

REQUEST FOR APPLICATIONS 2017-103

**RFA 2017-103 HOUSING CREDIT AND SAIL FINANCING TO DEVELOP HOUSING
IN MEDIUM AND LARGE COUNTIES FOR
HOMELESS HOUSEHOLDS AND PERSONS WITH A DISABLING CONDITION**

Issued By:

FLORIDA HOUSING FINANCE CORPORATION

Issued: March 22, 2017

Due: April 20, 2017

SECTION ONE INTRODUCTION

This Request for Applications (RFA) is open to Non-Profit Applicants proposing the development of Permanent Supportive Housing for Homeless individuals and families, that also include a portion of units for Persons with Special Needs as a result of a Disabling Condition (“Persons with a Disabling Condition”) located in the Medium and Large Counties. Non-Profit Applicant entities may consist of either 100 percent Non-Profit entities or joint ventures between Non-Profit and For-Profit entities, if the Applicant meets the definitions of Non-Profit, as defined in Rule Chapter 67-48, F.A.C.

The intent of this RFA is to help communities address the significant need for Permanent Supportive Housing for some of their most vulnerable individuals that are chronically homeless or living in more restrictive settings due to the lack of stable housing and coordinated access to appropriate community-based healthcare and supportive services. This RFA proposes to utilize Competitive Housing Credits (HC) in conjunction with State Apartment Incentive Loan (SAIL) funding.

A. Competitive HC

Florida Housing Finance Corporation (the Corporation) is required by section 420.507(48), F.S., to reserve up to 5 percent of its annual allocation of low-income housing tax credits to allocate by competitive solicitation for high-priority affordable housing developments, such as housing for Persons with a Disabling Condition and their families, in communities throughout the state.

The Corporation expects to have an estimated \$6,075,000 of Competitive Housing Credits available for award to proposed Developments under this RFA.

B. SAIL:

The Corporation expects to offer an estimated \$11,500,000 of SAIL available for award to proposed Developments under this RFA.

C. National Housing Trust Fund (NHTF)

The Corporation expects to offer an estimated \$4,146,572 in National Housing Trust Funds (NHTF) to support NHTF Units that meet the requirements outlined in Exhibit E. NHTF funding will be awarded to proposed Developments selected for funding.

The Corporation’s objective is to ensure that, to the extent possible, financing to develop housing to serve Homeless households is provided across the state. To this end, the Corporation has divided the state into four (4) regions with relatively equal Homeless populations, based on the Homeless household counts outlined in the 2016 Statewide Rental Market Study, ensuring that all counties that are part of one regional Homeless Continuum of Care are located in the same region. The Corporation’s approach is to target financing to each region over time. The regions are: the North Florida Region, the Central Florida Region, the Tampa Bay Region and the South Florida Region. This RFA includes a goal to fund at least one (1) Homeless Development in the North and South regions, with a preference to fund at least one (1) Homeless Development in a Large County and at least one (1) Homeless Development in a Medium County. The Large and Medium counties within each region are listed on the following chart. This goal and preference are further outlined in Section Five B of the RFA.

Homeless Development Regional Chart

Region	Large Counties	Medium Counties			
North Florida	Duval	Alachua Bay	Clay Escambia	Leon Okaloosa	St. Johns Santa Rosa
Central Florida	Orange	Brevard Flagler	Marion Osceola	Polk Seminole	Volusia
Tampa Bay	Hillsborough Pinellas	Citrus Hernando	Lake Manatee	Pasco Sarasota	Sumter
South Florida	Broward Miami-Dade Palm Beach	Charlotte Collier	Highlands Indian River	Lee Martin	St. Lucie

The Corporation is soliciting applications from qualified Applicants that commit to provide housing in accordance with the terms and conditions of this RFA, inclusive of Exhibits A, B, C, D, and E, 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 below, in Rule Chapters 67-48 and 67-60, F.A.C., or in applicable federal regulations.

“Best Practice”	A program, activity or strategy that has been field tested and has been shown to work effectively and produce successful outcomes and is supported by subjective and objective evaluation and research.
“Chronically Homeless”	<p>An individual that is Homeless pursuant to 420.621(5), F.S., and has: (a) a diagnosable substance abuse disorder, or (b) a serious mental illness, or (c) a developmental disability, or (d) a chronic physical illness or disability, including the co-occurrence of two or more of these conditions; and meets at least one of the following requirements:</p> <p>(e) has been continuously homeless for one (1) year, (f) has had four (4) periods of homelessness in the last three (3) years, or (g) has had a sustained stay of not less than 60 days and no more than the last two (2) years in an assisted living facility, residential care facility, nursing home, or institution due to a lack of appropriate and adequate Permanent Supportive Housing and services available in the community.</p> <p>An episode of homelessness is a separate, distinct, and sustained stay in a place not meant for human habitation, on the streets, in an emergency homeless shelter or in transitional housing.</p>

<p>“Disabling Condition”</p>	<p>A diagnosable substance abuse disorder, serious mental illness, developmental disability, or chronic physical illness or disability, or the co-occurrence of two or more of these conditions, and a determination that the condition is:</p> <p>(a) Expected to be of long-continued and indefinite duration; and</p> <p>(b) Not expected to impair the ability of the person with special needs to live independently with appropriate supports.</p>
<p>“Mobility Impairment”</p>	<p>The inability to use one or more extremities, or a lack of strength to walk, transfer, grasp, or lift objects. The use of a wheelchair, crutches, walker or other assistive devices may be needed to aid in mobility.</p>
<p>“NHTF Units”</p>	<p>For purposes of this RFA, at least eight (8) units in the proposed Development set aside at or below 22 percent AMI that serve residents who are: (a) Homeless individuals or families; and/or (b) Persons With A Disabling Condition, and/or (c) Persons with Disabling Conditions who are either (i) in institutions or community residential care, or (ii) Chronically Homeless and are assessed as vulnerable by the community’s homeless lead agency standards, and identified as high utilizers of public resources due to their homelessness. The Persons with Disabling Condition that the NHTF Unit must serve must be: (d) adult persons requiring independent living services in order to maintain housing or develop independent living skills and who have a Disabling Condition that currently impairs or is likely to impair their physical mobility; and/or (e) persons receiving benefits under the Social Security Disability Insurance (SSDI) program or the Supplemental Security Income (SSI) program or from veterans’ disability benefits; and/or (f) adult persons requiring independent living services in order to maintain housing or develop independent living skills and who have a Disabling Condition that neither currently impairs nor is likely to impair their physical mobility, such as persons with a mental illness.</p>
<p>“Permanent Supportive Housing”</p>	<p>Affordable rental housing leased to the focus households for continued occupancy with an indefinite length of stay as long as the tenant complies with lease requirements. Permanent Supportive Housing shall facilitate and promote activities of daily living, access to community-based services, and inclusion in the general community. Permanent Supportive Housing shall strive to meet the needs and preferences of the focus households.</p>
<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</p>

	<p>Underwriting and Servicing (DUS®) Lenders*; (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*; (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*; or (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*; 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, 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> <p>*These documents are available on the Corporation’s Website http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2017-103/OtherInformation/ (also accessible by clicking here).</p>
<p>“Visitability”</p>	<p>Housing designed in such a way that it can be lived in or visited by people who are Mobility Impaired. This includes the ability of people with a mobility aid to easily enter a home and move from room to room, including at least one bathroom on an accessible level.</p>

**SECTION THREE
PROCEDURES AND PROVISIONS**

A. Submission Requirements.

A complete Application for this RFA consists of the Application and Development Cost Pro Forma (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/2017-103/RelatedForms/> (also available by clicking [here](#)).

1. The Application Deadline is **11:00 a.m., Eastern Time, on April 20, 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/2017-103/> (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 (consisting of the Complete Online Submission Package) 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);
 - (b) The Applicant Certification and Acknowledgement form with an original signature (blue ink preferred); and
 - (c) The Application Withdrawal Disincentive in the form of either a \$25,000 Application Withdrawal Cash Deposit or a \$25,000 Letter of Credit, as outlined in Section Four, A.1. and Item 7 of Exhibit C of the RFA.
 - (2) The remaining three (3) printed copies of the complete Uploaded Application with all applicable attachments should be labeled “Copy.”
- 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) and 67-48.023(1), F.A.C., to determine eligibility to apply for the 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 Five B.6. 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_2017-103_Questions@floridahousing.org (also accessible by clicking [here](#)), with "Questions regarding RFA 2017-103" as the subject of the email. All inquiries are due by 5:00 p.m., Eastern Time, on April 5, 2017. 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 April 11, 2017, and will post a copy of all inquiries received, and their answers, on the Corporation's Website at <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2017-103/> (also accessible by clicking [here](#)). 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 HC requirements outlined in Rule Chapter 67-48, 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 and Development Cost Pro Forma found in Exhibit A, and Principals 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.

A. Exhibit A Items:

1. Submission Requirements:

a. **Application Withdrawal Disincentive:**

The Applicant must indicate which of the following it elects to provide in the Application labeled "Original Hard Copy:"

- (1) \$25,000 Application Withdrawal Cash Deposit, as further outlined in Item 7.a. of Exhibit C of the RFA.

Should the Applicant be eligible to receive a refund of the cash deposit, the Corporation shall make the refund check payable to the person or

entity indicated by the Applicant at question 1.a.(1) of Exhibit A. If this information is not provided in the Application, the Corporation shall make the refund check payable to the Applicant.

or

- (2) \$25,000 Letter of Credit, as further outlined in Item 7.b. of Exhibit C of the RFA.

b. Applicant Certification and Acknowledgement:

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/2017-103/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.

2. Demographic Commitment:

a. The following paragraphs (1), (2) and (3) are required of all Developments.

- (1) Applicants must commit to provide no less than 50 percent of the total units in the proposed Development to Homeless individuals or families as Permanent Supportive Housing and, as reasonably as possible, such units must be proportionately distributed throughout the entire Development.

AND

- (2) Applicants must commit to provide no less than 50 percent of the total units in the proposed Development to Persons with a Disabling Condition as Permanent Supportive Housing.

AND

- (3) No less than 20 percent of the total units set aside for Persons with Disabling Conditions that are either (i) in institutions or community residential care, or (ii) Chronically Homeless and are assessed as vulnerable by the community's homeless lead agency standards, and identified as high utilizers of public resources due to their homelessness.

Eight (8) of the total units must be NHTF Units and must serve residents who are represented in (1), (2) and/or (3) above.

A household may meet the requirements of more than one of the above Demographic commitments. Below are some examples of how Applicants may choose to meet the requirements of (1), (2) and (3):

For example, if a proposed Development consists of 100 total units:

- 50 units could be set aside for Homeless individuals or families and the remaining 50 units could be set aside for Persons with a Disabling Condition. 20 of these units (whether they were units that were set aside for Homeless individuals or families, Persons with Disabling Conditions, or some of both) could be set aside for Persons with Disabling Conditions that are either (i) in institutions or community residential care, or (ii) Chronically Homeless and are assessed as vulnerable by the community's homeless lead agency standards, and identified as high utilizers of public resources due to their homelessness.
- 50 units could be set-aside for Persons with a Disabling Condition that are Chronically Homeless and are assessed as vulnerable by the community's homeless lead agency standards, and identified as high utilizers of public resources due to their homelessness. The remaining 50 units could be set aside for other demographics.

b. For the Corporation to better understand the property proposed, Applicants must check the box or boxes at question 2.b. of Exhibit A that specify the defined Persons with a Disabling Condition population(s) that the Applicant proposes to serve:

- (1) Adult persons requiring independent living services in order to maintain housing or develop independent living skills and who have a Disabling Condition that currently impairs or is likely to impair their physical mobility; and/or
- (2) Persons receiving benefits under the Social Security Disability Insurance (SSDI) program or the Supplemental Security Income (SSI) program or from veterans' disability benefits; and/or
- (3) Adult persons requiring independent living services in order to maintain housing or develop independent living skills and who have a Disabling Condition that neither currently impairs nor is likely to impair their physical mobility, such as persons with a mental illness.

Due to the likelihood that residents of the subpopulations described in (1) and (2) above may have Mobility Impairments, Applicants that select either (1) and/or (2) above must at a minimum meet the accessibility, adaptability, universal design and visitability features requirements outlined in Section Four A.9.c.(1) of the RFA, ("Level 1 Accessibility Requirements").

Because residents of the subpopulation described in (3) above are less likely to have Mobility Impairments, Applicants that select (3) above and that do not also select (1) and/or (2) above must at a minimum meet the accessibility, adaptability, universal design and visitability features requirements outlined in Section Four A.9.c.(2) of the RFA, ("Level 2 Accessibility Requirements").

- c. The Applicant must describe the Homeless and the Persons with a Disabling Condition population(s) to be served. For example, a subpopulation might be Persons with a Disabling Condition who are chronically homeless with mental illness or veterans with brain or spinal cord injuries. Applicants must provide a detailed description of the resident household characteristics, needs and preferences of the intended residents and how the proposed Development will meet these needs and preferences. This information will be considered by the Corporation when reviewing and scoring the Applicant responses in other sections of the RFA. The Applicant's description(s) is limited to no more than four (4) typed pages within the text box at question 2.c. of Exhibit A. Note: Although the online Application system allows for more than four (4) pages, any portion of the description that is beyond four (4) pages 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. Only Non-Profit Applicants are eligible for funding. To qualify as a Non-Profit Applicant for purposes of this RFA, the Applicant must (i) meet the definition of Non-Profit as set out in Rule Chapter 67-48, F.A.C.; (ii) provide the required information as stated at question 3.c.(1) of Exhibit A for each Non-Profit entity as **Attachment 3** to Exhibit A; and (iii) complete the questions at 3.c.(2) of Exhibit A.

- 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 on the Corporation's Website

<http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2017-103/> (also accessible 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 question 3.e. of Exhibit A. At a minimum, the Applicant must provide the name and e-mail address of the Contact Person.

f. Continuum of Care

- (1) The Applicant must specify the Continuum of Care jurisdiction in which the proposed Development is located at question 3.f.(1) of Exhibit A.
- (2) The Applicant must state whether the Applicant is, as of the Application Deadline, a member of the Continuum of Care stated in question 3.f.(1) of Exhibit A.

If "No", the Applicant must (i) have applied for membership to the Continuum of Care stated in question 3.f.(1) of Exhibit A as of the Application Deadline; (ii) be a member of the Continuum of Care stated in question 3.f.(1) of Exhibit A within 21 Calendar Days of the date of the invitation to enter into credit underwriting; (iii) at question 3.f.(2)(a) of Exhibit A, select one (1) Continuum of Care of which a Non-Profit entity, which must be a Principal of the Applicant, is a member as of the Application Deadline; and (iv) state the Non-Profit entity that meets the requirements of (iii) at question 3.f.(2)(b) of Exhibit A.

The Applicant's membership in the Continuum of Care in which the proposed Development is located and, if applicable, the Continuum of Care of which a Non-Profit entity, disclosed as a Principal of the Applicant on the Principals of the Applicant and Developer(s) Disclosure Form, is a member as of the Application Deadline will be verified in credit underwriting.

4. Developer and Management Company Information:

a. General Developer Information:

- (1) The Applicant must state the name of each Developer, including all co-Developers, at question 4.a. of Exhibit A.
- (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 (5 Points):**

To be eligible for funding and awarded five (5) points for General Development Experience, the Prior General Development Experience chart must meet the requirements of (a) below.

(a) At least one Principal of the Developer entity, or if more than one Developer entity, at least one Principal, which must be a natural person, of at least one of the Developer entities, must meet the General Development Experience requirements in (i) and (ii) below.

(i) **General Development Experience:**

A Principal of each experienced Developer entity, which must be a natural person, must have, since January 1, 1997, completed at least three (3) affordable rental housing developments, at least one (1) of which was a Housing Credit development completed since January 1, 2007. 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 (A) that the temporary or final certificate of occupancy has been issued for at least one (1) unit in one (1) of the residential apartment buildings within the development, or (B) that at least one (1) IRS Form 8609 has been issued for one (1) 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.

(ii) 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) Development Experience Withdrawal Disincentive:

To encourage the submission of quality Applications, the Corporation will award points for Development experience in certain future RFAs. Applicants and Developers are on notice that any Application submitted in this RFA that is withdrawn any time subsequent to the Application Deadline but on or before the execution of the Carryover Allocation Agreement and payment of the Administrative fee will (if the future RFA so provides) result in a point reduction in the scoring of Development experience in future Applications in which the Developer, Co-Developer or any Principal of the Developer(s) named in the Developer section of the Principals of the Applicant and Developer(s) Disclosure Form of the withdrawn Application is named for purposes of satisfying the Development experience requirement in the future Application. As used herein, an Application withdrawal includes a withdrawal of an Application (or the funding under such Application) initiated or made by the Corporation itself where such withdrawal by the Corporation is the result of the Applicant's failure to act or pay fees in a timely manner as required by the RFA.

