved lenders (list available by clicking <a href="#">here</a>); (e) A Freddie Mac-approved multifamily lender whose name appears on Freddie Mac’s lists of Program Plus (Florida region) lenders, Targeted Affordable Housing lenders or Seniors Housing lenders (lists available by clicking <a href="#">here</a>), or (f) a mortgage lender that is a certified Community Development Financial Institution (CDFI) in the State of Florida that has been awarded funding from the CDFI Fund in a cumulative amount of at least \$5,000,000, exclusive of New Market Tax Credit (NMTC) awards, whose name and CDFI awards can be confirmed on the CDFI Fund’s web site (Qualified CDFI)(list available by clicking <a href="#">here</a>), and the affiliate(s) of such Qualified CDFI. As used herein, the affiliate(s) of a Qualified CDFI means the parent, subsidiary or successor of the Qualified CDFI, or an entity that shares common ownership or management with the Qualified CDFI. If the lender is an affiliate of the Qualified CDFI, the funding letter(s) being considered by the Corporation must include the name-of the Qualified CDFI and a statement that the lender is an affiliate of the Qualified CDFI.</p>
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## **SECTION THREE PROCEDURES AND PROVISIONS**

### A. Submission Requirements.

A complete Application for this RFA consists of the Application and Development Cost Pro (Exhibit A of the RFA), the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 08-16), and the Applicant Certification and Acknowledgement form and other applicable verification forms (Exhibit B of the RFA), as well as all other applicable documentation to be provided by the Applicant, as outlined in Section Four of the RFA. The Application, Development Cost Pro Forma, Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 08-16), Applicant Certification and Acknowledgement form, and all other applicable verification forms can be found at <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2016-112/> (also available by clicking [here](#)).

1. The Application Deadline is **11:00 a.m., Eastern Time, on January 6, 2017**. To meet the submission requirements, prior to the Application Deadline the Applicant must do all of the following for its Application:
  - a. The Applicant must download and complete the following documents:
    - (1) The Application;
    - (2) The Development Cost Pro Forma; and
    - (3) The Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 08-16) (“Principals Disclosure Form”). A Principals Disclosure Form that was approved during the Advance Review Process, which is described in Section Four A.3.d. of the RFA, may be used to satisfy this requirement provided the form was approved for the type of funding being requested (i.e., Housing Credits or Non-Housing Credits).

The download process may take several minutes. Applicants should save these three (3) documents with a file name that is unique to the specific Application.

- b. Next, when the Applicant is ready to submit the completed Application, Development Cost Pro Forma, and Principals Disclosure Form (the “Complete Online Submission Package”) to the Corporation, the Applicant must go to the webpage <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2016-112/> (also available by clicking [here](#)) and click the link to login and upload the Complete Online Submission Package consisting of these three (3) documents. To upload the Complete Online Submission Package, a username and password must be entered. If the Applicant has not previously created a username and password, the Applicant will need to create one prior to the upload process.
    - c. After successfully logging in, the Applicant must click “Upload Application.” The Applicant must also enter the Development Name, click “Browse” to locate the completed Application, Development Cost Pro Forma, and Principals Disclosure Form that were saved on the Applicant’s computer; and then click “Upload Selected File.” If the Applicant received an approved Principals Disclosure Form through the Advance Review Process, the approved form is what should be uploaded with the Application and Development Cost Pro Forma. The selected Application will then be listed as an Uploaded Application (consisting of the three (3) documents comprising the Complete

Online Submission Package), and its assigned Response Number will be visible in the first column.

- d. Next, to view and print the Uploaded Application (consisting of the Complete Online Submission Package), the Applicant must click “Print Application for Submission to Florida Housing.” The assigned Response Number will be reflected on each page of the printed Uploaded Application. The Applicant must submit four (4) printed copies of the Uploaded Application to the Corporation, as outlined in item e. below.

Note: If the Applicant clicks “Delete” prior to the Application Deadline, the Application will no longer be considered an Uploaded Application and the Applicant will be required to upload the Complete Online Submission Package again in order for these documents to be considered an Uploaded Application. This will generate a new Response Number.

- e. The Applicant must provide to the Corporation by the Application Deadline sealed package(s) containing four (4) printed copies of the final Uploaded Application with all applicable attachments, as outlined in Section Four, with each copy housed in a separate 3-ring-binder with numbered divider tabs for each attachment. The final assigned Response Number should be reflected on each page of the printed Application, Development Cost Pro Forma, and Principals Disclosure Form.

- (1) One (1) printed copy of the complete Uploaded Application with all applicable attachments must be labeled “Original Hard Copy” and must include the following items:

- (a) The required non-refundable \$3,000 Application fee, payable to Florida Housing Finance Corporation (check or money order only); and
- (b) The Applicant Certification and Acknowledgement form with an original signature (blue ink preferred).

- (2) The remaining three (3) printed copies of the complete Uploaded Application with all applicable attachments should be labeled “Copy.”

If the Applicant does not provide the Uploaded Application and the materials listed in (1) and (2) above as required by the Application Deadline, the Application will be rejected and no action will be taken to score the Application.

- f. The Applicant should label the outside of each shipping box with the applicable RFA number. The Corporation will not consider faxed or e-mailed Applications.
2. After 11:00 a.m., Eastern Time, on the Application Deadline, each Application for which hard copies are received by the Application Deadline will be assigned an Application number. In addition, these Applications will be assigned a lottery number by having the Corporation’s internal auditors run the total number of Applications received through a random number generator program.

The printed copies of the complete Application must be addressed to:

Ken Reecy  
Director of Multifamily Programs  
Florida Housing Finance Corporation  
227 N. Bronough Street, Suite 5000, Tallahassee, FL 32301

If any of the hard copies of Exhibit A (the Application), the Development Cost Pro Forma, and/or the Principals of the Applicant and Developer(s) Disclosure Form are not identical to the complete Uploaded Application, the Uploaded Application will be utilized for scoring purposes.

Applicants should review subsection 67-48.009(5), F.A.C., and, if applicable, subsection 67-48.023(1), F.A.C., to determine eligibility to apply for the SAIL and 9% HC funding offered in this RFA.

Pursuant to subsection 67-60.004(2), F.A.C., any Applicant may request withdrawal of its Application from a competitive solicitation by filing a written notice of withdrawal with the Corporation Clerk. For purposes of the funding selection process, the Corporation shall not accept any Application withdrawal request that is submitted between 5:00 p.m., Eastern Time, on the last business day before the date the scoring committee meets to make its recommendations until after the Board has taken action on the scoring committee's recommendations, and such Application shall be included in the funding selection process as if no withdrawal request had been submitted. Any funding or allocation that becomes available after such withdrawal is accepted shall be treated as returned funds and disposed of according to Section Four B.5. of the RFA.

B. This RFA does not commit the Corporation to award any funding to any Applicant or to pay any costs incurred in the preparation or delivery of an Application.

C. Florida Housing reserves the right to:

1. Waive Minor Irregularities; and
2. Accept or reject any or all Applications received as a result of this RFA.

D. Any interested party may submit any inquiry regarding this RFA in writing to the Director of Multifamily Programs via e-mail at [RFA\\_2016-112\\_Questions@floridahousing.org](mailto:RFA_2016-112_Questions@floridahousing.org). All inquiries are due by 5:00 p.m., Eastern Time, on November 28, 2016. Phone calls or written inquiries other than at the above e-mail address will not be accepted. The Corporation expects to respond to all inquiries by 5:00 p.m., Eastern Time, on December 5, 2016, and will post a copy of all inquiries received, and their answers, on the Corporation's Website <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2016-112/>. The Corporation will also send a copy of those inquiries and answers in writing to any interested party that requests a copy. The Corporation will determine the method of sending its answers, which may include regular United States mail, overnight delivery, fax, e-mail, or any combination of the above. No other means of communication, whether oral or written, shall be construed as an official response or statement from the Corporation.

E. Any person who wishes to protest the specifications of this RFA must file a protest in compliance with Section 120.57(3), Fla. Stat., and Rule Chapter 28-110, F.A.C. Failure to file a protest within the time prescribed in Section 120.57(3), Fla. Stat., shall constitute a waiver of proceedings under Chapter 120, Fla. Stat.

F. By submitting this Application, each Applicant agrees to the terms and conditions outlined in the RFA. By inclusion of Exhibit A, the Development Cost Pro Forma, and the Principals Disclosure Form of the RFA, along with all applicable attachments thereto, including the applicable certification forms set out in Exhibit B of the RFA, each Applicant certifies that:

1. Public Records. Any material submitted in response to this RFA is a public record pursuant to Chapter 119, Fla. Stat. Per Section 119.071(1)(b)2., the sealed Applications received by the Corporation are exempt from disclosure until such time as the Board provides notice of an intended decision or until 30 Calendar Days after the opening of the sealed Applications, whichever is earlier.

2. Noninterference. At no time during the review and evaluation process, commencing with the Application Deadline and continuing until the Board renders a final decision on the RFA, may Applicants or their representatives contact Board members or Corporation staff, except Corporation legal staff, concerning their own or any other Applicant's Application. If an Applicant or its representative does contact a Board or staff member in violation of this section, the Board shall, upon a determination that such contact was made in an attempt to influence the selection process, disqualify the Application.
3. Requirements. Proposed Developments funded under this RFA will be subject to the requirements of the RFA, the Application requirements outlined in Rule Chapter 67-60, F.A.C., the SAIL loan requirements outlined in Rule Chapter 67-48, F.A.C., and, as applicable, the 9% HC requirements outlined in Rule Chapter 67-48, F.A.C., or the MMRB Loan and/or 4% HC requirements outlined in Rule Chapter 67-21, F.A.C., and the Compliance requirements of Rule Chapter 67-53, F.A.C.

G. The Corporation expects to select one (1) or more Applications to award the funding contemplated by this RFA. Any such Applications will be selected through the Corporation's review of each Application, considering the factors identified in this RFA.

#### **SECTION FOUR INFORMATION TO BE PROVIDED IN APPLICATION**

The Applicant must provide a completed Application, Development Cost Pro Forma, and Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 08-16), along with all applicable attachments thereto, including the applicable certification and verification forms set out in Exhibit B of the RFA, which includes the following information:

##### **A. Exhibit A Items:**

##### **1. Family Demographic Commitment:**

The funding offered under this RFA is for proposed Developments that will serve the general population.

##### **2. Submission Requirement:**

The Applicant must include a signed Applicant Certification and Acknowledgement form as **Attachment 1** to Exhibit A to indicate the Applicant's certification and acknowledgement of the provisions and requirements of the RFA. The form included in the copy of the Application labeled "Original Hard Copy" must reflect an original signature (blue ink is preferred). The Applicant Certification and Acknowledgement form is provided in Exhibit B of this RFA and on the Corporation's Website <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2016-112/RelatedForms/> (also accessible by clicking [here](#)). Note: If the Applicant provides any version of the Applicant Certification and Acknowledgement form other than the version included in this RFA, the form will not be considered.

##### **3. Applicant Information:**

- a. The Applicant must state the name of the Applicant.
- b. The Applicant must be a legally formed entity [i.e., limited partnership, limited liability company, etc.] qualified to do business in the state of Florida as of the Application Deadline. The Applicant must include, as **Attachment 2** to Exhibit A, evidence from the Florida Department of State, Division of Corporations, that the Applicant satisfies the

foregoing requirements; such evidence may be in the form of a certificate of status or other reasonably reliable information or documentation issued, published or made available by the Florida Department of State, Division of Corporations.

- c. An Applicant that indicates at question 3.c. of Exhibit A that it is applying as a Non-Profit will only be considered to be a Non-Profit, for purposes of this RFA, if the Applicant meets the definition of Non-Profit as set out in Rule Chapter 67-48, F.A.C., completes the questions at question 3.c. of Exhibit A, and provides the following information for each Non-Profit entity as **Attachment 3** to Exhibit A.
  - (1) The IRS determination letter;
  - (2) A description/explanation of how the Non-Profit entity is substantially and materially participating in the management and operation of the Development (i.e., the role of the Non-Profit);
  - (3) The names and addresses of the members of the governing board of the Non-Profit entity; and
  - (4) The articles of incorporation demonstrating that one of the purposes of the Non-Profit entity is to foster low income housing.

Any Applicant that applies as a Non-Profit but is not considered to be a Non-Profit will still be eligible to be considered for funding as a for profit entity.

- d. Principals Disclosure for the Applicant and for each Developer.

The Application must include the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 08-16) (“Principals Disclosure Form”) that was uploaded with the Application and Development Cost Pro Forma, as outlined in Section Three above.

The Principals Disclosure Form must identify the Principals of the Applicant and Developer(s) as of the Application Deadline and must include, for each applicable organizational structure, ONLY the types of Principals required by Subsection 67-48.002(93), F.A.C. A Principals Disclosure Form that includes, for any organizational structure, any type of entity that is not specifically included in the Rule definition of Principals, will not be accepted by the Corporation to meet the Mandatory requirement to provide the Principals of the Applicant and Developer(s) Disclosure Form.

To assist Applicants in meeting the Mandatory requirement to provide the Principals Disclosure Form, the Corporation offers a Continuous Advance Review Process, which is outlined at <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2016-112/> (also available by clicking [here](#)). This website also includes samples which may assist the Applicant in completing the required Principals Disclosure Form. A Principals Disclosure Form that was reviewed and approved by the Corporation during the Principals Advance Review Process can be included in the Applicant’s RFA submission, provided it was approved for the type of funding being requested (i.e., Housing Credits or Non-Housing Credits).

- e. Contact Person.

Enter the requested information for the Contact Person. At a minimum, the Applicant must provide the name and e-mail address of the Contact Person.



#### 4. Developer and Management Company Information:

##### a. General Developer Information:

- (1) The Applicant must state the name of each Developer, including all co-Developers.
- (2) Each Developer entity identified at question 4.a.(1) of Exhibit A (that is not a natural person) must be a legally formed entity qualified to do business in the state of Florida as of the Application Deadline. For each stated Developer entity that is not a natural person, provide, as **Attachment 4** to Exhibit A, evidence from the Florida Department of State, Division of Corporations, that the Developer satisfies the foregoing requirements; such evidence may be in the form of a certificate of status or other reasonably reliable information or documentation issued, published or made available by the Florida Department of State, Division of Corporations.

##### (3) General Development Experience:

The Applicant must demonstrate that at least one Principal of the Developer entity, which must be a natural person, or if more than one Developer entity, at least one Principal of at least one of the Developer entities, which must be a natural person, meets the General Development Experience requirements as outlined in (a) and (b) below.

##### (a) General Development Experience:

A Principal of each experienced Developer entity, which must be a natural person, must have, since January 1, 1996, completed at least three (3) affordable rental housing developments, at least one (1) of which was a Housing Credit development completed since January 1, 2006. At least one (1) of the three (3) completed developments must consist of a total number of units no less than 50 percent of the total number of units in the proposed Development. For purposes of this provision, completed for each of the three (3) developments means (i) that the temporary or final certificate of occupancy has been issued for at least one (1) unit in one of the residential apartment buildings within the development, or (ii) that at least one (1) IRS Form 8609 has been issued for one of the residential apartment buildings within the development. As used in this section, a Housing Credit development that contains multiple buildings is a single development regardless of the number of buildings within the development for which an IRS Form 8609 has been issued.

If the experience of a natural person Principal for a Developer entity listed in this Application was acquired from a previous affordable housing Developer entity, the natural person Principal must have also been a Principal of that previous Developer entity as the term Principal was defined by the Corporation at that time.

##### (b) Prior General Development Experience Chart:

The Applicant must provide, as **Attachment 4** to Exhibit A, a prior experience chart for each natural person Principal intending to meet the minimum general development experience reflecting the required information for the three (3) completed affordable rental housing developments, one (1) of which must be a Housing Credit development.

Each prior experience chart must include the following information:

Prior General Development Experience Chart				
Name of Principal, which must be a natural person, with the Required Experience): _____				
Name of Developer Entity (for the proposed Development) for which the above individual is a Principal: _____				
Name of Development	Location (City & State)	Affordable Housing Program that Provided Financing (e.g., Housing Credits, Tax-Exempt Bonds, HOME, SAIL, etc.)	Total Number of Units	Year Completed

b. General Management Company Information:

The Applicant must identify the Management Company at question 4.b.(1) of Exhibit A and provide, as **Attachment 5** to Exhibit A, a prior experience chart for the Management Company or a principal of Management Company demonstrating experience in the management of at least two (2) affordable rental housing properties, (i.e., properties funded through an affordable housing program such as Housing Credits, Tax-Exempt Bonds, Home, SAIL, etc.), at least one (1) of which consists of a total number of units no less than 50 percent of the total number of units in the proposed Development, for at least two (2) years each.

The prior experience chart must include the following information:

Prior General Management Experience Chart				
Name of Management Company or a Principal of the Management Company with the Required Experience: _____				
Name of Development	Location (City & State)	Currently Managing or Formerly Managed	Length of Time (Number of Years)	Total Number of Units

**5. General Development Information:**

Unless stated otherwise, all information requested in the RFA pertains to the Development proposed in this Application.

- a. The Applicant must state the name of the proposed Development.
- b. Location of Development site:

(1) County:

Applications are limited to proposed Developments located in Miami-Dade County and Monroe County. The Applicant must indicate the county where the proposed Development will be located.

(2) Scattered Sites:

If the proposed Development meets the definition of Scattered Sites:

- (a) For Developments located in Miami Dade County, a part of the boundary of each Scattered Site must be located within ½ mile of a part of the boundary of the Scattered Site with the most units. For Developments located in Monroe County, a part of the boundary of each Scattered Site must be located within 20 miles of a part of the boundary of the Scattered Site with the most units;

- (b) Site control must be demonstrated in the Application for all of the Scattered Sites, as outlined in Section Four A.8. of the RFA;
- (c) During the credit underwriting process the Applicant must demonstrate that the Development meets the requirements of this RFA and Section 42 of the IRC; and
- (d) All Scattered Sites must be located in the same county.

(3) Address:

The Applicant must provide the Address of the Development Site. Indicate (a) the address number, street name, and name of city, and/or (b) the street name, closest designated intersection, and either name of city or unincorporated area of county. If the proposed Development consists of Scattered Sites, this information must be provided for each of the Scattered Sites.

(4) Route 301/Dade-Monroe Express Bonus Points (**5 Points**):

In order for a proposed Development located in Miami-Dade County to qualify for the Route 301/Dade-Monroe Express Bonus Points, the proposed Development must meet the following criteria:

- (a) The entire Development site must be located south of SW 288<sup>th</sup> Street; and
- (b) The Development Location Point (stated on the Surveyor Certification form provided as Attachment 12 to the RFA) must be located within ½ mile of where a passenger can embark and disembark the bus at one (1) of the following existing Route 301/Dade-Monroe Express Stops:

<b>Route 301/Dade-Monroe Express Stops</b>	
SW 344 St. and SW 2 <sup>nd</sup> Ave.	NW 6 <sup>th</sup> Avenue and NW 11 <sup>th</sup> Street
W. Palm Drive and 3 <sup>rd</sup> Avenue	NW 6 <sup>th</sup> Avenue and NW 12 <sup>th</sup> Street
W. Palm Drive and SW 4 <sup>th</sup> Avenue	NW 6 <sup>th</sup> Avenue and NW 14 <sup>th</sup> Street
W. Palm Drive and NW 4 <sup>th</sup> Avenue	NW 6 <sup>th</sup> Avenue and Lucy Street (SW 8 <sup>th</sup> Street)
W. Palm Drive and SW 5 <sup>th</sup> Avenue	Lucy St. and Krome Avenue
W. Palm Drive and SW 6 <sup>th</sup> Avenue	US 1 and SW 336 <sup>th</sup> Street
W. Palm Drive and NW 6 <sup>th</sup> Avenue	US 1 and E. Palm Drive
NW 6 <sup>th</sup> Avenue and NW 2 <sup>nd</sup> Street	US 1 at 34800 Block
NW 6 <sup>th</sup> Avenue and NW 4 <sup>th</sup> Street	US 1 at 34900 Block
NW 6 <sup>th</sup> Avenue and Davis Parkway	

If the proposed Development meets the above criteria, in order for the Application to qualify for the bonus points, the Applicant must answer “Yes” to question 5.b.(4) of Exhibit A. If the Applicant fails to answer this question or answers “No” to this question, the Application will be ineligible to receive the bonus points.

Note: For Miami-Dade Developments, if any part of the proposed Development site is located within a HUD-designated QCT, the proposed Development is NOT eligible to receive any of the funding offered under this RFA. If a Miami-Dade Application is selected for funding and it is discovered during the credit underwriting process that any part of the proposed Development site is located within a HUD-designated QCT, the funding award will be rescinded as outlined in Item 3.r. of the Applicant Certification and Acknowledgement form.

c. Development Category / Concrete Construction:

(1) Development Category:

The funding offered under this RFA is for proposed new construction Developments where 50 percent or more of the units are new construction.

(2) Concrete Construction:

For purposes of this RFA, in order for a proposed Development to be considered to be concrete construction the proposed Development must meet the following specifications: (a) new construction buildings must have the following poured concrete or concrete masonry elements or load bearing masonry elements, as verified by a capital needs assessment: all exterior walls and structural elements, not to include roofs; and structural elements at and under the ground floor, as well as the ground floor itself; (b) existing buildings proposed for rehabilitation must have, as of Application Deadline, the elements outlined in (a) above and the rehabilitation work must include these elements; or (c) new construction buildings with the Mid-Rise Development Type (4, 5 or 6 story, as selected by the Applicant at question 5.d. of Exhibit A) that utilize a concrete podium structure under the rental living units. These qualifying criteria specifically exclude face brick or brick veneer from qualifying as concrete construction for purposes of this RFA without the benefit of the qualifying material in (a) being utilized in the manner prescribed in (a).

Indicate whether the proposed Development meets the requirements to be considered to be concrete construction. For purposes of this RFA, the Corporation will only consider an Application to be concrete construction if the answer to question 5.c.(2) of Exhibit A is “Yes.”

d. State the Development Type for the proposed Development. For purposes of determining the number of stories, each floor in the building(s) should be counted regardless of whether it will consist of retail, parking, or residential. For mixed-type Developments, indicate the type that will comprise the majority of the units in the Development.

- Garden Apartments (a building comprised of 1, 2, or 3 stories, with or without an elevator)
- Townhouses
- Duplexes
- Quadraplexes
- Mid-Rise, 4-stories (a building comprised of 4 stories and each residential building must have at least one elevator)
- Mid-Rise, 5 to 6-stories (a building comprised of 5 or 6 stories and each residential building must have at least one elevator)
- High Rise (a building comprised of 7 or more stories and each residential building must have at least one elevator)

e. Number of Units in Proposed Development:

- (1) The Applicant must state the total number of units. Proposed Developments located in Monroe County must consist of a minimum of 20 total units. Proposed Developments located in Miami-Dade County must consist of a minimum of 85 total units and, if the Applicant is requesting Corporation-issued MMRB, cannot exceed a maximum of 300 total units.

- (2) The Applicant must indicate whether the proposed Development consists of (a) 100% new construction units or (b) a combination of new construction units and rehabilitation units, and state the quantity of each type.
- (3) The Applicant must indicate the occupancy status of any existing units at question 5.e.(3) of Exhibit A.

Developments that are tentatively funded will be required to provide to the Credit Underwriter a plan for relocation of existing tenants, as outlined in Item 2.b.(5) of the Applicant Certification and Acknowledgement form. The plan shall provide information regarding the relocation site; accommodations relevant to the needs of the residents and length of time residents will be displaced; moving and storage of the contents of a resident's dwelling unit; as well as the approach to inform and prepare the residents for the rehabilitation activities.

- f. The Applicant should state the total number of buildings with dwelling units in the proposed Development.
- g. Ability to Proceed:

The Applicant must demonstrate the following Ability to Proceed elements, as of Application Deadline, for the entire proposed Development site, as outlined below. The Florida Housing Ability to Proceed Verification forms (Form Rev. 08-16) are provided in Exhibit B of this RFA and on the Corporation's Website <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2016-112/RelatedForms/> (also accessible by clicking [here](#)). Note: For purposes of this RFA, the Applicant cannot re-use any Florida Housing Ability to Proceed Verification form that was included in a previous RFA submission or use any other version of the form(s). If the Applicant provides a previously submitted Florida Housing Ability to Proceed Verification form or any other version of a Florida Housing Ability to Proceed Verification form(s), the form(s) will not be considered.

- (1) Status of Site Plan/Plat Approval. The Applicant must demonstrate the status of site plan or plat approval, as of the Application Deadline, for the entire proposed Development site by providing, as **Attachment 6** to Exhibit A, the applicable properly completed and executed verification form:
  - (a) The Florida Housing Finance Corporation Local Government Verification of Status of Site Plan Approval for Multifamily Developments form (Form Rev. 08-16); or
  - (b) The Florida Housing Finance Corporation Local Government Verification of Status of Plat Approval for Residential Rental Developments form (Form Rev. 08-16).
- (2) Appropriate Zoning. The Applicant must demonstrate that as of the Application Deadline the entire proposed Development site is appropriately zoned and consistent with local land use regulations regarding density and intended use or that the proposed Development site is legally non-conforming by providing, as **Attachment 7** to Exhibit A, the applicable properly completed and executed verification form:
  - (a) The Florida Housing Finance Corporation Local Government Verification that Development is Consistent with Zoning and Land Use Regulations form (Form Rev. 08-16); or

- (b) The Florida Housing Finance Corporation Local Government Verification that Permits are not Required for this Development form (Form Rev. 08-16).

Note: With regard to the terms “Rate of Growth Ordinance (ROGO)” and “Building Permit Allocation System (BPAS),” as used by different jurisdictions within the Florida Keys Area of Critical State Concern, for purposes of the verification forms outlined in (a) and (b) above, all references on these forms to “Rate of Growth Ordinance (ROGO)” shall be considered by the Corporation to have the same meaning as “Building Permit Allocation System (BPAS).”

- (3) Availability of Electricity. The Applicant must demonstrate that as of the Application Deadline electricity is available to the entire proposed Development site by providing as **Attachment 8** to Exhibit A:
  - (a) The properly completed and executed Florida Housing Finance Corporation Verification of Availability of Infrastructure – Electricity form (Form Rev. 08-16); or
  - (b) A letter from the electricity service provider that is Development-specific and dated within 12 months of the Application Deadline. The letter may not be signed by the Applicant, by any related parties of the Applicant, by any Principals or Financial Beneficiaries of the Applicant, or by any local elected officials.
- (4) Availability of Water. The Applicant must demonstrate that as of the Application Deadline water is available to the entire proposed Development site by providing as **Attachment 9** to Exhibit A:
  - (a) The properly completed and executed Florida Housing Finance Corporation Verification of Availability of Infrastructure – Water form (Form Rev. 08-16); or
  - (b) A letter from the water service provider that is Development-specific and dated within 12 months of the Application Deadline. The letter may not be signed by the Applicant, by any related parties of the Applicant, by any Principals or Financial Beneficiaries of the Applicant, or by any local elected officials.
- (5) Availability of Sewer. The Applicant must demonstrate that as of the Application Deadline sewer capacity, package treatment or septic tank service is available to the entire proposed Development site by providing as **Attachment 10** to Exhibit A:
  - (a) The properly completed and executed Florida Housing Finance Corporation Verification of Availability of Infrastructure – Sewer Capacity, Package Treatment, or Septic Tank form (Form Rev. 08-16); or
  - (b) A letter from the waste treatment service provider that is Development-specific and dated within 12 months of the Application Deadline. The letter may not be signed by the Applicant, by any related parties of the Applicant, by any Principals or Financial Beneficiaries of the Applicant, or by any local elected officials.
- (6) Availability of Roads. The Applicant must demonstrate that, for the entire proposed Development site, as of the Application Deadline paved roads either (i) exist and will provide access to the proposed Development site or (ii) will be constructed as part of the proposed Development by providing as **Attachment 11** to Exhibit A:
  - (a) The properly completed and executed Florida Housing Finance Corporation Verification of Availability of Infrastructure – Roads form (Form Rev. 08-16); or

- (b) A letter from the Local Government that is Development-specific and dated within 12 months of the Application Deadline. The letter may not be signed by the Applicant, by any related parties of the Applicant, by any Principals or Financial Beneficiaries of the Applicant, or by any local elected officials.

h. Unit Mix:

The Applicant must complete the Unit Mix Chart at question 5.h. of Exhibit A, listing the total number of bedrooms per unit, the total number of bathrooms per unit (including half-baths, if applicable), and the total number of units per bedroom type. All units in the proposed Development must be listed, including all manager/employee units and all workforce units, as applicable. If additional space is required, enter the information in the Addenda located at the end of Exhibit A.

i. Placed-In-Service Date:

The Applicant should state the anticipated placed-in-service date for the proposed Development at question 5.i. of Exhibit A.

**6. Proximity:**

a. Surveyor Certification Form:

It is a Mandatory requirement that all Applicants identify a Development Location Point on the proposed Development site. The latitude and longitude coordinates must be determined in degrees, minutes and seconds, with the degrees and minutes stated as whole numbers and the seconds represented to 2 decimal places. If the degrees and minutes are not stated as whole numbers and the seconds are not represented to 2 decimal places, the latitude and longitude coordinates will not be considered.

The latitude and longitude coordinates provided for the Development Location Point will be plotted by the Corporation, using Street Atlas USA 2015, published by DeLorme, to verify that the stated coordinates are located within the county identified by the Applicant at question 5.b.(1) of Exhibit A.

(1) Developments located in Monroe County:

Applications for a proposed Development located in Monroe County will meet the Mandatory requirement to provide the Development Location Point and automatically receive the maximum proximity score of 18 points without the requirement to provide the services information outlined in 6.b. and 6.c. below, provided the Applicant includes, as **Attachment 12** to Exhibit A, an acceptable Surveyor Certification form (Form Rev. 01-17). For purposes of this requirement, acceptable means that the form reflects the Development Name, Development Location, Development Location Point information as outlined above, and that the Certification sections of the form are completed. The Transit and Community Services sections of the form can be left blank. The Surveyor Certification form (Form Rev. 01-17) is provided in Exhibit B of this RFA and on the Corporation's Website <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2016-112/RelatedForms/> (also accessible by clicking [here](#)). Note: If the Applicant provides any other version of the Surveyor Certification form, the form will not be considered.

(2) Developments located in Miami-Dade County:

In order for an Application for a proposed Development located in Miami-Dade County to meet the Mandatory requirement to provide the Development Location Point and be eligible for proximity points, the Applicant must provide an acceptable Surveyor Certification form (Form Rev. 01-17), as **Attachment 12** to Exhibit A, reflecting the information outlined below. The Surveyor Certification form (Form Rev. 01-17) is provided in Exhibit B of this RFA and on the Corporation’s Website [http:// www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2016-112/ RelatedForms/](http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2016-112/RelatedForms/) (also accessible by clicking [here](#)). Note: If the Applicant provides any other version of the Surveyor Certification form, the form will not be considered.

