REQUEST FOR APPLICATIONS 2024-213

SAIL Funding for Live Local Mixed Income, Mixed-Use, and Urban Infill Developments

Issued By:

FLORIDA HOUSING FINANCE CORPORATION

Issued: November 20, 2024

Due: December 20, 2024

SECTION ONE
INTRODUCTION

This Request for Applications (RFA) is open to Applicants that qualify as (i) a Mixed-Income Development; AND (ii) either an Urban Infill Development or a Mixed-Use Development for Families and the Elderly.

Applications must request State Apartment Incentive Loan (SAIL) appropriated by the Live Local Act set forth in Section 420.50871, F.S., created by the Florida Legislature under Section 32 of the Live Local Act of 2023 “Live Local SAIL”. Applications that qualify for the Florida Keys Area Goal may request Live Local SAIL in conjunction with 9% Housing Credits. All other Applications may request Live Local SAIL in conjunction with (a) Tax-Exempt Bond financing (i.e., Corporation-issued Multifamily Mortgage Revenue Bonds (MMRB) or Non-Corporation-issued Tax-Exempt Bonds obtained through a Public Housing Authority (established under Chapter 421, F.S.), a County Housing Finance Authority (established pursuant to Section 159.604, F.S.), or a Local Government); and (b) 4% Housing Credits.

A. SAIL

Florida Housing Finance Corporation (the Corporation) expects to offer an estimated $100,389,979* in Live Local SAIL Funding to be made available to all Applications in this RFA. The SAIL funding includes ELI funding to cover the units that are set aside for Extremely Low Income (ELI) Households, including the commitment for a portion of ELI Set-Aside units as Link Units for Persons with Special Needs, as defined in Section 420.0004(13) F.S., and as further outlined in Section Four A.6.c.(2)(a)(iii) of the RFA.

*This includes funding remaining from RFA 2023-213.

The total SAIL Request Amount is the Base Loan Amount plus the ELI Amount. The portion of the SAIL loan that is attributable to the ELI Funding is a forgivable loan.

These SAIL funds are not held to the geographic and demographic splits of traditional SAIL funding.

The funding in this RFA will address criteria in Section 420.50871(1) AND (2), F.S., as set forth below.

B. 9% Housing Credits available for Applications that qualify for the Florida Keys Area Goal

The SAIL funding offered in this RFA may be used in conjunction with an estimated $1,629,260 in 9% Housing Credits for Developments that are located in the Florida Keys (“Florida Keys Area Goal”).

C. Tax-Exempt Bonds and 4% Housing Credits available for Applications that do not qualify for the Florida Keys Area Goal

The SAIL funding offered in this RFA may be used in conjunction with Tax-Exempt Bonds and 4% Housing Credits for Developments that are not located in the Florida Keys. For purposes of this RFA, the Applicant will NOT utilize the Non-Competitive Application Package to apply for (i)

Corporation-issued MMRB and the 4% Housing Credits or (ii) 4% Housing Credits to be used with Non-Corporation-issued Tax-Exempt Bonds (i.e. issued by a Public Housing Authority (established under Chapter 421, F.S.), a County Housing Finance Authority (established pursuant to Section 159.604, F.S.), or a Local Government). Instead, the Applicant is required to apply for the MMRB and/or Housing Credits as a part of its Application for the SAIL funding, if it is seeking to utilize those resources.

If, prior to the submission of the Applicant's Application in response to this RFA, the Applicant submits or has already submitted a Non-Competitive Application for the Development proposed in its SAIL Application, such previous Non-Competitive Application will not be considered and the Applicant will be required to request the Corporation-issued MMRB and/or 4% Housing Credits as a part of its SAIL Application request, as outlined above.

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

Proposed Developments are not eligible for any funding offered in this RFA if the Applicant has already closed on the Tax-Exempt Bond financing prior to the Application Deadline for this RFA. In addition, proposed Developments are not eligible to receive any funding awarded through this RFA if the Applicant closes on the Tax-Exempt Bond financing prior to the issuance of the preliminary commitment for the SAIL funding. If the Bonds are closed between the Application Deadline and issuance of the preliminary commitment, the Applicant's award will be rescinded.

C. 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 all Exhibits, applicable laws, rules and regulations, and the Corporation's generally applicable construction and financial standards.

SECTION TWO
DEFINITIONS

Capitalized terms within this RFA shall have the meaning as set forth in this RFA, in Exhibit B, Rule Chapters 67-21, F.A.C and 67-48, F.A.C. (effective August 27, 2024) and Rule Chapter 67-60, F.A.C., (effective October 23, 2024) or in applicable federal regulations.

SECTION THREE
PROCEDURES AND PROVISIONS

Unless otherwise stated within the RFA, the Application package, forms and other information related to this RFA may be found on the RFA Webpage at https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2024/2024-213 (also available by clicking here).

A. Submission Requirements

1. Application Deadline

The Application Deadline is **3:00 p.m., Eastern Time, on December 20, 2024**.

2. Completing the Application Package

a. Downloading and completing the documents provided by the Corporation

Download and complete the following documents found on the RFA Webpage:

(1) The Application/Development Cost Pro Forma (Exhibit A of the RFA); and

(2) The Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-2019) in Excel ("Principals Disclosure Form"). If a Principals Disclosure Form was approved during the Advance Review Process, which is described in Section Four A.3.c. of the RFA, the stamped "Approved" Principals Disclosure Form should be used to satisfy this requirement.

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

b. Creating the All Attachments Document

In addition to the documents described in a. above, the Application Package also includes one copy consisting of all of the applicable completed Attachments described in the RFA ("All Attachments Document").

Compile all of the attachments described in the RFA into one pdf file separated by pages labeling each Attachment to create the All Attachments Document. This may be accomplished by merging the documents using a computer program such as Adobe Acrobat Pro or by scanning all of the attachments together.

As described in Section Four, B.2., to be awarded 5 points, bookmark the pdf of the All Attachments Document before uploading. It is not necessary to bookmark the individual documents within the Application Package (e.g. the Exhibit A document or the Principals Disclosure Form). Acrobat Standard DC or Acrobat Pro DC are the programs required to create bookmarks.

Note: The Corporation has provided instructions on how to bookmark the Attachments as well as sample pages that may be used to separate the attachments on the RFA Webpage. If any of the attachments are not applicable, the Applicant should insert a page stating "Not Applicable" behind the separation page.

3. Uploading the Application Package

To upload the Application Package described in 2.a. above:

a. Go to the RFA Webpage.

b. Click the link to login and upload the Application Package. Note: 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, click "Upload Application Package." Enter the Development Name and click "Browse" to locate the following completed saved documents:

(1) The Application (Exhibit A) in Excel format;

(2) The Principals Disclosure form in Excel format. (If the Applicant received an approved Principals Disclosure Form through the Advance Review Process, the approved form is what should be uploaded);

(3) The All Attachments Document in a pdf format.

The average file size is 1.0 MB and may take a few minutes to upload. Larger files may take longer to upload. There is a file size limit of 15 MB, but this may be reduced without reducing the number of pages submitted. Examples of factors that affect file size include the resolution of the scanner or scanning the documents in color or as a graphic/picture.

d. After the documents are displayed in the Upload webpage, click "Upload Selected Files" to electronically submit the documents to the Corporation by the Application Deadline. Then the Uploaded Application (consisting of all four documents comprising the Application Package), and its assigned Response Number will be visible in the first column.

For scoring purposes, the Corporation will not consider any documentation beyond the Application Package that is uploaded as described above.

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

4. Submitting the Application Fee

a. Application Fee

By the Application Deadline, provide to the Corporation the required non-refundable $3,000 Application fee, payable to Florida Housing Finance Corporation via check, money order, ACH, or wire transfer.

To ensure that the Application Fee is processed for the correct online Application, the following is ***strongly recommended***: (i) whether paying by check, money order, ACH or wire transfer, include the Development Name, RFA number with the payment; and (ii) if paying by wire, include the Federal Reference Number, or if paying by ACH, include the Trace Number at question B.1 of Exhibit A.

To ensure that the Application Fee is received prior to the Application Deadline, the following is ***strongly recommended***: (i) provide the Application Fee at least two business days prior to the Application Deadline; (ii) if paying by check or money order, provide the payment in person or via method requiring signature upon delivery, (iii) if paying by wire or ACH, ensure with banking institution that funding has been received by Florida Housing.

At least 24 hours prior to the Application Deadline, the Corporation expects to post a list of the check numbers and wire/ACH reference numbers for all Applications that follow the above recommendation. If the online submission is not received by the Application Deadline, the payment will be refunded.

ACH Instructions:

BANK NAME: Wells Fargo
One Independent Drive, 8^{th} Floor
Jacksonville, Florida 32202

ABA #: 121000248

ACCOUNT NAME: FHFC

ACCOUNT #: 4967822909

Wire Transfer Instructions:

BANK NAME: WELLS FARGO BANK, N.A.
420 MONTGOMERY STREET
SAN FRANCISCO 94104
United States of America (US)

ABA #: 121000248

ACCOUNT NAME: FHFC

ACCOUNT #: 4967822909

Check or Money Order Instructions:

Payable to: Florida Housing Finance Corporation

Mailing Address: Attn: Finance and Accounting
Florida Housing Finance Corporation
227 N. Bronough Street, Suite 5000
Tallahassee, Florida 32301

5. Assigning Lottery Numbers

After 3:00 p.m., Eastern Time, on the Application Deadline, each Application for which an electronically submitted copy is 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.

6. Withdrawing an Application

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 Review Committee meets to make its recommendations until after the Board has taken action on the Review 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 Funding and disposed of according to Section Five B. of the RFA.

Pursuant to subsection 67-21.003(11), F.A.C., the withdrawal by the Applicant from any one program will be deemed by the Corporation to be a withdrawal of the Application from all programs.

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. The Corporation 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 via e-mail at RFA_2024-213_Questions@floridahousing.org (also accessible by clicking here) with "Questions regarding RFA 2024-213" as the subject of the email. All inquiries are due by 5:00 p.m., Eastern Time, on December 5, 2024. Phone calls or written inquiries other than at the above e-mail address will not be accepted. The Corporation expects to respond to all inquiries by 5:00 p.m., Eastern Time, on December 11, 2024, and will post a copy of all inquiries received, and their answers, on the RFA Webpage. 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), F.S., and Rule Chapter 28-110, F.A.C. Failure to file a protest within the time prescribed in Section 120.57(3), F.S., shall constitute a waiver of proceedings under Chapter 120, F.S.

F. By submitting this Application, including all applicable attachments thereto, each Applicant agrees to the terms and conditions outlined in the RFA and certifies that:

1. Public Records. Any material submitted in response to this RFA is a public record. Section 119.071(1)(b)2, F.S. authorizes the Corporation to exempt this material from disclosure requirements; however, the Corporation intends to post the Applications to the RFA Webpage sooner than 30 days after the Application Deadline.

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, inclusive of all Exhibits and all provisions of Rule Chapters 67-21, F.A.C., 67-48, F.A.C., 67-60, F.A.C., and the Compliance requirements of Rule Chapter 67-53, F.A.C.

4. Modifications. Any modifications that occur to the Request for Application will be posted on the web site and may result in an extension of the deadline. It is the

responsibility of the Applicant to check the website for any modifications prior to the Application Deadline.

To the extent that a modification gives rise to a protest, failure to file a protest within the time prescribed in Section 120.57(3), F.S., shall constitute a waiver of proceedings under Chapter 120, F.S.

G. The Corporation expects to select one 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

Provided below are the instructions to be used in completing Exhibit A of this RFA. Unless stated otherwise, all information requested in the RFA pertains to the Development proposed in this Application upon completion of the work.

A. Exhibit A Items

1. Review of Application

During the Review Committee scoring process, the Corporation (i) may rely on the answers submitted by the Applicant in Exhibit A, the Development Cost Pro Forma, and the Principals Disclosure Form; and (ii) may, but is not obligated to, review the substance of the documentation that is submitted as Attachments to the Application.

If it is determined that the Attachments do not meet the RFA requirements or the Applicant submitted materially incorrect information in the Application, the Corporation may take any or all of the following actions, even if the Application was not selected for funding, was deemed ineligible, or was withdrawn: deem the Application ineligible, rescind the award, and consider all Principals of the Applicant to have made a material misrepresentation subject to Section 420.518, F.S.

2. Demographic Commitment

Select one of the following Demographic Commitments:

a. Family

(1) Commitment

The proposed Development will serve the general population.

(2) Youth Aging Out of Foster Care Goal

There is a goal to fund one Family Development that commits at least 10% of the total units to Youth Aging Out of Foster Care residents ("Youth Aging Out of Foster Care Goal").

The Applicant must partner with the "Community-based care lead agency" (lead agency) serving the area where the property will be located. Within 21 Calendar Days of the date of the invitation to enter credit underwriting, the Corporation will require successful Applicants to provide a Memorandum of Agreement (MOA) with the community-based service organization that serves foster care youth. The required MOA is available on the RFA webpage.

The MOA will describe roles and responsibilities of each party to ensure that the set-aside units and supportive services are provided to these youth, assisting in successful transitions to stable housing. The lead agency will provide the Development with referrals from their pool of eligible youth. The lead agency may include stipulations in the MOA for referrals to be made by providers in the lead agency's service delivery network.

A current list of designated Community-based care lead agencies for each county and the template that must be used for the MOA is available on the RFA Webpage. The deadline for the Corporation's approval of the fully executed MOA is outlined in Exhibit D.

Additional requirements for the Youth Aging Out of Foster Care Set-Aside Units are provided as Exhibit E.2.

b. Elderly, non-ALF (non-Assisted Living Facility)

(1) Commitment

If the Elderly demographic commitment is selected, the Applicant understands, acknowledges and agrees that it will comply with the Federal Fair Housing Act requirements for housing for older persons and rent at least 80 percent of the total units to residents that qualify as older persons pursuant to that Act or as provided under any state or federal program that the Secretary of HUD determines is specifically designed and operated to assist elderly persons (as defined in the state or federal program). Further, the Applicant understands, acknowledges and agrees that all such units are subject to the income restrictions committed to in the Set-Aside Commitment section of this Application.

(2) Elderly, Mixed-Use Development

There is a goal to fund one Elderly Development that qualifies as a Mixed-Use Development.

3. Applicant/Developer/Management Company/Contact Person

Per subsections 67-21.002(86), F.A.C. and 67-48.002(94), F.A.C., the Applicant, Developer(s) and all Principals of the Applicant and Developers that are not a natural person must be a legally formed entity as of the Application deadline.

a. Applicant Information

(1) State the name of the Applicant.

(2) 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. Include, as **Attachment 1** 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.

(3) Non-Profit Applicant Qualifications

Indicate whether the Applicant is applying as a Non-Profit. Applicants that meet the definition of Non-Profit will qualify for a lower administrative fee, if applicable, as described in Item 5 of Exhibit C.

As described in Exhibit D, during credit underwriting, documentation must be submitted demonstrating (a) how the Non-Profit entity is materially and substantially participating in the predevelopment, management, and operation of the proposed Development throughout the compliance period, within the meaning of material participation as defined in 26 USC §469, 26 USC §42; and (b) the Non-Profit entity meets the IRS and Section 42 qualifications.

If the Applicant applies as a Non-Profit entity and meets the requirements outlined above to be considered a Non-Profit for purposes of this RFA, it must remain a Non-Profit entity and the Non-Profit entity must (i) receive at least 25 percent of the Developer's fee; and (ii) contractually ensure that it substantially and materially participates in the management and operation of the Development throughout the Compliance Period. Any Applicant that applies as a Non-Profit but is not considered a Non-Profit will still be eligible for funding as a for profit entity.

b. Developer Information

(1) State the name of each Developer, including all co-Developers.

(2) Each Developer entity identified (that is not a natural person, Local Government, or Public Housing Authority) 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, Local Government, or Public Housing Authority, provide, as **Attachment 3*** 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.

***Attachment 2 intentionally omitted in this RFA.**

(3) Developer Experience Requirements

If the Applicant is requesting Live Local SAIL with either 9% Housing Credits or tax-exempt bonds with 4% Housing Credits, the Applicant must meet all applicable requirements as outlined in (a) below. If the Applicant is requesting Live Local SAIL only, the Applicant must either meet all applicable requirements outlined in (a) below or achieve 15 Developer Experience points as outlined in (b) below. Developer Experience requirements must be met using either one natural person Principal of at least one experienced Developer entity that can meet all of the criteria, or two natural person Principals of at least one experienced Developer entity that, between the two of them, can meet all of the criteria.

(a) General Requirements available to all Applicants

The natural person Principal(s) must have, since January 1, ~~2005~~2004, completed at least three multifamily rental housing developments, but may include information for up to four multifamily rental housing developments in order to meet the following requirements:

- Number of Units Experience

  At least one of the developments must consist of a total number of units not less than 50% of the total number of units in the proposed Development~~-~~.

- Mixed-Income Development Experience

  At least one of the developments must meet the definition of Mixed-Income Development and the income and rent restrictions of said development must be memorialized by a recorded Land Use Restriction Agreement, Extended Use Agreement, or other equivalent document.

- Comparable Complexity Experience, if applicable

  If requesting either 4% Housing Credits or 9% Housing Credits and more than 20% of the total units in the proposed Development consists of non-Housing Credit Units, then at least one of the developments must consist of an affordable multifamily housing development whereby not more than 80% of the total units in the development are income and rent restricted at 80% AMI or below, which must be memorialized by a recorded Land Use Restriction Agreement, Extended Use Agreement, or other equivalent document.

- Mixed-Use Development Experience, if applicable

If applying as a Mixed-Use Development, at least one of the developments must meet the definition of a Mixed-Use Development, and at least 50% of the total residential units in the development must be income and rent restricted at 80% AMI or below, which must be memorialized by a recorded Land Use Restriction Agreement, Extended Use Agreement, or other equivalent document.

(b) Alternative General Requirements available for Applicants requesting Live Local SAIL only (15 Developer Experience points)

All Applicants requesting Live Local SAIL only that did not meet the Developer Experience requirements outlined in (a) above, must meet the ~~following requirements~~requirements in this section. The natural person Principal(s) must have, since January 1, 2004, completed at least one multifamily rental housing developments, but may include information for up to two multifamily rental housing developments to meet the Number of Units Experience and Mixed-Income Development Experience below:

- Number of Units Experience

  At least one of the developments must consist of a total number of units not less than 50% of the total number of units in the proposed Development~~-~~.

- Mixed-Income Development Experience

  At least one of the developments must meet the definition of Mixed-Income Development and the income and rent restrictions of said development must be memorialized by a recorded Land Use Restriction Agreement, Extended Use Agreement, or other equivalent document.

- Achieve 15 Developer Experience Points as outlined below.

  Developer Experience points will not be applied towards the total score. Developer Experience points will only be used to determine whether the Applicant meets the required minimum Developer Experience eligibility requirements. Applicants that are requesting Live Local SAIL only can achieve 15 points by meeting the criteria in (i), (ii), (iii) or a combination of (i), (ii), and (iii) below.

(i) Demonstration of successful completion of Affordable Multifamily Housing Developments*

If applying as a Mixed-Use Development, at least one of the developments listed to satisfy this requirement must meet the definition of a Mixed-Use Development, and at least 50% of the total residential units in the development must be income and rent restricted at 120% AMI or below, which must be memorialized by a recorded Land Use Restriction Agreement, Extended Use Agreement, or other equivalent document.

1-5 Developments	5 Points
6-10 Developments	10 Points
More than 10 Developments	15 Points

(ii) Demonstration of having and maintaining controlling interest in ownership of Affordable Multifamily Housing Developments

The Applicant will receive the points reflected in the below chart for the number of Affordable Multifamily Housing Developments that the Principal has maintained a controlling interest in for at least five years since January 1, ~~2005~~2004:

1-5 Developments	5 Points
6-10 Developments	10 Points
More than 10 Developments	15 Points

(iii) Demonstration of Developer financial liquidity/capacity

The Applicant will receive the points reflected in the below chart for the amount of liquidity the Principal represents it has at the time of Application. This level of liquidity will be substantiated during credit underwriting; if this level of liquidity is not verified during credit underwriting, the award may be rescinded.**

$1,000,000 - $2,999,999	5 Points
$3,000,000 or more	10 Points

*At least 50% of the total units in the development are income and rent restricted at 120% AMI or below, which must be memorialized by a recorded Land Use Restriction Agreement, Extended Use Agreement, or other equivalent document.

**Liquidity is one measure of financial capacity; at the time of underwriting, the credit underwriter will analyze the complete financial strength of the Principals of the Application. The credit underwriter may require a different level of liquidity and the above requirement in no way implies underwriting criteria. The above figure is an initial, minimum threshold and in no way binds the credit underwriter from requiring more stringent liquidity needs based on their analysis. The liquidity of the identified Principal will be confirmed during credit underwriting.

For purposes of this provision, completed development means (i) that the temporary or final certificate of occupancy has been issued for at least one unit in one of the residential apartment buildings and, if a Mixed-Use Development, the temporary or final certificate of occupancy has also been issued for the non-residential use, within the development, or (ii) that at least one IRS Form 8609 has been issued for one of the residential apartment buildings and, if a Mixed-Use Development, the temporary or final certificate of occupancy has also been issued for the non-residential use, 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.

The individual(s) meeting the Developer Experience requirements must be disclosed as a Principal of the Developer on the ~~Principal~~Principals Disclosure Form and must remain with the Development until the release of the operating deficit guarantee set forth in subsection 67-48.0072(18), F.A.C.

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.

(4) Requests for additional Corporation Funding for a recently funded Development

Applications that request additional Corporation funding due to sizing (e.g., Viability Loan Funding or similar), regardless of whether the request is via approval of the Board of Directors or application of funds through a competitive process will, if the future RFA so provides, result in a point reduction in the scoring of Developer 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 Application is named for purposes of satisfying the Developer experience requirement in the future Application. Request for additional Corporation issued MMRB allocation in order to meet the 50% test is excluded from this point reduction.

(5) Reduction in number of Priority 1 Application submissions allowed in the Future Corresponding RFA

Applicants must either (i) close on the SAIL funding by the closing deadlines as set forth in Rule Chapter 67-48, F.A.C.; or (ii) if the Development has any HUD funding, including but not limited to rental subsidy, development funding, or insured mortgage financing, the Applicant must, within 90 days of receipt of the Firm Commitment, submit evidence to the Corporation that the Financing Plan, Subsidy Layering Review Package, rental subsidy transfer documentation, or Firm Commitment Application, or similar necessary documentation for the application process has been submitted to HUD or the Public Housing Authority, as applicable. If the Application fails to meet these requirements and either requires a closing extension, or does not submit the required documentation outlined in (ii) above to HUD or the Public Housing Authority as applicable within the stated time frame, the Principals of the Application will be prohibited from submitting Priority 1 Applications in the Future Corresponding RFA cycle after the SAIL closing deadline has passed, (e.g. RFA 2026-213 Live Local SAIL Financing for Mixed Income, Mixed-Use, and Urban Infill Developments).

c. Principals Disclosure for the Applicant and for each Developer

(1) Eligibility Requirements

To meet the submission requirements, upload the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-2019) ("Principals Disclosure Form") as outlined in Section Three above.

To meet eligibility requirements, the Principals Disclosure Form must identify, pursuant to subsections 67-48.002(94), 67-48.0075(8) and 67-48.0075(9), F.A.C., the Principals of the Applicant and Developer(s) as of the Application Deadline. 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. Per subsection 67-48.002(94), F.A.C., any Principal other than a natural person must be a legally formed entity as of the Application deadline.

If the Applicant is requesting Housing Credits, the investor limited partner of an Applicant limited partnership or the investor member of an Applicant limited liability company (or a placeholder for the investor) must be identified on the Principals Disclosure Form.

(2) Approval during Advance Review Process (5 Points)

Applicants will receive 5 points if the uploaded Principals Disclosure Form is stamped "Received" by the Corporation at least 14 Calendar Days prior to the Application Deadline AND stamped "Approved" prior to the Application Deadline.

To document these dates, the Corporation will stamp the Principals Disclosure Form on the date it is received and the date it is approved. If a Principals Disclosure Form has been approved, but the Applicant must change the form for any reason, the form may be edited and resubmitted for approval, but the form will receive a new stamp reflecting the date the Corporation received the revised form. Likewise, if a form is returned to the Applicant for correction, the Applicant may make corrections and resubmit the form, but the date of the resubmission will be reflected as the date received. If a Principals Disclosure Form is submitted for an RFA with a "Received" date that is within 14 Calendar Days of the Application Deadline, the Applicant will not be eligible for the 5 Advance Review points.

The Advance Review Process for Disclosure of Applicant and Developer Principals is available on the RFA Webpage and also includes samples which may assist the Applicant in completing the required Principals Disclosure Form.

Note: It is the sole responsibility of the Applicant to review the Advance Review Process procedures and to submit any Principals Disclosure Form for review in a timely manner in order to meet the Application Deadline.

(3) Designation of Priority and Tier of Applications

(a) Identifying Priority 1 Applications in Exhibit A

Principals of Applications in this RFA are limited to a maximum of three Priority 1 Related Application submissions in this RFA of which there may be a maximum of one Tier 1 Application.

Note: In the context of a joint venture between a Public Housing Authority ("PHA") (or an instrumentality of a PHA) and a Developer(s), separate Applicants do not affect one another's total Related Applications if the only connection is a joint venture between the Developer and a PHA or instrumentality of a PHA. In this situation, the Applicants' total number of Applications remain independent/autonomous of one another's Related Applications tally.

However, in all circumstances, PHAs, Applicants, and Developers are still limited to only three Priority I Related Applications per entity.

The Corporation will review the entire Application submission to determine whether the Applicant has submitted more than the maximum number of Priority 1 Related Applications.

If, during scoring, it is determined that the maximum set forth above was exceeded, all Applications affiliated with the Principals of the affected Applications will be deemed Priority 2. If, after awards are made, it is determined that the maximum set forth above was exceeded, the award(s) for the affected Applications will be rescinded and all Principals of the affected Applications may be subject to material misrepresentation, even if the Related Applications were not selected for funding, were deemed ineligible, or were withdrawn.

If no designation is made in Exhibit A, the Application will be considered a Priority 2 Application. There is no limit to the number of Priority 2 Applications that can be submitted.

(b) Identifying the Priority 1 Application that is a Tier 1 Application, if applicable

State whether the Priority 1 Application that is the subject of this Application is also a Tier 1 Application. A maximum of one Priority 1

Related Application may be a Tier 1 Application that provides substantial self-sourced financing or private entity financing. Tier 1 Applications are further explained in Section Four, A.10.e. below. Tier 1 Applications will receive preference within the sorting order.

The Corporation will review the entire Application submission to determine whether the Applicant has submitted more than the maximum number of Tier 1 Applications.

If, during scoring, it is determined that the maximum set forth above was exceeded, all Applications affiliated with the Principals of the affected Applications will be deemed Tier 2. If, after awards are made, it is determined that the maximum set forth above was exceeded, the award(s) for the affected Applications will be rescinded and all Principals of the affected Applications may be subject to material misrepresentation, even if the Related Applications were not selected for funding, were deemed ineligible, or were withdrawn.

If no designation is made in Exhibit A, the Application will be considered Tier 2 Application.

(4) Material and non-material changes to the Applicant entity or Developer entity

(a) The name of the Applicant entity or Developer entity stated in the Application may be changed only by written request of an Applicant to Corporation staff and approval of the Corporation after the Applicant has been invited to enter credit underwriting.

(b) Prior to loan closing, any change (materially or non-materially*) in the ownership structure of the named Applicant will require review and recommendation of the Corporation, as well as Board approval prior to the change. After loan closing, (i) any material* change will require review and approval of the Credit Underwriter, as well as approval of the Board prior to the change, and (ii) any non-material* change will require review and approval of the Corporation prior to the change. Changes to the Applicant entity (material or non-material*) prior to the loan closing or without Board or Corporation approval, as applicable, after the loan closing may result in disqualification from receiving funding and may be deemed a material misrepresentation. The Applicant must comply with Principal disclosure requirements outlined in Rule Chapters 67-21 and 67-48, F.A.C. for the duration of the Compliance Period. Changes to the limited partner of an investor limited partnership or an investor member of a limited liability company owning the syndicating interest therein will not result in disqualification; however, if a change to the investor limited partner or investor member is made after the closing of the partnership agreement, the amended agreement reflecting the change must be provided to the Corporation. Changes to the officers or directors of a Public Housing Authority or a

Non-Profit entity, regardless of when they occur, shall require Corporation approval. Any allowable replacement to the natural person Principals of a Public Housing Authority or officers and/or directors of a non-profit entity will apply to all preliminarily awarded Applications and Applications pending final Board action that include the Public Housing Authority or Non-Profit entity. An updated Principals of the Applicant and Developer(s) Disclosure Form is required for all change requests.

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

(c) 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 Corporation after the Applicant has been invited to enter credit underwriting as outlined in Rule Chapter 67-48, F.A.C.

d. General Management Company Information

(1) Management Company requirement for all Applications

Identify the Management Company and complete the prior experience ~~chart~~section of Exhibit A for the Management Company demonstrating experience in the management of at least two 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 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 years each.

(2) Management Company requirement for Applicants proposing a Mixed-Use Development

One of the Developments that demonstrate the Management Company experience must also have met the definition of Mixed-Use Development in Exhibit B.

Note: The Management Company contact person identified in Exhibit A is not required to be the Principal of the Management Company identified in the Prior General Management Experience Chart.

e. Contact Person

(1) Enter the information for the required Authorized Principal Representative. The Authorized Principal Representative (a) must be a natural person Principal of the Applicant listed on the Principals Disclosure Form; (b) must have signature authority to bind the Applicant entity; (c) must sign the Applicant Certification

and Acknowledgement section of Exhibit A; and (d) if funded, will be the recipient of all future documentation that requires a signature.

(2) A separate Operational Contact Person may be included, if desired. If provided, the Operational Contact Person will be the recipient of any general correspondence associated with the Development activities that does not require a signature. If an Operational Contact Person is not provided, the Authorized Principal Representative will be the recipient of any such documentation.

4. General Proposed Development Information

a. State the name of the proposed Development.

b. Development Category

(1) Select one of the following Development Categories:

- New Construction
- Rehabilitation*
- Acquisition and Rehabilitation*

*Rehabilitation (with or without Acquisition) includes Substantial Rehabilitation and is only available for Applications that qualify for the Urban Infill Goal. To qualify, the proposed Development must create new residential units through either (i) new construction; or (ii) Rehabilitation/Substantial Rehabilitation that converts vacant, dilapidated, functionally obsolete buildings, or underused commercial property into residential units.

All other Developments must be 100 percent new construction.

