

**Universal Application**  
**Multifamily Mortgage Revenue Bonds (MMRB) Program**  
**State Apartment Incentive Loan (SAIL) Program**  
**HOME Investment Partnerships (HOME) Rental Program**  
**Housing Credit (HC) Program**

**Part I. Applicant Certification**

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

**Part II. Applicant and Development Team**

**A. Applicant**

1. Corporation program(s) applied for in this Application:

- Tax-Exempt Multifamily Mortgage Revenue Bonds (MMRB)
- Taxable Multifamily Mortgage Revenue Bonds
- State Apartment Incentive Loan (SAIL)
- Housing Credits (HC) [Competitive 4% and/or 9%]
- Housing Credits (HC) [non-competitive 4% with Tax-Exempt Bonds]
- 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 Applicant applying as a Non-Profit organization?

Yes  No

If answer is “Yes”, is Applicant applying as a 100% Non-Profit?

Yes  No

If answer to either of the above questions is “Yes”, Applicant must respond to (1) and (2) below. If answer is “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 a public housing authority created by section 421.04, Florida Statutes?

Yes  No

(b) Is the Applicant or one of its general partners a Non-Profit entity that is an Affiliate of a public housing authority created by section 421.04, Florida Statutes?

Yes  No

(c) Is the Applicant or one of its general partners a public housing authority or 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 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

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

Yes  No

(e) If “Yes” to question (a), (b), either question at (c) and/or (d) above, answer the following questions:

(i) 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: \_\_\_\_\_%

(ii) Percentage of Developer’s fee that will go to the Non-Profit entity: \_\_\_\_\_%

(iii) Provide the description/explanation of the role of the Non-Profit entity behind a tab labeled **“Exhibit 6”**.

(iv) Provide the names and addresses of the members of the governing board of the Non-Profit entity behind a tab labeled **“Exhibit 7”**.

(v) 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”**.

(vi) Year Non-Profit entity was incorporated: \_\_\_\_\_  
(yyyy)

(vii) 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, SAIL and HOME Applicants - provide the executed Attorney (MMRB, SAIL, 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 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. Development**

**A. General Development Information**

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

2. Location of Development Site:

a. Address of Development Site:

Street: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

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 a latitude and longitude coordinate behind a tab labeled “**Exhibit 20**”.

c. Does the location of the proposed Development qualify as an Urban In-Fill Development?

Yes                                       No

If “Yes”, provide the Local Government Verification of Qualification as Urban In-Fill Development form behind a tab labeled “**Exhibit 21**”.

d. 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 Applications Only –

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**”.

e. 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): \_\_\_\_\_

- f. 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”):

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

Yes  No

Explain why or why not:

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(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 HOME Applications Only

- Rehabilitation/Substantial Rehabilitation (where less than 50% of the units are new construction)
- Acquisition and Rehabilitation/Substantial Rehabilitation (Acquisition plus less than 50% of the units are new construction)

b. Will each residential building consist of 5 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. Does this Development involve the rehabilitation of buildings which have received, within fourteen years of the Application Deadline, Corporation funding (excluding PLP) or a final allocation for other construction work?  
 Yes                       No

9. Development Status

a. Has Rehabilitation/Substantial 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/Substantial 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 (MMRB, SAIL and/or Competitive HC Applications Only)

a. Provide the Surveyor Certification Form behind a tab labeled “**Exhibit 25**”.

b. 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. Proximity to closest Development Address or latitude and longitude coordinates identified on the FHFC Development Proximity List (the List) (Maximum 3.75 Tie-Breaker Points):

(1) Indicate which one of the following applies to this Application:

- (a) 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.
- (b) The Applicant selected and qualified for the Front Porch Florida Community or the HOPE VI Designation at Part V.A. of the Application.
- (c) The Applicant selected and qualified for the Homeless Demographic Commitment at Part III.D. of the Application.
- (d) The Applicant selected and qualified for the Farmworker/Commercial Fishing Worker Demographic Commitment at Part III.D. of the Application.
- (e) The Applicant selected the Rehabilitation/Substantial Rehabilitation or Acquisition and Rehabilitation/Substantial Rehabilitation Development Category at Part III.A.3. **AND** the proposed Development involves the Rehabilitation/Substantial Rehabilitation of an existing, occupied residential rental property currently in operation as of the Application Deadline.
- (f) None of the above applies to this Application.

