**Exhibit A to RFA 2019-109– HOME Financing to be used for Rental Developments in Hurricane Michael Impacted Counties and in Rural Areas**

**1. Applicant Certification and Acknowledgement form**

Provide the Applicant Certification and Acknowledgement, executed by the Authorized Principal Representative, as **Attachment 1**.

**2. Demographic Commitment:**

Select one (1) of the following Demographic Commitments:

Choose an item.

**3. Applicant/Developer/Management Company/Contact Person Information:**

a. Applicant Information

(1) Name of Applicant

Click here to enter text.

(2) 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**.

(3) Non-Profit Applicant qualifications

Does the Applicant or the General Partner or managing member of the Applicant meet the definition of Non-Profit as set forth in Rule Chapter 67-48, F.A.C. or Rule Chapter 67-21, F.A.C.?

Choose an item.

If “Yes,” provide the required information for the Non-Profit entity as **Attachment 3.**

(4) HOME Community Housing Development Organization (CHDO):

To qualify as a CHDO and be eligible for the CHDO funding goal, state the CHDO name and provide the required CHDO Checklist along with all appropriate exhibits thereto as **Attachment 4**.

Does the Applicant qualify as a CHDO?

Choose an item.

If “Yes”, state CHDO Name:

Click here to enter text.

b. General Developer Information:

(1) Name of each Developer (including all co-Developers)

Click here to enter text.

(2) For each Developer entity listed in question (1) above (that is not a natural person), provide, as **Attachment 5**, 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) Developer Experience Funding Preferences

(a) Does at least one natural person Principal of the Developer entity, or if more than one Developer entity, at least one natural person Principal of at least one of the Developer entities, meet the requirements to qualify for the Previous Affordable Housing Experience Funding Preference?

Choose an item.

If “Yes”, in order to qualify for the preference, provide, as **Attachment 5**, the required prior experience chart demonstrating the experience.

(b) Does at least one natural person Principal of the Developer entity, or if more than one Developer entity, at least one natural person Principal of at least one of the Developer entities, meet the requirements to qualify for the HOME Funding Experience Preference?

Choose an item.

If “Yes”, in order to qualify for the preference, the prior experience chart provided as **Attachment 5** must demonstrate the required HOME funding experience.

c. Principals for the Applicant and for each Developer:

(1) Eligibility Requirement

To meet the submission requirements, upload the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 08-16) (“Principals Disclosure Form”) with the Application and Development Cost Pro Forma, as outlined in Section Three of the RFA.

To meet eligibility requirements, the Principals Disclosure Form must identify, pursuant to Subsection 67-48.002(94), F.A.C., the Principals of the Applicant and Developer(s) as of the Application Deadline. For Housing Credits, the investor limited partner of an Applicant limited partnership or the investor member of an Applicant limited liability company must be identified. A Principals Disclosure Form should not include, for any organizational structure, any type of entity that is not specifically included in the Rule definition of Principals.

(2) Point Item

Applicants will receive 5 points if the uploaded Principal Disclosure Form was stamped “Approved” during the Advance Review Process provided (a) it is still correct as of Application Deadline, and (b) it was approved for the type of funding being requested (i.e., Housing Credits or Non-Housing Credits).

d. General Management Company Information:

Name of the Management Company:

Click here to enter text.

Provide, as **Attachment 6**, the required prior experience chart for the Management Company or a principal of the Management Company reflecting the required information.

e. Authorized Principal Representative / Contact Person

(1) Authorized Principal Representative contact information (required)

Name: Click here to enter text.

Organization: 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.

|  |  |
| --- | --- |
| E-Mail Address: | Click here to enter text. |

(2) Operational Contact Person information (optional)

Name: Click here to enter text.

Organization: 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.

|  |  |
| --- | --- |
| E-Mail Address: | Click here to enter text. |

**4. General Development Information:**

a. Name of the proposed Development:

Click here to enter text.

b. Select the Development Category: Choose an item.

c. Select the Development Type: Choose an item.

d. Does the proposed Development meet the requirements to be considered to be ESS Construction?

