

2009 Universal Application
Multifamily Mortgage Revenue Bonds (MMRB) Program
HOME Investment Partnerships (HOME) Rental Program
Housing Credit (HC) Program

Part I. Applicant Certification / Related and Priority I Applications

A. Applicant Certification:

The Applicant must provide the properly completed and executed Applicant Certification and Acknowledgement form behind a tab labeled “**Exhibit 1.A.**”.

B. Related Applications and Priority I Application Designation (Applies only to Competitive HC Applications):

1. Is this Application a Related Application?

- Yes No

If “Yes”, answer the applicable question at B.2. below.

If “No”, the Application will automatically be considered to be designated by the Applicant as a Priority I Application and the Applicant is not required to provide the Declaration of Priority I Related Applications form.

2. Indicate which one of the following applies to this Related Application and, if the Applicant selects Item 2.a., 2.b. or 2.c. below, provide the Declaration of Priority I Related Applications form behind a tab labeled “**Exhibit 1.B.**”:

- a. This is a Non-Joint Venture Application designated as a Priority I Application.
- b. This is a Joint Venture Application designated as a Priority I Application and the Applicant is a Joint Venture Public Housing Authority Applicant.
- c. This is a Joint Venture Application designated as a Priority I Application and the Applicant is a Joint Venture Non-Profit Applicant. The questions at Part II.A.2.e. of the Application must be answered and the required documentation must be provided.
- d. This Application is not designated as a Priority I Application.

Part II. Applicant and Development Team

A. Applicant

1. Indicate the Corporation program(s) applied for in this Application (see Application Instructions for permitted program combinations):

- Tax-Exempt Multifamily Mortgage Revenue Bonds (Corporation-Issued MMRB)
 Taxable Multifamily Mortgage Revenue Bonds
 Housing Credits (HC) [Competitive 4% and/or 9%]
 Housing Credits (HC) [non-competitive 4%]
 HOME Investment Partnerships (HOME) Rental

2. Applicant Information:

a. Name of Applicant: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Facsimile: _____

E-Mail Address (optional): _____

b. Federal Employer Identification Number: _____

If not yet obtained, provide a copy of the completed, submitted application for the Federal Employer Identification Number behind a tab labeled “**Exhibit 2**”.

c. Is Applicant a legally formed entity qualified to do business in the state of Florida as of the Application Deadline?

Yes No

Provide required documentation behind a tab labeled “**Exhibit 3**”.

d. If applying for HC: Is the Applicant a limited partnership or limited liability company?

Yes No

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

Yes No

If “Yes”, the Applicant must respond to questions (1) and (2) below. If “No”, skip Non-Profit status questions and proceed to question 3. below.

- (1) Provide the following documentation for each Non-Profit entity:
 - (a) attorney opinion letter behind a tab labeled “**Exhibit 4**”; and
 - (b) IRS determination letter behind a tab labeled “**Exhibit 5**”.

(2) Answer the following questions:

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

Yes No

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

Yes No

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

Yes No

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

Yes No

If "Yes", state the percentage owned in the general partnership or managing member interest:
_____ %

- (d) Percentage of Developer's fee that will go to the Non-Profit entity: _____ %
- (e) Provide the description/explanation of the role of the Non-Profit entity behind a tab labeled "**Exhibit 6**".
- (f) Provide the names and addresses of the members of the governing board of the Non-Profit entity behind a tab labeled "**Exhibit 7**".
- (g) For each Non-Profit entity, provide the articles of incorporation demonstrating that one of the purposes of the Non-Profit entity is to foster low-income housing behind a tab labeled "**Exhibit 8**".
- (h) Year Non-Profit entity was incorporated: _____
(yyyy)
- (i) Is the Non-Profit entity affiliated with or controlled by a for-profit entity within the meaning of Section 42(h), Internal Revenue Code?
 - Yes If "Yes", state name of the for-profit entity: _____
 - No

3. Provide the required information for the Applicant and for each Developer behind a tab labeled "**Exhibit 9**".

4. Contact Person for this Application:

First Name: _____ Middle Initial: _____

Last Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Facsimile: _____

E-Mail Address (optional): _____

Relationship to Applicant: _____

5. If Applying for HOME: Is the Applicant applying under the Community Housing Development Organization (CHDO) Set-Aside?

- Yes No

If “Yes”, state CHDO Name: _____ and provide the required information behind a tab labeled “**Exhibit 10**”.

B. Development Team

1. Developer or Principal of Developer:

a. Name of each Developer (include all co-Developers):

b. For each experienced Developer, provide an executed Developer or Principal of Developer Certification form behind a tab labeled “**Exhibit 11**”. For each co-Developer without the required experience, provide the requested information behind a tab labeled “**Exhibit 11**”.

c. Provide the Developer’s or Principal of Developer’s Prior Experience Chart behind a tab labeled “**Exhibit 11**”.

2. Management Agent or principal of Management Agent:

a. Provide the executed Management Agent or Principal of Management Agent Certification form behind a tab labeled “**Exhibit 12**”.

b. Provide the Management Agent’s or principal of Management Agent’s Prior Experience Chart behind a tab labeled “**Exhibit 12**”.

3. General Contractor or qualifying agent of General Contractor:

a. Provide the executed General Contractor or Qualifying Agent of General Contractor Certification form behind a tab labeled “**Exhibit 13**”.

b. Provide the General Contractor’s or qualifying agent’s Prior Experience Chart behind a tab labeled “**Exhibit 13**”.

