

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

**Table of Contents and Maximum Points**

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**Maximum Points:**

<b>Application Points</b>	<b>Maximum Points</b>
<b>Part II.B., Developer</b>	
1.c. Housing Credit Development Experience .....	3 Points
<b>Part III.B., Construction Features and Amenities</b>	
3.a. Optional General Unit Features and Amenities for all new construction units and all rehabilitation units .....	9 Points
3.b. and 3.c. Optional Features and Amenities for Non-SRO Developments or SRO Developments .....	12 Points
3.d. Optional Universal Design and Visitability Unit Features .....	10 Points
5. Green Building .....	10 Points
a. For New Construction and Redevelopment Developments (1) Green Building Features (7 Points) or (2) Green Building Certification (10 Points) or	
b. For Rehabilitation and Preservation Developments (10 Points)	
<b>Part III.E., Set-Aside Commitments</b>	
1.b.(2)(b) Special Needs Households .....	4 Points
1.b.(2)(c) Total Set-Aside Commitment .....	3 Points
3. Affordability Period .....	5 Points
<b>Part III.F., Resident Programs</b>	
1., 2., or 3. Qualified Resident Programs for Non-Elderly/Non- Homeless Developments, or Qualified Resident Programs for Homeless Developments, or Qualified Resident Programs for Elderly Developments .....	6 Points
4. Qualified Resident Programs for All Applicants .....	8 Points
<b>Part IV.A., Local Government Contributions</b> .....	
1.a.(1) – (4) Grant, Fee Waiver, Loan and/or Fee Deferral	5 Points
<b>Part IV.B., Local Government Incentives</b>	
1. Expedited Permitting Process .....	1 Point
2. Contributions to Affordable Housing .....	1 Point
3. Modification of Fee Requirements .....	1 Point
4. Consideration of Impact of Policies, etc., on Cost of Affordable Housing .....	1 Point
<b>Total Maximum Application Points:</b>	
<b><u>79 Points</u></b>	

**Proximity Tie-Breaker Points** **Maximum Points**

Part III.A., Proximity

10.a.(2)(a)	Transit Services .....	7 Points
	(i) Public Bus Stop (Maximum 2 Points)	
	(ii) Public Bus Transfer Stop (Maximum 6 Points)	
	(iii) Public Bus Rapid Transit Stop (Maximum 6 Points)	
	(iv) Public Rail Station (Maximum 7 Points)	
10.a.(2)(b)	Tier 1 Services .....	12 Points
	(i) Grocery Store (Maximum 4 Points)	
	(ii) Public School – Non-Elderly Only (Maximum 4 Points)	
	(iii) Senior Center – Elderly Only (Maximum 4 Points)	
	(iv) Medical Facility (Maximum 4 Points)	
10.a.(2)(c)	Tier 2 Services .....	8 Points
	(i) Public Park (Maximum 2 Points)	
	(ii) Community Center (Maximum 2 Points)	
	(iii) Pharmacy (Maximum 2 Points)	
	(iv) Public Library (Maximum 2 Points)	
10.b.	Proximity to closest Development on the Proximity List .....	<u>10 Points</u>
	Total Maximum Proximity Tie-Breaker Points:	<u>37 Points</u>

**Ability to Proceed Tie-Breaker Points** **Maximum Points**

Part III.C., Ability to Proceed

1.	Site Plan/Plat Approval .....	1 Point
3.a.	Availability of Electricity .....	1 Point
3.b.	Availability of Water .....	1 Point
3.c.	Availability of Sewer Service .....	1 Point
3.d.	Availability of Roads .....	1 Point
4.	Appropriate Zoning .....	<u>1 Point</u>
	Total Maximum Ability to Proceed Tie-Breaker Points:	<u>6 Points</u>

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

Applicants are encouraged to review Rule Chapters 67-21 and/or 67-48, F.A.C., and the following Instructions before completing and submitting the Universal Application. Unless otherwise provided in these Instructions and the Application, capitalized terms are as defined in the rule chapters. Program requirements do not necessarily meet all non-Corporation funding or allocation requirements. Applicants are responsible for ensuring that their developments meet all applicable laws and regulations.

**GENERAL INSTRUCTIONS**

The following instructions must be followed by Applicants in preparing, assembling, and submitting the Application:

Applications must be submitted online at [www.floridahousing.org](http://www.floridahousing.org). and all Applicants must submit:

- One printed version of the completed Application, including applicable exhibits and the Applicant Certification and Acknowledgement exhibit with an original signature. The Applicant must label this printed version of the Application as the “Original Hard Copy”;
- Three photocopies of the “Original Hard Copy”;
- MMRB Applicants that anticipate participating in HUD Risk Sharing must submit one additional photocopy of the “Original Hard Copy”.