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

c. Management Company Experience with Permanent Supportive Housing (Up to 40 Points):

If the Applicant intends to manage the Development, describe the Applicant’s experience in operating and managing Permanent Supportive Housing, including performing operations and management functions specific to the needs of the intended residents described in question 2 of Exhibit A. If the Applicant does not have experience or if the Applicant expects to use a management company, the Applicant must provide the name of the experienced entity that will act as the management company and describe the management company’s experience in operating and managing Permanent Supportive Housing, including length of time spent operating and managing Permanent Supportive Housing, and experience performing operations and management functions specific to the intended residents described in question 2 of Exhibit A. This includes understanding the variety of residents’ housing and supportive services needs to maintain stability in the community.

The management company’s experience should include experience with developments that are similar in size to the proposed Development. Providing only a list of rental housing Developments for Persons with a Disabling Condition and/or units that the Applicant or management company has managed or manages will not be a sufficient description of experience.

Applicant responses to this item will be evaluated based on the following criteria: (a) strength of information provided about the experience of the Applicant and/or, if appropriate, the management company in handling the following aspects of management/operations: tenant screening, selection and move-in; leasing, lease enforcement and rent collections; reasonable accommodations for persons with disabilities; safety and security; maintenance of the physical plant; coordination between property management and services coordination staff, as well as the coordination between on-site services and off-site supportive services, case management and benefits (including the role of Applicant and, if appropriate, management company); management of common space used by community-based service providers; compliance issues; and long-term asset management issues; (b) if the property will be managed by an entity other than the Applicant, a description of the distinct roles of the Applicant and management company in setting policies and procedures and implementation of the items listed in (a) and how collaboration will

occur between the two; and (c) a description of how the Applicant expects to set and oversee achievement of targeted outcomes for residents and the property.

The Applicant’s description is limited to no more than three (3) typed pages within the text box at question 4.c. of Exhibit A. Note: Although the online Application system allows for more than three (3) pages, any portion of the description that is beyond three (3) pages will not be considered.

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:

The Applicant must indicate the county in which the proposed Development will be located at question 5.b.(1) of Exhibit A.

Large	Medium		
Broward	Alachua	Bay	Brevard
Duval	Charlotte	Citrus	Clay
Hillsborough	Collier	Escambia	Flagler
Miami-Dade	Hernando	Highlands	Indian River
Orange	Lake	Lee	Leon
Palm Beach	Manatee	Marion	Martin
Pinellas	Okaloosa	Osceola	Pasco
	Polk	Santa Rosa	Sarasota
	Seminole	St. Johns	St. Lucie
	Sumter	Volusia	

- (2) The Applicant must provide the Address of the Development site at question 5.b.(2) of Exhibit A. All units must be on one (1) site and cannot be Scattered Sites.

Indicate (i) the address number, street name, and name of city, and/or (ii) the street name, closest designated intersection, and either name of city or unincorporated area of county.

- (3) Development Location Point

All Applicants must provide latitude and longitude coordinates representing the Development Location Point stated in decimal degrees, truncated to the fifth decimal point* at question 5.b.(3) of Exhibit A.

*For example, 30.443936, -84.284267 truncated to the fifth decimal point would be represented as 30.44393, -84.28426.

c. Development Category

The proposed Development must consist entirely of new construction units. Rehabilitation of existing units is not allowed.

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)

NOTE: Group homes, Assisted Living Facilities, and other specialized licensed residential facilities, or units within a condominium complex are not eligible for funding.

e. Number of Units in Proposed Development:

The Applicant must state the total number of units. All proposed Developments must consist of a minimum of 30 total units.

f. Concrete Construction:

For purposes of the Total Development Cost per Unit Limitation, in order for a proposed Development to be considered to be concrete construction, the proposed Development must meet the following specifications: (i) 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; (ii) existing buildings proposed for rehabilitation must have, as of Application Deadline, the elements outlined in (i) above and the rehabilitation work must include these elements; or (iii) 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 (i) being utilized in the manner prescribed in (i).

Proposed Developments will only be considered concrete construction if (i) the criteria outlined above is met and (ii) the answer to question 5.f. of Exhibit A is "Yes." This will be verified during the credit underwriting process.

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/2017-103/RelatedForms/> (also accessible by clicking [here](#)). Note: The Applicant may include the Florida Housing Ability to Proceed Verification forms that were included in a previous RFA submission for the same proposed Development, provided (i) the form(s) used for this RFA are labeled Form Rev. 08-16, (ii) other than the RFA reference number on the form, none of the information entered on the form and certified to by the signatory has changed in any way, and (iii) the requirements outlined in this RFA are met. The previous RFA number should be crossed through and RFA 2017-103 inserted. If the Applicant provides any prior version of the 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).
- (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 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 entire 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), the total number of units per bedroom type, and the number of units that are ELI Set-Aside and NHTF Units. All units in the proposed Development must be listed, including all manager/employee units and all market rate units, if applicable. If additional space is required, enter the information in the Addenda located at the end of Exhibit A.

Units may consist of zero (0) bedrooms, one (1), two (2), or three (3) bedrooms, however, at least eight (8) units must be zero or one (1) bedroom units, and no more than 20 percent of the total units, rounded up, may be three (3) bedrooms.

Any zero (0) bedroom units must meet the definition of Zero Bedroom Unit.

Note: the ELI Set-Aside units must be distributed across the unit mix on a pro-rata basis. The NHTF Units must consist of zero or one (1) bedroom units.

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. Set-Aside Commitments:

a. Minimum Set-Aside per Section 42 of the IRC:

Per Section 42 of the IRC, the Applicant must elect one (1) of the following minimum set-aside commitments:

- 20% of the units at 50% or less of the Area Median Income (AMI)
- 40% of the units at 60% or less of the AMI

Note: Choosing the 20 percent at 50 percent AMI or less minimum set-aside will restrict ALL set-aside units at 50 percent or less of the AMI. Applicants may

choose the 40 percent at 60 percent AMI or less minimum set-aside without committing to set aside any of the units at the 60 percent AMI level. For example, an Applicant may commit to set aside 40 percent at 50 percent AMI and this would also be considered 40 percent at 60 percent AMI or less.

b. Set-Aside Commitments per Corporation Requirements:

The Corporation has additional minimum set-aside requirements beyond those required by Section 42 of the IRC which must be reflected on the Total Set-Aside Breakdown Chart at question 6.b. of Exhibit A, as outlined below:

(1) Total Income Set-Aside Commitment:

The Applicant must set aside a total of at least 80 percent of the Development's total units at 60 percent AMI or less; and

(2) ELI Set-Aside Requirements:

(a) Required Minimum ELI Set-Aside Commitments:

The proposed Development must set aside at least 10 percent of total units for ELI Households.

A Development may not use Project Based Rental Assistance in the NHTF units.

If the Set-Aside Breakdown Chart reflects more than the applicable required percentage of the total units at the ELI AMI level for the county where the proposed Development is located, during the credit underwriting process the Credit Underwriter will determine whether the Applicant's ELI Set-Aside unit commitment will need to be reduced by increasing the set-aside units at AMI level(s) above the ELI level to ensure financial feasibility of the proposed Development. Any such reduction in the ELI Set-Aside units would be no lower than the applicable required percentage.

For purposes of this provision, the requirement to set aside units for ELI Households refers to the 2017 ELI Area Median Income (AMI) level for the county where the proposed Development is located. As of the issue date for this RFA, the fiscal year 2017 Multifamily Tax Subsidy Income Limits have not been issued by HUD. For purposes of completing this Application, Applicants should use the 2016 ELI AMIs, as outlined in the chart below. 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.

2016 ELI County Chart:

County	ELI Set-Aside AMI level	County	ELI Set-Aside AMI level	County	ELI Set-Aside AMI level
Alachua	35%	Highlands	50%	Osceola	40%
Bay	40%	Hillsborough	40%	Palm Beach	33%
Brevard	40%	Indian River	40%	Pasco	40%
Broward	30%	Lake	40%	Pinellas	40%
Charlotte	40%	Lee	40%	Polk	40%
Citrus	45%	Leon	33%	Santa Rosa	40%
Clay	33%	Manatee	35%	Sarasota	35%
Collier	33%	Marion	45%	Seminole	40%
Duval	33%	Martin	40%	St. Johns	33%
Escambia	40%	Miami-Dade	30%	St. Lucie	40%
Flagler	40%	Okaloosa	33%	Sumter	40%
Hernando	40%	Orange	40%	Volusia	45%

(b) National Housing Trust Fund (NHTF) Units

Applicant will also receive forgivable NHTF loan funding to subsidize eight (8) of the non-ELI Units as deep targeted units (NHTF Units) at 22 percent AMI or less as further described in Section One and Section Four, A.11.c. of the RFA.

c. Total Set-Aside Breakdown Chart:

The Total Set-Aside Breakdown Chart must reflect all income set-aside commitments (required set-asides and additional set-asides, including all required ELI Set-Asides, but will not reflect any NHTF Units) and the required total set-aside percentage (as further outlined below). NHTF Units will not be reflected on the Total Set-Aside Breakdown Chart.

The Applicant must complete the Total Set-Aside Breakdown Chart at question 8.b. of Exhibit A. The Applicant must indicate on the chart the percentage of residential units, stated in whole numbers, to be set aside at each selected AMI level. Where reasonably possible, Applicants will be required to keep the unit mix consistent across each committed AMI level.

If the Set-Aside Breakdown Chart reflects more than the applicable required percentage of the total units at the ELI AMI level for the county where the proposed Development is located, during the credit underwriting process the Credit Underwriter will determine whether the Applicant’s ELI Set-Aside unit commitment will need to be reduced by

increasing the set-aside units at AMI level(s) above the ELI level. Any such reduction in the ELI Set-Aside units would be no lower than the applicable required percentage.

d. Compliance Period for all Developments funded through this RFA:

The Applicant must commit to set aside the units for a minimum length of 50 years, as further outlined in the Applicant Certification and Acknowledgement form. The Compliance Period committed to in this section includes the units set aside for the Demographic Commitments made in this RFA. After 30 years all of the NHTF Units may convert to serve residents at or below 60 percent AMI; however, the Demographic commitments must be maintained throughout the entire Compliance Period.

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

7. Verification by the State Designated Lead Agency:

The Verification by the State Designated Lead Agency of Inclusion in Local Homeless Continuum of Care Program form (Form Rev. 02-17) must be provided as **Attachment 12**. The form must be completed and executed by the Lead Agency for the local Continuum of Care Jurisdiction operating in the county where the proposed Development will be located. The purpose of the form is to certify that the Development proposed is consistent with the priority Permanent Supportive Housing needs of Homeless persons in the community in which the housing shall be developed. An Applicant may contact the Florida Department of Children and Families Office on Homelessness to confirm the Continuum Jurisdiction where the proposed Development is located. The form is provided on the Corporation's Website at <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2017-103/> (also accessible by clicking [here](#)).

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. All units must be on one (1) site.

- a. Eligible Contract – For purposes of this RFA, an eligible contract is one that has a term that does not expire before August 31, 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 August 31, 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 August 31, 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 August 31, 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:

- a. Federal Requirements and State Building Code Requirements for all Developments

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.

These documents are available on the Corporation's Website <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2017-103/OtherInformation/> (also accessible by clicking [here](#)).

- b. General Features

(1) The following General Features must be provided in all units:

- Broadband infrastructure which includes cables, fiber optics, wiring, or other infrastructure, as long as the installation results in accessibility in each unit;
- Termite prevention;
- Pest control;
- Full-size range and oven;
- Window covering for each window and glass door inside each unit; and
- Cable or satellite TV hook-up in each unit and, if the Development offers cable or satellite TV service to the residents, the price may not exceed the market rate for service of similar quality available to the

Development's residents from a primary provider of cable or satellite TV.

(2) All proposed Developments must include the following general features on the site:

- 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 certified washer and one (1) 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; and
- A Community Building/dedicated space that includes:
 - At least one private office space with a door for resident purposes such as meeting with case managers and/or counselors; and
 - At least one enclosed training room with a door to conduct group training and educational activities for residents.

c. Accessibility, Adaptability, Universal Design and Visitability Features in all Developments

(1) Level 1 Accessibility Requirements

All Applicants that selected the Persons with a Disabling Condition population of (a) Adult persons requiring independent living services in order to maintain housing or develop independent living skills and who have a Disabling Condition that currently impairs or is likely to impair their physical mobility at question 2.b.(1) of Exhibit A; and/or (b) Persons receiving benefits under the Social Security Disability Insurance (SSDI) program or the Supplemental Security Income (SSI) program or from veterans' disability benefits at question 2.b.(2) of Exhibit A shall be required to do the following:

- (a) Set aside a minimum of 25 percent of the total units stated at question 5.e., rounded up, as fully accessible units in accordance with the 2010 ADA Standards for Accessible Design. These fully accessible units must (A) be on an accessible route and provide mobility features that comply with the residential dwelling units provision of the 2010 ADA Standards for Accessible Design*; and (B) be equally distributed among different unit sizes and Development types and must be dispersed throughout the Development (not located in the same area, or on a single floor); and
- (b) Set aside at least an additional 10 percent of the total units to be accessible to persons with visual and hearing impairments in accordance with the 2010 ADA Standards for Accessible Design*. The units that are accessible to persons with visual and hearing impairments shall comply with the communication features described for Residential

Dwelling units with Communication Features in the 2010 ADA Standards for Accessible Design*.

Where reasonably possible, Applicants will be required to keep the unit mix consistent across the units described in (i) and (ii) above.

The ability to meet the requirements in (i) and/or (ii) above will be verified during the credit underwriting process. If it is determined that the requirements described in (i) and/or (ii) above cannot be met, the award will be withdrawn.

*The 2010 ADA Standard for Accessible Design can be found at <http://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards.htm> (also accessible by clicking [here](#)).

(2) Level 2 Accessibility Requirements

All Applicants that did not select the Persons with a Disabling Condition population of (a) Adult persons requiring independent living services in order to maintain housing or develop independent living skills and who have a Disabling Condition that currently impairs or is likely to impair their physical mobility at question 2.b.(1) of Exhibit A; and/or (b) Persons receiving benefits under the Social Security Disability Insurance (SSDI) program or the Supplemental Security Income (SSI) program or from veterans' disability benefits at question 2.b.(2) of Exhibit A shall be required to do the following:

- (a) Set aside a minimum of five (5) percent of the total units stated at question 5.e. of Exhibit A, rounded up, as fully accessible units in accordance with the 2010 ADA Standards for Accessible Design. These fully accessible units must (A) be on an accessible route and provide mobility features that comply with the residential dwelling units provision of the 2010 ADA Standards for Accessible Design*; and (B) be equally distributed among different unit sizes and Development types and must be dispersed throughout the Development (not located in the same area, or on a single floor); and
- (b) Set aside at least one (1) additional unit to be accessible to persons with visual and hearing impairments in accordance with the 2010 ADA Standards for Accessible Design*. The unit(s) that is accessible to persons with visual and hearing impairments shall comply with the communication features described for Residential Dwelling Units with Communication Features in the 2010 ADA Standards for Accessible Design*.

Where reasonably possible, Applicants will be required to keep the unit mix consistent across the units described in (a) and (b) above.

The ability to meet the requirements in (a) and/or (b) above will be verified during the credit underwriting process. If it is determined that the

requirements described in (a) and/or (b) above cannot be met, the award will be withdrawn.

*The 2010 ADA Standard for Accessible Design can be found at <http://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards.htm> (also accessible by clicking [here](#)).

d. Required Green Building Certification in all Developments

The Applicant must commit to achieve one of the following Green Building Certification programs: Leadership in Energy and Environmental Design (LEED); Florida Green Building Coalition (FGBC); or ICC 700 National Green Building Standard (NGBS). Selection of the program will be accomplished during the credit underwriting process.

10. Resident Programs:

a. Case Management is a required resident program for all Developments as follows:

All Applicants will be required to provide a Case Management Program whereby the Applicant or its Management Company must provide, at no cost to the resident, a Case Manager (at least one for every 25 households) whose activities are aimed at helping to assess resident needs, resident community-based services coordination, including accessing benefits as well as evaluating the effect of community-based services delivery.

