

**2011 Universal Application  
Multifamily Mortgage Revenue Bonds (MMRB) Program  
HOME Investment Partnerships (HOME) Rental Program  
Housing Credit (HC) Program**

**Part I. Applicant Certification**

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

**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):
  - Competitive HC Only
  - Competitive HC and HOME
  - Non-competitive HC Only
  - Tax-Exempt MMRB and non-competitive 4% HC
  - Tax-Exempt MMRB without non-competitive 4% HC
  - Tax-Exempt MMRB and Taxable Bonds and non-competitive 4% HC
  - Tax-Exempt MMRB and Taxable Bonds without non-competitive 4% HC
  
2. Applicant Information:
  - a. Name of Applicant: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

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: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

5. If Applying for HOME: Is the Applicant applying as a Community Housing Development Organization (CHDO)?

Yes  No

If “Yes”, state CHDO Name: \_\_\_\_\_ and provide the required information behind a tab labeled “**Exhibit 9-A**”.

**B. Development Team**

1. Developer or Principal of Developer:

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b. General Experience

(1) For each experienced Developer, provide an executed Developer or Principal of Developer Certification form, behind a tab labeled “**Exhibit 10**”, certifying to the required experience with three (3) completed affordable rental housing developments, as outlined in the Instructions.

- (2) For each experienced Developer, provide a prior experience chart, behind a tab labeled “**Exhibit 10**”, reflecting the required information for the three (3) completed affordable rental housing developments.
- (3) For each co-Developer without the required experience, provide the requested information behind a tab labeled “**Exhibit 10**”.

c. Housing Credit Development Experience

- (1) Has a Principal of the Developer completed at least three (3) Housing Credit developments as outlined in Part II.B.1.c.(1) of the Instructions?

Yes                       No

If “Yes”, provide a prior experience chart, behind a tab labeled “**Exhibit 10**”, reflecting the required information for the three (3) Housing Credit developments.

or

- (2) Does a Principal of the Developer meet the criteria regarding all Competitive Housing Credits received from Florida Housing and all non-competitive Housing Credits received from Florida Housing to be used in conjunction with SAIL or HOME, as outlined in Part II.B.1.c.(2) of the Instructions?

Yes                       No

If “Yes”, provide a prior experience chart, behind a tab labeled “**Exhibit 10**”, reflecting the required information for the applicable Developments.

or

- (3) Has a Principal of the Developer completed at least 1,000 Housing Credit units in the state of Florida as outlined in Part II.B.1.c.(3) of the Instructions?

Yes                       No

If “Yes”, provide a prior experience chart, behind a tab labeled “**Exhibit 10**”, reflecting the required information for the applicable Developments.

2. Management Company or principal of Management Company:
  - a. Provide the executed Management Company or Principal of Management Company Certification form behind a tab labeled “**Exhibit 11**”.
  - b. Provide a Management Company’s or principal of Management Company’s prior experience chart behind a tab labeled “**Exhibit 11**”.
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 12**”.
  - b. Provide a prior experience chart, behind a tab labeled “**Exhibit 12**”, reflecting the required information for the two (2) completed developments.
  - c. Florida General Contractor Ranking Preference

(1) Domicile Category –

- (a) Is the principal office of the General Contractor or qualifying agent of the General Contractor located in the state of Florida?

Yes                       No

If “Yes”, indicate which party meets this criteria:

- General Contractor
- Qualifying agent of the General Contractor

and

- (b) Do a majority of the principals and financial beneficiaries of the General Contractor or qualifying agent of the General Contractor (as defined in Part II.B.3.c.(1)(b) of the Instructions) reside in the state of Florida?

Yes                       No

If “Yes”, indicate which party meets this criteria and provide a list of the principals and financial beneficiaries of the applicable party (General Contractor or qualifying agent) behind a tab labeled “**Exhibit 12**”.

- General Contractor
- Qualifying agent of the General Contractor

or

(2) Substantial Experience Category –

Has the General Contractor or qualifying agent of the General Contractor completed at least five (5) Developments using funds either provided by or administered by Florida Housing as outlined in Part II.B.3.c.(2) of the Instructions?

- Yes
- No

If “Yes”, provide a prior experience chart, behind a tab labeled “**Exhibit 12**”, reflecting the required information for the five (5) Florida Housing funded Developments.

4. Architect:

Provide the executed Architect Certification form behind a tab labeled “**Exhibit 13**”.