Choose an item.

e. Has construction commenced?

Choose an item.

Note: If “Yes”, all rules and regulations in 24 CFR Part 92, which includes cross-cutting Federal Regulations, will apply.

**5. Location of proposed Development**

a. County: Choose a county.

b. Address of Development Site

Click here to enter text.

c. Does the proposed Development consist of Scattered Sites?

Choose an item.

d. Latitude and Longitude Coordinates

(1) Development Location Point

Latitude in decimal degrees, rounded to at least the sixth decimal place

Click here to enter text.

Longitude in decimal degrees, rounded to at least the sixth decimal place

Click here to enter text.

(2) If the proposed Development consists of Scattered Sites, identify the latitude and longitude coordinate for each site, rounded to at least the sixth decimal place:

Click here to enter text.

e. For proposed Developments located in a Tier 2 county, is the proposed Development located in an eligible Rural Area, as defined by the United States Department of Agriculture Rural Development (RD)?

Choose an item.

NOTE: For a proposed Development located in a Tier 2 county, to be eligible for funding, the Applicant must state “Yes” and must provide, as **Attachment 7**, the required evidence demonstrating that all sites of the proposed Development are located in an eligible Rural Area.

**6. Units**

a. Total number of units in the proposed Development: Click here to enter text.

b. Set-Aside Commitments

To enter data, double click within the chart and enter the required information. When finished, click anywhere on the page outside the chart to exit the worksheet.



Any errors in the calculations performed in this section may be corrected by the Corporation during scoring.

\*If the total number of HOME-Assisted Units stated in 6.b.(2)(a) is not equal to the total number of set-aside units stated in the chart at question 10.b. the Corporation will use the greater of the two.

(3) Set-Aside Commitments for proposed Developments located in Bay County that are also requesting Corporation-issued MMRB and Non-Competitive Housing Credits

(a) Select one (1) of the following minimum set-aside commitments:

Choose an item.

(b) Set-Aside Breakdown Chart

(i) Applicants committing to the minimum set-aside commitment of 20 percent of the total units at 50 percent of the Area Median Income or less or 40 percent of the total units at 60 percent of the Area Median Income or less must complete the following chart:

|  |  |  |
| --- | --- | --- |
|  | Percentage of Residential Units | |
|  | Commitment for MMRB | Commitment for Non-Competitive HC | AMI Level |
|  | Enter Number% | Enter Number% | At or Below 25% |
|  | Enter Number % | Enter Number % | At or Below 28% |
|  | Enter Number % | Enter Number % | At or Below 30% |
|  | Enter Number % | Enter Number % | At or Below 33% |
|  | Enter Number % | Enter Number % | At or Below 35% |
|  | Enter Number % | Enter Number % | At or Below 40% |
|  | Enter Number % | Enter Number % | At or Below 45% |
|  | Enter Number % | Enter Number % | At or Below 50% |
|  | Enter Number % | Enter Number % | At or Below 60% |
| Total Set-Aside Percentage: | Enter Number % \* | Enter Number % |  |

(ii) Applicants committing to the Average Income Test must complete this chart:

If the Average Income test is selected, the MMRB set-aside commitment will be 40 percent of the total units at or below 60 percent AMI.

|  |  |
| --- | --- |
| Total Set-Aside Breakdown Chart | |
| Number of Residential Units | AMI Level |
| Enter Number | At or Below 20% |
| Enter Number | At or Below 30% |
| Enter Number | At or Below 40% |
| Enter Number | At or Below 50% |
| Enter Number | At or Below 60% |
| Enter Number | At or Below 70% |
| Enter Number | At or Below 80% |
| Enter Number | Market Rate Units |
| **Enter Number %**  **(Total Set-Aside Percentage)** |  |