The purpose of resident community-based services coordination is to assist each resident to become aware of, access and/or maintain adequate and appropriate community-based services and resources. It is not the intent for this resident service to take the place of services coordination already provided for a resident by a program and/or agency as part of their supportive services plan. The focus shall also be to assist residents not receiving community-based services coordination by another program and/or agency, as well as to assist those residents who need additional assistance with coordination of community-based services.

Case management must be offered at no charge to the residents initially and regularly and resident participation shall be voluntary and not a requirement for tenancy. Property management and case management must not be the responsibility of the same staff persons; the functions must be entirely separate.

The Applicant shall commit to submit a Resident Community-Based Service Coordination Plan during the credit underwriting process. The Resident Community-Based Service Coordination Plan shall adhere to guidelines developed by the Corporation, in conjunction with state agencies, or their designee(s), that administer publicly funded supportive services for the intended residents.

Case Managers must possess at least a bachelor's degree in human services or a related field and at least one (1) years' experience performing case management duties or must possess at least an associate's degree in human services or a related field and at least three (3) years' experience performing case management duties.

For this RFA, the Resident Community-Based Services Coordination requirement is function of the Case Management requirement.

b. Selection of Two (2) of the Following Resident Programs:

It is a Mandatory requirement that the Applicant select at least two (2) of the following resident programs at question 10.b. of Exhibit A. Failure of the Applicant to select at least two (2) programs at question 10.b. of Exhibit A will result in the Application failing to meet this Mandatory requirement. The eligible resident programs which may be selected are as follows:

(1) Literacy Training

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. Training must be held between the hours of 9:00 a.m. and 9:00 p.m. and electronic media, if used, must be used in conjunction with live instruction.

(2) Employment Assistance Program

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 be offered between the hours of 9:00 a.m. and 9:00 p.m. and 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 an individualized plan for each participating resident;
- Resume assistance;
- Interview preparation; and
- Placement and follow-up services.

If the training is not provided on-site, transportation at no cost to the resident must be provided. Electronic media, if used, must be used in conjunction with live instruction.

(3) Health and Wellness Services

This program requires the Applicant or its Management Company to provide on-site health and wellness services. Such services may include co-location of services, such as space for services to be delivered, including offices for a service coordinator, nurse and other health or social services providers, and space for group health education and exercise programs. The services should also provide clinical health care needs (e.g., education, blood pressure monitoring, and

nutrition). The Applicant must provide this program by partnering with community health care providers.

The program should include a strong health promotion and disease prevention focus, with an emphasis on health education and self-care management. Applicants are expected to have a formal agreement with the health provider to provide space at the property for health care visits/clinics and/or office space and to share information and work together to assist and support residents. Such agreements must be demonstrated during the credit underwriting process. These services are expected to be carried out by partner health care providers and may not be managed by the Applicant.

(4) Special Resident Hardship Fund

This program requires the Applicant or its Management Company to provide at no charge to the resident, emergency financial assistance to help residents in need of food, heating and utility bill payments, prescription medication and other items of necessity. The Applicant must describe how the funds will be administered and the criteria for the residents to access the funds. Description and criteria must be provided and approved at Credit Underwriting.

(5) Financial Management Program

The Applicant or its Management Company shall provide a series of classes to provide residents training in various aspects of personal financial management. Classes must be held at least quarterly, consisting of at least two (2) hours of training per quarter, and must be conducted by parties that are qualified to provide training regarding the respective topic area. The topic areas must include, but not be limited to:

- Financial budgeting and bill-paying including training in the use of technologies and web-based applications;
- Tax preparation including do's and don'ts, common tips, and how and where to file, including electronically;
- Fraud prevention including how to prevent credit card and banking fraud, identity theft, computer hacking and avoiding common consumer scams;
- Retirement planning & savings options including preparing a will and estate planning; and
- Homebuyer education including how to prepare to buy a home, and how to access to first-time homebuyer programs in the county in which the development is located.

Different topic areas must be selected for each session, and no topic area may be repeated consecutively.

(6) On-Site Food Programs

This program requires the Applicant or its Management Company to provide on-site food programs. Examples of this would be sponsoring a local Food Bank Mobile Pantry monthly, or a weekly on-site hot lunch program provided by a non-profit sponsor. Applicant must provide a description of the program, the space provided, the sponsor and the schedule the food is offered in credit underwriting.

(7) After School Program for Children

This program requires the Applicant or its Management Company to provide supervised, structured, age-appropriate activities for children during the after school hours, Monday through Friday. Activities must be on-site and at no charge to the residents.

11. Tenant Selection for Intended Residents (Up to 25 Points):

To achieve points for this section, the Applicant must describe tenant selection activities, beyond those required in the Fair Housing Act as implemented by 24 CFR Part 100, that will be conducted initially and on a continuing basis at the proposed Development.

Describe the system that will be used for tenant screening and selection. State whether the tenant selection plan includes criteria other than “first come/first serve” such as duration/chronicity of homelessness, vulnerability, high utilization of crisis services or prioritization set by a Federal, State or local mandate or initiative (examples only). If additional criteria will be used, describe them and how they will be applied. The description should include how the tenant selection system will specifically address intended households that meet one, two or all of the required set-aside demographics.

If the community in which the proposed Development is located uses a coordinated intake, assessment and entry system that matches vulnerable people with appropriate housing and services, describe the Development’s role in that community’s system. The coordinated intake, assessment and entry system must be fully operational as of Application Deadline and will be verified by Florida Housing at credit underwriting. If there is not a coordinated system, specify how prospective residents will be identified and prioritized for the proposed Development.

Describe any partnerships or commitments with community-based agencies and organizations that will identify, coordinate and assist one or more of the intended household populations to qualify for or move into the Development. Provide any additional information regarding the formality of the described partnerships or agreements such as executed agreements, dedication of resources, or part of a state or local government initiative or mandate that is relevant to the intent of this RFA.

If there is a wait list, describe the selection procedures and management of the wait list, including intended household preferences and priorities. Include any state or local priorities such as transitioning persons with mental illness from institutions to the community. State whether the applicant is working with a Managing Entity or Medicaid Managed Care

organization to provide more community-based housing for intended households living in licensed facilities such as Limited Mental Health Assisted Living Facilities or nursing homes.

If there is no wait list, explain the process of matching a resident with an available unit in the Development, including how decisions are made to offer the resident the unit. State the number of days that will be taken to make decisions on each housing application.

The Applicant's description is limited to no more than three (3) typed pages within the text box at question 11 of Exhibit A. Note: Although the online Application system allows for more than three (3) pages, any portion of the description that is beyond three (3) pages will not be considered.

12. Access to Community-Based Services (Maximum of 55 Points):

The ability of the tenants at the proposed Development to effectively and efficiently access community-based services and resources is vital to assist these households in obtaining and maintaining a level of stability and self-sufficiency in their community. As specified in each section below, provide a description of the Applicant's plan to provide access to general community services, as well as specific supportive services and resources that address the needs of these intended tenants, described in question 12 of Exhibit A.

Applicant responses to these items will be evaluated based on the following criteria: (i) a description of the services as provided in the Applicant's descriptions below; (ii) a description of the partners, roles of each, and capacity of the partners that will provide or facilitate access to these services; (iii) a description of the public and/or private transportation options that will be available to residents of the proposed Development to ensure access to the described general services, including the modes, options and availability of transportation for residents to get to and from these resources; and (iv) a description of how the Applicant believes that the access outlined in (i), (ii) and (iii) above will lead to improvement of tenants' health, safety, stability, education and employment capacities, quality of life, and ability to successfully live in the community.

a. Access to community-based general services

Describe the community-based general services that will be accessible to tenants, such as shopping for groceries, medicine, clothing, and other household and personal items. Include other services such as public schools, higher education, training and employment opportunities that are appropriate for the intended tenants. If the description of how the intended residents will access the services includes public transportation, such as bus or rail, state the exact measurement of walking distance to the current bus or rail stop from the proposed Development. State how frequently the bus or rail stop may be accessed by the residents of the proposed Development. Include the cost to the tenant of all public and/or private transportation options listed. (Up to 20 Points)

The Applicant's description is limited to no more than three (3) typed pages within the text box at question 12.a. of Exhibit A. Note: Although the online Application system allows for more than three (3) pages, any portion of the description that is beyond three (3) pages will not be considered.

b. Access to community-based services and resources that address tenants' needs

Healthcare and supportive services provided by community-based services and resources are vital to help the intended households to achieve and maintain optimal wellness, stability and self-sufficiency in the community. Additionally, the availability of community based healthcare and supportive services for the needs of the intended households is imperative to the sustainability of successful permanent supportive housing.

Describe how residents will be assisted to access appropriate physical health, behavioral health and wellness, and self-sufficiency services and activities that can lead to stable and integrated lives in their community.

The description should include the following:

- (1) The Development's physical proximity to health care and supportive services, and/or which services/programs will be provided on-site. If the description of how the intended residents will access the services includes public transportation, such as bus or rail, state the exact measurement of walking distance to the current bus or rail stop from the proposed Development. State how frequently the bus or rail stop may be accessed by the residents of the proposed Development. Include the cost to the tenant of all public and/or private transportation options listed;
- (2) All key supportive services and programs that will be provided directly through the Applicant, community partnership or other providers to assist the intended residents, and the benefits of offering these services/programs;
- (3) The nature of any partnerships with the Local Homeless Assistance Continuum of Care lead agency and members as well as other relevant linkages with lead agencies or services providers that are key to helping the intended households maintain stability in the community. These descriptions should describe how the provision of the services is funded; and
- (4) If the intended residents are those who are transitioning from an institution or community residential care, in addition to the above information, describe how the transitioning residents' preferences and needs will be served by living in the proposed Development. This includes physical, medical, behavioral, functional, and social preferences and needs, as applicable. Explain how these will be identified and how the determination will be made that the services, supports and resources needed to live independently are available at the proposed Development. Explain how the Resident Services Coordination Plan service plan is supported at the proposed Development. Examples would be 24-hour staff, capacity for specialized medical equipment, and/or partnerships with a Managing Entity or Medicaid Managed Care organization. (Up to 35 Points)

The Applicant's description is limited to no more than three (3) typed pages within the text box at question 12.b. of Exhibit A. Note: Although the online Application system

allows for more than three (3) pages, any portion of the description that is beyond three (3) pages will not be considered.

13. Approach Toward Income and Credit Status of Intended Individuals and Families Applying for Residency (Up to 20 Points):

While property management procedures must incorporate an eligibility process for tenancy that appropriately manages the viability of the property and safety of current tenants, the Corporation expects Applicants to balance this with a process that is broad and welcoming to new residents, particularly for Set-Aside units for Homeless households pursuant to Section Four A.2. of the RFA.

Due to their homelessness and the situations that caused their homelessness, the intended tenants often have issues that affect their ability to meet the income and credit requirements for rental developments. Some intended residents may also have criminal histories that are often barriers to leasing a rental unit.

State the criteria for eligibility to live at the proposed Development, including income qualifications, and the method by which the all eligibility requirements will be communicated to the prospective tenant. Describe the information requested in the application for residency, and whether support or assistance is provided to prospective tenants in completing the application. List the supporting documentation needed to apply for residency, and all fees that are charged, such as application fee, background check fee, key deposits, and security deposits. If there is an interview and/or a pre-application process, explain that process. The described application and tenant selection approach for these prospective tenants should demonstrate how the Applicant will address income, credit status and other barriers that adversely affect the intended household's ability to lease safe and decent rental housing.

The Applicant's description is limited to no more than three (3) typed pages within the text box at question 13 of Exhibit A. Note: Although the online Application system allows for more than three (3) pages, any portion of the description that is beyond three (3) pages will not be considered.

14. Funding:

a. HC Request Amount:

The Applicant must state the amount of Housing Credits it is requesting.

The Eligible Housing Credit Request Amount will be the amount of Housing Credit Allocation the Applicant will tentatively be awarded should the Application be selected for funding. Such Eligible Housing Credit Request Amount will be based on the lesser of (i) the Applicant's Housing Credit Request Amount (as provided by the Applicant in question 14.a. of Exhibit A) and (ii) the County Category Maximum Housing Credit Request Limit (as outlined below). Any Housing Credit equity proposal provided as an attachment to the RFA must reflect the Eligible Housing Credit Request Amount, as further described in Item 14.f.(2) below.

Because of the demographic commitment requirements for this RFA, all Developments qualify for the HCA Basis Boost, per the 2016 QAP. The Applicant’s Housing Credit Request Amount should be stated as a whole dollar amount and cannot exceed the applicable County Category amount stated in the following chart:

County Category*	Eligible Housing Credit Request Limit
Medium County	\$1,510,000
Large County	\$2,110,000

* County Categories are described in Section One of the RFA.

If the Applicant states an amount that is greater than the amount the Applicant is eligible to request relative to the above chart, the Corporation will reduce the amount down to the maximum amount the Applicant is eligible to request as provided in the chart above.

The amount resulting from the lesser of the Applicant’s Housing Credit Request Amount (as stated at question 14.a. of Exhibit A) and the adjustment described above, if any, will be deemed to be the Applicant’s Eligible Housing Credit Request Amount.

b. SAIL Request:

- (1) The SAIL loan shall be non-amortizing and shall have an interest rate of 1 percent. The terms and conditions of the SAIL loan are further outlined in Rule Chapter 67-48, F.A.C.
- (2) The Applicant must state the amount of SAIL funding it is requesting at question 14.b. of Exhibit A, as well as on the Construction/Rehab and Permanent Analysis.

The SAIL Request Amount is limited to the lesser of the following:

(a) If the proposed Development is located in a Large County:

- \$70,000 per unit;
- \$4 million per Development; or
- 35 Percent of the Total Development Cost*

(b) If the proposed Development is located in a Medium County:

- \$70,000 per unit;
- \$3.5 million per Development; or
- 35 Percent of the Total Development Cost*

*35 Percent of Total Development Cost Limitation means that the SAIL Request Amount cannot exceed 35 percent of the Total Development Cost.

During the scoring process, if the Applicant states a SAIL 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. The Applicant's SAIL Request Amount will be reviewed for compliance with the per unit limit and per Development limit, as well as its contribution to the percentage of Total Development Cost limitation.

If a reduction in the SAIL Request Amount is needed and a funding shortfall is created in either the Construction/Rehab and/or the Permanent Analysis of the Applicant's Development Cost Pro Forma, the amount of the adjustment(s), to the extent needed and possible, will be offset by increasing the deferred Developer fee up to the maximum eligible amount as provided in 14.e.(1) below.

In the event of a discrepancy between the amount shown in this section and that shown elsewhere within the Application, the amount shown in this section shall be deemed to be the Applicant's SAIL Request Amount.

c. NHTF Funding:

Applicants should state the NHTF estimated loan amount that is equivalent to eight (8) zero or one (1) bedroom units at the appropriate county level as stated in Exhibit E of this RFA as a source on the Development Cost Pro Forma. The exact amount of the award will be determined in credit underwriting.

The NHTF loan shall be a forgivable loan with an interest rate of 0 percent for 30 years. The terms and conditions of the NHTF loans are further outlined in Exhibit F of the RFA.

A Development may not use Project Based Rental Assistance in the NHTF units.

d. Other Funding:

(1) If the Development has received funding from the Predevelopment Loan Program (PLP), the Corporation file number and amount of funding must be listed at question 14.d. of Exhibit A. Note: PLP funding cannot be used as a source of financing on the Construction/Rehab Analysis or the Permanent Analysis.

(2) Amount of Qualifying Financial Assistance per Set-Aside Funding Preference

The total amount of permanent funding resources, in the form of cash loans, cash grants and/or cash on hand, from local, state or federal government sources will, for purposes of this provision, be considered to be "Qualifying Financial Assistance." In-kind donations or any other donation of property or assets or waiver of any fees, as well as any funding from the Corporation, will not be considered Qualifying Financial Assistance.

The Corporation will compare the total amount of such funding per set-aside unit relative to the other Applicants to this RFA with preference given to Applications that have higher amounts as outlined in Section Five B. of the RFA. The method for calculating set-aside units is described in Item 2.a. of Exhibit C.