- A Development Location Point information (as outlined above);
- Services information for the Bus or Rail Transit Service and Community Services for which the Applicant is seeking points (as outlined in b. and c. below); and
- Small Area Difficult Development Area Zip Code Tabulation Area (DDA ZCTA) information, if applicable.

b. Transit and Community Services Proximity Points for Miami-Dade County Applications **(Maximum 18 Points):**

Miami-Dade Applications may earn proximity points based on the distance between the Development Location Point and the Bus or Rail Transit Service and the Community Services stated on the Surveyor Certification form.

The following chart sets out the required Minimum and Maximum Proximity Points:

- (1) The required Minimum Transit Service Score that must be achieved in order for an Application to be eligible to be considered for funding;
- (2) The required Minimum Total Proximity Score that must be achieved in order for an Application to be eligible to be considered for funding; and
- (3) The required Minimum Total Proximity Score that must be achieved in order for an Application to receive the Maximum 18 Proximity Points.

To be Eligible to be Considered for Funding *		To be Eligible to Receive the Maximum Amount of 18 Points
Required Minimum Transit Service Score	Required Minimum Total Proximity Score that Must be Achieved	Required Minimum Total Proximity Score that Must be Achieved
2	10.50	12.50

\* Funding eligibility requirements are further described in Section Four B.2. of the RFA.

The Transit and Community Services are further outlined in Item 6.c. below.

c. Proximity to Transit and Community Services for Miami-Dade County Applications:

(1) Transit Services



Applicants may select one (1) of the following four (4) Transit Services on which to base the Application's Transit Score. If the Applicant provides information on the Surveyor Certification form for more than one (1) Bus or Rail Transit Service or more than one (1) of any type of Bus or Rail Transit Service, the Applicant will not receive any proximity points for the Transit Service Score. (For example, Applicants are limited to selecting one Public Bus Transfer Stop, even though there may be another Public Bus Transfer Stop nearby. If the Applicant provides information for two Public Bus Transfer Stops, the Applicant will not receive any proximity points for either of the Public Bus Transfer Stops.)

Note: The bus stop used to achieve the Route 301/Dade-Monroe Express Bonus Points at question 5.b.(4) of the RFA can also be used toward the Applicant's Transit points, provided the bus stop distance requirements are met and the required information for the bus stop is included on the Surveyor Certification form.

The eligible Transit Services are defined below:

(a) Public Bus Stop (Maximum 2 Points)

For purposes of proximity points, a Public Bus Stop means a fixed location at which passengers may access one or two routes of public transportation via buses. The Public Bus Stop must service at least one bus route with scheduled stops at least hourly during the times of 7am to 9am and also during the times of 4pm to 6pm Monday through Friday, excluding holidays, on a year-round basis. Bus routes must be established or approved by a Local Government department that manages public transportation. Buses that travel between states will not be considered.

or

(b) Public Bus Transfer Stop (Maximum 6 Points)

For purposes of proximity points, a Public Bus Transfer Stop means a fixed location at which passengers may access at least three routes of public transportation via buses. Each qualifying route must have a scheduled stop at the Public Bus Transfer Stop at least hourly during the times of 7am to 9am and also during the times of 4pm to 6pm Monday through Friday, excluding holidays, on a year-round basis. This would include both bus stations (i.e., hubs) and bus stops with multiple routes. Bus routes must be established or approved by a Local Government department that manages public transportation. Buses that travel between states will not be considered.

or

(c) Public Bus Rapid Transit Stop (Maximum 6 Points)

For purposes of proximity points, a Public Bus Rapid Transit Stop means a fixed location at which passengers may access public transportation via bus. The Public Bus Rapid Transit Stop must service at least one bus that travels at some point during the route in either a lane or corridor that is exclusively used by buses, and the Public Bus Rapid Transit Stop must service at least one route that

has scheduled stops at the Public Bus Rapid Transit Stop at least every 20 minutes during the times of 7am to 9am and also during the times of 4pm to 6pm Monday through Friday, excluding holidays, on a year-round basis.

or

(d) Public Rail Station (Maximum 6 Points)

For purposes of proximity points, a Public Rail Station means a fixed location at which passengers may access the scheduled public rail transportation on a year-round basis at a MetroRail Station or TriRail Station located in Miami-Dade County.

(2) Community Services (Maximum 4 Points for each service)

Applicants are limited to one (1) of each type of Community Service. If the Applicant provides information for more than one (1) of any type of Community Service, that Community Service will not be scored and the Applicant will not receive any proximity points for that Community Service. (For example, Applicants are limited to selecting one Grocery Store, even though there may be another Grocery Store nearby. If the Applicant provides information for two Grocery Stores, the Applicant will not receive any proximity points for either of the Grocery Stores.)

The eligible Community Services are defined below:

- (a) Grocery Store - For purposes of proximity points, a Grocery Store means a retail food store consisting of 4,500 square feet or more of contiguous air-conditioned space available to the public, that has been issued a food permit, current and in force as of the dates outlined in the In-Service Time Frames chart in Item 6.c.(3) below, issued by the Florida Department of Agriculture and Consumer Service (FDACS) which designates the store as a Grocery Store or Supermarket within the meaning of those terms for purposes of FDACS-issued food permits.
- (b) Public School - For purposes of proximity points, a Public School means a public elementary, middle, junior and/or high school, where the principal admission criterion is the geographic proximity to the school. This may include a charter school, if the charter school is open to appropriately aged children in the radius area who apply, without additional requirements for admissions such as passing an entrance exam or audition, payment of fees or tuition, or demographic diversity considerations.
- (c) Medical Facility - For purposes of proximity points, a Medical Facility means a medically licensed facility that (i) employs or has under contractual obligation at least one physician licensed under Chapter 458 or 459, F.S. available to treat patients by walk-in or by appointment; and (ii) provides general medical treatment to any physically sick or injured person. Facilities that specialize in treating specific classes of medical conditions or specific classes of patients, including emergency rooms affiliated with specialty or Class II hospitals and clinics affiliated with specialty or Class II hospitals, will not be accepted.

Although the Surveyor Certification form (Form Rev. 01-17) includes Pharmacy as a Community Service choice, for purposes of this RFA, Applicants are limited to the

Community Services of Grocery Store, Public School and Medical Facility. Any Pharmacy information stated on a Surveyor Certification form included in an Application submittal for this RFA will be disregarded during the scoring process.

(3) In-Service Time Frames:

In addition to meeting the definitions outlined above, in order to be considered for proximity points in this RFA, the Bus and Rail Transit Services and the Community Services must be in existence and available for use by the general public as of the following time frames:

Service	Minimum Amount of time that the service must be in existence and available for use by the general public
Bus, MetroRail or TriRail Transit Services	As of the Application Deadline
Public School and Medical Facility	As of the Application Deadline
Grocery Store, if it is one of the following and meets the definition of Grocery Store at (2)(a) above: Albertson's, Aldi, Bravo Supermarkets, BJ's Wholesale Club, Costco Wholesale, Food Lion, Fresh Market, Harvey's, Milam's Markets, Piggly Wiggly, Presidente, Publix, Sam's Club, Sav - A - Lot, Sedano's, SuperTarget, Walmart Neighborhood Market, Walmart Supercenter, Whole Foods, Winn-Dixie	As of the Application Deadline
Grocery Store, if it meets the definition of Grocery Store, but is not one of the stores identified above	As of the Application Deadline and has been open and available for use by the general public since a date that is 6 months prior to the Application Deadline

(4) Required Information for the Surveyor Certification Form:

The latitude and longitude coordinates for all Bus and Rail Transit Services and all Community Services must represent a point as outlined below. The coordinates for each service must be stated in degrees, minutes and seconds, with the degrees and minutes stated as whole numbers and the seconds represented to 2 decimal places. If the degrees and minutes are not stated as whole numbers and the seconds are not represented to 2 decimal places, the Applicant will not be eligible for points for that service.

The following chart describes the location where the latitude and longitude coordinates must be obtained:

**Coordinates Location Chart**

Development Location Point or Service	Location of latitude and longitude coordinates
Development Location Point	Coordinates must be a single point selected by the Applicant on the proposed Development site that is located within 100 feet of a residential building existing or to be constructed as part of the proposed Development. For a Development which consists of Scattered Sites, this means a single point on the site with the most units that is located within 100 feet of a residential building existing or to be constructed as part of the proposed Development.
Community Services	Coordinates must represent a point that is on the doorway threshold of an exterior entrance that provides direct public access to the building where the service is located.
Bus and Rail Transit Services	For Public Bus Stop, Public Bus Rapid Transit Stop, Public Bus Transfer Stop, MetroRail, Station or TriRail Station, coordinates must represent the location where passengers may embark and disembark the bus or train.

(5) Scoring Proximity to Services (Transit and Community):

Bus and Rail Transit Services and Community Services

The distances between the Development Location Point and each service, as certified by the Surveyor on the Surveyor Certification form, will be the basis for awarding proximity points. Failure to provide the distance for any Community Service will result in zero points for that Community Service. Failure to provide the distance for any Bus or Rail Transit Service will result in zero points for that Transit Service.

(i) Transit Service Distance Scoring Charts:

Note: Section Four A.6.b. above outlines the minimum Transit Service Score requirements.

<b>Public Bus Stop</b>	
Proximity of Proposed Development's Development Location Point to a Public Bus Stop stated on the Form	Number of Proximity Points Awarded for Eligible Service
if less than or equal to 0.20 miles	2.0
if greater than 0.20 and less than or equal to 0.30 miles	1.5
if greater than 0.30 and less than or equal to 0.40 miles	1.0
if greater than 0.40 and less than or equal to 0.50 miles	0.5
if greater than 0.50 miles	0.0

<b>MetroRail Station, TriRail Station, Public Bus Transfer Stop, or Public Bus Rapid Transit Stop</b>	
Proximity of Proposed Development's Development Location Point to a MetroRail Station, a TriRail Station, a Public Bus Transfer Stop or a Public Bus Rapid Transit Stop stated on the Form	Number of Proximity Points Awarded for Eligible Service
if less than or equal to 0.25 miles	6.0
if greater than 0.25 and less than or equal to 0.50 miles	5.5
if greater than 0.50 and less than or equal to 0.75 miles	5.0
if greater than 0.75 and less than or equal to 1.00 miles	4.5
if greater than 1.00 and less than or equal to 1.25 miles	4.0
if greater than 1.25 and less than or equal to 1.50 miles	3.5
if greater than 1.50 and less than or equal to 1.75 miles	3.0
if greater than 1.75 and less than or equal to 2.00 miles	2.5
if greater than 2.00 miles	0.0

(ii) Community Services Scoring Charts:

<b>Grocery Store and Medical Facility</b>	
Proximity of Proposed Development's Development Location Point to an eligible Grocery Store and Medical Facility stated on the Form	Number of Proximity Points Awarded for Eligible Service
if less than or equal to 0.25 miles	4.0
if greater than 0.25 and less than or equal to 0.50 miles	3.5
if greater than 0.50 and less than or equal to 0.75 miles	3.0
if greater than 0.75 and less than or equal to 1.00 miles	2.5
if greater than 1.00 and less than or equal to 1.25 miles	2.0
if greater than 1.25 and less than or equal to 1.50 miles	1.5
if greater than 1.50 and less than or equal to 1.75 miles	1.0
if greater than 1.75 and less than or equal to 2.00 miles	0.5
If greater than 2.00 miles	0.0

<b>Public School</b>	
Proximity of Proposed Development's Development Location Point to an eligible Public School stated on the Form	Number of Proximity Points Awarded for Eligible Service
if less than or equal to 0.50 miles	4.0
if greater than 0.50 and less than or equal to 1.00 miles	3.0
if greater than 1.00 and less than or equal to 1.50 miles	2.0
if greater than 1.50 and less than or equal to 2.00 miles	1.0
if greater than 2.00 miles	0

**7. Set-Aside Commitments:**

a. Total Set-Aside Commitment:

All Applicants must commit to set aside 100 percent of the total units, with the required portion set aside as Housing Credit Set-Aside units, as outlined in b. below, and the remaining units set aside as workforce housing units, as outlined in c. below.

b. Housing Credit Commitments:

All Applicants must meet the minimum HC set-aside requirements of Section 42 of the IRC, as well as the Corporation's set-aside requirements that go beyond those required by Section 42 of the IRC.

All Applicants must set aside (i) 25 percent of the total units at or below 50 percent of the Area Median Income (AMI) or (ii) 45 percent of the total units at or below 60 percent of the AMI, as outlined in (1) and (2) below:

(1) Minimum Housing Credit Set-Aside Commitment –

The Applicant must select one (1) of the following Minimum Housing Credit Set-Aside commitments:

- To set aside 20 percent of the total units in the proposed Development at or below 50% of the Area Median Income (AMI); or
- To set aside 40 percent of the total units in the proposed Development at or below 60% of the AMI; or

(2) ELI Set-Aside Units –

All Applicants must set aside 5 percent of the total units for ELI Households. For purposes of this provision, the requirement to set aside units for ELI Households refers to the 2017 ELI AMI level for the county where the proposed Development is located. For purposes of completing this Application, Applicants should use the 2016 ELI AMIs which are: 30 percent for Miami-Dade County and 25 percent for Monroe County. The Corporation will notify the Applicants selected for funding of the actual 2017 ELI AMI level at the time the preliminary commitment is issued and the ELI Set-Aside units committed to by the Applicant in its Application will be required to be set aside at the 2017 ELI AMI level.

Housing Credits claimed under this RFA will be limited to the units set aside as Housing Credit Set-Aside units (i.e., 25 percent of the total units or 45 percent of the total units), as selected by the Applicant in the Application.

c. Workforce Housing Commitment:

The units that are not set aside as Housing Credit Set-Aside units under b. above (i.e., the remaining units in the proposed Development) must be set aside as workforce housing at the following applicable AMI level:

(1) Proposed Developments Located in Monroe County –

(a) 120 Percent to 140 Percent Workforce Set-Aside

An Applicant that selects this workforce set-aside at question 7.a.(1)(a) or question 7.a.(1)(b) of Exhibit A is committing to set aside the workforce housing units at or below 140 percent of AMI.

or

(b) 80 Percent Workforce Set-Aside

An Applicant that selects this workforce set-aside at question 7.a.(2)(a) or question 7.a.(2)(b) of Exhibit A is committing to set aside the workforce housing units at or below 80 percent of AMI. Applicants that select this workforce set-

aside are eligible to request the Additional SAIL funding outlined in Section Four A.11.a.(1)(b) of the RFA.

(2) Proposed Developments Located in Miami-Dade County –

The workforce housing units must be set aside at or below 80 percent of AMI.

Note: The Applicant must take all of the above set-aside commitments into account during any pre-leasing and leasing activities.

d. Total Set-Aside Selection:

(1) Proposed Developments Located in Monroe County –

The Applicant must make a set-aside selection at question 7.a.(1)(a), 7.a.(1)(b), 7.a.(2)(a) or 7.a.(2)(b) of Exhibit A.

(2) Proposed Developments Located in Miami-Dade County –

The Applicant must make a set-aside selection at question 7.b.(1) or 7.b.(2) of Exhibit A.

All Applicants will be expected to keep the unit mix consistent across each committed AMI level.

e. Affordability Period:

By submitting its Application, the Applicant commits to set aside the units for a minimum length of 50 years, as further outlined in Item 3.k. of the Applicant Certification and Acknowledgement form.

Note: The affordability period committed to in this section includes the units set aside for ELI Households. For proposed Developments located in Miami-Dade County, after 15 years the ELI Set-Aside units may convert to 60 percent AMI.

**8. Site Control:**

The Applicant must demonstrate site control by providing, as **Attachment 13** to Exhibit A, the documentation required in Items a., b., and/or c., as indicated below. If the proposed Development consists of Scattered Sites, site control must be demonstrated for all of the Scattered Sites.

- a. Eligible Contract - For purposes of this RFA, an eligible contract is one that has a term that does not expire before July 30, 2017 or that contains extension options exercisable by the purchaser and conditioned solely upon payment of additional monies which, if exercised, would extend the term to a date that is not earlier than July 30, 2017; specifically states that the buyer's remedy for default on the part of the seller includes or is specific performance; and the buyer **MUST** be the Applicant unless an assignment of the eligible contract which assigns all of the buyer's rights, title and interests in the eligible contract to the Applicant, is provided. Any assignment must be signed by the assignor and the assignee. If the owner of the subject property is not a party to the eligible contract, all documents evidencing intermediate contracts, agreements, assignments, options, or conveyances of any kind between or among the owner, the Applicant, or other parties, must be provided, and, if a contract, must contain the following elements of an eligible

contract: (i) have a term that does not expire before July 30, 2017 or contain extension options exercisable by the purchaser and conditioned solely upon payment of additional monies which, if exercised, would extend the term to a date that is not earlier than July 30, 2017, and (ii) specifically state that the buyer's remedy for default on the part of the seller includes or is specific performance.

- b. Deed or Certificate of Title – The deed or certificate of title (in the event the property was acquired through foreclosure) must be recorded in the county in which the property is located and show the Applicant as the sole Grantee.
- c. Lease - The lease must have an unexpired term of at least 50 years after the Application Deadline and the lessee must be the Applicant. If the owner of the subject property is not a party to the lease, all documents evidencing intermediate leases, subleases, assignments, or agreements of any kind between or among the owner, the lessor, or any sublessee, assignor, assignee, and the Applicant, or other parties, must be provided, and if a lease, must have an unexpired term of at least 50 years after the Application Deadline. Any assignment must be signed by the assignor and the assignee.

## **9. Construction Features and Resident Programs:**

### **a. Construction Features:**

All Applicants must commit to provide additional Green Building Features. This commitment applies to all units in the proposed Development and is in addition to the required construction features outlined in Item 2 of Exhibit C of the RFA. It is a Mandatory requirement that the Applicant select enough features at question 9.a. of Exhibit A so that the total point value of the features selected equals at least 10. Applicants that fail to select at least 10 points worth of the features at question 9.a. of Exhibit A will not meet this Mandatory requirement. The features which may be selected are as follows:

- Programmable thermostat in each unit (2 points)
- Humidistat in each unit (2 points)
- Water Sense certified dual flush toilets in all bathrooms (2 points)
- Light colored concrete pavement instead of or on top of asphalt to reduce the heat-island effect (2 points)
- Energy Star qualified roof coating (2 points) \*
- Energy Star qualified roofing materials (metal, shingles, thermoplastic polyolefin (TPO), or tiles) (3 points) \*
- Eco-friendly cabinets – formaldehyde free and material must be certified by the Forest Stewardship Council or a certification program endorsed by the Programme for the Endorsement of Forest Certification (3 points)
- Eco-Friendly flooring for entire unit – Carpet and Rug Institute Green Label certified carpet and pad, bamboo, cork, 80% recycled content tile, and/or natural linoleum (3 points)
- High Efficiency HVAC with SEER of at least 16 (2 points) \*\*
- Energy efficient windows in each unit (3 points)
  - For all Development Types except Mid-Rise and High Rise: Energy Star rating for all windows in each unit;
  - For Development Type of Mid-Rise and High Rise:
    - U-Factor of 0.50 or less and a SHHG of 0.25 or less where the fenestration is fixed; and



- U-Factor of 0.65 or less and a SHHGC of 0.25 or less where the fenestration is operable (i.e., the window opens)
- Florida Yards and Neighborhoods certification on all landscaping (2 points)
- Install daylight sensors, timers or motion detectors on all outdoor lighting attached to buildings (2 points)

\*Applicant may choose only one option related to Energy Star qualified roofing.

\*\*Applicants who choose high efficiency HVACs must meet the standards listed here, which exceed the minimum Green Building Features required of all Developments in Exhibit C.

b. Resident Programs:

The Applicant must provide at least three (3) of the resident programs outlined below. It is a Mandatory requirement that the Applicant select at least three (3) of the resident programs at question 9.b. of Exhibit A. Applicants that fail to select the required minimum number of resident programs at question 9.b. of Exhibit A will not meet this Mandatory requirement. The eligible resident programs which may be selected are as follows:

- (1) After School Program for Children – This program requires the Applicant or its Management Company to provide supervised, structured, age-appropriate activities for children during after school hours, Monday through Friday. Activities must be on-site.
- (2) Literacy Training – The Applicant or its Management Company must make available, at no cost to the resident, literacy tutor(s) who will provide weekly literacy lessons to residents in private space on-site. Electronic media, if used, must be used in conjunction with live instruction. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units.
- (3) Employment Assistance Program – The Applicant or its Management Company must provide, at no cost to the resident, a minimum of quarterly scheduled Employment Assistance Program workshops/meetings offering employment counseling by a knowledgeable employment counselor. Such a program includes employability skills workshops providing instruction in the basic skills necessary for getting, keeping, and doing well in a job. The instruction must include, but not be limited to, the following:
  - Evaluation of current job skills;
  - Assistance in setting job goals;
  - Assistance in development of and regular review/update of individualized plan for each participating resident;
  - Resume assistance;
  - Interview preparation; and
  - Placement and follow-up services.
- (4) Family Support Coordinator – The Applicant must provide a Family Support Coordinator at no cost to the resident. The Family Support Coordinator shall assist residents in assessing needs and obtaining services, with the goal of promoting successful tenancies and helping residents achieve and maintain maximum independence and self-sufficiency. Responsibilities shall include linking residents with public and private resources in the community to provide needed assistance,

develop and oversee on-site programs and activities based on the needs and interests of residents, and support residents in organizing group activities to build community and to address and solve problems such as crime and drug activity. The duties of the Family Support Coordinator shall not be performed by property management staff. The Coordinator shall be on-site and available to residents at least 20 hours per week, within the hours of 9 a.m. and 8 p.m. The Coordinator may be an employee of the Development or, through an agreement, an employee of a third party agency or organization that provides these services.

#### **10. Local Government Contributions (Maximum 5 Points):**

In order for an Applicant to receive points, the Applicant must provide evidence of a Local Government grant, loan, fee waiver and/or fee deferral that is effective as of the Application Deadline, is in effect at least through June 30, 2017, and has a value whose dollar amount is equal to or greater than the amount listed on the County Contribution List (set out below) for the county in which the proposed Development will be located. Those Applications that do not have the necessary contribution values to achieve maximum points will be scored on a pro-rata basis.

As evidence of the Local Government Contribution, the Applicant must provide the properly completed and executed Local Government Verification of Contribution Form(s) (Form Rev. 08-16) as **Attachment 14** to Exhibit A. The Local Government Contribution forms (Form Rev. 08-16) are available at Exhibit B of the RFA or the Corporation's Website <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2016-112/RelatedForms/> (also accessible by clicking [here](#)). Note: For purposes of this RFA, the Applicant cannot re-use any Florida Housing Local Government Verification of Contribution form that was included in a previous RFA submission. If the Applicant provides a previously submitted Florida Housing Local Government Verification of Contribution form or any other version of a Florida Housing Local Government Verification of Contribution form(s), the form(s) will not be considered.

To qualify for points, the amount of the contribution stated on the applicable form(s) must be a precise dollar amount and cannot include words such as estimated, up to, maximum of, not to exceed, etc.

The only Local Government contributions that will be considered for the purpose of scoring are:

- Monetary grants
- Loans with the exception of USDA RD funds
- A one-year or more deferral of a fee beyond the date that it is routinely due
- Waiver of fees

A loan with a forgiveness provision requiring approval of the Local Government will be treated as a loan, rather than as a grant, for scoring purposes. The "Loan" verification form should be used. A forgivable loan with no payments required during its term (with the entire balance forgiven over time or at maturity) would have a contribution value equal to the face amount of the loan, the same as a grant.

Funds administered by the Local Government, including federal funds and SHIP funds, may be included in the contribution as long as the appropriate verification form is provided. For purposes of this RFA, USDA-RD funds will NOT count as a Local Government contribution.

The contribution may not be included as an expense on the Development Cost Pro Forma nor may it be considered part of Development Cost for purposes of calculating HC basis or Developer's fee. The exception to the previous sentence is deferred Local Government fees, which may be shown on the Development Cost Pro Forma.

For a contribution consisting of a loan or deferred fee to be considered complete and eligible for points, the Local Government Verification form must reflect both the total amount of the loan or deferred fee and the value (net present value) of the loan or deferred fee. Calculate the net present value of the payments using the discount rate of 5.50 percent.

NOTE: Neither the payment stream for the present value calculations (if contribution consists of a loan or deferred fee) nor the calculations by which the total amount of each waiver is determined (if contribution consists of a fee waiver) are required to be attached to the certification form or otherwise included in the Application in order for the certification form to be considered for points.

In order to be eligible to be considered for points as a Local Government contribution, the contribution must:

- Be in effect as of Application Deadline;
- Be effective at least through June 30, 2017;
- Be dedicated solely for the proposed Development;
- Provide a tangible economic benefit that results in a quantifiable cost reduction and must be given specifically to the proposed Development because the Development will provide affordable and workforce housing; and
- State, federal, or Local Government funds initially obtained by or derived from a Local Government qualify as a Local Governmental contribution even though the funds are directly administered by an intermediary such as a housing finance authority, a community reinvestment corporation, or a state-certified Community Housing Development Organization, provided that they otherwise meet the requirements set forth in this RFA, including those relating to the executed verification form.

Local Government contributions that are ineligible to be considered for points include:

- Contributions that are not specifically made for the benefit of affordable and workforce housing but are instead of general benefit to the area in which the Development is located;
- The fact that no impact fees or other such fees are levied by a local jurisdiction for ANY type of development does not constitute a Local Government contribution. If such fees are levied by the local jurisdiction but the nature of the proposed Development exempts it, for purposes of this RFA, no Local Government contribution exists and no points will be awarded;
- The absence of interest on a loan or the absence of interest payments until a specific date does not constitute a deferral or waiver of fees;
- Local Government contributions that have not received final approval;
- A contribution from an Applicant or Developer or Principal, Affiliate or Financial Beneficiary of an Applicant or a Developer;
- A contribution from a PHA;
- HOPE VI funds; and
- A contribution of any portion of the Applicant's site below market value.

To calculate the value of a Local Government below market interest rate loan or fee deferral:

- Calculate the net present value of the payments due to the Local Government. For a loan, this includes any balloon payment of principal due on a non-amortizing or non-fully amortizing loan. For a fee deferral, this includes the amount of the fee due at the end of the deferral period.
- Calculate the net present value of the loan payments using the discount rate.
- Subtract the net present value of the loan payments from the original loan principal amount. The remaining amount is the value of the Local Government contribution.

Example: If the discount rate is assumed to be 5.50 percent and the Local Government will provide a fully amortizing \$200,000 loan at 3 percent for 30 years with monthly payments, the contribution is calculated as follows:

Calculate the monthly payment of the \$200,000 loan at 3 percent (\$843.21)

Calculate the net present value of the stream of (\$843.21) monthly payments over 30 years (360 months) using a 5.50 percent discount rate (\$148,507.63)

Subtract the net present value amount from the original principal loan amount to arrive at the value of the contribution ( $\$200,000 - \$148,507.63 = \$51,492.37$  value).

Example: If the discount rate is assumed to be 5.50 percent and the Local Government will provide an interest only \$200,000 loan at 3 percent for 30 years with payments due monthly, the contribution is calculated as follows:

Calculate the monthly payment of the \$200,000 loan at 3 percent. Multiply the \$200,000 by 3 percent and divide the result by 12. The answer is \$500. As such, the loan payments for the first 359 months are \$500.

Calculate the net present value of the stream of the various monthly payments over 30 years (360 months) using a 5.50 percent discount rate (\$126,615.93).

Subtract the net present value amount from the original principal loan amount to arrive at the value of the contribution ( $\$200,000.00 - \$126,615.93 = \$73,384.07$  value).

Example: A Development is to be located in Monroe County and has achieved a Local Government contribution valued at \$5,000. The County Contribution List states that a Development to be located in Monroe County must obtain contributions valued at \$10,000 to achieve 5 points. Therefore, in this example, the Development would receive 2.5 points ( $(\$5,000 / \$10,000) \times 5$ ).

NOTE: Points will be rounded to two decimal places (3.345 rounded up to 3.35 and 3.3449 rounded down to 3.34).

### County Contribution List

County in Which the Development Is to be Located	Value of Contribution Required to Achieve Maximum Points
Miami-Dade	\$100,000
Monroe	\$10,000

#### 11. Funding:

Applications for proposed Developments located in Monroe County must include a request for Workforce SAIL funding (as outlined in a.(1)(a)(i) below) and a request for 9% HC (as outlined in a.(2)(a)(i) below). If the Applicant is eligible to request the Additional SAIL funding and elects to do so, the Applicant’s Additional SAIL funding request should also be stated (as outlined in a.(1)(b) below).

Applications for proposed Developments located in Miami-Dade County must include a request for Workforce SAIL funding (as outlined in a.(1)(a)(ii) below), a request for 4% HC (as outlined in a.(2)(a)(ii) below), and the required information regarding either Corporation-issued MMRB (as outlined in a.(3) below) or County HFA-issued Tax-Exempt Bonds (as outlined in b. below).

a. Corporation Funding Amount(s):

(1) SAIL Funding:

(a) Workforce SAIL –

The Applicant must state the amount of Workforce SAIL funding it is requesting at question 11.a.(1)(a) of Exhibit A, as well as on the Construction/Rehab and Permanent Analysis.

(i) For proposed Developments located in Monroe County, the Applicant’s Workforce SAIL Request Amount is limited to the lesser of the following:

- \$60,000 per unit (i.e., per the total number of units in the proposed Development); or
- \$3 million per Development

(ii) For proposed Developments located in Miami-Dade County, the Applicant’s Workforce SAIL Request Amount is limited to \$8.5 million per Development.

(b) Additional SAIL –

Proposed Developments located in Monroe County that select the 80 percent workforce housing set-aside at question 7.a.(2)(a) or question 7.a.(2)(b) of Exhibit A are eligible to request Additional SAIL funding in an amount not to exceed \$2,400,000. If the Applicant elects to request the Additional SAIL

funding, the Applicant should state the amount it is requesting at question 11.a.(1)(b) of Exhibit A, as well as on the Construction/Rehab and Permanent Analysis.

During the scoring process, if the Applicant states a Workforce SAIL Request Amount at question 11.a.(1)(a) or, if applicable, an Additional SAIL Request Amount at question 11.a.(1)(b) of Exhibit A, that is greater than the amount(s) the Applicant is eligible to request, the Corporation will reduce the amount(s) down to the maximum amount(s) the Applicant is eligible to request. The Applicant's SAIL Request Amount(s) will be reviewed for compliance with the applicable the per unit limit and per Development limit outlined in (a) above, and if applicable, the limit outlined in (b) above. There is no percentage of Total Development Cost limitation for the SAIL loan(s) offered under this RFA.