4. Architect or Engineer:

Provide the executed Architect or Engineer Certification form behind a tab labeled “**Exhibit 14**”.

5. Attorney:
 - a. MMRB and HOME Applicants - provide the executed Attorney (MMRB or HOME) Certification form behind a tab labeled “**Exhibit 15**”.
 - b. HC Applicants - provide the executed Attorney (HC) Certification form behind a tab labeled “**Exhibit 16**”.

6. Accountant:

Provide the executed Accountant Certification form behind a tab labeled “**Exhibit 17**”.

7. Service Provider (Assisted Living Facility (ALF) Developments only):
 - a. Provide the executed Service Provider or Principal of Service Provider Certification form behind a tab labeled “**Exhibit 18**”.
 - b. Provide the Service Provider’s or principal of Service Provider’s Prior Experience Chart behind a tab labeled “**Exhibit 18**”.

8. Guarantor(s) Information (MMRB Applicants only):

Provide the Guarantor Information Chart behind a tab labeled “**Exhibit 19**”.

Part III. Proposed Development

A. General Development Information

1. Name of Development: _____

2. Location of Development Site:
 - a. Address of Development Site:

Street: _____

City: _____

 - b. Will the Development consist of Scattered Sites?

Yes No

If “Yes”, for each of the sites, provide the Address, total number of units, and the latitude and longitude coordinates behind a tab labeled “**Exhibit 20**”.

- c. Does the location of the proposed Development qualify as an Urban In-Fill Development, as defined in Rule Chapters 67-21 and 67-48, F.A.C.?

Yes No

If “Yes”, to qualify as an Urban In-Fill Development for purposes of this Application, provide a properly completed and executed Local Government Verification of Qualification as Urban In-Fill Development form behind a tab labeled “**Exhibit 21**”.

- d. Is the proposed Development being revitalized utilizing HOPE VI funding?

Yes No

If “Yes”, to qualify as a HOPE VI Development for purposes of this Application, provide the required documentation behind a tab labeled “**Exhibit 21**”.

- e. County: _____

All Applicants must answer “Yes” or “No” to question (1) below. All HOME Applicants must also answer question (2) below.

- (1) Is proposed Development located in the Florida Keys Area?

Yes No

- (2) HOME Applicants must answer the following questions:

Will the proposed HOME Development be located in either Alachua County or Leon County?

Yes No

If “Yes”, complete either (a) or (b) below, as applicable:

- (a) Alachua County Developments - Is the Development located within Alachua County, but outside the boundaries of incorporated Gainesville?

Yes No

If “Yes”, provide the required letter from Alachua County behind a tab labeled “**Exhibit 22**”.

(b) Leon County Developments - Is the Development located within Leon County but outside the boundaries of incorporated Tallahassee?

Yes No

If "Yes", provide the required letter from Leon County behind a tab labeled "**Exhibit 22**".

f. Local Jurisdiction:

(1) Name of local jurisdiction where Development is located: _____ . If Development is located within a municipality (incorporated city, town, or village) the municipality must be specified.

(2) Chief elected official of jurisdiction:

First Name: _____ Middle Initial: _____

Last Name: _____

Title: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone No. (including area code): _____

g. Competitive HC and non-competitive HC Applicants must complete questions (1) through (4) below:

(1) Difficult Development Area (DDA) and Qualified Census Tract (QCT):

(a) Is the proposed Development located in a DDA, as defined in Section 42(d)(5)(c)(iii), IRC, as amended?

Yes No

If "Yes", indicate which DDA: _____

(b) Is the proposed Development located in a QCT as defined in Section 42(d)(5)(c)(ii), IRC, as amended?

Yes No

If "Yes", indicate QCT Number: _____ and provide a copy of a letter from the local planning office or census bureau which verifies that the proposed Development is located in the referenced QCT behind a tab labeled "**Exhibit 23**".

(2) Is the Applicant applying for Housing Credits for eligible acquisition expenses?

- Yes No

If “Yes”, answer questions (a) through (g) below:

(a) Is/are the building(s) acquired or to be acquired from a related party?

- Yes No

(b) Name of previous owner: _____

(c) Relationship to Applicant: _____

(d) Date Development originally placed in service: _____
(mm/dd/yyyy)

(e) Date (mm/dd/yyyy) and cost of last rehabilitation: _____

(f) Describe acquisition facts and circumstances relative to Section 42(d), IRC (“10-year rule”):

(g) Is a waiver of the 10-year rule being sought by the Applicant?

- Yes No

Explain why or why not:

(3) Will this Development receive historic Housing Credits?

- Yes No

If “Yes”, what amount of historic Housing Credits will the Development receive? \$ _____

(4) Is the Applicant applying for Housing Credits for eligible Rehabilitation expenses?

- Yes No

If “Yes”, answer questions (a) and (b) below:

(a) Will the Rehabilitation cost as a percentage of the adjusted basis of each building be equal to or greater than 10%?

Yes No

(b) What is the estimated qualified basis in Rehabilitation expenses per set-aside unit within one 24-month period for the building(s) being Rehabilitated? \$ _____

3. Development Category:

a. Select one category -

New Construction (where 50% or more of the units are new construction)

Acquisition and New Construction (acquisition plus 50% or more of the units are new construction) – Available for Applications requesting HOME Only

Rehabilitation (where less than 50% of the units are new construction)

Acquisition and Rehabilitation (acquisition plus less than 50% of the units are new construction)

b. If applying for MMRB, will each residential building consist of 2 or more dwelling units?