If the proposed Development consists of acquisition and Rehabilitation, with or without new construction (where the applicable new construction is for the building of units which will total less than 50 percent of the proposed Development’s total unit count), and the Applicant is not requesting Corporation funding related to the acquisition, the Applicant should select Rehabilitation as the Development Category. However, the acquisition costs and sources must still be reflected on the Development Cost Pro Forma.

(2) The proposed Development must meet the Development Category requirements for the applicable Development Category as listed below:

(a) Development Category for all Developments that do not qualify for the Urban Infill Goal

The proposed Development must consist of 100 percent new construction.

(b) Development Category for Developments that qualify for the Urban Infill Goal

(i) Applications that qualify for the Urban Infill Goal must create new residential units through either new construction or Rehabilitation/Substantial Rehabilitation*.

<u>New Construction Development Category</u>

The new construction Development Category means (A) 100 percent new construction or (B) a combination of new construction and Rehabilitation/Substantial* Rehabilitation if at least 50 percent of the total units are new construction.

<u>Rehabilitation/Substantial Rehabilitation Development Category (with or without Acquisition)</u>

The Rehabilitation/Substantial Rehabilitation Development Category means (C) 100 percent Rehabilitation/Substantial Rehabilitation* or (D) a combination of new construction and Rehabilitation/Substantial Rehabilitation if less than 50 percent of the total units are new construction*.

*The Development converts vacant, dilapidated, functionally obsolete buildings, or underused commercial property into residential units.

(ii) The proposed Development must meet the definitions of both Rehabilitation and Substantial Rehabilitation in Rule 67-48.002, F.A.C.; and

(iii) Rehabilitation expenses within one 24-month period for the building(s) being rehabilitated must meet the criteria for <u>both</u> items below:

(A) The estimated total amount of applicable development expenditures must meet the minimums provided in Section 42.(e)(3) of the IRC; and

(B) The estimated total amount of hard rehabilitation costs per unit must be greater than or equal to $40,000.

The Corporation performs a calculation to verify these criteria are met and displays them within Exhibit A using the values within the Development Cost Pro Forma as identified below. The calculations are determined as follows:

Calculation information for (A) above:

To calculate the estimated total amount of rehabilitation expenses relative to Section 42.(e)(3) of the IRC: Begin with the eligible Development Cost (Column 1, Item C), subtract eligible Total Acquisition Costs of Existing Development excluding land (Column 1, Item B), add eligible Developer Fee on Non-Acquisition Costs (Column 1, found within Item D, subject to RFA limits). When the qualified basis attributable to such amount per low-income unit is required, multiply such amount by 1.3 if a basis-boost is applicable, or 1.0 if not, and then divide by the total number of units.

Note: Regardless of the number of buildings in the proposed Development, the calculation at time of application will be based on the Development as a whole. Rehabilitation expenses are amounts chargeable to the capital account related to the rehabilitation of a building which are exclusive of the costs associated with the acquisition of the building.

To calculate the adjusted basis of the acquired building:

Begin with eligible Total Acquisition Costs of Existing Development excluding land (Column 1, Item B), add eligible Developer Fee on Acquisition Costs (Column 1, found within Item D). However, if the first line item in Column 1, Item B (Acquisition Cost of Existing Development, excluding land, Existing Building(s)) is zero, then the adjusted basis of the building shall also be zero.

Calculation information for (B) above:

Calculate the estimated total amount of hard rehabilitation costs per unit, relative to Rule requirements: Begin with Total Actual Construction Cost (Column 3, Item A1.1), add Hard Cost Contingency (Column 3, Item A1., subject to RFA limits) and divide the result by total units.

c. Characteristics of Development

(1) Development Type

Select the Development Type for the proposed Development. 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
- 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)

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, commercial, parking, utility, or residential.

Note: Any dwelling unit that consists of more than one story, (e.g. Townhouse), is prohibited for Elderly Developments. A residential building that consists of more than one story is not prohibited for Elderly Developments if there is a minimum of one elevator per residential building provided for all Elderly units that are located on a floor higher than the first floor.

(2) Enhanced Structural Systems ("ESS") Construction Qualifications

To qualify as "Enhanced Structural Systems Construction" or "ESS Construction" for purposes of the Total Development Cost Limitation test and the Leveraging calculation, the proposed Development must meet at least one of the specifications listed below.

These qualifying criteria specifically exclude face brick or brick veneer from qualifying as ESS Construction for purposes of this RFA unless the proposed Development otherwise meets the requirements below.

(a) ESS Construction qualifications based on Development Type

(1) High-Rise Development qualifications

Any new construction buildings with the Development Type of High-Rise (7 or more stories) shall qualify as "ESS Construction."

(2) Mid-Rise Development qualifications

Any new construction buildings with the Development Type of Mid-Rise (4, 5 or 6 story) that utilize an ESS Podium Structure shall qualify as "ESS Construction."

The term "ESS Podium Structure" shall mean a non-residential* support structure underneath the rental units constructed solely of concrete/masonry, steel, or some combination of concrete/masonry and steel together.

*The ESS Podium Structure must utilize at least 85 percent of the square footage for parking or non-commercial utility/ancillary building uses only. Up to 15 percent of the square footage can be used for other non-residential purposes. The top surface of the podium itself shall be considered to be the floor of the lowest story of the building that contains residential, commercial or storage space (other than parking).

(b) ESS Construction qualifications based on construction materials

For all new construction buildings, and as of the Application Deadline for all existing buildings proposed for rehabilitation**, as applicable, all of the following structural elements must consist of 100 percent poured concrete/masonry, 100 percent steel, or a combination adding up to 100 percent of concrete/masonry and steel, as verified during credit underwriting: all exterior walls and other external load-bearing elements, as well as the floor of the lowest story of the building that contains residential, commercial or storage space (other than parking), and any under-floor/under-ground supports for that lowest story's floor.

For the purposes of determining "ESS Construction," there is no requirement regarding the materials to be used in the roof of the building.

**If the proposed work includes rehabilitation of any structural elements listed above, the structural elements must also meet the above requirements after completion of the rehabilitation work.

ESS units must be designated on the Unit Characteristic Chart described below. This will be verified during the credit underwriting process. If this cannot be verified the units will no longer be considered ESS Construction, and funding awarded under this RFA may be rescinded.

d. Unit Characteristic Chart

Complete the chart in Exhibit A of the RFA reflecting the appropriate breakdown reflecting the number of units within each of the Development Categories, Development Types, or ESS/non-ESS Construction.

5. Location of Proposed Development

a. County

(1) Indicate the county where the proposed Development will be located.

Large, Medium and Small County Geographic Categories

Large	Medium		Small	
Broward	Alachua	Manatee	Baker	Jackson
Duval	Bay	Marion	Bradford	Jefferson
Hillsborough	Brevard	Martin	Calhoun	Lafayette
Miami-Dade	Charlotte	Nassau	Columbia	Levy
Orange	Citrus	Okaloosa	De Soto	Liberty
Palm Beach	Clay	Osceola	Dixie	Madison
Pinellas	Collier	Pasco	Franklin	Monroe
	Escambia	Polk	Gadsden	Okeechobee
	Flagler	St. Johns	Gilchrist	Putnam
	Hernando	St. Lucie	Glades	Suwannee
	Highlands	Santa Rosa	Gulf	Taylor
	Indian River	Sarasota	Hamilton	Union
	Lake	Seminole	Hardee	Wakulla
	Lee	Sumter	Hendry	Walton
	Leon	Volusia	Holmes	Washington

(2) Goal to fund at least one Application that qualifies for the Florida Keys Area Goal

To qualify for this goal, the Application must meet the following criteria:

- The Application must be a Priority 1 Application
- The Application must be located within the Florida Keys Area
- The Application must request both Live Local SAIL and 9% Housing Credits

Note: Applications that qualify for the Florida Keys Area Goal will automatically qualify for the proximity eligibility requirement and the Proximity Funding Preference.

b. Address of the Development site

Provide the Address of the Development site. Indicate (1) the address number, street name, and name of city, and/or (2) the street name, closest designated intersection, and either name of city or unincorporated area of county. If the proposed Development consists of Scattered Sites, this information must be provided for each of the Scattered Sites.

c. Scattered Sites

State whether the Development consists of Scattered Sites. If the proposed Development consists of Scattered Sites, the following conditions must be met:

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

(2) Site control and Ability to Proceed must be demonstrated in the Application for all Scattered Sites; and

(3) All Scattered Sites must be located within the same county.

d. Latitude/Longitude Coordinates

(1) Provide a Development Location Point stated in decimal degrees, rounded to at least the sixth decimal place. If the proposed Development consists of Scattered Sites, as of Application Deadline the Development Location Point must affirmatively be established on the site with the most units, as outlined in subsections 67-21.002(34), F.A.C. and 67-48.002(34), F.A.C., and latitude and longitude coordinates for each Scattered Site must also be provided.

(2) If the proposed Development consists of Scattered Sites, for each Scattered Site that is in addition to the Development Location Point information provided in (1) above, provide the latitude and longitude coordinates of one point located anywhere on the Scattered Site. The coordinates must be stated in decimal degrees and rounded to at least the sixth decimal place.

Note: 30.443900, -84.283960 is an example of decimal degrees format, represented to six decimal places.

e. Proximity Requirements and Proximity Tiebreakers used in Funding Selection Process

Applications that qualify for the Florida Keys Area Goal will automatically meet the proximity eligibility requirement and qualify for the Proximity Funding Preference.

All other Applications may earn proximity points based on the distance between the Development Location Point and the Bus or Rail Transit Service (if Private Transportation is not selected at question 5.e.(2)(a) of Exhibit A) and the Community Services stated in Exhibit A. Proximity points are awarded according to the Transit and Community Service Scoring Charts outlined in Item 2 of Exhibit C. Proximity points will not be applied towards the total score. Proximity points will only be used to determine whether the Applicant meets the required minimum proximity eligibility requirements and the preferences outlined in the chart below.

<u>Minimum number of Transit Service Points</u>

All Large County Applications must achieve a minimum number of Transit Service Points to be eligible for funding.

Small and Medium County Applications will be deemed to have met the minimum number of Transit Service Points automatically.

Minimum number of Total Proximity Points

Applications that qualify for the Florida Keys Area Goal will automatically meet the proximity eligibility requirement.

All other Applications must achieve a minimum number of total proximity points to be eligible for funding.

Proximity Funding Preference Qualifications

Applications that qualify for the Florida Keys Area Goal will automatically qualify for the Proximity Funding Preference.

All other Applications may also qualify for the Proximity Funding Preference described in Section Five, of the RFA.

Application Qualifications	If Eligible for PHA Proximity Point Boost, Required Minimum Transit Service Points that Must be Achieved to be Eligible for Funding	If NOT Eligible for PHA Proximity Point Boost, Required Minimum Transit Service Points that Must be Achieved to be Eligible for Funding	Required Minimum Total Proximity Points that Must be Achieved to be Eligible for Funding	Minimum Total Proximity Points that Must be Achieved to Receive the Proximity Funding Preference
Large County Applications	1.5	2.0	10.5	12.5 or more
Medium County Applications	N/A	N/A	7.0	9.0 or more
Applications that qualify for the Florida Keys Area Goal	Qualifies automatically	Qualifies automatically	Qualifies automatically	Qualifies automatically
Small County Applications	N/A	N/A	4.0	6.0 or more

Awarding Proximity Points

The Application may earn proximity points through the following:

- Qualifying for the PHA Proximity Point Boost;
- Providing private transportation or based on the distance between the Development Location Point and the Bus or Rail Transit Service; and
- Based on the distance between the Development Location Point and the Community Services.

(1) PHA Proximity Point Boost

(a) PHA Proximity Point Boost

An Application that involves a site(s) with an existing Declaration of Trust between a Public Housing Authority (PHA) and HUD will qualify to receive a 3-point boost toward its proximity score if the Applicant states that it qualifies and provides a letter from the PHA dated within 12 months of the Application Deadline certifying that the site(s) where all of the units in the proposed Development will be located has an existing Declaration of Trust between the PHA and HUD. The letter must be signed by the appropriate person authorized to make such a certification and must be provided as **Attachment 5*** to Exhibit A. Note: This 3-point boost will not count toward meeting the Minimum Transit Services score.

or

(b) All Large County Applications that qualify for the PHA Proximity Point Boost will be required to achieve at least 1.5 Transit Service Points. All other Large County Applications will be required to achieve at least 2.0 Transit Service Points.

***Attachment 4 intentionally omitted in this RFA.**

(2) Transit Services (Maximum of 6 points)

Select Private Transportation or provide the location information for one of the remaining four Transit Services to achieve Proximity Points to use for calculating the Application's Transit Score. The Transit Service Scoring Charts, reflecting the methodology for calculating the points awarded based on the distances, are outlined in Exhibit C.

Location of coordinates for Transit Services

To receive proximity points for Transit Services other than Private Transportation, provide latitude and longitude coordinates for that service, stated in decimal degrees, rounded to at least the sixth decimal place, and the distance between the Development Location point and the coordinates for the service. The distances between the Development Location Point and the latitude and longitude coordinates for each service will be the basis for awarding proximity points.

For a Public Bus Stop, Public Bus Rapid Transit Stop, Public Bus Transfer Stop, and Rail Station, coordinates must represent the location where passengers may embark and disembark the bus or train.

(a) Private Transportation (2 Points)

This service is defined in Exhibit B and may be selected only if the Applicant selected the Elderly Demographic Commitment.

or

(b) Public Bus Stop (Maximum 6 Points)

(i) This service is defined in Exhibit B and may be selected by all Applicants.

(ii) Each Public Bus Stop must meet the definition of Public Bus Stop as defined in Exhibit B. Each Public Bus Stop, except for Sister Stops, must serve at least one unique route. Up to two of the selected Public Bus Stops may be Sister Stops as defined in Exhibit B.

or

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

This service is defined in Exhibit B and may be selected by all Applicants.

or

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

This service is defined in Exhibit B and may be selected by all Applicants.

or

(e) Public Rail Station (Maximum 6 Points)

This service is defined in Exhibit B and may be selected by all Applicants.

(3) Community Services (Up to three Community Services may be selected, for a maximum 4 Points for each service)

The Community Services that are available to all Demographics are Grocery Store, Medical Facility, Pharmacy, and Public School.

Up to three Community Services may be selected, for a maximum 4 Points for each service. If all four Community Services are selected, the Corporation will only award points for the three Community Services that are closest to the Development Location Point based on the distance stated in Exhibit A, even if the service that is furthest from the Development Location Point would have achieved a higher point value. In the event that the two Community Services that are furthest from the Development Location Point have an equal distance, the Corporation will select the service that is listed higher on the Community Service chart in Exhibit A. Under no circumstance will the fourth service be considered for points, even if during the litigation process, one of the Community Services is determined to not qualify for proximity points.

Provide the location information and distances for Community Services on which to base the Application's Community Services Score. The Community Service Scoring Charts, which reflect the methodology for calculating the points awarded based on the distances, are outlined in Exhibit C.

The distance between the Development Location Point and each Community Service must be calculated from a point that is on the doorway threshold of an exterior entrance that provides direct public access to the building where the service is located. If there is no exterior public entrance to the Community Service, then a point should be used that is at the exterior entrance doorway threshold that is the closest walking distance to the doorway threshold of the interior public entrance to the service. For a Pharmacy located within an enclosed shopping mall structure that does not have a direct public exterior entrance, the doorway threshold of the exterior public entrance to the enclosed shopping mall that provide the shortest walking distance to the doorway threshold of the interior entrance to the Pharmacy would be used.

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

(4) Scoring Proximity to Services (Transit and Community)

(a) Private Transportation

Applicants that selected the Elderly Demographic Commitment and wish to provide Private Transportation as the Transit Service must select "Yes" at question 5.e.(2)(a) of Exhibit A to be eligible to receive 2 points.

(b) Bus and Rail Transit Services

Applicants that wish to receive proximity points for Transit Services other than Private Transportation must provide latitude and longitude coordinates for that service, stated in decimal degrees, rounded to at least the sixth decimal place, and the distance between the Development Location Point and the coordinates for the service. The distances between the Development Location Point and the latitude and longitude coordinates for each service will be the basis for awarding proximity points. The method used to determine the latitude and longitude coordinates must conform to Rule 5J-17, F.A.C., formerly 61G17-6, F.A.C. All calculations shall be based on "WGS 84" and be grid distances. The horizontal positions shall be collected to meet sub-meter accuracy (no autonomous hand-held GPS units shall be used). Failure to provide the distance for any service will result in zero points for that service. The Transit and Community Service Scoring Charts reflecting the methodology for calculating the points awarded based on the distances are in Exhibit C.

(c) Community Services

Applicants that wish to receive proximity points for any community service must provide the name and address for that service, and the distance between the Development Location Point and the location for the service. The distances between the Development Location Point and the doorway threshold for each service will be the basis for awarding proximity points. The method used to determine the latitude and longitude coordinates must conform to Rule 5J-17, F.A.C., formerly 61G17-6, F.A.C. All calculations shall be based on “WGS 84” and be grid distances. The horizontal positions shall be collected to meet sub-meter accuracy (no autonomous hand-held GPS units shall be used). Failure to provide the distance for any service will result in zero points for that service. The Transit and Community Service Scoring Charts reflecting the methodology for calculating the points awarded based on the distances are in Exhibit C.

f. Market Study

The Developments must be located in submarkets where the average market rental rates are at least 10 percentage points higher than the highest AMI set-aside identified on the set-aside chart*. Within 21 Calendar Days of the date of the invitation to enter credit underwriting, the Corporation will require successful Applicants to provide the market study prepared by a Certified General Appraiser in the State of Florida that was completed no more than 60 Calendar Days before Application Deadline that demonstrates the submarket of the proposed Development with (i) an average physical occupancy rate of 92% or greater; (ii) an average market rental rate, based on unit mix and annualized rent concessions, equal to at least 10 percentage points higher than the highest AMI set-aside on the set-aside chart*; (iii) if committing to Mixed-Use Developments with a subcategory of Mixed-Use Commercial Space, demonstration that there is sufficient demand for the intended Mixed-Use Commercial Space proposed at the Development, and (iv) if committing to Youth Aging Out of Foster Care, demonstration that there is sufficient demand for the intended number of units at the demographic commitment.

The Florida Housing Rental Programs - MTSP Income and Rent Limits is available on the Corporation Webpage https://www.floridahousing.org/owners-and-managers/compliance/rent-limits (also accessible by clicking here).

*Minimum Market Study percentage requirements

- If the highest AMI commitment on the set-aside chart is 80%, the market study must demonstrate that the average market rental rate is at least 90% AMI.
- If the highest AMI commitment on the set-aside chart is 90%, the market study must demonstrate that the average market rental rate is at least 100% AMI.
- If the highest AMI commitment on the set-aside chart is 100%, the market study must demonstrate that the average market rental rate is at least 110% AMI.
- If the highest AMI commitment on the set-aside chart is 110%, the market study must demonstrate that the average market rental rate is at least 120% AMI.
- If the highest AMI commitment on the set-aside chart is 120%, the market study must demonstrate that the average market rental rate is at least 130% AMI.

The underwriter will order a new market study to confirm that these requirements are met and also the requirements as set forth in Rule 67-48.0072(10), F.A.C.

6. Number of Units and Buildings

a. State the total number of units that will be in the proposed Development upon completion.

All proposed Developments must consist of a minimum of 50 total units. The total units include all Set-Aside Units, Manager Units as described in Rule Chapter 67-53, F.A.C., and if applicable, market rate units.

(1) Elderly Developments

Proposed Developments that are located in Miami-Dade County and Broward County may consist of up to 200 total units. Proposed Developments that are located in all other counties may consist of up to 160 total units.

Note: The total number of units stated in the Application may be increased, up to any applicable allowable limit, after the Applicant has been invited to enter into credit underwriting, subject to written request of an Applicant to Corporation staff and approval of the Corporation.

(2) There is no limit on the number of units within Family Developments.

b. Applications that qualify for the Urban Infill Goal must create new residential units through either (i) new construction; or (ii) Rehabilitation/Substantial Rehabilitation that converts vacant, dilapidated, functionally obsolete buildings, or underused commercial property into residential units.

c. Set-Aside Commitments

(1) Minimum Set-Aside Commitments per Section 42 of the IRC

If not requesting 9% Housing Credits or MMRB or local bonds with 4% Housing Credits, select "Live Local SAIL only" as the set-aside commitment at question 6.c.(1) of Exhibit A. For all other Applications, per Section 42 of the IRC, elect one 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
- Average Income Test

Note: Choosing the 20 percent at 50 percent AMI or less minimum set-aside will restrict ALL Housing Credit Set-Aside Units at 50 percent or less of the AMI. Applicants may select 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.

The Average Income Test requires that (a) forty percent or more of the residential units in the Development be both rent-restricted and occupied by individuals whose income does not exceed the imputed income limitation designated by the Applicant with respect to the respective unit, subject to the special rules relating to income limitation which (b) require the Applicant to designate the imputed income limitation of each unit taken into account under (a) above, such that the average of the imputed income limitations of all units designated by the Applicant shall not exceed 60 percent of the area median income. The designated imputed income limitation of any such unit shall be in 10-percent increments as follows: 20 percent, 30 percent, 40 percent, 50 percent, 60 percent, 70 percent, or 80 percent of the area median income. When requesting Corporation-issued MMRB, the set-aside commitment for the Tax-Exempt Bonds will either be 20 percent of the units at 50 percent or less of the AMI or 40 percent of the units at 60 percent or less of the AMI.

(2) 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, as outlined below:

(a) Total Income Set-Aside Requirements

(i) If the minimum Housing Credit set-aside commitment of 20% at 50% AMI is selected, the total set-aside commitments will be as outlined below:

- Housing Credit Units:
  - Family Developments: At least 20% of the total units but not more than 30% of the total units, rounded up to the next whole unit, must be set aside at or below 50% of the AMI and entered in the rows labeled “Housing Credit Units” on the Total Set-Aside Breakdown Chart.
  - Elderly Developments: At least 80% of the total units, rounded up to the next whole unit, must be set aside at or below 50% of the AMI and entered in the rows labeled “Housing Credit Units” on the Total Set-Aside Breakdown Chart.

  This is the Applicant’s minimum IRC Housing Credit Set-Aside and includes the ELI Set-Aside Units which are set aside at the ELI AMI level for the county where the proposed Development is located.

- No more than 20 percent of the total units may be set aside as “Market Rate Units”.

(ii) If the minimum Housing Credit set-aside commitment of 40% at 60% AMI is selected, the total set-aside commitments will be as outlined below:

- Housing Credit Units:
  - Family Developments: At least 40% of the total units but not more than 50% of the total units, rounded up to the next whole unit, must be set aside at or below 60% of the AMI and entered in the rows labeled “Housing Credit Units” on the Total Set-Aside Breakdown Chart.
  - Elderly Developments: At least 80% of the total units, rounded up to the next whole unit, must be set aside at or below 60% of the AMI and entered in the rows labeled “Housing Credit Units” on the Total Set-Aside Breakdown Chart.

  This is the Applicant’s minimum IRC Housing Credit Set-Aside and includes the ELI Set-Aside Units which are set aside ELI AMI level for the county where the proposed Development is located.

- No more than 20 percent of the total units may be set aside as “Market Rate Units”.

(iii) If committing to the Average Income Test, the total set-aside commitments will be as outlined below

- Family Developments: At least 40% of the total units, rounded up to the next whole unit, must be set aside at or below 80% of the AMI and entered in the rows labeled “AIT Housing Credit Units” and “Joint HC / 80% Live Local Housing Units” on the AIT Total Set-Aside Breakdown Chart. This is the Applicant’s minimum IRC Housing Credit Set-Aside and includes the ELI Set-Aside Units which are set aside at or below 30% AMI level.
  Elderly Developments: At least 80% of the total units must be set-aside at or below 80% AMI and entered in the rows labeled “AIT Housing Credit Units” and “Joint HC / 80% Live Local Housing Units” on the AIT Total Set-Aside Breakdown Chart. This is the Applicant’s minimum IRC Housing Credit Set-Aside and includes the ELI Set-Aside Units which are set aside at or below 30% AMI level.

  Joint Housing Credit/80% Live Local Housing Units

  Joint Housing Credit/80% Live Local Housing Units must be set aside at 80% AMI, and Joint Housing Credit/80% Live Local Housing Units are included in the Average Income Test calculation.

- Family Developments: <u>At least</u> 50% of the total units must be set-aside at or above 80% AMI whether Joint Housing Credit/80% Live Local Housing Units or Non-Housing Credit 80% - 120% Live Local Units.

- ~~For Family Developments, in~~ In addition to the minimum ELI commitment, Joint Housing Credit/80% Live Local Housing Units must be committed to for the entire set-aside period, memorialized in the Extended Use Agreement.
- Elderly Developments: There are no further requirements for units set at or above 80% AMI.

- No more than 20 percent of the total units may be set aside as "Market Rate Units".

(iv) If committing to Live Local SAIL only

- One of the following Live Local Housing Units must be selected:
  - If proposing a Family Development and no units are set-aside at 60% AMI, at least 20% of the total units but not more than 30% of the total units, rounded up to the next whole unit, must be set aside at or below 50% of the AMI and entered in the rows labeled "Live Local Housing Units" on the Total Set-Aside Breakdown Chart. If proposing an Elderly Development and no units are set-aside at 60% AMI, at least 80% of the total units, rounded up to the next whole unit, must be set aside at or below 50% of the AMI and entered in the rows labeled "Live Local Housing Units" on the Total Set-Aside Breakdown Chart; or
  - If proposing a Family Development and at least 1 unit is set-aside at 60% AMI, at least 40% of the total units but not more than 50% of the total units, rounded up to the next whole unit, must be set aside at or below 60% of the AMI and entered in the rows labeled "Live Local Housing Units" on the Total Set-Aside Breakdown Chart. If proposing an Elderly Development and at least 1 unit is set-aside at 60% AMI, at least 80% of the total units, rounded up to the next whole unit, must be set aside at or below 60% of the AMI and entered in the rows labeled "Live Local Housing Units" on the Total Set-Aside Breakdown Chart.

  This includes the ELI Set-Aside Units which are set aside ELI AMI level for the county where the proposed Development is located.

- No more than 20 percent of the total units may be set aside as "Market Rate Units".

(b) Extremely Low Income (ELI) Set-Aside Units

(i) ELI Set-Aside Unit Requirements for proposed Developments

If the Average Income Test is not selected, unless the Development qualifies for the Youth Aging Out of Foster Care Goal, the proposed Development must set aside five percent of the total units, up to a maximum of 15 total Units, for ELI Households ("ELI Set-Aside Units"). If the Development qualifies for the Youth Aging Out of Foster Care Goal, the proposed Development must set aside ten percent of the total units (with no maximum), as ELI Set-Aside Units. The requirement to set aside units for ELI Households refers to the ELI AMI level for the county where the proposed Development is located, as outlined on the chart below. Such Applicants will be eligible for ELI funding. Unless the Development qualifies for the Youth Aging Out of Foster Care Goal, 50 percent of the ELI Set-Aside Units, rounded up, must meet the Link Unit requirements, as described below.

If the Average Income Test is selected, unless the Development qualifies for the Youth Aging Out of Foster Care Goal, the proposed Development must set aside five percent of the total units (with no maximum), as ELI Set-Aside Units. If the Development qualifies for the Youth Aging Out of Foster Care Goal, the proposed Development must set aside ten percent of the total units (with no maximum), as ELI Set-Aside Units. The ELI AMI level will be 30 percent, regardless of county. Applicants that commit to the Average Income Test will not be eligible for ELI funding. Unless the Development qualifies for the Youth Aging Out of Foster Care Goal, 50 percent of the ELI Set-Aside Units, rounded up, must meet the Link Unit requirements, as described below.

(ii) ELI Funding Amounts

All Applicants that do not commit to the Average Income Test are eligible for ELI funding for each ELI Set-Aside unit, not to exceed the lesser of (i) $1,000,000; or (ii) the maximum amount based on the ELI Set-Aside per unit limits, as further outlined in Section Four A.10.a.(1)(b) of the RFA.

The following chart sets out the ELI Area Median Income (AMI) for each County and the maximum ELI funding amounts per eligible ELI Set-Aside unit. If the Unit Mix stated by the Applicant is adjusted during the credit underwriting process, the ELI funding amount may be decreased, but under no circumstances shall it be increased.

County	2024 ELI AMI	0 & 1 Bedroom Units	2 Bedroom Units	3 & Higher Bedroom Units
Alachua	40%	$68,400	$80,100	$90,400
Baker	40%	$61,900	$72,600	$82,000
Bay	40%	$61,900	$72,600	$82,000
Bradford	40%	$50,700	$59,400	$66,900
Brevard	40%	$67,900	$79,500	$89,700
Broward	33%	$102,300	$119,900	$135,100
Calhoun	40%	$50,100	$58,600	$66,200
Charlotte	40%	$57,700	$67,600	$76,200
Citrus	40%	$47,600	$55,800	$63,100
Clay	35%	$87,200	$102,300	$115,400
Collier	33%	$101,100	$118,400	$133,400
Columbia	40%	$52,800	$61,800	$69,800
DeSoto	40%	$46,800	$54,700	$61,800
Dixie	40%	$46,800	$54,700	$61,800
Duval	35%	$87,200	$102,300	$115,400
Escambia	40%	$64,400	$75,600	$85,100
Flagler	40%	$62,300	$73,000	$82,400
Franklin	40%	$49,900	$58,400	$65,800
Gadsden	40%	$63,700	$74,500	$84,000
Gilchrist	40%	$68,400	$80,100	$90,400
Glades	40%	$46,800	$54,700	$61,800
Gulf	40%	$51,400	$60,300	$68,000
Hamilton	40%	$46,800	$54,700	$61,800
Hardee	40%	$46,800	$54,700	$61,800
Hendry	40%	$46,800	$54,700	$61,800
Hernando	40%	$68,400	$80,300	$90,600
Highlands	40%	$50,700	$59,400	$66,900
Hillsborough	40%	$68,400	$80,300	$90,600
Holmes	40%	$46,800	$54,700	$61,800
Indian River	40%	$61,200	$71,500	$80,800
Jackson	40%	$46,800	$54,700	$61,800
Jefferson	40%	$63,700	$74,500	$84,000
Lafayette	40%	$46,800	$54,700	$61,800
Lake	40%	$69,200	$81,000	$91,500
Lee	40%	$67,100	$78,600	$88,800
Leon	40%	$63,700	$74,500	$84,000
Levy	40%	$46,800	$54,700	$61,800
Liberty	40%	$46,800	$54,700	$61,800

County	2024 ELI AMI	0 & 1 Bedroom Units	2 Bedroom Units	3 & Higher Bedroom Units
Madison	40%	$46,800	$54,700	$61,800
Manatee	35%	$90,200	$105,700	$119,200
Marion	40%	$51,800	$60,700	$68,500
Martin	40%	$65,800	$77,100	$87,000
Miami-Dade	30%	$122,200	$143,200	$161,300
Monroe	30%	$128,500	$150,500	$169,700
Nassau	35%	$87,200	$102,300	$115,400
Okaloosa	40%	$68,600	$80,500	$90,800
Okeechobee	40%	$46,800	$54,700	$61,800
Orange	40%	$69,200	$81,000	$91,500
Osceola	40%	$69,200	$81,000	$91,500
Palm Beach	33%	$103,800	$121,600	$137,100
Pasco	40%	$68,400	$80,300	$90,600
Pinellas	40%	$68,400	$80,300	$90,600
Polk	40%	$54,900	$64,200	$72,400
Putnam	40%	$46,800	$54,700	$61,800
Santa Rosa	40%	$69,800	$81,800	$92,200
Sarasota	35%	$82,200	$96,500	$108,800
Seminole	40%	$64,400	$75,600	$85,100
St. Johns	35%	$90,200	$105,700	$119,200
St. Lucie	40%	$69,200	$81,000	$91,500
Sumter	40%	$62,900	$73,600	$83,100
Suwannee	40%	$46,800	$54,700	$61,800
Taylor	40%	$46,800	$54,700	$61,800
Union	40%	$50,700	$59,400	$66,900
Volusia	40%	$59,500	$69,700	$78,600
Wakulla	40%	$64,200	$75,300	$84,900
Walton	40%	$65,000	$76,200	$85,900
Washington	40%	$46,800	$54,700	$61,800

The portion of the SAIL loan that is attributable to the ELI Funding is a forgivable loan.