(c) Interest rates:

The Workforce SAIL loan and, if applicable, the Additional SAIL loan, shall be non-amortizing and shall have an interest rate of 1 percent.

(d) Credit Underwriting, Firm Commitment and Loan Closing:

(i) SAIL loan(s) (Workforce SAIL and, if applicable, Additional SAIL) for proposed Developments located in Monroe County must meet the following timeframes:

(A) The firm loan commitment(s) must be issued within nine (9) months of the Applicant's acceptance to enter credit underwriting. Unless an extension is approved by the Corporation in writing, failure to achieve credit underwriting report approval and issuance of a firm loan commitment(s) by the specified deadline shall result in withdrawal of the preliminary commitment(s). Applicants may request one (1) extension of up to six (6) months to secure a firm loan commitment(s). All extension requests must be submitted in writing to the program administrator and contain the specific reasons for requesting the extension and shall detail the time frame to achieve a firm loan commitment(s). In determining whether to grant an extension, the Board shall consider the facts and circumstances of the Applicant's request, inclusive of the responsiveness of the Development team and its ability to deliver the Development timely. The Corporation shall charge a non-refundable extension fee of one (1) percent of each loan amount if the request to extend the credit underwriting and firm loan commitment process beyond the initial nine (9) month deadline is approved. If, by the end of the extension period, the Applicant has not received a firm loan commitment(s), then the preliminary commitment(s) shall be withdrawn; and

(B) The Corporation loans and other mortgage loans related to the Development must close within 120 Calendar Days of the date of the firm loan commitment(s). Unless an extension is approved by the Board, failure to close the loan(s) by the specified deadline outlined above shall result in the firm loan commitment(s) being deemed void and the funds shall be de-obligated. Applicants may request one (1) extension of the

loan closing deadline outlined above for a term of up to 90 Calendar Days. All extension requests must be submitted in writing to the program administrator and contain the specific reasons for requesting an extension and shall detail the time frame to close the loan(s). The Board shall consider the facts and circumstances of each Applicant's request, inclusive of the Applicant's ability to close within the extension term and any credit underwriting report, prior to determining whether to grant the requested extension. The Corporation shall charge an extension fee of one (1) percent of each Corporation loan amount if the Board approves the request to extend the loan closing deadline beyond the 120 Calendar Day period. In the event the Corporation loan(s) does not close by the end of the extension period, the firm loan commitment(s) shall be deemed void and the funds shall be de-obligated.

- (ii) Workforce SAIL loans for proposed Developments located in Miami-Dade County must meet the credit underwriting, firm loan commitment, and loan closing timeframes outlined in paragraph 67-48.0072(4)(c), F.A.C., and subsections 67-48.0072(21) and (26), F.A.C.

Additional terms and conditions for all SAIL loans are outlined in Rule Chapter 67-48, F.A.C.

(2) Housing Credits:

- (a) The Applicant must state, at question 11.a.(2)(a) of Exhibit A, the anticipated amount of Housing Credits it is requesting ("Applicant's Housing Credit Request Amount").

- (i) 9% HC for proposed Developments located in Monroe County:

The Applicant's 9% HC Request Amount is limited to the lesser of the following:

- \$35,000 per Housing Credit Set-Aside unit; or
- \$900,000 per Development

During the scoring process, if the Applicant states an HC Request Amount that is greater than the amount the Applicant is eligible to request, the Corporation will reduce the amount down to the maximum amount the Applicant is eligible to request. In addition, if the Applicant states an amount that is not a whole dollar amount, the Corporation will round the amount down to a whole dollar amount.

- (ii) 4% HC for proposed Developments located in Miami-Dade County:

The Applicant's 4% HC Request Amount is not subject to a request limit; however, if the Applicant states an amount that is not a whole dollar amount, the Corporation will round the amount down to a whole dollar amount.

- (b) Difficult Development Area (DDA).

With regard to Housing Credits, HUD provides regulatory guidance on the effective date of DDA lists for the purpose of determining whether a

Development qualifies for an increase in eligible basis in accordance with Section 42(d)(5)(B) of the IRC.

(i) Proposed Developments Located in Miami-Dade County

If the proposed Development is located in a HUD-designated metropolitan area, the Small Area DDA ZCTA designation will only apply to the building(s) located within the DDA ZCTA and only those building(s) will be eligible for the basis boost.

A proposed Development will be eligible for the HUD HCA basis boost for any building(s) located within a HUD-designated Small Area DDA. The Applicant should identify, at question 11.a.(2)(b)(i) of Exhibit A, the Small Area DDA Zip Code Tabulation Area(s) (ZCTA) not already disclosed on the Surveyor Certification form provided as Attachment 12 to Exhibit A.

The assigned Small Area DDA ZCTA number(s) is available at <https://www.huduser.gov/portal/Datasets/qct/DDA2017M.PDF> and the applicable HUD mapping application is available at [https://www.huduser.gov/portal/sadda/sadda\\_qct.html](https://www.huduser.gov/portal/sadda/sadda_qct.html).

In order for the Development proposed in this Application to be eligible to be declared as the first phase of a multiphase Development (at question 11.a.2.(c)(i) of Exhibit A) and used as the basis for DDA status for subsequent future phases, at least one (1) building of this proposed Development must be located within a HUD-designated DDA ZCTA stated on the Surveyor Certification form and/or at question 11.a.(2)(b)(i) of Exhibit A (“declared ZCTA”).

Note: For Miami-Dade Developments, if any part of the proposed Development site is located within a HUD-designated QCT, the proposed Development is NOT eligible to receive any of the funding offered under this RFA. If a Miami-Dade Application is selected for funding and it is discovered during the credit underwriting process that any part of the proposed Development site is located within a HUD-designated QCT, the funding award will be rescinded as outlined in Item 3.r. of the Applicant Certification and Acknowledgement form.

(ii) Proposed Developments Located in Monroe County

All proposed Monroe County Developments qualify as a HUD-designated non-metropolitan area DDA for purposes of this RFA.

(c) Multiphase Development.

HUD’s notice published in the October 17, 2016 edition of the Federal Register ([https://www.huduser.gov/portal/Datasets/QCT/QCTDDA2017\\_Notice.pdf](https://www.huduser.gov/portal/Datasets/QCT/QCTDDA2017_Notice.pdf) ) governs the eligibility for a basis boost for the Development proposed in this RFA.

If the proposed Development is eligible for the multiphase status, the Applicant must indicate whether the proposed Development qualifies as a first phase or a subsequent phase, as outlined below:



(i) First Phase of a Multiphase Development –

If the proposed Development is the first phase of a multiphase Development, select question 11.a.(2)(c)(i) of Exhibit A.

For purposes of proposed Developments located in Miami-Dade County, subsequent phases will qualify for the basis boost if (A) at least one (1) building of the first phase is located within the declared ZCTA and (B) at least one (1) building of each subsequent phase is located within the boundary of the declared ZCTA (i.e., the HUD-designated Small Area DDA ZCTA which applied to the proposed Development that the Applicant declared as the first phase).

For purposes of proposed Developments located in Monroe County, subsequent phases will qualify for the basis boost if at least one (1) building of each subsequent phase is located within Monroe County.

As outlined in Item 2.b.(8) of the Applicant Certification and Acknowledgement form, during the credit underwriting process the Applicant will be required to submit to the Corporation an opinion letter by a licensed attorney that the Development meets the definition of a “multiphase project” as defined in the Federal Register. The letter must also include the following information: the name of the declared first phase Development and the Corporation-assigned Application Number, the total number of phases and the projected Development name for each phase, the total number of buildings in each phase, the expected completion date for each phase, and any other information as determined by the Corporation and stated in the invitation to enter credit underwriting.

or

(ii) Subsequent Phase of a Multiphase Development:

For purposes of this RFA, a subsequent phase of a multiphase Development is one where the initial phase was appropriately identified as such in an Application awarded funding under one (1) of the following: (A) the 2011 Universal Application Cycle, (B) a 2013 Housing Credit Request for Proposal or RFA, (C) a 2014 Housing Credit RFA, (D) a 2015 Housing Credit RFA, (E) a 2016 Housing Credit RFA, or (F) a Non-Competitive Housing Credit Application (i.e., a Non-Competitive Housing Credit allocation awarded within the 730 day period following the date the competitive Bond application for Tax-Exempt Bonds (awarded through a Corporation competitive RFA process or a Non-Corporation Bond issuer’s competitive application process) was deemed complete by the Bond-issuing agency for which the Non-Competitive Housing Credit allocation was awarded, provided the 730 day period did not end prior to the submission deadline for the Corporation’s competitive RFA or a Non-Corporation Bond issuer’s competitive application. After the initial award, the Applicant must have submitted an Application for Housing Credits in immediately consecutive years, per the HUD requirements.

If the proposed Development qualifies as a subsequent phase of a multiphase Development, select question 11.a.(2)(c)(ii) of Exhibit A and answer the required questions. As outlined in Item 2.b.(8) of the Applicant Certification and Acknowledgement form, the proposed Development's subsequent phase status will be confirmed during the credit underwriting process.

Note: If the Applicant is requesting 4% HC that will be used with County HFA-issued Tax-Exempt Bonds and the Applicant indicates at question 11.a.(2) of Exhibit A that the proposed Development is eligible for the basis boost, during the credit underwriting process the Applicant will be required to provide a letter certifying the date the bond application was deemed complete, as outlined in Item 2.b.(9) of the Applicant Certification and Acknowledgement form.

(d) The Applicant must provide, as **Attachment 15** to Exhibit A, an equity proposal, in the form of a commitment, proposal, term sheet or letter of intent that includes the following information:

- (i) If syndicating/selling the Housing Credits, the Housing Credit equity proposal must meet the following criteria:
- Be executed by all parties, including the Applicant;
  - Include specific reference to the Applicant as the beneficiary of the equity proceeds;
  - State the proposed amount of equity to be paid prior to construction completion;
  - State the anticipated Housing Credit Request Amount;
  - State the anticipated dollar amount of Housing Credit allocation to be purchased; and
  - State the anticipated total amount of equity to be provided.

If the limited partnership agreement or limited liability company operating agreement has closed, the closed agreement must be provided. To be counted as a source of financing, the partnership agreement or operating agreement must meet the requirements listed above or the Applicant must submit separate documentation, signed by the equity provider, expressly stating any required criteria not provided in the agreement.

(ii) If not syndicating/selling the Housing Credits, the owner's commitment to provide equity must be provided. The commitment must include the following information and evidence of ability to fund must be provided as **Attachment 15** to the Application:

- The proposed amount of equity to be paid prior to construction completion;
- The anticipated Housing Credit Request Amount;
- The anticipated dollar amount of Housing Credit allocation to be purchased; and
- The anticipated total amount of equity to be provided.

Note: Item 2.b.(7) of the Applicant Certification and Acknowledgement form outlines the requirement and deadline for the Applicant's confirmation that the

documented equity amount to be paid prior to or simultaneous with the closing of construction financing is at least 15 percent of the total proposed equity to be provided (the 15 percent criteria).

(iii) 9% HC (Proposed Developments Located in Monroe County):

If the Eligible 9% HC Request Amount is less than the anticipated amount of credit allocation stated in the equity proposal provided at Attachment 15, the equity proposal will be considered a source of financing and, for scoring purposes, the maximum amount of 9% HC equity to be permitted in the Development Cost Pro Forma will be adjusted downward from the amount stated in the equity proposal. This adjusted maximum 9% HC equity will be calculated by taking the total amount of equity to be provided to the proposed Development as stated in the equity proposal letter, dividing it by the credit allocation stated in the equity proposal and multiplying that quotient by the Applicant's Eligible 9% HC Request Amount. If the Eligible 9% HC Request Amount is greater than the anticipated amount of credit allocation stated in the equity proposal, the equity proposal will be considered a source of financing and the maximum amount of 9% HC equity to be permitted for scoring in the Development Cost Pro Forma will be the amount stated in the equity proposal.

(iv) 4% HC (Proposed Developments Located in Miami-Dade County):

The equity proposal will be considered a source of financing so long as it meets all of the criteria provided in (i) or (ii) above. The maximum amount of 4% HC equity to be permitted in the Development Cost Pro Forma for scoring will be the amount stated in the equity proposal.

(3) Corporation-Issued MMRB for proposed Developments located in Miami-Dade County:

If the Applicant intends to utilize Corporation-issued MMRB for the proposed Development, the requested MMRB Loan amount must be stated at question 11.a.(3) of Exhibit A. Note: MMRB Loans are issued in increments of \$5,000 and any necessary adjustment will be made during credit underwriting.

b. County HFA-Issued Tax-Exempt Bonds for proposed Developments located in Miami-Dade County:

If the Applicant intends to utilize County HFA-issued Tax-Exempt Bonds for the proposed Development (i.e., Tax-Exempt Bonds issued by the Housing Finance Authority of Miami-Dade County):

- (1) The Applicant must provide, as **Attachment 16** to Exhibit A, a letter, executed by the chair or vice chair of the governing body, mayor, or deputy mayor, city manager or assistant city manager, county manager/administrator/coordinator or assistant county manager/administrator/coordinator, executive director or assistant executive director, or by an individual occupying a position reasonably equivalent to any of the foregoing, as applicable, of the entity issuing the Tax-Exempt Bonds, that (a) confirms that the Applicant has submitted an application for Tax-Exempt Bonds for the Development proposed in this RFA, (b) states the amount of the Applicant's

Bond request, and (c) confirms that the closing on the Bonds has not occurred and will not occur prior to the Application Deadline for this RFA; and

- (2) The Applicant must include the anticipated amount of such Bond financing on the Construction/Rehab Analysis and the Permanent Analysis.

Proposed Developments located in Miami-Dade County are not eligible to apply for any funding offered in this RFA if the Applicant has already closed on the Tax-Exempt Bond financing prior to the Application Deadline for this RFA. In addition, proposed Developments are not eligible to receive any funding awarded through this RFA if the Applicant closes on the Tax-Exempt Bond financing prior to the issuance of the preliminary commitment for the Workforce SAIL funding. As part of the Applicant's acceptance of the invitation to enter credit underwriting (i.e., the preliminary commitment), the Applicant will be required to confirm that the Bonds have not closed. If the Bonds are closed between the Application Deadline and issuance of the SAIL preliminary commitment, the Applicant's award will be rescinded.

c. Other Corporation Funding:

If funding from the Predevelopment Loan Program (PLP) has been received for the proposed Development, the Corporation file number and amount of funding must be listed. Note: PLP funding cannot be used as a source of financing on the Construction/Rehab Analysis or the Permanent Analysis.

d. Development Cost Pro Forma:

All Applicants must complete the Development Cost Pro Forma listing the anticipated expenses or uses, the Detail/Explanation Sheet, if applicable, and the Construction or Rehab Analysis and Permanent Analysis listing the anticipated sources. The sources must equal or exceed the uses. During the scoring process, any of the following may result in a funding shortfall: (1) if a funding source is not considered, and/or (2) if the Applicant's SAIL Request Amount(s) is adjusted downward, as outlined in Section Four A.11.a.(1) above, and/or (3) if the Applicant's HC Request Amount is adjusted downward as outlined in Sections Four A.11.a.(2)(a) and Four A.11.a.(2)(d) above. If the Applicant has a funding shortfall, it will be ineligible to be considered for funding.

The Development Cost Pro Forma must include all anticipated costs of the Development construction and, if applicable, rehabilitation, including the Developer fee and General Contractor fee, as outlined in (1) below. Any amounts that are not an anticipated cost to the Development, such as waived or reimbursed fees or charges, cannot be included in the Development Cost Pro Forma. Note: deferred Developer fees are not considered "waived fees."

(1) Developer Fee, General Contractor Fee and Reserves:

(a) Developer Fee:

(i) Proposed Developments located in Monroe County:

The maximum allowable Developer fee under this RFA shall be 16 percent of Development Cost.

(ii) Proposed Developments located in Miami-Dade County:

The maximum allowable Developer fee under this RFA shall be 18 percent of Development Cost.

The maximum allowable Developer fee will be tested during the scoring of the Application by multiplying the Development Cost by 16 percent or 18 percent, as applicable, rounded down to the nearest dollar.

The Corporation will allow up to 100 percent of the eligible Developer fee to be deferred and used as a source on the Development Cost Pro Forma without the requirement to show evidence of ability to fund.

(b) General Contractor Fee

General Contractor fee shall be limited to 14 percent of actual construction cost. The maximum allowable General Contractor fee will be tested during the scoring of the Application by multiplying the actual construction cost by 14 percent, rounded down to the nearest dollar.

(c) Contingency Reserves:

For Application purposes, the maximum hard and soft cost contingencies allowed cannot exceed 5 percent of hard and soft costs, as further described in Rule Chapter 67-48, F.A.C. The determination of the contingency reserve is limited to the maximum stated percentage of total actual construction costs (hard costs) and general development costs (soft costs), as applicable.

(d) Operating Deficit Reserves:

An operating deficit reserve is not to be included as part of Development Costs and cannot be used in determining the maximum Developer fee. Applicants may not enter any amounts pertaining to any type of reserve other than the contingency reserve mentioned above on the Development Cost Pro Forma as part of the Application process. A reserve, including an operating deficit reserve, if necessary as determined by an equity provider, first mortgage lender, and/or the Credit Underwriter engaged by the Corporation in its reasonable discretion, will be required and sized in credit underwriting. The inclusion of any reserve is not permitted in the Application (other than the permitted contingency reserve) which may include, but is not limited to, operating deficit reserve, debt service shortfalls, lease-up, rent-re-stabilization, working capital, lender or syndicator required reserve(s), and any pre-funded capital (replacement) reserves. If any reserve other than the permitted contingency reserve can be identified and is included in the Development Cost Pro Forma, the Corporation will remove it during Application scoring.

Developer fee and General Contractor fee must be disclosed. In the event the Developer fee and/or General Contractor fee are/is not disclosed on the Development Cost Pro Forma, the Corporation will assume that these fees will be the maximum allowable and will add the maximum amount(s) to Total Development Cost. If an Applicant lists a Developer fee, General Contractor fee, or contingency reserve that exceeds the stated Application limits, the Corporation will adjust it/them to the maximum allowable. As stated above, Applicants may not enter any amounts

pertaining to operating deficit reserves. The Corporation will not consider any operating deficit reserves listed on the Pro Forma.

In addition, the Development Cost Pro Forma must include all anticipated sources of funding, including the funding outlined in (2), (3), and (4) below, as applicable, as well as any Non-Corporation Funding as outlined in e. below.

(2) SAIL Loan(s):

The SAIL Loan Request Amount(s), as stated by the Applicant at question 11.a.(1)(a) and, if applicable, question 11.a.(1)(b) of Exhibit A.

(3) Housing Credits (9% HC or 4% HC):

The amount of Housing Credit equity available as a construction source and a permanent funding source, as stated in the equity proposal provided as Attachment 15.

(4) Tax-Exempt Bonds:

(a) The MMRB Request Amount, as stated by the Applicant at question 11.a.(3) of Exhibit A, if the Applicant intends to use Corporation-issued MMRB for the proposed Development. The Applicant is not required to include any documentation regarding the MMRB in its Application. The necessary documentation will be required after the Applicant is invited to enter credit underwriting, as outlined in Item 2.a.(5) of the Applicant Certification and Acknowledgement form, and the credit underwriting process for the MMRB and Non-Competitive Housing Credits will be as outlined in Item 3.p.(2) of the Applicant Certification form

or

(b) The Tax-Exempt Bond amount stated in the letter provided as Attachment 16, as outlined in Section Four A.11.b. of the RFA, if the Applicant intends to use County HFA-issued Tax-Exempt Bonds. The Applicant is not required to include any other documentation regarding the County HFA-issued Tax-Exempt Bonds in its Application. The necessary documentation will be required after the Applicant is invited to enter credit underwriting, as outlined in Items 2.a.(6) and 3.p.(1) of the Applicant Certification and Acknowledgement form

Proposed Developments are not eligible to apply for any funding offered in this RFA if the Applicant has already closed on the Tax-Exempt Bond financing prior to the Application Deadline for this RFA. In addition, proposed Developments are not eligible to receive any funding awarded through this RFA if the Applicant closes on the Tax-Exempt Bond financing prior to the issuance of the preliminary commitment for the SAIL funding. As part of the Applicant's acceptance of the invitation to enter credit underwriting (i.e., the preliminary commitment), the Applicant will be required to confirm that the Bonds have not closed. If the Bonds are closed between the Application Deadline and issuance of the SAIL preliminary commitment, the Applicant's award will be rescinded.

Applications submitted under this RFA for a proposed Development located in Monroe County must include a request for the Workforce SAIL funding and the 9% HC, as well as any desired Additional SAIL funding, if applicable.

Applications submitted under this RFA for a proposed Development located in Miami-Dade County must include a request for the Workforce SAIL funding, as well as the Corporation-issued MMRB and/or 4% HC. The Applicant shall NOT utilize the Non-Competitive Application Package for purposes of requesting Corporation-issued MMRB and/or 4% HC. Such MMRB and/or 4% Housing Credit funding shall be requested in the Applicant's SAIL Application submission, as outlined above. If, prior to the submission of the Applicant's Application in response to this RFA, the Applicant submits or has already submitted a Non-Competitive Application for the Development proposed in its SAIL Application, such previous Non-Competitive Application will not be considered and the Applicant will be required to request the Corporation-issued MMRB and/or 4% HC as a part of its SAIL Application request, as outlined above.

Failure to provide the required information and any required applicable documentation, as outlined above, shall result in the requesting funding not being counted as a source of financing, which may result in a financing shortfall.

e. Other Non-Corporation Funding Proposals:

Unless stated otherwise within this RFA, in order for funding, other than deferred Developer fee, to be counted as a source on the Construction/Rehab and/or Permanent Analysis, the Applicant must provide documentation of all financing proposals from both the construction and the permanent lender(s), and other sources of funding. The financing proposals must state whether they are for construction financing, permanent financing, or both, and all attachments and/or exhibits referenced in the proposal must be included. Insert documentation for each source as **Attachment 17** to Exhibit A and continue with sequentially numbered attachments for each additional funding source. Evidence for each funding source must be behind its own sequentially numbered attachment.

For purposes of the Application, neither of the following will be considered a source of financing: net operating income or capital contributions.

(1) Financing Proposal

Financing proposal documentation, regardless of whether the documentation is in the form of a commitment, proposal, term sheet, or letter of intent, must meet the following criteria. Evidence for each funding source must be behind its own numbered attachment.

(a) Each financing proposal shall contain:

- (i) Amount of the construction loan, if applicable;
- (ii) Amount of the permanent loan, if applicable;
- (iii) Specific reference to the Applicant as the borrower or direct recipient; and
- (iv) Signature of all parties, including acceptance by the Applicant.

Note: For ALL Applicants, eligible Local Government financial commitments can be considered without meeting the requirements of (i) through (iv) above if the Applicant provides the properly completed and executed Local Government Verification of Contribution – Grant Form and/or the Local Government Verification of Contribution – Loan Form, as outlined in Section Four A.10.b. and Exhibit B of the RFA.

(b) Financing that has closed:

For any financing other than Tax-Exempt Bond financing\*, if the financing has closed in the Applicant's name, provide a letter from the lender acknowledging that the loan has closed. The letter must also include the following information:

- Amount of the construction loan, if applicable;
- Amount of the permanent loan, if applicable; and
- Specific reference to the Applicant as the borrower/direct recipient/mortgagee.

\* As stated in Section One and Section Four A.11. of the RFA, proposed Developments are not eligible to apply for any funding offered in this RFA if the Applicant has already closed on the Tax-Exempt Bond financing prior to the Application Deadline for this RFA. In addition, proposed Developments are not eligible to receive any funding awarded through this RFA if the Applicant closes on the Tax-Exempt Bond financing prior to the issuance of the preliminary commitment for the SAIL funding. As part of the Applicant's acceptance of the invitation to enter credit underwriting (i.e., the preliminary commitment), the Applicant will be required to confirm that the Bonds have not closed. If the Bonds are closed between the Application Deadline and issuance of the preliminary commitment, the Applicant's award will be rescinded.

- (c) If the financing proposal is not from a Regulated Mortgage Lender in the business of making loans or a governmental entity, evidence of ability to fund must be provided. Evidence of ability to fund includes: (i) a copy of the lender's most current audited financial statements no more than 17 months old; or (ii) if the loan has already been funded, a copy of the note and recorded mortgage. The age of all financial statements is as of the Application Deadline. In evaluating ability to fund, the Corporation will consider the entity's unrestricted current assets typically used in the normal course of business. Assets considered restricted include, but are not limited to, pension funds, rental security deposits, and sinking funds. Financing proposals from lenders who cannot demonstrate ability to fund will not count as a source of financing. Financial statements must be included in the Application. Note: This provision does not apply to deferred Developer fee.
- (d) If a financing proposal shows an amount less than the corresponding line item on the pro forma, only the financing proposal amount will be considered as a funding source. However, if a financing proposal shows an amount in excess of the corresponding line item on the pro forma, up to the total amount of the financing proposal amount may be utilized as a funding source, if needed.
- (e) The loan amount may be conditioned upon an appraisal or debt service coverage ratio or any other typical due diligence required during credit underwriting.



- (f) Financing proposals may be conditioned upon the Applicant receiving the funding from the Corporation for which it is applying.
- (g) If a financing proposal has a provision for holding back funds until certain conditions are met, the amount of the hold-back will not be counted as a source of construction financing unless it can be determined that the conditions for the release of the hold-back can be met prior to or simultaneous with the closing of the Development's permanent financing.
- (h) Grant funds are contributions to the Development, other than equity, which carry no repayment provision or interest rate. A commitment for grant funds will be considered a commitment for scoring purposes if the commitment is properly executed and, if applicable, evidence of ability to fund is provided.

Unless stated otherwise in this RFA, except for deferred Developer fee, the Application requires information on all sources of Development funding and the proposed uses of those funds, as outlined above. All loans, grants, donations, etc., should be detailed in the Application as outlined above. The total amount of monetary funds determined to be in funding proposals must equal or exceed uses.

\*\*\*\*\*

**Addenda:**

The Applicant may use the Addenda section of Exhibit A to provide any additional information or explanatory addendum for items in the Application. Please specify the particular Item to which the additional information or explanatory addendum applies.

**B. Funding Selection:**

1. Total Funding Offered in this RFA:
  - a. Monroe County Funding Amounts –
    - (1) \$3 million of Workforce SAIL funding;
    - (2) \$2.4 million of Additional SAIL funding; and
    - (3) \$900,000 of 9% HC funding
  - b. Miami-Dade County Funding Amount –
 

\$17 million of Workforce SAIL funding
2. Only Applications that are eligible for funding will be considered for the funding selection processes outlined in Items 3 and 4 below. Eligibility requirements include the following:

<b>Eligibility Requirements</b>	<b>Described in RFA at:</b>
Submission Requirements	Section Three A and Section Five
For proposed Developments located in Miami-Dade County, the Applicant has not closed on the Tax-Exempt Bond financing prior to the Application Deadline	Section One B and Section Four A.11.
Minimum Transit Score (Miami-Dade County only)	Section Four A.6.b.
Minimum Proximity Score (Miami-Dade County only)	Section Four A.6.b.
Financial Arrearage Requirements	Section Five
Total Development Cost Per Unit Limitation	Item 3 of Exhibit C
All Mandatory Items	Section Five

3. Funding Goals:

The Corporation has a goal to fund Monroe County and Miami-Dade County Developments, as follows:

a. Monroe County Funding Goal –

A goal to fund one (1) proposed Development located in Monroe County.

b. Miami-Dade County Funding Goals –

(1) South of SW 288<sup>th</sup> Street Funding Goal:

A goal to fund one (1) proposed Development where the entire Development site is located south of SW 288<sup>th</sup> Street; and

(2) North of SW 288<sup>th</sup> Street Funding Goal:

A goal to fund one (1) proposed Development where the entire Development site is located north of SW 288<sup>th</sup> Street.

4. Funding Selection Process:

a. Application Sorting Order –

All eligible Applications will be ranked by sorting the Applications from the highest scoring Application to the lowest scoring Application, with any scores that are tied separated as follows:

(1) First, by the Application’s Total Eligible SAIL Request Amount per set-aside unit (which is outlined in Item 5 of Exhibit C) with Applications that have a lower amount of total SAIL funds per set-aside unit listed above Applications that have a higher amount of total SAIL funds per set-aside unit;

(2) Next, by the Application’s eligibility for the Florida Job Creation Funding Preference (which is outlined in Item 4 of Exhibit C) with Applications that qualify for the preference listed above Applications that do not qualify for the preference;

- (3) Finally, by lottery number, with Applications that have a lower lottery number listed above Applications with a higher lottery number.

b. Funding Tests –

(1) Monroe County Funding Tests:

(a) Workforce SAIL Funding Test –

Applications for proposed Developments located in Monroe County will only be selected for funding if there is enough Monroe County Workforce SAIL funding available to fully fund the Applicant’s Workforce SAIL Request Amount.

(b) Additional SAIL Funding Test –

If the Monroe County Application is also requesting Additional SAIL funding, the Application will only be selected for funding if there is enough Additional SAIL funding available to fully fund the Applicant’s Additional SAIL Request Amount.

(c) 9% HC Funding Test –

Applications for proposed Developments located in Monroe County will only be selected for funding if there is enough 9% HC funding available to fully fund the Applicant’s 9% HC Request Amount.

(2) Miami-Dade County Funding Test:

Workforce SAIL Funding Test –

Applications for proposed Developments located in Miami-Dade County will only be selected for funding if there is enough Miami-Dade County Workforce SAIL funding available to fully fund the Applicant’s Workforce SAIL Request Amount.

c. Funding Selection –

- (1) The Corporation will first attempt to meet the Monroe County Funding Goal by selecting the highest ranking eligible Application for a proposed Development located in Monroe County.
- (2) After meeting the Monroe County Funding Goal, or if there is no eligible Application that can meet that goal, the Corporation will attempt to meet the two (2) Miami-Dade County Funding Goals as follows:
  - (a) The first Application selected for funding will be the highest ranking eligible Application that is eligible for the South of SW 288<sup>th</sup> Street Funding Goal.
  - (b) Once the South of SW 288<sup>th</sup> Street Funding Goal is met or if there is no eligible Application that can meet that goal, then the next Application selected for funding will be the highest ranking eligible Application for a proposed Development that is eligible for the North of SW 288<sup>th</sup> Street Funding Goal that can also meet the Miami-Dade County Funding Test.

