

**Exhibit B to RFA 2017-106 - Applicant Certification and Acknowledgement**

1. The Applicant acknowledges and certifies that the following information will be provided by the due date outlined below, or as otherwise outlined in the Corporation letter of preliminary award. An invitation to credit underwriting will not be issued until these requirements are met.
  - a. **If Renovating Existing Units that Are Occupied by Persons with Developmental Disabilities**, within 30 Calendar Days of the date of the Corporation letter of preliminary award, the Applicant must submit:
    - (1) The Development Address;
    - (2) All site control documentation\* as stated in Part I. Item A of Exhibit D.; and
    - (3) All Ability to Proceed documentation as stated in Part I. Item B of Exhibit D\*\*. THIS PROCESS OFTEN TAKES LONGER THAN ANTICIPATED. APPLICANTS ARE STRONGLY ADVISED TO BEGIN THIS PROCESS AS EARLY AS POSSIBLE.
  - b. **If New Construction or Acquisition/Rehabilitation Developments**, within 90 Calendar Days of the date of the Corporation letter of preliminary award, the Applicant must submit:
    - (1) All site control documentation as stated in Part I. Item A of Exhibit D\*; and
    - (2) All Ability to Proceed documentation as stated in Part I. Item B of Exhibit D\*\*. THIS PROCESS OFTEN TAKES LONGER THAN ANTICIPATED. APPLICANTS ARE STRONGLY ADVISED TO BEGIN THIS PROCESS AS EARLY AS POSSIBLE.

\*As stated in Part I. Item A of Exhibit D, failure to demonstrate site control by the stated deadline shall result in the withdrawal of the Corporation letter of preliminary award.

\*\* As stated in Part I. Item B of Exhibit D, failure to demonstrate Ability to Proceed by the stated deadline shall result in the withdrawal of the Corporation letter of preliminary award, unless an extension has been approved by 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 may result in the withdrawal of the invitation to enter credit underwriting, unless an extension is approved by the Corporation.
  - a. Within seven (7) Calendar Days of the date of the invitation to enter credit underwriting, the Applicant must respond to the invitation. The Corporation will then submit the credit underwriting fee and deduct the expense from the Maximum Eligible Funding Award Amount as outlined in Section Four, A.10. of the RFA.

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- b. Within 14 Calendar Days of the date of the invitation to enter credit underwriting, Applicants shall submit IRS Tax Information Authorization Form 8821 for all Financial Beneficiaries to the Corporation.
  - c. Within two (2) months of the date of the invitation to enter credit underwriting, the Applicant must either provide a Transaction Screen Process (TSP) report in accordance with ASTM Practice E 1528 standards or Phase I Environmental Site Assessment for the entire Development site as further explained in Part I, Item C.3 of Exhibit D.
  - d. Within nine (9) months of the date of the invitation to enter credit underwriting, the credit underwriting report must be approved by the Board, unless a written extension of time has been approved by the Corporation as explained in Part I. Item C.4. of Exhibit D. In the event that the extension is granted, extension fees will be assessed as outlined in the fee section of Section Four, A.10.b.(5) of the RFA.
  - e. The grant funding must close within 12 months of the date of the invitation to enter credit underwriting. Applicants may request one (1) extension of up to 12 months as explained in Part I. Item C.5. of Exhibit D. In the event that the extension is granted, extension fees will be assessed as outlined in the fee section of Section Four, A.10.b.(5) of the RFA.
3. By submitting this RFA, the Applicant acknowledges and certifies that all requirements of the RFA and commitments made by the Applicant will be provided for the proposed Development and its Residents. Failure to do so shall result in the withdrawal of the invitation to enter credit underwriting:
- a. All requirements set forth in the RFA and all commitments made by the Applicant will be met;
  - b. The proposed Development will meet all state building codes, including the 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, including the Affirmative Fair Housing Marketing Plan; Violence Against Women Act Reauthorization Act of 2013; Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990 as implemented by 28 CFR Part 35; incorporating the most recent amendments, regulations and rules
  - c. The information set forth in Exhibit D will be provided within the timeframes prescribed by the Corporation and/or the Credit Underwriter;

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- d. The Applicant acknowledges that any funding preliminarily secured by the Applicant is conditioned upon any independent review, analysis, and verification that may be conducted by the Corporation of all information contained in the Application and/or subsequently provided, the successful completion of credit underwriting, and all necessary approvals by the Board of Directors, Corporation or other legal counsel, the Credit Underwriter, and Corporation Staff;
- e. If preliminary funding is approved, the Applicant will promptly furnish such other supporting information, documents, and fees requested or required by the Corporation or Credit Underwriter;
- f. All awardees must provide a properly completed and executed Accessibility form at the end of construction certifying that the completed Development includes the applicable accessibility, adaptability, Visitability and universal design features required by the Corporation and proposed by the Applicant;
- g. As a condition of the acceptance of funding, all awardees will be required to cooperate with the Corporation or any contractors affiliated with the Corporation in the evaluation of the effectiveness of Permanent Supportive Housing provided through this RFA. The Corporation is interested in collecting evidence to demonstrate the extent to which these Developments meet expected outcomes;
- h. All awardees may be subject to compliance monitoring visits during the affordability period;
- i. The Applicant developing Community Residential Homes shall commit to license the Community Residential Home for six (6) or fewer Residents for the entire affordability period. The Applicant shall submit a hard copy of the facility's license to the Corporation within 30 Calendar Days from the date the license is issued by the licensing agency. The Applicant shall also submit all subsequent renewal Community Residential Homes facility licenses to the Corporation with each annual Continuing Program Compliance self-certification submitted. A current license shall be available on-site for compliance monitoring visits during the affordability period;
- j. The Applicant has read all applicable Corporation rules and provisions governing this RFA and has read the instructions for completing this RFA and will abide by the applicable Florida Statutes and the credit underwriting and program provisions outlined in the RFA;
- k. When eliciting information from third parties required by this RFA and/or included in this Application, the Applicant has provided such parties' information that accurately describes the Development. The Applicant has reviewed the third party information included in this Application and, to the best of the Applicant's knowledge, the information provided by any such party is based upon, and is accurate with respect to, the Development as proposed in this Application;

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- l. The Applicant’s commitments will be included in the Restrictive Covenant and Grant Agreement and must be maintained in order for the Development to remain in compliance, unless the Board approves a change; and
- m. No more than two (2) Applications can be submitted from the same Applicant entity. The Applicant understands that if more than two (2) Applications are submitted from the same Applicant entity, all Applications submitted from that Applicant entity will be considered withdrawn, even if the Application(s) has been selected for funding and has entered into credit underwriting.
- n. The Applicant understands and agrees to cooperate with any audits conducted in accordance with the provisions set forth in Section 20.055(5), Fla. Stat.; and
- o. 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 Original Hard Copy of the Application must contain the original signature of the Applicant (blue ink is preferred). Other copies of the Application must contain photocopies of the Original Hard Copy.