(iii) Link Units for Persons with Special Needs

With the exception of Developments financed with HUD Section 811, a United States Department of Agriculture RD program ("USDA RD"), and Applications that qualify for the Youth Aging Out of Foster Care Goal, Applicants must commit to set aside 50 percent of the ELI Set-Aside units as Link Units for Persons with Special Needs.

At least one member of each Link unit's household shall be referred by a Special Needs Household Referral Agency (Referral Agency) with which the owner executes a Link Memorandum of Understanding (MOU) approved by the Corporation. The current list of designated Special Needs Household Referral Agencies for each county is published on the Corporation's Website under the Quick Links section at https://www.floridahousing.org/programs/special-needs-housing-overview/serving-special-needs (also accessible by clicking here). The owner must execute a Link Memorandum of Understanding (MOU) with at least one of the Special Needs Household Referral Agencies serving the Development's county. The deadline for the Corporation's approval of the fully executed Link MOU is outlined in Exhibit D.

Additional requirements for the Link Units for Persons with Special Needs are described in Exhibit E.1 of the RFA.

Additional requirements for the Youth Aging Out of Foster Care Set-Aside Units are described as Exhibit E.2 of the RFA.

(c) Tenant Selection Plan

Unless the Development meets an exception outlined in (i) below, a Tenant Selection Plan must be submitted to the Corporation for approval within 21 Calendar Days of the date of the invitation to enter credit underwriting. The Tenant Selection Plan must be approved by the Corporation prior to the completion of the final credit underwriting report.

(i) Exceptions to Tenant Selection Plan requirements

- Developments financed with HUD Section 811;
- Developments financed with a United States Department of Agriculture RD program.

All other Applications must achieve Corporation approval and, if required, HUD approval prior to the completion of the final credit underwriting report.

(ii) Achieving Corporation approval

To achieve approval by the Corporation, the Tenant Selection Plan must be submitted by the owner to the Corporation for approval within 21 Calendar Days of the date of the invitation to enter credit underwriting. Approval must be achieved prior to the completion of the final credit underwriting report.

The Tenant Selection Plan Guidelines and Tenant Selection Plan Checklist can be found on the webpage https://www.floridahousing.org/programs/developers-multifamily-programs/competitive (also available by clicking here). Exhibit G of the RFA also describes requirements for tenant selection policies.

(iii) Achieving HUD approval, if required

In addition to the Corporation's approval, if HUD approval is required because a Development has a Housing Assistance Payment and/or an Annual Contributions Contract with HUD, HUD approval of the Tenant Selection Plan must be demonstrated to the Corporation prior to the completion of the final credit underwriting report.

HUD's approval process may take several months. Owners should send the Corporation-approved Tenant Selection Plan to the local HUD field office for approval as soon as possible to meet this requirement.

(3) Total Set-Aside Breakdown Chart

Complete the applicable Total Set-Aside Breakdown Chart provided in question 6.c.(3) of Exhibit A.

(a) Completing the Total Set-Aside Breakdown Chart if not committing to the Average Income Test

Indicate on the chart at 6.c.(3)(a) of Exhibit A the percentage of residential units, stated in whole numbers, to be set aside at each selected AMI level for both the Housing Credit and SAIL charts. If the Total Set-Aside Breakdown Chart reflects that either the Total Set-Aside Percentage or the ELI commitment does not meet the Set-Aside requirements, this Application will not be eligible for funding.

Methodology Used by the Corporation to Convert the Percentage of Total Units to Set-Aside Units and, if applicable, Market Rate Units

(i) First, calculate of the number of Set-Aside Units for the lowest AMI level commitment.

The percentage associated with the lowest AMI level that the Applicant commits to will be multiplied by the total units, rounded up to the next whole unit. The result will be the number of Set-Aside Units at the lowest AMI level commitment.

(ii) Then, calculate the number of Set-Aside Units for the second lowest AMI level.

The percentage associated with the second lowest AMI level that the Applicant commits to will be first added to the percentage associated with the lowest AMI level commitment. These percentages, added together, will be multiplied by the total units, rounded up to the next whole unit.

The number of units calculated in (i) above will be subtracted from the result to calculate the number of Set-Aside Units at the second lowest AMI level commitment.

(iii) Then, calculate the number of Set-Aside Units for each remaining AMI level, if applicable.

Starting with the third lowest AMI level remaining, the number of Set-Aside Units for each of the remaining AMI levels will be calculated using the same methodology described in (ii) above.

(iv) Finally, calculate market-rate units, if applicable

To calculate the number of market-rate units, the total number of Set-Aside Units will be subtracted from the total number of units.

(b) Completing the Total Set-Aside Breakdown Chart if committing to the Average Income Test

If committing to the Average Income Test, Applicants must indicate on the chart at 6.c.(3)(b) of Exhibit A the number of Set-Aside Units, stated in whole numbers, to be set aside at each selected AMI level. The Average Income Test does not apply to the separate tax-exempt bond set aside requirements under Section 142 of the IRC.

The Corporation will verify that the number of units set aside at the ELI level meets the ELI minimum requirements by dividing the number of units that are set-aside at 30 percent AMI, or less, by the total number of units. The Corporation will also verify the overall Set-Aside Commitment of all units by adding all Set-Aside Units and then dividing this sum by the total number of units. Exhibit A provides a calculation of the Average AMI of the Qualifying Housing Credit Units using the methodology below.

Note: After entering the number of units into Exhibit A, the percentage of total units is calculated, which may reflect numbers represented with decimal places instead of whole numbers. This is acceptable for the Average Income Test calculation.

If the Total Set-Aside Breakdown Chart reflects that the Average AMI of the Qualifying Housing Credit Units exceeds 60 percent, and/or if the number of Set-Aside Units set aside at 30 percent AMI, or less, is not equal to or greater than the required ELI commitment, and/or the overall Set-Aside Commitment requirement is not met, this Application will not be eligible for funding.

Calculation of the Average AMI of the Qualifying Housing Credit Units for the Average Income Test

(i) First, state the total number of Set-Aside Units at each AMI commitment.

(ii) Then, at each AMI commitment, multiply the number of Set-Aside Units by the AMI percentage (e.g., a commitment of 13 Set-Aside Units at 30 percent AMI would be calculated as follows: 13 x 0.30 = 3.9).

(iii) Repeat this calculation at each AMI level. Then add the results together.

(iv) Divide the number calculated in (iii) by the total number of Set-Aside Units stated in (i).

(v) This number must be equal to or less than 60 percent to meet the eligibility requirement. If the Average AMI of the Qualifying Housing Credit Units exceeds 60 percent, this Application will not be eligible for funding.

Where reasonably possible, keep the unit mix consistent across each committed AMI level.

The above ELI and all other set-aside commitments must be taken into account during any pre-leasing and leasing activities.

d. Unit Mix

(1) Completing the Unit Mix Chart

Complete the Unit Mix Chart listing the total number of bedrooms per unit, the total number of bathrooms per unit (including half-baths, if applicable) and the total number of units per bedroom type. All units in the proposed Development must be listed, including all manager/employee units and all market rate units, if applicable. Units may have no more than four bedrooms.

Note: The number of ELI Set-Aside Units are proportionately distributed across the Unit Mix within Exhibit A and the maximum ELI funding amount per eligible ELI Set-Aside unit the proposed Development is eligible to receive is calculated automatically within Exhibit A based on the information listed by the Applicant on the Unit Mix chart.

- If the Elderly Demographic Commitment is selected, at least 50 percent of the total units must be comprised of one bedroom or Zero Bedroom Units, and no more than 15 percent of the total units can be larger than two-bedroom units.

- If the Family Demographic Commitment is selected, not more than 25 percent of the total units in the Development may consist of Zero Bedroom units.

e. Number of Buildings

State the anticipated number of residential buildings.

The number of residential buildings stated in the Application may be changed only by written request of an Applicant to Corporation staff after the Applicant has been invited to enter credit underwriting.

f. Compliance Period

(1) Requirements

All Applicants are required to set aside the units for 50 years.

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 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.

(2) Exemption from ad valorem tax pursuant to 196.1978(4), F.S.

Applicants that wish to qualify for an exemption from ad valorem tax pursuant to 196.1978(4), F.S., may also choose to commit to an additional minimum 49-year extended affordability period, for a total affordability period of 99 years ("Perpetuity"), which will only be applied to the SAIL LURAs.

Note: The Compliance Period committed to in this section includes the units set aside for the Demographic Commitments made in this RFA, which includes the commitments for Link Units and ELI Households. If the Applicant did not commit to the Average Income Test, after 15 years all of the ELI Set-Aside Units that were associated with the ELI Funding may convert to serve residents at or below 60 percent AMI. If the Applicant committed to the Average Income Test, the ELI Set-Aside Units must remain at 30 percent AMI or less throughout the entire Compliance Period. If the Application qualifies for the Youth Aging Out of Foster Care Goal, the Youth Aging Out ~~Of~~of Foster Care set-aside commitment must be maintained throughout the entire Compliance

Period. Although the percentage of units committed to must remain in effect for the entire Compliance Period, the particular units designated for the Demographic Commitment and AMI commitment must not be limited to the same units throughout the Compliance Period. Doing so may cause the Development to be in noncompliance.

7. Readiness to Proceed

a. Site Control

Demonstrate site control by providing, as **Attachment 6** to Exhibit A, the documentation required in Items (1), (2), and/or (3), as indicated below, demonstrating that it is a party to an eligible contract or lease, or is the owner of the subject property. Such documentation must include all relevant intermediate contracts, agreements, assignments, options, conveyances, intermediate leases, and subleases. If the proposed Development consists of Scattered Sites, site control must be demonstrated for all of the Scattered Sites.

Note: The Corporation has no authority to, and will not, evaluate the validity or enforceability of any site control documentation.

(1) Eligible Contract

An eligible contract must meet all of the following conditions:

(a) It must have a term that does not expire before March 31, 2025 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 March 31, 2025;

(b) It must specifically state that the buyer’s remedy for default on the part of the seller includes or is specific performance;

(c) The Applicant must be the buyer unless there is an assignment of the eligible contract, signed by the assignor and the assignee, which assigns all of the buyer's rights, title and interests in the eligible contract to the Applicant; and

(d) The owner of the subject property must be the seller, or is a party to one or more intermediate contracts, agreements, assignments, options, or conveyances between or among the owner, the Applicant, or other parties, that have the effect of assigning the owner’s right to sell the property to the seller. Any intermediate contract must meet the criteria for an eligible contract in (a) and (b) above.

(2) Proof of Ownership through a recorded document such as a Deed or Certificate of Title

The documentation must be recorded in the county in which the property is located and show the Applicant as the sole Grantee.

(3) Lease

(a) If providing a lease, the lease must have an unexpired term of at least 50 years after the Application Deadline and the lessee must be the Applicant. The owner of the subject property must be a party to the lease, or a party to one or more intermediate leases, subleases, agreements, or assignments, between or among the owner, the Applicant, or other parties, that have the effect of assigning the owner's right to lease the property for at least 50 years to the lessee.

(b) If there is an existing Declaration of Trust recorded on the subject property, the Applicant may provide an Option to Enter into a Ground Lease Agreement ("eligible agreement") between the Applicant and the owner of the property. An eligible agreement must meet the following conditions:

(i) It must have a term that does not expire before March 31, 2025 or that contains extension options exercisable by the Applicant and conditioned solely upon payment of additional monies which, if exercised, would extend the term to a date that is not earlier than March 31, 2025;

(ii) The Applicant must be a party to the eligible agreement unless there is an assignment of the eligible agreement, signed by the assignor and the assignee, which assigns all of the lessor's rights, title and interests in the eligible agreement to the Applicant; and

(iii) The owner of the subject property must be a party to the eligible agreement, or is a party to one or more intermediate contracts, agreements, assignments, options, or conveyances between or among the owner, the Applicant, or other parties, that have the effect of assigning the owner's right to lease the property to the lessor. Any intermediate agreement must meet the criteria for an eligible agreement in (1)(a) and (1)(b) above.

b. Ability to Proceed

All successful Applications will be required to demonstrate the following Ability to Proceed elements **as of Application Deadline***, for the entire proposed Development site, including all Scattered Sites, if applicable, as outlined below.

The Florida Housing Ability to Proceed Verification forms are provided on the RFA Webpage. 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) are the correct versions posted to the RFA Webpage and as outlined in Exhibit C, (ii) the forms are dated within 12 months of the Application Deadline, (iii) none of the information entered on the form and certified to by the signatory has changed in any way, and (iv) the requirements outlined in this RFA are met.

(1) Appropriate Zoning

As of the Application Deadline*, the entire proposed Development site, including all Scattered Sites, must be appropriately zoned and consistent with local land use regulations regarding density and intended use or that the proposed Development site is legally non-conforming.

(2) Availability of Infrastructure (water, sewer, electricity and roads).

As of the Application Deadline*, water, sewer, electricity and roads must be available to the entire proposed Development site, including all Scattered Sites.

(3) Environmental Site Assessment

As of the Application Deadline*, a Phase I Environmental Site Assessment (ESA), and if required or recommended, a Phase II ESA, must have been performed for the entire proposed Development site, including all Scattered Sites.

*** Successful Applicants will be required to demonstrate that all of these requirements were met by providing documentation outlined in Exhibit D of this RFA within 21 Calendar Days of the invitation to enter into credit underwriting. To demonstrate that these were in place as of the Application Deadline, the documents must be dated on or before the Application Deadline. The Corporation will rescind the award of any Applications that fail to meet this requirement.**

c. Publicly Owned Land Goal Qualifications

To qualify for the Publicly Owned Land Goal, provide a properly completed and executed Lease Agreement or eligible purchase contract, or, if there is an existing Declaration of Trust recorded on the subject property, Option to Enter into a Ground Lease Agreement as described in Section Four, A.7.a.(3)(b) of the RFA, demonstrating that the Applicant is leasing or purchasing the land from the unit of government.

8. Construction Features

All units are expected to meet all requirements as outlined below. If the proposed Development consists of rehabilitation, the proposed Development's ability to provide all construction features will be confirmed as outlined in Exhibit F.

All features and amenities committed to and proposed by the Applicant that are not unit-specific shall be located on each of the Scattered Sites, or no more than 1/16 mile from the Scattered Site with the most units, or a combination of both.

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

All proposed Developments must meet all federal requirements and state building code requirements, including the following, incorporating the most recent amendments, regulations and rules:

- Florida Accessibility Code for Building Construction as adopted pursuant to Section 553.503, F.S.;
- 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.

The above documents are available on the RFA Webpage.

*All Developments must comply with Section 504 of the Rehabilitation Act of 1973, as implemented by 24 CFR Part 8 ("Section 504 and its related regulations"). All Developments must meet accessibility standards of Section 504. Section 504 accessibility standards require a minimum of 5 percent of the total dwelling units, but not fewer than one unit, to be accessible for individuals with mobility impairments. An additional 2 percent of the total units, but not fewer than one unit, must be accessible for persons with hearing or vision impairments. All of the accessible units must be equally distributed among different unit sizes and Development types and must be dispersed on all accessible routes throughout the Development.

To the extent that a Development is not otherwise subject to Section 504 and its related regulations, the Development shall nevertheless comply with Section 504 and its related regulations as requirements of the Corporation funding program to the same extent as if the Development were subject to Section 504 and its related regulations in all respects. To that end, all Corporation funding shall be deemed "Federal financial assistance" within the meaning of that term as used in Section 504 and its related regulations for all Developments.

b. General Features

(1) The following General Features must be provided for all proposed Developments:

- Broadband infrastructure which includes cables, fiber optics, wiring, or other infrastructure, as long as the installation results in at least 100 Mbps download and 20 Mbps upload accessibility in each unit;
- Termite prevention;
- Pest control;
- Window covering for each window and glass door inside each unit;
- Wireless, cable or satellite TV hook-up in each unit and, if the Development offers cable or satellite TV service to the residents, the price cannot exceed

the market rate for service of similar quality available to the Development's residents from a primary provider of cable or satellite TV;

- Washer and dryer hook ups in each of the Development's units or an on-site laundry facility open 7 days a week for resident use. If the proposed Development will have an on-site laundry facility, the following requirements must be met:
  - There must be a minimum of one Energy Star certified washer and one Energy Star certified or commercial grade 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 Development's units by 15, and then round the equation's total up to the nearest whole number;
  - At least one washing machine and one dryer shall be front loading that meets the accessibility standards of Section 504;
  - If the proposed Development consists of Scattered Sites, the laundry facility shall be located on each of the Scattered Sites, or no more than 1/16 mile from the Scattered Site with the most units, or a combination of both;
- At least two full bathrooms in all 3 bedroom or larger new construction units;
- Bathtub with shower in at least one bathroom in at least 90 percent of the new construction non-Elderly units; and
- Elderly Developments must have a minimum of one elevator per residential building provided for all Elderly Set-Aside Units that are located on a floor higher than the first floor.

(2) All Family Demographic Developments must provide a full-size range and oven in all units.

(3) All Developments with the Elderly ~~(ALF or Non-ALF)~~ Demographic, must also provide the following:

For new construction units, a full-size range and oven must be incorporated in all units.

All rehabilitation units are expected to have a full-size range and oven unless found to be not physically feasible within the scope of the rehabilitation work utilizing a capital needs assessment as further explained in Exhibit F of this RFA.

c. Required Accessibility Features, regardless of the age of the Development

Federal and state law and building code regulations requires that programs, activities, and facilities be readily accessible to and usable by persons with disabilities. The Corporation requires that the design, construction, or alteration of its financed Developments be in compliance with federal and state accessibility requirements. When more than one law and accessibility standard applies, the Applicant shall comply with the standard (2010 ADA Standards, Section 504, Fair Housing Act, or Florida Building Code, Accessibility) whichever affords the greater level of accessibility for the residents and visitors. Areas required to be made accessible to mobility-impaired residents and their visitors, including those in wheelchairs, shall include, but not be limited to, accessible routes and entrances, (including all dwelling units that can be accessed by elevators), paths of travel, primary function areas, parking, trash bins, mail and package receiving areas for residents, pool and other amenities, including paths of travel to amenities and laundry rooms, including washers and dryers.

(1) Required Accessibility Features in all Units

- Primary entrance doors on an accessible route shall have a threshold with no more than a ½-inch rise;
- All door handles on primary entrance door and interior doors must have lever handles;
- Lever handles on all bathroom faucets and kitchen sink faucets;
- Mid-point on light switches and thermostats shall not be more than 48 inches above finished floor level; and
- Cabinet drawer handles and cabinet door handles in bathroom and kitchen shall be lever or D-pull type that operate easily using a single closed fist.

(2) In addition to the 5 percent mobility requirement outlined above, all Family Demographic Developments must provide reinforced walls for future installation of horizontal grab bars in place around each tub/shower and toilet, or a Corporation-approved alternative approach for grab bar installation. The installation of the grab bars must meet or exceed the 2010 ADA Standards for Accessible Design.

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

(3) Accessibility Features in all Developments with the Elderly Demographic must also provide the following features:

- 20 percent of the new construction units must have roll-in showers.

- Horizontal grab bars in place around each tub and/or shower, or a Corporation-approved alternative approach for grab bar installation. The installation of the grab bars must meet or exceed the 2010 ADA Standards for Accessible Design, Section 609. In addition, the following standards for grab bars are required:

- If a bathtub/shower combination with a permanent seat is provided, grab bars shall be installed to meet or exceed the 2010 ADA Standards for Accessible Design, Section 607.4.1.

- If a bathtub/shower combination without a permanent seat is provided, grab bars shall be installed to meet or exceed the 2010 ADA Standards for Accessible Design, Section 607.4.2.

- If a roll-in shower is provided, grab bars shall be installed to meet or exceed the 2010 ADA Standards for Accessible Design, Section 608.3.2;

- Reinforced walls for future installation of horizontal grab bars in place around each toilet, or a Corporation-approved alternative approach for grab bar installation. The installation of the grab bars must meet or exceed the 2010 ADA Standards for Accessible Design;

- All bathrooms in all new construction units must have vanity cabinets with at least one roll-out shelf or drawer in bottom of cabinet;

- Adjustable shelving in master bedroom closets (must be adjustable by resident); and

- In one of the kitchen's base cabinets, there shall be a large bottom drawer that opens beyond full extension, also referred to as an "over-travel feature." Drawers with the over-travel feature allow drawers to extend completely past the cabinet front so all the contents can be accessed. The drawer shall be deep and wide enough to store pots and pans and the drawer slides shall have a weight load rating of a minimum of 100 pounds. The drawers shall be mounted on a pair of metal side rails that are ball-bearing.

d. Emergency Operations for all Elderly Developments

The following Emergency Operations Features must be provided in all Elderly Developments:

- There must be a community building/dedicated space within the Development; and
- There must be a minimum of one permanent, standby generator in good working order, to operate at least one elevator per residential building serving residents that are located on a floor higher than the first floor in addition to the lights, HVAC and other electrical appliances in the community room/dedicated space, throughout the duration of a power outage. The generators must be maintained in good working order and the Applicant must maintain an executed written contract with a vendor certified to service and test the installed generator and system; the generator and system shall be serviced and tested at least annually.

e. Required Green Building Features in all Developments

(1) All new construction units and, as applicable, all common areas must have the features listed below and all rehabilitation units are expected to have all of the following required Green Building features unless found to be not appropriate or feasible within the scope of the rehabilitation work utilizing a capital needs assessment as further explained in Exhibit F of this RFA:

- Low or No-VOC paint for all interior walls (Low-VOC means 50 grams per liter or less for flat; 150 grams per liter or less for non-flat paint);
- Low-flow water fixtures in bathrooms—WaterSense labeled products or the following specifications:
    - Toilets: 1.28 gallons/flush or less,
    - Urinals: 0.5 gallons/flush,
    - Lavatory Faucets: 1.5 gallons/minute or less at 60 psi flow rate,
    - Showerheads: 2.0 gallons/minute or less at 80 psi flow rate;
- Energy Star certified refrigerator;
- Energy Star certified dishwasher;
- Energy Star certified ventilation fan in all bathrooms;
- Water heater minimum efficiency specifications:
    - Residential Electric:
        - Up to 55 gallons = 0.95 EF or 0.92 UEF; or
        - More than 55 gallons = Energy Star certified; or
        - Tankless = 0.97 EF and Max GPM of ≥ 2.5 over a 77◦ rise or 0.87 UEF and GPM of ≥ 2.9 over a 67◦ rise;
    - Residential Gas (storage or tankless/instantaneous): Energy Star certified,
    - Commercial Gas Water Heater: Energy Star certified;
- Energy Star certified ceiling fans with lighting fixtures in bedrooms and living rooms;
- Air Conditioning (in-unit or commercial):
    - Air-Source Heat Pumps – Energy Star certified:
        - ≥ 7.8 HSPF2/ ≥15.2 SEER2/ ≥11.7 EER2 for split systems
        - ≥ 7.2 HSPF2 ≥15.2 SEER2/ ≥10.6 EER2 for single package equipment including gas/electric package units
    - Central Air Conditioners – Energy Star certified:
        - ≥15.2 SEER2/ ≥12.0 EER2 for split systems
        - ≥15.2 SEER2/ ≥11.5 EER2* for single package equipment including gas/electric package units.

  NOTE: Window air conditioners and portable air conditioners are not allowed. Package Terminal Air Conditioners (PTACs) / Package Terminal Heat Pumps (PTHPs) are allowed in studio and one-bedroom units.

(2) In addition to the required Green Building features outlined in (1) above, select one of the following Green Building Certification programs: Leadership in Energy and Environmental Design (LEED); Florida Green Building Coalition (FGBC);

Enterprise Green Communities; or ICC 700 National Green Building Standard (NGBS).

f. Items to be included in the rehabilitation scope of work, as outlined in Exhibit F

(1) All Applicants will be required to address the following required items:

(a) Required features outlined in a. and c. above. If the CNA provider determines that the required items cannot be addressed within the contemplated budget, the proposed Development will be deemed infeasible and the Corporation will rescind funding from the proposed Development;

(b) All items outlined in b. above;

(c) Immediate repair items as identified in the CNA report that threaten the health and safety of the residents, as well as items identified as being in violation of recorded building and/or fire codes;

(d) Critical repair items identified in the CNA report that require immediate remediation to prevent additional substantial deterioration to a particular system, address an immediate need observed by the CNA consultant, or extend the life of a system critical to the operation of the property;

(e) Green building items outlined in 8.e. above, considering the appropriateness and feasibility of the features and the remaining useful life, as outlined in the CNA provider's final report; and

(f) Items identified in the CNA report as having a remaining useful life of 5 years or less.

(2) Once items in (1) above have been addressed in the Rehabilitation Scope of Work, the following items may be added to the scope, if within the remaining available budget.

(a) Items identified in the CNA report as having a remaining useful life of 6-15 years.

(b) Features and amenities that add to the marketability of the Development.

9. Resident Programs

The availability of the Resident Programs must be publicized on an ongoing basis such as through community newsletters, bulletin board posts, or flyers.

a. Family Demographic Commitment

If the Family Demographic is selected, provide at least three of the resident programs outlined below. The eligible resident programs which may be selected are as follows:

(1) After School Program for Children

This program requires the Applicant or its Management Company to provide supervised, structured, age-appropriate activities for children during after school hours, Monday through Friday. Activities must be on-site.

(2) Health and Wellness Program

Applicant or its Management Company must provide, at no cost to the resident, on-site health and wellness services quarterly. Services should include, but not be limited to, clinical health care needs such as blood pressure monitoring, pulse, temperature, cholesterol, glucose and other wellness screenings, as well as health education and nutrition. Applicant or its Management Company must partner with community health care providers and provide the space for services to be delivered, including offices for a service coordinator, nurse and other health or social services providers. Space must also be provided for group health education.

(3) Employment Assistance Program

The Applicant or its Management Company must provide, at no cost to the resident, a minimum of quarterly scheduled Employment Assistance Program workshops/meetings offering employment counseling by a knowledgeable employment counselor. Such a program includes employability skills workshops providing instruction in the basic skills necessary for getting, keeping, and doing well in a job. The instruction must be held between the hours of 8:00 a.m. and 7:00 p.m. and 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.

(4) 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 hours of training per quarter, and must be conducted by parties that are qualified to provide training regarding the respective topic area. If the Development consists of Scattered Sites, the Resident Program must be held on the Scattered Site with the most units. Residents residing at the other sites of a Scattered Site Development must be offered transportation, at no cost to them, to the classes. 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.

(5) Homeownership Opportunity Program - Applicant commits to provide a financial incentive which includes the following provisions:

- The incentive must be applicable to the home selected and may not be restricted to or enhanced by the purchase of a home in which the Applicant, Developer, or other related party has an interest;
- the incentive must be not less than 5 percent of the rent received by the owner for the unit during the entire occupancy by the household (Note: The incentive will be paid for all months for which the household is in compliance with the terms and conditions of the lease. Damages to the unit in excess of the security deposit will be deducted from the incentive.);
- the benefit must be in the form of a gift or grant and may not be a loan of any nature;
- the benefits of the incentive must accrue from the beginning of occupancy;
- the vesting period can be no longer than 2 years of continuous residency; and
- no fee, deposit or any other such charge can be levied against the household as a condition of participation in this program.

b. Elderly Demographic Commitment

(1) Required Resident Program for all Applicants that select the Elderly Demographic

24 Hour Support to Assist Residents In Handling Urgent Issues

An important aging in place best practice is providing the residents access to property management support 24 hours per day, 7 days a week to assist them to appropriately and efficiently handle urgent issues or incidents that may arise. These issues may include, but are not limited to, an apartment maintenance emergency, security or safety concern, or a health risk incident in their apartment or on the property. The management's assistance will include a 24/7 approach to receiving residents' requests for assistance that will include a formal written process for relevant property management staff to effectively assess and provide assistance for each request.

This assistance may include staff:

- visiting or coordinating a visit to a resident's apartment to address an urgent maintenance issue;
- responding to a resident being locked out of their apartment;
- contacting on-site security or the police to address a concern;
- providing contact information to the resident and directing or making calls on a resident's behalf to appropriate community-based emergency services or related resources to address an urgent health risk incident;
- calling the resident's informal emergency contact; or
- addressing a resident's urgent concern about another resident.

Property management staff shall be on site at least 8 hours daily, but the 24-hour support approach may include contracted services or technology to assist the management in meeting this commitment, if these methods adequately address the intent of this service. The Development's owner and/or designated property management entity shall develop and implement policies and procedures for staff to immediately receive and handle a resident's call and assess the call based on a resident's request and/or need.

At a minimum, residents shall be informed by the property management, at move-in and via a written notice(s)/instructions provided to each resident and displayed in the Development's common or public areas, that staff are available to receive resident calls at all times. These notices shall also provide contact information and direction to first contact the community-based emergency services if they have health or safety risk concerns.