(2) If (1)(f) was selected, indicate which of the following applies to this Application:

- (a) A Development identified on the List, serving the same demographic group, is located within 5

miles of the proposed Development, the location of the proposed Development qualifies for Set-Aside Location A, and the Applicant is applying for SAIL and MMRB, SAIL and HC, MMRB only or HC only.

- (b) A Development identified on the List, consisting of 31 or more units, serving the same demographic group, is located within 2.5 miles of the proposed Development, and (i) the location of the proposed Development qualifies for Set-Aside Location A and the Applicant is applying for SAIL only, or (ii) the location of the proposed Development does not qualify for Set-Aside Location A.
- (c) A Development identified on the List, consisting of 30 or fewer units, serving the same demographic group, is located within 1.25 miles of the proposed Development, and (i) the location of the proposed Development qualifies for Set-Aside Location A and the Applicant is applying for SAIL only, or (ii) the location of the proposed Development does not qualify for Set-Aside Location A
- (d) Neither (a), (b), nor (c) applies.

**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 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;
- 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

Except for HOME 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 Tie-Breaker Measurement Point, 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/Substantial 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 range and oven in all units (1 point)
- New 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 (3 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)
- 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 or Duplexes / 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 (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)

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 7.4 instead of electric resistance (1 point)
  - Heat pump with a minimum HSPF of 7.5 instead of electric resistance (2 points)
  - Gas hydronic combo unit HVAC (2 points)

- (2) Cooling – Applicant may select only one of the following two items:
- Air conditioning with SEER rating of 12 or better (1 point)
  - Air conditioning with SEER rating of 13 or better (2 points)
- (3) Water Heating – Applicant may select only one of the following two items:
- Gas water heater with energy factor of .58 or better (1 point)
  - Electric water heater with energy factor of .91 or better (1 point)
- (4) Insulation –
- Wall insulation ratings are determined by the insulation material only, not the wall assembly materials. Applicant may select only one of the following two items:
- Wall insulation of R-13 or better for frame built construction (2 points)
  - Wall insulation of R-7 or better for masonry/concrete block construction (2 points)
- 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) Other:

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

**C. Ability to Proceed**

1. Status of Site Plan Approval or Plat Approval:

All Applications must include one of the following:

- 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/Substantial 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, SAIL 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

or

- SAIL Applicants Only - 100% of units below 120% AMI

b. Set-Aside Commitment:

(1) Is the location of the proposed Development within Set-Aside Location A?

- Yes
- No

(2) All Applicants must complete the total set-aside breakdown chart at either section (a), (b), (c), (d), or (e) below. The Applicant should complete each column of the chart in the section that is applicable to the program(s) it is applying for.

(a) If only 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 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 only applying for SAIL:

Percentage of Residential Units	
Commitment for SAIL	AMI Level
%	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%
%	Below 120%
Total Set-Aside Percentage:	%

(c) If applying for MMRB, SAIL and non-competitive HC Only:

Percentage of Residential Units			AMI Level
Commitment for MMRB	Commitment for SAIL	Commitment for non-competitive HC	
%	%	%	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%
			Below 120%
Total Set-Aside Percentage:	%	%	

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

Percentage of Residential Units		AMI Level
Commitment for MMRB	Commitment for non-competitive HC	
%	%	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:	%	

(e) If applying for Competitive HC and SAIL Only:

Percentage of Residential Units		AMI Level
Commitment for SAIL	Commitment for Competitive HC	
%	%	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%
		Below 120%
Total Set-Aside Percentage:	%	

2. HOME Applications:

a. Minimum Number of HOME-Assisted Units Required by HUD:

(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. 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:

- (1) How many? \_\_\_\_\_
- (2) Percentage of ADDITIONAL HOME-Assisted Units: \_\_\_\_\_% (divide number shown in b.(1) by a.(4) and round percentage to two decimal places)
- (3) 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), either equal to or less than the total number of units in the Development?