- (3) Once the North of SW 288<sup>th</sup> Street Funding Goal is met or if there is no eligible Application that can meet that goal, then all remaining unallocated Monroe County and Miami-Dade County Workforce SAIL funding and any unallocated Additional SAIL funding will be pooled (“Total Remaining SAIL”) and distributed as follows:
  - (a) The Corporation will select the highest ranking eligible unfunded Application for a proposed Development located in Monroe County, provided (i) there is enough Total Remaining SAIL to fully fund the Applicant’s Total SAIL Request (Workforce SAIL Funding Request plus Additional SAIL Funding Request, if applicable) and (ii) there is enough 9% HC to fully fund the Applicant’s 9% HC Funding Request.
  - (b) If funding remains after funding an additional Monroe County Application or because there is no eligible unfunded Monroe County Application that can be fully funded, then no further Applications will be selected for funding and any remaining Total Remaining SAIL funding, as well as any unallocated 9% HC funding, will be distributed as approved by the Board.

5. Returned Funding:

Any Workforce SAIL, Additional SAIL, and 9% HC funding that becomes available after the Board takes action on the Committee’s recommendations, due to an Applicant withdrawing its Application, an Applicant declining its invitation to enter credit underwriting, or an Applicant’s inability to satisfy a requirement outlined in this RFA, will be distributed as approved by the Board.

## **SECTION FIVE EVALUATION PROCESS**

Committee members shall independently evaluate and score their assigned portions of the submitted Applications, consulting with non-committee Corporation staff and legal counsel as necessary and appropriate.

The Corporation will reject any competitive Application submittal and no action will be taken to score the Application if any of the following submission requirements are not met: (i) the Complete Online Submission Package is submitted online by the Application Deadline, (ii) the required number of hard copies are submitted by the Application Deadline, (iii) the Applicant’s hard copy submission is contained in a sealed package, (iv) the required Application fee is paid as of Application Deadline, (v) the Applicant Certification and Acknowledgement form, containing an original signature, is included in the Application labeled “Original Hard Copy” as of the Application Deadline, or (vi) the proposed Development is not eligible to apply for funding under this RFA because it meets the criteria outlined in Section 67-48.009(5) and/or 67-48.023(1), F.A.C., and does not meet one of the stated exceptions.

An Application will be deemed ineligible to be considered for funding if, as of close of business the day before the Committee meets to make a recommendation to the Board, there are any financial obligations for which an Applicant or Developer or Principal, Affiliate or Financial Beneficiary of the Applicant or Developer is in arrears to the Corporation or any agent or assignee of the Corporation as reflected on the most recently published Past Due Report posted to the Corporation’s Website under the link Property Owners & Managers/Past Due Reports (also accessible by clicking [here](#)); but not more recently than five (5) business days prior to the date the Committee meets to make a recommendation to the Board.

The following is a summary of the Mandatory and Point items:

<b>Mandatory Items</b>	<b>Point Item</b>	<b>Monroe County Maximum Points</b>	<b>Miami-Dade County Maximum Points</b>
Name of Applicant	Proximity to Transit and Community Services	18	18
Evidence Applicant is a legally formed entity	Local Government Contributions	5	5
Principals of the Applicant and Developer(s) Disclosure Form	Route 301/Dade-Monroe Express Bonus Points	---	5
Contact Person			
Name of Each Developer			
Evidence each Developer entity is a legally formed entity			
Prior General Development Experience Chart			
Name of Management Company			
Prior General Management Company Experience Chart			
Name of Proposed Development			
County identified			
Address of Development Site			
Development Type			
Total Number of Units in Proposed Development			
Number of new construction units and rehabilitation units			
Occupancy status of any existing units			
Status of Site Plan/Plat Approval			
Appropriate Zoning			
Availability of Electricity			
Availability of Water			
Availability of Sewer			
Availability of Roads			
Unit Mix			
Surveyor Certification Form			
Total Set-Aside Selection			
Evidence of Site Control			
Selection of Minimum Green Building Features			
Selection of Minimum Resident Programs			
Applicant's Workforce SAIL Funding Request Amount			
Applicant's 9% HC Request Amount (Monroe County only)			
Applicant's 4% HC Request Amount (Miami-Dade County only)			
Applicant's MMRB Request Amount [if Corporation-issued Bonds] or Bond Amount and Other Required Information [if County HFA-issued Bonds] (Miami-Dade County only)			
Financing Information, including the Development Cost Pro Forma (listing expenses or uses) and Construction/Rehab Analysis and Permanent Analysis (listing sources) – Sources must equal or exceed uses			
<b>Total Possible Points</b>		23	28

The Committee shall conduct at least one public meeting during which the Committee members may discuss their evaluations, select Applicants to be considered for award, and make any adjustments deemed necessary to best serve the interests of the Corporation's mission. The Committee will list the Applications deemed eligible for funding in order from highest total score to lowest total score, applying the funding selection criteria outlined in Section Four B above, and develop a recommendation or series of recommendations to the Board.

The Board may use the Applications, the Committee's scoring, any other information or recommendation provided by the Committee or staff, and any other information the Board deems relevant in its selection of Applicants to whom to award funding. Notwithstanding an award by the Board pursuant to this RFA, funding will be subject to a positive recommendation from the Credit Underwriter based on criteria outlined in the credit underwriting provisions of Rule Chapter 67-48, F.A.C., and, if applicable, Rule Chapter 67-21, F.A.C.

### **SECTION SIX AWARD PROCESS**

The Corporation shall provide notice of its decision, or intended decision, for this RFA on the Corporation's Website the day of the applicable Board vote. After posting, an unsuccessful Applicant may file a notice of protest and a formal written protest in accordance with Section 120.57(3), Fla. Stat., et. al. Failure to file a protest within the time prescribed in Section 120.57(3), Fla. Stat., et. al. shall constitute a waiver of proceedings under Chapter 120, Fla. Stat.

After issuance by the Board of all final orders regarding this RFA, the Corporation shall offer all Applicants within the funding range an invitation to enter credit underwriting. The Corporation shall select the Credit Underwriter for each Development.

**Exhibit A to RFA 2016-112 – SAIL Financing for the Construction of Workforce  
Housing in Miami-Dade County and Monroe County**

**1. Family Demographic Commitment:**

The funding offered under this RFA is for proposed Developments that will serve the general population.

**2. Submission Requirement:**

The Applicant must include a signed Applicant Certification and Acknowledgement form as **Attachment 1** to Exhibit A, as outlined in Section Four A.2. of the RFA.

**3. Applicant Information:**

a. The Applicant must state the name of the Applicant:

[Click here to enter text.](#)

b. The Applicant must provide the required documentation to demonstrate that the Applicant is a legally formed entity qualified to do business in the state of Florida as of the Application Deadline as **Attachment 2**.

c. Is the Applicant applying as a Non-Profit organization?

Yes                       No

If “Yes,” in order to be considered to be a Non-Profit entity for purposes of this RFA, the Applicant must meet the definition of Non-Profit as set out in Rule Chapter 67-48, F.A.C., answer the following questions, and provide the required information.

(1) Provide the following information for each Non-Profit entity as **Attachment 3**:

- (a) The IRS determination letter;
- (b) The description/explanation of the role of the Non-Profit entity;
- (c) The names and addresses of the members of the governing board of the Non-Profit entity; and
- (d) The articles of incorporation demonstrating that one of the purposes of the Non-Profit entity is to foster low-income housing.

(2) Answer the following questions:

- (a) Is the Applicant or one of its general partners or managing members incorporated as a Non-Profit entity pursuant to Chapter 617, Florida Statutes, or similar state statute if incorporated outside Florida?

Yes                       No

If “No,” is the Applicant or one of its general partners or managing members a wholly-owned subsidiary of a Non-Profit entity formed pursuant to Chapter 617, Florida Statutes, or similar state statute if incorporated outside Florida?

Yes                       No

(b) Is the Applicant or one of its general partners or managing members a 501(c)(3) or 501(c)(4) Non-Profit entity, or is the Applicant or one of its general partners or managing members a wholly-owned subsidiary of a 501(c)(3) or 501(c)(4) Non-Profit entity?

Yes  No

(c) Does the Non-Profit entity have an ownership interest, either directly or indirectly, in the general partner or general partnership interest or in the managing member or the managing member's interest in the Applicant?

Yes  No

If "Yes," state the percentage owned in the general partnership or managing member interest: [Click here to enter text](#) %

(d) Percentage of Developer's fee that will go to the Non-Profit entity: [Click here to enter text](#) %

(e) Year Non-Profit entity was incorporated (yyyy): [Click here to enter text](#).

(f) Is the Non-Profit entity affiliated with or controlled by a for-profit entity within the meaning of Section 42(h), Internal Revenue Code?

Yes  No

If "Yes," state name of the for-profit entity:

[Click here to enter text](#).

d. Principals Disclosure for the Applicant and for each Developer:

The Application must include a properly completed Principals of the Applicant and Developer(s) Disclosure Form (From Rev. 08-16), as outlined in Section Four A.3.d. of the RFA. This information should be inserted in the hard copies of the Application following the Development Cost Pro Forma.

e. Contact Person for this Application:

First Name: [Click here to enter text](#).

Middle Initial: [Click here to enter text](#).

Last Name: [Click here to enter text](#).

Street Address: [Click here to enter text](#).

City: [Click here to enter text](#).

State: [Click here to enter text](#).

Zip: [Click here to enter text](#).

Telephone: [Click here to enter text](#).

Facsimile: [Click here to enter text](#).

E-Mail Address: [Click here to enter text](#).

Relationship to Applicant: [Click here to enter text](#).

#### 4. Developer and Management Company Information:



a. General Developer Information:

- (1) The Applicant must state the name of each Developer (including all co-Developers):

[Click here to enter text.](#)

[Click here to enter text.](#)

[Click here to enter text.](#)

- (2) For each Developer entity listed in question (1) above (that is not a natural person), the Applicant must provide, as **Attachment 4**, the required documentation demonstrating that the Developer is a legally formed entity qualified to do business in the state of Florida as of the Application Deadline.

- (3) For each experienced Developer entity, the Applicant must provide, as **Attachment 4**, a prior experience chart for at least one (1) experienced natural person Principal of that entity. The prior experience chart for the natural person Principal must reflect the required information as outlined in Section Four A.4.a.(3) of the RFA.

b. General Management Company Information:

- (1) The Applicant must state the name of the Management Company:

[Click here to enter text.](#)

- (2) The Applicant must provide, as **Attachment 5**, a prior experience chart for the Management Company or a principal of the Management Company reflecting the required information as outlined in Section Four A.4.b. of the RFA.

**5. General Development Information:**

a. The Applicant must state the name of the proposed Development:

[Click here to enter text.](#)

b. Location of Development Site:

- (1) The Applicant must indicate the County where the proposed Development will be located:

Miami-Dade       Monroe County

- (2) If the proposed Development meets the definition of Scattered Sites, the criteria outlined at Section Four A.5.b.(2) of the RFA must be met.

- (3) Address of Development Site:

The Applicant must state (a) the address number, street name, and name of city and/or (b) the street name, closest designated intersection, and either name of city or unincorporated area of county. If the proposed Development consists of Scattered Sites, this information must be provided for each of the Scattered Sites.

[Click here to enter text.](#)

(4) Route 301/Dade-Monroe Express Bonus Points:

Does the proposed Miami-Dade Development qualify for the Route 301/Dade-Monroe Express Bonus Points?

- Yes                       No

Note: The Applicant should refer to Section Four A.5.b.(4) of the RFA before answering this question.

c. Development Category / Concrete Construction:

(1) The funding offered under this RFA is for proposed new construction Developments where 50 percent or more of the units are new construction.

(2) Does the proposed Development meet the requirements to be considered to be concrete construction?

- Yes                       No

Note: The Applicant should refer to Section Four A.5.c.(2) of the RFA before making a selection.

d. The Applicant must select one (1) applicable Development Type: [Choose an item.](#)

e. Number of Units in Proposed Development:

(1) The Applicant must state the total number of units: [Click here to enter text.](#)

Note: The Applicant should refer to Section Four A.5.e.(1) of the RFA before answering this question.

(2) The Applicant must select the applicable item below:

- (a) Proposed Development consists of 100% new construction units
- (b) Proposed Development consists of a combination of new construction units and rehabilitation units. State the quantity of each type:

[Click here to enter text.](#) new construction units and [Click here to enter text.](#) rehabilitation units

(3) The Applicant must indicate which of the following applies with regard to the occupancy status of any existing units:

- (a) Existing units are currently occupied
- (b) Existing units are not currently occupied

- (c) There are no existing units

f. Number of Buildings in Proposed Developments:

The Applicant should state the total number of buildings with dwelling units: [Click here to enter text.](#)

g. Ability to Proceed:

As outlined in Section Four A.5.g. of the RFA, the Applicant must provide the following information to demonstrate Ability to Proceed:

- (1) Status of Site Plan Approval or Plat Approval. The Applicant must provide, as **Attachment 6** to Exhibit A, the applicable properly completed and executed verification form: (a) Florida Housing Finance Corporation Local Government Verification of Status of Site Plan Approval for Multifamily Developments form (Form Rev. 08-16) or (b) Florida Housing Finance Corporation Local Government Verification of Status of Plat Approval for Residential Rental Developments form (Form Rev. 08-16).
- (2) Appropriate Zoning. The Applicant must provide, as **Attachment 7** to Exhibit A, the applicable properly completed and executed verification form: (a) Florida Housing Finance Corporation Local Government Verification that Development is Consistent with Zoning and Land Use Regulations form (Form Rev. 08-16) or (b) Florida Housing Finance Corporation Local Government Verification that Permits are not Required for this Development form (Form Rev. 08-16).
- (3) Availability of Electricity. The Applicant must provide, as **Attachment 8** to Exhibit A, an acceptable letter from the service provider or the properly completed and executed Florida Housing Finance Corporation Verification of Availability of Infrastructure – Electricity form (Form Rev. 08-16).
- (4) Availability of Water. The Applicant must provide, as **Attachment 9** to Exhibit A, an acceptable letter from the service provider or the properly completed and executed Florida Housing Finance Corporation Verification of Availability of Infrastructure – Water form (Form Rev. 08-16).
- (5) Availability of Sewer. The Applicant must provide, as **Attachment 10** to Exhibit A, an acceptable letter from the service provider or the properly completed and executed Florida Housing Finance Corporation Verification of Availability of Infrastructure – Sewer Capacity, Package Treatment, or Septic Tank form (Form Rev. 08-16).
- (6) Availability of Roads. The Applicant must provide, as **Attachment 11** to Exhibit A, an acceptable letter from the Local Government or the properly completed and executed Florida Housing Finance Corporation Verification of Availability of Infrastructure – Roads form (Form Rev. 08-16).

h. Unit Mix:

The Applicant must complete the following unit mix chart:

Number of Bedrooms per Unit	Number of Baths per Unit	Number of Units per Bedroom Type
<a href="#">Enter Number</a>	<a href="#">Enter Number</a>	<a href="#">Enter Number</a>
<a href="#">Enter Number</a>	<a href="#">Enter Number</a>	<a href="#">Enter Number</a>
<a href="#">Enter Number</a>	<a href="#">Enter Number</a>	<a href="#">Enter Number</a>
<a href="#">Enter Number</a>	<a href="#">Enter Number</a>	<a href="#">Enter Number</a>
<a href="#">Enter Number</a>	<a href="#">Enter Number</a>	<a href="#">Enter Number</a>
<a href="#">Enter Number</a>	<a href="#">Enter Number</a>	<a href="#">Enter Number</a>

Note: The Applicant should refer to Section Four A.5.h. of the RFA before completing the Unit Mix chart.

- i. The Applicant should state the anticipated placed-in-service date for the proposed Development: [Click here to enter text.](#)

**6. Proximity:**

- a. Developments located in Monroe County:

In order for Applications for proposed Development to be located in Monroe County to meet the Mandatory requirement to provide the Development Location Point and to automatically receive the maximum proximity points without the requirement to provide the services information, the Applicant must provide, as **Attachment 12**, an acceptable Surveyor Certification form (Form Rev. 01-17), as outlined in Section Four A.6.a.(1) of the RFA, that reflects the Development Location Point information.

- b. Developments located in Miami-Dade County:

In order for a proposed Development located in Miami-Dade County to meet the Mandatory requirement to provide a Development Location Point and be eligible for proximity points, the Applicant must provide, as **Attachment 12**, an acceptable Surveyor Certification form (Form Rev. 01-17), as outlined in Section Four A.6.a.(2) of the RFA, that reflects the Development Location Point information and the Services information for the Bus or Rail Transit Service and the Community Services for which the Applicant is seeking points.

**7. Set-Aside Commitments:**

All Applicants must select one (1) applicable Total Set-Aside Commitment at a. or b. below. To determine the number of set-aside units at each AMI level, the Applicant may double click within the desired chart to open the Excel worksheet that is embedded within the Word document and enter the total number of units (as stated at question 5.e.(1) above) and then click anywhere on the page outside the chart to exit the Excel worksheet and save the entry. The worksheet will automatically calculate the number of set-aside units at each required AMI level and, if the calculation of the set aside units results in less than a whole unit, the chart will automatically round the Housing Credit Set-Aside units up to the next whole unit. The Applicant should refer to Section Four A.7. of the RFA before making a selection.

- a. For proposed Developments located in Monroe County, the Applicant must make a set-aside selection at question (1)(a), (1)(b), (2)(a), or (2)(b) below, as applicable:

- (1) If the proposed Development is located in Monroe County, the Applicant is eligible to select either (a) or (b) below in accordance with the Monroe County LHAP which includes a strategy for serving households at these higher incomes.

- (a) The Applicant elects the HC Set-Aside Commitment of 25% at or below 50% AMI.

If the Applicant elects this HC set-aside, the Applicant’s total set-aside commitments will be:

- 20 percent of the total units must be set aside at or below 50 percent of the AMI as the Applicant’s Minimum IRC HC Set-Aside;
- 5 percent of the total units must be set aside at 25% AMI (i.e., the ELI AMI level for Monroe County); and
- 75 percent of the total units must be set aside as workforce housing at or below 140% AMI (i.e., 120% AMI to 140% AMI).

<b>Total Number of Units in Proposed Development:</b>				
<b>Type of Set-Aside Units</b>		<b>Percentage of Total Units</b>	<b>AMI Level</b>	<b>Number of Set-Aside Units</b>
HC Set-Aside Commitments:	Minimum IRC HC Set-Aside Commitment	20%	50%	
	ELI Set-Aside Units Commitment	5%	25%	
Workforce Housing Set-Aside Commitment:		75%	120% to 140%	
Totals:		100%		

or

- (b) The Applicant elects the HC Set-Aside Commitment of 45% at or below 60% AMI.

If the Applicant elects this HC set-aside, the Applicant’s total set-aside commitments will be:

- 40 percent of the total units must be set aside at or below 60 percent of the AMI as the Applicant’s Minimum IRC HC Set-Aside;
- 5 percent of the total units must be set aside at 25% AMI (i.e., the ELI AMI level for Monroe County); and
- 55 percent of the total units must be set aside as workforce housing at or below 140% AMI (i.e., 120% AMI to 140% AMI).

Total Number of Units in Proposed Development:				
Type of Set-Aside Units		Percentage of Total Units	AMI Level	Number of Set-Aside Units
HC Set-Aside Commitments:	Minimum IRC HC Set-Aside Commitment	40%	60%	
	ELI Set-Aside Units Commitment	5%	25%	
Workforce Housing Set-Aside Commitment:		55%	120% to 140%	
Totals:		100%		

(2) If the proposed Development is located in Monroe County and the Applicant did not select one of the 120 percent to 140 percent AMI options at (1)(a) or (1)(b) above, the Applicant must select either (a) or (b) below:

- (a) The Applicant elects the HC Set-Aside Commitment of 25% at or below 50% AMI:

If the Applicant elects this HC set-aside, the Applicant's total set-aside commitments will be:

- 20 percent of the total units must be set aside at or below 50 percent of the AMI as the Applicant's Minimum IRC HC Set-Aside;
- 5 percent of the total units must be set aside at 25% AMI (i.e., the ELI AMI level for Monroe County); and
- 75 percent of the total units must be set aside as workforce housing at or below 80% AMI.

Total Number of Units in Proposed Development:				
Type of Set-Aside Units		Percentage of Total Units	AMI Level	Number of Set-Aside Units
HC Set-Aside Commitments:	Minimum IRC HC Set-Aside Commitment	20%	50%	
	ELI Set-Aside Units Commitment	5%	25%	
Workforce Housing Set-Aside Commitment:		75%	80%	
Totals:		100%		

or

- (b) The Applicant elects the HC Set-Aside Commitment of 45% at or below 60% AMI:

If the Applicant elects this HC set-aside, the Applicant’s total set-aside commitments will be:

- 40 percent of the total units must be set aside at or below 60 percent of the AMI as the Applicant’s Minimum IRC HC Set-Aside;
- 5 percent of the total units must be set aside at 25% AMI (i.e., the ELI AMI level for Monroe County); and
- 55 percent of the total units must be set aside as workforce housing at or below 80% AMI.

<b>Total Number of Units in Proposed Development:</b>				
<b>Type of Set-Aside Units</b>		<b>Percentage of Total Units</b>	<b>AMI Level</b>	<b>Number of Set-Aside Units</b>
HC Set-Aside Commitments:	Minimum IRC HC Set-Aside Commitment	40%	60%	
	ELI Set-Aside Units Commitment	5%	25%	
Workforce Housing Set-Aside Commitment:		55%	80%	
Totals:		100%		

- b. For proposed Developments located in Miami-Dade County, the Applicant must make a set-aside selection at question (1) or (2) below:

- (1) The Applicant elects the HC Set-Aside Commitment of 25% at or below 50% AMI:

If the Applicant elects this HC set-aside, the Applicant’s total set-aside commitments will be:

- 20 percent of the total units must be set aside at or below 50 percent of the AMI as the Applicant’s Minimum IRC HC Set-Aside;
- 5 percent of the total units must be set aside at 30% AMI (i.e., the ELI AMI level for Miami-Dade County); and
- 75 percent of the total units must be set aside as workforce housing at or below 80% AMI.

<b>Total Number of Units in Proposed Development:</b>				
<b>Type of Set-Aside Units</b>		<b>Percentage of Total Units</b>	<b>AMI Level</b>	<b>Number of Set-Aside Units</b>
HC Set-Aside Commitments:	Minimum IRC HC Set-Aside Commitment	20%	50%	
	ELI Set-Aside Units Commitment	5%	30%	
Workforce Housing Set-Aside Commitment:		75%	80%	
Totals:		100%		

or

- (2) The Applicant elects the HC Set-Aside Commitment of 45% at or below 60% AMI:

If the Applicant elects this HC set-aside, the Applicant's total set-aside commitments will be:

- 40 percent of the total units must be set aside at or below 60 percent of the AMI as the Applicant's Minimum IRC HC Set-Aside;
- 5 percent of the total units must be set aside at 30% AMI (i.e., the ELI AMI level for Miami-Dade County); and
- 55 percent of the total units must be set aside as workforce housing at or below 80% AMI.

<b>Total Number of Units in Proposed Development:</b>				
<b>Type of Set-Aside Units</b>		<b>Percentage of Total Units</b>	<b>AMI Level</b>	<b>Number of Set-Aside Units</b>
HC Set-Aside Commitments:	Minimum IRC HC Set-Aside Commitment	40%	60%	
	ELI Set-Aside Units Commitment	5%	30%	
Workforce Housing Set-Aside Commitment:		55%	80%	
Totals:		100%		



## 8. Site Control:

The Applicant must demonstrate site control by providing the following documentation as **Attachment 13**, as outlined at Section Four A.8. of the RFA:

- a. A fully executed eligible contract for purchase and sale for the subject property; and/or
- b. A recorded deed or recorded certificate of title; and/or
- c. A copy of the fully executed long-term lease.

## 9. Construction Features and Resident Programs:

### a. Construction Features:

Applicants must select enough of the following Green Building Features so that the total point value of the features selected equals at least 10. Applicants that fail to select at least 10 points worth of the features will not meet this Mandatory requirement.

- Programmable thermostat in each unit (2 points)
- Humidistat in each unit (2 points)
- Water Sense certified dual flush toilets in all bathrooms (2 points)
- Light colored concrete pavement instead of or on top of asphalt to reduce the heat-island effect (2 points)
- Energy Star qualified roof coating (2 points) \*
- Energy Star qualified roofing materials (metal, shingles, thermoplastic polyolefin (TPO), or tiles) (3 points) \*
- Eco-friendly cabinets – formaldehyde free and material must be certified by the Forest Stewardship Council or a certification program endorsed by the Programme for the Endorsement of Forest Certification (3 points)
- Eco-Friendly flooring for entire unit – Carpet and Rug Institute Green Label certified carpet and pad, bamboo, cork, 80% recycled content tile, and/or natural linoleum (3 points)
- High Efficiency HVAC with SEER of at least 16 (2 points) \*\*
- Energy efficient windows in each unit (3 points) †
- Florida Yards and Neighborhoods certification on all landscaping (2 points)
- Install daylight sensors, timers or motion detectors on all outdoor lighting attached to buildings (2 points)

\*The Applicant may choose only one option related to Energy Star qualified roofing.

\*\*Applicants who choose high efficiency HVACs must meet the standards listed here, which exceed the minimum Green Building Features required of all Developments in Exhibit C.

†See specific requirements per Development Type at Section Four A.9.a. of the RFA.

### b. Resident Programs:

Applicants must commit to provide at least three (3) of the following resident programs (which are described at Section Four A.9.b. of the RFA). Applicants that fail to select the required minimum number of resident programs will not meet this Mandatory requirement.

- After School Program for Children
- Literacy Training
- Employment Assistance Program

Family Support Coordinator

**10. Local Government Contributions:**

Has a Local Government committed to provide a contribution to the proposed Development?

Yes                       No

If “Yes”, in order to be considered for points for this section of the RFA, the Applicant must provide the following applicable Local Government Verification of Contribution form(s) (Form Rev. 08-16) as **Attachment 14**:

- a. Local Government Verification of Contribution – Grant Form;
- b. Local Government Verification of Contribution – Fee Waiver Form;
- c. Local Government Verification of Contribution – Loan Form; and/or
- d. Local Government Verification of Contribution – Fee Deferral Form.

**11. Funding:**

a. Corporation Funding Amount(s):

As outlined in Section Four A.11.a. of the RFA:

- For proposed Developments located in Monroe County, Applicants must request Workforce SAIL funding and 9% HC by providing answers to questions a.(1)(a) and a.(2) below. If the proposed Development qualifies for the Additional SAIL funding and the Applicant chooses to request this additional funding, the Applicant should also answer question a.(1)(b) below.

or

- For proposed Developments located in Miami-Dade County:
  - Applicants requesting Workforce SAIL, Corporation-issued MMRB, and 4% HC must provide answers to questions a.(1)(a), a.(2), and a.(3) below; or
  - Applicants requesting Workforce SAIL and 4% HC, to be used with County HFA-issued Tax-Exempt Bonds, must provide answers to questions a.(1)(a) and a.(2) below, and also provide the information required at question b. below.

(1) SAIL Funding:

- (a) State the Applicant’s Workforce SAIL Request Amount: [\\$Click here to enter text.](#)
- (b) State the Applicant’s Additional SAIL Request Amount, if applicable: [\\$Click here to enter text.](#)

(2) Housing Credits:

- (a) State the HC Request Amount (annual amount): [\\$Click here to enter text.](#)
- (b) Difficult Development Area (DDA)

- (i) Are any of the buildings in the proposed Miami-Dade County Development located in a HUD-designated Small Area DDA Zip Code Tabulation Area(s) (ZCTA)?

Yes  No

If “Yes”, and if any part of the proposed Miami-Dade County Development is located in a DDA ZCTA not already disclosed on the Surveyor Certification form provided as Attachment 12, the Applicant should list the HUD-designated Small Area DDA Zip Code Tabulation Area(s) (ZCTA) numbers not already disclosed:

[Click here to enter text.](#)

The Applicant should separate multiple DDA ZCTA numbers by a comma. If additional space is required, enter the information in the Addenda at the end of the Exhibit A.

- (ii) Proposed Monroe County Developments qualify as a HUD-designated non-metropolitan area DDA.

(c) Multiphase Development

If the proposed Development qualifies as a phase of a multiphase Development, as outlined in Section Four A.11.a.(2)(c) of the RFA, the Applicant must indicate which of the following qualifying conditions has been met:

- (i) The proposed Development is the first phase of a multiphase Development eligible for the basis boost.

or

- (ii) The proposed Development is a subsequent phase of a multiphase Development eligible for the basis boost. The Applicant must answer the following questions:

(A) State the Corporation-assigned Application Number for the Development where the first phase was declared:

[Click here to enter text.](#)

(B) Will at least one (1) building of the subsequent phase be located within the boundary of the HUD-designated DDA which applied to the Development declared as the first phase by the first phase Applicant?

Yes  No

Note: The Applicant should refer to Section Four A.11.a.(2) of the RFA before answering the above questions.

- (d) Provide the required equity proposal or owner’s equity commitment, as applicable, as **Attachment 15**.

(3) Corporation-Issued MMRB (for proposed Developments located in Miami-Dade County):

If the Applicant is requesting Corporation-issued MMRB, state the Applicant’s MMRB Request Amount: [\\$Click here to enter text.](#)

b. County HFA-issued Tax-Exempt Bonds (for proposed Developments located in Miami-Dade County):

If the Applicant intends to use County HFA-issued Tax-Exempt Bonds, the Applicant must provide, as **Attachment 16**, the required letter from the Housing Finance Authority of Miami-Dade County (1) confirming that the Applicant has applied for the Tax-Exempt Bonds, (2) stating the amount of Bonds requested, and (3) confirming that the closing on the Bonds has not occurred and will not occur prior to the Application Deadline for this RFA, as outlined in Section Four A.11.b. of the RFA.

The applicable funding sources must be included on the Construction/Rehab Analysis and the Permanent Analysis in order to be considered as a funding source during the scoring process.

During the credit underwriting process, the Applicant will be required to provide any necessary documentation with regard to the Tax-Exempt Bonds and 4% HC, as well as the required TEFRA fee, if applicable, as outlined on the Applicant Certification and Acknowledgement form.

c. Other Corporation Funding:

If a PLP loan has been awarded for the proposed Development, provide the following information:

Corporation File #	Amount of Funding
<a href="#">Click here to enter text.</a>	\$ <a href="#">Click here to enter text.</a>

d. Finance Documents:

The Applicant must complete the Development Cost Pro-Forma, the Detail/Explanation Sheet, if applicable, the Construction or Rehab Analysis, and the Permanent Analysis.

e. Other Non-Corporation Funding Proposals:

Unless stated otherwise, for all funding other than deferred Developer fee, the Applicant must attach documentation of the funding proposals executed by the lender(s) or other source(s). Insert the documentation for each source as a separate attachment to Exhibit A, beginning with **Attachment 17**, and continuing with sequentially numbered attachments for each additional funding source.

\*\*\*\*\*

**Addenda**

The Applicant may use the space below to provide any additional information or explanatory addendum for items in the Application. Please specify the particular Item to which the additional information or explanatory addendum applies.