(2) Applicants who select the Elderly Demographic must provide at least three of the resident programs outlined below:

(a) Financial Management for Elderly Residents

Applicant or its Management Company must provide, at no cost to the resident, a series of classes to provide residents training in various aspects of personal financial management on issues appropriate to elderly households. Classes must be held at least quarterly, consisting of at least two hours of training per quarter, and must be conducted by parties that are qualified to provide training regarding the respective topic area. The topics should include, but not be limited to:

- Tax issues for elders and retirees
- Budgeting tips for fixed income households
- Avoiding scams that target elders
- Strategies to maximize Social Security benefits
- Preparing a will and estate planning

(b) Computer Training

The Applicant or its Management Company shall make available computer and internet training classes (basic and/or advanced level depending on the needs and requests of the residents). The training classes must be provided at least once a week, at no cost to the resident, in a dedicated space on site. Training must be held between the hours of 8:00 a.m. and 7:00 p.m., and electronic media, if used, must be used in conjunction with live instruction. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units.

(c) Daily Activities

The Applicant or its Management Company must provide on-site supervised, structured activities, at no cost to the resident, at least five days per week which must be offered between the hours of 8:00 a.m. and 7:00 p.m. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units.

(d) Assistance with Light Housekeeping, Grocery Shopping and/or Laundry

The Applicant or its Management Company must provide residents with a list of qualified service providers for (a) light housekeeping, and/or (b) grocery shopping, and/or (c) laundry and will coordinate, at no cost to the resident, the scheduling of services. The Developer or Management Company shall verify that the services referral information is accurate and up-to-date at least once every six months.

(e) Resident Assurance Check-In Program

Provide and use an established system for checking in with each resident on a pre-determined basis not less than once per day, at no cost to the resident. Residents may opt out of this program with a written certification that they choose not to participate.

10. Funding

a. Corporation Funding

(1) Total SAIL Request Amount

The SAIL loan shall be non-amortizing and shall have an interest rate of 1 percent per annum. The terms and conditions of the SAIL loan are further outlined in Rule Chapter 67-48, F.A.C.

Total SAIL Request Amount is the Base Loan Amount plus ELI Amount as described below. The Total SAIL Request cannot exceed 35% of the Total Development Cost. The SAIL Base Loan Amount and ELI Funding Amount are each further described below.

(a) SAIL Base Loan Request Amount

State the amount of the SAIL Base funding being requested in Exhibit A. The SAIL Base Request Amount is limited to the lesser of $17 million or the total of the applicable per unit limits below:

Type of Unit	Tier 1	Tier 2
~~for each~~Each unit labeled "Housing Credit Unit"	$62,000	$95,000
for each unit labeled "Joint Housing Credit/80% Live Local Housing Unit"	$62,000	$95,000
for each unit labeled "Non HC 80% Live Local Housing Unit" OR for each unit at or below 80% AMI when selecting Live Local SAIL only	$143,000	$220,000
for each unit labeled "Non HC 90% Live Local Housing Unit"	$130,000	$200,000
for each unit labeled "Non HC 100% Live Local Housing Unit"	$117,000	$180,000
for each unit labeled "Non HC 110% Live Local Housing Unit"	$104,000	$160,000
for each unit labeled "Non HC 120% Live Local Housing Unit"	$91,000	$140,000

If the Applicant states a SAIL Request Amount and/or ELI 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 resulting SAIL Request Amount, as adjusted if applicable, will be deemed to be the Applicant's Eligible SAIL Base Request Amount. The resulting ELI Request Amount, as adjusted if applicable, will be deemed to be the Applicant's Eligible ELI Request Amount. 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 Base Request Amount.

(b) ELI Funding Amount

Applicants that commit to the Average Income Test will not be eligible for ELI funding.

For all other Applications, state the ELI Funding amount requested. The ELI amount cannot exceed the lesser of (i) $1,000,000; or (ii) the maximum amount based on the ELI Set-Aside per unit limits, as outlined in Section Four, A.6. above. If the amount is not a whole dollar amount, the Corporation will round the amount down to a whole dollar amount.

If the ELI amount is greater than the amount for which the Applicant is eligible, the Corporation will reduce the amount to the maximum eligible amount, as outlined immediately below, within the priority sequence provided in (c) below.

For each proposed ELI Set-Aside unit, the proposed Development must take a unit that would otherwise be at 60 percent AMI or higher and restrict it as an ELI Set-Aside unit. The number of ELI Set-Aside Units are proportionately distributed across the Unit Mix within Exhibit A and the maximum ELI funding amount per eligible ELI Set-Aside unit the proposed Development is eligible to receive is calculated automatically within Exhibit A based on the information listed by the Applicant on the Unit Mix chart.

The portion of the Live Local SAIL loan that is attributable to the ELI Funding is a forgivable loan.

(c) Additional Information regarding the Applicant's Total SAIL Request Amount

(i) Maximum Total SAIL Request as a Percentage of Eligible Total Development Cost

During scoring, some costs stated on the Development Cost Pro Forma may be reduced if the stated amount exceeds the allowed amount. This would also cause a reduction to the Total Development Cost stated on the Development Cost Pro Forma.

The resulting Total Development Cost, as adjusted if applicable, will be deemed to be the Applicant's Eligible Total Development Cost.

The combined total of (a) the Applicant's Eligible SAIL Request Amount and (b) the Applicant's Eligible ELI Request Amount cannot exceed 35 percent of the Eligible Total Development Cost.

Any necessary adjustments needed to bring the total of these loans within the applicable percent maximum will be made during the scoring process, as well as during the credit underwriting process. Adjustments will be made first to reduce the SAIL Request Amount, if necessary, to meet both the per unit and per Development limitations provided in (a) above, secondly to reduce the ELI amount, if necessary, to fall within the maximum qualifying amount as provided in (b) above, and then lastly to reduce the SAIL Request Amount, as adjusted if applicable, to meet the applicable percent of Total Development Cost limitation test. The resulting SAIL Request Amount, as adjusted if applicable, will be deemed to be the Applicant's Eligible SAIL Request Amount. The resulting ELI Request Amount, as adjusted if applicable, will be deemed to be the Applicant's Eligible ELI Request Amount.

(ii) Additional adjustments, if applicable

If the Applicant states a SAIL Request Amount and/or ELI 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.

(2) Housing Credits, if requested

(a) If the Application qualifies for the Florida Keys Area Goal, state the amount of 9% Housing Credits requested~~.~~, up to $1,629,260. For all other Applicants, state the anticipated amount of 4% Housing Credits it is requesting ("Applicant's Housing Credit Request Amount").

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

(b) Declaration as First Phase of a Multiphase Development

To declare this proposed Development as the first phase of a multiphase Development, the question in Exhibit A must be answered "Yes" and at least one building must be located within the HUD-designated DDA or HUD-designated QCT stated in Exhibit A.

During the credit underwriting process, an opinion letter must be submitted to the Corporation by a licensed attorney that the Development meets the definition of a "multiphase project" as defined in the Federal Register related to the Statutorily Mandated Designation of Difficult Development Areas and Qualified Census Tracks for the applicable year. The letter must also include: (i) the name of the declared first phase Development and the Corporation-assigned Application number, (ii) the total number of phases and the projected Development name for each phase, (iii) the total number of buildings in each phase, (iv) the expected completion date for each phase, and (v) any other information as determined by the Corporation and stated in the invitation to enter credit underwriting.

To qualify for the basis boost, subsequent phases must meet the requirements in (c)(i) below.

(c) Basis Boost Qualifications

With regard to Housing Credits, HUD provides regulatory guidance on the effective date of Difficult Development Area (DDA) and Qualified Census Tract (QCT) lists for the purpose of determining whether a Development qualifies for an increase in eligible basis in accordance with Section 42(d)(5)(B) of the IRC. HUD's notice published on the webpage https://www.huduser.gov/portal/datasets/qct.html (also available by clicking here) governs the eligibility for a basis boost for the Development proposed in this RFA.

The increase in eligible basis related to 4% Housing Credits is initially tied to the submission of a complete application to the bond-issuing agency.

If the Applicant is applying for Corporation-issued MMRB in this application, the HUD criteria used to determine eligibility will be the current calendar year criteria. If the Applicant is utilizing Non-Corporation-issued Tax-Exempt Bonds, the Corporation will need to utilize the qualifying criteria tied to when the complete application was submitted to the agency issuing the County HFA-issued Tax Exempt Bonds. If applicable, provide a response to the question asking for the calendar year of the County HFA-issued Tax Exempt Bond application (current year or prior year).

If the Applicant is requesting 4% Housing Credits that will be used with County HFA-issued Tax-Exempt Bonds and the Applicant indicates that the proposed Development is eligible for the basis boost, during the credit underwriting process the Applicant will be required to provide a letter certifying the date the bond application was deemed complete, as outlined in Exhibit D.

(i) Subsequent Phase of a Multiphase Development

For purposes of this RFA, a subsequent phase of a multiphase Development is one where the first phase was located within a HUD-designated DDA or HUD-designated QCT and appropriately identified as such, and received an award of Housing Credits ("initial award") in one of the following: (i) the 2011 Universal Application Cycle; (ii) a Request for Proposal or Request for Application ("RFP" or "RFA") issued in calendar year 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023 or 2024; or (iii) a Non-Competitive Housing Credit Application (awarded through a Corporation competitive RFA process or a Non-Corporation Bond issuer's competitive application).

For the subsequent phase to be eligible for the basis boost, after the initial award met the DDA or QCT basis boost criteria, (A) the Applicant must have submitted an Application for Housing Credits in immediately consecutive years, per the HUD requirements, (B) the subsequent phase must have at least one building located within the boundary of the declared HUD-designated DDA or HUD-designated QCT which applied to the Development declared as the first phase by the first phase Applicant and (C) subsequently completes satisfactorily the requirement of paragraph 3.n. in Exhibit D.

If the proposed Development qualifies as a subsequent phase of a multiphase Development, indicate as such in Exhibit A and provide the Corporation-assigned Application number for the Development where the first phase was declared and awarded an allocation of Housing Credits.

The proposed Development's subsequent phase status will be confirmed during the credit underwriting process. If it is determined that the proposed Development does not meet the criteria to be designated a subsequent phase of a multiphase Development and the Housing Credit request was based on such contention, it will no longer be considered a subsequent phase of a multiphase Development.

(ii) HUD-designated Small Area DDA (SADDA)

A proposed Development will be eligible for the basis boost if located within a HUD-designated Small Area DDA (SADDA), as defined in Section 42(d)(5)(B)(iii), IRC. The SADDA designation will only apply to the building(s) located within the applicable SADDA Zip Code Tabulation Area (ZCTA) and only those building(s) will be eligible for the basis boost.

HUD has assigned a ZCTA number to each SADDA, available on the webpage https://www.huduser.gov/portal/datasets/qct.html (also available by clicking here). The applicable HUD mapping software is available at https://www.huduser.gov/portal/sadda/sadda_qct.html (also available by clicking here).

To qualify, identify, in Exhibit A, the ZCTA number(s) for the proposed Development.

During credit underwriting and at the time of Final Cost Certification, if it is determined that there are buildings located outside of the applicable SADDA ZCTA, the Corporation reserves the right to reduce the Housing Credit Allocation if the eligible basis for the building(s) located in the applicable SADDA ZCTA is not sufficient to support the request amount.

(iii) HUD-designated Non-Metropolitan DDA

The proposed Development will be eligible for the basis boost if the Development county, as stated in Exhibit A, is located within a HUD-designated non-metropolitan DDA as defined in Section 42(d)(5)(B)(iii), IRC. The HUD-designated non-metropolitan DDAs are available on the webpage https://www.huduser.gov/portal/datasets/qct.html (also available by clicking here).

(iv) HUD-designated QCT

The proposed Development will be eligible for the basis boost if the entire Development is located, as of Application Deadline, within a HUD-designated QCT, as defined in Section 42(d)(5)(B)(ii), IRC, as amended and based on the current census, as determined by HUD.

The HUD-designated QCTs are available on the webpage https://www.huduser.gov/portal/datasets/qct.html (also available by clicking here).

To qualify, indicate the HUD-designated QCT census tract number.

(d) Housing Credit Equity Proposal, if applicable

A Housing Credit equity proposal must be provided as **Attachment 7**. For purposes 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 meet the requirements set out below:

(i) If the Eligible Housing Credit 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, the maximum amount of Housing Credit 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 Housing Credit 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 Housing Credit Request Amount. If the Eligible Housing Credit 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 Housing Credit equity to be permitted in the Development Cost Pro Forma will be the amount stated in the equity proposal.

(ii) If syndicating/selling the Housing Credits, the Housing Credit equity proposal must meet the following criteria:

- Be executed by the equity provider;
- Include specific reference to the Applicant as the beneficiary of the equity proceeds;
- State the proposed amount of equity to be paid prior to construction completion;
- State the anticipated Housing Credit Request Amount;
- State the anticipated dollar amount of Housing Credit allocation to be purchased; and
- State the anticipated total amount of equity to be provided.

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

(iii) If not syndicating/selling the Housing Credits, the owner's commitment to provide equity must be provided. The commitment must include the following information and evidence of ability to fund must be provided as **Attachment 7** to the Application:

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

Note: Exhibit D to the RFA outlines the documentation required to be submitted during credit underwriting demonstrating that the 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).

(3) Tax Exempt Bonds, if requested

(a) Corporation-Issued MMRB

State the amount of Corporation-Issued MMRB being requested. The MMRB Request amount must be in increments of $5,000. The Corporation will make any necessary adjustment by rounding up to the nearest $5,000 during credit underwriting.

There is no requirement to include any documentation regarding the MMRB in the Application. The necessary documentation that will be required after the Applicant is invited to enter credit underwriting is outlined in Exhibit D.

(b) County HFA-issued Tax-Exempt Bonds

(i) Provide, as **Attachment 8** to Exhibit A, a letter, executed by the chair or vice chair of the governing body, mayor, or deputy mayor, city manager or assistant city manager, county manager/administrator/coordinator or assistant county manager/administrator/coordinator, executive director or assistant executive director, or by an individual occupying a position reasonably equivalent to any of the foregoing, as applicable, of the entity issuing the Tax-Exempt Bonds, that (a) confirms that the Applicant has submitted an application for Tax-Exempt Bonds for the Development proposed in this RFA, (b) states the amount of the Applicant's Bond request, and (c) confirms that the closing on the Bonds has not occurred and will not occur prior to the Application Deadline for this RFA; and

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

There is no requirement to include any other documentation regarding the County HFA-issued Tax-Exempt Bonds in the Application beyond what is required at **Attachment 8**. The necessary documentation will be required after the Applicant is invited to enter credit underwriting, as outlined in Exhibit D to the RFA.

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

(4) Other Corporation Funding

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

b. Non-Corporation Funding

(1) Non-Corporation Funding Proposals

Unless stated otherwise within this RFA, for funding, other than Corporation funding and deferred Developer Fee, to be counted as a source on the Development Cost Pro Forma, 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 provided as **Attachment 10*** to Exhibit A.

***Attachment 9 intentionally omitted in this RFA.**

For purposes of the Application, the following will not be considered a source of financing: net operating income, capital contributions not documented in accordance with financing proposals that are not from a Regulated Mortgage Lender, fee waivers or any portion of any fees that are reimbursed by the local government. Additionally, fee waivers or any portion of any fees that are reimbursed by the local government cannot be considered as Development costs.

(a) 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.

Each financing proposal shall contain:

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

Note: Eligible Local Government financial commitments (i.e., grants and loans) can be considered a source of financing without meeting the requirements above if the Applicant provides the properly completed and executed Local Government Verification of Contribution – Grant Form (Form 07-2022) and/or the Local Government Verification of Contribution – Loan Form (Form 07-2022), the form must be dated within 12 months of the Application Deadline, and such grant and/or loan is effective at least through June 30, 2025. 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. Either the "Loan" or the “Grant” verification forms can be used. The grant and loan forms (Form 07-2022) are available on the RFA Webpage. If the loan form is used for a loan with forgiveness provision (and no accrued interest charges), 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) For any financing other than Tax-Exempt Bond financing*, if the financing has closed in the Applicant’s name, provide a letter from the lender acknowledging that the loan has closed. The letter must also include the following information:

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

*As stated in Section One and Section Four A.10.a. of the RFA, proposed Developments are not eligible to apply for any funding offered in this RFA if the Applicant has already closed on the Tax-Exempt Bond financing prior to the Application Deadline for this RFA. In addition, proposed Developments are not eligible to receive any funding awarded through this RFA if the Applicant closes on the Tax-Exempt Bond financing prior to the issuance of the preliminary commitment for the SAIL funding. As part of the Applicant's acceptance of the invitation to enter credit underwriting (i.e., the preliminary commitment), the Applicant will be required to confirm that the Bonds have not closed. If the Bonds are closed between the Application Deadline and issuance of the preliminary commitment, the Applicant's award will be rescinded.

(ii) Except for HUD and RD 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, provide a letter from the lender, dated within six 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, provide a letter from HUD, dated within six 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, if applicable; and
- Applicable HUD program.

If the debt being assumed is provided by RD, the Applicant is only required to provide the information described in Item 10.b.(1)(b) above.

(c) If the financing proposal is not from a Regulated Mortgage Lender in the business of making loans or a governmental entity, evidence of ability to fund must be provided. Evidence of ability to fund includes: (i) a copy of the lender's most current audited financial statements no more than 17 months old; or (ii) if the loan has already been funded, a copy of the note and recorded mortgage. The age of all financial statements is as of the Application Deadline. In evaluating ability to fund, the Corporation will consider the entity's unrestricted current assets typically used in the normal course of business. Assets considered restricted include, but are not limited to, pension funds, rental security deposits, and sinking funds. Financing proposals from lenders who cannot demonstrate ability to fund will not count as a source of financing. Financial statements must be included in the Application. Note: This provision does not apply to deferred Developer Fee.

In the case where the seller (or lessor) of the Development's property is providing a seller's or lessor's note (purchase money mortgage or equivalent) to help finance the Applicant's acquisition of the property, evidence of its ability to fund the amount of the note is not needed so long as the Application includes a letter from the seller or lessor that meets the financing proposal criteria outlined in (1)(a) above and the amount of the 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 greater than 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 if the commitment is properly executed and, if applicable, evidence of ability to fund is provided.

c. Development Cost Pro Forma

All Applicants must complete the Development Cost Pro Forma listing the anticipated costs, the Detail/Explanation Sheet, if applicable, and the Construction or Rehab Analysis and Permanent Analysis listing the anticipated sources (both Corporation and non-Corporation funding). The sources must equal or exceed the uses. If a funding source is not considered, if the Applicant's funding Request Amount is adjusted downward, and/or if the anticipated costs or uses are adjusted upward, this may result in a funding shortfall. If the Application has a funding shortfall 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 below. If it is demonstrated that an Applicant failed to disclose anticipated costs, the Applicant will be deemed ineligible if those undisclosed costs cause a funding shortfall.

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, 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."

Within the General Development Costs section of the Development Cost Pro Forma, there are line items for Professional Fees, Insurance(s), Local Government Fees & Taxes, FHFC Costs& Fees, and Tenant Relocation Costs. The following are examples of these costs:

- Professional Fees may include Accounting Fees, Appraisal, Architect's Fees, Capital Needs Assessment, Engineering Fees, Environmental Report, Green Building Certification/HERS Inspection Costs, Inspection Fees, Legal Fees, Market Study, Marketing/Advertising, Soil Test Report, Survey and Title Insurance & Recording Fees.
- Insurance(s) may include Builder's Risk Insurance.
- Local Government Fees & Taxes may include Building Permit, Impact Fees, Property Taxes and Utility Connection Fee.
- FHFC Costs & Fees may include the Corporation's fees such as Administrative Fee, Application Fee, Compliance Fee and PRL/Credit Underwriting Fees.

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, contingency reserve or operating deficit reserve that exceeds the stated Application limits, the Corporation will adjust the fee to the maximum allowable.

All loans, grants, donations, syndication proceeds, etc., should be detailed in the Application as outlined above. The total of monetary funds determined to be in funding proposals must equal or exceed uses.

(1) Developer Fee

Each Developer Fee component listed in (a) and (b) below shall not exceed the respective amounts described below:

(a) For Applicants requesting Live Local SAIL only or Live Local SAIL with 9% Housing Credits

(i) Developer Fee on Acquisition Costs, is limited to 16 percent of the Total Acquisition Cost of Existing Development (excluding land) stated on the Development Cost Pro Forma in Column 3 of Item B, rounded down to the nearest dollar; and

(ii) Developer Fee on Non-Acquisition Costs, is limited to 16 percent of the net amount after deducting Total Acquisition Cost of Existing Development (excluding land) (Column 3 of Item B) from the Development Cost stated on the Development Cost Pro Forma in Column 3 of Item C, rounded down to the nearest dollar.

(b) For Applicants requesting Live Local SAIL, Tax-Exempt Bond Financing and 4% Housing Credits

(i) Developer Fee on Acquisition Costs, is limited to 18 percent of the Total Acquisition Cost of Existing Development (excluding land) stated on the Development Cost Pro Forma in Column 3 of Item B, rounded down to the nearest dollar; and

(ii) Developer Fee on Non-Acquisition Costs, is limited to 18 percent of the net amount after deducting Total Acquisition Cost of Existing Development (excluding land) (Column 3 of Item B) from the Development Cost stated on the Development Cost Pro Forma in Column 3 of Item C, rounded down to the nearest dollar.

If the maximums stated in (a) or (b) are exceeded, the Corporation will adjust the amount down to the maximum allowed. Additionally, the Corporation may further adjust the Developer Fee on Acquisition Costs, and/or Developer Fee on Non-Acquisition Costs stated on the Development Cost Pro Forma and used to calculate the Developer Fee in Item D of the

Development Cost Pro Forma. The conditions for such adjustments are stated below:

- If the amount of Developer Fee on Acquisition Costs is more than the amount allowed in (a) above, AND if the amount of Developer Fee on Non-Acquisition Costs is less than the amount allowed in (b) above, the Corporation will reduce the amount of Developer Fee on Acquisition Costs to the maximum allowed amount, and increase the amount of Developer Fee on Non-Acquisition Costs by the amount reduced in the Developer Fee on Acquisition Costs, up to the maximum allowed amount.

- If the amount of Developer Fee on Non-Acquisition Costs is more than the amount allowed in (b) above, AND if the amount of Developer Fee on Acquisition Costs is less than the amount allowed in (a) above, the Corporation will reduce the amount of Developer Fee on Non-Acquisition Costs to the maximum allowed amount, and increase the amount of Developer Fee on Acquisition Costs by the amount reduced in the Developer Fee on Non-Acquisition Costs, up to the maximum allowed amount.

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 (a) 5 percent of hard and soft costs for Development Categories of New Construction; or (b) 15 percent of hard costs and 5 percent of soft costs for Development Categories of Rehabilitation, with or without Acquisition, as further described in Rule Chapter 67-48, F.A.C. The determination of the contingency reserve is limited to the maximum stated percentage of total actual construction costs (hard costs) and general development costs (soft costs), as applicable.

(4) Operating Deficit Reserves

An operating deficit reserve can be included as part of Development Costs, but cannot be used in determining the maximum Developer Fee. Applicants may enter an operating deficit reserve amount that does not exceed $3,500 per unit 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. If any reserve other than the permitted contingency reserve(s) or the maximum operating deficit reserve is identified and included in the Development Cost Pro Forma, the Corporation will reduce it to the maximum allowed during Application scoring.

In exchange for receiving funding from the Corporation, the Corporation 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 the Corporation, any outstanding Corporation fees, any unpaid costs incurred in the completion of the Development (i.e., deferred Developer Fee), the Development's capital replacement reserve account (provided, however, that any operating deficit reserve funds deposited to the replacement reserve account will not replace, negate, or otherwise be considered an advance payment or pre-funding of the Applicant's obligation to periodically fund the replacement reserve account), the reimbursement of any loan(s) provided by a partner, member or guarantor as set forth in the Applicant's organizational agreement (i.e., operating or limited partnership agreement) 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 the Corporation. 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.

d. Public Housing Authority and/or an instrumentality of a Public Housing Authority

Applicants may qualify for a TDC Multiplier used in the Total Development Cost Per Unit Base Limitation calculation described in Item 1 of Exhibit C of the RFA, and the PHA Multiplier used in the Leveraging Calculation described in Item 2 of Exhibit C if at least one of the following is met:

(1) The Applicant has either entered into a land lease with a Public Housing Authority on property where the proposed Development is to be located or the Applicant provided an Option to Enter into a Ground Lease Agreement on property where the proposed Development is to be located; AND the property

has an existing Declaration of Trust between the Public Housing Authority and HUD and/or has a HUD RAD Transfer of Assistance Restrictive Covenant; or

(2) The Applicant is associated with a Public Housing Authority and/or an instrumentality of a Public Housing Authority in the ownership structure. The Applicant should state whether any Principals of the Applicant entity are a Public Housing Authority and/or an instrumentality of a Public Housing Authority and the Public Housing Authority and/or instrumentality of a Public Housing Authority must be reflected on the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-2019).

Note: For purposes of the Multiplier, the Public Housing Authority and/or instrumentality of a Public Housing Authority must not be disclosed as only the Investor Limited Partner of the Applicant or Investor Member of the Applicant.

If a Public Housing Authority has one of the above-described relationships with the Applicant, state the name of the Public Housing Authority.

e. Qualifying as a Tier 1 Application

As stated in Section Four, A.3.c.(3) above, Principals of Applications in this RFA are limited to a maximum of three Priority 1 Related Application submissions in this RFA of which there may be a maximum of one Tier 1 Application. All Priority 1 Applications will be considered Tier 2 Applications unless the Priority 1 Application meets the Private Entity Support or the Live Local Self-Sourced Support qualifications below, and therefore is deemed a Tier 1 Application. Tier 1 Applications will receive preference within the sorting order.

(1) Private Entity Support Qualifications

To qualify:

- The Application must be a Priority 1 Application.
- The Application must be deemed a Tier 1 Application.
- The Application must select New Construction as the Development Category.
- The executed Private Entity Support loan and/or grant form must be submitted ~~with the Application~~as **Attachment 10**.
- The funding must be from a private ~~entity~~ for-profit or non-profit entity that is not a local government, ~~and not~~PHA or instrumentality of a PHA, or a financial institution.
- During the credit underwriting process, the Applicant must demonstrate and maintain the private entity financial support in an amount equal to or greater than the minimum qualifying amount in the form of permanent financing.
- The amount of the contribution must be at least 50% of the Applicant's eligible Live Local SAIL Base request amount or $1,000,000, whichever is greater.
- During the credit underwriting process, Applicants must demonstrate private entity permanent financing in an amount that is at least half of the Applicant's eligible SAIL Base Request Amount or $1,000,000, whichever is greater. The SAIL Base Request Amount does not include the ELI Funding Request Amount.
- The amount must be contributed in the form of a grant or low-interest rate loan* that is subordinate to the Live Local SAIL Loan.

* The ~~low~~ interest rate is capped at the Federal long-term rate for the Applicable Federal Rate, compounded semi-annually. For November 2024, the rate is 4.11%.

(2) Live Local Self-Sourced Support Qualifications

To qualify:

- The Application must be a Priority 1 Application.
- The Application must be deemed a Tier 1 Application.
- The Application must select New Construction as the Development Category.
- The executed Live Local Self-Sourced Financing Commitment Verification form must be submitted with the Application.
- The funding must be from a Principal of the Applicant Entity and listed on the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-2019) provided in the Application.
- During the credit underwriting process the Applicant must demonstrate and maintain the Live Local self-sourced financial support in an amount equal to or greater than the minimum qualifying amount in the form of permanent financing.
- The amount of the contribution must be at least 50% of the Applicant's eligible Live Local SAIL Base request amount or $1,000,000, whichever is greater.
- During the credit underwriting process, Applicants must demonstrate self-sourced permanent financing in an amount that is at least half of the Applicant's eligible SAIL Base Request Amount or $1,000,000, whichever is greater. The SAIL Base Request Amount does not include the ELI Funding Request Amount.
- The self-sourced financing must be subordinate to the Live Local SAIL Loan.
- The interest rate is capped at 6%.

11. Mixed-Use Development or Urban Infill Development Qualifications

All Applications must meet the qualifications for either a Mixed-Use Development in a. below or Urban Infill Development in b. below.

a. Qualifications as a Mixed-Use Development that benefits the residents or the community through either employment opportunities or services offered

Applicants that are proposing a Mixed-Use Development must select one of the Mixed-Use Subcategories in (1) or (2) below and meet the associated requirements:

(1) Mixed-Use Commercial Space such as retail or office

To qualify for the Subcategory of Mixed-Use Commercial Space, the Applicant must provide, as **Attachment** ~~9~~**11** to Exhibit A~~,,~~, a letter of intent that includes the following:

- Is executed by the commercial entity that intends to occupy the space;
- Includes the proposed square footage and use of the space that the commercial entity intends to occupy; and

- Includes the proposed rental rate to be paid by the commercial entity intending to occupy the space.

(2) Mixed-Use Institutional Space such as charitable, educational, healthcare services, civic (local government/state)

To qualify for the Subcategory of Mixed-Use Institutional Space, the Applicant must provide, as **Attachment** ~~10~~12 to Exhibit A, a Memorandum of Understanding (MOU) that meets the following requirements:

- Is executed by ~~the~~ the public/private entity intending to lease and/or utilize space at the proposed Development;
- Demonstrates a business relationship between the Applicant and the public/private entity intending to lease and/or utilize space at the proposed Development;
- Demonstrates a partnership that will incorporate nonresidential uses, such as charitable, educational, healthcare services, civic (local government/state);
- Includes the proposed square footage and use of the space that the public/private entity intends to occupy; and
- Confirms that the Mixed-Use Institutional Space will be in operation at least five days a week.

(3) Written description required

A description of the intended service(s) and the benefit to the intended residents or community through either employment opportunities or services offered must also be provided in the Application. Although the Mixed-Use Commercial or Institutional Space must be located on the Development site, the commercial or institutional component can be on a separate site that may or may not include residential units. In this event, the written description must state this and must also confirm that the distance between the site with the most units and the site with the commercial or institutional component is no more than 1/16 mile.

NOTE: The Applicant understands that the Corporation will review the Mixed-Use Commercial Space and Mixed-Use Institutional Space to confirm that it meets the statutory and RFA requirements. If it does not meet the requirements, it may result in a consequence, including, but not limited to, de-obligation of award or limitation on future funding opportunities.

There is a goal to fund at least one Mixed-Use Development.

b. Urban Infill Qualifications

To qualify for the Urban Infill designation, the proposed Development must serve the Family Demographic and the properly completed and executed Local Government

Verification of Qualification as Urban Infill Development Form must be provided as **Attachment ~~11~~13**. The form is available on the RFA Webpage.