5. Attorney:

- a. MMRB Applicants - provide the executed Attorney (MMRB) Certification form behind a tab labeled “**Exhibit 14**”.
- b. HC Applicants - provide the executed Attorney (HC) Certification form behind a tab labeled “**Exhibit 15**”.

6. Accountant:

Provide the executed Accountant Certification form behind a tab labeled “**Exhibit 16**”.

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 17**”.
- b. Provide a Service Provider’s or principal of Service Provider’s prior experience chart behind a tab labeled “**Exhibit 17**”.

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

Provide the Guarantor Information Chart behind a tab labeled “**Exhibit 18**”.

**Part III. Proposed Development**

**A. General Development Information**

1. Name of proposed Development: \_\_\_\_\_

2. Location of Development Site:

a. County: \_\_\_\_\_

b. Address of Development Site:

Select question (1) or question (2) below and provide the applicable information. If question (2) is selected, the Applicant must also select either question (2)(a) or question (2)(b) below and, if question (2)(a) is selected, the name of the city must be stated.

(1) The following address has been assigned by the USPS:

\_\_\_\_\_  
(Address Number and Street)

\_\_\_\_\_  
(City)

or

(2) The address has not yet been assigned by the USPS:

\_\_\_\_\_  
(Street Name and closest designated intersection)

and

(a) The proposed Development is located within the city limits of: \_\_\_\_\_.  
(Name of City)



or

- (b) The proposed Development is located within the unincorporated area of the County.

c. Will the Development consist of Scattered Sites?

- Yes  No

If “Yes”, for each of the Scattered Sites, provide the Address, total number of units, and the latitude and longitude coordinates behind a tab labeled “**Exhibit 19**”.

d. 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 20**”.

e. Does the Application involve a site with an existing Declaration of Trust between a Public Housing Authority and HUD?

- Yes  No

If “Yes”, to be eligible for the Proximity Tie-Breaker Tier 1 Score boost the Applicant must meet the criteria outlined in Part III.A.2.e. of the Instructions and provide the required documentation behind a tab labeled “**Exhibit 20**”.

f. Does the proposed Development qualify as a Public Housing Revitalization Development?

- Yes  No

If “Yes”, to qualify as a Public Housing Revitalization Development for purposes of this Application, the Applicant must meet the criteria outlined in Part III.A.2.f. of the Instructions and provide a properly completed and executed Local Government Certification of Public

Housing Revitalization in a Local Community Redevelopment or Revitalization Plan form behind a tab labeled “**Exhibit 20**”.

g. 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, the proposed Development must meet the requirements set out in Part III.A.2.g. of the Instructions and the Applicant must provide the required documentation behind a tab labeled “**Exhibit 20**”.

h. Does the proposed Development qualify as a TOD Development?

Yes  No

If “Yes”, to qualify as a TOD Development for purposes of this Application, the proposed Development must meet all of the criteria outlined in Part III.A.2.h. of the Instructions and the properly completed and executed Local Government Verification of Qualification as a TOD Development form must be provided behind a tab labeled “**Exhibit 20**”.

i. Is proposed Development located in the Florida Keys Area?

Yes  No

j. 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): \_\_\_\_\_

k. 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)(B)(iii), IRC, as amended, or in the 2012 QAP?

Yes  No

If "Yes", indicate which DDA: \_\_\_\_\_

(b) Is the proposed Development located in a QCT as defined in Section 42(d)(5)(B)(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 21**".

(c) If the answer to question (1)(a) and/or (1)(b) above is "Yes", is the proposed Development the first phase of a multiphase Development, as defined in Part III.A.2.k.(1)(c) of the Instructions?

Yes  No

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

l. Applicants requesting MMRB (with or without non-competitive HC) and Applicants requesting non-competitive HC only must provide the properly completed and executed Surveyor Certification of Development Location Point for MMRB and Non-Competitive HC form behind a tab labeled “**Exhibit 22**”.

m. Applicants requesting HOME must answer the following questions:

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

Yes  No

If “Yes”, complete (1) or (2) or (3) below, as applicable:

- (1) 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-A**”.

- (2) 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-A**”.

- (3) Sarasota County Developments - Is the Development located within Sarasota County but outside the boundaries of incorporated Sarasota?