The financing proposal documentation provided in accordance with Item f. below will be reviewed for financing terms and must meet the requirements to be counted as a permanent funding source in order to be considered Qualifying Financial Assistance. Any Qualifying Financial Assistance included in the Development Cost Pro Forma must be utilized for permanent funding as presented in the RFA if the Applicant is awarded funding under this RFA.

e. 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, if a funding source is not considered and/or if the Applicant's Request Amount is adjusted downward, as outlined in a. above, this may result in a funding shortfall. 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, rehabilitation and, if applicable, acquisition, including the Developer fee and General Contractor fee, the amount of Qualifying Financial Assistance, as well as any Non-Corporation Funding as outlined below. Waived or reimbursed fees or charges are not considered costs to the Development and therefore, should not be included on the Development Cost Pro Forma. Note: Deferred Developer fees are not considered "waived fees."

In addition, the Development Cost Pro Forma must include all anticipated sources of funding, as well as any Non-Corporation Funding as outlined in f. below.

(1) Developer Fee:

The maximum allowable Developer fee under this RFA shall be limited to 21 percent of Development Cost. The maximum allowable Developer fee will be tested during the scoring of the Application by multiplying the Development Cost by 21 percent, rounded down to the nearest dollar.

However, a portion of the Developer's Fee must be placed in an operating subsidy reserve account to be held by the Corporation or its servicer. This amount must be equal to 5 percent of the Development Cost. Any disbursements from said operating subsidy reserve account shall be reviewed and approved by the Corporation or its servicer. Upon the expiration of the Compliance Period, any remaining balance may be drawn to pay down any outstanding loan debt on the proposed Development. If there is no Corporation loan debt on the proposed Development at the end of the Compliance Period, then any remaining balance in said operating subsidy reserve account shall be

placed in a replacement reserve account for the proposed Development. In no event shall the remaining balance in said operating subsidy reserve account be paid to the Developer.

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.

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, or local government consultants.

(2) 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.

(3) Contingency Reserves:

For Application purposes, the maximum hard and soft cost contingencies allowed cannot exceed 5 percent of hard costs and 5 percent of soft costs, respectively. In credit underwriting, the maximum will be as described in Rule Chapter 67-48, F.A.C., to account for any new construction units, if applicable. 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.

(4) 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 and, if applicable, any reserve permitted in the RFA and established as a subset of Developer fee, 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 and the Developer fee subset, if applicable, 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 the fee 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.

f. Other Non-Corporation Funding Proposals:

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), equity proposals from the syndicator, 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 15** 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 nor 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: Although Local Government Contributions is not included in this RFA as a point item, eligible Local Government financial commitments (i.e., grants and loans) can be considered a source of financing 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 (Form 08-16) and/or the Local Government Verification of Contribution – Loan Form (Form 08-16) and such grant and/or loan is effective at least through December 31, 2017. A loan with a forgiveness provision (and no accrued interest charges) requiring approval of the Local Government can be treated as a loan or a grant, for scoring purposes and, therefore, either the "Loan" or the "Grant" verification forms can be used. The grant and loan forms (Form 08-16) are available on the Corporation Website at: <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2017-103/RelatedForms/> (also accessible by clicking [here](#)). If the loan form is used, the space for entering the net present value of the loan is not applicable to this RFA and will not be considered.

(b) Financing that has closed:

(i) 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.

(ii) Except for HUD funding, if the financing involves an assumption of debt not currently in the Applicant's name, as evidence that the lender approves of the proposal of assumption, the Applicant must provide a letter from the lender, dated within six (6) months of the Application Deadline, that includes the following information:

- Specifically references the Applicant as the assuming party;
- If a permanent loan, states the amount to be assumed; and
- If a construction loan, states the maximum amount of funding capacity.

If the debt being assumed is provided by HUD, the Applicant must provide a letter from HUD, dated within six (6) months of the Application Deadline, confirming the funding source. The letter must include the following information:

- Name of existing development;
- Name of proposed Development;
- Loan balance;
- Acknowledgment that property is applying for Housing Credits; and

- Applicable HUD program.
- (c) If the financing proposal is not from a Regulated Mortgage Lender in the business of making loans, a governmental entity, or the seller of the Development's property (see below for qualifying criteria), 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.

In the case where the seller of the Development's property is providing a seller's note (purchase money mortgage) to help finance the Applicant's acquisition of the property, evidence of its ability to fund the amount of the seller's note is not needed so long as the Application includes a letter from the seller that meets the financing proposal criteria outlined in 14.f.(1)(a) above and the amount of the seller's note is equal to or less than the purchase price of the property.

- (d) If a financing proposal shows an amount less than the corresponding line item on the Development Cost 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 Development Cost 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.
- (2) Housing Credit Equity Proposal For the purpose of this RFA, to be counted as a source an equity proposal, regardless of whether the documentation is in the form of a commitment, proposal, term sheet or letter of intent, must: (i) if syndicating/selling the Housing Credits, meet the requirements outlined in (a) below and include the information outlined in (b) below, or (ii) if not syndicating/selling the Housing Credits, meet the requirements outlined in (a) below and include the information outlined in (c) below:
- (a) If the Eligible HC Request Amount is less than the anticipated amount of credit allocation stated in the equity proposal, the equity proposal will be considered a source of financing and, for scoring purposes, the maximum amount of 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 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 HC Request Amount. If the Eligible 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 HC equity to be permitted for scoring in the Development Cost Pro Forma will be the amount stated in the equity proposal.
- (b) If syndicating/selling the Housing Credits:
- (i) A Housing Credit equity proposal must also 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 Eligible HC 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.
- (ii) 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 of (i) above or the Applicant must submit separate documentation, signed by the equity provider, expressly stating any required criteria not provided in the agreement.

Note: Exhibit D 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).

- (c) If not syndicating/selling the Housing Credits, the owner's commitment to provide equity must be provided.
 - (i) The commitment must include the following:
 - The proposed amount of equity to be paid prior to construction completion;
 - The anticipated Eligible HC Request Amount;
 - The anticipated dollar amount of Housing Credit allocation to be purchased; and
 - The anticipated total amount of equity to be provided.
 - (ii) Evidence of ability to fund must be provided as an Attachment to the Application.

Except for deferred Developer fee, the Application requires complete information on all sources of Development funding and the proposed uses of those funds. All loans, grants, donations, syndication proceeds, 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.

B. 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.

**SECTION FIVE
SCORING AND EVALUATION PROCESS**

A. Scoring the RFA

1. Determining Eligibility:

Only Applications that meet all of the following Eligibility Items will be eligible for funding and considered for funding selection.

Eligibility Items
Submission Requirements met*
\$25,000 Letter of Credit Requirements met (if applicable)
At least one (1) Person with a Disabling Condition population selected
Demographic Commitment description provided
Name of Applicant provided
Evidence Applicant is a legally formed entity provided
Non-Profit Applicant Qualifications Met
Principals for Applicant and Developer(s) Disclosure Form provided
Contact Person information provided
Continuum of Care jurisdiction in which the proposed Development is located selected
Question whether the Applicant is, as of the Application Deadline, a member of the Continuum of Care in which the proposed Development is located answered
Selection of one (1) Continuum of Care in which a Non-Profit entity, disclosed as a Principal of the Applicant on the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 08-16), is a member as of the Application Deadline, if applicable
Name of Non-Profit entity that is listed as a Principal of the Applicant on the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 08-16) and is a member of a Continuum of Care as of the Application Deadline, if applicable
Name of Each Developer provided
Evidence that each Developer entity is a legally formed entity provided
General Developer Experience Requirement met
Name of Management Company provided
Prior General Management Company Experience requirement met
Name of Proposed Development provided
County identified
Address of Development Site provided
Development Location Point provided
Development Type provided
Total Number of Units provided
Status of Site Plan/Plat Approval demonstrated
Appropriate Zoning demonstrated
Availability of Electricity demonstrated
Availability of Water demonstrated
Availability of Sewer demonstrated
Availability of Roads demonstrated
Unit Mix provided and meets the Unit Mix requirements
Minimum Set-Aside election provided
Total Set-Aside Breakdown Chart provided
Verification by the State Designated Lead Agency of Inclusion in Local Homeless Continuum of Care Program form provided
Evidence of Site Control provided

Minimum Resident Programs selected
Applicant's Housing Credit Request Amount provided
Applicant's SAIL Request Amount provided
Applicant's NHTF Request Amount provided
Development Cost Pro Forma provided (listing expenses or uses) and Construction/Rehab analysis and Permanent analysis (listing sources) – Sources must equal or exceed uses
Achieve a minimum of 109 Points
Financial Arrearage Requirements met**
Total Development Cost Per Unit Limitation met***

* Submission Requirement

To be eligible for funding, the following submission requirements must be met: (i) the Application must be submitted online by the Application Deadline, (ii) the required number of hard copies must be submitted by the Application Deadline, (iii) the Applicant's hard copy submission must be contained in a sealed package, (iv) the required Application fee must be submitted as of the Application Deadline, (v) the Application Withdrawal Cash Deposit or the Letter of Credit, as selected by the Applicant, must be submitted as of Application Deadline, (vi) the Applicant Certification and Acknowledgement form, containing an original signature, must be included in the Application labeled "Original Hard Copy" as of the Application Deadline, and (vii) if the proposed Development meets the conditions outlined in subsection 67-48.023(1), F.A.C., it must also meet one of the stated exceptions.

** Financial Arrearage Requirement

An Application will be deemed ineligible for funding if, as of close of business the day before the Committee meets to make a recommendation to the Board, there remains 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.

*** Total Development Cost Per Unit Limitation is outlined in Item 1 of Exhibit C.

2. Awarding Points

Point Items	Maximum Points
General Development Experience	5
Management Company Experience with Permanent Supportive Housing	40
Tenant Selection for Intended Residents	25
Community-Based General Services and Amenities Accessible to Tenants	20
Access to Community-Based Resources and Services that Address Tenants' Needs	35
Approach Toward Income and Credit Status of Homeless Households Applying for Tenancy	20
Total Possible Points	145

3. Funding Available

- a. Competitive Housing Credits: \$6,075,000
- b. SAIL: \$11,500,000
- c. NHTF Funding: \$4,146,572

B. Selection Process

1. Goals:

- a. A goal to fund one (1) Application located in the North Florida Region.
- b. A goal to fund one (1) Application located in the South Florida Region.
- c. A goal to fund one (1) Application located in a Medium County.
- d. A goal to fund one (1) Application located in a Large County.

Regions are described in Section One of the RFA. County Sizes are described in Section Four, A.5.b. of the RFA.

An Application that is selected for funding may meet more than one goal. For instance, an Application selected for funding may meet the goal to fund an Application located in the North Florida Region and also a goal to fund one (1) Application located in a Medium County.

2. Application Sorting Order:

Applications that receive at least 109 points and met all other Eligibility requirements described in A. above will be considered eligible Applications. 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:

- a. First, by Managing Permanent Supportive Housing Experience points received in question 4.c. of Exhibit A;
- b. Next, by the Application's HC Leveraging Classification, with Applications having the Classification of A listed above Applications having the Classification of B as described in Item 2 of Exhibit C;
- c. Next, by the Application's eligibility for the Qualifying Financial Assistance Funding Preference as described in Section Four, A.14.d.(2) of the RFA, with Applications with the higher amount listed above Applications with a lower amount;
- d. Next, by the Application's eligibility for the Florida Job Creation Funding Preference which is outlined in Item 3 of Exhibit C of the RFA (with Applications that qualify for the preference listed above Applications that do not qualify for the preference); and
- e. Finally, by lottery number, resulting in the lowest lottery number receiving preference.

3. Funding Test:

The Funding Test means that Applications will be selected for funding only if there is enough funding available to fully fund both the Eligible HC Request Amount and the Eligible SAIL Request Amount.

The Funding Test does not apply towards the NHTF Funding. Applications that are selected for funding will also receive NHTF Funding as outlined in Section One of the RFA. The Applicant will be required to meet the NHTF requirements outlined in Exhibit E of the RFA.

4. County Award Tally:

As each Application is selected for tentative funding, the county where the proposed Development is located will have one (1) Application credited towards the County Award Tally. Prior to beginning the funding selection process, counties that have at least one (1) High Priority Competitive Housing Credit Application funded through RFA 2016-102 (Lake, Orange and Osceola) will be considered to have one (1) Application credited towards the County Award in this RFA.

The Corporation will prioritize eligible unfunded Applications that meet the Funding Test and are located in counties that have the lowest County Award Tally above other eligible unfunded Applications with a higher County Award Tally that also meet the Funding Test, even if the Applications with a higher County Award Tally are higher ranked.

5. Funding Selection Order:

a. North Florida Region Funding Goal -

The first Application selected for funding will be the highest ranking eligible Application that qualifies for the North Florida Region Funding Goal.

b. South Florida Region Funding Goal -

The next Application selected for funding will be the highest ranking eligible Application that qualifies for the South Florida Region Funding Goal.

c. Remaining Funding -

(1) If both Applications that were selected for funding to meet the goals were for proposed Developments located in Large Counties, the third Application that will be selected for funding will be the highest ranking eligible Application for a proposed Development located in a Medium County, regardless of the Homeless Development Region, subject to the County Award Tally and the Funding Tests; or

(2) If both Applications that were selected for funding to meet the goals were for proposed Developments located in Medium Counties, the third Application that will be selected for funding will be the highest ranking eligible Application for a proposed Development located in a Large County regardless of the Homeless Development Region, subject to the County Award Tally and the Funding Tests; or

(3) If one (1) Application that was selected for funding to meet the goals was for a proposed Development located in a Medium County and one (1) Application that was selected for funding to meet the goals was for a proposed Development located in a Large County; then the third Application that will be selected for funding will be the highest ranking eligible Application regardless of whether the Application is for a proposed Development located in a Medium or Large County, and regardless of the Homeless Development Region, subject to the County Award Tally and the Funding Tests.

If funding remains after selection of the three (3) Applications as outlined above, or because one or more of the funding goals cannot be met, then the highest ranking eligible unfunded Applications will be selected for funding, regardless of whether the Application is for a proposed Development located in a Medium or Large County, and regardless of the Homeless Development Region, subject to the County Award Tally and the Funding Tests. If no eligible unfunded Applications can meet the Funding Tests, then no further Applications will be selected for funding and the remaining Housing Credits and SAIL funding will be distributed as approved by the Board.

6. Returned Funding:

Funding that becomes available after the Board takes action on the Committee's recommendation(s), 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 and/or Rule Chapter 67-48, F.A.C., will be distributed as approved by the Board.

**SECTION SIX
AWARD 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 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 applying the funding selection criteria outlined in Section Five 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 in Rule Chapter 67-48, F.A.C.

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 the Board's decision to select Applicants for funding in this RFA has become final action, 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 2017-103 – Housing Credit and SAIL Financing for Homeless Persons and Persons with Disabling Conditions

1. Submission Requirement:

a. Application Withdrawal Disincentive:

The Applicant must indicate which of the following it elects to provide in the Application labeled “Original Hard Copy:”

- (1) \$25,000 Application Withdrawal Cash Deposit.

Should the Applicant be eligible to receive a refund of the cash deposit, to whom should the refund check be made payable?

[Click here to enter text.](#)

If this information is not provided in the Application, the Corporation shall make the refund check payable to the Applicant.

or

- (2) \$25,000 Letter of Credit.

b. Applicant Certification and Acknowledgement:

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

2. Demographic Commitment:

a. As further explained in Section Four, A.2.a. of the RFA, the following paragraphs (1), (2) and (3) are required of all Developments.

- (1) No Less Than 50 Percent Of The Total Units Set Aside for Homeless Individuals Or Families;

AND

- (2) No Less Than 50 Percent Of The Total Units Set Aside for Persons With A Disabling Condition As Permanent Supportive Housing;

AND

- (3) No less than 20 percent of the total units set aside for Persons with Disabling Conditions that are either (i) in institutions or community residential care, or (ii) Chronically Homeless and are assessed as vulnerable by the community’s homeless lead agency standards, and identified as high utilizers of public resources due to their homelessness.

b. As further explained in Section Four A.2.b. of the RFA, Applicants must check at least one (1) box from options (1) through (3) below that specifies the defined Persons with a Disabling Condition population(s) that the Applicant proposes to serve. Applicants may serve more than one of the populations below.

- (1) Adult persons requiring independent living services in order to maintain housing or develop independent living skills and who have a Disabling Condition that currently impairs or is likely to impair their physical mobility; and/or
- (2) Persons receiving benefits under the Social Security Disability Insurance (SSDI) program or the Supplemental Security Income (SSI) program or from veterans' disability benefits; and/or
- (3) Adult persons requiring independent living services in order to maintain housing or develop independent living skills and who have a Disabling Condition that neither currently impairs nor is likely to impair their physical mobility, such as persons with a mental illness.

c. As further explained in Section Four, A.2.c., to better understand the proposed Development, the Applicant must specifically describe the characteristics and needs of the Homeless and Persons with a Disabling Conditions populations that are intended to reside in the proposed Development.