There is a goal to fund at least one Urban Infill Development.

B. Additional Information

1. Verifying Application Fee Payment

   To ensure that the Application Fee is processed for the correct online Application, the following is ***strongly recommended***: (i) provide the Application Fee at least two business days prior to the Application Deadline; and (ii) whether paying by check, money order, ACH or wire transfer, include the Development Name, RFA number with the payment.

   Additionally, include the following at question B.1. of Exhibit A:

   - If submitting a check or money order, provide the check or money order number.
   - If submitting an ACH, provide the trace number.
   - If submitting a wire transfer, provide the wire service reference number (i.e. Fed/CHIPS/SWIFT Reference Number) and the Fed Wire Transfer Number.

2. Bookmarking the All Attachments Document before uploading (5 points)

   To be awarded 5 points, bookmark the pdf of the All Attachments Document before uploading. Instructions are provided on the RFA Webpage. Acrobat Standard DC or Acrobat Pro DC are the programs required to create bookmarks.

3. Addenda

   Use the Addenda section of Exhibit A to provide any additional information or explanatory addendum for items described in the Application. Please specify the particular item to which the additional information or explanatory addendum applies.

C. Applicant Certification and Acknowledgement form

The Authorized Principal Representative must execute the Applicant Certification and Acknowledgement form to indicate the Applicant's certification and acknowledgement of the provisions and requirements of the RFA.

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*
Verification that the Applicant has not closed on the Tax-Exempt Bond financing prior to the Application Deadline
Demographic Commitment selected
Name of Applicant provided
Evidence Applicant is a legally formed entity qualified to do business in the state of Florida as of the Application Deadline provided
Name of Each Developer provided
Evidence that each Developer entity is a legally formed entity qualified to do business in the state of Florida as of the Application Deadline provided
Developer Experience Requirement met
Principals for Applicant and Developer(s) Disclosure Form provided and meets requirements
Contact information for Management Company provided
Prior Management Company Experience requirement met
Authorized Principal Representative provided and meets requirements
Name of Proposed Development provided
Development Category selected, if applicable
Development Category Qualifying Conditions met
Development Type provided
Unit Characteristic Chart reflecting the breakdown of number of units associated with each Development Type, Development Category and ESS/Non-ESS provided
County identified
Address of Development Site provided
Question whether a Scattered Sites Development answered
Development Location Point provided
Latitude and Longitude Coordinates for any Scattered Sites provided, if applicable
Minimum Transit Score met (if applicable)
Minimum Total Proximity Score met
Confirmation that Market Study requirements have been met provided
Total Number of Units provided and within limits
Minimum Set-Aside election provided
Total Set-Aside Breakdown Chart properly completed
Unit Mix provided and meets requirements

Number of residential buildings provided
Evidence of Site Control provided
Green Building Certification selected
Minimum Resident Programs selected
Applicant's SAIL Funding Request Amount
Applicant's Non-Competitive Housing Credit Request Amount
Applicant's MMRB Request Amount (if Corporation-issued Bonds) or Bond Request Amount and Other Required Information (if Non-Corporation-issued Bonds)
Development Cost Pro Forma provided showing sources that equal or exceed uses
Verification that the qualifications for either a Mixed-Use Development or Urban Infill Development met
Applicant Certification and Acknowledgement signed by Authorized Principal Representative
Financial Arrearage Requirement met**
Verification of no prior acceptance to an invitation to enter credit underwriting for the same Development ***
Verification of no recent de-obligations ****

* 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, and (ii) the required Application fee must be submitted as of the Application Deadline.

** Financial Arrearage Requirement

An Application will be deemed ineligible for funding if, as of close of business ***two business days**** 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.

The most recently published Past Due Report is posted to the Corporation's Website under the link https://www.floridahousing.org/data-docs-reports/past-due-reports (also accessible by clicking here), but not more recently than seven business days prior to the date the Committee meets to make a recommendation to the Board.

* For example, if a review committee meeting is held on a Wednesday, regardless of the time of the meeting, the arrearages must be paid by Monday close of business.

*** Previous Funding Requirements

Requirement that there can be no prior acceptance to an invitation to enter credit underwriting for the same Development

An Application will be deemed ineligible for funding if the Applicant has accepted an invitation to enter credit underwriting for the same Development (with the exception of funding awarded under the Predevelopment Loan Program (PLP) and/or the Elderly Housing Community Loan (EHCL) program) and, as of Application Deadline for this RFA, the funding has not been returned to the Corporation. If the acceptance to an invitation to enter credit underwriting occurs after the Application Deadline and before the Review Committee Meeting for this RFA, the proposed Development will be considered ineligible for funding in this RFA. If the acceptance to an invitation to enter credit underwriting occurs after the Review Committee Meeting for this RFA, the proposed Development will be considered ineligible for funding in this RFA and any funding awarded in this RFA will be rescinded and considered Returned Funding.

**** Verification of no recent de-obligations

An Application will be deemed ineligible to be considered for funding if, as of the close of business the day before the Committee meets to make a recommendation to the Board, an Applicant or Developer or Principal, Affiliate or Financial Beneficiary of the Applicant or Developer has received an award of any funding from any RFA issued by Florida Housing Finance Corporation but such funding has been de-obligated by the Florida Housing Finance Corporation Board of Directors within the ten years prior to this RFA Application Deadline, with the exception of de-obligations that resulted from the termination of the Multifamily Energy Retrofit Program (MERP) funding awarded through RFA 2015-115.

2. Awarding Points

Point Items	Maximum Points
Submission of Principals Disclosure Form that is stamped "Received" by the Corporation at least 14 Calendar Days prior to the Application Deadline AND stamped "Approved" prior to the Application Deadline	5
Bookmarking Attachments prior to submission	5
Total Possible Points	**10**

B. Selection Process

1. Funding

The Corporation expects to have an estimated $100,389,979 available for this RFA. To ensure an appropriate amount of funding is available for future RFAs that will fund additional projects meeting the criteria outlined in s. 420.50871(1)(a)-(d), the Corporation will award a maximum of $62,000,000 to Applications that do not qualify for any of the following: the ~~Elderly Mixed-Use Development Goal; the Public~~Publicly Owned Lands Development Goal; ~~or~~ the Youth Aging Out of Foster Care Goal; or the Elderly Mixed-Use Development Goal.

Applications will be selected for funding only if there is enough funding available to fully fund the Eligible total SAIL Request Amount (SAIL Base Loan plus ELI Amount~~).~~), and if applicable, the Eligible 9% Housing Credit Request ("Funding Test").

2. County Award Tally

As each Application is selected for tentative funding, the county where the proposed Development is located will have one Application credited towards the County Award Tally. The Corporation will prioritize eligible unfunded Applications that meet the Funding Test and are located within 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.

3. Goals

- ~~•~~ Goal to fund one ~~Elderly, Mixed-Use Development~~
- ~~Goal to fund one Public~~Publicly Owned Lands Development
- Goal to fund one Family Development that qualifies for the Youth Aging Out of Foster Care Goal
- Goal to fund one Application that qualifies for the Urban Infill Development
- Goal to fund at least one Application that qualifies for the Florida Keys Area Goal.
- Goal to fund one Elderly, Mixed-Use Development
- Goal to fund at least one Mixed-Use Development

Applications may count towards multiple goals. For instance, if an Application is selected for the Elderly, Mixed-Use Development Goal, it will also count towards the goal to fund at least one Mixed-Use Development.

4. Application Sorting Order

The highest scoring Applications will be determined by first sorting together all eligible Priority 1 Applications from highest score to lowest score, with any scores that are tied separated in the following order:

a. First, by the Application's Tier status, with Applications that are deemed a Tier 1 receiving preference over Tier 2 Applications;

b. By the Application's Leveraging Classification, applying the multipliers outlined in Item 3 of Exhibit C of the RFA (with Applications having the Leveraging Level of A receiving the highest preference);

c. By the Application's eligibility for the Proximity Funding Preference (which is outlined in Section Four A.5.e. of the RFA) with Applications that qualify for the preference listed above Applications that do not qualify for the preference;

d. By the Application's eligibility for the Florida Job Creation Funding Preference which is outlined in Item 4 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. By lottery number, resulting in the lowest lottery number receiving preference.

This will then be repeated for all eligible Priority 2 Applications**.**

5. The Funding Selection Process

~~a. Elderly, Mixed-Use~~a. Family, Publicly Owned Lands Development Goal

The first Application selected for funding will be the highest-ranking eligible Priority 1 Application that qualifies for the ~~Elderly, Mixed-Use~~Family, Publicly Owned Lands Development Goal.

If there is not an eligible Application that qualifies, ~~then~~ the highest-ranking eligible Priority 2 Application that qualifies for the ~~Elderly, Mixed-Use Development Goal will be selected for funding.~~

~~b.~~ Family, Publicly Owned Lands Development Goal will be selected for funding.

~~The next Application selected for funding will be the highest-ranking eligible Priority 1 Application that qualifies for the Family, Public Lands Development Goal, subject to County Award Tally and Funding Test.~~

~~If there is not an eligible Application that qualifies, the highest-ranking eligible Priority 2 Application that qualifies for the Family, Public Lands Development Goal will be selected for funding, subject to County Award Tally and Funding Test.~~

~~c~~b. Family, Youth Aging Out of Foster Care Goal

If not already met above, the next Application selected for funding will be the highest-ranking Priority 1 Application that qualifies for the Family, Youth Aging Out of Foster Care Goal, subject to County Award Tally and Funding Test.

If there is not an eligible Priority 1 Application that qualifies, the highest-ranking eligible Priority 2 Application that qualifies for the Family, Youth Aging Out of Foster Care Goal selected for funding, subject to County Award Tally and Funding Test.

~~d~~c. Family, Urban Infill Development

If the goal to fund at least one Family, Urban Infill Development has not been met with the selection of the above Applications, the next Application selected for funding will be the highest-ranking Priority 1 Application that qualifies for the Family, Urban Infill Development Goal, subject to County Award Tally and Funding Test.

If there is not an eligible Priority 1 Application that qualifies, the highest-ranking eligible Priority 2 Application that qualifies for the Family, Urban Infill Development Goal selected for funding, subject to County Award Tally and Funding Test.

~~e~~d. Priority 1 Family ~~Application~~Applications that ~~qualifies~~qualify for the Florida Keys Area Goal

The next ~~Application~~Applications selected for funding will be the highest-ranking Priority 1 Family Application that qualifies for the Florida Keys Area Goal, subject to Funding Test.

e. Elderly, Mixed-Use Development Goal

The next Application selected for funding will be the highest-ranking eligible Priority 1 Application that qualifies for the Elderly, Mixed-Use Development Goal, subject to County Award Tally and Funding Test.

If there is not an eligible Application that qualifies, then the highest-ranking eligible Priority 2 Application that qualifies for the Elderly, Mixed-Use Development Goal will be selected for funding, subject to County Award Tally and Funding Test.

f. Family, Mixed-Use Development Goal

If the goal to fund at least one Mixed-Use Development has not been met with the selection of the above Applications, the next Application selected for funding will be the highest-ranking Priority 1 Family Application that qualifies for the Mixed-Use Development Goal, subject to County Award Tally and Funding Test.

If there is not an eligible Priority 1 Application that qualifies, the next Application selected for funding will be the highest-ranking eligible Priority 2 Application that qualifies for the Family, Mixed-Use Development Goal, subject to County Award Tally and Funding Test.

g. Allocation of Remaining Funding

(1) If funding remains, the remaining eligible unfunded Priority 1 Applications that did not qualify for the Elderly Development, Mixed-Use Development Goal will be selected for funding, subject to the County Award Tally and Funding Tests.

(2) If funding remains and there are no Applications that can be funded as described in (1) above, the remaining eligible unfunded Priority 2 Applications that did not qualify for the Elderly Development, Mixed-Use Development Goal will be selected for funding, subject to the County Award Tally and Funding Tests.

(3) If funding remains, the remaining eligible unfunded Priority 1 Applications that qualify for the Elderly Development, Mixed-Use Development Goal will be selected for funding, subject to the County Award Tally and Funding Tests.

(4) If funding remains and there are no Applications that can be funded as described in (3) above, the remaining eligible unfunded Priority 2 Applications that qualify for the Elderly Development, Mixed-Use Development Goal will be selected for funding, subject to the County Award Tally and Funding Tests.

h. Remaining Funding

If none of the eligible unfunded Applications can meet the Funding Test, or if there are no eligible unfunded Applications, then no further Applications will be selected for funding and the remaining funding will be distributed as approved by the Board. Any remaining funding will be used in a subsequent RFA pursuant to s 420.50871.

Florida Housing anticipates reviewing the Applications that were selected for funding and determining how that aligns with s. 420.50871 (1) and (2). Additional RFAs are anticipated to use remaining funding and address outstanding aspects of the statutory language.

6. Returned Funding

Funding that becomes available after the Board takes action on the Committee's recommendation(s), due to an Applicant withdrawing, an Applicant declining its invitation to enter credit underwriting or the Applicant's inability to satisfy a requirement outlined in this RFA, and/or provisions outlined in 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 the RFA, and Rule Chapter 67-21, F.A.C., and 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 as outlined in subsection 67-48.0072(1), F.A.C. The Corporation shall select the Credit Underwriter for each Development.

Exhibit B – Definitions

"Community-based care lead agency" or "lead agency"	A single entity with which the department has a contract for the provision of care for children in the child protection and child welfare system in a community that is no smaller than a county and no larger than two contiguous judicial circuits. The secretary of the department may authorize more than one eligible lead agency within a single county if doing so will result in more effective delivery of services to children. A current list of designated Community-based care lead agencies for each county is available on the RFA Webpage.
"Grocery Store"	A retail food store consisting of 4,500 square feet or more of contiguous air-conditioned space available to the public, that has been issued a food permit, current and in force as of the dates outlined below, issued by the Florida Department of Agriculture and Consumer Service (FDACS) which designates the store as a Grocery Store or Supermarket within the meaning of those terms for purposes of FDACS-issued food permits. Additionally, it must have (i) been in existence and available for use by the general public continuously since a date that is 6 months prior to the Application Deadline; or (ii) been in existence and available for use by the general public as of the Application Deadline AND be one of the following: Albertson's, Aldi, Bravo Supermarkets, BJ's Wholesale Club, Costco Wholesale, Food Lion, Fresh Market, Harvey's, Milam's Markets, Piggly Wiggly, Presidente, Publix, Sam's Club, Sav – A – Lot, Sedano's, SuperTarget, Trader Joe's, Walmart Neighborhood Market, Walmart Supercenter, Whole Foods, Winn-Dixie.
"Medical Facility"	A medically licensed facility that employs or has under contractual obligation at least one physician licensed under Chapter 458 or 459, F.S. available to provide general medical treatment to patients by walk-in or by appointment. Facilities that only treat specific classes of medical conditions, including, but not limited to clinics/emergency rooms affiliated with specialty or Class II hospitals, or facilities that only treat specific classes of patients (e.g., age, gender) will not be accepted. Additionally, it must have ~~either~~ been in existence and available for use by the general public as of the Application Deadline.
"Mixed-Income Development"	A Development that serves multiple income levels as reflected in the income restrictions committed to in the Set-Aside Commitment section of this Application, which may include market rate units.
"Mixed-Use Commercial Space"	Retail and/or office space within a Development that produces income for the Development that exceeds the operating expenses for the space.
"Mixed-Use Development"	A Development with a residential component in conjunction with Mixed-Use Commercial Space and/or Mixed-Use Institutional Space non-residential component. The Mixed-Use Commercial Space and/or Mixed-Use Institutional Space must be Corporation-approved and cannot be used by an entity that is an

	Affiliate of any Principal of the Applicant or Developer, unless the entity meets the definition of Non-Profit and, as demonstrated by the IRS determination letter, has been in existence at least three years prior to the Application Deadline of this RFA.
"Mixed-Use Institutional Space"	Charitable, educational, healthcare services, civic (local government/state) within a Development that is in operation at least 5 days a week.
"Pharmacy"	A community pharmacy operating under a valid permit issued pursuant to s. 465.018, F.S., current and in force as of the dates outlined below and open to the general public at least five days per week without the requirement of a membership fee. Additionally, it must have (i) been in existence and available for use by the general public continuously since a date that is 6 months prior to the Application Deadline; or (ii) been in existence and available for use by the general public as of the Application Deadline AND be one of the following: Albertson's, Costco Wholesale, CVS, Harvey's, Kmart, Navarro's, Piggly Wiggly, Publix, Sav – A – Lot, Target, Walgreens, Wal-Mart, Winn-Dixie.
"Private Transportation"	At no cost to the residents, transportation provided by the Applicant or its Management Company to non-emergency medical appointments such as therapy, chemotherapy, dentistry, hearing, dialysis, prescription pick-ups, testing and x-rays, as well as shopping, public service facilities, and/or educational or social activities. The vehicle used for the residents' transportation must accommodate at least six adult passengers, including the vehicle's driver and at least one wheelchair position. Access to a program such as "Dial-A-Ride" will not meet this definition.
"Public Bus Rapid Transit Stop"	A fixed location at which passengers may access public transportation via bus. The Public Bus Rapid Transit Stop must service at least one bus that travels at some point during the route in either a lane or corridor that is exclusively used by buses, and the Public Bus Rapid Transit Stop must service at least one route that has scheduled stops at the Public Bus Rapid Transit Stop at least every 20 minutes during the times of 7am to 9am and also during the times of 4pm to 6pm Monday through Friday, excluding holidays, on a year-round basis. Additionally, it must have ~~either~~ been in existence and available for use by the general public as of the Application Deadline.
"Public Bus Stop"	A fixed location at which passengers may access one or two routes of public transportation via buses. The Public Bus Stop must service at least one bus route that either (i) has scheduled stops at least hourly during the times of 7am to 9am and also during the times of 4pm to 6pm Monday through Friday, excluding holidays, on a year-round basis; or (ii) has the following number of scheduled stops within a 24 hour period, Monday through Friday, excluding holidays, on a year-round basis, for the applicable county size; Small and Medium Counties: 12 scheduled stops

	Large Counties: 18 scheduled stops Bus routes must be established or approved by a Local Government department that manages public transportation. Buses that travel between states will not be considered. Additionally, it must have ~~either~~ been in existence and available for use by the general public as of the Application Deadline.
"Public Bus Transfer Stop"	For purposes of proximity points, a Public Bus Transfer Stop means a fixed location at which passengers may access at least three routes of public transportation via buses. Each qualifying route must either (i) have a scheduled stop at the Public Bus Transfer Stop at least hourly during the times of 7am to 9am and also during the times of 4pm to 6pm Monday through Friday, excluding holidays, on a year-round basis; or (ii) have the following number of scheduled stops at the Public Bus Transfer Stop within a 24 hour period, Monday through Friday, excluding holidays, on a year-round basis, for the applicable county size: Small and Medium Counties: 12 scheduled stops Large Counties: 18 scheduled stops This would include bus stations (i.e., hubs) and bus stops with multiple routes. Bus routes must be established or approved by a Local Government department that manages public transportation. Buses that travel between states will not be considered. Additionally, it must have ~~either~~ been in existence and available for use by the general public as of the Application Deadline.
"~~Public~~Publicly Owned Lands Development"	Developments that propose to use or lease public lands that include a resolution or other agreement with the unit of government owning the land to use the land for affordable housing purposes.
"Public Rail Station"	For purposes of proximity points, a Public Rail Station means a fixed location at which passengers may access the scheduled public rail transportation on a year-round basis at a MetroRail Station located in Miami-Dade County, a TriRail Station located in Broward County, Miami-Dade County or Palm Beach County, or a SunRail Station located in the following counties: Orange, Osceola, Seminole, and Volusia. Additionally, it must have ~~either~~ been in existence and available for use by the general public as of the Application Deadline.
"Public School"	Either (i) a public elementary, middle, junior and/or high school, where the principal admission criterion is the geographic proximity to the school; or (ii) a charter school or a magnet school, if the charter school or magnet school is open to appropriately aged children who apply, without additional requirements for

	admissions such as passing an entrance exam or audition, payment of fees or tuition, or demographic diversity considerations. Additionally, it must have ~~either~~ been in existence and available for use by the general public as of the Application Deadline.
"Regulated Mortgage Lender"	(a) A state or federally chartered entity authorized to transact business in this state that regularly engages in the business of making mortgage loans secured by real property in this state, whose mortgage lending activities subject it to the jurisdiction of the State of Florida Office of Financial Regulation, the Board of Governors of the Federal Reserve, Office of the Comptroller of the Currency, the National Credit Union Administration, or the Federal Deposit Insurance Corporation; (b) A Fannie Mae-approved lender whose name appears on the Fannie Mae list of Delegated Underwriting and Servicing (DUS®) Lenders*; (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. *These documents are available on the RFA Webpage.
"Related Application"	An Application submitted in an RFA that shares Interest – Direct or Indirect, Identity of Interest, or shares any Principals, Affiliates, Financial Beneficiaries, or Related Parties of the Applicant or Developer common to any or all of the Principals, Affiliates, Financial Beneficiaries, or Related Parties of an Applicant or Developer in another Application in the same RFA. a. "Interest - Direct or Indirect" refers to a person or entity having direct or indirect ownership, financial or controlling interest in another entity. b. "Related Party" or "Related Parties" mean a relative (including but not limited to grandfather, grandmother, father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister) of

	any Principal or any entity that shares common Principals, executive directors, board members, officers, guarantors, or employees. c. "Identity of Interest" means a situation in which a Principal, Affiliate, or Financial Beneficiary of the Applicant or Developer has a direct or indirect interest in the ownership of an entity which contracts with a Principal, Affiliate, or Financial Beneficiary of the Applicant or Developer to provide land, goods, loans, financial support, or services for the Development or where there is a financial, familial, or business relationship that permits less than arm's length transactions.
"Set-Aside Units"	When not committing to the Average Income Test, Set-Aside Units are units set aside at or below 120 percent of the Area Median Income for the county in which the Development is located. The total number of Set-Aside Units is then calculated as follows: The total number of units within the proposed Development multiplied by the highest Total Set-Aside Percentage for non-market-rate units 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. When committing to the Average Income Test, the total number of Set-Aside Units is calculated by adding together the number of units at or below 120 percent AMI represented on the Total Set-Aside Breakdown Chart.
"Sister Stop"	Sister Stop is defined as two bus stops that (i) individually, each meet the definition of Public Bus Stop; (ii) are separated by a street or intersection from each other; (iii) are within 0.2 miles of each other; (iv) serve the same bus route(s); and (v) the buses travel in different directions.
"Urban Infill Development"	Urban Infill Development, means: o The proposed Development meets the description of Urban Infill as set forth in Section 420.50871, F.S.; and o The site is in an area that is already developed and is part of an incorporated area or existing urban service area.
"Youth Aging Out of Foster Care"	Persons in foster care or persons aging out of foster care pursuant to Section 409.1451, F.S.

Exhibit C – Additional Information

1. Total Development Cost Limitation Test

   There is a maximum Developer Fee that can be earned which is tailored for the characteristics of each Development.

   a. Overview

      (1) Maximum Developer Fee based on Percentage of Development Cost as outlined in Rule 67-21, F.A.C. and/or 67-48, F.A.C.

      (2) Maximum Developer Fee Amount based on Maximum Development Cost

      The Corporation will calculate the Maximum Developer Fee for each proposed Development, then compare it to the proposed Development's stated Developer Fee. The Maximum Developer Fee Amount will be the sum of the maximum Developer Fee on non-Acquisition Costs calculated in (a) below and, if applicable, the maximum Developer Fee on Building Allocation portion of Acquisition Costs ("Building Allocation") as calculated in (b) below.

      (a) Maximum Development Cost upon which a Developer Fee can be Earned when there are no Building Allocation Costs

         (i) Hard Cost Factor Per Unit Chart plus estimate of Soft Costs Per Unit

         The Non-Acquisition Costs for purposes of determining the maximum Developer Fee are calculated by first selecting the applicable hard cost factor for each unit in the chart below then incorporating an estimate of soft costs per unit.

         Hard costs are defined as the total of the actual construction costs (includes the General Contractor Construction Contract and any construction costs to be incurred outside of the General Contractor Construction Contract), the General Contractor Fee and the approved Hard Cost Contingency. These costs are representative of what is normally reported on lines A1.3 and A1.4 in the Development Cost Pro Forma in the Application. The Hard Cost Factor per Unit amounts in the chart are not a limit of the actual hard costs allowed in each Development. Each Development's actual costs may exceed these amounts, but these are the maximums used in the Developer Fee calculation.

Measure	Hard Cost Factor per New Construction Unit					Hard Cost Factor per Rehabilitation Units	
	Garden Non-ESS*	**Garden ESS***	**Mid-Rise-Non-ESS***	**Mid-Rise-ESS***	**High-Rise***	**Garden***	**Non-Garden***
Hard Cost Factor Per Unit for all counties except Broward, Miami-Dade and Palm Beach counties	$233,000	$258,000	$258,000	$285,000	$310,000	$106,000	$146,000
Hard Cost Factor Per Unit for Broward, Miami-Dade and Palm Beach counties	$258,000	$283,000	$283,000	$310,000	$335,000	$121,000	$161,000

* 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). ESS means Enhanced Structural Systems Construction.

If there is only one unit type for the entire proposed Development, the number in the chart associated with the unit type is the Hard Cost Factor Per Unit for the Development.

If there are multiple unit types, the amount associated for each unique unit type is multiplied by the number of units for that unit type, added together, and then divided by the total number of units (i.e. pro rata distribution). The result of that calculation is the Hard Cost Factor Per Unit for the Development.

Incorporate an Estimate of Soft Costs Per Unit

The Hard Cost Factor Per Unit for the Development is then divided by 75 percent (resulting in a maximum of hard costs and soft costs per unit when calculating the Maximum Developer Fee, prior to Add-Ons, Multipliers, and Escalation Rate.)

(ii) Then add applicable per unit TDC Add-On(s) to the result of (i) above

TDC Add-on for All Applicants due to known expenses related to tax-exempt bond transactions	$7,500 of additional per unit costs will be added to the above Maximum TDC Per Unit

(iii) Then divide the result of (ii) above by the applicable TDC Multiplier(s)

~~Non-Geographic TDC Multiplier – Elderly ALF Developments~~	~~95%~~
Non-Geographic TDC Multiplier – Any Applicant which (i) either has a land lease with a PHA for the proposed Development's location or the Applicant provided an Option to Enter into a Ground Lease Agreement on property where the proposed Development is to be located; AND the property which has a Declaration of Trust between the PHA and HUD; or (ii) has a PHA or an instrumentality of a PHA as a Principal	89%
Non-Geographic TDC Multiplier – For Applications that do not qualify for the PHA Multiplier and are receiving funding from the Corporation which are directly generating expenses related to Davis-Bacon costs, if applicable	89%
Geographic TDC Multiplier – Developments located north of Plantation Key (i.e., north of Tavernier Creek) in the Florida Keys Area	65%
Geographic TDC Multiplier – Developments located south of Plantation Key (i.e., north of Tavernier Creek) in the Florida Keys Area	50%*

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

(iv) Then multiply the result of (iii) above by the sum of 1 plus 6 percent, which represents the Escalation Factor

(v) Then multiply this result by the total number of units within the proposed Development to achieve the Maximum Development Cost upon which a Developer Fee can be Earned when there are no Building Allocation Costs ("**Maximum Non-Acquisition Development Cost for Developer Fee**").

To obtain the **Maximum Developer Fee Amount on non-Acquisition Costs**, multiply the result of (v) by the maximum Developer Fee percentage allowed in the RFA as described below:

- If the maximum Developer Fee percentage stated in the RFA is 16 percent, the result of the calculation above is then multiplied by 16 percent, rounded down to the nearest dollar.
- If the maximum Developer Fee percentage stated in the RFA is 18 percent, the result of the calculation above is then multiplied by 18 percent, rounded down to the nearest dollar.
- If the maximum Developer Fee percentage stated in the RFA is 21 percent, the result of the two calculations below are added together:

- the result of the calculation is then multiplied by 16 percent, rounded down to the nearest dollar; AND
- the result of the calculation is then multiplied by 5 percent, rounded down to the nearest dollar.

If there is no Building Allocation costs, this **Maximum Developer Fee Amount on non-Acquisition Costs** is also the **Development's Maximum Developer Fee**. If there is Building Allocation costs, the result of the fee calculation above is added to the result of the fee calculation below to determine the **Development's Maximum Developer Fee**.

(b) Maximum Developer Fee Amount on Building Allocation costs, if applicable

The Building Allocation costs are comprised of a Building Allocation plus Other building acquisition related costs of the existing Development, together are typically represented by line B. in the Development Cost Pro Forma in the Application. The maximum Building Allocation is a structured calculation. Start by taking the lesser of either the appraised value of the entire property or the actual property purchase price. The lowest land cost allocation is then subtracted from this amount. The lowest land cost allocation methodology is determined as follows:

(i) Appraised "as is" market value of the land, as if vacant;

(i) Assessed value of the land as provided by the county property appraiser; or

(iii) Discount the value provided in the option (a) above to account for the LURA/EUA rent restrictions existing on the property. This is done by taking the lesser of the subject property's acquisition price, or the subject property's appraised "as is" restricted value and dividing this amount by the "as is" market value of the property as if unrestricted. The resulting discount factor is then multiplied by the value provided in option (a).

The lesser of the result of this maximum Building Allocation calculation or the Applicant's stated Building Allocation is then added to any other separate acquisition costs associated with the Building Allocation and this total is multiplied further based on the maximum Developer Fee percentage allowed in the RFA as described below to obtain the Maximum Developer Fee Amount on Building Allocation:

- If the maximum Developer Fee percentage stated in the RFA is 16 percent, the result of the calculation above is then multiplied by 16 percent, rounded down to the nearest dollar.
- If the maximum Developer Fee percentage stated in the RFA is 18 percent, the result of the calculation above is then multiplied by 18 percent, rounded down to the nearest dollar.

- If the maximum Developer Fee percentage stated in the RFA is 21 percent, the result of the two calculations below are added together:
  - the result of the calculation is then multiplied by 16 percent, rounded down to the nearest dollar; AND
  - the result of the calculation is then multiplied by 5 percent, rounded down to the nearest dollar.