Yes  No

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

3. Development Category:

- a. Select one category: \_\_\_\_\_

If selecting New Construction or Rehabilitation (with or without Acquisition), to be considered for a Rental Assistance (RA) Level other than RA Level 6, provide, behind a tab labeled “**Exhibit 23**”, the required information, as outlined at Part III.A.3.a.(1) of the Instructions.

If selecting Redevelopment or Acquisition and Redevelopment, the Applicant must meet the required criteria and provide, behind a tab labeled “**Exhibit 23**”, the required information, as outlined at Part III.A.3.a.(2) of the Instructions.

If selecting Preservation or Acquisition and Preservation, the Applicant must meet the required criteria and provide, behind a tab labeled “**Exhibit 23**”, the required information, as outlined at Part III.A.3.a.(3) of the Instructions.

- b. Does the proposed Development meet the requirements to be considered to be concrete construction?
- Yes                       No
- c. If applying for MMRB, will each residential building consist of two (2) or more dwelling units?
- Yes                       No

4. Development Type: \_\_\_\_\_

5. Number of buildings with dwelling units: \_\_\_\_\_

6. Number of Units in Proposed Development:

a. Total number of units: \_\_\_\_\_

b. Indicate which statement applies to the proposed Development:

- The proposed Development consists of 100% new construction units.
- The proposed Development consists of 100% rehabilitation units.
- The proposed Development will involve the following quantity of both new construction units and rehabilitation units:

\_\_\_\_\_ new construction units and \_\_\_\_\_ rehabilitation units

c. Total number of rental assistance units\*: \_\_\_\_\_

\*The number of units that receive and/or will receive PBRA, ACC and/or other form of long-term rental assistance, as applicable, will be used to determine the Application's RA Level classification, as outlined in Part III.A.3.a. of the Instructions, and must be stated in the Application by the Application Deadline without the ability to "cure", as outlined in Part III.A.6.c. of the Instructions.

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 or state "unknown": \_\_\_\_\_

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

Yes  No

If "Yes", answer the following questions:

- (1) If the Applicant is requesting Competitive HC, does the proposed Development meet one of the permitted exceptions outlined in paragraph 67-48.023(1)(c), F.A.C.?

Yes  No

- (2) State the name of the Development as reflected in the recorded LURA and/or EUA: \_\_\_\_\_.

- (3) State the Zip Code of the existing Development: \_\_\_\_\_.

9. Development Status:

- a. Has the work proposed in this Application commenced?

Yes  No

If "Yes", were building permits or site development permits required?

Yes – when were the permits issued? \_\_\_\_\_  
(mm/dd/yyyy)

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

- b. Has the work proposed in this Application been completed?

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 certificate behind a tab labeled “**Exhibit 24**”.

- c. If the proposed Development involves any rehabilitation work, are any of the existing units currently occupied?

Yes                       No

- d. If the work proposed in this Application is not yet complete, what is the anticipated placed-in-service date? \_\_\_\_\_

(mm/dd/yyyy)

10. Proximity (Applications Requesting Competitive HC):

NOTE: Applications that achieve a total Proximity Tie-Breaker Score of less than 20 points will only be considered for funding under the applicable circumstances outlined in Section 6. of the Ranking and Selection Criteria section of the Instructions.

- a. All Applicants seeking points for Transit, Tier 1 and Tier 2 services must provide the properly completed and executed Surveyor Certification for Competitive HC Applications form behind a tab labeled “**Exhibit 25**”.
- b. For proximity of the proposed Development to the closest Development latitude and longitude coordinates identified on the FHFC Development Proximity List (the List) (Maximum 10 Tie-Breaker Points), indicate which of the following applies (Items (1) through (8) below) 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.d. of the Application **AND** either the proposed Development (i) does not qualify as a Set-Aside Location A Development at Part III.E.1.b.(1) of the Application, **OR** (ii) qualifies as a Set-Aside Location A Development **AND** is classified as RA Level 1 or RA Level 2\*.

(2) The proposed Development is located in a Medium-Large County **AND** the location of the proposed Development (i) qualified as an Urban In-Fill Development at Part III.A.2.d. of the Application and (ii) is classified as a DDA and/or QCT as outlined in Part III.A.2.k.(1)(a) and/or (b) of the Application. Additionally, the proposed Development either (i) does not qualify as a Set-Aside Location A Development at Part III.E.1.b.(1) of the Application **OR** (ii)



qualifies as a Set-Aside Location A Development **AND** is classified as RA Level 1 or RA Level 2\*.