The Applicant's description is limited to no more than four (4) typed pages within the text box below. Note: Although the online Application system allows for more than four (4) pages, any portion of the description that is beyond four (4) pages will not be considered.

[Click here to enter text.](#)

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) 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);
 - (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 for the Applicant and for each Developer:

The Applicant must submit a properly completed Principals of the Applicant and Developer(s) Disclosure form (Form 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.](#)

- f. Continuum of Care

- (1) The Applicant must specify the Continuum of Care jurisdiction in which the proposed Development is located:

[Select Continuum of Care](#)

- (2) The Applicant must state whether the Applicant is, as of the Application Deadline, a member of the Continuum of Care stated in question (1) above.

- Yes No

If “No”, the Applicant must (i) have applied for membership to the Continuum of Care stated in question (1) above as of the Application Deadline; (ii) be a member of the Continuum of Care stated in question (1) above within 21 Calendar Days of the date of the invitation to enter into credit underwriting; (iii) select one (1) Continuum of Care that meets the requirements in a. below; and (iv) state the Non-Profit entity that meets the requirements in b. below.

- a. Select a Continuum of Care of which at least one (1) Non-Profit entity, disclosed as a Principal of the Applicant on the Principals of the Applicant and Developer(s) Disclosure Form (Rev. 08-16), is a member as of the Application Deadline:

[Select Continuum of Care](#)

- b. State the name(s) of the Non-Profit entity/entities that is a member of the Continuum of Care selected in a. above.

[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) General Development Experience (5 Points):

To be eligible for funding and be awarded five (5) points, 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 for the three (3) completed affordable rental housing developments, one (1) of which must be a Housing Credit development, as outlined in Section Four A.4.a.(3)(a) 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.

c. Management Company Experience with Permanent Supportive Housing (Maximum of 40 Points)

As further explained in Section Four, A.4.c. of the RFA, the Applicant must identify the entity or entities that will carry out operations and management functions at the Development and describe its experience in managing Permanent Supportive Housing, including performing operations and management functions specific to the needs of the intended formally Homeless tenants. The Applicant's description is limited to no more than three (3) typed pages within the text box below.

[Click here to enter text.](#)

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: [Select County:](#)

- (2) Address of Development Site:

The Applicant must state (i) the address number, street name, and name of city and/or (ii) the street name, closest designated intersection, and either name of city or unincorporated area of county:

[Click here to enter text.](#)

- (3) Development Location Point

The Applicant must identify a Development Location Point for the proposed Development site, as outlined in Section Four A.5.b.(3) of the RFA.

Latitude in decimal degrees, truncated to the 5th decimal place

[Click here to enter text.](#)

Longitude in decimal degrees, truncated to the 5th decimal place

[Click here to enter text.](#)

c. Development Category

The proposed Development must consist entirely of new construction units. Rehabilitation of existing units is not allowed.

d. The Applicant must select one (1) applicable Development Type:

[Select Development Type](#)

Note: The Applicant should refer to Section Four A.5.d. of the RFA before making a selection.

e. Number of Units in Proposed Development:

The Applicant must state the total number of units: [Click here to enter text.](#) (The minimum number of units is 30).

f. Does the proposed Development meet the requirements to be considered Concrete Construction, as outlined at Section Four A.5.f. of the RFA?

Yes No

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	Number of Units that are ELI Set-Aside Units	Number of Units that are NHTF Units
Enter Number	Enter Number	Enter Number	Enter Number	Enter Number
Enter Number	Enter Number	Enter Number	Enter Number	Enter Number
Enter Number	Enter Number	Enter Number	Enter Number	Enter Number
Enter Number	Enter Number	Enter Number	Enter Number	Enter Number
Enter Number	Enter Number	Enter Number	Enter Number	Enter Number
Enter Number	Enter Number	Enter Number	Enter Number	Enter Number

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

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

6. Set-Aside Commitments:

- a. Minimum Income Set-Aside commitments:

The Applicant must select one (1) of the following minimum set-aside commitments:

- 20% of units at 50% Area Median Income (AMI) or lower
- 40% of units at 60% AMI or lower

- b. Total Set-Aside Breakdown Chart:

The Applicant must reflect on the Total Set-Aside Breakdown Chart below all income set-aside commitments as stated in Section Four, A.6.b of the RFA (required set-asides

and additional set-asides, including all required ELI Set-Asides, but will not reflect any NHTF Units), by listing the percentage of residential units, stated in whole numbers, to be set aside at each selected AMI level:

To enter data, double click within the chart to open the Excel worksheet that is embedded within the Word document, enter the total number of units in the proposed Development and the applicable set-aside percentages and, when finished, click anywhere on the page outside the chart to exit the Excel worksheet and save the entries.

Note: If the calculation of the total set-aside units based on the Total Set-Aside Percentage results in less than a whole unit, the Total Set-Aside Breakdown Chart will automatically round to a whole unit.

Total Number of Units	0	
Total Set-Aside Breakdown Chart		
Percentage of Residential Units	AMI Level	# of Units & Type*
0%	At or Below 25%	0 SAU
0%	At or Below 28%	0 SAU
0%	At or Below 30%	0 SAU
0%	At or Below 33%	0 SAU
0%	At or Below 35%	0 SAU
0%	At or Below 40%	0 SAU
0%	At or Below 45%	0 SAU
0%	At or Below 50%	0 SAU
0%	At or Below 60%	0 SAU
0%	Market-Rate Units	0 MRU
0%	Total Set-Aside Percentage	

7. Verification by the State Designated Lead Agency:

As stated in Section Four, A.7 of the RFA, the Verification by the State Designated Lead Agency of Inclusion in Local Homeless Continuum of Care Program form must be provided as **Attachment 12**.

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:

- a. Federal requirements and state building code requirements for all Developments are outlined in Section Four, A.9.a. of the RFA.
- b. The general features that must be provided in all units are outlined in Section Four, A.9.b. of the RFA.
- c. The accessibility, adaptability, universal design and visitability features required for all Developments, which include Level 1 and Level 2 Accessibility Features, are outlined in Section Four, A.9.c. of the RFA.
- d. Green Building Certification requirement:

As stated in Section Four, A.9.d. of the RFA, the Applicant must commit to achieve one of the following Green Building Certification programs: Leadership in Energy and Environmental Design (LEED); Florida Green Building Coalition (FGBC); or ICC 700 National Green Building Standard (NGBS). Selection of the program will be accomplished during the credit underwriting process.

10. Resident Programs:

- a. Case Management is a required resident program for all Developments and is outlined in Section Four A.10.a. of the RFA.
- b. Applicants must commit to at least two (2) of the following resident programs below to be eligible for funding. The eligible resident programs are listed below and further described in Section Four, A.10.b. of the RFA:

- Literacy Training
- Employment Assistance Program
- Health and Wellness Services
- Special Resident Hardship Fund
- Financial Management Program
- On-Site Food Programs
- After School Program for Children

11. Tenant Selection for Intended Residents (Up to 25 Points):

As further explained in Section Four, A.11, to achieve points for this section, the Applicant must describe tenant selection activities, beyond those required in the Fair Housing Act as implemented by 24 CFR Part 100, that will be conducted initially and on a continuing basis at the proposed Development.

The Applicant’s description(s) is limited to no more than three (3) typed pages within the text box below.

[Click here to enter text.](#)

12. Access to Community-Based Services (Maximum of 55 Points):

- a. Access to community-based general services

As further explained in Section Four, A.12.a of the RFA, describe the community-based general services that will be accessible to tenants, such as shopping for groceries, medicine, clothing, and other household and personal items. (Up to 20 Points)

The Applicant's description(s) is limited to no more than three (3) typed pages within the text box below.

[Click here to enter text.](#)

- b. Access to community-based resources that address tenants' needs

As further explained in Section Four, A.12.b of the RFA, describe how residents will be assisted to access appropriate physical health, behavioral health and wellness, and self-sufficiency services and activities that can lead to stable and integrated lives in their community. (Up to 35 Points)

The Applicant's description(s) is limited to no more than three (3) typed pages within the text box below.

[Click here to enter text.](#)

13. Approach Toward Income and Credit Status of Intended Individuals and Families Applying for Residency (Up to 20 Points):

As further described in Section Four, A.13 of the RFA, describe specific application and tenant selection policies and procedures that will be used by the Applicant's property management to assist in determining an intended resident household's eligibility for tenancy.

The Applicant's description(s) is limited to no more than three (3) typed pages within the text box below.

[Click here to enter text.](#)

14. Funding:

- a. State the Applicant's Housing Credit Request Amount (annual amount): \$ [Click here to enter text.](#)
- b. State the Applicant's SAIL Request Amount: \$ [Click here to enter text.](#)

- c. State the Applicant’s NHTF Request Amount: \$[Click here to enter text.](#)

Applicants should state the NHTF estimated loan amount that is equivalent to eight (8) one (1) bedroom units at the appropriate county level as stated in Exhibit E of this RFA as a source on the Development Cost Pro Forma. The exact amount of the award will be determined in credit underwriting.

- d. Other Funding:

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

Corporation File No.	Amount of Funding
Click here to enter text.	\$ Click here to enter text.

- e. Development Cost Pro Forma:

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

- f. Non-Corporation Funding Proposals:

The Applicant must attach all 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 15** and continue with sequentially numbered attachments for each additional funding source.

B. Addenda

The Applicant may use the space below to provide any additional information or explanatory addendum for items in the Application, except for questions 4.c., 11, 12, and 13 of Exhibit A. 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 Chapter 67-48, F.A.C., and in Part Four, 14.e.(1) of the 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. The final cost certification needed for Housing Credits imposes additional restrictions.
 - (4) In reference to impact fees and any tenant relocation costs, a tax professional's advice should be sought regarding the ability of these fees to be included with other Housing Credit eligible basis costs or with other Housing Credit ineligible basis costs.
 - (5) For Application purposes, the maximum hard cost contingency and soft cost contingency allowed cannot exceed 5% of the applicable cost. 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 contingency line items post-Application are provided in Rule Chapter 67-48, F.A.C. 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 is not permitted in the Application, but one is permitted in credit underwriting where, if necessary, it will be sized.
 - (6) Because Housing Credit equity is being used as a source of financing, an estimated compliance fee should be included in column 2.
 - (7) Although the Corporation acknowledges that the costs listed on the Development Cost Pro Forma, Detail/Explanation Sheet, Construction or Rehab 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 Chapter 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 COSTS	2 HC INELIGIBLE COSTS	3 TOTAL COSTS
DEVELOPMENT COSTS			
<i>Actual Construction Costs</i>			
Accessory Buildings	_____	_____	_____
Demolition	_____	_____	_____
New Rental Units	_____	_____	_____
*Off-Site Work (explain in detail)	_____	_____	_____
Recreational Amenities	_____	_____	_____
*Other (explain in detail)	_____	_____	_____
A1.1. Actual Construction Cost	\$ _____	\$ _____	\$ _____
A1.2. General Contractor Fee <small>See Note (3)</small> (Max. 14% of A1.1., column 3)	\$ _____	\$ _____	\$ _____
A1.3. TOTAL ACTUAL CONSTRUCTION COSTS	\$ _____	\$ _____	\$ _____
<i>General Development Costs</i>			
Accounting Fees	_____	_____	_____
Appraisal	_____	_____	_____

RFA 2017-103 DEVELOPMENT COST PRO FORMA

	1 HC ELIGIBLE COSTS	2 HC INELIGIBLE COSTS	3 TOTAL COSTS
<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 <small>See Note (6)</small>	██████████	_____	_____
FHFC Credit Underwriting Fees	_____	_____	_____
Green Building Certification/ HERS Inspection Costs	_____	_____	_____
*Impact Fees (list in detail)	_____	_____	_____
Inspection Fees	_____	_____	_____
Insurance	_____	_____	_____
Legal Fees	_____	_____	_____
Market Study	_____	_____	_____
Marketing/Advertising	██████████	_____	_____
Property Taxes	_____	_____	_____
Soil Test Report	_____	_____	_____
Survey	_____	_____	_____
Title Insurance & Recording Fees	_____	_____	_____
Utility Connection Fee	_____	_____	_____
*Other (explain in detail)	_____	_____	_____
A2. TOTAL GENERAL DEVELOPMENT COST	\$ _____	\$ _____	\$ _____

RFA 2017-103 DEVELOPMENT COST PRO FORMA

	1 HC ELIGIBLE COSTS	2 HC INELIGIBLE COSTS	3 TOTAL COSTS
<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	_____	_____	_____
*Other (explain in detail)	_____	_____	_____
A3. TOTAL FINANCIAL COSTS	\$ _____	\$ _____	\$ _____
A4. CONTINGENCY RESERVES <small>See Note (5)</small>	\$ _____	\$ _____	\$ _____
B1. ACQUISITION COST OF EXISTING DEVELOPMENTS (EXCLUDING LAND) Existing Buildings	\$ _____	\$ _____	\$ _____
B2. *Other (explain in detail)	\$ _____	\$ _____	\$ _____
C. DEVELOPMENT COST (A1.3+A2+A3+A4+B1+B2)	\$ _____	\$ _____	\$ _____
D. DEVELOPER'S FEE <small>See Note (1)</small>	\$ _____	\$ _____	\$ _____
E. OPERATING DEFICIT RESERVES <small>See Note (5)</small>	██████████	██████████	██████████
F. TOTAL LAND COST	██████████	\$ _____	\$ _____
G. TOTAL DEVELOPMENT COST <small>See Note (7)</small> (C+D+E+F)	\$ _____	\$ _____	\$ _____

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, or local government consultants.

CONSTRUCTION/REHAB ANALYSIS

	AMOUNT	LOCATION OF DOCUMENTATION
A. Total Development Costs	\$ _____	
B. Construction Funding Sources:		
1. SAIL Request Amount	\$ _____	
2. NHTF Request Amount	\$ _____	
3. HC Equity Proceeds Paid Prior to Completion of Construction which is Prior to Receipt of Final Certificate of Occupancy or in the case of Rehabilitation, prior to placed-in service date as determined by the Applicant.	\$ _____	Attachment _____
4. First Mortgage Financing	\$ _____	Attachment _____
5. Second Mortgage Financing	\$ _____	Attachment _____
6. Third Mortgage Financing	\$ _____	Attachment _____
7. Grants	\$ _____	Attachment _____
8. HC Equity Bridge Loan	\$ _____	Attachment _____
9. Other: _____	\$ _____	Attachment _____
10. Other: _____	\$ _____	Attachment _____
11. Deferred Developer Fee	\$ _____	
12. Total Construction Sources	\$ _____	
C. Construction Funding Surplus		
(B.12. 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.

PERMANENT ANALYSIS

	AMOUNT	LOCATION OF DOCUMENTATION
A. Total Development Costs	\$ _____	
B. Permanent Funding Sources:		
1. SAIL Request Amount	\$ _____	
ELI Loan Funding Requested	\$ _____	
2. NHTF Request Amount	\$ _____	
3. HC Syndication/HC Equity Proceeds	\$ _____	Attachment _____
4. First Mortgage Financing	\$ _____	Attachment _____
5. Second Mortgage Financing	\$ _____	Attachment _____
6. Third Mortgage Financing	\$ _____	Attachment _____
7. Grants	\$ _____	Attachment _____
8. Other: _____	\$ _____	Attachment _____
9. Other: _____	\$ _____	Attachment _____
10. Deferred Developer Fee	\$ _____	
11. Total Permanent Funding Sources	\$ _____	
C. Permanent Funding Surplus		
(B.11. 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.

Exhibit B to RFA 2017-103 – Required Forms

The following forms are available at <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2017-103/RelatedForms/> (also accessible by clicking [here](#)).

With regard to the Ability to Proceed Forms and the Local Government Contribution Forms, outlined in 3 and 4 below, the Applicant may submit a form that was included in a previous RFA submission for the same proposed Development, provided that the form submitted for this RFA (i) is the correct version of the form as specified in this RFA (i.e., has the correct Form Rev. number on the form), (ii) other than the RFA reference number on the form, none of the information entered on the form and certified to by the signatory has changed in any way, and (iii) the requirements outlined in this RFA with regard to the applicable form are met. The previous RFA reference number should be crossed through and RFA 2017-103 inserted.