(3) Maximum TDC Component

The Maximum TDC Component equals the Maximum Non-Acquisition Development Cost for Developer Fee (as calculated in (2)(v) above) plus the maximum Developer Fee amount on non-acquisition costs (as calculated in (a) above) and then adding, if applicable, the maximum Developer Fee amount on Building Allocation (as calculated in (b) above). The Maximum TDC Component is unique to each Development and will not change once it is calculated. It will be used for calculations described in b. below. However, the maximum Developer Fee amount on Building Allocation costs, if applicable, can be updated at time of Final Cost Certification Application Package review when the Other building acquisition related costs of the existing Development have changed since credit underwriting. At no time will the proposed Developer Fee be allowed to exceed the total maximum Developer Fee.

b. Determining whether adjustments to the Developer Fee and the Total Development Cost of the proposed Development are needed during Credit Underwriting

The Total Development Cost of the proposed Development ("TDC of the Proposed Development") is often adjusted during credit underwriting and Final Cost Certification process. The steps below are performed first during the credit underwriting process and then a similar process is completed during the Final Cost Certification process as presented in c. below. Any such adjustments that occurred during these processes may affect the maximum Developer Fee allowed for the proposed Development to fluctuate.

(1) First Review of the Developer Fee and the TDC of the Proposed Development

To review the maximum Developer Fee for the proposed Development, the Corporation will first determine if the stated Developer Fee is in compliance with the percentage Developer Fee limit and then compare the results of the calculation in a. above to the Developer Fee stated by the Applicant.

If the maximum Developer Fee calculated by the percentage Developer Fee on stated Development Costs and the maximum Developer Fee calculated in a. above is equal to or greater than the proposed Development's stated Developer Fee, there will be no resulting deduction to the stated Developer Fee or the TDC of the Proposed Development from this first review.

If this step creates a maximum Developer Fee that is less than the proposed Development's stated Developer Fee, the stated Developer Fee will be reduced to the maximum Developer Fee provided in this step, and the TDC of the Proposed Development will be equally reduced to incorporate this mandated cost reduction.

(2) Second Review of the Developer Fee and the TDC of the Proposed Development

The second review will compare the proposed Development's Maximum TDC Component and the Net TDC of the Proposed Development for these limitation purposes.

Calculating the Net TDC of the Proposed Development

The Net TDC of the Proposed Development is determined by taking the TDC of the Proposed Development (after any reduction in the initially stated Developer Fee as provided above) and deducting the following qualifying costs:

- the property acquisition price (building and land, which are subject to their own limits)
- demolition costs
- tenant relocation costs
- construction costs associated with the delivery of commercial/retail space, and
- any approved operating deficit reserves (ODR) that are part of the permanent phase (i.e., non-construction) financing for the Development which have not been included within the Developer fee.

Comparison of the Development's Maximum TDC Component and the Net TDC of the Proposed Development

If the proposed Development's Maximum TDC Component is equal to or greater than the Net TDC of the Proposed Development, the review of the Developer Fee is complete and no other reduction to the proposed Development's Developer Fee is required.

If the proposed Development's Maximum TDC Component is less than the Net TDC of the Proposed Development, the maximum Developer Fee will be reduced by the lesser of:

(a) the actual amount that the Net TDC of the Proposed Development exceeds the Maximum TDC Component,

(b) $750,000, or

(c) 25 percent of the Maximum Developer Fee calculated in a. above.

If the maximum Developer Fee calculated in this step is equal to or greater than the proposed Development's Developer Fee calculated in b.(1) above, there will be no resulting deduction to the proposed Development's Developer Fee after step b.(1) nor to the Net TDC of the Proposed Development from this second review.

If this step causes the maximum Developer Fee to be less than the proposed Development's Developer Fee calculated in b.(1) above, the proposed Development's Developer Fee will be reduced to the maximum Developer Fee calculated in this step, and the Net TDC of the Proposed Development will be equally reduced to incorporate the second mandated cost reduction.

This is the final review of the Developer Fee during credit underwriting.

c. Reviewing the Developer Fee and the Net TDC of the Proposed Development stated in the Final Cost Certification Application Package ("FCCAP")

The Developer Fee and the Net TDC of the Proposed Development may be further adjusted when the FCCAP is processed. Any such adjustments that occur with the FCCAP may cause the maximum Developer Fee allowed for the proposed Development to either increase, as described in (3) below, or decrease, as described in (2) and (4) below. Any increase or decrease to the proposed Development's Developer Fee will cause the Net TDC of the Proposed Development to be equally increased or decreased, respectively.

Before each item below, the stated/updated Developer Fee will be tested to make sure it doesn't exceed the amount determined by multiplying the proposed Development's stated Development Costs by the maximum Developer Fee percentage, rounded down to the nearest dollar.

(1) First Review of the Developer Fee and the TDC of the Proposed Development

Policy when the Developer Fee was <u>not reduced</u> by the process described in b. above

The proposed Development's Developer Fee initially presented in the FCCAP will be tested for compliance with the maximum Developer Fee percentage requirement.

(a) If the Net TDC of the Proposed Development preliminarily stated in the FCCAP (after any Developer Fee compliance adjustments from above) is <u>less than</u> or equal to the Maximum TDC Component calculated in a. above, no adjustment to the proposed Development's Developer Fee will be required and there will not be a need for the second review.

(b) If the Net TDC of the Proposed Development preliminarily stated in the FCCAP (after any Developer Fee compliance adjustments from above) is <u>greater than</u> the Maximum TDC Component calculated in a. above there will be a need for the second review process below.

Policy when the Developer Fee was <u>reduced</u> by the credit underwriting process described in b. above

(c) If the Net TDC of the Proposed Development preliminarily stated in the FCCAP is less than or equal to the TDC reported in the final credit underwriting report, the calculations in b. above will be repeated using the Net TDC of the Proposed Development preliminarily stated in the FCCAP. This may result in an increase to the final Developer Fee from the limit imposed at time of credit underwriting during steps b.(1)-(2).

(d) If the Net TDC of the Proposed Development preliminarily stated in the FCCAP is greater than the Net TDC of the Proposed Development reported in the final credit underwriting report, the Developer Fee stated in the FCCAP is initially capped at the maximum Developer Fee determined in b.(2) above. If the Developer Fee stated in the FCCAP is greater than the maximum Developer Fee determined in b.(2) above, the Developer Fee will be reduced to match the maximum Developer Fee and any reduction in the stated Developer Fee will have a corresponding reduction in the Net TDC of the Proposed Development. There will be a need for the second review process below.

(2) Second Review of the Developer Fee and the TDC of the Proposed Development

After the applicable step above in c.(1)(b) or c.(1)(d) is complete, the calculations described below will determine the final Developer Fee.

If the Net TDC of the Proposed Development after step (1) above is greater than the Maximum TDC Factor calculated in a. above, the maximum Developer Fee determined in b.(2) above, will be reduced by the lesser of:

(i) the actual amount that the Net TDC of the Proposed Development exceeds the Maximum TDC Factor,

(ii) $350,000, or

(iii) 10 percent of the Maximum Developer Fee calculated in (b) above.

If the maximum Developer Fee calculated in this step is equal to or greater than the Developer Fee stated in the FCCAP after c.(1) above, there will be no resulting deduction to the stated Developer Fee or the Net TDC of the Proposed Development from this review.

If this step causes the maximum Developer Fee to be less than the Developer Fee stated in the FCCAP after c.(1) above, the stated Developer Fee will be reduced to the maximum Developer Fee calculated in this step, and the Net TDC of the Proposed Development will be equally reduced to incorporate this cost reduction.

A template and training video regarding the Total Development Cost Per Unit Limitation have been made available. A link has been added to the RFA Webpage called "Total Development Cost Per Unit Limitation Information Used In RFAs". This link will take users to a new webpage with examples of this process, as well as a template, training video, and, for assistance after the review and evaluation process as explained in Section Three, F.2. of this RFA, contact information for available Florida Housing staff.

2. Transit and Community Service Scoring Charts

a. Transit Service Scoring Charts

Distances if using one Public Bus Stop		
Small County Distance between the Development Location Point and the Public Bus Stop coordinates stated in Exhibit A	Medium and Large County Distance between the Development Location Point and the Public Bus Stop coordinates stated in Exhibit A	Number of Proximity Points Awarded
if less than or equal to 0.30 miles	if less than or equal to 0.30 miles	2.0
if greater than 0.30 and less than or equal to 0.75 miles	if greater than 0.30 and less than or equal to 0.40 miles	1.5
if greater than 0.75 and less than or equal to 1.00 miles	if greater than 0.40 and less than or equal to 0.50 miles	1.0
if greater than 1.00 and less than or equal to 1.25 miles	if greater than 0.50 and less than or equal to 0.75 miles	0.50
If greater than 1.25. miles	If greater than 0.75 miles	0.0

Distances if using two Public Bus Stops		
Small County Distance between the Development Location Point and the furthest Public Bus Stop coordinates stated in Exhibit A	Medium and Large County Distance between the Development Location Point and the furthest Public Bus Stop coordinates stated in Exhibit A	Number of Proximity Points Awarded
if less than or equal to 0.30 miles	if less than or equal to 0.30 miles	4.0
if greater than 0.30 and less than or equal to 0.75 miles	if greater than 0.30 and less than or equal to 0.40 miles	3.0
if greater than 0.75 and less than or equal to 1.00 miles	if greater than 0.40 and less than or equal to 0.50 miles	2.0
if greater than 1.00 and less than or equal to 1.25 miles	if greater than 0.50 and less than or equal to 0.75 miles	1.0
If greater than 1.25. miles	If greater than 0.75 miles	0.0

Distances if using three Public Bus Stops		
Small County Distance between the Development Location Point and the furthest Public Bus Stop coordinates stated in Exhibit A	Medium and Large County Distance between the Development Location Point and the furthest Public Bus Stop coordinates stated in Exhibit A	Number of Proximity Points Awarded
if less than or equal to 0.30 miles	if less than or equal to 0.30 miles	6.0
if greater than 0.30 and less than or equal to 0.75 miles	if greater than 0.30 and less than or equal to 0.50 miles	5.5
if greater than 0.75 and less than or equal to 1.00 miles	if greater than 0.50 and less than or equal to 0.75 miles	5.0
if greater than 1.00 and less than or equal to 1.25 miles	if greater than 0.75 and less than or equal to 1.00 miles	4.5

Public Rail Station, Public Bus Transfer Stop, or Public Bus Rapid Transit Stop		
Small County Distance between the Development Location Point and eligible service	Medium and Large County Distance between the Development Location Point and eligible service	Number of Proximity Points Awarded for Eligible Service
if less than or equal to 0.30 miles	if less than or equal to 0.30 miles	6.0
if greater than 0.30 and less than or equal to 0.75 miles	if greater than 0.30 and less than or equal to 0.50 miles	5.5
if greater than 0.75 and less than or equal to 1.00 miles	if greater than 0.50 and less than or equal to 0.75 miles	5.0
if greater than 1.00 and less than or equal to 1.25 miles	if greater than 0.75 and less than or equal to 1.00 miles	4.5
if greater than 1.25 and less than or equal to 1.50 miles	if greater than 1.00 and less than or equal to 1.25 miles	4.0
if greater than 1.50 and less than or equal to 1.75 miles	if greater than 1.25 and less than or equal to 1.50 miles	3.5
if greater than 1.75 and less than or equal to 2.00 miles	if greater than 1.50 and less than or equal to 1.75 miles	3.0
if greater than 2.00 and less than or equal to 2.50 miles	if greater than 1.75 and less than or equal to 2.00 miles	2.5
if greater than 2.50 miles	if greater than 2.00 miles	0.0

b. Community Services Scoring Charts

Grocery Store, Medical Facility and Pharmacy		
Small County Distance between the Development Location Point and eligible service	Medium and Large County Distance between the Development Location Point and eligible service	Number of Proximity Points Awarded for Eligible Service
if less than or equal to 0.30 miles	if less than or equal to 0.30 miles	4.0
if greater than 0.30 and less than or equal to 0.75 miles	if greater than 0.30 and less than or equal to 0.50 miles	3.5
if greater than 0.75 and less than or equal to 1.00 miles	if greater than 0.50 and less than or equal to 0.75 miles	3.0

if greater than 1.00 and less than or equal to 1.25 miles	if greater than 0.75 and less than or equal to 1.00 miles	2.5
if greater than 1.25 and less than or equal to 1.50 miles	if greater than 1.00 and less than or equal to 1.25 miles	2.0
if greater than 1.50 and less than or equal to 1.75 miles	if greater than 1.25 and less than or equal to 1.50 miles	1.5
if greater than 1.75 and less than or equal to 2.00 miles	if greater than 1.50 and less than or equal to 1.75 miles	1.0
if greater than 2.00 and less than or equal to 2.25 miles	if greater than 1.75 and less than or equal to 2.00 miles	0.5
If greater than 2.25 miles	If greater than 2.00 miles	0.0

Public School		
Small County Distance between the Development Location Point and eligible service	Medium and Large County Distance between the Development Location Point and eligible service	Number of Proximity Points Awarded for Eligible Service
if less than or equal to 0.75 miles	if less than or equal to 0.50 miles	4.0
if greater than 0.75 and less than or equal to 1.0 miles	if greater than 0.50 and less than or equal to 0.75 miles	3.5
if greater than 1.0 and less than or equal to 1.25 miles	if greater than 0.75 and less than or equal to 1.00 miles	3.0
if greater than 1.25 and less than or equal to1.5 miles	if greater than 1.00 and less than or equal to 1.25 miles	2.5
if greater than 1.5 and less than or equal to 1.75 miles	if greater than 1.25 and less than or equal to 1.5 miles	2.0
if greater than 1.75 and less than or equal to 2.0 miles	if greater than 1.50 and less than or equal to 1.75 miles	1.5
if greater than 2.0 and less than or equal to 2.25 miles	if greater than 1.75 and less than or equal to 2.00 miles	1.0
if greater than 2.25 miles	if greater than 2.00 miles	0

3. Leveraging Classification

All Applications will be classified as either Group A, Group B, or Group C based on the amount of total Corporation funding per set-aside unit.

First, to account for the various SAIL request amounts available at each AMI, the Corporation will review the maximum SAIL Base request amount per Set-Aside Unit associated with each Set-Aside Unit within the Total Set-Aside Chart in question 6.c. of the Exhibit A. The Corporation will then calculate the Development's total maximum SAIL Base request amount solely using the per Set-Aside Unit limits.

The Corporation will then divide this amount by the total number of Set-Aside Units to determine the Development's average maximum SAIL Base request amount per Set-Aside Unit.

If the Application is a Tier 1 Application, the Corporation will divide $62,000 by this result to achieve the Live Local Leveraging Multiplier. If the Application is a Tier 2 Application, the Corporation will divide $95,000 by this result to achieve the Live Local Leveraging Multiplier.

The Live Local Leveraging Multiplier is then multiplied by the Applicant's Eligible SAIL Base Request Amount. This amount is then further adjusted as stated below:

The Corporation will calculate the total Corporation funding per set-aside unit for each Application as follows:

a. If the Development qualifies for a Housing Credit basis boost, the amount calculated above will be multiplied by 1.11; and

b. If the proposed Development is located in Broward County, the amount will be multiplied by 0.88; and

c. If the Applicant has either (i) entered into a land lease with a Public Housing Authority on property where the proposed Development is to be located or the Applicant provided an Option to Enter into a Ground Lease Agreement on property where the proposed Development is to be located; AND the property has an existing Declaration of Trust between the Public Housing Authority and HUD; or (ii) a PHA/instrumentality of a PHA as a Principal, the Application will qualify for the PHA Multiplier and the amount will also be multiplied by 0.93.

Note: More than one of the above may apply. For instance, if a. and b. and c. apply and the Development qualifies for the basis boost, the Eligible SAIL Base Request will be multiplied by 1.11, then multiplied by 0.88 and then by 0.93.

d. If the Development consists of any new construction units, the total Corporation funding amount calculated above will also be multiplied by a Leveraging Factor. The Leveraging Factor is calculated as follows:

Development Leveraging Multipliers							
# of new construction units	NC Garden Non-ESS	NC Garden ESS	NC Mid-Rise Non-ESS	NC Mid-Rise ESS	NC High-Rise	NC Other Non-ESS	NC Other ESS
Combined Dev Type / ESSC Multipliers	x 0.90	x 0.8370	x 0.88	x 0.8184	x 0.7998	x 1.0	x 0.93
Results of multiplication							

of each category							

To calculate the Leveraging Factor, the chart above will be used. The number of units for each category stated at 4.e. of Exhibit A will be multiplied by the applicable multiplier. The results of the multiplication will then be added together, then divided by the total number of units in the Development. The result of this calculation is the Leveraging Factor.

The Leveraging Factor is then multiplied by the total Corporation funding amount as calculated in a. – c. above. This result is the total Corporation funding amount used in e. below.

e. The total Corporation funding amount will then be divided by the number of Set-Aside Units, resulting in the total Corporation funding per Set-Aside Unit. This calculation is provided within the Exhibit A for each Application.

f. Assigning A/B/C Classifications

The Tier 1, Priority 1 Applications will be listed 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. If any Tier 1, Priority 1 Applications have identical total Corporation funding per set-aside unit amounts, the Applications will be further sorted using lottery number, with the HIGHEST (worst) lottery number being listed first.

The total number of Tier 1, Priority 1 Applications on the List will be multiplied by 34 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. Applications above the A/B Cut-Off will be classified as Group A.

The total number of Tier 1, Priority 1 Applications on the List will then be multiplied by 67 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 “B/C Cut-Off”). A line will be drawn below the Application whose place on the list is equal to the B/C Cut-Off. Applications above the B/C Cut-Off that are not already classified as Group A will be classified as Group B and Applications below the B/C Cut-Off will be classified as Group C.
This will then be repeated for all Tier 2, Priority 1 Applications, and then Priority 2 Applications.

4. Florida Job Creation Funding Preference

Each Application will be measured to determine whether it qualifies for the Florida Job Creation Funding Preference. To determine eligibility for the preference, the Corporation will calculate the Application’s Florida Job Creation score, which will reflect the number of Florida jobs per

$1,000,000 of SAIL funding. To qualify for the Florida Job Creation Funding Preference in Section Five of the RFA, all Applications must earn a Florida Job Creation score equal to or greater than the minimum requirement of 15.95.

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

- The number of new construction and rehabilitation units committed to by the Applicant (as stated by the Applicant in Exhibit A of the RFA);
- The applicable Florida Job Creation rate for the type of units:
  - Rate of 2.944 Florida Jobs per unit for proposed new construction units;
  - Rate of 1.494 Florida Jobs per unit for proposed rehabilitation units
- The Eligible SAIL Base Loan Request Amount (ELI funding will not be included).

The score for the Florida Rate of Job Creation per $1,000,000 of SAIL funding will be measured using one of the following calculations:

a. Developments consisting of only new construction units:

Number of new construction units x 2.944 Florida Jobs per unit x 1,000,000 / the Eligible SAIL Base Loan Request Amount = Florida Jobs per $1,000,000 of SAIL funding.

For example:

Application A consists of 70 new construction units and has an Eligible SAIL Request Amount of $4,900,000.

70 x 2.944 x 1,000,000 / 4,900,000 = Florida Job Creation score of 42.06.

b. Developments consisting of only rehabilitation units:

Number of rehabilitation units x 1.494 Florida Jobs per unit x 1,000,000 / the Eligible SAIL Base Loan Request Amount = Florida Jobs per $1,000,000 of SAIL funding.

For example:

Application A consists of 120 rehabilitation units and has an Eligible SAIL Request Amount of $5,100,000.

120 X 1.494 x 1,000,000 / 5,100,000 = Florida Job Creation score of 35.15.

c. Developments consisting of both new construction units and rehabilitation units

(Number of new construction units x 2.944 Florida Jobs per unit + number of rehabilitation units x 1.494 Florida Jobs per unit) x 1,000,000 / the Eligible SAIL Base Loan Request Amount = Florida Jobs per $1,000,000 of SAIL funding.

For example:

Application B consists of 80 new construction units and 40 rehabilitation units and has an Eligible SAIL Base Loan Request Amount of $6,000,000.

[(80 x 2.944) + (40 x 1.494)] x 1,000,000 / 6,000,000 = Florida Job Creation score of 49.21.

In above examples, all Applications will qualify for the Job Creation Funding Preference because each has a Florida Job Creation score that is equal to or greater than the minimum required.

5. Fees

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

All fees set forth below, except for Compliance Monitoring Fees and Loan Servicing Fees, are part of Development Cost and can be included in the Development Cost Pro Forma and paid with loan proceeds.

a. Application Fee

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

b. TEFRA Fee

Applicants awarded Corporation-issued MMRB shall submit a non-refundable TEFRA fee to the Corporation in the amount of $1,000 within seven Calendar Days of the date of the invitation to enter Credit Underwriting. This fee shall be applied to the actual cost of publishing required newspaper advertisements and Florida Administrative Register notices of TEFRA Hearings. If the actual cost of the required publishing exceeds $1,000, Applicant shall be invoiced for the difference. If a Local Public Fact Finding Hearing is requested, the Applicant shall be responsible for payment of any fees incurred by the Corporation. If the first TEFRA approval period has expired and a second TEFRA notice and hearing are required, Applicant is responsible for all costs associated with the additional TEFRA process.

c. 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) Program fee

Programs	Primary Program Fee		Multiple Program Fees	Total
Corporation-issued Tax-Exempt Bonds (MMRB), 4% Housing Credit, and SAIL Loan funding	$16,984 – MMRB	+	$5,300 – SAIL Loan funding + $5,300- 4% Housing Credit	$27,584
4% Housing Credit (to be used with Non-Corporation-issued Tax-Exempt Bonds), and SAIL Loan funding	$15,821 – SAIL Loan funding	+	$5,300 – 4% Housing Credit	$21,121
SAIL Loan Funding only	$15,821 – SAIL Loan funding			$15,821
9% Housing Credit and SAIL Loan funding	$15,821 – SAIL Loan funding	+	$5,300 – 9% Housing Credit	$21,121

(2) Re-underwriting fee: $204 per hour, not to exceed $8,976.

If a Housing Credit Development involves Scattered Sites of units within a single market area, a single credit underwriting fee shall be charged. 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 $204. All credit underwriting fees shall be paid by the Applicant prior to the performance of the analysis by the Credit Underwriter.

(3) Extraordinary Services fee: $204 per hour.

(4) MMRB Subsidy Layering Review:

(a) If previously underwritten $2,733

(b) If not previously underwritten $4,800

(5) Capital Needs Assessment Review (if applicable): $2,404

d. Administrative Fees

With respect to the Housing Credit Program, each for-profit Applicant shall submit to the Corporation a non-refundable administrative fee in the amount of 9 percent of the annual Housing Credit Allocation amount stated in the Preliminary Allocation. The administrative fee shall be 5.5 percent of the stated annual Housing Credit Allocation for Non-Profit Applicants. The administrative fee must be received by the Corporation as stated in the Preliminary Allocation. For 4% Housing Credit allocations, in the event the

Final Housing Credit Allocation amount exceeds the annual Housing Credit Allocation amount stated in the Preliminary Determination, the Applicant is responsible for paying the applicable administrative fee on the excess amount before IRS Forms 8609 are issued for the Development.

e. Compliance Monitoring Fees

The ~~following~~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~~(1) Pre-Final Allocation Fee

Pre-final allocation compliance monitoring fee comprised of a base fee of $2,256.00 + an additional fee per set-aside unit of $11.58, subject to a minimum of $3,540.00, to be collected as stated in the Preliminary Housing Credit Allocation or Carryover Allocation Agreement.

(2) Program Fees

Programs	Primary Program Fee		Multiple Program Fees
Corporation-issued MMRB/4%e Housing Credit, and SAIL Loan funding	MMRB and 4% Housing Credit: A total annual fee comprised of a base fee of $188 per month + an additional fee per set-aside unit of $11.58 per year, subject to a minimum of $295 per month, and subject to an automatic annual increase of 3 percent of the prior year's fee. Where a difference exists between set-aside requirements for MMRB and Housing Credit, the fees collected will be based upon the higher number of Set-Aside Units.	+	$1,054 – SAIL
4% Housing Credit (to be used with Non-Corporation-issued Bonds), and SAIL Loan funding	4% Housing Credit: A total annual fee comprised of a base fee of $188 per month + an additional fee per set-aside unit of $11.58 per year, subject to a minimum of $295 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.	+	$1,054 – SAIL
~~(2~~9% Housing Credit and SAIL Loan Funding	9% Housing Credit: A total annual fee comprised of a base fee of $188 per month + an additional fee per set-aside unit of $11.58 per year, subject to a minimum of $295 per month. January 1 of each year, the fees shall be adjusted, but not decreased, based on the South Region Consumer Price Index for the twelve-month period ending each November 30th. This automatic	+	+1,054 – SAIL

	increase shall not exceed 3% 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.		
SAIL Loan Funding only	SAIL: A total annual fee comprised of a base fee of $188 per month + an additional fee per set-aside unit of $11.58 per year, subject to a minimum of $295 per month. January 1 of each year, the fees shall be adjusted, but not decreased, based on the South Region Consumer Price Index for the twelve-month period ending each November 30th. This automatic increase shall not exceed 3% 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.		

(3) Follow-up Reviews/Extraordinary Services fee: $204 per hour

(~~3~~4) Link Monitoring Fee: $1,000

f. 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 4% Housing Credits, or, if applicable, the NHTF and/or MMRB 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.

g. Firm Loan Commitment and Loan Closing Extension Fees

In the event the SAIL loan does not close within the timeframes prescribed, extension fees will be assessed as outlined in subsections 67-48.0072(21) and 67-48.0072(26), F.A.C.

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

- $204 per hour for an in-house review of a draw request
- $204 per hour for on-site inspection fees, up to a maximum of $2,015 per draw
- $204 per hour for extraordinary services

(2) Permanent Loan Servicing Fees

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

- Annual fee of 25 bps of the outstanding loan amount, with a minimum monthly fee of $243 and a maximum monthly fee of $964, and an hourly fee of $204 for extraordinary services

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

- 2.3 bps of the outstanding bond balance annually, subject to a minimum monthly fee of $243, and an hourly fee of $204 for extraordinary services.

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

i. Additional SAIL Loan Fees

SAIL Applicants will be responsible for all fees associated with the Corporation's legal counsel related to the SAIL Program based on the current contract for services between the Corporation and the legal counsel.

j. Corporation-issued MMRB Fees

(1) Refundable Good Faith Deposit and Cost of Issuance Fees

(a) Good Faith Deposit: Good faith deposit means a total deposit equal to one percent of the loan amount reflected in the loan commitment paid by the Applicant to the Corporation. The Applicant shall pay a total deposit equal to one percent of the aggregate principal amount of proposed Taxable and Tax-exempt Bonds, or $75,000, whichever is greater, to the Corporation, which deposit may be applied toward the Cost of Issuance Fee. The maximum good faith deposit required is $175,000. The good faith deposit is payable in one installment and is due within 14 Calendar Days of the date the Board of Directors approves the Credit Underwriting Report. If the good faith deposit is exhausted, the Applicant shall be required to pay, within three business days of notice, an additional deposit to ensure payment of the expenses associated with the processing of the Application, the sale of the Bonds, including document production and the securitization of the loan. The good faith deposit shall be remitted by certified check or wire transfer. In the event the MMRB Loan does not close, the unused portion of the good faith deposit shall be refunded to the Applicant. Notwithstanding the foregoing, the Applicant is responsible for all expenses incurred in preparation for loan closing. Any and all costs of the Corporation will be deducted from the good faith deposit prior to refunding any unused funds to the Applicant. In the event that additional invoices are received by the Corporation subsequent to a determination that the MMRB Loan will not close and refunding any unused funds to the Applicant, which invoices related to costs incurred prior to such determination and refunding, Applicant shall be responsible for payment of the balance due as invoiced.

(b) Cost of Issuance Fee: the Corporation shall require Applicants or participating Qualified Lending Institutions selected for participation in the program, to deliver to the Corporation, or, at the request of the Corporation, directly to the Trustee, before the date of delivery of the Bonds, a Cost of Issuance Fee in an amount determined by the Corporation to be sufficient to pay the costs and expenses relating to issuance of the Bonds, which amount shall be deposited into an account to be held by the Trustee. The Corporation shall provide the Applicant with a good faith estimate of the Cost of Issuance Fee prior to closing. The Applicant shall pay all costs and expenses incurred by the Corporation in connection with the issuance of the Bonds, the expenditure of the MMRB Loan proceeds, and provision of Credit Enhancement, if any, even if such costs and expenses exceed the Cost of

Issuance Fee. Any amounts remaining in this account at the time the balance is transferred and the account closed pursuant to the trust indenture shall be returned to the Applicant.

(2) Non-refundable TEFRA, HUD Risk Sharing and Appraisal fees

(a) TEFRA Fee: Applicants shall submit a non-refundable TEFRA fee to the Corporation in the amount of $1,000 within seven Calendar Days of the date of the invitation to enter Credit Underwriting. This fee shall be applied to the actual cost of publishing required newspaper advertisements and Florida Administrative Register notices of TEFRA Hearings. If the actual cost of the required publishing exceeds $1,000, Applicant shall be invoiced for the difference. If a Local Public Fact Finding Hearing is requested, the Applicant shall be responsible for payment of any fees incurred by the Corporation. If the first TEFRA approval period has expired and a second TEFRA notice and hearing are required, Applicant is responsible for all costs associated with the additional TEFRA process.

(b) Appraisal Fee: Applicants shall submit the required appraisal fee within seven Calendar Days of being invoiced by the Credit Underwriter.

(c) HUD Risk Sharing Fees: Applicants also using the HUD Risk Sharing Program for the Development shall be responsible for associated fees, as follows:

(i) Format II environmental review fee – The fee the Applicant shall pay will be determined by contract between the Corporation and the environmental professional.

(ii) Subsidy layering review fee – The fee the Applicant shall pay will be determined by the contract between the Corporation and the Credit Underwriter.

(3) Short-Term Bond Redemption and Ongoing Fees

The following fees may not be the fees that will be charged but are listed below for estimation purposes of completing the Development Cost Pro Forma in the Application. The actual fees will be based on the current contracts, including any addendum, for services between Florida Housing Finance Corporation and the professionals involved, as well as on the loan commitment signed by the Applicant and the Corporation.

(a) Short-Term Bond Redemption Fees

Bond Amount	**≤ 18-Month**	**18+ to 24-Month**	**24+ to 36-Month**
Up to $15 million	33 bps	25 bps	18 bps

Above $15 million, up to $20 million	32 bps	24 bps	17 bps
Above $20 million, up to $25 million	31 bps	23 bps	16 bps
Above $25 million, up to $30 million	30 bps	22 bps	15 bps
Above $30 million, up to $40 million	29 bps	21 bps	14 bps
Above $40 million	28 bps	20 bps	13 bps

Note: The minimum Short-Term Bond Redemption Fee is $25,000.