Yes No

4. Development Type: _____

5. Number of buildings with dwelling units: _____

6. Total number of units: _____

7. Unit Mix:

| # of Bedrooms per Unit | # of Baths per Unit | # of Units per Bedroom Type |
|------------------------|---------------------|-----------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

8. Previous Underwriting:

- a. Is this Development currently being underwritten or has it been underwritten previously by any Credit Underwriter under contract with Florida Housing Finance Corporation?

Yes No

If "Yes", identify the Credit Underwriter: _____

- b. Is there an existing LURA and/or EUA on any portion of the proposed Development site?

Yes No

If "Yes" and the Applicant is requesting HOME or Competitive HC, does the proposed Development meet one of the permitted exceptions outlined in paragraph 67-48.018(1)(c), F.A.C., for HOME, and/or paragraph 67-48.023(1)(c), F.A.C., for Competitive HC?

Yes No

9. Development Status:

- a. Has Rehabilitation or New Construction work commenced?

Yes No

(1) If "Yes" and Application is for New Construction, when were the building permits issued? _____
(mm/dd/yyyy)

(2) If "Yes" and Application is for Rehabilitation, were building permits required?

Yes – when were the building permits issued? _____
(mm/dd/yyyy)

No - when did the work commence? _____
(mm/dd/yyyy)

- b. Is the Development complete? Yes No

If "Yes", when were the certificates of occupancy issued?
_____ (mm/dd/yyyy)

If certificates of occupancy were issued on more than one date, provide a listing of the issue-date for each building behind a tab labeled "**Exhibit 24**".

c. Are any of the units occupied? Yes No

d. If the proposed Development is not yet complete, what is the anticipated placed-in-service date? _____
(mm/dd/yyyy)

10. Proximity (Competitive HC Applications Only):

a. For Applications involving a Public Housing Authority, provide the required information behind a tab labeled “**Exhibit 25**” and proceed to Part III. B. below.

b. For all other Applications:

(1) Provide the properly completed and executed Surveyor Certification form behind a tab labeled “**Exhibit 25**”.

(2) Indicate the services that the Applicant is seeking proximity tie-breaker points for:

- Grocery Store
- Public School
- Medical Facility
- Pharmacy
- Public Bus Stop or Metro-Rail Stop

c. For proximity of the proposed Development to the closest Development Address or latitude and longitude coordinates identified on the FHFC Development Proximity List (the List) (Maximum 3.75 Tie-Breaker Points), indicate which of the following applies to this Application (Applicant may make only one selection even if more than one applies to the proposed Development):

(1) The proposed Development is located in a Large County **AND** the location of the proposed Development qualified as an Urban In-Fill Development at Part III.A.2.c. of the Application **AND** the proposed Development does not qualify as a Location A Development at Part III.E.1.b.(1) of the Application.

(2) The proposed Development is located in a Medium-Large County **AND** the location of the proposed Development qualified (i) as an Urban In-Fill Development at Part III.A.2.c. of the Application and (ii) is classified as a DDA and/or QCT as outlined in Part III.A.2.g. (1)(a) and/or (b)

of the Application **AND** (iii) the proposed Development does not qualify as a Location A Development at Part III.E.1.b.(1) of the Application.

- (3) The Application qualified as a HOPE VI Development at Part III.A.2.d. of the Application.
- (4) The Applicant selected and qualified for the Homeless Demographic Commitment at Part III.D. of the Application.
- (5) The Applicant selected and qualified for the Farmworker/Commercial Fishing Worker Demographic Commitment at Part III.D. of the Application.
- (6) The Applicant selected the Rehabilitation or Acquisition and Rehabilitation Development Category at Part III.A.3. of the Application **AND** the proposed Development involves the Rehabilitation of an existing, occupied residential rental property currently in operation as of the Application Deadline **AND** the proposed Development does not qualify as a Location A Development at Part III.E.1.b.(1) of the Application.
- (7) None of the above applies to this Application.

B. Construction Features and Amenities

1. Required for All Developments:

Does the Applicant commit to provide the following items, as applicable, for the proposed Development?

- Yes No

a. All Units for All Developments:

- Air conditioning in all units (window units are not allowed; however, through-wall units are permissible for rehabilitation);
- Window treatments for each window and glass door inside each unit;
- Termite prevention and pest control throughout the entire affordability period;
- Peephole on all exterior doors;
- Exterior lighting in open and common areas.

b. All Units in All Developments Except SRO:

- Cable or satellite TV hook-up in all units;
- Full-size range, oven and refrigerator in all units;
- At least two full bathrooms in all 3 bedroom or larger new construction units;
- Bathtub with shower in at least one bathroom in at least 90% of the new construction non-Elderly units;

c. All SRO Developments:

- Minimum unit size of 110 square feet;
- Each unit must contain at least one full size single bed, a lockable storage compartment or chest of drawers and a vertical clothes closet measuring at least three feet wide;
- Each unit must contain a sink;
- At least one set of bathroom facilities for every 16 units (each bathroom facility must contain a ratio of at least one sink, one shower with curtain or door and one toilet with door for every 4 units);
- Community center or meeting room featuring a television with cable or satellite TV hook-up;
- Public transportation within ½ mile.