- 1. Applicant Certification and Acknowledgement Form** – must be provided as outlined in Section Three A., Section Four A.1., and Section Five of the RFA.
- 2. Verification by the State Designated Lead Agency of Inclusion in Local Homeless Continuum of Care Program form** – must be provided as outlined in Section Four A.7. of the RFA.
- 3. Ability to Proceed Verification Forms** – must be provided as outlined in Section Four A.5.g. of the RFA.
- 4. Local Government Verification of Contribution Forms** – if provided, must be provided as outlined in Section Four A.14.d. of the RFA.

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 information outlined in Exhibit D will be provided by the due date as outlined, or as otherwise outlined in the invitation to enter credit underwriting. Failure to provide the required information by the stated deadline shall result in extension fees and/or the withdrawal of the invitation to enter credit underwriting.
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, including the Affirmative Fair Housing Marketing Plan; Violence Against Women Act Reauthorization Act of 2013; Section 504 of the Rehabilitation Act of 1973 as outlined in Section Four, A. 9 of the RFA; 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 Carryover Allocation Agreement is in effect.
 - c. 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 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 Housing Credits and the borrowing entity for the SAIL loan and cannot be changed in any way until after the SAIL loan closing. 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.
 - d. The Applicant 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.

Applicant Certification and Acknowledgement Form

- e. 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, Accountant and Service Provider (if the proposed Development is an Elderly Assisted Living Facility), 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.
- f. 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 natural person Principal of a Developer entity must meet the experience requirements that were met by the original Principal.
- g. The total number of units stated in the Application may be increased up to the 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.
- h. The invitation to enter credit underwriting will be rescinded if it is determined that the proposed Development was placed in service prior to the year in which it received its Housing Credit allocation.
- i. The proposed Development will include all required construction features applicable to the proposed Development, as outlined in Section Four, A.9 of the RFA. The quality of the features committed to by the Applicant is subject to approval of the Board of Directors.
- j. The proposed Development will include the required resident programs outlined in Section Four, A.10 of the RFA, and all resident programs commitments made by the Applicant at question 10 of Exhibit A. The quality of the resident programs committed to by the Applicant is subject to approval of the Board of Directors.
- k. The proposed Development will include the required income set-aside units committed to in the Application. The Total Set-Aside Percentage stated in the Application may be increased 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.

Applicant Certification and Acknowledgement Form

- I. The Applicant commits to the Demographic Commitments selected at question 2 of Exhibit A for the entire Compliance Period.
- m. The Applicant irrevocably commits to income 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.
- n. The Applicant's commitments will be included in an Extended Use Agreement or Land Use Restriction Agreement and must be maintained in order for the Development to remain in compliance, unless the Board approves a change.
- o. The applicable fees outlined in Item 4 of Exhibit C of the RFA will be due as outlined in this RFA, Rule Chapter 67-48, F.A.C., and/or as otherwise prescribed by the Corporation and/or the Credit Underwriter.
- p. 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 allocation process, as outlined in Item 1 of Exhibit C of the RFA.
- q. The Applicant agrees and acknowledges that the following information and documentation will be provided as outlined in Item 6 of Exhibit C of the RFA: Progress Report (Form Q/M Report); Final Cost Certification Application Package (Form FCCAP); and Financial Reporting Form SR-1.
- r. The Applicant agrees and acknowledges that it will conform to the requirements regarding the use of replacement reserve funds, as outlined in Item 6 of Exhibit C of the RFA.
- s. 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.,

Applicant Certification and Acknowledgement Form

operating or limited partnership agreement), and another operating deficit reserve whereby its final disposition remains under this same restriction. 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.

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 this 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, 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 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. 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. 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.
7. 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.
8. 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.

Applicant Certification and Acknowledgement Form

- 9. 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).

**VERIFICATION BY THE STATE DESIGNATED LEAD AGENCY OF INCLUSION IN
LOCAL HOMELESS CONTINUUM OF CARE PROGRAM**

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).

Applicant's Name: _____

Local Continuum of Care Name and FL Jurisdiction Code for the Proposed Development: _____

The Lead Agency for the Local Homeless Continuum of Care Jurisdiction identified above confirms that the Development identified above meets the following criteria:

1. The proposed Development is located within the Continuum of Care Jurisdiction identified above;
2. The nature and scope of the proposed Development is in conformance with the planning and priorities of the Continuum of Care program;
3. There is a need for the proposed Permanent Supportive Housing;
4. The Applicant's prospective tenant outreach and tenant selection process are appropriate and adequate to effectively inform the Continuum of Care's intended households, community stakeholders and public about the Development;
5. The Applicant is an active member of the Continuum of Care in which the proposed Development is located or has submitted an Application to become a member of the Continuum of Care in which the proposed Development is located; and
6. The Applicant is aware of and understands the Continuum of Care's performance measures regarding appropriate housing placement and retention.

CERTIFICATION BY THE STATE DESIGNATED LEAD AGENCY OF INCLUSION IN LOCAL HOMELESS CONTINUUM OF CARE PROGRAM:

I certify that the above information is true and correct.

Lead Agency Signatory

Print or Type Name of Signatory

Print or Type Name of Lead Agency

Print or Type Title of Signatory

In order for this form to be considered, it must be signed by the Agency's Executive Director, Chief Executive Officer, Chief Financial Officer, or Chair of the Board. Other signatories are not acceptable and will result in the form not being considered.

(Form Rev. 02-17)

**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.

**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.

**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.

(Form Rev. 08-16)

**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.

**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.

**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 net present value of the above-referenced loan, based on 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.

Exhibit C to RFA 2017-103 – Other Requirements

1. 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				
	Garden Wood*	Garden Concrete*	Mid-Rise-Wood*	Mid-Rise-Concrete*	High-Rise*
Maximum TDC Per Unit Limitation ** for all counties except Broward and Miami-Dade	\$183,300	\$220,400	\$220,400	\$243,000	\$295,800
Maximum TDC Per Unit Limitation ** for Broward and Miami-Dade counties	\$192,300	\$231,200	\$231,200	\$254,800	\$310,200
Applicable TDC Multipliers (to be applied against the Development’s TDC) and TDC Add-Ons (to be added to the Maximum TDC Per Unit Limitation)					
TDC Multiplier for the Demographic Commitments provided in this RFA					90%
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%***
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

* 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.

- 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 1.4 percent that is not located within Broward or Miami-Dade County, or 1.8% for any Development that is located within Broward or 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, inclusive of any applicable escalation factor, 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, inclusive of any applicable escalation factor, 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, inclusive of any applicable escalation factor, 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, inclusive of any applicable escalation factor, by the number of total units in the Development. Next, divide this product by 1.21* and then multiply the result by 21 percent*. This will yield the maximum allowable Developer fee within the TDC Per Unit Base Limitation, inclusive of any applicable escalation factor.

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, inclusive of any applicable escalation factor, up to the lesser of (a) the actual amount of costs in excess of the amount allowed by the TDC Per Unit Base Limitation, inclusive of any applicable escalation factor, (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 TDC will be equally reduced to incorporate the cost reduction. If after following this Developer fee limitation process, the TDC exclusive of land costs and operating deficit reserves is reduced to be within the amount allowed by the TDC Per Unit Base Limitation, inclusive of any applicable escalation factor, then the Developer fee adjustment calculation is complete. If the TDC exclusive of land costs and operating deficit reserves remains above the amount allowed by the TDC Per Unit Base Limitation, inclusive of any applicable escalation factor, 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, inclusive of any applicable escalation factor. 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, inclusive of any applicable escalation factor, 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 (with a corresponding adjustment to the Development's TDC exclusive of land costs and operating deficit reserves). For instance, if the Development's adjusted TDC exclusive of land costs and operating deficit reserves exceeds the limitation, inclusive of any applicable escalation factor, 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 TDC as a result of having a TDC exclusive of land costs and operating deficit reserves that exceeds the limitation.

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 1.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 costs savings to reduce the 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 TDC in order to incorporate the reduced Developer fee cost.

For example:

An 120-unit development not located in Broward County, Miami-Dade County, or Monroe County with a Development Type of Garden reports a TDC of \$19,600,000,

inclusive of a stated Developer fee of \$2,700,000, 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 (1.4%), any applicable TDC Multiplier (100%), and any applicable TDC Add-On (\$0):
 $(\$154,100 \text{ Per Unit} + \$0 \text{ TDC Add-On}) \times (1 + 1.4\%) / 100\% \text{ TDC Multiplier} = \$156,257 \text{ Per Unit.}$
- 1.(b) Determine TDC Limitation for the Development: $\$156,257 \text{ Per Unit} \times 120 \text{ units} = \$18,750,888.$
- 1.(c) Implied maximum Development Cost per the limitation: $\$18,750,888 \div 1.16 = \$16,164,559.$
- 1.(d) Determine maximum allowable Developer fee within the limitation (prior to any Developer fee adjustment): $\$16,164,559 \times 16\% = \$2,586,329.$

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

- 2.(a)(i) Is the stated Developer fee of \$2,700,000 greater than the maximum allowable of \$2,586,329? $\$2,700,000 > \$2,586,329.$
- 2.(a)(ii) If the response to 2.(a)(i) is yes, then determine the excess: $\$2,700,000 - \$2,586,329 = \$113,671$ (excess Developer fee and excess TDC).
- 2.(b) Reduce the stated Developer fee to the lesser of either the maximum allowable (\$2,586,329) or the stated fee (\$2,700,000) and reduce the stated TDC by an equal amount: $\$2,700,000 - \$113,671 = \$2,586,329$; $\$19,600,000 - \$113,671 = \$19,486,329.$
- 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: $\$19,486,329 - \$18,750,888 = \$735,441.$
- 2.(d) Determine the lesser of either (i) \$500,000, (ii) 25 percent of the maximum allowable Developer fee ($25\% \times \$2,586,329 = \$646,582$), or (iii) 100% of the excess TDC (\$735,441): $\$500,000 < \$646,582 < \$735,441.$
- 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: $\$2,586,329 - \$500,000 = \$2,086,329.$
- 2.(f) TDC reduction due to Developer fee adjustment: $\$19,486,329 - \$500,000 = \$18,986,329.$

(As a note, this TDC is still greater than the TDC Per Unit Base Limitation inclusive of the applicable upward adjustment, so an additional adjustment to the maximum allowable Developer fee 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 = \$18,986,329 - \$18,750,888 = \$235,441; Excess TDC as a percentage of TDC Limitation = \$235,441 ÷ \$18,750,888 = 1.26%.
 - 3.(b) Determine the additional adjustment: 1.26% x \$2,086,329 = \$26,197.
 - 3.(c) Determine the final maximum Developer fee, after adjustments, at time of credit underwriting: \$2,086,329 - \$26,197 = \$2,060,132.
 - 3.(d) Determine the final adjusted TDC at time of credit underwriting: \$18,986,329 - \$26,197 = \$18,960,132.
 - 3.(e) Verify the status of the 5% variance test: $(\$18,960,132 - \$18,750,888) / \$18,750,888 = 1.12\%$, 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 either 1.4 percent for any Development that is not located within Broward or Miami-Dade County, or 1.8 percent for any Development that is located within Broward or 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 1.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.

If the Development has already had its Developer fee adjusted at credit underwriting as provided in 1.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.

If the Development has already had its Developer fee adjusted at credit underwriting as provided in 1.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 1.b. above, just as if it were going through the credit underwriting report process again.

- (1) The Developer fee will be limited to the maximum allowable within the TDC Per Unit Base Limitation, inclusive of any applicable escalation factor, 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, inclusive of any applicable escalation factor, 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, inclusive of any applicable escalation factor, 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, inclusive of any applicable escalation factor, by the number of total units in the Development. Next, 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, inclusive of any applicable escalation factor.

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 (1) above, the 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 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 (1) above, dollar-for-dollar, for any costs in excess of the amount allowed by the TDC Per Unit Base Limitation, inclusive of any applicable escalation factor, up to the lesser of (a) the actual amount of costs in excess of the amount allowed by the TDC Per Unit Base Limitation, inclusive of any applicable escalation factor, (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 TDC will be equally reduced to incorporate the cost reduction. If after following this Developer fee limitation process, the TDC exclusive of land costs and operating deficit reserves is reduced to be within the amount allowed by the TDC Per Unit Base Limitation, inclusive of any applicable escalation factor, then the Developer fee adjustment calculation is complete. If the TDC exclusive of land costs and operating deficit reserves remains above the amount allowed by the TDC Per Unit Base Limitation, inclusive of any applicable escalation factor, 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 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 TDC exclusive of land costs and operating deficit reserves (as adjusted above) exceeds the amount allowed by the TDC Per Unit Base Limitation, inclusive of any applicable escalation factor, 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, inclusive of any applicable escalation factor, 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 TDC as a result of having a TDC exclusive of land costs and operating deficit reserves that exceeds the limitation.

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 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 penalties provided above, then as the Developer fee is reduced, so is the TDC in order to incorporate the reduced Developer fee cost.

- (4) For those Developments that have already had its Developer fee adjusted at credit underwriting as provided in 1.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 TDC is further reduced.

For example:

Assuming the Development in the example provided in 1.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 \$2,060,132. 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) \$206,013 (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 \$206,013. The allowable Developer fee will be \$1,854,119 (the allowable Developer fee reported in the credit underwriting report of \$2,060,132, less the adjustment of \$206,013). The Development's TDC exclusive of land costs and operating deficit reserves in the FCCAP would be adjusted to \$18,979,119 (\$18,960,132 from the credit underwriting report plus \$225,000 of new additional costs less \$206,013 for the reduction in allowable Developer fee).

These figures represent the applicable Developer fee percentage for the Development (21%) and one plus the applicable Developer fee percentage for the Development (1+21%).

2. Leveraging Classification:

Each eligible Application's Leveraging Classification will be determined as follows:

a. Calculating the Set-Aside Units:

The total number of set-aside units for each Application will be computed by multiplying the total number of units within the proposed Development by the highest Total Set-Aside Percentage the Applicant committed to as stated in the last row of the set-aside breakdown chart in the Set-Aside Commitment section of the Application. Results that are not a whole number will be rounded up to the next whole number.

b. A/B Leveraging Classification

All eligible Applications will be classified as either Group A or Group B based on the amount of total Corporation funding per set-aside unit as outlined below:

The Eligible Housing Credit Request Amount will be multiplied by 9.0 and that product will be added to the Eligible SAIL Request Amount. This total shall be divided by the number of set-aside units in the Development as calculated above. This will yield the total Corporation funding per set-aside unit to be used for the Leveraging Classification. NHTF Loan Funding will not affect this calculation.

All eligible Applications will be listed together in ascending order beginning with the Application that has the lowest amount of total Corporation funding per set-aside unit and ending with the Application that has the highest amount of total Corporation funding per set-aside unit.

The total number of eligible Applications will be multiplied by 80 percent and the resulting figure will be rounded up to the next whole number (the resulting figure after rounding will be referred to as the "A/B Cut-Off"). A line will be drawn below the Application whose place on the list is equal to the A/B Cut-Off. If any Application(s) below the line has the same total Corporation funding request per set-aside unit as the Application immediately above the line, the line will be moved to a place immediately

below that Application(s). Applications above the A/B Cut-Off will be classified as Group A and Applications below the A/B Cut-Off will be classified as Group B.

3. 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 implied eligible housing credit equity. All Applications must earn a Florida Job Creation score equal to or greater than 4.0 to qualify for the Florida Job Creation Preference in Section Five of the RFA.

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

- The number of new construction 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 of 3.811 Florida Jobs per unit for proposed new construction units;
- The Eligible Housing Credit Request Amount. SAIL and NHTF Loan Funding will not affect this calculation.

The score for the Florida Rate of Job Creation per \$1 million of implied eligible housing credit equity will be measured using the following calculation:

Number of units x 3.811 Florida Jobs per unit x 1,000,000 / (the Eligible Housing Credit Request Amount x 9.0) = Florida Jobs per \$1 million of Housing Credit Allocation.

For example:

Application A consists of 140 units, and has an Eligible Housing Credit Request Amount of \$1,660,000.

$140 \times 3.811 \times 1,000,000 / (1,660,000 \times 9.0) = \text{Florida Job Creation score of } 15.39.$

In the above example, the Application will qualify for the Job Creation Funding Preference because it has a Florida Job Creation score that is at least 4.0.