Note: The Development Cost Pro Forma includes an Average Income Test worksheet to assist Applicants in this calculation. If the Total Set-Aside Breakdown Chart reflects that the Average AMI of all Set-Aside Units exceeds 60 percent the Application will not be eligible for funding.

c. Unit Mix Chart

Complete the chart below:

|  |  |  |
| --- | --- | --- |
| **Number of Bedrooms/Bathrooms per Unit** | **Number of Units per Bedroom Type** | **Number of Units that are ELI Set-Aside Units** |
| Choose an item. | Enter Number | Enter Number |
| Choose an item. | Enter Number | Enter Number |
| Choose an item. | Enter Number | Enter Number |
| Choose an item. | Enter Number | Enter Number |
| Choose an item. | Enter Number | Enter Number |
| Choose an item. | Enter Number | Enter Number |

\*refer to Section Four A.6.c.(2) of the RFA

Answer the following questions:

(a) How many Zero Bedroom Units are described in the unit mix chart?

Enter Number

(b) How many one-bedroom units are described in the unit mix chart?

Enter Number

(c) How many two-bedroom units are described in the unit mix chart?

Enter Number

(d) How many three-bedroom units are described in the unit mix chart?

Enter Number

(e) How many four-bedroom units are described in the unit mix chart?

Enter Number

d. Compliance Period

All Applicants are required to set aside the units for 50 years. This includes the HUD affordability period of 20 years for new construction plus a minimum 30 year extended affordability period, for a total affordability period of 50 years. The Compliance Period committed to in this section includes the units set aside for the Demographic Commitments made in this RFA.

**7. Readiness to Proceed**

a. Site Control

Provide the required documentation to demonstrate site control as **Attachment 8**.

b. Ability to Proceed documents

(1) Provide the required documentation to demonstrate zoning as **Attachment 9**.

(2) Provide the required documentation to demonstrate availability of electricity as **Attachment 10.**

(3) Provide the required documentation to demonstrate availability of water as **Attachment 11**.

(4) Provide the required documentation to demonstrate availability of sewer as **Attachment 12**.

(5) Provide the required documentation to demonstrate availability of roads as **Attachment 13**.

**8. Construction Features**

a. Federal requirements and State Building Code requirements for all Developments are outlined in Section Four.

b. General feature requirements for all Developments are outlined in Section Four.

c. Accessibility feature requirements for all Developments are outlined in Section Four.

d. Green Building Features:

(1) Green Building feature requirements for all Developments are outlined in Section Four.

(2) Applicants of proposed Developments with the Development Category of new construction or Redevelopment, with or without acquisition, must commit to achieve one of the following Green Building Certification programs described in Section Four.

**9. Resident Programs:**

a. Applicants that select the Family Demographic must commit to provide at least two (2) of the following resident programs:

After School Program for Children

Adult Literacy

Employment Assistance Program

Family Support Coordinator

Financial Management Program

b. Developments serving the Elderly Demographic:

(1) Required Resident Programs for all Applicants that select the Elderly Demographic (ALF or Non-ALF) are outlined in Section Four.

(2) Applicants that select the Elderly Demographic must commit to at least three (3) of the following resident programs, in addition to the required resident programs stated in Section Four:

Adult Literacy

Computer Training

Daily Activities

Assistance with Light Housekeeping, Grocery Shopping and/or Laundry

Resident Assurance Check-In Program

**10. Funding:**

a. Corporation Funding

(1) HOME Request Amount: $ Click here to enter text.

(2) Complete the chart by including the following information concerning the HOME-Assisted (set-aside) Units:

To enter data, double click within the chart and enter the county and the total number of units in the proposed Development for the applicable unit sizes. When finished, click anywhere on the page outside the chart to exit the worksheet.



If the total number of set-aside units stated in this chart is not equal to the total number of HOME-Assisted Units stated at question 6.b.(1)(e) above, the Corporation will use the greater of the two.