- (3) The Application qualified as a HOPE VI Development at Part III.A.2.g. of the Application **AND** the proposed Development either (i) does not qualify as a Set-Aside Location A Development at Part III.E.1.b.(1) of the Application **OR** (ii) qualifies as a Set-Aside Location A Development **AND** is classified as RA Level 1 or RA Level 2\*.
- (4) The Applicant selected and qualified for the Homeless Demographic Commitment at Part III.D. of the Application **AND** the proposed Development either (i) does not qualify as a Set-Aside Location A Development at Part III.E.1.b.(1) of the Application **OR** (ii) qualifies as a Set-Aside Location A Development **AND** is classified as RA Level 1 or RA Level 2\*.
- (5) The Applicant selected the Rehabilitation or Acquisition and Rehabilitation Development Category at Part III.A.3.a. of the Application **AND** the proposed Development (i) involves the Rehabilitation of an existing, occupied residential rental property currently in operation as of the Application Deadline, **AND** (ii) does not qualify as a Set-Aside Location A Development at Part III.E.1.b.(1) of the Application **AND** (iii) is classified as RA Level 1, 2, 3, or 4\*.
- (6) The Applicant selected and qualified for the Preservation or Acquisition and Preservation Development Category at Part III.A.3.a. of the Application **AND** the proposed Development (i) qualifies as a Set-Aside Location A Development at Part III.E.1.b.(1) of the Application **AND** (ii) is classified as RA Level 1 or RA Level 2\*.
- (7) The Applicant selected and qualified for the Preservation, Acquisition and Preservation, Redevelopment, or Acquisition and Redevelopment Development Category at Part III.A.3.a. of the Application **AND** the proposed Development (i) does not qualify as a Set-Aside Location A Development at Part III.E.1.b.(1) of the Application **AND** (ii) is classified as RA Level 1, 2, 3, or 4\*.
- (8) None of the above applies to this Application.

\* RA Levels are described in Part III.A.3.a. of the Instructions and in Section 5. of the Ranking and Selection Criteria section of the Instructions.

- c. Do the proposed Development and any Development(s) on the List have the same Financial Beneficiaries and are they contiguous or divided by a street or easement or divided by a prior phase of the proposed Development?

Yes  No

If “Yes”, identify the name of the Development(s) on the List:

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**B. Construction Features and Amenities**

1. Required General Features and Amenities for All Developments:

Does the Applicant commit to provide the required general features and amenities (outlined at Part III.B.1. of the Instructions) for the proposed Development?

Yes  No

2. Required Universal Design and Visitability Features:

- a. For proposed Developments involving new construction units, regardless of the Development Category selected at Part III.A.3.a. of the Application, does the Applicant commit to provide the required universal design and visitability features and amenities (outlined at Part A.1. of the Manual) in all of the new construction units?

Yes  No

- b. For proposed Developments involving rehabilitation units, regardless of the Development Category selected at Part III.A.3.a. of the Application, does the Applicant commit to provide feasible universal design and visitability features (outlined at Part B.1. of the Manual) as determined by a capital needs assessment performed during credit underwriting?

Yes  No

3. Optional Features and Amenities:

If the proposed Development will consist of Scattered Sites (as stated by the Applicant at Part III.A.2.c.), 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 Scattered Site with the most units, or a combination of both?

- Yes                       No

a. Optional General Unit Features and Amenities for all new construction units and all rehabilitation units, regardless of the Development Category selected at Part III.A.3.a. of the Application (Maximum available points for this category is 9 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 door frames for all exterior doors 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 new construction unit.
- Double compartment kitchen sink in all units (1 point)
- Pantry in kitchen area in all new construction 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)
- Garbage disposal in all units (1 point)
- New kitchen cabinets and counter top(s) in all rehabilitation units (3 points)
- New bathroom cabinet(s), excluding medicine cabinet, in all rehabilitation units (1 point)
- New plumbing fixtures in kitchen and bathroom(s) in all rehabilitation units [minimum of new sink and new faucets in kitchen and minimum of new tub, new toilet, new sink and new faucets in bathroom(s)] (3 points)

b. Optional Features and Amenities for All Developments Except SRO (Maximum available points for this category is 12 points):