2. Optional Features and Amenities:

For MMRB and HC Applicants, if the proposed Development will consist of Scattered Sites (as stated by the Applicant at Part III.A.2.b.), does the Applicant make a commitment to locate each selected feature and amenity that is not unit-specific on each of the Scattered Sites, or no more than 1/16 mile from the site with the most units, or a combination of both?

- Yes No

a. For New Construction Developments (Maximum available points for this category is 9 points):

- 30 Year expected life roofing on all buildings (2 points)
- Gated community with “carded” entry or security guard, or if 2 or more stories, “carded” secure entry to building (2 points)
- Ceramic tile bathroom floors in all units (2 points)
- Microwave oven in each unit (1 point)
- Marble window sills in all units (1 point)
- Steel exterior entry door frames for all units (1 point)
- At least 1½ bathrooms (one full bath and one with at least a toilet and sink) in all 2-bedroom new construction units (2

points) Note: In order to be eligible to select this feature, the Development must have at least one 2-bedroom unit.

- Double compartment kitchen sink in all units (1 point)
- Pantry in kitchen area in all units- must be no less than 20 cubic feet of storage space. Pantry cannot be just an under- or over-the-counter cabinet. (2 points)
- Dishwasher in all new construction units (1 point)
- Garbage disposal in all new construction units (1 point)

b. For Rehabilitation Developments (Maximum available points for this category is 9 points):

- New kitchen cabinets and counter top(s) in all units (3 points)
- 30 Year expected life roofing on all buildings (2 points)
- Gated community with “carded” entry or security guard, or if 2 or more stories, “carded” secure entry to building (2 points)
- Ceramic tile bathroom floors in all units (2 points)
- Microwave oven inside each unit (1 point)
- Marble window sills in all units (1 point)
- Dishwasher inside each unit (1 point)
- Garbage disposals inside each unit (1 point)
- Steel exterior entry door frames for all units (1 point)
- Double compartment kitchen sink in all units (1 point)
- New bathroom cabinet(s), excluding medicine cabinet, in all units (1 point)
- New full-size range and oven in all units (1 point)
- New full-size refrigerator in all units (1 point)
- New plumbing fixtures in kitchen and bathroom(s) in all units (1 point)

c. For All Developments Except SRO (Maximum available points for this category is 12 points):

- Emergency call service in all units (3 points)
- Exercise room with appropriate equipment (1 point)
- Community center or clubhouse (3 points)
- Swimming pool (2 points)
- Playground/tot lot, accessible to children with disabilities (must be sized in proportion to Development’s size and expected resident population with age-appropriate equipment) (2 points)
- Car care area (for car cleaning/washing) (1 point)
- Two or more parking spaces per total number of units (1 point)
- Picnic area with hard cover permanent roof of a design compatible with the Development, open on all sides, containing at least three permanent picnic tables with benches and an adjoining permanent outdoor grill (1 point)

- Outside recreation facility (such as shuffleboard court, putting green, tennis court, full basketball court, volleyball court, etc.). Facility must be identified here: _____ (2 points)
- Library consisting of a minimum of 100 books and 5 current magazine subscriptions (1 point)
- Computer lab on-site with minimum one computer per 50 units, with basic word processing, spreadsheets and assorted educational and entertainment software programs and at least one printer (1 point)
- Each unit wired for high speed internet (1 point)

Applicant may select only one of the following two items:

- Laundry hook-ups and space for full-size washer and dryer inside each unit (1 point)
- Washer and dryer in a dedicated space with hook-ups within each unit, provided at no charge to the resident during the term of any lease (3 points)

Applicant may select only one of the following two items:

- Laundry facilities with full-size washers and dryers available in at least one common area on site (1 point)
- Laundry facilities with full-size washers and dryers available in at least one common area on every floor if Development consists of more than one story (2 points)

Applicants that selected Single Family Rental, Duplexes, or Quadraplexes at Part III.A.4. may select any of the following:

- Garage for each unit which consists of a permanent, fully enclosable structure designed to accommodate one or more automobiles, either attached to the unit or detached but located on the same property, provided at no charge to the resident (3 points)
- Carport for each unit which consists of a permanent covered and paved area, attached to the unit and designed to accommodate one or more automobiles, provided at no charge to the resident (2 points)
- Fenced back yard for each unit which consists of a portion of the property behind each unit that is enclosed by a wood,

privacy or chain link fence of a minimum height of 48". Direct access to the fenced back yard for each unit must be afforded solely by a door from that unit and no other unit. (2 points)

d. For SRO Developments (Maximum available points for this category is 12 points):

- Emergency call service in all units (3 points)
- Exercise room with appropriate equipment (2 points)
- Secure, enclosed bicycle storage (1 point)
- Cable or satellite TV hook-up in each unit (1 point)
- Picnic area with hard cover permanent roof of a design compatible with the Development, open on all sides, containing at least three permanent picnic tables with benches and an adjoining permanent outdoor grill (1 point)
- Outside recreation facility (such as shuffleboard court, putting green, tennis court, full basketball court, volleyball court, etc.). Facility must be identified here: _____ (2 points)
- Library consisting of a minimum of 100 books and 5 current magazine subscriptions (1 point)
- Computer lab on-site with minimum one computer per 50 units, with basic word processing, spreadsheets and assorted educational and entertainment software programs and at least one printer (1 point)

Applicant may select only one of the following two items:

- Laundry facilities with full-size washers and dryers available in at least one common area on site (1 point)
- Laundry facilities with full-size washers and dryers available in at least one common area on every floor if Development consists of more than one story (2 points)

e. Energy Conservation Features for all units in the Development (Maximum available points for this category is 9 points):

- (1) Heating – Applicant may select only one of the following three items:
- Heat pump with a minimum HSPF of 8.2 instead of electric resistance (1 point)
 - Heat pump with a minimum HSPF of 8.5 instead of electric resistance (2 points)
 - Gas hydronic combo unit HVAC (2 points)

(2) Cooling – Applicant may select only one of the following three items:

- Air conditioning with a minimum SEER rating of 14 (1 point)
- Air conditioning with a minimum SEER rating of 15 (2 points)
- Air conditioning with a SEER rating of 16 or better (3 points)

(3) Water Heating – Applicant may select only one of the following three items:

- Gas water heater with energy factor of .61 or better (1 point)
- Electric water heater with energy factor of .93 or better (1 point)
- Tankless gas water heater (2 points)

(4) Insulation –

Wall insulation ratings are determined by the insulation material only, not the wall assembly materials. For mixed-type construction, the Applicant may only select the insulation option for the construction type that comprises 51 percent or more of the proposed Development.

(a) Frame built construction (Applicant may select only one of the following two items):

- Wall insulation of a minimum of R-13 (1 point)
- Wall insulation of R-15 or better (2 points)

(b) Masonry/concrete block construction (Applicant may select only one of the following two items):

- Wall insulation of a minimum of R-7 (1 point)
- Wall insulation of R-10 or better (2 points)

In addition, Applicant may select only one of the following two items:

- Attic insulation of R-30 or better (1 point)
- Insulation of R-19 with radiant barrier on top floor only (1 point)

(5) Windows (excluding windows on doors and sidelights) – Applicant may select only one of the following five items:

- Solar screens on all west and east facing windows (1 point)
- Double-pane glass on all windows (2 points)
- All windows double-pane with minimum solar heat gain coefficient of $\leq .50$ and minimum of $.75$ U Value (2 points)
- All windows single-pane with minimum solar heat gain coefficient of $.58$ or better (2 points)
- All windows single-pane with shading coefficient of $.67$ or better (2 points)

(6) Energy Star Appliances:

- Energy Star certified refrigerator and dishwasher in each unit (1 point)

(7) Other:

- Ceiling fans in all bedrooms and living area in each unit (2 points)

3. Green Building (5 points):

- The Applicant commits to provide at least 10 of the Green Building options listed at Part III.B.3. of the Application Instructions

C. Ability to Proceed

1. Status of Site Plan Approval or Plat Approval:

- a. Multifamily Developments must provide a properly completed and executed Local Government Verification of Status of Site Plan Approval for Multifamily Developments form behind a tab labeled “**Exhibit 26**”.

OR

- b. Single-Family Rental Developments must provide a properly completed and executed Local Government Verification of Status of Plat Approval for Single-Family Rental Developments form behind a tab labeled “**Exhibit 26**”.

2. Evidence of Site Control:

Applicant must demonstrate site control by providing the following documentation:

- a. Provide a fully executed qualified contract for purchase and sale for the subject property behind a tab labeled “**Exhibit 27**”.

OR

- b. Provide a recorded deed or recorded certificate of title behind a tab labeled “**Exhibit 27**”.

OR

- c. Provide a copy of the fully executed long-term lease behind a tab labeled “**Exhibit 27**”.

3. Evidence of Infrastructure Availability:

- a. Electricity – Provide a letter from the provider or a properly completed and executed Verification of Availability of Infrastructure – Electricity form behind a tab labeled “**Exhibit 28**”.
- b. Water – Provide a letter from the provider or a properly completed and executed Verification of Availability of Infrastructure – Water form behind a tab labeled “**Exhibit 29**”.
- c. Sewer, Package Treatment or Septic Tank – Provide a letter from the provider or a properly completed and executed Verification of Availability of Infrastructure – Sewer Capacity, Package Treatment, or Septic Tank form behind a tab labeled “**Exhibit 30**”.
- d. Roads – Provide a letter from the appropriate Local Government or a properly completed and executed Verification of Availability of Infrastructure – Roads form behind a tab labeled “**Exhibit 31**”.

4. Evidence of Appropriate Zoning:

- a. New Construction Developments - Provide a properly completed and executed Local Government Verification That Development Is Consistent With Zoning And Land Use Regulations form behind a tab labeled “**Exhibit 32**”.

OR

- b. Rehabilitation Developments – Provide a properly completed and executed Local Government Verification That Development Is Consistent With Zoning And Land Use Regulations form or a properly completed and executed Local Government Verification That Permits Are Not Required For This Development form behind a tab labeled “**Exhibit 32**”.
5. Environmental Site Assessment (ESA):
- a. Phase I ESA – Provide a properly completed and executed Verification of Environmental Safety – Phase I Site Assessment form behind a tab labeled “**Exhibit 33**”.
 - b. Phase II ESA – If applicable, provide a properly completed and executed Verification of Environmental Safety – Phase II Site Assessment form behind a tab labeled “**Exhibit 34**”.