(b) Ongoing Fees

Program Administration Fee will be an annual fee of 24 basis points based on the amount of bonds outstanding, but not less than $10,000 per annum.

Note: The ongoing Program Administration Fee does not include compliance monitoring fees, loan servicing fees, and trustee fees.

k. 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 based on the current contract, including any addendum, for services between the Corporation and the Servicer(s).

On-site construction inspection - $204 per hour, not to exceed $2,015 per inspection.

l. Additional Housing Credit Fees

Housing ~~Credit~~Credit Applicants shall be responsible for all processing fees related to the Housing Credit Program.

If the Applicant requests permission to return its 9% Housing Credit allocation and receive a new 9% Housing Credit 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.

m. Assumption/Renegotiation/ Subordination Fees

For all loans, excluding MMRB, where the Applicant is requesting a sale and/or transfer and assumption of the loan, the borrower or purchaser shall submit to the Corporation a non-refundable assumption fee of one-tenth of one percent of the loan amount.

For all loans, excluding MMRB, where the Applicant is requesting a renegotiation of the loan, the borrower shall submit to the Corporation a non-refundable renegotiation fee of one-half of one percent of the loan amount.

For all loans, excluding MMRB, where the Applicant is requesting an extension of the loan term, the borrower shall submit to the Corporation a non-refundable extension fee of one-tenth of one percent of the loan amount. If the extension is associated with a renegotiation of the loan, then only the renegotiation fee will be charged.

For all regulatory agreements, the Corporation shall charge a non-refundable subordination fee of $1,000 for each regulatory agreement to be subordinated.

6. Additional Requirements

By submitting ~~its~~its Application, the Applicant acknowledges and agrees that it will conform to the following requirements:

~~a~~a. Progress Report - Form Q/M Report

Each 9% 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 RFA Webpage.

b. Eligible Reserve for Replacement Items

The replacement reserve funds required by subsection F.A.C. 67-21.026(11), F.A.C., and if applicable, 67-21-014(2), F.A.C., are not to be used by the Applicant for normal maintenance and repairs, but shall be used for structural building repairs, major building systems replacements and other items included on the Eligible Reserve for Replacement Items list, effective October 15, 2010.

The list is available on the RFA Webpage.

~~b~~c. Final Cost Certification Application Package (Form FCCAP)

In accordance with subsection 67-21.027(6), F.A.C.~~,~~. if awarded 4% Housing Credits, and 67-48.023, F.A.C. if awarded 9% Housing Credits, the Final Cost Certification Application Package (Form FCCAP), Rev. June 2023, shall be used by an Applicant to itemize all expenses incurred in association with construction or Rehabilitation of a Housing Credit Development, including Developer and General Contractor fees as described in Rule 67-21.026, ~~F.A.C.,~~ F.A.C. for 4% Housing Credits, and 67-48.0072 F.A.C. for 9% Housing Credits, and shall be submitted to the Corporation by the earlier of the following two dates:

(1) The date that is 90 Calendar Days after all the buildings in the Development have been placed in service, as evidenced by the required documentation outlined in the Final Cost Certification Package, 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 for the Housing Credit 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 (if requested by the Corporation), 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 unmodified 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. June 2023, is available on the RFA Webpage.

~~c~~d. Financial Reporting Form SR-1

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. 01-23 pursuant to subsection 67-21. 027(8), F.A.C., with regard to the 4% Housing Credits and, if applicable, subsection 67-21.008(16), F.A.C., with regard to MMRB. 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.

The Financial Reporting Form SR-1 is available on the Corporation's Website http://www.floridahousing.org/owners-and-managers/compliance/forms (also accessible by clicking here).

~~d~~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 RFA Webpage.

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."

~~e~~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/owners-and-managers/compliance/forms (also accessible by clicking here).

~~f~~g. Tax-Exempt Bond-Financed Developments receiving bonds issued by a Public Housing Authority (established under Chapter 421, F.A.C.) or a Local Government (as defined in Section 420.503, F.S.) shall:

(1) Be subject to the Credit Underwriting fees as set forth in the RFA. Failure to submit the required Credit Underwriting fee to the Credit Underwriter within seven Calendar Days of the date of the invitation to enter Credit Underwriting shall result in withdrawal of the invitation;

(2) Participate in the Credit Underwriting process pursuant to Section 67-21.026, F.A.C.;

(3) Receive a Preliminary Determination prior to the bonds being issued if the Corporation receives a Credit Underwriting report prepared by one of the Corporation's contracted Credit Underwriters which meets the criteria required pursuant to Rule Chapter 67-21, F.A.C., and recommends a Housing Credit Allocation and the issuance of Tax-exempt Bonds, and receives evidence of a loan commitment in reference to the Tax-exempt Bonds where the amount of the Bonds is at least 50 percent or more of the aggregate basis of any building and the land on which the building is located;

(4) Be subject to the administrative fee specified in the RFA. The administrative fee must be paid within seven Calendar Days of the date of the Preliminary Determination;

(5) Be subject to a Developer Fee limitation as specified in Rule Chapter 67-21, F.A.C., and the RFA;

(6) Be subject to the provisions of Part I (administration) and Part III (Housing Credit Program) of Rule Chapter 67-21, F.A.C.;

(7) If requested by the Corporation, provide an IRS Form 8821 for each Financial Beneficiary of the Development, as defined in Rule Chapter 67-48, F.A.C., prior to Final Housing Credit Allocation;

(8) Be subject to the provisions of Rule Chapter 67-21, F.A.C., pertaining to the required Extended Use Agreement;

(9) Be subject to the monitoring fee specified in the RFA; and

(10) Receive Building Identification Numbers from the Corporation upon satisfying the above requirements and the Final Cost Certification Application Package requirements of Section 67-21.027, F.A.C.

~~g~~h. Term of the SAIL Loan, Affordability Period, and Land Use Restriction Agreement (LURA)

(1) Rule Chapter 67-48 applies to all SAIL loans.

(2) Affordability Commitment and Compliance Period will be 50 years for all Applicants as set forth in the LURA.

Exhibit D – 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 may result in the withdrawal of the invitation to enter credit underwriting, unless an extension is approved by the Corporation:

1. Within seven Calendar Days of the date of the invitation to enter credit underwriting:

    a. Respond to the invitation by accessing the development work center through the Procorem secure portal and submit the credit underwriting fee(s), which includes the CNA review fee and TEFRA Fee, if applicable, as outlined in Item 4 of Exhibit C, pursuant to subparagraph 67-48.0072(4)(a)1., F.A.C.; and

    b. Verification that the Development either qualifies as a USDA-eligible rural address or does not qualify as a USDA-eligible rural address. Addresses can be verified by visiting https://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do

    c. If the Applicant is receiving Corporation-issued MMRB, the Credit Enhancer's Commitment or Bond Purchaser's Letter of Interest, including a contact person's name, address and telephone number, credit underwriting standards and an outline of proposed terms, must be provided. The stated amount of the Commitment or Letter of Interest shall not be less than the proposed principal amount of the bonds (including any proposed Taxable Bonds);

    d. If the Applicant is using Non-Corporation-issued Tax-Exempt Bonds, a copy of the following documentation must be provided, as applicable:

        (1) If the Credit Underwriting for the bonds is complete and it was prepared by a Credit Underwriter under contract with the Corporation, provide a complete copy of the final Credit Underwriting Report; or

        (2) If the Credit Underwriting for the bonds has not been completed or has been completed by a credit underwriter not under contract with the Corporation, provide the name of the assigned credit underwriter and a copy of the inducement resolution or acknowledgement resolution awarding the bonds.

    e. If applicable, confirmation that the bonds have not closed since the Application Deadline.

2. Within 14 Calendar Days of the date of the invitation to enter credit underwriting, if requested by the Corporation, submit IRS Form 8821 for all Financial Beneficiaries as defined in Rule Chapter 67-48, F.A.C.

3. Within 21 Calendar Days of the date of the invitation to enter credit underwriting, submit all of the following. Submission of all documents should be provided electronically to the Corporation at one time.

   a. If awarded Housing Credits, provide the name, mailing address and email address of the chief elected official of the local jurisdiction where the proposed Development is located;

   b. If awarded Housing Credits, provide notification of the Applicant's eligibility for acquisition credits per Section 42 of the IRC, if applicable;

   c. Provide the Applicant's Federal Identification Number and the Employer Identification Number ("EIN") Certificate. 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.

   d. For all successful Applications, demonstrate the following elements are available to the entire proposed Development site **as of the Application Deadline*** by providing the following:

      (1) Appropriate Zoning. Demonstrate that 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 **as of the Application Deadline*** by providing 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. 06-2023); or

         (b) The Florida Housing Finance Corporation Local Government Verification that Permits are Not Required for this Development form (Form Rev. 07-2022).

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

      (2) Demonstrate that water, sewer, electricity, and roads are available to the entire proposed Development site **as of the Application Deadline***by providing the following:

         (a) The properly completed and executed Florida Housing Finance Corporation Verification of Availability of Infrastructure form which is available on the RFA Webpage. Water and sewer forms have a revision date of 07-2022 and electricity and roads have a revision date of 08-2020; or

(b) Documentation from the service provider that contains the Development location and is dated within 12 months of the Application Deadline. The documentation 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.

(3) Environmental Site Assessment. Provide 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 (Forms Rev. 07-2022) which are available on the RFA Webpage. Note: If a Phase II ESA is required, but has not been completed by the stated deadline, contact Corporation staff to request an extension for submission of the Phase II ESA form;

*** To demonstrate that these were in place as of the Application Deadline, the documents must be dated on or before the Application Deadline. The Corporation will rescind the award of any Applications that fail to meet this requirement.**

e. Provide the identity of the remaining members of the Development Team (i.e., inexperienced co-Developer(s), General Contractor, Architect, Attorney, and Accountant), as outlined below. The team members so identified, and any future replacement thereof, must be acceptable to the Corporation and the Credit Underwriter;

(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. Note: provide the prior experience chart, as outlined in the 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 and the Florida Housing Finance Corporation Attorney Certification for MMRB, SAIL, HOME and/or other Gap Loans form.

(5) Identify the Accountant by providing the completed and executed Florida Housing Finance Corporation Certification of Accountant form.

The certification forms (Forms Rev. 08-2022) are available on the RFA Webpage.

f. Provide a Tenant Selection Plan to the Corporation for review and approval. The Tenant Selection Plan Guidelines and Tenant Selection Plan Checklist can be found on the webpage https://www.floridahousing.org/programs/developers-multifamily-programs/competitive (also available by clicking here). Exhibit G of the RFA also describes requirements for tenant selection policies. If a Development has a Housing Assistance Payment and/or an Annual Contributions Contract with HUD, HUD approval shall be demonstrated to the Corporation prior to the completion of the final credit underwriting report;

g. Provide confirmation that the owner will submit the fully executed Link MOU for the Corporation's approval within nine months of the invitation to enter into credit underwriting, as described in Exhibit E.1.;

h. Provide confirmation that all construction features committed to and proposed by the Applicant shall be located on the Development site;

i. Confirmation that, if the proposed Development meets the definition of Scattered Sites, all Scattered Sites requirements that were not required to be met in the Application will be met, including that all features and amenities committed to and proposed by the Applicant that are not unit-specific shall be located on each of the Scattered Sites, or no more than 1/16 mile from the Scattered Site with the most units, or a combination of both. If the Applicant indicates that the proposed Development does not consist of Scattered Sites, but it is determined during credit underwriting that the proposed Development does meet the definition of Scattered Sites, all of the Scattered Sites requirements must have been met as of Application Deadline and, if all Scattered Sites requirements were not in place as of the Application Deadline, the Applicant's funding award will be rescinded;

j. 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 Applicant 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;

k. If awarded Housing Credits, 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 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 provided 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;

l. If there are existing occupied units as of Application Deadline, provide to the Credit Underwriter a plan for relocation of existing tenants. The plan shall provide information regarding the relocation site; accommodations relevant to the needs of the residents and length of time residents will be displaced; moving and storage of the contents of a resident's dwelling units; as well as the approach to inform and prepare the residents for the rehabilitation activities;

m. If awarded Housing Credits, and if the Applicant indicated that the proposed Development is the first phase of a multiphase Development, submit to the Corporation an opinion letter by a licensed attorney that the Development meets the definition of a "multiphase project" as defined in the Federal Register. The letter must also include: (a) the name of the declared first phase Development and the Corporation-assigned Application number, (b) the total number of phases and the projected Development name for each phase, (c) the total number of buildings in each phase, (d) the expected completion date for each phase, and (e) any other information as determined by the Corporation and stated in the invitation to enter credit underwriting;

n. If awarded Housing Credits, and if the Applicant indicated that the proposed Development is a subsequent phase of a multiphase Development, the Development's status as a subsequent phase will be verified in credit underwriting. If the Development does not qualify and the Applicant's Housing Credit request is based on such contention and, during the credit underwriting process it is determined that the proposed Development does not meet the criteria for such distinction, the Applicant's Competitive Housing Credit award may be rescinded;

o. If awarded Housing Credits, provide confirmation that the limited partnership agreement or limited liability operating agreement will comply with the operating deficit reserve requirement outlined in Section Four A.10.c.(4) of the RFA;

q. If qualified for the Youth Aging Out of Foster Care Goal, provide a Memorandum of Agreement (MOA) with the community-based service organization that serves foster care youth, as described in Exhibit E.2;

r. Provide the market study prepared by a Certified General Appraiser in the State of Florida that was completed no more than 60 Calendar Days before Application Deadline that demonstrates the submarket of the proposed Development with (i) the an average physical occupancy rate of 92% or greater; (ii) an average market rental rate, based on unit mix and annualized rent concessions, equal to at least 10 percentage points higher than the highest AMI set-aside on the set-aside chart*; and (iii) if committing to Mixed-Use Developments with a subcategory of Mixed-Use Commercial Space, demonstration that there is sufficient demand for the intended Mixed-Use Commercial Space proposed at the Development, and (iv) if committing to Youth Aging Out of Foster Care, demonstration that there is sufficient demand for the intended number of units at the demographic commitment;

s. If the Applicant applied as a Non-Profit Applicant, provide the following:

(i) Demonstration of how the Non-Profit entity is materially and substantially participating in the predevelopment, management, and operation of the proposed Development throughout the compliance period, within the meaning of material participation as defined in 26 USC §469, 26 USC §42, by submitting the Executive Director Certification of Non-Profit Entity Material Participation form (Rev. 09-2022); and

(ii) Demonstration of Non-Profit entity qualifications

(A) The IRS determination letter* demonstrating that the Non-Profit is organized under Section 501(c)(3) or 501(c)(4) of the Internal Revenue Code; and

(B) The articles of incorporation demonstrating that one of the purposes of the Non-Profit entity is to foster low-income housing.

*In the event the Non-Profit entity is subject to a group exemption under the Internal Revenue Code, provide the IRS determination letter for the parent corporation, and the list of exempt entities from the IRS which includes the Non-Profit entity in this Application. If the list of exempt entities has not yet been issued by the IRS, provide a copy of the request from the parent corporation to the IRS requesting group exemption status for the Non-Profit entity named in this Application. The IRS determination letter for the parent corporation must meet the requirements of (ii)(A) above.

4. The Applicant will submit the fully executed Link MOU and, if applicable, a Youth Aging Out of Foster Care MOA for the Corporation's approval within nine months of the date of the invitation to enter credit underwriting, as described in Exhibit E.1 and Exhibit E.2;

5. The credit underwriting process must be complete within the timeframe outlined in Rule Chapter 67-48, F.A.C.;

6. The SAIL loan must close within the timeframe outlined in Rule Chapter 67-48, F.A.C.;

7. By Certificate of Occupancy, the Applicant commits to participate in the statewide housing locator system, as required by the Corporation; and

8. The Credit Underwriter will provide an itemized list for additional documentation including, but not limited to, the following:

a. 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. The Americans with Disabilities Act Certification forms (Rev. 02-20) are available on the RFA Webpage; and

b. If the Applicant is requesting 4% Housing Credit that will be used with County HFA-issued Tax-Exempt Bonds and the Applicant indicates that the proposed Development is eligible for the basis boost, the Applicant will be required to provide a letter certifying the date the bond application was deemed complete.

9. The Credit Underwriter will also verify information submitted by the Applicant, including, but not limited to the following:

a. The Applicant's Non-Profit status, if applicable;

b. Each Scattered Site meets the requirements of this RFA and Section 42 of the IRC, if applicable;

c. The proposed Development's ability to meet the Enhanced Structural Systems Construction qualifications;

d. Calculation of eligible basis which may cause a reduction in the Housing Credit Allocation. This may include review of the location of buildings and whether all buildings are eligible for the eligible basis boost, if applicable;

e. With the exception of Developments financed with HUD Section 811 or United States Department of Agriculture RD program, Developments that have a Housing Assistance Payment and/or an Annual Contributions Contract with HUD, must demonstrate HUD approval within a Tenant Selection Plan for an owner-adopted preference or special admissions preference specifically for individuals or families who are referred by a designated Referral Agency serving the county where the Development is located;

f. The proposed Development's first phase or subsequent phase's status;

g. Review of the Total Development Cost and its effect on the Total Development Cost Per Unit Limitation and, if applicable, the SAIL Request amount.

If any of these cannot be verified, all funding awarded under this RFA may be reduced or may be rescinded if the award or the Application's eligibility status was based on such information, and/or the Applicant may be determined to have made a material misrepresentation.

Exhibit E.1 – Additional requirements for the Link Units for Persons with Special Needs

The Link to Permanent Housing Strategy (Link) enhances the ability of extremely low income (ELI) households with special needs to access and retain affordable rental housing in their communities. The Corporation requires Developers to provide a specified percentage of a Development's ELI Set-Aside units for special needs households receiving community-based supportive services who are referred by a designated supportive services agency in the community where the Development is located. All Link units must do the following:

I. Link Set-Aside Requirements

With the exception of Developments financed with HUD Section 811 or United States Department of Agriculture RD program, for the entire Compliance Period as specified in both the regulatory agreement and as stated in the RFA, the Development shall set aside the required percentage of the ELI Set-Aside units as Link Units for Persons with Special Needs. At least one member of each Link unit's household shall be referred by a Special Needs Household Referral Agency (Referral Agency) with which the owner executes a Link Memorandum of Understanding (MOU) approved by the Corporation.

II. Link Memorandum of Understanding (MOU)

The Corporation has established and maintains a list of supportive service agencies or organizations serving each county, each of which is designated as a Referral Agency. The current list of designated Special Needs Household Referral Agencies for each county is published on the Corporation's Website under the Quick Links section at https://www.floridahousing.org/programs/special-needs-housing-overview/serving-special-needs (also accessible by clicking here). These agencies are statewide, regional or local organizations that administer community-based supportive services to the populations served by Link.

The MOU is a formal agreement between the owner and a Referral Agency that specifies the intent of the Link Strategy and describes the roles and responsibilities of each party to the MOU. The MOU form to be executed shall be the version most recently provided on the Corporation's website at https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/link-units-for-persons-with-special-needs-information (also accessible by clicking here).

A. The owner shall execute an MOU with at least one designated Referral Agency serving the county and intended population where the Development will be located and rent units to households referred by the Referral Agency with which the MOU is executed.

B. As stated in Exhibit D, within nine months of the date of the invitation to enter credit underwriting, submit the fully executed Link MOU for the Corporation's approval. If the owner is unable to meet the deadline, an extension may be requested from the Corporation, and a non-refundable processing fee of $5,000 shall be charged to the owner.

C. Prior to execution of the MOU, but not later than 10 Calendar Days before the deadline by which the fully-executed MOU shall be received by the Corporation, the MOU form stipulated in the applicable RFA shall be completed and reviewed by the owner and Referral Agency, and then submitted by the owner to the Corporation for review and preliminary approval.

D. After review and preliminary approval of the MOU by the Corporation, and no later than the deadline established in the invitation to enter into credit underwriting, the owner shall provide one original fully-executed hard copy of the MOU to the Corporation. Once approved by the Corporation, the owner shall arrange for a copy of the approved MOU to be maintained on file at the site of the Development's records for compliance monitoring purposes.

E. When the owner is noncompliant because no Referral Agency that serves the county where the Development is located is available to execute an MOU, the noncompliance shall be held in a correction period status until the earlier of (i) approval by the Corporation of an MOU executed with a new Referral Agency, or (ii) the passage of 45 Calendar Days following placement of a Referral Agency that serves the Development's county onto the Corporation's Referral Agency list.

F. When a Referral Agency notifies the owner of its intent to terminate an MOU, the owner shall notify the Corporation of the MOU termination by email, at Link@floridahousing.org, within five Calendar Days of receiving the notification from the Referral Agency. The owner shall then select another Referral Agency for the Development's county and obtain approval from the Corporation for the MOU executed with the new Referral Agency no later than 45 Calendar Days after receipt of notification from the prior Referral Agency of its intent to terminate the MOU.

G. When an owner intends to terminate an MOU, the owner shall repeat the process outlined in all of the steps above to obtain approval from the Corporation for a new MOU executed with another Referral Agency before termination of the prior MOU may become effective.

H. The Corporation may require the owner to terminate an MOU with a Referral Agency if that partnership is not effective in meeting the intent of the Link Set-Aside Requirement. The owner shall execute another MOU with a new Referral Agency before terminating the MOU. The owner shall follow the process outlined in all of the steps above to obtain approval from the Corporation.

III. Tenant Selection and Preferences

A. Leasing Activity (Lease-up and Pre-leasing): During leasing activities, the owner shall make all units available for the intended Link households referred by the Referral Agency, until the Development's Link Set-Aside Requirement has been met. If the Development has not met its Link Set-Aside Requirement by the passing of 30 Calendar Days after the last unit is actually available for occupancy, the owner may lease the units to any eligible household.

B. Once the Development's leasing activity is completed, a vacant unit formerly occupied by a Link household shall be held open for intended households referred by the Referral Agency for a period of 30 Calendar Days starting from the date the vacated unit is suitable for occupancy and ready to lease. The owner shall notify the Referral Agency that a unit is available on or before the date that the vacated unit becomes suitable for occupancy and ready to lease, but no more than 30 Calendar Days before the unit is anticipated to be ready to lease. The vacated unit shall retain the Link classification until next occupied, at which time the classification of the new household shall be applied to the unit.

C. When the Development is an Acquisition/Rehabilitation Development that is occupied at the earlier of either loan closing or site acquisition, all units (at any AMI set-aside level) that become available and are suitable for occupancy and ready to lease shall be prioritized for intended households referred by the Referral Agency until the Link requirement has been met.

D. For Developments with a Housing Assistance Payment contract and/or an Annual Contributions Contract with HUD: The waiting list section of the Tenant Selection Plan shall establish selection preferences or a section for special admissions specifically for individuals or families who are referred by a designated Referral Agency. The Tenant Selection Plan shall be submitted by the owner to the Corporation for review and preliminary approval before sending to HUD. HUD approval may take several months. HUD approval shall be demonstrated to the Corporation prior to the completion of the final credit underwriting report.

E. Owners that have a Housing Assistance Payment Contract and/or an Annual Contributions Contract with HUD shall maintain a separate waiting list for referred applicants and prioritize these individuals for any available Link units. During and after lease-up, Referral Agency referrals must be moved in first, regardless of chronological order of the general waiting list, until all Link units are occupied with Referral Agency referrals.

IV. Notification of the Availability of Units for Referral of Intended Link Households

A. The owner shall meet with the chosen Referral Agency to review the Link roles and responsibilities of each party, the household income limitation and other eligibility criteria for tenancy, household move-in expenses and on-going monthly rental payments. The meeting shall be held no less than 45 Calendar Days before the anticipated commencement of any activities related to the leasing of any unit in the Development. The owner shall maintain documentation of the meeting with the Referral Agency and shall provide a copy for review by the Corporation upon its request.

B. Communication between the owner and the Referral Agency's designated contact person related to activities in this section shall be conducted via email. Activities that must be conducted by email are as follows:

1. Requests to develop MOU with Referral Agency;

2. Draft reviews of MOUs between the parties;

3. Final version of executed MOU;

4. Current contact information for the contact staff designated by the owner and Referral Agency and listed in the MOU;

5. Notifications of unit availability;

6. Number of Calendar Days unit will be held open for referrals;

7. Information about rental policies and eligibility criteria;

8. Outcome of referrals;

9. Notifications of issues or concerns that may adversely affect the tenancy of the household; and

10. Requests for termination of MOU.

C. The owner shall maintain a Link communication tracking log that documents: (i) the unit number of each offered unit; (ii) the date each unit was suitable for occupancy; (iii) the date of the email notice to the Referral Agency that each unit was available for rent to a Link household, including the dates of required follow up; (iv) date of response from Referral Agency, (v) Referral Agency response, (vi) outcome of referral, and (vii) number of days the unit was held open.

D. If an owner notifies a Referral Agency that a unit is available and the Referral Agency does not respond, the owner shall contact the Referral Agency at least three times, at intervals of no less than seven Calendar Days, during the 30-day period after the initial notice of unit availability was sent to the Referral Agency. The owner shall document all notification activity on its Link communication tracking log.

E. The owner shall notify the Referral Agency regarding the outcome of each referral within one business day after a determination is made regarding the household's eligibility to occupy the available unit.

F. If a referral does not result in occupancy by the referred household, the 30-day holding period shall continue to allow the Referral Agency the opportunity to refer another household. The owner shall follow up with the Referral Agency at intervals of no less than seven Calendar Days during the remainder of the 30-day holding period. The owner shall document all notification activity on its Link communication tracking log.

V. Link Compliance Monitoring Documentation

A. The owner shall cause the following documentation to be maintained on file for compliance monitoring purposes. Such documents shall be made available for inspection by Corporation personnel or its monitoring agents at any reasonable time. The owner shall provide copies of such documents, either electronic or paper, to the Corporation within three business days of any request by the Corporation for such copies.

1. A copy of all active MOUs approved by the Corporation;

2. A copy of all terminated MOUs. Terminated MOUs shall be retained for seven years beyond the period of tenancy for any household referred under the particular MOU;

3. A copy of any current correction period extensions granted by the Corporation; and

4. Email communication with the Referral Agency demonstrating timely notification regarding the availability of units for the intended Link household, outcome of each referral, and, when an available unit was not rented to a Link household, the number of days the available unit was held open for intended Link household.

B. The monthly Program Report submitted to the Corporation by the Development shall reflect the number of Link households residing in an ELI Set-Aside unit.

C. The Compliance Period committed to in the RFA also includes the units set aside for the Demographic Commitments, which includes the commitments for Link and ELI Households. The affordability period committed to in the RFA includes the units set aside for ELI Households. Although the percentage of units committed to must remain in effect for the entire Compliance Period, the units designated for the Demographic Commitment and AMI commitment must not be limited to the same units throughout the Compliance Period. Doing so may cause the Development to be in non-compliance with Section 42.

Exhibit E.2 Additional requirements for the Youth Aging Out of Foster Care Set-Aside Units

If the Development qualified for the Youth Aging Out of Foster Care goal, the Corporation requires Developers to provide a specified percentage of a Development's total units for Youth Aging Out of Foster Care households receiving community-based supportive services who are referred by a designated Community-based Care Lead Agency (Lead Agency) in the community where the Development is located. All Developments with Youth Aging Out of Foster Care units are required to be set-aside at the area median income level of extremely-low-income (ELI). Within 21 Calendar Days of the date of the invitation to enter credit underwriting, the Corporation will require successful Applicants to provide a Memorandum of Agreement (MOA) with the community-based service organization that serves foster care youth.

I. Set-Aside Requirements

For the entire as specified in both the regulatory agreement and as stated in the RFA, the Development shall set aside the required percentage of the ELI set-aside units as units for Youth Aging Out of Foster Care. Each of the set-aside units shall be occupied by a household referred by a Lead Agency with which the Owner executes a Memorandum of Agreement (MOA) approved by the Corporation.

II. Memorandum of Agreement (MOA)

The MOA is a formal agreement between the Owner and a Lead Agency that specifies the intent of the RFA and describes the roles and responsibilities of each party to the MOA. The template for the MOA is available on the RFA Webpage. The Lead Agencies that serve Youth Aging Out of Foster Care are contracted with Florida Department of Children and Families. The current list of designated Lead Agencies for each county is available on the RFA Webpage.

A. The Owner shall execute an MOA with the Lead Agency serving the county of the Development's location and rent units to households referred by the Lead Agency with which the MOA is executed.

B. Within 21 Calendar Days of the date of the invitation to enter credit underwriting, Owner shall submit the fully executed MOA for the Corporation's approval. If the Owner is unable to meet the deadline, an extension may be requested from the Corporation, and a non-refundable processing fee of $5,000 shall be charged to the Owner.

C. Prior to execution of the MOA, but not later than 10 Calendar Days before the deadline by which the fully-executed MOA shall be received by the Corporation, the MOA form stipulated in the applicable RFA shall be completed and reviewed by the Owner and Lead Agency, and then submitted by the Owner to the Corporation for review and preliminary approval.

III. Tenant Selection and Preferences

A. Leasing Activity (Lease-up and Pre-leasing): During and after lease-up, Lead Agency referrals must be moved in first, regardless of chronological order of the general waiting list, until all units are occupied with Youth Aging Out of Foster Care referrals.

B. During leasing activities, the Owner shall make all units available for the intended households referred by the Lead Agency, until the Development's Set-Aside Requirement has been met. If the Development has not met its Set-Aside Requirement by the passing of 30 Calendar Days after the last unit is actually available for occupancy, the Owner may lease the units to any eligible household.

C. Once the Development's leasing activity is completed, a vacant unit formerly occupied shall be held open for intended households referred by the Lead Agency for a period of 30 Calendar Days starting from the date the vacated unit is suitable for occupancy and ready to lease. The Owner shall notify the Lead Agency that a unit is available on or before the date that the vacated unit becomes suitable for occupancy and ready to lease, but no more than 30 Calendar Days before the unit is anticipated to be ready to lease.

D. When the Development is an Acquisition/Rehabilitation Development that is occupied at the earlier of either loan closing or site acquisition, all units (at any AMI set-aside level) that become available and are suitable for occupancy and ready to lease shall be prioritized for Youth Aging Out of Foster Care households referred by the Lead Agency until the requirement has been met.

E. If a Development qualifies for the Youth Aging Out of Foster Care Goal and has a Housing Assistance Payment Contract and/or an Annual Contributions Contract with HUD or if a Public Housing Agency is administering Public Housing Programs and/or the Housing Choice Voucher (HCV) program for the Development, the following requirements must be met for each unit set aside for the Youth Aging Out of Foster Care ("Youth Aging Out of Foster Care Units"):

1. The waiting list section of the Tenant Selection Plan shall establish a state preference specifically for youth aging out of foster care. The Owner must apply a state preference within its tenant selection plan as described in Section 4-6 (B.3) "State and local preferences" of the HUD Occupancy Handbook Chapter 4: Waiting List and Tenant Selection.