- 30 Year expected life roofing on all buildings (2 points)
- Gated community with “carded” or “touchpad” entry or security guard, or if 2 or more stories, “carded” or “touchpad” secure entry to each building (2 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/vacuuming) (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)
- Library consisting of a minimum of 100 books and 5 current magazine subscriptions (1 point)
- Computer lab on-site with minimum one computer per 30 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:

- Outside recreation facility consisting of shuffleboard court and appropriate equipment, bocce ball court or lawn bowling court and appropriate equipment, tennis court, full basketball court or volleyball court. (Specific facility will be committed to during credit underwriting) (2 points)
- Outside recreation facilities. Applicant must identify two (2) separate facilities here: \_\_\_\_\_ and \_\_\_\_\_ (Facilities must be approved by Corporation staff and servicers during credit underwriting) (2 points)

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)
- Dryer and Energy Star qualified washer 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 dryers and Energy Star qualified washers available in at least one common area on site – minimum 1 washer and 1 dryer for every 12 units (1 point)
- Laundry facilities with full-size dryers and Energy Star qualified washers available in at least one common area on every floor in each building of the Development if

Development consists of more than one building and/or more than one story – minimum 1 washer and 1 dryer for every 12 units (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)

c. Optional Features and Amenities for SRO Developments (Maximum available points for this category is 12 points):

- 30 Year expected life roofing on all buildings (2 points)
- Gated community with “carded” or “touchpad” entry or security guard, or if 2 or more stories, “carded” or “touchpad” secure entry to each building (2 points)
- Emergency call service in all units (3 points)
- Exercise room with appropriate equipment (2 points)
- Secure, enclosed bicycle storage provided at no charge to the resident (1 point)
- 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 (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)
- Library consisting of a minimum of 100 books and 5 current magazine subscriptions (1 point)

- Computer lab on-site with minimum one computer per 30 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:

- Outside recreation facility consisting of shuffleboard court and appropriate equipment, bocce ball court or lawn bowling court and appropriate equipment, tennis court, full basketball court or volleyball court. (Specific facility will be committed to during credit underwriting) (2 points)
- Outside recreation facilities. Applicant must identify two (2) separate facilities here: \_\_\_\_\_ and \_\_\_\_\_ (Facilities must be approved by Corporation staff and servicers during credit underwriting) (2 points)

Applicant may select only one of the following two items:

- Laundry facilities with full-size dryers and Energy Star qualified washers available in at least one common area on site – minimum 1 washer and 1 dryer for every 12 units (1 point)
- Laundry facilities with full-size dryers and Energy Star qualified washers available in at least one common area on every floor in each building of the Development if Development consists of more than one building and/or more than one story – minimum 1 washer and 1 dryer for every 12 units (2 points)

d. Optional Universal Design and Visitability Unit Features (10 Points)

Does the Applicant commit to (i) provide all of the Optional Universal Design and Visitability features (outlined in Part A.2. of the Manual) in at least 15 percent of the proposed Development’s new construction units, if any, and (ii) provide as many of the Optional Universal Design and Visitability features (outlined in Part B.2. of the Manual) as feasible, based on the capital needs assessment, in at least 15 percent of the proposed Development’s rehabilitation units, if any?

- Yes
- No

4. Energy Features for all units in the Development:

- a. For proposed Developments involving new construction units, regardless of the Development Category selected at Part III.A.3.a. of the Application, does the Applicant commit that (i) each new construction unit in the proposed Development that is eligible for the Energy Star New Homes (Florida standard) will achieve a Home

Energy Rating System (HERS) Index of 77 or below, and (ii) each new construction unit in the proposed Development that is not eligible for the Energy Star New Homes will include, at a minimum, the energy features set out in Part III.B.4.a. of the Instructions?

- Yes                       No

b. For proposed Developments involving rehabilitation units, regardless of the Development Category selected at Part III.A.3.a. of the Application, does the Applicant commit to provide feasible energy features (outlined in Part III.B.4.b. of the Instructions) as determined by a capital needs assessment performed during credit underwriting for all rehabilitation units?