4. 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 Housing Credit allocation to be withdrawn as outlined in the Carryover Allocation Agreement and the credit underwriting and program requirements outlined in Rule Chapter 67-48, F.A.C.

a. Application Fee:

All Applicants requesting funding under this RFA shall submit to the Corporation as a part of the Application submission a non-refundable Application fee of \$3,000.

b. Credit Underwriting Fees:

The following fees are not the fees that will be charged, but are listed below for estimation purposes of completing the Development Cost 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:

Primary Program Fee		Multiple Program Fees	Total
\$13,203 – SAIL funding	+	\$4,228 –Competitive HC + \$4,228 - NHTF Funding	\$21,659

(2) Subsidy Layering Review: \$2,855

(3) Re-underwriting fee: \$173 per hour, not to exceed \$7,657.

Any Housing Credit Development requiring further analysis by the Credit Underwriter pursuant to Section 42(m)(2) of the IRC will be subject to an hourly fee of \$173. 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: \$173 per hour.

c. 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 5.5 percent of the stated annual Housing Credit Allocation. The administrative fee must be received by the Corporation as stated in the Preliminary Allocation.

Note: If the Applicant elects to submit the \$25,000 Application Withdrawal Cash Deposit, as outlined in Four A.1.a. of the RFA, the deposit shall not be credited toward the Applicant’s Administrative Fee payment.

d. Commitment Fees:

With respect to the SAIL Program funding, each Applicant to which a firm commitment is granted shall submit to the Corporation a non-refundable commitment fee of 1 percent of the SAIL loan amount upon acceptance of the firm commitment. The Applicant’s award of Competitive Housing Credits or NHTF funding will not affect the amount of the Applicant’s commitment fee.

- (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.

e. Credit Underwriting and Loan Closing Extension Fees:

In the event the loans do not close within the timeframes prescribed, extension fees will be assessed as outlined in subsections 67-48.072(21) and 67-48.072(26), F.A.C.

f. 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 has a Construction Loan Servicing Fee to be paid as indicated. Applicants will not have a separate Construction Loan Serving Fee for the NHTF Loan. 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.

- \$173 per hour for an in-house review of a draw request, up to a maximum of \$2,113 per draw
- \$173 per hour for on-site inspection fees, up to a maximum of \$1,718 per draw
- \$173 per hour for extraordinary services

(2) Permanent Loan Servicing Fees:

The SAIL loan and the NHTF Loan each 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.

Annual fee of 25 bps of the outstanding loan amount, with a minimum monthly fee of \$207 and a maximum monthly fee of \$823, and an hourly fee of \$173 for extraordinary services.

g. Compliance Monitoring Fees:

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

(1) Pre-Final Allocation Fee –

Pre-final allocation compliance monitoring fee comprised of a base fee of \$1,932 + an additional fee per set-aside unit of \$9. 87, subject to a minimum of \$3,024, to be collected as stated in the Preliminary Housing Credit Allocation or Carryover Allocation Agreement.

(2) Compliance Monitoring Fee –

Primary Program Fee		Multiple Program Fees
Competitive HC A total annual fee comprised of a base fee of \$161 per month + an additional fee per set-aside unit of \$9.87 per year, subject to a minimum of \$252 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 and based upon the payment stream from the Corporation to the monitoring agent.	+	\$899 – SAIL + \$899 NHTF Funding

(3) Follow-up Review - \$173 per hour.

h. Additional HC Fees:

- (1) If the Applicant requests permission to return its HC allocation and receive a new HC allocation and such request is approved, whether by the Executive Director in accordance with the QAP or as approved by the Board, the Applicant will be charged a nonrefundable processing fee of \$15,000 per request.
- (2) HC Applicants shall be responsible for all processing fees related to the HC Program.

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 NHTF Loan Fees:

Applicants will be responsible for all fees associated with the Corporation's legal counsel related to the NHTF Loan.

Note: Although all Applicant awarded NHTF Funding will be required to comply with the HUD environmental requirements as provided in 24 CFR 93.301(f)(1) and (2), Applicants will not be charged a fee for the environmental review.

k. Assumption/Renegotiation Fees:

For all loans 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 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 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.

5. 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/2017-103/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 the completed and executed Florida Housing Finance Corporation Attorney Certification for Housing Credits form.
- (5) Identify the Accountant by providing the completed and executed Florida Housing Finance Corporation Certification of Accountant form.
- (6) Identify the Service Provider by providing the completed and executed Florida Housing Finance Corporation Service Provider or Principal of Service Provider Certification form (for Elderly ALF Developments only).

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/2017-103/RelatedForms/> (also accessible by clicking [here](#)). Note: The use of any prior version of these forms will not be acceptable to meet this requirement.

6. Additional Requirements:

a. Progress Report - Form Q/M Report:

Each Competitive Housing Credit Development shall be required to complete and submit to the Corporation progress reports, pursuant to Rule 67-48.028, 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/2017-103/RelatedForms/> (also accessible by clicking [here](#)).

b. Eligible Reserve for Replacement Items:

The replacement reserve funds required by section 67-48.0072(13), 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/2017-103/OtherInformation/> (also accessible by clicking [here](#)).

c. Final Cost Certification Application Package (Form FCCAP):

In accordance with Rule 67-48.023, F.A.C., 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 or Rehabilitation of a Housing Credit Development, including Developer's and General Contractor's fees as described in Rule 67-48.0072, F.A.C., 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 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/2017-103/RelatedForms/> (also accessible by clicking [here](#)).

d. 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 t 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 by clicking [here](#), and shall submit the form to the Corporation's servicer in both PDF format and 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 subsection 67-48.023(9), F.A.C., with regard to the Competitive 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.

e. Part IIIA, Sections 401 through 408 and 410, of the Fannie Mae Multifamily Selling and Servicing Guide, in effect as of June 10, 2015:

The financial statements and information provided for review (pursuant to paragraph 67-48.0072(14)(b), F.A.C. for SAIL, and, if applicable, sub-paragraph 67-21.014(2)(j)2., F.A.C. for MMRB) 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 Website <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2017-103/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 first mortgage lender, the Corporation or the Corporation's servicer, sufficient to meet the standards established in the Florida Housing Finance Corporation (FHFC) Insurance Guide (and 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](#)).

7. \$25,000 Application Withdrawal Disincentive:

a. \$25,000 Application Withdrawal Cash Deposit

Each Applicant not submitting a \$25,000 Letter of Credit (as outlined in b. below) must submit to the Corporation an Application Withdrawal Cash Deposit in the amount of \$25,000 with its Application.

The Application Withdrawal Cash Deposit shall be deposited into an account of the Corporation, will not accrue interest for the Applicant, and will be held by the Corporation as long as the Application associated with it remains active and is not withdrawn for any reason prior to the occurrence of certain events, as outlined below:

- (1) If a submitted Application is withdrawn for any reason subsequent to the Application Deadline but on or before the execution of the Carryover Allocation Agreement and payment of the required non-refundable Administrative Fee, then immediately upon such Application's withdrawal, the sum of \$25,000 representing the Application Withdrawal Cash Deposit for the withdrawn Application shall, automatically and without notice or condition, become the absolute property of the Corporation, and such funds may be used by the Corporation in any manner and for any purpose as other cash funds of the Corporation.
- (2) For any eligible Application not invited to enter credit underwriting and not sooner withdrawn, the Corporation shall release and return the Application Withdrawal Cash Deposit for such Application by check in the amount of \$25,000 once invitations to enter credit underwriting have been issued and accepted by those Applicants selected for funding under the RFA. The Corporation shall make the refund check payable to the person or entity indicated by the Applicant at question 1.a.(1) of Exhibit A. If this information is not provided in the Application, the Corporation shall make the refund check payable to the Applicant.
- (3) For any eligible Application invited to enter credit underwriting and not sooner withdrawn, the Corporation shall release and return the Application Withdrawal Cash Deposit for such Application by check in the amount of \$25,000 following execution of the Carryover Allocation Agreement and payment of the Administrative Fee for such Application. The Corporation shall make the refund check payable to the person or entity indicated by the Applicant at question 1.a.(1) of Exhibit A. If this information is not provided in the Application, the Corporation shall make the refund check payable to the Applicant.
- (4) For any Application deemed ineligible by the Review Committee and the Board that is not the subject of any pending litigation and is not sooner withdrawn, at the conclusion of the time period for filing a notice of protest as prescribed in Section 120.57(3), Fla. Stat., et. al., the Corporation shall release and return the Application Withdrawal Cash Deposit for such Application by check in the

amount of \$25,000. The Corporation shall make the refund check payable to the person or entity indicated by the Applicant at question 1.a.(1) of Exhibit A. If this information is not provided in the Application, the Corporation shall make the refund check payable to the Applicant.

As used herein, an Application withdrawal includes a withdrawal of an Application (or the funding under such Application) initiated or made by the Corporation itself where such withdrawal by the Corporation is the result of the Applicant's failure to act or pay fees in a timely manner as required by the RFA.

b. \$25,000 Letter of Credit

Each Applicant not submitting a \$25,000 Application Withdrawal Cash Deposit (as outlined in a. above) must submit to the Corporation a Letter of Credit that meets the following requirements with its Application:

- (1) The Letter of Credit must:
 - (a) Be issued by a bank, the deposits of which are insured by the FDIC, and which has a banking office located in the state of Florida available for presentation of the Letter of Credit.
 - (b) Be on the issuing bank's letterhead, and identify the bank's Florida office as the office for presentation of the Letter of Credit.
 - (c) Be, in form, content and amount, the same as the Sample Letter of Credit set out below, and completed with the following:
 - (i) Issue Date of the Letter of Credit (LOC) which must be no later than March 22, 2017.
 - (ii) LOC number.
 - (iii) Expiration Date of the LOC which must be no earlier than March 22, 2018.
 - (iv) Issuing Bank's legal name.
 - (v) Issuing Bank's Florida Presentation Office for presentation of the LOC.
 - (vi) Florida Housing's RFA number RFA 2017-103.
 - (vii) Applicant's name as it appears on the Application for which the LOC is issued.
 - (viii) Development name as it appears on the Application for which the LOC is issued.
 - (ix) Signature of the Issuing Bank's authorized signatory.
 - (x) Printed Name and Title of the authorized signatory.
- (2) The condition of the Letter of Credit is that the Application with which it is associated remain active and not be withdrawn for any reason prior to the occurrence of certain events, as outlined below:

- (a) If a submitted Application is withdrawn for any reason subsequent to the Application Deadline but on or before the execution of the Carryover Allocation Agreement and payment of the required non-refundable Administrative Fee, the Corporation shall, without notice, present for payment and draw upon the Letter of Credit submitted with that Application in full and retain the funds represented thereby as the property of the Corporation. By submitting its Application, the Applicant acknowledges that the withdrawal of its Application regardless of reason or circumstance at any time prior to events described is self-executing entitling the Corporation to draw upon the Letter of Credit in full without condition or prior notice to any party.

If the Corporation is entitled to draw upon an Applicant's Letter of Credit as provided above, and the issuing bank should for any reason refuse to honor the Letter of Credit following presentation by the Corporation, the Applicant or any Principal of the Applicant, as listed in the Application, shall be responsible for payment of the \$25,000 to the Corporation; payment shall be due to the Corporation within 10 Calendar Days following written notice from the Corporation to the Contact Person listed in the Application.

- (b) For those eligible Applications not invited to enter credit underwriting and not sooner withdrawn, the Corporation shall release or surrender the Letter of Credit once invitations to enter credit underwriting have been issued and accepted by those Applicants selected for funding under the RFA.
- (c) For those eligible Applications invited to enter credit underwriting and not sooner withdrawn, the Corporation shall release or surrender the Letter of Credit following execution of the Carryover Allocation Agreement and payment of the Administrative Fee.
- (d) For those Applications deemed ineligible by the Review Committee and the Board that are not the subject of any pending litigation and are not sooner withdrawn, the Corporation shall release or surrender the Letter of Credit at the conclusion of the time period for filing a notice of protest as prescribed in Section 120.57(3), Fla. Stat., et. al.

As used herein, an Application withdrawal includes a withdrawal of an Application (or the funding under such Application) initiated or made by the Corporation itself where such withdrawal by the Corporation is the result of the Applicant's failure to act or pay fees in a timely manner as required by the RFA.

Sample Letter of Credit

As outlined above, the required Letter of Credit must be, in form, content and amount, the same as the following Sample Letter of Credit:

(Issuing Bank’s Letterhead)

Irrevocable Unconditional Letter of Credit

To/Beneficiary: Florida Housing Finance Corporation Issue Date: [a date that is no later than March 22, 2017]

Attention: Director of Multifamily Programs
227 N. Bronough Street, Suite 5000
Tallahassee, Florida 32301

Letter of Credit No.: _____ Expiration Date: [a date that is no earlier than March 22, 2018]

Issuing Bank: _____

Florida Presentation Office: _____

FHFC RFA # 2017-103

Applicant: _____

Development: _____

To Whom It May Concern:

For the account of the Applicant, we, the Issuing Bank, hereby authorize Florida Housing Finance Corporation to draw on us at sight up to an aggregate amount of Twenty-Five Thousand and No/100 Dollars (\$25,000.00). This letter of credit is irrevocable, unconditional, and nontransferable.

Drafts drawn under this letter of credit must specify the letter of credit number and be presented at our Florida Presentation Office identified above not later than the Expiration Date. Any sight draft may be presented to us by electronic, reprographic, computerized or automated system, or by carbon copy, but in any event must visibly bear the word “original”. If the document is signed, the signature may consist of (or may appear to us as) an original handwritten signature, a facsimile signature or any other mechanical or electronic method of authentication.

Payment against this letter of credit may be made by wire transfer of immediately available funds to the account specified by you, or by deposit of same day funds in a designated account you maintain with us. Unless we notify you in writing at least thirty (30) days prior to the Expiration Date, the Expiration Date of this letter of credit must be extended automatically for successive one-month periods.

This letter of credit sets forth in full the terms of our obligations to you, and such undertaking shall not in any way be modified or amplified by any agreement in which this letter is referred to or to which this letter of credit relates, and any such reference shall not be deemed to incorporate herein by reference any agreement. We engage with you that sight drafts drawn under, and in compliance with, the terms of this letter of credit will be duly honored at the Presentation Office.

We are an FDIC insured bank, and our Florida Presentation Office is located in Florida as identified above.