[Click here to enter text.](#)

- NOTES:
- (1) Developer fee may not exceed the limits established in Rule Chapters 67-21 or 67-48, F.A.C., and this RFA. Any portion of the fee that has been deferred must be included in Total Development Cost.
  - (2) Because Housing Credit equity is being used as a source of financing, complete Columns 1 and 2.
  - (3) General Contractor's fee is limited to 14% of actual construction cost (for Application purposes, this is represented by A1.1. Column 3). The General Contractor's fee must be disclosed. The General Contractor's fee includes General Conditions, Overhead, and Profit.
  - (4) In reference to impact fees, a tax professional's advice should be sought regarding eligibility of these fees.
  - (5) For Application purposes, the maximum hard cost contingency allowed cannot exceed 5% and the maximum soft cost contingency allowed cannot exceed 5%. For Application purposes, hard costs are represented by the total of A1.3. TOTAL ACTUAL CONSTRUCTION COSTS and soft costs are represented by the total of A2. TOTAL GENERAL DEVELOPMENT COST. Limitations on these cost line items post-Application are provided in Rule Chapters 67-21 and 67-48, F.A.C., and this RFA. Operating Deficit Reserves (ODR) are not to be included in C. DEVELOPMENT COST and cannot be used in determining the maximum Developer fee. An ODR in the Application cannot exceed the maximum ELI Loan Funding amount. An ODR, if necessary, will be sized in credit underwriting and may be different than the Application limit.
  - (6) Applications using HC equity funding, with the exception of those applying for MMRB funding, should list an estimated compliance fee amount in column 2.
  - (7) The cost of a market study prepared in order to meet IRC requirements prior to the allocation of housing credits are HC Ineligible costs. In addition, market studies prepared to assist in acquiring the proposed site are also HC Ineligible costs.
  - (8) Although the Corporation acknowledges that the costs listed on the Development Cost Pro Forma, Detail/Explanation Sheet, Construction Analysis and Permanent Analysis are subject to change during credit underwriting, such costs are subject to the Total Development Cost Per Unit Limitation as provided in the RFA as well as the other cost limitations provided in Rule Chapters 67-21 and 67-48, F.A.C., as applicable.

USE THE DETAIL/EXPLANATION SHEET FOR EXPLANATION OF \* ITEMS. IF ADDITIONAL SPACE IS REQUIRED, ENTER THE INFORMATION ON THE ADDENDA LOCATED AT THE END OF THE APPLICATION.

	1 HC ELIGIBLE (HC ONLY)	2 HC INELIGIBLE or SAIL/MMRB	3 TOTAL (MMRB/SAIL/HC)
<b>DEVELOPMENT COSTS</b>			
<i>Actual Construction Costs</i>			
Accessory Buildings	_____	_____	_____
Demolition	_____	_____	_____
New Rental Units	_____	_____	_____
<b>*Off-Site Work (explain in detail)</b>	_____	_____	_____
Recreational Amenities	_____	_____	_____
Site Work	_____	_____	_____
<b>*Other (explain in detail)</b>	_____	_____	_____
<b>A1.1. Actual Construction Cost</b>	<b>\$</b> _____	<b>\$</b> _____	<b>\$</b> _____
<b>A1.2. General Contractor Fee</b> <small>See Note (3)</small> <b>(Max. 14% of A1.1., column 3)</b>	<b>\$</b> _____	<b>\$</b> _____	<b>\$</b> _____
<b>A1.3. TOTAL ACTUAL CONSTRUCTION COSTS</b>	<b>\$</b> _____	<b>\$</b> _____	<b>\$</b> _____
<i>General Development Costs</i>			
Accounting Fees	_____	_____	_____
Appraisal	_____	_____	_____

**RFA 2016-112 DEVELOPMENT COST PRO FORMA**

	1 HC ELIGIBLE (HC ONLY)	2 HC INELIGIBLE or SAIL/MMRB	3 TOTAL (MMRB/SAIL/HC)
<i>General Development Costs (Cont'd)</i>			
Architect's Fee - Site/Building Design	_____	_____	_____
Architect's Fee - Supervision	_____	_____	_____
Builder's Risk Insurance	_____	_____	_____
Building Permit	_____	_____	_____
Brokerage Fees - Land/Buildings	██████████	_____	_____
Capital Needs Assessment	_____	_____	_____
Engineering Fees	_____	_____	_____
Environmental Report	_____	_____	_____
FHFC Administrative Fee	██████████	_____	_____
FHFC Application Fee	██████████	_____	_____
FHFC Compliance Fee <sup>See Note (6)</sup>	██████████	_____	_____
FHFC Credit Underwriting Fees	_____	_____	_____
Green Building Certification/ HERS Inspection Costs	_____	_____	_____
<b>*Impact Fees (list in detail)</b>	_____	_____	_____
Inspection Fees	_____	_____	_____
Insurance	_____	_____	_____
Legal Fees	_____	_____	_____
Market Study <sup>See Note (7)</sup>	_____	_____	_____
Marketing/Advertising	██████████	_____	_____
Property Taxes	_____	_____	_____
Soil Test Report	_____	_____	_____
Survey	_____	_____	_____
Title Insurance & Recording Fees	_____	_____	_____
Utility Connection Fee	_____	_____	_____
<b>*Other (explain in detail)</b>	_____	_____	_____
<b>A2. TOTAL GENERAL DEVELOPMENT COST</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

**RFA 2016-112 DEVELOPMENT COST PRO FORMA**

	1 HC ELIGIBLE (HC ONLY)	2 HC INELIGIBLE or SAIL/MMRB	3 TOTAL (MMRB/SAIL/HC)
<i>Financial Costs</i>			
Construction Loan Origination/ Commitment Fee(s)	_____	_____	_____
Construction Loan Credit Enhancement Fee(s)	_____	_____	_____
Construction Loan Interest	_____	_____	_____
Permanent Loan Origination/ Commitment Fee(s)	██████████	_____	_____
Permanent Loan Credit Enhancement Fee(s)	██████████	_____	_____
Permanent Loan Closing Costs	██████████	_____	_____
Bridge Loan Origination/ Commitment Fee(s)	_____	_____	_____
Bridge Loan Interest	_____	_____	_____
Non-Permanent Loan(s) Closing Costs	_____	_____	_____
<b>*Other (explain in detail)</b>	_____	_____	_____
<b>A3. TOTAL FINANCIAL COSTS</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>A4. CONTINGENCY RESERVES</b> <small>See Note (5)</small>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>B1. ACQUISITION COST OF EXISTING DEVELOPMENTS (EXCLUDING LAND) Existing Buildings</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>B2. *Other (explain in detail)</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>C. DEVELOPMENT COST</b> (A1.3+A2+A3+A4+B1+B2)	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>D. DEVELOPER'S FEE</b> <small>See Note (1)</small>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>E. OPERATING DEFICIT RESERVES</b> <small>See Note (5)</small>	██████████	_____	<b>\$ _____</b>
<b>F. TOTAL LAND COST</b>	██████████	<b>\$ _____</b>	<b>\$ _____</b>
<b>G. TOTAL DEVELOPMENT COST</b> <small>See Note (8)</small> (C+D+E+F)	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

**Detail/Explanation Sheet**

Totals must agree with Pro Forma. Provide description and amount for each item that has been completed on the Pro Forma.

**DEVELOPMENT COSTS**

***Actual Construction Cost***

*(as listed at Item A1.)*

Off-Site Work:

Other:

***General Development Costs***

*(as listed at Item A2.)*

Impact Fees:

Other:

***Financial Costs***

*(as listed at Item A3.)*

Other:

***Acquisition Cost of Existing Developments***

*(as listed at Item B2.)*

Other:

NOTE: Neither brokerage fees nor syndication fees can be included in eligible basis. Consulting fees, if any, and any financial or other guarantees required for the financing must be paid out of the Developer fee. Consulting fees include, but are not limited to, payments for Application consultants, construction management or supervision consultants, and/or local government consultants.



**CONSTRUCTION ANALYSIS**

	<b>AMOUNT</b>	<b>LOCATION OF DOCUMENTATION</b>
<b>A. Total Development Costs</b>	\$ _____	
<b>B. Construction Funding Sources:</b>		
1. Workforce SAIL Loan Requested	\$ _____	
2. Additional SAIL Loan Requested	\$ _____	(Limited to qualified Developments in Monroe County)
3. MMRB Requested (Construction)	\$ _____	
4. HC Equity Proceeds Paid Prior to Completion of Construction which is Prior to Receipt of Final Certificate of Occupancy.	\$ _____	Attachment _____
5. First Mortgage Financing	\$ _____	Attachment _____
6. Second Mortgage Financing	\$ _____	Attachment _____
7. Third Mortgage Financing	\$ _____	Attachment _____
8. Deferred Developer Fee	\$ _____	
9. Grants	\$ _____	Attachment _____
10. HC Equity Bridge Loan	\$ _____	Attachment _____
11. Other: _____	\$ _____	Attachment _____
12. Other: _____	\$ _____	Attachment _____
<b>13. Total Construction Sources</b>	<b>\$ _____</b>	
<b>C. Construction Funding Surplus</b>		
(B.13. Total Construction Sources less A. Total Development Costs):	\$ _____	(A negative number here represents a funding shortfall.)

**Each Attachment must be listed behind its own Tab. DO NOT INCLUDE ALL ATTACHMENTS BEHIND ONE TAB.**

Utilize **3. MMRB Requested (Construction)** as a funding source when MMRB funding from FHFC is to be used. When utilizing bond funding that is not from FHFC, utilize **5. First Mortgage Financing** instead.

**PERMANENT ANALYSIS**

	<b>AMOUNT</b>	<b>LOCATION OF DOCUMENTATION</b>
<b>A. Total Development Costs</b>	\$ _____	
<b>B. Permanent Funding Sources:</b>		
1. Workforce SAIL Loan Requested	\$ _____	
2. Additional SAIL Loan Requested	\$ _____	(Limited to qualified Developments in Monroe County)
3. MMRB Requested (Permanent)	\$ _____	
4. HC Syndication/HC Equity Proceeds	\$ _____	Attachment _____
5. First Mortgage Financing	\$ _____	Attachment _____
6. Second Mortgage Financing	\$ _____	Attachment _____
7. Third Mortgage Financing	\$ _____	Attachment _____
8. Deferred Developer Fee	\$ _____	
9. Grants	\$ _____	Attachment _____
10. Other: _____	\$ _____	Attachment _____
11. Other: _____	\$ _____	Attachment _____
<b>12. Total Permanent Funding Sources</b>	<b>\$ _____</b>	
<b>C. Permanent Funding Surplus</b>		
(B.12. Total Permanent Funding Sources, less A. Total Development Costs):	\$ _____	(A negative number here represents a funding shortfall.)

**Each Attachment must be listed behind its own Tab. DO NOT INCLUDE ALL ATTACHMENTS BEHIND ONE TAB.**

Utilize **3. MMRB Requested (Construction)** as a funding source when MMRB funding from FHFC is to be used. When utilizing bond funding that is not from FHFC, utilize **5. First Mortgage Financing** instead.

**Exhibit B to RFA 2016-112 – SAIL Financing for the Construction of Workforce  
Housing in Miami-Dade County and Monroe County**

**1. Applicant Certification and Acknowledgement Form –**

As outlined in Section Three A., Section Four A.2., and Section Five of the RFA, the Applicant must provide in the copy of the Application labeled “Original Hard Copy,” an Applicant Certification and Acknowledgement form for RFA 2016-112 that contains an original signature (blue ink preferred). The Applicant Certification and Acknowledgement form is available at <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2016-112/RelatedForms/> (also accessible by clicking [here](#)). Note: If the Applicant provides any other version of the Applicant Certification form, the form will not be considered.

**2. Surveyor Certification Form –**

As outlined in Section Four A.6.a. of the RFA, Applicants must provide the Surveyor Certification form (Form Rev. 01-17) in order for ALL Applications to meet the Mandatory requirement to provide the Development Location Point information and for proposed Developments located in Miami-Dade County to (a) determine the points for Proximity to Services and (b) determine whether the Mandatory Transit Score has been met. The Surveyor Certification form is available at <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2016-112/RelatedForms/> (also accessible by clicking [here](#)). Note: For purposes of this RFA, the Applicant cannot use any other version of the Surveyor Certification form. If the Applicant provides any other version of a Florida Housing Surveyor Certification form, the form will not be considered.

**3. Ability to Proceed Verification Forms –**

As outlined in Section Four A.5.g. of the RFA, the Applicant must provide the following Ability to Proceed documentation:

- a. Florida Housing Finance Corporation Local Government Verification of Status of Site Plan Approval for Multifamily Developments form (Form Rev. 08-16) or the Florida Housing Finance Corporation Local Government Verification of Status of Plat Approval for Residential Rental Developments form (Form Rev. 08-16).
- b. Florida Housing Finance Corporation Local Government Verification that Development is Consistent with Zoning and Land Use Regulations form (Form Rev. 08-16) or Florida Housing Finance Corporation Local Government Verification that Permits are not Required for this Development form (Form Rev. 08-16).
- c. Florida Housing Finance Corporation Verification of Availability of Infrastructure – Electricity form (Form Rev. 08-16) or a letter from the provider that meets the requirements outlined in Section Four A.5.g. of the RFA.
- d. The Florida Housing Finance Corporation Verification of Availability of Infrastructure – Water form (Form Rev. 08-16) or a letter from the provider that meets the requirements outlined in Section Four A.5.g. of the RFA.

- e. The Florida Housing Finance Corporation Verification of Availability of Infrastructure – Sewer Capacity, Package Treatment, or Septic Tank form (Form Rev. 08-16) or a letter from the provider that meets the requirements outlined in Section Four A.5.g. of the RFA.
- f. The Florida Housing Finance Corporation Verification of Availability of Infrastructure – Roads form (Form Rev. 08-16) or a letter from the Local Government that meets the requirements outlined in Section Four A.5.g. of the RFA.

The Florida Housing Ability to Proceed Verification forms are available at <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2016-112/RelatedForms/> (also accessible by clicking [here](#)). Note: For purposes of this RFA, the Applicant cannot re-use any Florida Housing Ability to Proceed form that was included in a previous RFA submission. If the Applicant provides a previously submitted Florida Housing Ability to Proceed form or any other version of a Florida Housing Ability to Proceed form, the form(s) will not be considered.

#### **4. Local Government Verification of Contribution Forms –**

As outlined in Section Four A.10. of the RFA, for Applications to be eligible to be considered for points for Local Government Contributions, the Applicant must provide one or more of the Local Government Verification of Contribution forms (Form Rev. 08-16). The Local Government Verification of Contribution forms are available at <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2016-112/RelatedForms/> (also accessible by clicking [here](#)). Note: For purposes of this RFA, the Applicant cannot re-use any Florida Housing Local Government Verification of Contribution form that was included in a previous RFA submission. If the Applicant provides a previously submitted Florida Housing Local Government Verification of Contribution form or any other version of a Florida Housing Local Government Verification of Contribution form(s), the form(s) will not be considered.

### **Applicant Certification and Acknowledgement Form**

1. The Applicant certifies that the proposed Development can be completed and operating within the development schedule and budget submitted to the Corporation.
2. The Applicant acknowledges and certifies that the following information will be provided by the due date outlined below, or as otherwise outlined in the invitation to enter credit underwriting. Failure to provide the required information by the stated deadline shall result in the withdrawal of the invitation to enter credit underwriting.
  - a. Within seven (7) Calendar Days of the date of the invitation to enter credit underwriting:
    - (1) Name and address of the chief elected official of the local jurisdiction where the proposed Development is located;
    - (2) Notification of the Applicant's eligibility for acquisition credits per Section 42 of the IRC, if applicable;
    - (3) Payment of the required TEFRA fee if receiving Corporation-issued MMRB, as outlined in Items 6.b. and 8.b. of Exhibit C;
    - (4) Applicant's Federal Identification Number. If the number has not yet been obtained, the Applicant will be required to provide a copy of the completed, submitted application for that number;
    - (5) If the Applicant is receiving Corporation-issued MMRB, the Credit Enhancer's Commitment or Bond Purchaser's Letter of Interest, including a contact person's name, address and telephone number, credit underwriting standards and an outline of proposed terms, must be provided. The stated amount of the Commitment or Letter of Interest shall not be less than the proposed principal amount of the bonds (including any proposed Taxable Bonds); and
    - (6) If the Applicant is using County HFA-issued Tax-Exempt Bonds, a copy of the signed TEFRA letter which is Development-specific must be provided, along with the following documentation, as applicable:
      - (a) If the Credit Underwriting for the bonds is complete and it was prepared by a Credit Underwriter under contract with the Corporation, provide a complete copy of the final Credit Underwriting Report; or
      - (b) If the Credit Underwriting for the bonds has not been completed or has been completed by a credit underwriter not under contract with the Corporation, provide the name of the assigned credit underwriter and a copy of the inducement resolution or acknowledgement resolution awarding the bonds.
  - b. Within 21 Calendar Days of the date of the invitation to enter credit underwriting:
    - (1) Certification from a licensed environmental provider confirming that a Phase I environmental site assessment has been performed for the entire Development site, and, if applicable, a Phase II environmental site assessment has been or is being performed, as outlined in Item 9.b. of Exhibit C of the RFA;

### **Applicant Certification and Acknowledgement Form**

- (2) Confirmation that all construction features committed to and proposed by the Applicant shall be located on the Development site;
- (3) Confirmation that, if the proposed Development meets the definition of Scattered Sites, all Scattered Sites requirements were met in the Application and that any requirements that were not required to be met in the Application will be met, including that all features and amenities committed to and proposed by the Applicant that are not unit-specific shall be located on each of the Scattered Sites, or no more than 1/16 mile from the Scattered Site with the most units, or a combination of both;
- (4) Notification of the percentage of ownership of the Principals of the Applicant. Upon the Applicant's acceptance of the invitation to enter credit underwriting, the Corporation will return the Principals of the Applicant and Developer(s) Disclosure Form that was part of the Applicant's Uploaded Application. The Applicant will be required to enter the applicable ownership percentages on the form and return the completed form to the Corporation;
- (5) If the Applicant indicates at question 5.e.(3)(a) of Exhibit A that there are existing occupied units, the Applicant must provide to the Credit Underwriter a plan for relocation of existing tenants, as outlined in Section Four A.5.e.(3) of the RFA;
- (6) Identity of the remaining members of the Development Team (i.e., inexperienced co-Developer(s), General Contractor, Architect, Attorney, and Accountant), as outlined in Item 9.a. of Exhibit C of the RFA. The team members so identified, and any future replacement thereof, must be acceptable to the Corporation and the Credit Underwriter;
- (7) Confirmation that the proposed equity amount to be paid prior to or simultaneous with the closing of construction financing is at least 15 percent of the total proposed equity to be provided (the 15 percent criteria), subject to the following:
  - (a) If syndicating/selling the Housing Credits, there are two exceptions to the preceding sentence. First, if there is a bridge loan proposal within the equity proposal that provides for bridge loan proceeds that equal at least 15 percent of the amount of total proposed equity to be provided to be made available prior to or simultaneous with closing of construction financing, the 15 percent criteria will be met. Second, if there is a separate bridge loan proposal from either the equity provider, any entity that is controlled directly or indirectly by the equity provider, or a subsidiary of the equity provider's parent holding company, and the proposal explicitly proposes an amount to be made available prior to or simultaneous with the closing of construction financing that equals at least 15 percent of the total proposed equity to be paid stated in the equity proposal, the 15 percent criteria is met. Bridge loan proposals that are not within the equity proposal, though, must meet the criteria previously stated for debt financing with the exception that evidence of ability to fund does not have to be provided. The Applicant may include the proposed amount of the bridge loan as equity proceeds on the Construction or Rehabilitation Analysis and on the Permanent Analysis (Note: this 15 percent criteria must be reflected in the

## **Applicant Certification and Acknowledgement Form**

limited partnership agreement or limited liability company operating agreement); or

(b) If not syndicating/selling the Housing Credits, proceeds from a bridge loan will not count toward meeting the 15 percent criteria;

- (8) If the Applicant indicated at question 11.a.2.(c)(i) of Exhibit A that the proposed Development is the first phase of a multiphase Development, the attorney opinion letter containing the information outlined in Section Four A.11.a.(2)(c)(i) of the RFA must be provided to the Corporation by the deadline stated in the invitation to enter credit underwriting.

If the Applicant indicated at question 11.a.(2)(c)(ii) of Exhibit A that the proposed Development is a subsequent phase of a multiphase Development and, during the credit underwriting process it is determined that the proposed Development does not meet the criteria for such distinction, the proposed Development will no longer be considered a subsequent phase of a multiphase Development.

- (9) All 4% HC Applicants must comply with Section 42, IRC, regarding DDA/QCT qualifying date.

Also, if the Applicant requests 4% HC in this Application that will be used with County HFA-issued Tax-Exempt Bonds and the Applicant indicates at question 11.a.(2) of Exhibit A that the proposed Development is eligible for the basis boost, then the Applicant must provide a letter from the Development's bond-issuing agency certifying the date the bond application was deemed complete and stating whether the bond application process was competitive or non-competitive. A "complete application" means that no more than de minimis clarification of the application is required for the agency to make a decision about the issuance of bonds requested in the application.

3. By submitting the Application, the Applicant acknowledges and certifies that:
- a. The proposed Development will meet all state building codes, including the 2012 Florida Accessibility Code for Building Construction, adopted pursuant to Section 553.503, F.S., the Fair Housing Act as implemented by 24 CFR Part 100, Section 504 of the Rehabilitation Act of 1973 (as outlined in Item 2 of Exhibit C), and the Americans with Disabilities Act of 1990 as implemented by 28 CFR Part 35, incorporating the most recent amendments, regulations and rules.
  - b. The name of the Applicant entity stated in the Application may be changed only by written request of an Applicant to Corporation staff and approval of the Board after the Applicant has been invited to enter credit underwriting (in the case of 4% HC), or after the Carryover Allocation Agreement is in effect (in the case of 9% HC). In addition, as further outlined in Item 1 of Exhibit C of the RFA, the Applicant entity shall be the recipient of the Housing Credits and the borrowing entity for the SAIL loan and, if applicable, the MMRB loan, and cannot be changed in any way (materially or non-materially) until after the closing of the loan(s).

## **Applicant Certification and Acknowledgement Form**

- c. If the Applicant applies as a Non-Profit entity and meets the requirements outlined in Section Four A.3.c. of the RFA to be considered to be a Non-Profit for purposes of this RFA, it must remain a Non-Profit entity and the Non-Profit entity must (i) receive at least 25 percent of the Developer's fee; and (ii) understand that it is the Non-Profit entity's responsibility to contractually ensure that it substantially and materially participates in the management and operation of the Development throughout the Compliance Period.
- d. The success of an Applicant in being selected for funding is not an indication that the Applicant will receive a positive recommendation from the Credit Underwriter or that the Development Team's experience, past performance or financial capacity is satisfactory. The past performance record, financial capacity, and any and all other matters relating to the Development Team (which consists of Developer, Management Company, General Contractor, Architect, Attorney, and Accountant) will be reviewed during credit underwriting. The Credit Underwriter may require additional information from any member of the Development Team including, without limitation, documentation on other past projects and financials. Development Teams with an unsatisfactory past performance record, inadequate financial capacity or any other unsatisfactory matters relating to their suitability may result in a negative recommendation from the Credit Underwriter.
- e. The Principals of each Developer identified in the Application, including all co-Developers, may be changed only by written request of an Applicant to Corporation staff and approval of the Board after the Applicant has been invited to enter credit underwriting. In addition, any allowable replacement of an experienced Principal of a Developer entity must meet the experience requirements that were met by the original Principal.
- f. The total number of units stated in the Application may be increased, up to any applicable allowable limit, after the Applicant has been invited to enter credit underwriting, subject to written request of an Applicant to Corporation staff and approval of the Corporation.
- g. The Applicant's commitments will be included in (i) a Land Use Restriction Agreement(s) for the SAIL loan(s) and, if applicable, the MMRB loan, and (ii) an Extended Use Agreement for the Housing Credits, and must be maintained in order for the Development to remain in compliance, unless the Board approves a change.
- h. The proposed Development will include (i) all construction features commitments made by the Applicant at question 9.a. of Exhibit A, and (ii) all required construction features applicable to the proposed Development, as outlined in Item 2 of Exhibit C of the RFA. The quality of the features committed to by the Applicant is subject to approval of the Board of Directors.



### **Applicant Certification and Acknowledgement Form**

- i. The proposed Development will include all resident programs commitments made by the Applicant at question 9.b. of Exhibit A. The quality of the resident programs committed to by the Applicant is subject to approval of the Board of Directors.
- j. The proposed Development will include the required income set-aside units committed to in the Application (i.e., Housing Credit IRC minimum and ELI set-aside commitments, as well as the workforce housing set-aside commitments).
- k. The Applicant irrevocably commits to set aside units in the proposed Development for a total of 50 years. Note: in submitting its Application, the Applicant knowingly, voluntarily and irrevocably commits to waive, and does hereby waive, for the duration of the 50-year set aside period the option to convert to market, including any option or right to submit a request for a qualified contract, after year fourteen (14), and any other option, right or process available to the Applicant to terminate (or that would result in the termination of) the 50-year set aside period at any time prior to the expiration of its full term.
- l. The applicable fees outlined in Item 6 of Exhibit C of the RFA will be due as outlined in this RFA, Rule Chapters 67-48 and 67-21, F.A.C., as applicable, and/or as otherwise prescribed by the Corporation and/or the Credit Underwriter.
- m. The Applicant agrees and acknowledges that the Application will be subject to the Total Development Cost Per Unit Limitation during the scoring, credit underwriting, and final Housing Credit allocation process, as outlined in Item 3 of Exhibit C of the RFA.
- n. The Applicant agrees and acknowledges that the following information and documentation will be provided as outlined in Item 7 of Exhibit C of the RFA: Final Cost Certification Application Package (Form FCCAP), Financial Reporting Form SR-1 and, in the case of 9% HC, the Progress Report (Form Q/M Report).
- o. The Applicant agrees and acknowledges that it will conform to the requirements regarding the use of replacement reserve funds, adequate insurance, and financial statements provided for the Credit Underwriter's and Corporation's review, as outlined in Item 7 of Exhibit C of the RFA.
- p. For proposed Developments located in Miami-Dade County, the Tax-Exempt Bonds credit underwriting process shall be accomplished as outlined in (1) or (2) below:
  - (1) If using County HFA-issued Tax-Exempt Bonds, the following will apply:
    - (a) If the final Credit Underwriting Report (CUR) for the bonds was prepared by a Credit Underwriter under contract with the Corporation and is provided as outlined in Item 2.a.(6)(a) above, the Credit Underwriter will prepare an update to the final bonds CUR to ensure compliance with the requirements of Section 42 of the IRC, as amended. The Preliminary Determination for the 4% HC will be issued upon completion of a satisfactory CUR update; or

## **Applicant Certification and Acknowledgement Form**

- (b) If the Credit Underwriting Report (CUR) for the bonds has not been completed or has been completed by a credit underwriter not under contract with the Corporation and the required information is provided as outlined in Item 2.a.(6)(b) above, the Credit Underwriter will prepare a CUR in accordance with the requirements of paragraph 67-21.028(2)(d), F.A.C. The Preliminary Determination for the 4% HC will be issued upon completion of a satisfactory CUR.
- (2) If using Corporation-issued MMRB, the proposed Development will be subjected to the Credit Underwriting requirements that pertain to MMRB and 4% HC, as set out in Rule Chapter 67-21, F.A.C.
- q. In exchange for receiving funding from Florida Housing, Florida Housing reserves the authority to restrict the disposition of any funds remaining in any operating deficit reserve(s) after the term of the reserve's original purpose has terminated or is near termination. Authorized disposition uses are limited to payments towards any outstanding loan balances of the Development funded from Florida Housing, any outstanding Florida Housing fees, any unpaid costs incurred in the completion of the Development (i.e., deferred Developer fee), the Development's capital replacement reserve account (provided however, that any operating deficit reserve funds deposited to the replacement reserve account will not replace, negate, or otherwise be considered an advance payment or pre-funding of the Applicant's obligation to periodically fund the replacement reserve account), the reimbursement of any loan(s) provided by a partner, member or guarantor as set forth in the Applicant's organizational agreement (i.e., operating or limited partnership agreement). The actual direction of the disposition is at the Applicant's discretion so long as it is an option permitted by Florida Housing. In no event shall the payment of amounts to the Applicant or the Developer from any operating deficit reserve established for the Development cause the Developer fee or General Contractor fee to exceed the applicable percentage limitations provided for in this RFA.
- r. For proposed Developments located in Miami-Dade County, the Applicant certifies that no part of the proposed Development site is located within a HUD-designated QCT. If it is determined during the credit underwriting process that any part of the proposed Development site is located within a HUD-designated QCT, the funding awarded under this RFA will be rescinded.
4. The Applicant acknowledges that any funding preliminarily secured by the Applicant is expressly conditioned upon any independent review, analysis and verification of all information contained in the Application that may be conducted by the Corporation, the successful completion of credit underwriting, and all necessary approvals by the Board of Directors, Corporation or other legal counsel, Bond Counsel, if applicable, the Credit Underwriter, and Corporation staff.
5. If preliminary funding is approved, the Applicant will promptly furnish such other supporting information, documents, and fees as may be requested or required. The Applicant understands and agrees that the Corporation is not responsible for actions taken by the undersigned in reliance on a preliminary commitment by the Corporation. The Applicant commits that no qualified residents will be refused occupancy because they

### **Applicant Certification and Acknowledgement Form**

have Section 8 vouchers or certificates. The Applicant further commits to actively seek tenants from public housing waiting lists and tenants who are participating in and/or have successfully completed the training provided by welfare to work or self-sufficiency type programs.

6. By Certificate of Occupancy, the Applicant commits to participate in the statewide housing locator system, as required by the Corporation.
7. The Applicant and all Financial Beneficiaries have read all applicable Corporation rules governing this RFA and have read the instructions for completing this RFA and will abide by the applicable Florida Statutes and the credit underwriting and program provisions outlined in Rule Chapter 67-48, F.A.C., and, if applicable, Rule Chapter 67-21, F.A.C. The Applicant and all Financial Beneficiaries have read, understand and will comply with Section 42 of the Internal Revenue Code, as amended, and all related federal regulations.
8. In eliciting information from third parties required by and/or included in this Application, the Applicant has provided such parties information that accurately describes the Development as proposed in this Application. The Applicant has reviewed the third party information included in this Application and/or provided during the credit underwriting process and the information provided by any such party is based upon, and accurate with respect to, the Development as proposed in this Application.
9. The undersigned understands and agrees that in the event that the proposed Development is invited into credit underwriting, the Applicant must submit IRS Form 8821 for all Financial Beneficiaries and all natural person Principals disclosed on the Principals of the Applicant and Developer(s) Disclosure Form in order to obtain a recommendation for the funding awarded under this RFA.
10. The Applicant understands and agrees to cooperate with any audits conducted in accordance with the provisions set forth in Section 20.055(5), F.S.
11. The undersigned is authorized to bind all Financial Beneficiaries to this certification and warranty of truthfulness and completeness of the Application.