D. Demographic Commitment

- 1. Elderly –
 - a. Will the proposed Development be an ALF?
 - Yes No
 - b. Provide evidence of a local need for low-income Elderly housing (non-ALF or ALF) behind a tab labeled “**Exhibit 35**”.
- 2. Farmworker or Commercial Fishing Worker - Provide evidence of a local need for Farmworker or Commercial Fishing Worker housing behind a tab labeled “**Exhibit 35**”.
- 3. Homeless - Provide a properly completed and executed Verification of Inclusion in Local Homeless Continuum of Care Plan by Lead Agency form behind a tab labeled “**Exhibit 35**”. If no Local Homeless Assistance Continuum of Care Plan exists, evidence of a local need for Homeless housing must be provided behind a tab labeled “**Exhibit 35**”.
- 4. Family – Development will serve the general population.

E. Set-Aside Commitments

- 1. MMRB and HC Applications:
 - a. Minimum Set-Aside:

Select one of the following:

- 20% of units at 50% Area Median Income (AMI) or lower
- or
- 40% of units at 60% AMI or lower
- or
- HC Applicants Only - Deep rent skewing option as defined in Section 42, IRC, as amended

b. Set-Aside Commitment:

- (1) Does the proposed Development qualify as a Set-Aside Location A Development?
 - Yes No
- (2) If requesting Competitive HC, does the Applicant commit to set aside at least 50 percent of the ELI units for Special Needs Households?
 - Yes No

If “Yes”, the Applicant must provide a properly completed and executed Applicant Notification to Special Needs Household Referral Agency form behind a tab labeled **“Exhibit 36”**.

- (3) All Applicants must enter all set-aside commitments (required set-asides and additional set-asides) on the total set-aside breakdown chart at either section (a) or (b) below. The Applicant should complete each column of the applicable chart.
 - (a) If applying for Competitive HC or non-competitive HC with Local Government-issued Tax-Exempt Bonds:

| | Percentage of Residential Units Commitment for Competitive HC or non-competitive HC | AMI Level |
|--------------------------------|--|-----------------|
| | % | At or Below 25% |
| | % | At or Below 28% |
| | % | At or Below 30% |
| | % | At or Below 33% |
| | % | At or Below 35% |
| | % | At or Below 40% |
| | % | At or Below 45% |
| | % | At or Below 50% |
| | % | At or Below 60% |
| Total Set-Aside Percentage: | % | |

(b) If applying for MMRB and non-competitive HC Only:

| Percentage of Residential Units | | |
|---------------------------------|-----------------------------------|-----------------|
| Commitment for MMRB | Commitment for non-competitive HC | AMI Level |
| % | % | At or Below 25% |
| % | % | At or Below 28% |
| % | % | At or Below 30% |
| % | % | At or Below 33% |
| % | % | At or Below 35% |
| % | % | At or Below 40% |
| % | % | At or Below 45% |
| % | % | At or Below 50% |
| % | % | At or Below 60% |
| Total Set-Aside Percentage: | % | % |

2. HOME Applications:

a. Minimum Number of HOME-Assisted Units Required by HUD (Applicants requesting HOME Only or Competitive HC and HOME):

(1) HOME loan requested: \$ _____

(2) Total Development Cost: \$ _____

(3) % of Total Development Cost provided by HOME Loan _____%
(Divide a. (1) by a. (2) and round up to the next whole percentage number)

(4) Total number of units in Development: _____

(5) Minimum number of HOME-Assisted Units required: _____
(Multiply a. (4) by a. (3), round up to the next whole number)

(6) Minimum number of HOME-Assisted Units as a percentage: _____%
(Divide a. (5) by a. (4) and round percentage to two decimal places)

b. Total Set-Aside Commitment (Applicants requesting HOME Only):

(1) Commitment to Set Aside Units Beyond the Minimum:

Does the Applicant commit to set aside additional HOME-Assisted Units beyond the minimum required by HUD?

Yes No

If “Yes”, answer the following questions:

(a) How many? _____

(b) Percentage of ADDITIONAL HOME-Assisted Units: _____% (divide number shown in b.(1)(a) by a.(4) and round percentage to two decimal places)

(c) Is the minimum number of HOME-Assisted Units required, as shown at a.(5), plus the additional HOME-Assisted Units, as shown at b.(1)(a), either equal to or less than the total number of units in the Development?

Yes No

(2) Total Set-Aside Percentage: _____%
(add a.(6) and b.(1)(b) and round percentage to two decimal places)

(3) Summary of HOME-Assisted Units:

(a) Low HOME Rent Units _____

(b) High HOME Rent Units _____

(c) Total HOME -Assisted Units _____

3. Affordability Period for MMRB, HOME and HC Applications:

Applicant irrevocably commits to set aside units in the proposed Development for a total of _____ years.