(3) Applicants for proposed Developments located in Bay County only that are utilizing Corporation-issued MMRB and Non-Competitive 4 percent Housing Credits:

(a) MMRB Request: Click here to enter text.

(b) HC Request Amount (annual amount): $ Click here to enter text.

(i) Is the proposed Development the first phase of a multiphase Development?

Choose an item.

(ii) Basis Boost Qualifications

(A) Is the proposed Development a subsequent phase of a multiphase Development and eligible for the basis boost?

Choose an item.

If “Yes”, state the Corporation-assigned Application Number for the Development where the first phase was declared: Click here to enter text.

(B) Are any buildings in the proposed Development located in a SADDA?

Choose an item.

If “Yes”, provide the SADDA ZCTA Number(s): Click here to enter text.

(The Applicant should separate multiple SADDA ZCTA Numbers by a comma.)

(C) Is the proposed Development located in a non-metropolitan DDA?

Choose an item.

(D) Is the proposed Development located in a QCT?

Choose an item.

If “Yes”, indicate the HUD-designated QCT census tract number: Click here to enter text.

(c) The HC equity proposal must be provided as **Attachment 14**.

b. Non-Corporation Funding Proposals

Attach all funding proposals executed by the lender(s) or by any other source as **Attachment 15**.

c. Development Cost Pro Forma

To meet the submission requirements, upload the Development Cost Pro Forma with the Application and Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 08-16) (“Principals Disclosure Form”), as outlined in Section Three of the RFA.

**11. HOME Uniform Relocation Act:**

a. Are there any units occupied?

Choose an item.

If “Yes” – Go to question b. below.

If “No” – Go to question c. below.

b. Tenant Relocation Information for Existing Properties

(1) How many total units now exist in the development? Click here to enter text.

(2) How many units are occupied? Click here to enter text.

(3) Based on the income information of each tenant, is permanent relocation (displacement) anticipated during or after the construction/redevelopment period?

Choose an item.

If “Yes”, how many units are affected? Click here to enter text.

(4) Will temporary relocation of any tenants be required?

Choose an item.

If “Yes”, how many tenants will require temporary relocation? Click here to enter text.

(5) Provide the required list of all occupied units and tenant income certifications as **Attachment 16**.

(6) Provide the required description of how the Development will meet the HOME set-aside requirements as **Attachment 17**.

(7) Provide the required description of how the cost of relocation will be covered as **Attachment 18**.

c. Uniform Relocation Act (URA) Acquisition Information (For All Development Categories):

(1) Does the Applicant own the Development site?

Choose an item.

If “Yes” - Provide a narrative regarding the acquisition as **Attachment 19** and skip questions (2) through (4) below.

If “No” - Answer question (2) below.

(2) Is Applicant a private company?

Choose an item.

If “Yes” - Provide a copy of the notice provided to the current owner/seller as **Attachment 20** and skip questions (3) and (4) below.

If “No” - Answer question (3) below.

(3) Is the Applicant a public (government) Applicant?

Choose an item.

If “Yes” - Answer question (4) below.

If “No” - Skip question (4) below.

(4) Does the Applicant have eminent domain power?

Choose an item.

If “Yes” - Provide a copy of the required notice as **Attachment 21**.

If “No” - Provide the required information as **Attachment 21**.

**12.** **Match Amount:**

To qualify for the funding preference described in Section Five B.1, list the amount of each source of Match and provide the required documentation as **Attachment 22**:

a. Source(s) Amount

|  |  |
| --- | --- |
| Click here to enter text. | $ Click here to enter text. |
| Click here to enter text. | $ Click here to enter text. |
| Click here to enter text. | $ Click here to enter text. |
| Click here to enter text. | $ Click here to enter text. |
| Click here to enter text. | $ Click here to enter text. |

b. Total Match Amount: $ Click here to enter text.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**B. Addenda**

Use the space below to provide any additional information or explanatory addendum for items in the Application. Please specify the particular item to which the additional information or explanatory addendum applies.

Click here to enter text.