- Yes                       No

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

d. Summary of HOME-Assisted Units:

- (1) Low HOME Rent Units \_\_\_\_\_



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

3. Affordability Period for MMRB, SAIL, 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. Private Transportation (3 points)
  - b. Daily Activities (3 points)
  - c. Assistance with Light Housekeeping, Grocery Shopping and/or Laundry (1 point)
  - d. Resident Assurance Check-In Program (2 points)
  - e. Manager On-Call 24 Hours Per Day (2 points)
  
4. Qualified Resident Programs for ALL Applicants (Maximum 8 Points)
  - a. Health Care (2 points)
  - b. Resident Activities (2 points)
  - c. Health and Nutrition Classes (2 points)
  - d. Financial Counseling (2 points)
  - e. English as a Second Language (2 points)
  - f. Resident Assistance Referral Program (2 points)
  - g. Swimming Lessons (2 points)
  - h. Life Safety Training (2 points)
  - i. Mentoring (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 36**" 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 37**" 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, SAIL, 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) should 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) of each contribution:

Type		Value
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____

b. Enter the total 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

- |                          |                                    |          |
|--------------------------|------------------------------------|----------|
| <input type="checkbox"/> | Tax-Exempt Multifamily Bonds       | \$ _____ |
| <input type="checkbox"/> | Taxable Multifamily Bonds          | \$ _____ |
| <input type="checkbox"/> | SAIL                               | \$ _____ |
| <input type="checkbox"/> | Competitive HC (annual amount)     | \$ _____ |
| <input type="checkbox"/> | Non-competitive HC (annual amount) | \$ _____ |
| <input type="checkbox"/> | HOME                               | \$ _____ |

#### 2. SAIL Applicants – Is Applicant applying for a loan in excess of 25% of Total Development Cost?

- Yes       No

If “Yes”, indicate below the eligibility requirement that has been satisfied to enable the Applicant to make such request:

- (1) Non-Profit and public Sponsors which are able to secure grants, donations of land, or contributions from other sources collectively totaling at least 10% of Total Development Cost;

or

- (2) Sponsors that maintain an 80% occupancy of residents qualifying as Farmworkers/Commercial Fishing Workers or Homeless as defined in 420.503(18), F.S., over the life of the loan.

If applicable, provide evidence of SAIL Applicant’s eligibility to request a loan in excess of 25% of Total Development Cost behind a tab labeled “**Exhibit 51**”.



3. HOME Applicants –

Total maximum HOME subsidy allowed: \$ \_\_\_\_\_

Provide a chart behind a tab labeled “**Exhibit 52**” showing the calculation of the total maximum HOME subsidy the Applicant may request based on the Corporation limits.

4. Designation (MMRB, SAIL and HC Applicants): \_\_\_\_\_

If selecting HOPE VI or Front Porch Florida Community designation, Applicant must provide evidence of eligibility behind a tab labeled “**Exhibit 53**”.

5. a. 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) Competitive HC	_____	\$ _____
(3) Tax-Exempt MMRB	_____	\$ _____
(4) HOME	_____	\$ _____
(5) PLP	_____	\$ _____
(6) Non-competitive HC	_____	\$ _____
(7) Taxable MMRB	_____	\$ _____

b. 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 54**”.

**C. MMRB Applicants Only (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 55**".

**D. Funding Commitment(s)**

Attach all funding commitment(s) executed by the lender(s) or other source(s). Insert documentation for each source directly behind its own tab beginning with a tab labeled "**Exhibit 56**" 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.