Under the penalties of perjury, I declare and certify that I have read the foregoing and that the information is true, correct and complete.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name (typed or printed)

\_\_\_\_\_  
Title (typed or printed)

Note: The Applicant must provide this form as Attachment 1 to the RFA. The Applicant Certification and Acknowledgement form included in the Application labeled "Original Hard Copy" must contain an original signature (blue ink is preferred).

**FLORIDA HOUSING FINANCE CORPORATION  
LOCAL GOVERNMENT VERIFICATION OF STATUS  
OF PLAT APPROVAL FOR RESIDENTIAL RENTAL DEVELOPMENTS**

FHFC Application Reference: \_\_\_\_\_

Indicate the name of the application process under which the proposed Development is applying/has applied for funding from the Corporation such as the Request for Proposal/Application number and/or the name of the Request for Proposal/Application.

Name of Development: \_\_\_\_\_

Development Location: \_\_\_\_\_

At a minimum, provide the address number, street name and city and/or provide the street name, closest designated intersection and either the city (if located within a city) or county (if located in the unincorporated area of the county).

Mark the applicable statement:

1.  The above-referenced Development is new construction or rehabilitation with new construction and the final plat was approved on or before the submission deadline for the above referenced FHFC Request for Proposal/Application by action of the appropriate City/County legally authorized body; e.g. council, commission, board, department, division, etc., responsible for such approval process.
  
2.  The above-referenced Development is new construction or rehabilitation with new construction and the preliminary or conceptual plat was approved on or before the submission deadline for the above referenced FHFC Request for Proposal/Application by action of the appropriate City/County legally authorized body; e.g. council, commission, board, department, division, etc., responsible for such approval process.
  
3.  The above-referenced Development is rehabilitation without any new construction and does not require additional plat approval.

**CERTIFICATION**

I certify that the City/County of \_\_\_\_\_ has vested in me the  
(Name of City or County)  
authority to verify status of plat approval as specified above and I further certify that the information above is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Print or Type Title

This certification must be signed by the applicable City's or County's Director of Planning and Zoning, chief appointed official (staff) responsible for determination of issues related to plat approval, City Manager, or County Manager/Administrator/Coordinator. Signatures from local elected officials are not acceptable, nor are other signatories. If this certification is applicable to this Development and it is inappropriately signed, the form will not be accepted.

(Form Rev. 08-16)

**FLORIDA HOUSING FINANCE CORPORATION  
LOCAL GOVERNMENT VERIFICATION OF STATUS  
OF SITE PLAN APPROVAL FOR MULTIFAMILY DEVELOPMENTS**

FHFC Application Reference: \_\_\_\_\_  
Indicate the name of the application process under which the proposed Development is applying/has applied for funding from the Corporation such as the Request for Proposal/Application number and/or the name of the Request for Proposal/Application.

Name of Development: \_\_\_\_\_

Development Location: \_\_\_\_\_  
At a minimum, provide the address number, street name and city and/or provide the street name, closest designated intersection and either the city (if located within a city) or county (if located in the unincorporated area of the county).

Mark the applicable statement:

1.  The above-referenced Development is (a) new construction, or (b) rehabilitation with new construction, or (c) rehabilitation, without new construction, that requires additional site plan approval or similar process. The final site plan, in the applicable zoning designation, was approved on or before the submission deadline for the above referenced FHFC Request for Proposal/Application by action of the appropriate City/County legally authorized body; e.g. council, commission, board, department, division, etc., responsible for such approval process.

2.  The above-referenced Development is (a) new construction, or (b) rehabilitation with new construction, or (c) rehabilitation, without new construction, that requires additional site plan approval or similar process, and (i) this jurisdiction provides either preliminary site plan approval or conceptual site plan approval which has been issued, or (ii) site plan approval is required for the new construction work and/or the rehabilitation work; however, this jurisdiction provides neither preliminary site plan approval nor conceptual site plan approval, nor is any other similar process provided prior to issuing final site plan approval. Although there is no preliminary or conceptual site plan approval process and the final site plan approval has not yet been issued, the site plan, in the applicable zoning designation, has been reviewed.

The necessary approval and/or review was performed on or before the submission deadline for the above referenced FHFC Request for Proposal/Application by the appropriate City/County legally authorized body; e.g. council, commission, board, department, division, etc., responsible for such approval process.

3.  The above-referenced Development, in the applicable zoning designation, is rehabilitation without any new construction and does not require additional site plan approval or similar process.

**CERTIFICATION**

I certify that the City/County of \_\_\_\_\_ has vested in me the authority to verify status of site plan  
(Name of City or County)  
Approval as specified above and I further certify that the information stated above is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Print or Type Title

This certification must be signed by the applicable City's or County's Director of Planning and Zoning, chief appointed official (staff) responsible for determination of issues related to site plan approval, City Manager, or County Manager/Administrator/Coordinator. Signatures from local elected officials are not acceptable, nor are other signatories. If this certification is applicable to this Development and it is inappropriately signed, the certification will not be accepted.

(Form Rev. 08-16)

**FLORIDA HOUSING FINANCE CORPORATION  
VERIFICATION OF AVAILABILITY OF INFRASTRUCTURE - ELECTRICITY**

FHFC Application Reference: \_\_\_\_\_

Indicate the name of the application process under which the proposed Development is applying/has applied for funding from the Corporation such as the Request for Proposal/Application number and/or the name of the Request for Proposal/Application.

Name of Development: \_\_\_\_\_

Development Location: \_\_\_\_\_

At a minimum, provide the address number, street name and city and/or provide the street name, closest designated intersection and either the city (if located within a city) or county (if located in the unincorporated area of the county).

The undersigned service provider confirms that on or before the submission deadline for the above referenced FHFC Request for Proposal/Application:

1. Electricity is available to the proposed Development, subject to item 2 below.
2. To access such electric service, the Applicant may be required to pay hook-up, installation and other customary fees, comply with other routine administrative procedures, and install or construct line extensions and other equipment in connection with the construction of the Development.

**CERTIFICATION**

I certify that the foregoing information is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Entity Providing Service

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Address (street address, city, state)

\_\_\_\_\_  
Print or Type Title

\_\_\_\_\_  
Telephone Number (including area code)

This certification may not be signed by the Applicant, by any related parties of the Applicant, or by any Principals or Financial Beneficiaries of the Applicant. In addition, signatures from local elected officials are not acceptable. If the certification is applicable to this Development and it is inappropriately signed, the certification will not be accepted.

(Form Rev. 08-16)

**FLORIDA HOUSING FINANCE CORPORATION  
VERIFICATION OF AVAILABILITY OF INFRASTRUCTURE - WATER**

FHFC Application Reference:

\_\_\_\_\_  
Indicate the name of the application process under which the proposed Development is applying/has applied for funding from the Corporation such as the Request for Proposal/Application number and/or the name of the Request for Proposal/Application.

Name of Development:

\_\_\_\_\_

Development Location:

\_\_\_\_\_  
At a minimum, provide the address number, street name and city and/or provide the street name, closest designated intersection and either the city (if located within a city) or county (if located in the unincorporated area of the county).

The undersigned service provider confirms that on or before the submission deadline for the above referenced FHFC Request for Proposal/Application:

1. Potable water is available to the proposed Development, subject to item 2 below.
2. To access such water service, the Applicant may be required to pay hook-up, installation and other customary fees, comply with other routine administrative procedures, and install or construct line extensions and other equipment, including but not limited to pumping stations, in connection with the construction of the Development.

**CERTIFICATION**

I certify that the foregoing information is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Entity Providing Service

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Address (street address, city, state)

\_\_\_\_\_  
Print or Type Title

\_\_\_\_\_  
Telephone Number (including area code)

This certification may not be signed by the Applicant, by any related parties of the Applicant, or by any Principals or Financial Beneficiaries of the Applicant. In addition, signatures from local elected officials are not acceptable. If the certification is applicable to this Development and it is inappropriately signed, the certification will not be accepted.

(Form Rev. 08-16)

**FLORIDA HOUSING FINANCE CORPORATION  
VERIFICATION OF AVAILABILITY OF INFRASTRUCTURE - SEWER CAPACITY,  
PACKAGE TREATMENT, OR SEPTIC TANK**

FHFC Application Reference: \_\_\_\_\_

Indicate the name of the application process under which the proposed Development is applying/has applied for funding from the Corporation such as the Request for Proposal/Application number and/or the name of the Request for Proposal/Application.

Name of Development: \_\_\_\_\_

Development Location: \_\_\_\_\_

At a minimum, provide the address number, street name and city and/or provide the street name, closest designated intersection and either the city (if located within a city) or county (if located in the unincorporated area of the county).

The undersigned service provider confirms that on or before the submission deadline for the above referenced FHFC Request for Proposal/Application:

1. Sewer Capacity or Package Treatment is available to the proposed Development; or
2. There are no known prohibitions to installing a Septic Tank system with adequate capacity for the proposed Development location or, if necessary, upgrading an existing Septic Tank system with adequate capacity for the proposed Development location.

To access such waste treatment service, the Applicant may be required to pay hook-up, installation and other customary fees, comply with other routine administrative procedures, and/or install or construct line extensions and other equipment, including but not limited to pumping stations, in connection with the construction of the Development.

**CERTIFICATION**

I certify that the foregoing information is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Entity Providing Service

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Address (street address, city, state)

\_\_\_\_\_  
Print or Type Title

\_\_\_\_\_  
Telephone Number (including area code)

This certification may not be signed by the Applicant, by any related parties of the Applicant, or by any Principals or Financial Beneficiaries of the Applicant. In addition, signatures from local elected officials are not acceptable. If the certification is applicable to this Development and it is inappropriately signed, the certification will not be accepted.

(Form Rev. 08-16)



**FLORIDA HOUSING FINANCE CORPORATION  
VERIFICATION OF AVAILABILITY OF INFRASTRUCTURE - ROADS**

FHFC Application Reference: \_\_\_\_\_

Indicate the name of the application process under which the proposed Development is applying/has applied for funding from the Corporation such as the Request for Proposal/Application number and/or the name of the Request for Proposal/Application.

Name of Development: \_\_\_\_\_

Development Location: \_\_\_\_\_

At a minimum, provide the address number, street name and city and/or provide the street name, closest designated intersection and either the city (if located within a city) or county (if located in the unincorporated area of the county).

The undersigned service provider confirms that on or before the submission deadline for the above referenced FHFC Request for Proposal/Application:

1. Existing paved roads provide access to the proposed Development or paved roads will be constructed as part of the proposed Development;
2. There are no impediments to the proposed Development using the roads other than payment of impact fees or providing curb cuts, turn lanes, signalization, or securing required final approvals and permits for the proposed Development; and
3. The execution of this verification is not a granting of traffic concurrency approval for the proposed Development.

**CERTIFICATION**

I certify that the foregoing information is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Entity Providing Service

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Address (street address, city, state)

\_\_\_\_\_  
Print or Type Title

\_\_\_\_\_  
Telephone Number (including area code)

This certification may not be signed by the Applicant, by any related parties of the Applicant, or by any Principals or Financial Beneficiaries of the Applicant. In addition, signatures from local elected officials are not acceptable. If the certification is applicable to this Development and it is inappropriately signed, the certification will not be accepted.

(Form Rev. 08-16)

**FLORIDA HOUSING FINANCE CORPORATION  
LOCAL GOVERNMENT VERIFICATION THAT DEVELOPMENT IS CONSISTENT WITH  
ZONING AND LAND USE REGULATIONS**

FHFC Application Reference: \_\_\_\_\_

Indicate the name of the application process under which the proposed Development is applying/has applied for funding from the Corporation such as the Request for Proposal/Application number and/or the name of the Request for Proposal/Application.

Name of Development: \_\_\_\_\_

Development Location: \_\_\_\_\_

(At a minimum, provide the address number, street name and city, and/or provide the street name, closest designated intersection and either the city (if located within a city) or county (if located in the unincorporated area of the county).

The undersigned service provider confirms that on or before the submission deadline for the above referenced FHFC Request for Proposal/Application:

- (1) The zoning designation for the above referenced Development location is \_\_\_\_\_;  
and
- (2) The proposed number of units and intended use are consistent with current land use regulations and the referenced zoning designation or, if the Development consists of rehabilitation, the intended use is allowed as a legally non-conforming use. To the best of my knowledge, there are no additional land use regulation hearings or approvals required to obtain the zoning classification or density described herein. Assuming compliance with the applicable land use regulations, there are no known conditions which would preclude construction or rehabilitation (as the case may be) of the referenced Development on the proposed site.

**CERTIFICATION**

I certify that the City/County of \_\_\_\_\_ has vested in me the authority to verify  
(Name of City/County)

consistency with local land use regulations and the zoning designation specified above or, if the Development consists of rehabilitation, the intended use is allowed as a "legally non-conforming use" and I further certify that the foregoing information is true and correct. In addition, if the proposed Development site is in the Florida Keys Area as defined in Rule Chapter 67-48, F.A.C., I further certify that the Applicant has obtained the necessary Rate of Growth Ordinance (ROGO) allocations from the Local Government.

\_\_\_\_\_  
Signature Print or Type Name

\_\_\_\_\_  
Print or Type Title

This certification must be signed by the applicable City's or County's Director of Planning and Zoning, chief appointed official (staff) responsible for determination of issues related to comprehensive planning and zoning, City Manager, or County Manager/Administrator/Coordinator. Signatures from local elected officials are not acceptable, nor are other signatories. If the certification is applicable to this Development and it is inappropriately signed, the certification will not be accepted.

**FLORIDA HOUSING FINANCE CORPORATION  
LOCAL GOVERNMENT VERIFICATION THAT PERMITS ARE NOT REQUIRED  
FOR THIS DEVELOPMENT**

FHFC Application Reference: \_\_\_\_\_

Indicate the name of the application process under which the proposed Development is applying/has applied for funding from the Corporation such as the Request for Proposal/Application number and/or the name of the Request for Proposal/Application.

Name of Development: \_\_\_\_\_

Development Location: \_\_\_\_\_

At a minimum, provide the address number, street name and city and/or provide the street name, closest designated intersection and either the city (if located within a city) or county (if located in the unincorporated area of the county).

Building permits: If no building permits are required for the rehabilitation of the referenced Development site, complete the following certification:

**CERTIFICATION**

I certify that the foregoing information is true and correct and that the City/County of \_\_\_\_\_

(Name of City / County)

has vested in me the authority to verify that the rehabilitation of the referenced Development site does not require the issuance of building permits. In addition, if the proposed Development site is in the Florida Keys Area as defined in Rule Chapter 67-48, F.A.C., I further certify that the Applicant has obtained the necessary Rate of Growth Ordinance (ROGO) allocations from the Local Government.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Print or Type Title

This certification must be signed by the applicable City's or County's Director of Planning and Zoning, chief appointed official (staff) responsible for determination of issues related to comprehensive planning and zoning, City Manager, or County Manager/Administrator/Coordinator. Signatures from local elected officials are not acceptable, nor are other signatories. If the certification is applicable to this Development and it is inappropriately signed, the certification will not be accepted.

(Form Rev. 08-16)

## FLORIDA HOUSING FINANCE CORPORATION SURVEYOR CERTIFICATION

Name of Development: \_\_\_\_\_

Development Location: \_\_\_\_\_

(At a minimum, provide the address number, street name and city, and/or provide the street name, closest designated intersection and either the city (if located within a city) or county (if located in the unincorporated area of the county). If the Development consists of Scattered Sites<sup>1</sup>, the Development Location stated above must reflect the Scattered Site where the Development Location Point is located.)

The undersigned Florida licensed surveyor confirms that the method used to determine the following latitude and longitude coordinates conforms to Rule 5J-17, F.A.C., formerly 61G17-6, F.A.C.:

*\*All calculations shall be based on "WGS 84" and be grid distances. The horizontal positions shall be collected to meet sub-meter accuracy (no autonomous hand-held GPS units shall be used).*

**Part I: Development Location Point<sup>2</sup> -**

Latitude			Longitude			DDA ZCTA <sup>3</sup> , if applicable
N _____ Degrees	_____ Minutes	_____ Seconds (represented to 2 decimal places)	W _____ Degrees	_____ Minutes	_____ Seconds (represented to 2 decimal places)	_____

To be eligible for proximity points, Degrees and Minutes must be stated as whole numbers and Seconds must be represented to 2 decimal places.

**Part II: Transit Service** – State the latitude and longitude coordinates for one (1) Transit Service on the chart below.<sup>4</sup>

	Latitude			Longitude		
<b>Public Bus Stop</b>	N _____ Degrees	_____ Minutes	_____ Seconds (represented to 2 decimal places)	W _____ Degrees	_____ Minutes	_____ Seconds (represented to 2 decimal places)
<b>Public Bus Transfer Stop</b>	N _____ Degrees	_____ Minutes	_____ Seconds (represented to 2 decimal places)	W _____ Degrees	_____ Minutes	_____ Seconds (represented to 2 decimal places)
<b>Public Bus Rapid Transit Stop</b>	N _____ Degrees	_____ Minutes	_____ Seconds (represented to 2 decimal places)	W _____ Degrees	_____ Minutes	_____ Seconds (represented to 2 decimal places)
<b>SunRail Station, MetroRail Station, or TriRail Station</b>	N _____ Degrees	_____ Minutes	_____ Seconds (represented to 2 decimal places)	W _____ Degrees	_____ Minutes	_____ Seconds (represented to 2 decimal places)
Using the method described above*, the distance (rounded up to the nearest hundredth of a mile) between the coordinates of the Development Location Point and the coordinates of the Transit Service is:						_____.____ Miles

(Form Rev. 01-17)

Initials of Surveyor \_\_\_\_\_

## FLORIDA HOUSING FINANCE CORPORATION SURVEYOR CERTIFICATION

**Part III: Community Services** - State the Name, Address and latitude and longitude coordinates of the closest service(s) on the chart below.<sup>4</sup>

Grocery Store:	Latitude			Longitude		
Name - _____ Address - _____ _____ _____	N _____ Degrees	_____ Minutes	_____ Seconds (represented to 2 decimal places)	W _____ Degrees	_____ Minutes	_____ Seconds (represented to 2 decimal places)
Using the method described above*, the distance (rounded up to the nearest hundredth of a mile) between the coordinates of the Development Location Point and the coordinates of the Grocery Store is:					____.____ Miles	
Medical Facility:	Latitude			Longitude		
Name - _____ Address - _____ _____ _____	N _____ Degrees	_____ Minutes	_____ Seconds (represented to 2 decimal places)	W _____ Degrees	_____ Minutes	_____ Seconds (represented to 2 decimal places)
Using the method described above*, the distance (rounded up to the nearest hundredth of a mile) between the coordinates of the Development Location Point and the coordinates of the Medical Facility is:					____.____ Miles	
Pharmacy:	Latitude			Longitude		
Name - _____ Address - _____ _____ _____	N _____ Degrees	_____ Minutes	_____ Seconds (represented to 2 decimal places)	W _____ Degrees	_____ Minutes	_____ Seconds (represented to 2 decimal places)
Using the method described above*, the distance (rounded up to the nearest hundredth of a mile) between the coordinates of the Development Location Point and the coordinates of the Pharmacy is:					____.____ Miles	
Public School:	Latitude			Longitude		
Name - _____ Address - _____ _____ _____	N _____ Degrees	_____ Minutes	_____ Seconds (represented to 2 decimal places)	W _____ Degrees	_____ Minutes	_____ Seconds (represented to 2 decimal places)
Using the method described above*, the distance (rounded up to the nearest hundredth of a mile) between the coordinates of the Development Location Point and the coordinates of the Public School is:					____.____ Miles	

\*\*\*\*\*

(Form Rev. 01-17)

Initials of Surveyor \_\_\_\_\_

## FLORIDA HOUSING FINANCE CORPORATION SURVEYOR CERTIFICATION

For this certification form to be considered complete, it must be properly executed and the required information must be stated at Part I of the form. For this certification to be eligible for Proximity Points not automatically awarded, it must be properly executed, Part I must be completed, and the applicable services information must be stated at Parts II and III of the form.

If the Corporation discovers that there are any false statements made in this certification, the Corporation will forward a copy to the State of Florida Department of Business and Professional Regulation for investigation.

**CERTIFICATION** – Under penalties of perjury, I declare that the foregoing statement is true and correct.

\_\_\_\_\_  
Signature of Florida Licensed Surveyor

\_\_\_\_\_  
Florida License Number of Signatory

\_\_\_\_\_  
Print or Type Name of Signatory

Please note: This form may be modified by Florida Housing Finance Corporation per Section 67-60.005, F.A.C.

This certification consists of 4 pages, including definitions. This certification may not be signed by the Applicant, by any related parties of the Applicant, or by any Principals or Financial Beneficiaries of the Applicant. If the certification is inappropriately signed, the form will not be considered. If this certification contains corrections or ‘white-out’, or if it is altered or retyped, the form will not be considered. The certification may be photocopied. For scoring purposes, page 4 of this 4 page form may be omitted from the Applicant’s submission.

**Definitions:**

<sup>1</sup>“Scattered Sites,” as applied to a single Development, means a Development site that, when taken as a whole, is comprised of real property that is not contiguous (each such non-contiguous site within a Scattered Site Development, is considered to be a “Scattered Site”). For purposes of this definition “contiguous” means touching at a point or along a boundary. Real property is contiguous if the only intervening real property interest is an easement provided the easement is not a roadway or street. All of the Scattered Sites must be located in the same county. The location of the Scattered Site means, at a minimum, the address number, street name, and city, and/or provide (i) the street name, closest designated intersection and city (if located within a city), or (ii) the street name, closest designated intersection and county (if located in the unincorporated area of the county).

<sup>2</sup>“Development Location Point” means a single point selected by the Applicant on the proposed Development site that is located within 100 feet of a residential building existing or to be constructed as part of the proposed Development. For a Development which consists of Scattered Sites, this means a single point on the site with the most units that is located within 100 feet of a residential building existing or to be constructed as part of the proposed Development.

<sup>3</sup>“DDA ZCTA” or “DDA Zip Code Tabulation Area,” applies only if any of the proposed Development site(s) is/are located within a metropolitan area and in a ZCTA which has been designated by the Department of Housing and Urban Development (HUD) as a Small Area Difficult Development Area (SADDA) at <https://www.huduser.gov/portal/datasets/qct.html> This can be determined by entering the applicable information at the HUD mapping application, which can be found at [https://www.huduser.gov/portal/sadda/sadda\\_qct.html](https://www.huduser.gov/portal/sadda/sadda_qct.html) Note: The Surveyor should confirm with the Applicant which years’ Metropolitan DDA data set applies for this Development.

<sup>4</sup>The latitude and longitude coordinates for all Proximity Services must represent a point as outlined on the Coordinates Location Chart set out below. The coordinates for each service must be stated in degrees, minutes and seconds, with the degrees and minutes stated as whole numbers and the seconds represented to 2 decimal places. If the degrees and minutes are not stated as whole numbers and the seconds are not represented to 2 decimal places, the Applicant will not be eligible for proximity points for that service.

(Form Rev. 01-17)

## FLORIDA HOUSING FINANCE CORPORATION SURVEYOR CERTIFICATION

Coordinates Location Chart																									
Service	Location where latitude and longitude coordinates must be obtained																								
Community Services	Coordinates must represent a point that is on the doorway threshold of an exterior entrance that provides direct public access to the building where the service is located.																								
Transit Services	<p>For Public Bus Stop, Public Bus Rapid Transit Stop, Public Bus Transfer Stop, TriRail Rail Stations and MetroRail Rail Stations, coordinates must represent the location where passengers may embark and disembark the bus or train.</p> <p>For the following Phase 1 SunRail Rail Stations, coordinates must represent the location where passengers may embark and disembark the train:</p> <p style="text-align: center;"><b><u>Phase 1 SunRail Station Name</u></b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Altamonte Springs Station</td> <td style="width: 50%;">Church Street Station</td> </tr> <tr> <td>DeBary Station</td> <td>Florida Hospital Station</td> </tr> <tr> <td>Lake Mary Station</td> <td>LYNX Central Station</td> </tr> <tr> <td>Longwood Station</td> <td>Maitland Station</td> </tr> <tr> <td>Orlando Amtrak/ORMC Station</td> <td>Sand Lake Road Station</td> </tr> <tr> <td>Sanford/SR46 Station</td> <td>Winter Park/Park Ave Station</td> </tr> </table> <p>For the following Phase 2 SunRail Rail Stations, coordinates must represent coordinates listed below:</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;"><b><u>Phase 2 SunRail Station Name</u></b></th> <th style="text-align: left;"><b><u>Coordinates</u></b></th> </tr> </thead> <tbody> <tr> <td>Deland Amtrak Station</td> <td>N 29 01 02.25, W 81 21 09.24</td> </tr> <tr> <td>Meadow Woods Station</td> <td>N 28 23 12.19, W 81 22 26.59</td> </tr> <tr> <td>Osceola Parkway Station</td> <td>N 28 20 35.55, W 81 23 24.07</td> </tr> <tr> <td>Kissimmee Amtrak Station</td> <td>N 28 17 34.93, W 81 24 17.37</td> </tr> <tr> <td>Poinciana Industrial Park Station</td> <td>N 28 15 32.04, W 81 29 08.17</td> </tr> </tbody> </table>	Altamonte Springs Station	Church Street Station	DeBary Station	Florida Hospital Station	Lake Mary Station	LYNX Central Station	Longwood Station	Maitland Station	Orlando Amtrak/ORMC Station	Sand Lake Road Station	Sanford/SR46 Station	Winter Park/Park Ave Station	<b><u>Phase 2 SunRail Station Name</u></b>	<b><u>Coordinates</u></b>	Deland Amtrak Station	N 29 01 02.25, W 81 21 09.24	Meadow Woods Station	N 28 23 12.19, W 81 22 26.59	Osceola Parkway Station	N 28 20 35.55, W 81 23 24.07	Kissimmee Amtrak Station	N 28 17 34.93, W 81 24 17.37	Poinciana Industrial Park Station	N 28 15 32.04, W 81 29 08.17
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If there is no exterior public entrance to the Community Service, then a point should be used that is at the exterior entrance doorway threshold that is the closest walking distance to the doorway threshold of the interior public entrance to the service. For example, for a Pharmacy located within an enclosed shopping mall structure that does not have a direct public exterior entrance, the latitude and longitude coordinates at the doorway threshold of the exterior public entrance to the enclosed shopping mall that provide the shortest walking distance to the doorway threshold of the interior entrance to the Pharmacy would be used.

Applicants may use the same latitude and longitude coordinates for the Grocery Store, Medical Facility and/or Pharmacy if the Grocery Store, Medical Facility and/or Pharmacy is housed at the same location.

**FLORIDA HOUSING FINANCE CORPORATION  
LOCAL GOVERNMENT VERIFICATION OF CONTRIBUTION – GRANT FORM**

Name of Development: \_\_\_\_\_

Development Location: \_\_\_\_\_  
(At a minimum, provide the address number, street name and city, and/or provide the street name, closest designated intersection and either the city (if located within a city) or county (if located in the unincorporated area of the county). If the Development consists of Scattered Sites, the Development Location stated above must reflect the Scattered Site where the Development Location Point is located.)

The City/County of \_\_\_\_\_ commits \$\_\_\_\_\_ as a grant to the Applicant for its use solely for assisting the proposed Development referenced above. The City/County does not expect to be repaid or reimbursed by the Applicant, or any other entity, provided the funds are expended solely for the Development referenced above. No consideration or promise of consideration has been given with respect to the grant. For purposes of the foregoing, the promise of providing affordable housing does not constitute consideration. The commitment for this grant must be effective as of the Application Deadline for the applicable RFA, and is provided specifically with respect to the proposed Development.

The source of the grant is: \_\_\_\_\_  
(e.g., SHIP, HOME, CDBG)

**CERTIFICATION**

I certify that the foregoing information is true and correct and that this commitment is effective at least through the date required in the applicable RFA.

Signature	Print or Type Name
	Print or Type Title

This certification must be signed by the chief appointed official (staff) responsible for such approvals, Mayor, City Manager, County Manager/Administrator/Coordinator, Chairperson of the City Council/Commission or Chairperson of the Board of County Commissioners. If the contribution is from a Land Authority organized pursuant to Chapter 380.0663, Florida Statutes, this certification must be signed by the Chair of the Land Authority. One of the authorized persons named above may sign this form for certification of state, federal or Local Government funds initially obtained by or derived from a Local Government that is directly administered by an intermediary such as a housing finance authority, a community reinvestment corporation, or a state-certified Community Housing Development Organization (CHDO). Other signatories are not acceptable. The Applicant will not receive credit for this contribution if the certification is improperly signed. To be considered for points, the amount of the contribution stated on this form must be a precise dollar amount and cannot include words such as estimated, up to, maximum of, not to exceed, etc.

If the Application is not eligible for automatic points, this contribution will not be considered if the certification contains corrections or 'white-out' or if the certification is altered or retyped. The certification may be photocopied.

Please note: This form may be modified by Florida Housing Finance Corporation per Section 67-60.005, F.A.C.

(Form Rev. 08-16)



**FLORIDA HOUSING FINANCE CORPORATION  
LOCAL GOVERNMENT VERIFICATION OF CONTRIBUTION - FEE WAIVER FORM**

Name of Development: \_\_\_\_\_

Development Location: \_\_\_\_\_  
(At a minimum, provide the address number, street name and city, and/or provide the street name, closest designated intersection and either the city (if located within a city) or county (if located in the unincorporated area of the county). If the Development consists of Scattered Sites, the Development Location stated above must reflect the Scattered Site where the Development Location Point is located.)

The City/County of \_\_\_\_\_, pursuant to \_\_\_\_\_,  
waived the following fees: \_\_\_\_\_  
(Reference Official Action, cite Ordinance or Resolution Number and Date)

Amount of Fee Waiver: \$ \_\_\_\_\_.

No consideration or promise of consideration has been given with respect to the fee waiver. For purposes of the foregoing, the promise of providing affordable housing does not constitute consideration. This fee waiver must be effective as of the Application Deadline for the applicable RFA, and is provided specifically with respect to the proposed Development.

**CERTIFICATION**

I certify that the foregoing information is true and correct and that this commitment is effective at least through the date required in the applicable RFA.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Print or Type Title

**NOTE TO LOCAL GOVERNMENT OFFICIAL:** Waivers that are not specifically made for the benefit of this Development but are instead of general benefit to the area in which the Development is located will NOT qualify as a contribution to the Development. Further, the fact that no impact fees or other fees are levied by a local jurisdiction for ANY type of development DOES NOT constitute a "Local Government Contribution" to the proposed Development. Similarly, if such fees ARE levied by the local jurisdiction but the nature of the proposed Development exempts it (e.g., typically, a Rehabilitation Development is not subject to impact fees), for purposes of this form, no "Local Government Contribution" exists and no points will be awarded.