F. Resident Programs

1. Qualified Resident Programs for Non-Elderly and Non-Homeless Developments (Maximum 6 Points):

a. Welfare to Work or Self-Sufficiency Type Programs (1 point)

Identify the program and the contact person:

(Name of welfare to work or self-sufficiency type program)

(Name of Contact Person)

(Telephone Number)

(Address)

- b. Homeownership Opportunity Program:
 - (1) Financial Assistance with Purchase of a Home (2 points)

OR For HC Single Family Rental Developments Only
 - (2) Financial Assistance with Purchase of a Unit in the Development (1 point)
- c. After School Program for Children (3 points)
- d. First Time Homebuyer Seminars (1 point)
- e. Literacy Training (2 points)
- f. Job Training (2 points)

2. Qualified Resident Programs for Homeless Developments - SRO and Non-SRO (Maximum 6 Points):

- a. The following resident programs are available for SRO Developments only:
 - (1) Staffed kitchen/Cafeteria (3 points)
 - (2) Daily Activities (3 points)
- b. The following resident programs are available for Non-SRO Developments only:
 - (1) Homeownership Opportunity Program:
 - (a) Financial Assistance with Purchase of a Home (2 points)

OR for HC Single Family Rental Developments Only
 - (b) Financial Assistance with Purchase of a Unit in the Development (1 point)
 - (2) After School Program for Children (3 points)
 - (3) First Time Homebuyer Seminars (1 point)

c. The following resident programs are available for both SRO and Non-SRO Developments:

- (1) Welfare to Work or Self-Sufficiency Type Programs (1 point)

Identify the program and the contact person:

(Name of welfare to work or self-sufficiency type program)

(Name of Contact Person) (Telephone Number)

(Address)

- (2) Literacy Training (2 points)

- (3) Job Training (2 points)

3. Qualified Resident Programs for Elderly Developments (Maximum 6 Points):

a. The following resident programs are available for Elderly Non-ALF Developments only:

- (1) Daily Activities (3 points)

- (2) Assistance with Light Housekeeping, Grocery Shopping and/or Laundry (1 point)

- (3) Resident Assurance Check-In Program (2 points)

- (4) Manager On-Call 24 Hours Per Day (2 points)

b. The following resident programs are available for Elderly ALF Developments only:

- (1) Medication Administration (3 points)

- (2) Services for Persons with Alzheimer's Disease and Other Related Disorders (3 points)

c. The following resident programs are available for both Elderly Non-ALF and Elderly ALF Developments:

- (1) Private Transportation (3 points)

(2) Literacy Training (2 points)

(3) Computer Training (2 points)

4. Qualified Resident Programs for ALL Applicants (Maximum 8 Points):

a. Health and Wellness

(1) For All Developments Except Elderly ALF Developments:

(a) Health Care (2 points)

(b) Health and Nutrition Classes (2 points)

(c) Mentoring (2 points)

OR

(2) For Elderly ALF Developments only:

(a) Health and Wellness Services and Activities (2 points)

(b) Mentoring and Intergenerational (2 points)

b. Resident Activities (2 points)

c. Financial Counseling (2 points)

d. English as a Second Language (2 points)

e. Resident Assistance Referral Program (2 points)

f. Swimming Lessons (2 points)

g. Life Safety Training (2 points)

G. HOME Uniform Relocation Act (HOME Applicants Only)

1. Does any portion of the Development involve rehabilitation work?

Yes - Complete both questions 2 & 3

No - Complete question 3 only

2. Tenant Relocation Information for Existing Properties:
- a. Are there any units occupied?
 - Yes - Complete items b. – f.
 - No - Skip items c. – f.
 - b. How many total units now exist in the development? _____
 - c. How many units are occupied? _____
 - d. Based on the income information of each tenant, is permanent relocation (displacement) anticipated during or after the rehabilitation period?
 - Yes - Number of units affected: _____
 - No
 - e. During rehabilitation, will temporary relocation of any tenants be required?
 - Yes - how many tenants will require temporary relocation? _____
 - No
 - f. Provide one copy of the required information in a separate notebook entitled "Relocation Documentation."
3. Uniform Relocation Act (URA) Acquisition Information (New Construction and Rehabilitation Developments):
- a. Does the Applicant own the Development site as documented in the Site Control section of this Application?
 - Yes - Provide a narrative regarding the acquisition behind a tab labeled "**Exhibit 37**" and skip items b. through d. below
 - No - Answer item b. below
 - b. Is Applicant a private company?
 - Yes - Provide a copy of the notice provided to the seller behind a tab labeled "**Exhibit 38**" and skip items c. and d. below
 - No - Answer item c. below

- c. Is Applicant a public (government) Applicant?
 - Yes - Answer item d. below
 - No - Skip item d. below

- d. Does the Applicant have eminent domain power?
 - Yes - Provide a copy of the required notice behind a tab labeled "**Exhibit 38**"
 - No - Provide the required information behind a tab labeled "**Exhibit 38**"

H. HOME Certification of Consistency With the Consolidated Plan (HOME Applicants Only)

Provide documentation evidencing certification of consistency with Consolidated Plan behind a tab labeled "**Exhibit 39**".

I. HOME Other Federal Requirements (HOME Applicants Only)

1. Federal Labor Requirements:

Does the Development consist of 12 or more HOME-Assisted Units to be constructed under a single contract?

- Yes
- No

2. Debarment and Suspension:

Provide the executed Contractor Certification behind a tab labeled "**Exhibit 40**".

3. Lead Based Paint:

a. Did the Applicant answer "Yes" to question G.1. in this Application?

- Yes – answer item b. below
- No – skip items b. and c. below

b. Was the Development to be rehabilitated built before 1978?