- Yes                       No

5. Green Building:

- a. Green Building Options for Applications with the Development Category of New Construction or Redevelopment (with or without Acquisition)

The Applicant may select one (1) of the following Green Building options:

- (1) Green Building Features (7 points)

By making this selection, the Applicant commits to provide the Green Building features outlined at Part III.B.5.a.(1) of the Application Instructions.

or

- (2) Green Building Certification (10 points)

By making this selection, the Applicant commits to achieve one of the Green Building Certifications listed at Part III.B.5.a.(2) of the Application Instructions.

or

- b. Green Building Option for Applications with the Development Category of Rehabilitation or Preservation (with or without Acquisition) (10 points)

By making this selection, the Applicant commits to provide the Green Building features outlined at Part III.B.5.b. 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 and Redevelopment Developments (at Part III.A.3.a. of the Application) – 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 and Preservation Developments (at Part III.A.3.a. of the Application) – 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. For all counties except Miami-Dade County and Broward County, if the Applicant selected the Development Category of Rehabilitation or Preservation (with or without Acquisition) at Part III.A.3.a. of the Application, does the proposed Development constitute an existing, occupied elderly housing facility that is operating as an elderly housing facility as set forth in the Federal Fair Housing Act as of the Application Deadline for the 2011 Universal Application Cycle?
 

Yes                       No
  - c. Provide evidence of a local need for low-income Elderly housing (non-ALF or ALF) behind a tab labeled “**Exhibit 35**”.



(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 only:

Percentage of Residential Units		AMI Level
Commitment for Competitive HC or non-competitive HC only		
	%	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:	%	

\* One of the requirements for a proposed Development to qualify as a TOD Development is that at least 50 of the Development's set-aside units must be located within the designated TOD area. Set-aside units are calculated using the methodology described in Section 3.b. of the Ranking and Selection Criteria section of the Instructions.

(b) If applying for MMRB with or without non-competitive HC:

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 Competitive HC and HOME):

- (1) HOME loan requested: \$ \_\_\_\_\_
- (2) Total Development Cost: \$ \_\_\_\_\_

- (3) Percentage 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 by HUD: \_\_\_\_\_  
(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. Summary of HOME-Assisted Units:

- (1) Low HOME Rent Units \_\_\_\_\_
- (2) High HOME Rent Units \_\_\_\_\_
- (3) Total HOME -Assisted Units \_\_\_\_\_

3. Affordability Period:

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. 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)
- b. After School Program for Children (3 points)
- c. First Time Homebuyer Seminars (1 point)
- d. Literacy Training (2 points)
- e. Employment Assistance Program (2 points)

OR

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) Literacy Training (2 points)
  - (2) Employment Assistance Program (2 points)

OR

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-Site 24 Hours Per Day (3 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)

AND

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 (Applications Requesting HOME)**

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 (For All Development Categories):
  - 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 35-A**" 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 35-B**" 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 35-C**"
  - No - Provide the required information behind a tab labeled "**Exhibit 35-C**"

**H. HOME Certification of Consistency With the Consolidated Plan** (Applications Requesting HOME)

Provide documentation evidencing certification of consistency with Consolidated Plan behind a tab labeled "**Exhibit 35-D**".

**I. HOME Other Federal Requirements** (Applications Requesting HOME)

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 35-E**".

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 35-F”**.
  - No

4. Match:

List the amount of each source of Match and provide the required documentation behind a tab labeled **“Exhibit 35-G”** :

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

## Part IV. Local Government Support

### A. Contributions

- 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 36”**;
  - (2) Local Government Verification of Contribution – Fee Waiver form behind a tab labeled **“Exhibit 37”**;
  - (3) Local Government Verification of Contribution – Loan form behind a tab labeled **“Exhibit 38”**; and/or

(4) Local Government Verification of Contribution – Fee Deferral form behind a tab labeled “**Exhibit 39**”.

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 40**”.
- 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 41**”.
- 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 42**”.
- 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 43**”.

**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	\$ _____

2. 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 incorporated as a source of financing for the proposed Development:

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

c. If tax-exempt multifamily bonds issued by an entity other than the Corporation or a County Housing Finance Authority will be used to finance this construction, provide the following information:

_____	\$ _____
(tax-exempt multifamily bond source)	(tax-exempt multifamily bond amount)

d. If the proposed Development will be assisted with funding under the United States Department of Agriculture RD 514/516 Program, RD

515 Program, and/or the RD 538 Program, indicate the applicable program(s) below and provide the required documentation behind a tab labeled “**Exhibit 44**”.

RD 514/516                       RD 515                       RD 538

**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 45**”.

**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 46**”.

**D. Non-Corporation Funding Commitment(s)**

Attach all funding commitment(s) and letter(s) of intent executed by the lender(s) or other source(s). Insert the documentation for each source directly behind its own tab beginning with a tab labeled “**Exhibit 47**” 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.