This certification must be signed by the chief appointed official (staff) responsible for such approvals, Mayor, City Manager, County Manager/Administrator/Coordinator, Chairperson of the City Council/Commission or Chairperson of the Board of County Commissioners. Other signatories are not acceptable. The Applicant will not receive credit for this contribution if the certification is improperly signed. To be considered for points, the amount of the contribution stated on this form must be a precise dollar amount and cannot include words such as estimated, up to, maximum of, not to exceed, etc.

If the Application is not eligible for automatic points, this contribution will not be considered if the certification contains corrections or 'white-out' or if the certification is altered or retyped. The certification may be photocopied.

Please note: This form may be modified by Florida Housing Finance Corporation per Section 67-60.005, F.A.C.

(Form Rev. 08-16)

**FLORIDA HOUSING FINANCE CORPORATION  
LOCAL GOVERNMENT VERIFICATION OF CONTRIBUTION – LOAN FORM**

Name of Development: \_\_\_\_\_

Development Location: \_\_\_\_\_  
(At a minimum, provide the address number, street name and city, and/or provide the street name, closest designated intersection and either the city (if located within a city) or county (if located in the unincorporated area of the county). If the Development consists of Scattered Sites, the Development Location stated above must reflect the Scattered Site where the Development Location Point is located.)

The City/County of \_\_\_\_\_, commits \$\_\_\_\_\_ (which may be used as an FHFC Non-Corporation Funding Proposal in an Application for FHFC funding if it meets the required criteria) in the form of a reduced interest rate loan to the Applicant for its use solely for assisting the proposed Development referenced above.

The value of the contribution based on the difference between the face amount of the above-referenced loan and the net present value of its payment stream, inclusive of a reduced interest rate and the designated discount rate (as stated in the applicable RFA) is: \$\_\_\_\_\_.

No consideration or promise of consideration has been given with respect to the loan. For purposes of the foregoing, the promise of providing affordable housing does not constitute consideration. The commitment for this loan must be effective as of the Application Deadline for the applicable RFA, and is provided specifically with respect to the proposed Development.

**CERTIFICATION**

I certify that the foregoing information is true and correct and that this commitment is effective at least through the date required in the applicable RFA.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Print or Type Title

This certification must be signed by the chief appointed official (staff) responsible for such approvals, Mayor, City Manager, County Manager /Administrator/Coordinator, Chairperson of the City Council/Commission or Chairperson of the Board of County Commissioners. If the contribution is from a Land Authority organized pursuant to Chapter 380.0663, Florida Statutes, this certification must be signed by the Chair of the Land Authority. One of the authorized persons named above may sign this form for certification of state, federal or Local Government funds initially obtained by or derived from a Local Government that is directly administered by an intermediary such as a housing finance authority, a community reinvestment corporation, or a state-certified Community Housing Development Organization (CHDO). Other signatories are not acceptable. The Applicant will not receive credit for this contribution if the certification is improperly signed. To be considered for points, the amount of the contribution stated on this form must be a precise dollar amount and cannot include words such as estimated, up to, maximum of, not to exceed, etc.

If the Application is not eligible for automatic points, this contribution will not be considered if the certification contains corrections or 'white-out' or if the certification is altered or retyped. The certification may be photocopied.

Please note: This form may be modified by Florida Housing Finance Corporation per Section 67-60.005, F.A.C.

**FLORIDA HOUSING FINANCE CORPORATION  
LOCAL GOVERNMENT VERIFICATION OF CONTRIBUTION - FEE DEFERRAL FORM**

Name of Development: \_\_\_\_\_

Development Location: \_\_\_\_\_  
(At a minimum, provide the address number, street name and city, and/or provide the street name, closest designated intersection and either the city (if located within a city) or county (if located in the unincorporated area of the county). If the Development consists of Scattered Sites, the Development Location stated above must reflect the Scattered Site where the Development Location Point is located.)

The City/County of \_\_\_\_\_ commits to defer \$\_\_\_\_\_ in fees for the proposed Development referenced above.

The value of the contribution based on the difference between the face amount of the above-referenced fee deferral and the net present value of its payment stream, inclusive of a reduced interest rate and the designated discount rate (as stated in the applicable RFA) is: \$\_\_\_\_\_.

No consideration or promise of consideration has been given with respect to the fee deferral. For purposes of the foregoing, the promise of providing affordable housing does not constitute consideration. The commitment for this fee deferral must be effective as of the Application Deadline for the applicable RFA, and is provided specifically with respect to the proposed Development.

**CERTIFICATION**

I certify that the foregoing information is true and correct and that this commitment is effective at least through the date required in the applicable RFA.

Signature	Print or Type Name
	Print or Type Title

This certification must be signed by the chief appointed official (staff) responsible for such approvals, Mayor, City Manager, County Manager /Administrator/Coordinator, Chairperson of the City Council/Commission or Chairperson of the Board of County Commissioners. If the contribution is from a Land Authority organized pursuant to Chapter 380.0663, Florida Statutes, this certification must be signed by the Chair of the Land Authority. Other signatories are not acceptable. The Applicant will not receive credit for this contribution if the certification is improperly signed. To be considered for points, the amount of the contribution stated on this form must be a precise dollar amount and cannot include words such as estimated, up to, maximum of, not to exceed, etc.

If the Application is not eligible for automatic points, this contribution will not be considered if the certification contains corrections or 'white-out' or if the certification is altered or retyped. The certification may be photocopied.

Please note: This form may be modified by Florida Housing Finance Corporation per Section 67-60.005, F.A.C.

(Form Rev. 08-16)

**Exhibit C to RFA 2016-112 – SAIL Financing for the Construction of Workforce  
Housing in Miami-Dade County and Monroe County**

**1. Applicant Requirements:**

For purposes of the following, a material change shall mean 33.3 percent or more of the Applicant, a general partner of the Applicant, or a non-investor member of the Applicant, and a non-material change shall mean less than 33.3 percent of the Applicant, a general partner of the Applicant, or a non-investor member of the Applicant.

The Applicant entity shall be the recipient of the 9% or 4% HC, as applicable, and the borrowing entity for the SAIL loan(s) and, if applicable, the MMRB loan, and cannot be changed in any way until after the closing of the loan(s). After loan closing, (a) any material change will require review and approval of the Credit Underwriter, as well as approval of the Board prior to the change, and (b) any non-material change will require review and approval of the Corporation, as well as approval of the Board prior to the change. Changes to the Applicant entity prior to the loan closing or without Board approval after the loan closing shall result in disqualification from receiving funding and shall be deemed a material misrepresentation. Changes to the investor-limited partner of an Applicant limited partnership or the investor-member of an Applicant limited liability company owning the syndicating interest therein will not result in disqualification.

**2. Required Construction Features:**

The following required construction features are in addition to the Green Building Features committed to by the Applicant at question 9.a. of Exhibit A.

All rehabilitation units must include as many of the required Accessibility, General and Green Building features as are structurally and financially feasible within the scope of the rehabilitation work, utilizing a capital needs assessment and accessibility review ordered by the Credit Underwriter and performed by an independent third party(ies).

All Applicants will be required to provide the following General Features and Accessibility, Universal Design and Visitability Features:

a. The following General Features must be provided for all proposed Developments:

- Termite prevention;
- Pest control;
- Window covering for each window and glass door inside each unit;
- Cable or satellite TV hook-up in each unit and, if the Development offers cable or satellite TV service to the residents, the price cannot exceed the market rate for service of similar quality available to the Development's residents from a primary provider of cable or satellite TV;
- Full-size range and oven in all units;
- At least two full bathrooms in all 3 bedroom or larger new construction units;
- Bathtub with shower in at least one bathroom in at least 90% of the new construction units; and
- Washer and dryer hook ups in each of the Development's units or an on-site laundry facility for resident use. If the proposed Development consists of an on-site laundry facility, there must be a minimum of one (1) Energy Star qualified washer and one (1) Energy Star qualified dryer per every 15 units. To determine the required number

of washers and dryers for the on-site laundry facility; divide the total number of the Developments' units by 15, and then round the equation's total up to the nearest whole number.

b. Accessibility, Universal Design and Visitability Features:

(1) All units of the proposed Development must meet all federal requirements and state building code requirements, including the following:

- 2012 Florida Accessibility Code for Building Construction as adopted pursuant to Section 553.503, Florida Statutes;
- The Fair Housing Act as implemented by 24 CFR 100;
- Section 504 of the Rehabilitation Act of 1973; and
- Titles II and III of the Americans with Disabilities Act of 1990 as implemented by 28 CFR 35, incorporating the most recent amendments, regulations and rules.

All Developments must comply with Section 504 of the Rehabilitation Act of 1973, as implemented by 24 CFR Part 8 ("Section 504 and its related regulations"). To the extent that a Development is not otherwise subject to Section 504 and its related regulations, the Development shall nevertheless comply with Section 504 and its related regulations as requirements of the Housing Credit and SAIL Programs to the same extent as if the Development were subject to Section 504 and its related regulations in all respects. To that end, for purposes of the Housing Credit and SAIL Programs, a Housing Credit Allocation and a SAIL loan shall be deemed "Federal financial assistance" within the meaning of that term as used in Section 504 and its related regulations for all Developments. Section 504 of the Rehabilitation Act of 1973, as implemented by 24 CFR Part 8, is available by clicking [here](#).

All units must meet accessibility standards of Section 504. Section 504 accessibility standards require a minimum of 5 percent of the total dwelling units, but not fewer than one unit, to be accessible for individuals with mobility impairments. An additional 2 percent of the total units, but not fewer than one unit, must be accessible for persons with hearing or vision impairments.

(2) All new construction units that are located on an accessible route must have the features listed in (4) below.

(3) All rehabilitation units that are located on an accessible route must include features listed in (4) below. The features in (4) must be incorporated to the maximum extent feasible within the scope of the rehabilitation work planned by the Applicant. The maximum extent feasible shall be determined by the scope of work, the capital needs assessment, the accessibility review, and the construction features that are affected by the rehabilitation work. Any major change affecting the features such as remodeling, renovation, rearrangement of structural parts or walls or full-height partitions requires compliance with accessibility requirements below. For the purposes of this RFA, normal maintenance, re-roofing, painting or wallpapering, or changes to mechanical and electrical systems are not considered alterations. Where an alteration affects a construction feature, accessibility is required to the maximum extent feasible.

(4) Accessible Features:

- Primary entrance door shall have a threshold with no more than a ½-inch rise;
- All door handles on primary entrance door and interior doors must have lever handles;

- Lever handles on all bathroom faucets and kitchen sink faucets;
- Mid-point on light switches and thermostats shall not be more than 48 inches above finished floor level; and
- Cabinet drawer handles and cabinet door handles in bathroom and kitchen shall be lever or D-pull type that operate easily using a single closed fist.

The capital needs assessment and accessibility review will serve as the basis for the accessibility features that are required for the scope of work for the project.

c. All new construction units must include the following General Features and Green Building Features:

(1) General Features in all Developments:

Provide reinforced walls for future installation of grab bars that meet or exceed 2010 ADA Standards for Accessible Design around each tub/shower unit in each dwelling unit. At the request of and at no charge to a resident household, the Development shall purchase and install grab bars around each tub/shower unit in the dwelling unit. The product specifications and installation must meet or exceed 2010 ADA Standards for Accessible Design. The Development shall inform a prospective resident that the Development, upon a resident household's request and at no charge to the household, will install grab bars around a dwelling unit's tub/shower unit, pursuant to the 2010 ADA Standards. At a minimum, the Development shall inform each prospective lessee by including language in the Development's written materials listing and describing the unit's features, as well as including the language in each household's lease.

(2) Green Building Features in all Developments:

- Low or No-VOC paint for all interior walls (Low-VOC means 50 grams per liter or less for flat; 150 grams per liter or less for non-flat paint);
- Low-flow water fixtures in bathrooms—WaterSense labeled products or the following specifications:
  - Faucets: 1.5 gallons/minute or less,
  - Showerheads: 2.0 gallons/minute or less;
- Energy Star qualified refrigerator;
- Energy Star qualified dishwasher;
- Energy Star qualified ventilation fan in all bathrooms;
- Water heaters:
  - Residential Electric:
    - ≤ 55 gallons = .95 EF
    - > 55 gallons = Energy Star qualified
    - Tankless = .97 EF
  - Residential Gas (storage or tankless/instantaneous): Energy Star qualified
  - Commercial Gas Water Heater: Energy Star qualified;
- Energy Star qualified ceiling fans with lighting fixtures in bedrooms; and
- Air Conditioning minimum efficiency specifications (choose in-unit or commercial)\*:
  - In-unit air conditioning: minimum 15 SEER; or
  - Packaged units are allowed in Zero Bedroom Units and one-bedroom units: minimum 13.8 EER; or
  - Central chiller AC system—based on size:
    - 0-65 KBtuh: Energy Star certified; or

- >65-135 KBtuh: 11.9 EER; or
- >135-240 KBtuh: 12.3 EER; or
- >240 KBtuh: 12.2 EER

\*Applicants who select higher efficiency HVAC as Green Building Features at question 9.a. of Exhibit A must meet or exceed those standards, which exceed these minimum requirements.

d. All rehabilitation units must include the following General Features, Required Green Building Features and Additional Green Building Features:

(1) General Features in all Developments:

Provide reinforced walls for future installation of grab bars that meet or exceed 2010 ADA Standards for Accessible Design around each tub/shower unit in each dwelling unit. At the request of and at no charge to a resident household, the Development shall purchase and install grab bars around each tub/shower unit in the dwelling unit. The product specifications and installation must meet or exceed 2010 ADA Standards for Accessible Design. The Development shall inform a prospective resident that the Development, upon a resident household's request and at no charge to the household, will install grab bars around a dwelling unit's tub/shower unit, pursuant to the 2010 ADA Standards. At a minimum, the Development shall inform each prospective lessee by including language in the Development's written materials listing and describing the unit's features, as well as including the language in each household's lease.

(2) Required Green Building Features in all Developments:

- Low or No-VOC paint for all interior walls (Low-VOC means 50 grams per liter or less for flat; 150 grams per liter or less for non-flat paint);
- Low-flow water fixtures in bathrooms—WaterSense labeled products or the following specifications:
  - Faucets: 1.5 gallons/minute or less,
  - Showerheads: 2.0 gallons/minute or less;
- Energy Star qualified refrigerator;
- Energy Star qualified dishwasher;
- Energy Star qualified ventilation fan in all bathrooms;
- Water heaters:
  - Residential Electric:
    - ≤ 55 gallons = .95 EF
    - > 55 gallons = Energy Star qualified
    - Tankless = .97 EF
  - Residential Gas (storage or tankless/instantaneous): Energy Star qualified
  - Commercial Gas Water Heater: Energy Star qualified;
- Energy Star qualified ceiling fans with lighting fixtures in bedrooms;
- Air Conditioning (choose in-unit or commercial) \*:
  - In-unit air conditioning: minimum 15 SEER; or
  - Packaged units are allowed in Zero Bedroom Units and one-bedroom units: minimum 13.8 EER; or
  - Central chiller AC system—based on size:
    - 0-65 KBtuh: Energy Star certified; or
    - >65-135 KBtuh: 11.9 EER; or
    - >135-240 KBtuh: 12.3 EER; or
    - >240 KBtuh: 12.2 EER;

- Caulk, weather-strip, or otherwise seal all holes, gaps, cracks, penetrations, and electrical receptacles in building envelope; and
- Seal and insulate heating and cooling system ducts with mastic or metal backed tape.

\*Applicants who select higher efficiency HVAC as Green Building Features at question 9.a. of Exhibit A must meet or exceed those standards, which exceed these minimum requirements.

The capital needs assessment and accessibility review will serve as the basis for the accessibility features that are required for the scope of work for the project.

### 3. Total Development Cost Per Unit Limitation:

The Corporation shall limit the Total Development Cost (TDC) per unit for all Developments categorized by the construction type of the units as indicated by the Applicant in the RFA. The maximum amounts are provided on the TDC Per Unit Limitation chart set out below (the maximum TDC per unit exclusive of land costs and exclusive of any operating deficit reserves that are part of the permanent phase (i.e., non-construction) financing for the Development which have not been included within the Developer fee, applying any applicable TDC multiplier and/or TDC add-on) and will be tested during the scoring of the RFA, during the credit underwriting process, and during the final allocation process, as outlined below.

These TDC Per Unit Base Limitation amounts are effective from the Application Deadline through Final Cost Certification.

#### Total Development Cost Per Unit Base Limitations

Measure	New Construction Units					Rehabilitation Units	
	Garden Wood*	Garden Concrete*	Mid-Rise-Wood*	Mid-Rise-Concrete*	High-Rise*	Garden*	Non-Garden*
Maximum TDC Per Unit Limitation** for Monroe County	\$183,300	\$220,400	\$220,400	\$243,000	\$295,800	\$154,100	\$217,100
Maximum TDC Per Unit Limitation** for Miami-Dade County	\$197,300	\$236,200	\$236,200	\$259,800	\$315,200	\$166,600	\$232,700
Applicable TDC Add-On (to be added to the Maximum TDC Per Unit Limitation)							
TDC Add-On for Applicants that have a PHA as a Principal				\$5,000 of additional per unit costs will be added to the above Maximum TDC Per Unit Limitation			
TDC Multiplier for Florida Keys Area for all areas north of Plantation Key (i.e., north of Tavernier Creek)				65%			
TDC Multiplier for Florida Keys Area for all areas located on or south of Plantation Key (i.e., south of Tavernier Creek)				50%***			

\* Garden includes all Development Types other than Mid-Rise and High-Rise; Non-Garden includes Development Types of Mid-Rise with Elevator (4 stories, 5 stories, or 6 stories) and High-Rise (7 or more stories); Mid-Rise includes Development Types of Mid-Rise with Elevator (4 stories, 5 stories, or 6 stories); and High-Rise includes Development Type of High Rise (7 or more stories)

\*\* Exclusive of land costs and exclusive of any approved operating deficit reserves that are part of the permanent phase (i.e., non-construction) financing for the Development which have not been included within the Developer fee. When the term of operating deficit reserves (ODR) is mentioned in this TDC Per Unit Limitation section, the term shall refer to these particular operating deficit reserves. For purposes of land valuation, the Corporation uses the lesser of the appraised value, or the actual land cost. When land costs are referenced in this TDC Per Unit Limitation section, the reference shall be limited to the



amount of the land cost approved by the Corporation to be provided in the final cost certification under the land owned cost line item. When the term of TDC Per Unit Base Limitation is mentioned below in the compliance determination sections, it is implied to be inclusive of any applicable escalation factor, TDC Multiplier, and/or TDC Add-On.

\*\*\* If the proposed Development consists of Scattered Sites, the 50% TDC Multiplier applies only if all of the sites are located south of Tavernier Creek.

- a. Any Application that has an amount that exceeds these limitations will not be eligible to be considered for funding.
- b. Any Applicant that has the Credit Underwriter present a credit underwriting report with an amount that exceeds these limitations by more than 5 percent, after taking into consideration an escalation factor for construction costs rising after the Application Deadline of (i) 1.8 percent for any Development that is located within Monroe County or (ii) 2.4 percent for any Development that is located within Miami-Dade County, and incorporating any applicable TDC reduction and adjustments processes provided below will receive a negative recommendation by the Credit Underwriter.

Any Applicant that has the Credit Underwriter present a credit underwriting report with an amount that exceeds these limitations, after taking into consideration the applicable escalation factor outlined above, will require staff to review the credit underwriting report for compliance to the TDC reduction and adjustment procedure provided below:

- (1) The Developer fee will be limited to the maximum allowable within the TDC Per Unit Base Limitation, in all instances. A Developer fee can be earned on qualifying TDC exclusive of land and operating deficit reserves up to the TDC Per Unit Base Limitation, but it cannot be earned on costs in excess of said limitation. If the Development costs exceed the amount allowed by the TDC Per Unit Base Limitation, then the maximum allowable Developer fee will be adjusted as outlined below. The maximum allowable Developer fee can be determined by multiplying the applicable TDC Per Unit Base Limitation with respect to the Development as provided in this RFA, by the number of total units in the Development. Second, divide this product by 1.16\* and then multiply the result by 16 percent\*. This will yield the maximum allowable Developer fee within the TDC Per Unit Base Limitation.

Prior to determining any necessary adjustment, if the Developer fee initially stated by the Applicant or Credit Underwriter is in excess of the maximum allowable Developer fee as provided in (1) above, the stated Developer fee will be reduced to said maximum allowable Developer fee, and the TDC will be equally reduced to incorporate the cost reduction.

- (2) Subsequent to reducing the stated Developer fee to the maximum allowable amount provided above, additional adjustments may be necessary if the TDC Per Unit Base Limitation remains exceeded. An adjustment to the maximum allowable Developer fee shall be determined by reducing the maximum allowable Developer fee, as determined in (1) above, dollar-for-dollar, for any costs in excess of the amount allowed by the TDC Per Unit Base Limitation, up to the lesser of (a) the actual amount of costs in excess of the amount allowed by the TDC Per Unit Base Limitation, (b) \$500,000, or (c) 25 percent of the maximum allowable Developer fee. If the stated Developer fee, inclusive of any necessary adjustments incorporated above, exceeds the maximum allowable Developer fee as adjusted herein, the stated Developer fee, inclusive of any necessary adjustments incorporated above shall be

further adjusted to not exceed the new maximum allowable Developer fee, and the Development's TDC will be equally reduced to incorporate the cost reduction. If after following this Developer fee limitation process, the Development's TDC exclusive of land costs and operating deficit reserves is reduced to be within the amount allowed by the TDC Per Unit Base Limitation, then the Developer fee adjustment calculation is complete. If the Development's TDC exclusive of land costs and operating deficit reserves remains above the amount allowed by the TDC Per Unit Base Limitation, then there is an additional Developer fee adjustment, as outlined in (3) below.

- (3) An additional Developer fee adjustment will be initiated to further reduce the allowable Developer fee in the event the Development's TDC exclusive of land costs and operating deficit reserves (as adjusted above) exceeds the TDC Per Unit Base Limitation. The reduction will be determined by deriving a percentage amount that the Development's TDC exclusive of land costs and operating deficit reserves (as adjusted above) exceeds the TDC Per Unit Base Limitation, and multiplying this excess percentage by the amount of the adjusted Developer fee, resulting in a product that is the additional adjustment to the Developer fee. For instance, if the Development's adjusted TDC exclusive of land costs and operating deficit reserves exceeds the limitation by 4 percent, then the allowable Developer fee is further reduced by 4 percent. Once this step is complete, there is no further Developer fee adjustment or corresponding cost savings to be incorporated into the Development's TDC for this process.

It is at this point that the Development's adjusted TDC exclusive of land costs and operating deficit reserves are compared to the TDC Per Unit Base Limitation, and if the TDC Per Unit Base Limitation is exceeded by more than 5% (as presented in the opening paragraph of 3.b above), the credit underwriting report shall be presented with a negative recommendation by the Credit Underwriter.

As a note, if the Developer fee in the credit underwriting report is already at or below this allowable Developer fee, then there is no additional adjustment to be incorporated into the Developer fee. This also means there are no corresponding cost savings to reduce the Development's TDC since all TDC cost reductions stemming from this process are coming from reducing the Developer fee. If the Developer fee in the credit underwriting report needs to be reduced to incorporate any adjustment as provided above, then as the Developer fee is reduced, so is the Development's TDC in order to incorporate the reduced Developer fee cost.

For example:

A 50-unit Development with a Development Category of new construction and a Development Type of Garden-Concrete reports a TDC of \$18,050,000, inclusive of a stated Developer fee of \$2,489,000, but exclusive of land costs and all operating deficit reserves at time of credit underwriting, and also prior to any adjustment:

**Calculate TDC Limitation for the Development and Maximum Allowable Developer fee**

- 1.(a) TDC Per Unit Base Limitation, inclusive of any applicable escalation factor (1.8%), any applicable TDC Multiplier (65%), and any applicable TDC Add-On

(\$0):  $(\$220,400 \text{ Per Unit} + \$0 \text{ TDC Add-On}) \times (1 + 1.8\%) / 65\% \text{ TDC Multiplier} = \$345,180 \text{ Per Unit.}$

- 1.(b) Determine TDC Limitation for the Development:  $\$345,180 \text{ Per Unit} \times 50 \text{ units} = \$17,259,015.$
- 1.(c) Implied maximum Development Cost per the limitation:  $\$17,259,015 \div 1.16 = \$14,878,462.$
- 1.(d) Determine maximum allowable Developer fee within the limitation (prior to any Developer fee adjustment):  $\$14,878,462 \times 16\% = \$2,380,553.$

**First Developer fee/TDC adjustment Calculation Methodology (If necessary)**

- 2.(a)(i) Is the stated Developer fee of \$2,489,000 greater than the maximum allowable of \$2,380,553?  $\$2,489,000 > \$2,380,553.$
- 2.(a)(ii) If the response to 2.(a)(i) is yes, then determine the excess:  $\$2,489,000 - \$2,380,553 = \$108,447$  (excess Developer fee and excess TDC).
- 2.(b) Reduce the stated Developer fee to the lesser of either the maximum allowable (\$2,380,553) or the stated fee (\$2,489,000) and reduce the stated TDC by an equal amount:  $\$2,489,000 - \$108,447 = \$2,380,553$ ;  $\$18,050,000 - \$108,447 = \$17,941,553.$
- 2.(c) If the response to 2.(a)(i) is no or once the adjustment of 2.(b) has been completed, then determine if the TDC remains in excess of the limitation and if so, the amount of the excess:  $\$17,941,553 - \$17,259,015 = \$682,538.$
- 2.(d) Determine the lesser of either (i) \$500,000, (ii) 25 percent of the maximum allowable Developer fee ( $25\% \times \$2,380,553 = \$595,138$ ), or (iii) 100% of the excess TDC (\$682,538):  $\$500,000 < \$595,138 < \$682,538.$
- 2.(e) Apply the least amount of the three options in 2(d) above to determine the maximum allowable Developer fee, subject to this adjustment:  $\$2,380,553 - \$500,000 = \$1,880,553.$
- 2.(f) TDC reduction due to Developer fee adjustment:  $\$17,941,553 - \$500,000 = \$17,441,553.$

(As a note, this TDC is still greater than the TDC Per Unit Base Limitation and, therefore, an additional Developer fee adjustment will need to be calculated.)

**Second Developer fee/TDC adjustment Calculation Methodology (If necessary)**

- 3.(a) Determine the percentage the TDC without land costs and operating deficit reserves (as adjusted above for first adjustment) that exceeds the amount allowed by the TDC Per Unit Base Limitation: Amount of excess TDC =  $\$17,441,553 - \$17,259,015 = \$182,538$ ; Excess TDC as a percentage of TDC Limitation =  $\$182,538 \div \$17,259,015 = 1.06\%.$
- 3.(b) Determine the additional adjustment:  $1.06\% \times \$1,880,553 = \$19,890.$

- 3.(c) Determine the final maximum Developer fee, after adjustments, at time of credit underwriting:  $\$1,880,553 - \$19,890 = \$1,860,663$ .
  - 3.(d) Determine the final adjusted TDC at time of credit underwriting:  $\$17,441,553 - \$19,890 = \$17,421,663$ .
  - 3.(e) Verify the status of the 5% variance test:  $(\$17,421,663 - \$17,259,015) / \$17,259,015 = 0.94\%$ , which falls within the criteria of being less than or equal to 5% above of the amount allowed by the TDC Per Unit Base Limitation.
- c. Any Applicant that presents a Final Cost Certification Application Package (FCCAP) that has amounts that exceed the TDC Per Unit Base Limitation, subject to an escalation factor of (i) 1.8 percent for any Development that is located within Monroe County or (ii) 2.4 percent for any Development that is located within Miami-Dade County, will require staff to review the FCCAP for compliance to the procedure provided in (1), (2) and (3) below if the Development did not have its Developer fee adjusted at credit underwriting as provided in 3.b. above, either voluntarily or by the credit underwriter in order to get the Development's TDC exclusive of land and operating deficit reserves to be in compliance with the TDC Per Unit Base Limitation requirements.

- (1) The Developer fee will be limited to the maximum allowable within the TDC Per Unit Base Limitation, in all instances. A Developer fee can be earned on qualifying TDC exclusive of land costs and operating deficit reserves up to the TDC Per Unit Base Limitation, but it cannot be earned on costs in excess of said limitation. If the Development costs exceed the amount allowed by the TDC Per Unit Base Limitation, then the maximum allowable Developer fee will be adjusted as outlined below. The maximum allowable Developer fee can be determined by multiplying the applicable TDC Per Unit Base Limitation with respect to the Development as provided in this RFA, by the number of total units in the Development. Second, divide this product by 1.16\* and then multiply the result by 16 percent\*. This will yield the maximum allowable Developer fee within the TDC Per Unit Base Limitation.

Prior to determining any necessary adjustment, if the Developer fee initially stated by the FCCAP is in excess of the maximum allowable Developer fee as provided in c.(1) above, the Developer fee will be reduced to said maximum allowable Developer fee, and the Development's TDC will be equally reduced to incorporate the cost reduction.

- (2) Subsequent to reducing the Developer fee to the maximum allowable amount, additional adjustments may be necessary if the TDC Per Unit Base Limitation remains exceeded. An adjustment shall be determined by reducing the maximum allowable Developer fee as determined in c.(1) above, dollar-for-dollar, for any costs in excess of the amount allowed by the TDC Per Unit Base Limitation, up to the lesser of (a) the actual amount of costs in excess of the amount allowed by the TDC Per Unit Base Limitation, (b) \$250,000, or (c) 10 percent of the maximum allowable Developer fee. If the stated Developer fee, inclusive of any necessary adjustments incorporated above, exceeds the maximum allowable Developer fee as adjusted herein, the stated Developer fee, inclusive of any necessary adjustments incorporated above, shall be further adjusted to not exceed the new maximum allowable Developer fee, and the Development's TDC will be equally reduced to incorporate the cost reduction. If, after following this Developer fee limitation process, the

Development's TDC exclusive of land costs and operating deficit reserves is reduced to be within the amount allowed by the TDC Per Unit Base Limitation, then the Developer fee adjustment calculation is complete. If the Development's TDC exclusive of land costs and operating deficit reserves remains above the amount allowed by the TDC Per Unit Base Limitation, then there is an additional Developer fee adjustment, as outlined in (3) below.