Yours very truly,
[Issuing Bank]

By _____

Print Name _____

Print Title _____

Exhibit D to RFA 2017-103 – Timeline

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:

1. Within seven (7) Calendar Days of the date of the invitation to enter credit underwriting:
 - a. Respond to the invitation and submit the credit underwriting fee as outlined in Item 4 of Exhibit C, and the Preliminary Recommendation Letter (PRL) fee as stated in subparagraph 67-48.0072(4)(a)1, F.A.C.;
 - b. Provide the name and address of the chief elected official of the local jurisdiction where the proposed Development is located;
 - c. Provide the number of buildings with dwelling units; and
 - d. Provide notification of the Applicant's eligibility for acquisition credits per Section 42 of the IRC, if applicable;
 - e. Provide the 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.
2. Within 14 Calendar Days, 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 (Form Rev. 08-16).
3. Within 21 Calendar Days of the date of the invitation to enter credit underwriting:
 - a. Provide the 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 5 of Exhibit C of the RFA;
 - b. Provide 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:
 - (1) 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 limited partnership agreement or limited liability company operating agreement); or

- (2) If not syndicating/selling the Housing Credits, proceeds from a bridge loan will not count toward meeting the 15 percent criteria;
 - c. Provide confirmation that all construction features committed to and proposed by the Applicant shall be located on the Development site;
 - d. Provide 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 Application and Developer(s) Disclosure Form that was part of the Applicant's uploaded Application. The Applicant will be required to enter the applicable percentages on the form and return the completed form to the Corporation;
 - e. Provide the identity of the remaining members of the Development Team (i.e., inexperienced co-Developer(s), General Contractor, Architect, Attorney, Accountant, and for Elderly ALF only, Service Provider), as outlined in Item 5 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;
 - f. Either confirmation of the Applicant's membership in the Continuum of Care in which the proposed Development is located as of Application Deadline, OR the Continuum of Care in which the Applicant is a member as of the Application Deadline and confirmation of the Applicant's membership in the Continuum of Care in which the proposed Development is located.
4. The Preliminary Recommendation Letter (PRL) for this Development will be due to the Corporation no later than 12 weeks after the invitation to enter credit underwriting has been accepted. Pursuant to paragraph 67-48.0072(21)(b), F.A.C., the Applicant is responsible for providing the Credit Underwriter with the information necessary to complete the PRL. If the 12 week deadline cannot be met due to any delay caused by the Applicant, the Applicant must request an extension by submitting a written request and payment of the applicable processing fee to the Corporation;

5. The credit underwriting process must be complete within nine (9) months of the Applicant acceptance to enter credit underwriting;
6. The SAIL and NHTF loans must close within 12 months of the of the date of the invitation to enter credit underwriting (preliminary loan commitment); and
7. By Certificate of Occupancy, the Applicant commits to participate in the statewide housing locator system, as required by the Corporation.
8. The Credit Underwriter will provide an itemized list for additional documentation needed to complete the credit underwriting report, including, but not limited to the following:
 - a. During credit underwriting, the Applicant will develop a Tenant Selection Plan that includes standards and detailed procedures that guide the evaluation of all prospective tenants for residency in fulfillment of the Development's set-aside requirements. The plan should demonstrate how the Applicant will address income, credit, criminal and rental histories that might adversely affect the intended household's ability to lease safe and decent rental housing, while still taking into consideration the viability of the property and safety of the entire tenant population. The plan must include a strategy describing and committing to consider each of these households for tenancy on a case-by-case basis by the property management in addition to any third party information checks. The plan must also include a strategy describing how the Development will address the barriers posed by move-in costs, including application fees and all deposits. The final plan must be submitted by the Applicant to the Corporation before the credit underwriting report is approved;
 - b. The Applicant shall submit its Resident Community-Based Service Coordination Plan at credit underwriting that includes standards and detailed procedures outlined in Section Four, A.10.a. of the RFA. The final plan must be submitted by the Applicant to the Corporation before the credit underwriting report is approved. To assure assistance to those residents that are receiving community-based services coordination through another program or agency, as well as to ensure assistance to those residents who need additional service coordination, the provider of this resident service shall also provide, at credit underwriting, information demonstrating its mission, qualifications, experience, agreements and/or contracts with state and federal supportive services programs, professional staffing and experience in serving the intended residents;
 - c. The Construction Consultant engaged by the Corporation's credit underwriter must provide the properly completed and executed Americans with Disabilities Act Certification forms certifying that the design of the proposed Development and the completed Development includes the applicable accessibility, adaptability, Visitability and universal design features required by the Corporation and proposed by the Applicant (Forms Rev. 10-14) which are available on the Corporation's Website

<http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2017-103/RelatedForms/> (also accessible by clicking [here](#)).

- d. The Applicant must provide to the Corporation a copy of each General Information Notice for each occupied unit, as outlined in Item 3.a. of Exhibit E. Each notice must include proof of delivery by certified letter or by signed copy of the notice when hand delivered;
 - e. The Applicant will be required to provide evidence demonstrating that the proposed Development is consistent with the applicable Consolidated Plan, as outlined in Item 3.b. of Exhibit E;
 - f. The Applicant will be required to comply with the HUD environmental requirements as provided in 24 CFR 93.301(f)(1) and (2). Applicants will not be charged a fee for the environmental review, as stated in Item 3.c.(1) of Exhibit E;
 - g. The Applicant will be required to provide a certification that must be executed by the contractor for compliance with debarment and suspension regulations, as outlined in Item 3.c.(2) of Exhibit E; and
 - h. The Applicant must certify that it understands the requirements of the current HUD lead based paint regulations as identified in 24 CFR Part 92 and Rule Chapter 67-48, F.A.C., as outlined in Item 3.c.(3) of Exhibit E.
9. Additionally, the Carryover Allocation Agreement will provide an itemized list for additional documentation needed, including, but not limited to the following:
- a. Demonstration of site control;
 - b. Meeting the 10% Test;
 - c. Commence construction;
 - d. Close tax credit partnership;
 - e. Final credit underwriting report; and
 - f. Placed in service deadline.

Exhibit E to RFA 2017-103 – Credit Underwriting Procedures for the NHTF Forgivable Loan

The applicable credit underwriting, program requirements and loan terms and conditions are outlined in Rule Chapter 67-48, F.A.C., for the Competitive Housing Credits and SAIL loan

The applicable credit underwriting, program requirements and loan terms and conditions for the NHTF Loan are outlined below.

1. Credit Underwriting Procedures for the NHTF Loan:

- a. The invitation to enter credit underwriting constitutes a preliminary commitment for the NHTF Loan.
- b. The credit underwriting for the NHTF Loan will be accomplished along with the credit underwriting for the SAIL Loan. The Credit Underwriter may request additional information at any time during the credit underwriting process for the NHTF Loan.
- c. The Credit Underwriter’s loan recommendations for the NHTF Loan will be sent to the Board for approval at the time the SAIL Loan recommendation(s) are sent.
- d. A firm loan commitment for the NHTF Loan will be issued at the time the firm loan commitment(s) for the SAIL Loan is issued.
- e. The NHTF Loan must close by the deadlines outlined in Rule Chapter 67-48, F.A.C., for the SAIL Loan.
- f. Each of the funded Applications shall have the final amount of NHTF loan sized based on the following criteria:
 - (1) The initial amount will be based on providing eight zero or one (1) bedroom units. The amount for each of these units shall equal the NHTF Set-Aside per unit minimums that are dependent upon the county where the proposed Development is located, as outlined on the chart below.

NHTF Set-Aside per unit minimums:

County	Zero or 1 Bedroom Units	County	Zero or 1 Bedroom Units	County	Zero or 1 Bedroom Units	County	Zero or 1 Bedroom Units
Alachua	\$173,700	Escambia	\$168,400	Manatee	\$168,800	Pinellas	\$161,100
Bay	\$157,700	Flagler	\$150,800	Marion	\$130,200	Polk	\$143,200
Brevard	\$168,800	Hernando	\$161,100	Martin	\$153,500	Saint Johns	\$176,800
Broward	\$197,400	Highlands	\$130,200	Miami-Dade	\$193,200	Saint Lucie	\$153,500
Charlotte	\$158,800	Hillsborough	\$161,100	Okaloosa	\$181,000	Santa Rosa	\$168,400

County	Zero or 1 Bedroom Units	County	Zero or 1 Bedroom Units	County	Zero or 1 Bedroom Units	County	Zero or 1 Bedroom Units
Citrus	\$138,600	Indian River	\$157,700	Orange	\$159,200	Sarasota	\$168,800
Clay	\$176,800	Lake	\$159,200	Osceola	\$159,200	Seminole	\$159,200
Collier	\$181,000	Lee	\$156,900	Palm Beach	\$182,900	Sumter	\$161,900
Duval	\$176,800	Leon	\$177,200	Pasco	\$161,100	Volusia	\$143,200

- (2) If there is NHTF Loan pool funding remaining, then each of the NHTF Developments will be awarded a prorata amount of the remaining NHTF loan pool, up to the NHTF Set-Aside per unit Maximum Limits, which are dependent upon the county where the proposed Development is located and the construction type of the proposed Development, as outlined in the chart below. If each NHTF Development is awarded the NHTF Set-Aside per unit limit and there is NHTF Loan pool funding remaining, the remaining NHTF Loan pool will be distributed as approved by the Board.

NHTF Set-Aside per unit Maximum Limits

Construction Type	Miami-Dade, Broward, Palm Beach Counties	Remainder of Florida
Garden/Townhouse – Wood	N/A	\$183,100
Garden/Townhouse – Concrete	\$236,200	\$215,100
Mid-Rise – Wood	N/A	\$215,100
Mid-Rise – Concrete	\$256,800	\$234,500
High-Rise	\$305,000	\$280,100

- (3) If there is not enough NHTF Loan pool funding to provide the NHTF Set-Aside per unit minimums for each NHTF Development to provide eight zero or one (1) bedroom units, then one NHTF Unit will be removed from each NHTF Development in the sequence below until the total amount of NHTF funding awarded no longer exceeds the NHTF loan pool. If following this sequence creates an amount of total NHTF awards equal to the NHTF loan pool, then the process is completed. If following this sequence creates an amount of total NHTF awards less than the NHTF Loan pool, then a prorata increase will be awarded as provided in (2) above.
- (a) The Proposed Development from the Medium County with the lowest AMI, and if two Medium Counties are tied with the lowest AMI, then the last one selected;
 - (b) The Proposed Development from the Medium County with the next lowest AMI, and if two Medium Counties are tied with the next lowest AMI, then the last one selected;

- (c) The Proposed Development from the Medium County with the highest AMI, and if two Medium Counties are tied with the highest AMI, then the last one selected;
- (d) Repeating this same sequence with the Large County NHTF Developments.

2. Terms and Conditions of the NHTF Loan:

NHTF Loans will be subject to the credit underwriting provisions outlined in Section 1 above and the loan provisions outlined below:

- a. The terms and conditions of the NHTF Loan shall be as follows:
 - (1) The NHTF Loan may be in a first, second, or other subordinated lien position;
 - (2) The NHTF Loan shall:
 - (a) Have the amount based on the funding requirements set forth in this RFA; and
 - (b) Be non-amortizing at 0 percent simple interest per annum over the life of the NHTF Loan, with the principal forgivable at maturity provided the units for which the NHTF Loan amount is awarded are targeted as NHTF Units for the duration of the Compliance Period. The minimum term of the NHTF Loan is 30 years; and
 - (c) Up to 33.33 percent of the NHTF award can be used as an operating deficit reserve for operations associated with deeper income targeting for the eight (8) NHTF units over 30 years.
 - (3) Any sale, conveyance, assignment, or other transfer of interest or the grant of a security interest in all or any part of the title to the Development other than a superior mortgage shall be subject to the Corporation's prior written approval. The Board shall consider the facts and circumstances of each Applicant's request and any credit underwriting report, if available, prior to determining whether to grant such request;
 - (4) The NHTF Loan shall be serviced either directly by the Corporation or by the Corporation's servicer on behalf of the Corporation;
 - (5) The Corporation and the Corporation's servicer shall monitor compliance of all terms and conditions of the loan and shall require that certain terms and conditions be embodied in the Land Use Restriction Agreement and recorded in the public records of the county wherein the Development is located. Violation of any material term or condition of the documents evidencing or securing the loan shall constitute a default during the term of the loan if not appropriately

cured. The Corporation shall take appropriate legal action to effect compliance if a violation of any material term or condition relative to the set aside of units for NHTF Units is discovered during the course of compliance monitoring or by any other means;

- (6) Rent controls for the 22 percent AMI units for which the NHTF Loan is issued shall be restricted at the level applicable for federal Housing Credits;
- (7) The documents creating, evidencing or securing each NHTF Loan must provide that any violation of the terms and conditions described in this Exhibit to the RFA constitutes a default under the NHTF Loan documents allowing the Corporation to accelerate its loan and to seek foreclosure as well as any other remedies legally available to it; and
- (8) The Compliance Period committed to in this RFA includes the units set aside at 22 percent AMI or less as NHTF Units. After 30 years, all of the NHTF Units may convert to serve residents at or below 60 percent AMI; however, the Demographic Commitments must be maintained throughout the entire affordability period.

b. The NHTF Loan shall be assumable upon sale or transfer of the Development if the following conditions are met:

- (1) The proposed transferee meets all specific Applicant identity criteria which were required as conditions of the original loan;
- (2) The proposed transferee agrees to maintain all ELI Set-Asides and other requirements of the NHTF Loan for the period originally specified or longer; and
- (3) The proposed transferee and release of transferor receives a favorable recommendation from the Credit Underwriter and approval by the Board of Directors of the Corporation.

All assumption requests must be submitted in writing to the Director of Special Assets and contain the specific details of the transfer and assumption. In addition to any related professional fees, the Corporation shall charge a non-refundable assumption fee as outlined in this RFA.

c. NHTF Loan construction disbursements and permanent loan servicing shall be based on the following:

- (1) NHTF Loan proceeds shall be disbursed during the construction phase in an amount per Draw which does not exceed the ratio of the NHTF Loan to the Total Development Cost, unless approved by the Credit Underwriter;

- (2) Ten (10) business days prior to each Draw, the Applicant shall supply the Corporation's servicer, as agent for the Corporation, with a written request executed by the Applicant for a Draw. The request shall set forth the amount to be paid and shall be accompanied by documentation specified by the Corporation's servicer including claims for labor and materials to date of the last inspection;
- (3) The Corporation and its servicer shall review the request for a Draw, and the servicer shall provide the Corporation with approval of the request or an alternative recommendation, after the title insurer provides an endorsement to the policy of title insurance updating the policy to the date of the current Draw and increasing the insurance coverage to an amount equal to the sum of all prior Draws and the current Draw;
- (4) The Corporation shall disburse construction Draws through Automated Clearing House (ACH). The Applicant may request disbursement of construction Draws via a wire transfer. The Applicant will be charged a fee of \$10 for each wire transfer requested. This charge will be netted against the Draw amount;
- (5) The Corporation shall elect to withhold any Draw or portion of any Draw, notwithstanding any documentation submitted by the Applicant in connection with the request for a Draw, if:
 - (a) The Corporation or the Corporation's servicer determines at any time that the actual cost budget or progress of construction differs from that as shown on the loan documents; or
 - (b) The percentage of progress of construction of the improvements differs from that shown on the request for a Draw;
- (6) The servicer may request submission of revised construction budgets;
- (7) Based on the Applicant's progress of construction, if the Corporation determines that further analysis by the Credit Underwriter is required prior to the release of the final Draw, the Applicant shall pay to the Credit Underwriter a fee based on an hourly rate determined pursuant to the contract between the Corporation and the Credit Underwriter; and
- (8) Retainage in the amount of 10 percent per Draw shall be held by the servicer during construction until the Development is 50 percent complete. At 50 percent completion, no additional retainage shall be held from the remaining Draws. Release of funds held by the Corporation's servicer as retainage shall occur pursuant to the NHTF Loan Agreement.

3. Additional NHTF Unit Requirements

Applicants will be required to comply with the following requirements and provide the following information:

- a. General Information Notice - In accordance with the Uniform Relocation Act (URA), as part of 24 CFR Part 92, a Development receiving NHTF funds must provide a notice to all tenants informing them of their rights under the URA in accordance with Chapter 2 of the HUD Handbook 1378*. The proper manner of notice is provided in this Handbook. A copy of each General Information Notice must be provided to each tenant, not just tenants in NHTF Units. By the due date outlined in the invitation to enter credit underwriting, the Applicant must provide to the Corporation a copy of each General Information Notice for each occupied unit. Each notice must include proof of delivery by certified letter or by signed copy of the notice when hand delivered.

- b. HOME Certification of Consistency with the Consolidated Plan:

In order to be eligible for HOME funding, during the credit underwriting process the Applicant will be required to provide evidence demonstrating that the proposed Development is consistent with the applicable Consolidated Plan. Developments located in entitlement jurisdictions should request a certification of consistency letter from the appropriate authorities in that jurisdiction (typically, the community development staff). Developments located in non-entitlement jurisdictions (e.g. small non-entitlement cities or unincorporated areas of counties) should request a certification of consistency letter from the state. To request a certification of consistency letter from the state (or if you are not sure which Consolidated Plan applies to the location of your proposed HOME Development), please contact:

CDBG Operations Unit Program Manager
Florida Department of Economic Opportunity
850-717-8406

- c. Other Federal Requirements

- (1) HUD Environmental Requirements – All Applicants awarded NHTF Funding will be required to comply with the HUD environmental requirements as provided in 24 CFR 93.301(f)(1) and (2). Applicants will not be charged a fee for the environmental review.
- (2) Debarment and Suspension - Owners and contractors are prohibited from employing, awarding contracts, or funding any contractors or subcontractors that have been debarred, suspended, proposed for debarment or placed on ineligibility status by HUD. In addition, any owners who are debarred, suspended, proposed for debarment, or ineligible will be ineligible for funding. Therefore, a certification must be executed by the contractor for compliance with debarment and suspension regulations. During the credit underwriting

process the Applicant will be required to provide the executed certification form*.

- (3) Lead Based Paint - If the Development was built before 1978, Lead Based Paint Regulations may apply. See 24 CFR Part 35 for exemptions. During the credit underwriting process, the Applicant must certify that it understands the requirements of the current HUD lead based paint regulations as identified in 24 CFR Part 92 and Rule Chapter 67-48, F.A.C.

If the Applicant is purchasing the property and the Development was built before 1978, provide a copy of the executed Disclosure of Information on Lead Based Paint and Lead Based Paint Hazards form*, signed by both the buyer and the seller.

* Documents can be found on the Corporation's Website <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2017-103/> (also available by clicking [here](#)).