- Yes – answer item c. below
- No – skip item c. below

- c. Is the Applicant purchasing the property?
 - Yes - Provide a copy of the executed Disclosure of Information on Lead Based Paint and Lead Based Paint Hazards form behind a tab labeled "**Exhibit 41**".
 - No

4. Match:

List the amount of each source of Match and provide the required documentation behind a tab labeled "**Exhibit 42**" :

- a. Source(s) \$ _____
\$ _____
\$ _____
\$ _____
\$ _____
- b. Total Match Amount: \$ _____

Part IV. Local Government Support

A. Contributions – MMRB, HC and HOME Applications

- 1. If the proposed Development does not meet one or more of the criteria listed in the Application Instructions to be eligible for an automatic 5 points, has a Local Government committed to provide a contribution to the proposed Development?
 - Yes No

If "Yes", provide the following:

- a. The applicable Local Government Verification of Contribution form(s):
 - (1) Local Government Verification of Contribution – Grant form behind a tab labeled "**Exhibit 43**";
 - (2) Local Government Verification of Contribution – Fee Waiver form behind a tab labeled "**Exhibit 44**";
 - (3) Local Government Verification of Contribution – Loan form behind a tab labeled "**Exhibit 45**"; and/or

(4) Local Government Verification of Contribution – Fee Deferral form behind a tab labeled “**Exhibit 46**”.

b. The payment stream for all present value calculations (if contribution consists of a loan or deferred fee) and the calculations by which the total amount of each waiver is determined (if contribution consists of a fee waiver) must be provided behind the applicable exhibit tab.

2. For each Local Government contribution the Development will receive:

a. Enter the type of contribution (grant, loan, fee waiver or fee deferral) and the value (net present value for loans and fee deferrals) of each contribution:

| Type | Value |
|-------|----------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |

b. Enter the total value of the Local Government contribution(s): \$ _____

B. Incentives

- 1. If the Local Government provides an expedited permitting process for affordable housing, provide the Local Government Verification of Affordable Housing Incentives – Expedited Permitting Process for Affordable Housing form behind a tab labeled “**Exhibit 47**”.
- 2. If the Local Government has an on-going and current process for providing contributions to affordable housing properties or developments, provide the Local Government Verification of Affordable Housing Incentives – Contributions to Affordable Housing Properties or Developments form behind a tab labeled “**Exhibit 48**”.
- 3. If the Local Government currently makes available to affordable housing properties or developments the modification of fee requirements, including reduction or waiver of fees and alternative methods of fee payment, provide the Local Government Verification of Affordable Housing Incentives – Modification of Fee Requirements for Affordable Housing Properties or Developments form behind a tab labeled “**Exhibit 49**”.

- 4. If the Local Government currently has a process, established by ordinance, resolution, plan or policy, that requires consideration of the impact of proposed policies, ordinances, regulations, or plan provisions on the cost of affordable housing prior to adoption of such policies, ordinances, regulations, or plan provisions, provide the Local Government Verification of Affordable Housing Incentives – Impact of Policies, Ordinances, Regulations or Plan Provisions on Cost of Affordable Housing Properties or Developments form behind a tab labeled “**Exhibit 50**”.

Part V. Financing

A. Funding:

1. Funding Request:

- Tax-Exempt Multifamily Bonds \$ _____
- Taxable Multifamily Bonds \$ _____
- Competitive HC (annual amount) \$ _____
- Non-competitive HC (annual amount) \$ _____
- HOME \$ _____

HOME Applicants –

Total maximum HOME subsidy allowed: \$ _____

Provide a chart behind a tab labeled “**Exhibit 51**” showing the calculation of the total maximum HOME subsidy the Applicant may request based on the Corporation limits.

2. Designation (Applicants requesting HC): _____

If selecting the Preservation designation, the Applicant must provide the required evidence of eligibility behind a tab labeled “**Exhibit 52**”.

3. Other Funding:

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

| | |
|--------------------|-------------------|
| Corporation File # | Amount of Funding |
| _____ | \$ _____ |

- b. Other Corporation funds that will be used as a source of financing for this construction project:

| | Corporation Program | Corporation File # | Amount of Funding |
|-----|---------------------|--------------------|-------------------|
| (1) | SAIL | _____ | \$ _____ |
| (2) | Tax-Exempt MMRB | _____ | \$ _____ |
| (3) | Non-competitive HC | _____ | \$ _____ |
| (4) | Taxable MMRB | _____ | \$ _____ |

- c. If Local Government-issued Tax-Exempt Bond proceeds, excluding 501(c)(3) bonds, will be used to finance this construction, provide the following information:

_____ \$ _____
 (Tax-Exempt Bond source) (Tax-Exempt Bond amount)

B. Finance Documents

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

All Applicants must complete and attach the Commitment to Defer Developer Fee form, if applicable, behind a tab labeled “**Exhibit 53**”.

C. MMRB Applicants (Threshold)

Provide the following information:

1. Credit Enhancer: _____
 Term: _____ Expected Rating: _____

OR

2. Private Placement / Name of Purchaser: _____
 Term: _____ Expected Rating: _____

Provide the Credit Enhancer’s Commitment or Bond Purchaser’s Letter of Interest behind a tab labeled “**Exhibit 54**”.

D. Non-Corporation Funding Commitment(s)

Applicants are not required to provide any documentation for anticipated funding from the American Recovery and Reinvestment Act of 2009. However, for all other funding commitment(s) and letter(s) of intent executed by the lender(s) or other source(s), Applicants must provide the documentation for each source directly behind its own tab beginning with a tab labeled “**Exhibit 55**” and continuing with sequentially numbered tabs for each exhibit.

Addenda

You may use the space below to provide any additional information or explanatory addendum for items in the Application. Please specify in detail the particular Part, Section, Subsection, etc., to which the additional information or explanatory addendum applies.