- (3) An additional Developer fee adjustment will be initiated to further reduce the allowable Developer fee in the event the Development's TDC exclusive of land costs and operating deficit reserves (as adjusted above) exceeds the TDC Per Unit Base Limitation. The reduction will be determined by deriving a percentage amount that the Development's TDC exclusive of land costs and operating deficit reserves (as adjusted above) exceeds the amount allowed by the TDC Per Unit Base Limitation, and multiplying this excess percentage by the amount of the adjusted Developer fee, resulting in a product that is the additional adjustment to the Developer fee. For instance, if the Development's adjusted TDC exclusive of land costs and operating deficit reserves exceeds the limitation, by 4 percent, then the allowable Developer fee is further reduced by 4 percent. Once this step is complete, there is no further Developer fee adjustment or corresponding cost savings to be incorporated into the Development's TDC as a result of this process.

If the Development *already had* its Developer fee adjusted at credit underwriting as provided in 3.b. above, either voluntarily or by the credit underwriter in order to get the Development's TDC exclusive of land and operating deficit reserves to be in compliance with the TDC Per Unit Base Limitation requirements, but the Development's TDC without land and operating deficit reserves in the FCCAP *is now less than* the Development's TDC without land costs and operating deficit reserves provided in the credit underwriting report, then the Developer fee will be re-evaluated based on the procedure provided in 3.b. above, just as if it were going through the credit underwriting report process again.

If the Development *already had* its Developer fee adjusted at credit underwriting as provided in 3.b. above, either voluntarily or by the credit underwriter in order to get the Development's TDC exclusive of land and operating deficit reserves to be in compliance with the TDC Per Unit Base Limitation requirements, and the Development's TDC without land and operating deficit reserves in the FCCAP *exceeds* the Development's TDC without land costs and operating deficit reserves provided in the credit underwriting report, then the Developer fee will have an additional adjustment to be incorporated as provided in (4) below.

- (4) For those Developments that have already had its Developer fee adjusted at credit underwriting as provided in 3.b. above and whose TDC without land costs and operating deficit reserves in the FCCAP exceeds the Development's TDC without land costs and operating deficit reserves provided in the credit underwriting report, the allowable Developer fee will incorporate an additional adjustment. This additional Developer fee adjustment will be the lesser of (a) the difference between the amount of the Development's TDC exclusive of land costs and operating deficit reserves as reported in the FCCAP that is in excess of the Development's TDC exclusive of land costs and operating deficit reserves provided in the credit underwriting report, (b) \$250,000, or (c) 10 percent of the allowable Developer fee reported in the credit underwriting report. If the Developer fee in the FCCAP is

already equal to or less than the allowable Developer fee as determined with the incorporation of this additional Developer fee adjustment, then neither the Developer fee nor the Development's TDC is further reduced.

For example:

Assuming the Development in the example provided in 3.b. above provides an FCCAP with the Development's TDC exclusive of land costs and operating deficit reserves of \$225,000 higher than the Development's TDC exclusive of land costs and operating deficit reserves provided in the credit underwriting report, but the Developer fee is the same as provided in the credit underwriting report of \$1,860,663. The additional Developer fee adjustment will be the lesser of (a) \$225,000 (the new excess costs), (b) \$250,000 (the maximum dollar limit of this additional Developer fee adjustment), or (c) \$186,066 (10% of the allowable Developer fee reported in the credit underwriting report).

Since option (c) is the least amount of the three options, the allowable Developer fee and the Development's TDC will both be lowered by \$186,066. The allowable Developer fee will be \$1,674,597. The Development's TDC exclusive of land costs and operating deficit reserves in the FCCAP would be adjusted to \$17,460,597 (\$17,421,663 from the credit underwriting report plus \$225,000 of new additional costs less \$186,066 for the reduction in allowable Developer fee).

As a note, if the Developer fee in the FCCAP is already at or below this allowable Developer fee, then there is no additional adjustment to be incorporated into the Developer fee. This also means there are no corresponding costs savings to reduce the Development's TDC since all TDC cost reductions stemming from this process are coming from reducing the Developer fee. If the Developer fee in the FCCAP needs to be reduced to incorporate any adjustments provided above, then as the Developer fee is reduced, so is the Development's TDC in order to incorporate the reduced Developer fee cost.

\* These figures represent the applicable Developer fee percentage for the Development (18% for Tax-Exempt Bond transactions in Miami-Dade County, or 16% for 9% HC transactions in Monroe County) and one plus the applicable Developer fee percentage for the Development (1+18%, or 1+16%).

#### **4. Florida Job Creation Funding Preference:**

Each Application will be measured to determine whether it qualifies for the Florida Job Creation Funding Preference. To determine eligibility for the preference, the Corporation will calculate the Application's Florida Job Creation score, which will reflect the number of Florida jobs per \$1 million of Corporation funding. To qualify for the Florida Job Creation Funding Preference in Section Four B of the RFA, all Applications in Miami-Dade County must earn a Florida Job Creation score equal to or greater than 25, while all Applications in Monroe County must earn a Florida Job Creation score equal to or greater than 7.

Determination of the Florida Job Creation score will be based on the following information:

- The number of new construction and/or rehabilitation units committed to by the Applicant (as stated by the Applicant at question 5.e. of Exhibit A of the RFA);
- The applicable Florida job creation rate for the type of units:
  - Rate of 3.811 Florida Jobs per Unit for proposed new construction units;

- Rate of 1.916 Florida Jobs per Unit for proposed rehabilitation units;
- The Total Eligible SAIL Request Amount (Workforce SAIL plus any Additional SAIL), and
- The Eligible 9% HC Request Amount, if applicable.

The score for the Florida Rate of Job Creation per \$1 million of Corporation funding will be measured using one of the following calculations:

- a. Developments consisting of only new construction units:

Number of new construction units x 3.811 Florida Jobs per Unit x 1,000,000 / (the Total Eligible SAIL Request Amount + 10.5 x Eligible 9% HC Request Amount) = Florida Jobs per \$1 million of Corporation funding.

Example A:

Application A in Miami-Dade County consists of 85 new construction units and has a Total Eligible SAIL Request Amount of \$5,200,000.

$$85 \times 3.811 \times 1,000,000 / 5,200,000 = \text{Florida Job Creation score of } 62.30.$$

Example B:

Application B in Monroe County consists of 50 new construction units and has a Total Eligible SAIL Request Amount of \$4,900,000 and an Eligible 9% HC Request Amount of \$900,000.

$$50 \times 3.811 \times 1,000,000 / (4,900,000 + 10.5 \times 900,000) = \text{Florida Job Creation score of } 13.28.$$

- b. Developments consisting of both new construction units and rehabilitation units:

(Number of new construction units x 3.811 Florida Jobs per Unit + number of rehabilitation units x 1.916 Florida Jobs per Unit) x 1,000,000 / (the Total Eligible SAIL Request Amount + 10.5 x Eligible 9% HC Request Amount) = Florida Jobs per \$1 million of Corporation funding.

Example C:

Application C in Miami-Dade County consists of 45 new construction units and 40 rehabilitation units and has a Total Eligible SAIL Request Amount of \$5,200,000.

$$[(45 \times 3.811) + (40 \times 1.916)] \times 1,000,000 / 5,200,000 = \text{Florida Job Creation score of } 47.72.$$

Example D:

Application D in Monroe County consists of 30 new construction units and 20 rehabilitation units and has a Total Eligible SAIL Request Amount of \$4,900,000 and an Eligible 9% HC Request Amount of \$900,000.

$$[(30 \times 3.811) + (20 \times 1.916)] \times 1,000,000 / (4,900,000 + 10.5 \times 900,000) = \text{Florida Job Creation score of } 10.64.$$

In above examples, all Applications will qualify for the Job Creation Funding Preference because each has a Florida Job Creation score that is at least 25 for Miami-Dade County Applicants or 7 for Monroe County Applicants.

**5. SAIL Leveraging:**

Total Eligible SAIL Request Amount Per Set-Aside Unit:

For this RFA, 100 percent of the units are considered to be set-aside units. The Application with the lower amount of total SAIL funds per set-aside unit will receive preference. This amount will be calculated by dividing the Applicant's Total Eligible SAIL Request Amount(s) (i.e., Workforce SAIL Request Amount plus, if applicable, Additional SAIL Request Amount) by the total number of set-aside units (i.e., the total number of units in the proposed Development). If the Applicant's SAIL Request Amount(s) at question 11.a.(1)(a) and/or question 11.a.(1)(b) of Exhibit A is/are adjusted by the Corporation during the scoring process, the adjusted amount will be used for this calculation.

The following will be excluded from the above leveraging calculation: the Applicant's request amount(s) for HC (9% HC or 4% HC) and MMRB, if applicable.

**6. Fees:**

The Corporation and, if applicable, the Credit Underwriter shall collect via check or money order from the Applicant the following fees and charges in conjunction with this RFA. Failure to pay any fee shall cause the funding awarded to be withdrawn as outlined in the credit underwriting and program requirements set out in Rule Chapter 67-48, F.A.C., and, if applicable, Rule Chapter 67-21, F.A.C.

a. Application Fee:

All Applicants requesting funding in this RFA shall submit to the Corporation as a part of the Application submission a non-refundable Application fee of \$3,000.00.

b. TEFRA Fee:

Within seven (7) Calendar Days of the date of the invitation to enter credit underwriting, Applicants awarded Corporation-issued MMRB shall submit to the Corporation a non-refundable TEFRA fee of \$1,000, as outlined in Item 8.b.(1) of Exhibit C.

c. Credit Underwriting Fees:

The following fees are not the fees that will be charged, but are listed below for estimation purposes of completing your pro-forma in the Application. The actual fees will be determined based on the current contract, including any addendum, for services between the Corporation and the Credit Underwriter(s) in effect at the time underwriting begins.

(1) Initial fee:



<b>Programs</b>	<b>Primary Program Fee</b>		<b>Multiple Program Fees</b>	<b>Total</b>
SAIL and HC:  - Monroe County – Workforce SAIL, Additional SAIL and 9% HC	\$12,995 – Workforce SAIL	+	\$4,161 – Additional SAIL + \$4,161 – HC	\$21,317
SAIL and HC:  - Monroe County – Workforce SAIL and 9% HC (without Additional SAIL) or - Miami-Dade County – Workforce SAIL and 4% HC to be used with County HFA-issued Tax- Exempt Bonds	\$12,995 – Workforce SAIL	+	\$4,161 – HC	\$17,156
SAIL, MMRB and HC:  - Miami-Dade County – Workforce SAIL, Corporation-issued Tax- Exempt Bonds (MMRB), and 4% HC	\$13,970 – MMRB	+	\$4,161 – Workforce SAIL + \$4,161 – HC	\$22,292

(2) MMRB Subsidy Layering Review:

(a) If previously underwritten ..... \$2,294

(b) If not previously underwritten ..... \$4,030

(3) Re-underwriting fee: \$170 per hour, not to exceed \$7,536

If the Development involves Scattered Sites of units within a single market area, a single credit underwriting fee shall be charged. Any Development requiring further analysis by the Credit Underwriter pursuant to Rule Chapter 67-48, F.A.C., Rule Chapter 67-21, F.A.C., and/or Section 42(m)(2) of the IRC will be subject to a fee based on an hourly fee of \$170. All credit underwriting fees shall be paid by the Applicant prior to the performance of the analysis by the Credit Underwriter.

(4) Extraordinary Services fee: \$170 per hour

d. HC Administrative Fees:

With respect to the HC Program, each for-profit Applicant shall submit to the Corporation a non-refundable administrative fee in the amount of 9 percent of the annual Housing Credit Allocation amount stated in the Preliminary Allocation (for 9% HC) or the Preliminary Determination (for 4% HC). The administrative fee shall be 5.5 percent of the stated annual Housing Credit Allocation for Non-Profit Applicants. The administrative fee must be received by the Corporation as stated in the Preliminary Allocation or the Preliminary Determination. In the event the Final Housing Credit Allocation amount of 4% HC exceeds the annual Housing Credit Allocation amount stated in the Preliminary Determination, the Applicant is responsible for paying the applicable administrative fee on the excess amount before IRS Forms 8609 are issued for the Development.

e. Compliance Monitoring Fees:

The following fees are not the fees that will be charged, but are listed below for estimation purposes of completing the pro-forma in the Application. The actual fees will be determined based on the current contract, including any addendum, for services between the Corporation and the Compliance Monitor(s).

(1) HC Pre-Final Allocation Fee for Developments Located in Monroe County only:

Pre-final allocation compliance monitoring fee comprised of a base fee of \$1,896 + an additional fee per set-aside unit of \$9.71, subject to a minimum of \$2,976, to be collected as stated in the Preliminary Housing Credit Allocation or Carryover Allocation Agreement.

(2) Initial fee for all Developments:

<b>Programs</b>	<b>Primary Program Fee</b>		<b>Multiple Program Fees</b>
SAIL, Corporation-issued MMRB and 4% HC (for Miami-Dade County)	MMRB and HC:  A total annual fee comprised of a base fee of \$158 per month + an additional fee per set-aside unit of \$9.71 per year, subject to a minimum of \$248 per month, and subject to an automatic annual increase of 3 percent of the prior year's fee.	+	\$885 – Workforce SAIL
SAIL and HC  (9% HC for Monroe County only or 4% HC to be used with County HFA-issued Tax-Exempt Bonds for Miami-Dade County)	HC:  A total annual fee comprised of a base fee of \$158 per month + an additional fee per set-aside unit of \$9.71 per year, subject to a minimum of \$248 per month, and subject to an automatic annual increase of 3 percent of the prior year's fee. Since fees for the full Housing Credit Extended Use Period will be collected at final allocation, the fee amount is discounted at a rate of 2 percent.	+	\$885 – Workforce SAIL  +, if applicable for Monroe County  \$885 – Additional SAIL

(3) Follow-up Reviews/Extraordinary Services fee: \$170 per hour

f. Commitment Fees:

With respect to the SAIL Program, each Applicant to which a firm commitment is granted shall submit to the Corporation a non-refundable commitment fee of 1 percent of each SAIL loan amount upon acceptance of the firm commitment.

- (1) Non-Profit sponsors who provide a certification indicating that funds will not be available prior to closing shall be permitted to pay the commitment fee at closing.
- (2) All Applicants shall remit the commitment fee payable to the Florida Housing Finance Corporation.

g. Loan Closing Extension Fees:

In the event the SAIL loan(s) does not close within the prescribed timeframes, extension fees will be assessed. SAIL loans for proposed Developments located in Monroe County must close within the timeframes outlined in Section Four A. 11.a.(1)(d) of the RFA. SAIL loans for proposed Developments located in Miami-Dade County must close within the timeframes outlined in subsection 67-48.0072(26), F.A.C. For all SAIL loans, a request for an extension of the deadline for closing the loan(s) may be considered by the Board for an extension term of up to 90 Calendar Days. The Corporation shall charge an

extension fee of 1 percent of each Corporation loan amount if the Board approves the request to extend the loan closing(s).

h. Loan Servicing Fees:

The following fees are not the fees that will be charged, but are listed below for estimation purposes of completing your pro-forma in the Application. The actual fees will be based on the current contract, including any addendum, for services between the Corporation and the Servicer(s).

(1) Construction Loan Servicing Fees:

The SAIL loan(s) and, if applicable, the MMRB Loan, each have a Construction Loan Servicing Fee(s) to be paid as indicated. The following fees are listed for estimation purposes only; the actual fees will be determined based on the current contract, including any addendum, for services between the Corporation and Servicer(s) in effect at the time of loan closing.

- \$170 per hour for an in-house review of a draw request, up to a maximum of \$2,080 per draw
- \$170 per hour for on-site inspection fees, up to a maximum of \$1,691 per draw
- \$170 per hour for extraordinary services

(2) Permanent Loan Servicing Fees:

(a) Each SAIL loan has a Permanent Loan Servicing Fee to be paid annually. The following fee is listed for estimation purposes only; the actual fees will be determined based on the current contract, including any addendum, for services between the Corporation and Servicer(s) in effect at the time of loan closing.

- Annual fee of 25 bps of the outstanding loan amount, with a minimum monthly fee of \$204 and a maximum monthly fee of \$810, and an hourly fee of \$170 for extraordinary services.

(b) MMRB loans have a Permanent Loan Servicing Fee to be paid annually. The following fee is listed for estimation purposes only; the actual fees will be determined based on the current contract, including any addendum, for services between the Corporation and Servicer(s) in effect at the time of loan closing.

- 2.3 bps of the outstanding bond balance annually, subject to a minimum monthly fee of \$204, and an hourly fee of \$170 for extraordinary services.

Additional legal, cost of issuance, bond underwriting, credit enhancement, liquidity facility and servicing fees associated with the financing shall also be paid by the Applicant.

i. Additional SAIL Loan Fees:

SAIL Applicants will be responsible for all fees associated with the Corporation's legal counsel related to the SAIL Program based on the current contract for services between the Corporation and the legal counsel.

j. Additional MMRB Fees:

- (1) Refundable Good Faith Deposit and Cost of Issuance Fees, as outlined in Item 8.a. of Exhibit C of the RFA.
- (2) Non-refundable TEFRA, HUD Risk Sharing and Credit Underwriting and Appraisal fees, as outlined in Item 8.b. of Exhibit C.
- (3) Short-Term Bond Redemption and Ongoing Fees:

The following fees may not be the fees that will be charged, but are listed below for estimation purposes of completing your pro-forma in the Application. The actual fees will be based on the current contracts, including any addendum, for services between the Corporation and the professionals involved, as well as on the loan commitment signed by the Applicant and the Corporation.

(a) Short-Term Bond Redemption Fees:

<b>Bond Amount</b>	<b>≤ 18-Month</b>	<b>18+ to 24-Month</b>	<b>24+ to 36-Month</b>
Up to \$15 million	33 bps	25 bps	18 bps
Over \$15 million, up to \$20 million	32 bps	24 bps	17 bps
Over \$20 million, up to \$25 million	31 bps	23 bps	16 bps
Over \$25 million, up to \$30 million	30 bps	22 bps	15 bps
Over \$30 million, up to \$40 million	29 bps	21 bps	14 bps
Above \$40 million	28 bps	20 bps	13 bps

Note: The minimum Short-Term Bond Redemption Fee is \$25,000.

(b) Ongoing Fees:

Program Administration Fee will be an annual fee of 24 basis points based on the amount of bonds outstanding, but not less than \$10,000 per annum.

Note: The ongoing Program Administration Fee does not include compliance monitoring fees, loan servicing fees, and trustee fees.

k. Additional HC Fees:

Applicants shall be responsible for all processing fees related to the HC Program.

l. Development Cost Pro Forma:

All fees set forth above with respect to the SAIL loan amount(s) are part of Development Cost and can be included in the Development Cost Pro Forma and paid with loan proceeds.

m. Assumption/Renegotiation Fees:

For all loans, excluding MMRB, where the Applicant is requesting a sale and/or transfer and assumption of the loan, the borrower or purchaser shall submit to the Corporation a non-refundable assumption fee of one-tenth of one percent of the loan amount.

For all loans, excluding MMRB, where the Applicant is requesting a renegotiation of the loan, the borrower shall submit to the Corporation a non-refundable renegotiation fee of one-half of one percent of the loan amount.

For all loans, excluding MMRB, where the Applicant is requesting an extension of the loan term, the borrower shall submit to the Corporation a non-refundable extension fee of one-tenth of one percent of the loan amount. If the extension is associated with a renegotiation of the loan, then only the renegotiation fee will be charged.

**7. Additional Requirements:**

a. Eligible Reserve for Replacement Items:

The replacement reserve funds required by subsections 67-48.0072(13), 67-21.026(11), and, if applicable, 67-21.014(2), F.A.C., are not to be used by the Applicant for normal maintenance and repairs, but shall be used for structural building repairs, major building systems replacements and other items included on the Eligible Reserve for Replacement Items list, effective October 15, 2010. The list is available on the Corporation's Website <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2016-112/OtherInformation/> (also accessible by clicking [here](#)).

b. Final Cost Certification Application Package (Form FCCAP):

In accordance with subsection 67-48.023, F.A.C., or subsection 67-21.027(6), F.A.C., as applicable, the Final Cost Certification Application Package (Form FCCAP), Rev. August 2016, shall be used by an Applicant to itemize all expenses incurred in association with construction of a Housing Credit Development, including Developer and General Contractor fees as described in Rule 67-48.0072, F.A.C., or Rule 67-21.026, F.A.C., as applicable, and shall be submitted to the Corporation by the earlier of the following two (2) dates:

- (1) The date that is 75 Calendar Days after all the buildings in the Development have been placed in service, or
- (2) The date that is 30 Calendar Days before the end of the calendar year for which the Final Housing Credit Allocation is requested.

The Corporation may grant extensions for good cause upon written request.

The FCCAP shall be completed, executed and submitted to the Corporation in both hard copy format and electronic files of the Microsoft Excel spreadsheets for the HC Development Final Cost Certification (DFCC) and the General Contractor Cost Certification (GCCC) included in the form package, along with the executed Extended Use Agreement and appropriate recording fees, IRS Tax Information Authorization Form 8821 for all Financial Beneficiaries and all natural person Principals disclosed on the Principals of the Applicant and

Developer(s) Disclosure Form, a copy of the syndication agreement disclosing the rate and all terms, the required certified public accountant opinion letter for both the DFCC and GCCC, an unqualified audit report prepared by an independent certified public accountant for both the DFCC and GCCC, photographs of the completed Development, the monitoring fee, and documentation of the placed-in-service date as specified in the Form FCCAP instructions. The Final Housing Credit Allocation will not be issued until such time as all required items are received and processed by the Corporation. Form FCCAP, Rev. August 2016, is available on the Corporation's Website <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2016-112/RelatedForms/> (also accessible by clicking [here](#)).

c. Financial Reporting Form SR-1:

Pursuant to paragraph 67-48.010(8)(a), F.A.C., by the date that is 151 Calendar Days after the Applicant's fiscal year end of each year of the SAIL loan term, the Applicant shall provide the Corporation's servicer with a certification detailing the information needed to determine the annual payment to be made. The Applicant shall complete and execute the annual reporting form, Financial Reporting Form SR-1, Rev. 05-14, which is available on the Corporation's Website <http://www.floridahousing.org/PropertyOwnersAndManagers/Forms/> (also accessible by clicking [here](#)), and shall submit the form to the Corporation's servicer in both PDF format and in electronic form as a Microsoft Excel spreadsheet.

Following the end of the SAIL loan term, within 151 Calendar Days following the Applicant's fiscal year end, the Applicant shall continue to provide the Corporation with an audited financial statement and a fully completed and executed Financial Reporting Form SR-1, Rev. 05-14 pursuant to (i) subsection 67-21.027(8), F.A.C., with regard to the 4% HC and, if applicable, subsection 67-21.008(16), F.A.C., with regard to Corporation-issued MMRB, or (ii) subsection 67-48.023(9), F.A.C., with regard to the 9% HC. The audited financial statement and a copy of the signed Form SR-1, with Parts 1, 2, and 5 completed, shall be submitted in both PDF format and in electronic form as a Microsoft Excel spreadsheet to the Corporation at the following web address: [financial.reporting@floridahousing.org](mailto:financial.reporting@floridahousing.org) .

d. Progress Report - Form Q/M Report (for proposed Development located in Monroe County only):

Proposed Developments located in Monroe County shall be required to complete and submit to the Corporation progress reports, pursuant to Rule 67-48.028(4), F.A.C., using Form Q/M Report, effective January 2007. The form is available on the Corporation's Website <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2016-112/RelatedForms/> (also accessible by clicking [here](#)).

e. Part IIIA, Sections 401 through 408 and 410, of Fannie Mae's Multifamily Selling and Servicing Guide:

The financial statements and information provided for review (pursuant to paragraph 67-48.0072(14)(b), F.A.C., with regard to SAIL, and paragraph 67-21.014(2)(j), F.A.C., with regard to Corporation-issued MMRB, if applicable) should be in satisfactory form (inclusive of the substitution of the Multifamily Underwriting Certificate referenced in Section 407 with a similar certification meeting the same criteria) and shall be reviewed in accordance with

Part IIIA, Sections 401 through 408 and 410, of Fannie Mae's Multifamily Selling and Servicing Guide, in effect as of June 10, 2015, which is available on the Corporation's <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2016-112/OtherInformation/> (also accessible by clicking [here](#)). When referring to the Multifamily Selling and Servicing Guide, any references to "Lender" means the "Corporation-assigned Credit Underwriter" and any references to "Fannie Mae" means "Florida Housing Finance Corporation."

f. Florida Housing Finance Corporation (FHFC) Insurance Guide:

Pursuant to subsection 67-48.010(13), F.A.C., the Corporation shall require adequate insurance to be maintained on the Development, as determined by the Corporation or the Corporation's servicer, sufficient to meet the standards established in the Florida Housing Finance Corporation (FHFC) Insurance Guide, as amended from time to time. The most recently published FHFC Insurance Guide is available on the Corporation's Website <http://www.floridahousing.org/PropertyOwnersAndManagers/InsuranceGuide/> (also accessible by clicking [here](#)).

**8. Corporation-issued MMRB Fees:**

a. Refundable Good Faith Deposit and Cost of Issuance Fees

(1) Good Faith Deposit: Good faith deposit means a total deposit equal to one percent of the loan amount reflected in the loan commitment paid by the Applicant to the Corporation. The Applicant shall pay a total deposit equal to one percent of the aggregate principal amount of proposed Taxable and Tax-exempt Bonds, or \$75,000, whichever is greater, to the Corporation, which deposit may be applied toward the Cost of Issuance Fee. The maximum good faith deposit required is \$175,000. The good faith deposit is payable in one (1) installment and is due within 14 Calendar Days of the date the Board of Directors approves the Credit Underwriting Report. If the good faith deposit is exhausted, the Applicant shall be required to pay, within three (3) business days of notice, an additional deposit to ensure payment of the expenses associated with the processing of the Application, the sale of the Bonds, including document production and the securitization of the loan. The good faith deposit shall be remitted by certified check or wire transfer. In the event the MMRB Loan does not close, the unused portion of the good faith deposit shall be refunded to the Applicant. Notwithstanding the foregoing, the Applicant is responsible for all expenses incurred in preparation for loan closing. Any and all costs of the Corporation will be deducted from the good faith deposit prior to refunding any unused funds to the Applicant. In the event that additional invoices are received by the Corporation subsequent to a determination that the MMRB Loan will not close and refunding any unused funds to the Applicant, which invoices related to costs incurred prior to such determination and refunding, Applicant shall be responsible for payment of the balance due as invoiced.

(2) Cost of Issuance Fee: the Corporation shall require Applicants or participating Qualified Lending Institutions selected for participation in the program, to deliver to the Corporation, or, at the request of the Corporation, directly to the Trustee, before the date of delivery of the Bonds, a Cost of Issuance Fee in an amount determined by the Corporation to be sufficient to pay the costs and expenses relating to issuance of the Bonds, which amount shall be deposited into an account to be held by the Trustee. The Corporation shall provide the Applicant with a good faith estimate of the Cost of Issuance

Fee prior to closing. The Applicant shall pay all costs and expenses incurred by the Corporation in connection with the issuance of the Bonds, the expenditure of the MMRB Loan proceeds, and provision of Credit Enhancement, if any, even if such costs and expenses exceed the Cost of Issuance Fee. Any amounts remaining in this account at the time the balance is transferred and the account closed pursuant to the trust indenture shall be returned to the Applicant.

b. Non-refundable TEFRA, HUD Risk Sharing and Credit Underwriting and Appraisal fees

- (1) TEFRA Fee: Applicants shall submit a non-refundable TEFRA fee to the Corporation in the amount of \$1,000 within seven (7) Calendar Days of the date of the invitation to enter Credit Underwriting. This fee shall be applied to the actual cost of publishing required newspaper advertisements and Florida Administrative Register notices of TEFRA Hearings. If the actual cost of the required publishing exceeds \$1,000, Applicant shall be invoiced for the difference. If a Local Public Fact Finding Hearing is requested, the Applicant shall be responsible for payment of any fees incurred by the Corporation. If the first TEFRA approval period has expired and a second TEFRA notice and hearing are required, Applicant is responsible for all costs associated with the additional TEFRA process.
- (2) Credit Underwriting and Appraisal Fee: Applicants shall submit the required non-refundable Credit Underwriting fee to the Credit Underwriter designated by the Corporation within seven (7) Calendar Days of the date of the invitation to enter Credit Underwriting. The Credit Underwriting fee shall be determined pursuant to a contract between the Corporation and the Credit Underwriter, as outlined in Item 6.c. of Exhibit C. Applicants shall submit the required appraisal fee within seven (7) Calendar Days of being invoiced by the Credit Underwriter.
- (3) HUD Risk Sharing Fees: Applicants also using the HUD Risk Sharing Program for the Development shall be responsible for associated fees, as follows:
  - (a) Format II environmental review fee – The fee the Applicant shall pay will be determined by contract between the Corporation and the environmental professional.
  - (b) Subsidy layering review fee – The fee the Applicant shall pay will be determined by the contract between the Corporation and the Credit Underwriter, as outlined in Item 6.c. of Exhibit C.

**9. Remaining Members of Development Team and Environmental Site Assessment:**

Within 21 Calendar Days of the date of the invitation to enter credit underwriting, the following information must be provided to the Corporation:

a. Identity of the Remaining Members of the Development Team:

For purposes of this provision, the Applicant must use the certification forms (Forms Rev. 01-14) which are available on the Corporation's Website <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2016-112/RelatedForms/> (also accessible by clicking [here](#)). Note: The use of any prior version of these forms will not be acceptable to meet this requirement.



- (1) Identify any inexperienced co-Developer(s) by providing the name, address, telephone and facsimile numbers, e-mail address, and the relationship of the co-Developer to the Applicant.
- (2) Identify the General Contractor by providing the completed and executed Florida Housing Finance Corporation General Contractor or Qualifying Agent of General Contractor Certification form.
- (3) Identify the Architect by providing the completed and executed Florida Housing Finance Corporation Architect Certification form.
- (4) Identify the Attorney by providing both the completed and executed Florida Housing Finance Corporation Attorney Certification for Housing Credits form and the completed and executed Florida Housing Finance Corporation Attorney Certification for MMRB, SAIL, HOME and/or Other Gap Loans form.
- (5) Identify the Accountant by providing the completed and executed Florida Housing Finance Corporation Certification of Accountant form.

b. Environmental Site Assessment:

The Applicant must provide to the Corporation the completed and executed Florida Housing Finance Corporation Verification of Environmental Safety Phase I Environmental Site Assessment form, and, if applicable, the completed and executed Florida Housing Finance Corporation Verification of Environmental Safety Phase II Environmental Site Assessment form. Note: If a Phase II ESA is required, but has not been completed by the stated deadline, the Applicant must contact Corporation staff to request an extension for submission of the Phase II ESA form.

For purposes of this provision, the Applicant must use the Phase I and Phase II Environmental Assessment forms (Forms Rev. 11-14) which are available on the Corporation's Website <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2016-112/RelatedForms/> (also accessible by clicking [here](#)). Note: The use of any prior version of these forms will not be acceptable to meet this requirement.