2. To be approved by Florida Housing Finance Corporation, the Tenant Selection Plan for the Development must include the following text describing the state preference:

   The Development has been awarded funding from Florida Housing Finance Corporation as outlined in Rule Chapter 67-21, F.A.C., and/or 67-48, F.A.C. Pursuant to the award of funding, the Development made a commitment to set-aside ten percent of the total units for Youth Aging Out of Foster Care. The Youth Aging Out Of Foster Care set-aside commitment must be maintained throughout the entire Compliance Period. The state preference shall be for Youth Aging Out Of Foster Care.

3. The Owner must follow the requirements as described by HUD for adopting the state preference. Owners must submit a written request to the HUD Field

Office, describing the state or local laws requiring such preferences, requesting HUD concurrence on the preferences.

4. As stated in “Chapter 4: Waiting List and Tenant Selection, Section A: Key Requirements” of the HUD Occupancy Handbook, owners implementing state, local, or residency preferences must have prior HUD approval.

F. Owners that have a Housing Assistance Payment Contract and/or an Annual Contributions Contract with HUD shall maintain a separate waiting list for referred applicants and prioritize these individuals for any available units.

IV. Notification of the Availability of Units for Referral of Youth Aging Out of Foster Care

A. The Owner shall meet with the chosen Lead Agency to review the roles and responsibilities of each party, the household income limitation and other eligibility criteria for tenancy, household move-in expenses and on-going monthly rental payments. The meeting shall be held no less than 45 Calendar Days before the anticipated commencement of any activities related to the leasing of any unit in the Development. The Owner shall maintain documentation of the meeting with the Lead Agency and shall provide a copy for review by the Corporation upon its request.

B. Communication between the Owner and the Lead Agency’s designated contact person related to activities in this section shall be conducted via email. Activities that must be conducted by email are as follows:

1. Requests to develop MOA with Lead Agency;

2. Draft reviews of MOAs between the parties;

3. Final version of executed MOA;

4. Current contact information for the contact staff designated by the Owner and Lead Agency and listed in the MOA;

5. Notifications of unit availability;

6. Number of Calendar Days unit will be held open for referrals;

7. Information about rental policies and eligibility criteria;

8. Outcome of referrals;

9. Notifications of issues or concerns that may adversely affect the tenancy of the household; and

10. Requests for termination of MOA.

C. The Owner shall maintain a communication tracking log that documents: (i) the unit number of each offered unit; (ii) the date each unit was suitable for occupancy; (iii) the date of the email notice to the Lead Agency that each unit was available for rent to a household, including the dates of required follow up; (iv) date of response from Lead Agency, (v) Lead Agency response, (vi) outcome of referral, and (vii) number of days the unit was held open.

D. If an Owner notifies a Lead Agency that a unit is available and the Lead Agency does not respond, the Owner shall contact the Lead Agency at least three times, at intervals of no less than seven Calendar Days, during the 30-day period after the initial notice of unit availability was sent to the Lead Agency. The Owner shall document all notification activity on its communication tracking log.

E. The Owner shall notify the Lead Agency regarding the outcome of each referral within one business day after a determination is made regarding the household's eligibility to occupy the available unit.

F. If a referral does not result in occupancy by the referred household, the 30-day holding period shall continue to allow the Lead Agency the opportunity to refer another household. The Owner shall follow up with the Lead Agency at intervals of no less than seven Calendar Days during the remainder of the 30-day holding period. The Owner shall document all notification activity on its communication tracking log.

IV. Compliance Monitoring Documentation

A. The Owner shall cause the following documentation to be maintained on file for compliance monitoring purposes. Such documents shall be made available for inspection by Corporation personnel or its monitoring agents at any reasonable time. The Owner shall provide copies of such documents, either electronic or paper, to the Corporation within three business days of any request by the Corporation for such copies.

1. A copy of all active MOAs approved by the Corporation;

2. A copy of all terminated MOAs. Terminated MOAs shall be retained for seven years beyond the period of tenancy for any household referred under the particular MOA;

3. A copy of any current correction period extensions granted by the Corporation;

4. Email communication with the Lead Agency demonstrating timely notification regarding the availability of units for the intended household, outcome of each referral, and, when an available unit was not rented to a household, the number of days the available unit was held open for intended household.

B. The Compliance Period committed to in the RFA also includes the units set aside for the Demographic Commitments, which includes the commitments for Youth Aging Out of Foster Care and ELI Households. The affordability period committed to in the RFA includes the units set aside for ELI Households. Although the percentage of units committed to must remain in effect for the entire Compliance Period, the units designated for the Demographic Commitment and AMI commitment must not be limited to the same units throughout the Compliance Period. Doing so may cause the Development to be in non-compliance with Section 42.

Exhibit F - Rehabilitation Scoping Process with a Capital Needs Assessment

The following is the procedure by which the scope of the rehabilitation will be determined for Applicants rehabilitating units as part of the proposed Application. This may include those with the Development Category of New Construction, if the plan includes rehabilitation of at least one existing unit.

The Flowchart attached to this Exhibit has been designed to graphically illustrate the steps described below.

1. The Pre-Application Stage (Steps 1-2)

   Prior to submitting an Application, Applicants should conduct appropriate due diligence to determine whether it is physically and financially feasible to comply with the minimum requirements contained in Section Four A.8., for proposed Developments with at least one rehabilitation unit. Applicants receiving a preliminary award who are found (through the Capital Needs Assessment and Rehabilitation scoping process further described below) to be unable to meet all of the requirements of Section Four A.8.a. and c. with the sources available for the Rehabilitation will have their preliminary award of funding rescinded.

   At the time of Application, Applicants proposing any rehabilitation of units will be required to certify that the contemplated budget and available sources are adequate to meet all requirements outlined in Section Four A.8. of this RFA.

2. The Capital Needs Assessment (CNA) Stage (Steps 3-7)

   a. Once the invitation to Credit Underwriting has been accepted, all Developments with at least one rehabilitation unit shall have a CNA prepared. This may include those with the Development Category of New Construction, if the plan includes rehabilitation of at least one existing unit. Due to closing deadlines outlined in Rule Chapters 67-21, F.A.C. and 67-48, F.A.C., the CNA process will run concurrently with the Credit Underwriting process (which includes the market study and PRL, if applicable).

   b. Upon receipt of the credit underwriting fee(s) and the CNA review fee, the Credit Underwriter shall obtain quotes for the CNA, and invoice the Applicant. The CNA shall be ordered by the Credit Underwriter no later than 7 Calendar Days after receiving the CNA fee deposit. The choice of the CNA provider will be left solely up to the Credit Underwriter, and shall be chosen from the Corporation’s approved list of qualified providers.

   c. Once the CNA has been ordered, the CNA provider will contact the Applicant to obtain basic information regarding the current physical condition of the property. The Applicant (or designee) shall answer the CNA provider’s request for information within 7 Calendar Days of receipt. Further, a physical inspection of the property shall be scheduled to take place between the CNA provider, the Applicant (or designee), the Corporation (if desired) and the Credit Underwriter (if desired), no later than 30 Calendar Days from the ordering of the CNA. No less than 7 Calendar Days prior to the physical inspection, the Applicant shall ensure that original construction plans, if available, and a history of major repair expenditures covering at least the most recent 5 years, have been delivered to the CNA provider.

d. At a minimum, the CNA provider will:

(1) Review available documentation from the original construction and previous rehabilitations and current or planned improvements to the greatest extent possible:

- Site survey;
- Appraisals;
- As-built drawings or record drawings;
- Previous accessibility surveys;
- Planned Capital Improvements;
- Planned maintenance or replacement;
- Previous reports on Property condition;
- Existing Physical Deficiencies and pending work;
- Warranties for construction products, appliances and equipment;
- Preventative maintenance requirements;
- Operations and maintenance plans;
- Maintenance reports and contracts; and
- Previous repairs, improvements or replacements.

(2) Make all appropriate inquiries to obtain and review any relevant information relating to the Property from the local governmental agencies and departments having jurisdiction over the Property. Documentation should include, to the greatest extent possible:

- Certificates of Occupancy;
- Inspection records and certificates;
- Reports of existing building / fire code violations;
- Reports of existing regulatory, health or zoning violations; and
- Documentation of ongoing or pending litigation on Physical Conditions of the Property.

(3) Interview Applicant's point of contact and/or maintenance staff via a Pre-Site Visit questionnaire (Appendix E of the CNA Guide) to acquire information about preceding or pending repairs, replacements and their costs, level of preventive maintenance exercised;

(4) Conduct a review of the expected useful life of all equipment and building components using the Corporation's Estimated Useful Life Tables (Appendix F of the CNA Guide);

(5) Physically inspect the property via visual observation unless specified otherwise;

(6) Develop a 15-year replacement reserve table to be used in Credit Underwriting and post-rehabilitation asset management in the prescribed format indicated in Appendix K of the CNA Guide;

(7) Review the Corporation requirements in Section Four A.8. of the RFA; and

(8) Consider the Applicant's scope of work preferences. (Note: The CNA provider will use his/her professional judgement in the appropriateness of items included in the Applicant's scope.)

e. At a minimum, the physical inspection will include:

(1) All vacant and out-of-service units;

(2) At least 25% of all occupied units;

(3) All units set aside to meet Section 504 of the Rehabilitation Act of 1973, as outlined in Section Four, A.8.a. of the RFA;

(4) At least one unit in each building;

(5) At least one unit of each bedroom-size configuration;

(6) All common areas; and

(7) For scattered sites, at least one unit from each site, but no less than the percentages specified above.

f. The CNA provider will independently evaluate every aspect of the property including basic development information, evaluation of the Corporation's required construction features (if present), site conditions, building components and systems, amenities and program features and hazardous materials and conditions as indicated in Appendix A of the CNA Guide. The CNA provider should document representative conditions with photographs as prescribed in the CNA Guide and use reasonable efforts to document typical conditions present including material physical deficiencies, if any.

g. The CNA provider shall also identify any known or observed deficiencies with the property, considering both individual units and common areas. The CNA provider should separately list in the CNA any existing conditions which threaten the life and safety of residents. Immediate needs of this nature should be brought to the attention of the property management, the Credit Underwriter, and the Corporation through the CNA report.

h. The CNA provider shall conduct an accessibility survey using the format prescribed in Appendix B of the CNA Guide and the FHFC Accessibility requirements outlined in Sections Four A.8.a. and c. of the RFA.

i. After the inspection and evaluation is complete, the CNA provider will deliver a CNA report to the Credit Underwriter and the Corporation. The CNA report shall follow the requirements and content as described in section 3.3 of the CNA Guide, and will reflect the CNA provider's independent professional opinion in regard to:

(1) A summary of all Immediate needs which threaten health or life safety;

(2) A summary of all known or observed deficiencies pursuant to the FHFC Accessibility requirements outlined in Sections Four A.8.a. and c. of the RFA, FHA, and/or ADA requirements, as well as outstanding and/or recorded building or fire code violations;

(3) Confirmation that all items committed to in the Application (including all items required by the Corporation as outlined in Section Four A.8. of the RFA) are physically and financially feasible within the contemplated budget, which shall include the appropriateness of the rehabilitation measures selected by the Applicant, considering the remaining useful life and the current condition of the subject features;

(4) A list of and associated costs of **immediate** repair items, critical repair items, deferred maintenance items for needs to be addressed in less than 12 months from the completion of the CNA, required accessibility items, and other items required by Section Four A.8 of the RFA, in a format prescribed in Appendix J of the CNA Guide;

(5) A list and associated costs of all long-term physical needs between years 1 and 15 from completion of the CNA in a format prescribed in Appendix K of the CNA Guide. The cost estimate will include both current replacement cost and inflation adjusted replacement costs using a 3% annual inflation factor;

(6) An estimate of the “reserves necessary for replacements”;

(7) An estimate of the cost of rehabilitation based on one or more of the following sources:

(a) Applicant or Owner provided unit costs;
(b) Owner’s historical experience costs;
(c) Consultant’s cost database or cost files;
(d) Commercially available cost information or published commercial data;
(e) Third-party cost information from contractors, vendors, or suppliers; and/or
(f) Other qualified sources that the Corporation determines appropriate.

(8) An executive summary as described in section 3.3 of the CNA Guide:

(9) An evaluation of site conditions (as applicable) as indicated in Appendix A section III of the CNA guide;

(10) An evaluation of building components and systems conditions (as applicable) as indicated in Appendix A section IV of the CNA guide;

(11) An evaluation of conditions of any existing FHFC required construction features as indicated in Appendix A section II of the CNA guide;

(12) An evaluation of fixtures, casework and equipment conditions (as applicable) as indicated in Appendix A section V of the CNA guide;

(13) Evaluation of conditions of any amenities and program features on the property as indicated in Appendix A section VI of the CNA guide;

(14) A description of directly observed or potential on-site hazardous materials and conditions as indicated in Appendix A section VII of the CNA guide;

(15) An analysis of the estimated remaining useful life of the property, which shall be in the format prescribed by Appendices H and I of the CNA Guide;

(16) The basis for identifying any item for repair or replacement;

(17) Appendices (photographs, site plans, maps, etc.); and

(18) Certification of the CNA provider's qualifications and acknowledgments of who prepared the report, when the report was prepared, and for whom the report was prepared.

j. The CNA provider will confirm that it is **physically** feasible to meet the requirements of Sections Four A.8.a. and A.8.c. of the RFA within the contemplated budget, and provide an estimated cost for meeting those requirements.

k. The CNA provider will opine as to the physical and financial feasibility of the inclusion of full-size ranges and ovens in all rehabilitation units. The CNA provider shall include supporting documentation (plan sketch with dimensions, photographs, etc.) that support their conclusion.

l. The CNA provider will opine as to the physical and financial feasibility of all of the Green Features required in Section Four A.8.e. of the RFA.

m. Where appropriate, the CNA provider will comment on the proportions of physical needs that have resulted from accumulated deferred maintenance, and from ordinary use and decline of a properly maintained property. If, in the CNA provider's expert opinion, the deterioration of the property has been accelerated by poor management practices, that information must be disclosed to the Credit Underwriter and the Corporation.

n. The CNA provider will also comment on whether rehabilitation of a particular feature ordinarily requires relocation of the tenant.

3. The Scoping Stage (Steps 8-11)

a. The CNA provider will complete a draft of the Rehabilitation Scope of Work spreadsheet, utilizing the information gathered from steps 3-7 above and each Rehabilitation Scope of Work must include the measures listed below. The Rehabilitation Scope of Work spreadsheet (rev. 05-2020) is attached to this Exhibit.

(1) A minimum per unit hard cost budget of non-luxury improvements as specified in the RFA.

(2) Corrective actions for all Immediate and Critical needs noted in the CNA including all deficiencies which threaten health and life safety, as well as observed and recorded building or fire code issues.

(3) The replacement of any component of the building or site with an effective remaining useful life, according to the Corporation's Estimated Useful Life Tables (Appendix F of the CNA Guide, of less than 5 years. The CNA will be used to determine which components meet this criterion.

(4) The replacement of any component of the building or site with an effective remaining useful life, according to the Corporation's Estimated Useful Life Tables (Appendix F of the CNA Guide, of less than 15 years, if determined appropriate for this rehabilitation and if there is remaining funding available. The CNA will be used to determine which components meet this criterion.

(5) Substantially the same scope of work in all units of the same type.

(6) Compliance with this Exhibit, the requirements of the applicable RFA, the Florida Administrative Code, and any other Florida Housing guidance upon completion of work.

(7) Compliance with applicable Florida building code and local fire code regulations, as well as FHA and ADA requirements upon completion of work.

(8) Compliance with all applicable Florida Housing accessibility requirements upon completion of work.

(9) Compliance with Uniform Physical Condition Standards (UPCS) upon completion of work.

b. The CNA Provider will populate the Scope of Rehabilitation Worksheet with the measures identified in the CNA in the following order:

(1) All Immediate needs noted in the CNA including all deficiencies which threaten health and life safety (Immediate Needs in the template), needs required to conform with applicable Florida building code and local fire code regulations, as well as FHA and ADA requirements;

(2) All Critical needs noted in the CNA (Critical Needs in the template);

(3) All work required to meet FHFC accessibility requirements (Accessibility Requirement in the worksheet);

(4) Any item required in the applicable RFA, or promised by the Applicant at the time of Application (RFA Requirement in the worksheet);

(5) Any component of the building or site with an effective remaining useful life of less than 5 years (5 yr Need in the worksheet);

(6) To the extent that funding is available, replacement of any component of the building or site with an effective remaining useful life of less than 15 years (6-15 yr Need in the worksheet); and

(7) Enhancements required to make the property marketable (Marketability in the worksheet).

c. Systems and components with more than 5, but less than 15 years of remaining useful life should be prioritized in the following order:

(1) Site improvements;

(2) Structural components and building envelope;

(3) Mechanical, electrical, and plumbing systems;

(4) Unit improvements including fixtures and finishes;

(5) Common area improvements; and

(6) Other improvements.

d. Once the CNA report is completed by the CNA provider, the report will be sent to the Credit Underwriter and the Corporation, with the draft Rehabilitation Scope of Work spreadsheet, as soon as practicable, but no later than 30 days after the completion of the site inspection.

e. Upon receipt of the CNA report and draft Scope of Work, the Credit Underwriter will forward the documents to the Applicant. The Applicant shall then have a 14 Calendar Day review period in which the Applicant may provide addition information and comment on the draft Scope of Work.

f. Upon the close of the Applicant's 14 Calendar Day review and comment period, the Credit Underwriter shall have a 7 Calendar Day review period in which the Credit Underwriter may craft opinions and recommendations to the Corporation regarding the Applicant's comments on the draft Scope of Work. At the end of this 7 Calendar Day period, the Credit Underwriter shall submit the CNA report, the draft Scope of Work, the Applicant's comments (on the draft scope) and the Credit Underwriter's opinions and recommendations to the Corporation.

g. The Corporation shall review the material provided by the Credit Underwriter to first determine that all of the requirements of Sections Four A.8.a. and c. have been met within available sources for the proposed Rehabilitation of the Development. If the Corporation determines the above requirements cannot be met with available sources, the preliminary award will be rescinded.

4. Credit Underwriting and Beyond (Steps 12–15)

a. If the Corporation determines that all of the requirements of Sections Four A.8.a. and c. can be met, and that there are no other issues that would disqualify the Applicant, then the Credit Underwriting process may proceed.

b. During the Credit Underwriting process, the Corporation will review and approve the final Scope of Work for the project.

c. Once the Corporation has approved the final Scope of Work for the Development, the Applicant shall develop construction plans and the schedule of values for the Development. These construction plans shall be submitted to the Corporation for review and approval during the credit underwriting process.

d. As with any funding, the Corporation will conduct a final inspection to verify that all work in the approved Scope of Work has been completed, including delivery of all required features, amenities and measures needed to meet the Corporation's Housing Accessibility Standards.

Flowchart

Step 1 - Applicant Performs Due Diligence re: Ability to Meet FHFC Accessibility Standards and Provide All Required Construction Features Amenities

Scope of Rehabilitation Worksheet

Step 2 - At Application, Applicants Proposing Rehabilitation Certify the Contemplated Budget is Within the Maximum Funding Limit Set by the RFA and is Adequate to Meet All Requirements

Step 3 - Preliminary Award and Invitation to Credit Underwriting

Step 4 - Credit Underwriter Engages CNA Provider (Selected From FHFC Approved List of Qualified Providers)

Step 5 - Applicant/Property Management Provides CNA Provider with Information Related to Property Condition

Step 6 - CNA Provider Inspects the Property and Evaluates its Current Physical Condition

Step 7 - CNA Report with Draft Scope of Work Delivered to Credit Underwriter and FHFC. The Draft Scope of Work is Based on the CNA. **The CNA Reflects the Provider's Independent Professional Opinion**

Step 8 - Credit Underwriter Submits CNA Report and Draft Scope to Applicant/Developer who has 14 Days to Review and Comment

Step 9 - The Credit Underwriter Submits the CNA Report, Draft Scope, Applicant's Comments, and Underwriter's Responses to Florida Housing

Step 10 - Florida Housing Determine that Report Shows All Requirements Can Be Met?

Yes, Proceed with Underwriting

No, Award Withdrawn

Step 11 - Florida Housing Reviews and Approves Scope (Applicant may Request Yr 6-15 Measures be Included/Excluded from Scope)

Step 12 - Applicant Develops Plans and Schedule of Values

Step 13 - Applicant Submits Plans to Florida Housing for Review and Approval Prior to Closing or Construction Commencement

Step 14 - Final Inspection Verifies that All Work Described in the Approved Scope has Been Completed Including All Required Features and Amenities and all Measures Necessary to Meet Florida Housing Accessibility Standards

*INSERT LINES AS NECESSARY & Copy formula in column G**

REHABILITATION WORK SCOPE

APPLICATION NUMBER:		YEAR BUILT:	
RFA NUMBER:		RESIDENTIAL UNIT COUNT:	
DEMOGRAPHIC:		GROSS SQUARE FOOTAGE:	
DEVELOPMENT NAME:			
DEVELOPMENT LOCATION:		NUMBER OF LINK UNITS	
DEVELOPER:			
APPLICANT NAME:			

TRADE ITEM	Need Category (Select from drop-down menu)	Describe scope: materials, performance specifications	QUANTITY (Enter # of Units)	UNIT DESCRIPTION (sf, ea, etc.)	UNIT COST (Enter Cost Per Unit)	TOTAL COSTS (quantity * unit cost)
Accessibility						
convert existing units to UFAS-compliant units						$0.00
retrofit existing units for Fair Housing compliance						$0.00
retrofit existing common areas to meet UFAS, Fair Housing, & ADA						$0.00
retrofit existing site to meet Fair Housing, ADA						$0.00
additional Florida Housing accessibility requirements						$0.00
						$0.00
Total (Accessibility)						$0.00
Demolition						
site						$0.00
bldg interiors: ceilings, walls, floor, plumbing, HVAC, elec						$0.00
bldg exteriors: siding, roofing, patios, decks, stairs, breezeways						$0.00
						$0.00
						$0.00
Total (Demolition)						$0.00
Unusual site conditions (such as lead, asbestos, mold abatement)						
lead abatement						$0.00
asbestos abatement						$0.00
mold abatement						$0.00
						$0.00
						$0.00
Total (Unusual site conditions (such as lead, asbestos, mold abatement))						$0.00
Site Improvements						
lighting						$0.00
parking Surfaces						$0.00
fencing						$0.00
retaining walls						$0.00
						$0.00
						$0.00
Total (Site Improvements)						$0.00
Landscaping & Irrigation						
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
Total (Landscaping & Irrigation)						$0.00
Structure & Building Envelope						
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
Total (Structure & Building Envelope)						$0.00
Mechanical, Electrical, Plumbing						
DHW						$0.00
HVAC						$0.00
						$0.00
						$0.00
						$0.00
Total (Mechanical, Electrical, Plumbing)						$0.00
Utilities						
water service						$0.00
fire service						$0.00
storm water piping						$0.00
sewer service						$0.00
electrical service						$0.00
gas service						$0.00
						$0.00
Total (Utilities)						$0.00
Common Area Interior Elements						
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
Total (Common Area Interior Elements)						$0.00
Unit Interior Elements						
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
Total (Unit Interior Elements)						$0.00
Total Costs						$0.00
Total Costs Per Residential Unit						$0.00
Total Costs Per Gross Square Foot						$0.00

Total Costs for Specific Need Category	Immediate Need	0.0%	$0
Total Costs for Specific Need Category	Critical Needs	0.0%	$0
Total Costs for Specific Need Category	RFA Requirement	0.0%	$0
Total Costs for Specific Need Category	Accessibility Requirement	0.0%	$0
Total Costs for Specific Need Category	Deferred Maintenance	0.0%	$0
Total Costs for Specific Need Category	Need in Years 1-5	0.0%	$0
Total Costs for Specific Need Category	Need in Years 6-15	0.0%	$0
Total Costs for Specific Need Category	Marketability	0.0%	$0
Total Costs for Specific Need Category	Other	0.0%	$0

*To Insert Rows, select a cell on the blank row immediately above the applicable subsection total row (for insance, row 20). Then, while in the "Home" tab of the menu ribbon at the top, click open the "Insert" icon within the Cells Menu Group and choose the "Insert Sheet Rows" menu option. This will insert one new row. If you want to insert more than one row, highlighting as many rows as you need to insert, but the first row must the blank row identified above and follow the remaining instructions. Once you have inserted the number of rows needed, copy the cell in total column (column G) from the last row that has a row total (for instance, cell G19) onto column G of the newly inserted rows.

Form Rev. 05-2020

Exhibit G - Tenant Selection Requirements

A written Tenant Selection Plan must be provided that reflects the requirements described in this Exhibit which addresses the following:

- Federal Accessibility Requirements
- Tenant Selection Criteria for All Households
- Tenant Selection Criteria for Extremely Low Income (ELI) Household
- Tenant Selection Criteria for Applications that qualify for the Youth Aging out of Foster Care Goal, if applicable

<u>Federal Accessibility Requirements</u>

The Tenant Selection Plan must include a statement that the Development meets the following accessibility federal requirements, incorporating the most recent amendments, regulations, and rules:

- The Fair Housing Act as implemented by 24 CFR 100
- Section 504 of the Rehabilitation Act of 1973
- Titles II and III of the Americans with Disabilities Act of 1990 as implemented by 28 CFR 35

<u>Tenant Selection Criteria for All Households</u>

Screening criteria for all households

The Applicant must adhere to the following tenant selection criteria when evaluating the eligibility of all households applying for tenancy:

- <u>Arrest Record</u>: The arrest record of a household member will not be considered when determining any household's application for tenancy.
- <u>Rental Assistance</u>: For households with publicly funded rental assistance, the income requirement will be based on the household's paid portion of the rent.

Application for Tenancy

Applicant must include and prominently place the following information in the Development's application for tenancy packet that is provided to all interested households:

- The tenant selection approach and criteria used to evaluate and determine a household's application for tenancy. The criteria under which a household was screened and evaluated, as well as the determination, must be included in each tenant household's file.
- The approach regarding a household's notification and appeal process and timeline if the household's application is rejected or determined ineligible.
- A description of reasonable accommodations or reasonable modifications for persons with disabilities, pursuant to Section 504 of the Rehabilitation Act of 1973. The description shall include accommodations that must be considered by the Development such as physical dwelling unit modifications for greater accessibility and use, as well as individualized assessments of mitigating factors related to a disability that adversely affected a household's credit, eviction, or criminal history. The description shall also include the

process for requesting a reasonable accommodation, the determination approach, and decision-making timelines.
- A description of an applying household's or existing tenant's housing protections pursuant to the Violence Against Women Reauthorization Act of 2013 (VAWA). The description will include that applying households may request that the Development conduct an individualized assessment of mitigating factors related to being a victim of domestic violence, dating violence, sexual assault, and stalking that adversely affected the household's credit, eviction, or criminal history.

Notification of Rejection or Ineligibility for Tenancy

The Applicant must, at a minimum, notify any household that their application for tenancy was rejected or determined ineligible through a documented process such as a written letter or email to the address provided by the household.

- The notification will be provided to a household within 5 business days from the day the determination is made.
- The notice must include information regarding:
  - The reasons a household's application for tenancy was rejected or determined ineligible.
  - A household's right to appeal the Development's decision, as well as complete instructions regarding how a household may appeal the decision.

Tenant Selection Criteria for Extremely Low Income (ELI) Households

Screening criteria for ELI households

The Applicant must adhere to the following tenant selection criteria when evaluating the eligibility of a household applying for tenancy in a unit set aside for Extremely Low Income (ELI) Households:

- Credit History: The credit history related to medical expenses, cable and internet services will not be taken into consideration when conducting credit checks.
- Income Requirement Policy: The household monthly income must not be required to be more than two times the monthly rent. (e.g., If the monthly rent is $500, the household monthly income will not be required to exceed $1,000.)
- Evictions: The eviction history look-back period must not be more than 5 years. A household is permitted one eviction during the 5-year look-back period, unless the eviction was due to causing physical harm to development staff, tenants, or intentional property damage.

ELI Tenant Application Fees and Deposits

The Applicant must adhere to the following tenant application fees and deposits requirements for a household applying for tenancy in a unit set aside for extremely low-income households:

- It is prohibited to charge a fee to a household that is applying for tenancy in a unit that is set aside for extremely low-income households for the purposes of reserving or holding a unit.
- The application for tenancy fee will be no more than $35 per adult in a household.

- A security deposit for new tenant households will be not more than the amount of one month's rent.

For Development with requirements for Link/Special Needs requirements

The Tenant Selection Plans must include a Preference in their Waiting List section. Owners must create a preference specifically for individuals or families who are referred by a Florida Housing-designated Special Needs Referral Agency. The Tenant Selection Plan must include the following language:

> *This Development has adopted a preference to house X number of units of the Extremely Low Income (ELI) units within the Development to be set aside for Persons with Special Needs as defined in 420.0004(13) Florida Statutes. These set aside units are known as Link units. These units shall be set aside specifically for individuals or families who are referred by a Florida Housing-designated Referral Agency. The Development must prioritize these referred individuals for an available Link unit.*

- During and after lease-up, Referral Agency referrals must be moved in first, regardless of chronological order of the general waiting list, until all Link units are occupied with Referral Agency referrals.

- The Tenant Selection Plan shall be submitted by the Applicant to the Corporation for approval within 21 Calendar Days of the date of the invitation to enter credit underwriting.

Properties with HUD assistance, including Project-Based Assistance, Public Housing Agencies, and those administering Public Housing Programs

Properties that have contracts with HUD or Public Housing Authorities' rental assistance programs and also have the Florida Housing Link/Special Needs requirement must handle their waiting list to reflect both HUD and Florida Housing requirements. In order to do this, Florida Housing has determined that establishing an owner-adopted preference with a Florida Housing-designated Special Needs Referral Agency is the correct method for complying with Florida Housing and HUD requirements.

- The Waiting List section of the Tenant Selection Plan must include a preference for Special Needs households that are referred by a Florida Housing-designated Special Needs Household Referral Agency.
- HUD regulations require Tenant Selection Plans that implement preferences to have HUD approval. This is the case if there are new Plans in new properties, as well redevelopment, RAD conversions, or substantially rehabilitated properties.
- If a Development has an existing Tenant Selection Plan, Applicant must amend the Plan. Applicants are required to submit the amended Plan with the preferences to their account manager in the field office. The Plan must be sent to the Corporation for preliminary approval before sending to HUD.