The Applicant must ensure that the online Application, the “Original Hard Copy” and the photocopies of the Application are all identical. The Corporation will first consider the Application submitted online. If for any reason all or part of the information in the online Application is inaccessible, the Corporation will consider the “Original Hard Copy” of the Application. The Corporation will only consider the exhibits submitted as part of the “Original Hard Copy”. Notwithstanding the foregoing, if the Corporation determines that issues substantially and adversely impact the actual or perceived efficiency, reliability, or accuracy of the online Application process, then the Corporation will consider only the “Original Hard Copy” of an Application, of a group of Applications, or of all Applications.

The Corporation will reject any competitive Application submittal and no action will be taken to score the Application if:

- The Application is not submitted online; or
- the “Original Hard Copy” of the Application fails to contain the Applicant Certification and Acknowledgement exhibit with an original signature; or

- less than one “Original Hard Copy” and three photocopies of the completed Application, are submitted; or
- the “Original Hard Copy” of the Application fails to contain the Application fee and (for MMRB Applications) the TEFRA fee.

The Application labeled “Original Hard Copy” and the photocopies must be bound in separate three-ring binders with a clear plastic front pocket with numbered index tabs for each exhibit. Open plastic sleeve tabs will NOT be acceptable. It is important that each Application be legible and in proper order to ensure accurate scoring by the Corporation. Each page and applicable exhibit of the Application must be accurately completed, and Applicants must provide all requested information. Failure to provide the requested information and documentation shall result in failure to meet threshold for threshold items, failure to achieve maximum points for point items, rejection of the Application for rejection items, or a combination of the foregoing.

Applicants requesting non-competitive 4 percent Housing Credits to be used for a Tax-Exempt Bond-Financed Development where the bonds are issued by a County Housing Finance Authority established pursuant to Section 159.604, F.S., must complete the 4 Percent HC County HFA Bonds Application Form, as outlined in the 4 Percent HC County HFA Bonds Application section of these Instructions.

Applicants requesting non-competitive 4 percent Housing Credits to be used for a Tax-Exempt Bond-Financed Development where the bonds are issued by an entity other than the Corporation or a County Housing Finance Authority shall apply using the 2011 Universal Application Package. Applicants must submit one original Application labeled “Original Hard Copy” and one photocopy of the “Original Hard Copy” containing all completed information in the Application using the Corporation’s online Application. Such Applications may be submitted once the Applicant receives affirmation that the Tax-Exempt Multifamily Bond allocation has been reserved or that the entity issuing the bonds has agreed to award the necessary allocation when available, but in no event may the Application be submitted later than the last Corporation business day of December of the year the Development is placed in service. For purposes of these non-competitive HC only Applications, all references within the 2011 Universal Application Package to “Application Deadline” and “Application Deadline for the 2011 Universal Application Cycle” shall be deemed to mean the submission date of the non-competitive HC only Application.

Applications must be received by the Corporation and clocked in by 5:00 p.m., Eastern Time, on the Application Deadline. No Applications will be Received at the Corporation’s offices via facsimile or other electronic transmissions, except for on-line submission. The Application fee, plus the TEFRA fee for MMRB Applications, must be paid by check or money order, payable to Florida Housing Finance Corporation.

Applications must be submitted on exhibit forms and pages that are contained in the Application Package. Exhibit forms or pages that are drafts or that are from a previous Application cycle will not be considered, resulting in failure to meet threshold for threshold items, failure to achieve points for point items, or a combination of the foregoing.

Do not retype, scan, image, or alter any page or exhibit in the Application Package. This will cause the page or exhibit not to be considered, resulting in failure to meet threshold for threshold items, failure to achieve points for point items, or a combination of the foregoing. Additional information that is placed on the face of a page or exhibit that does not obscure the printed words is NOT considered an alteration of the page or exhibit. However, the additional information cannot change the meaning or intent of the page or exhibit. Additional information should be presented in an asterisk or footnote format or presented as an explanatory addendum to the page or exhibit.

All information contained in an Application is subject to independent review, analysis and verification by the Corporation or its agents.

**IMPORTANT:** Periodically throughout the Application, scoring and appeals process, all Applicants should check the Corporation's Website for updated information concerning the Universal Application cycle. The Website address is [www.floridahousing.org](http://www.floridahousing.org).

## **SPECIFIC INSTRUCTIONS**

### **Part I. Applicant Certification**

All Applicants must provide behind a tab labeled "**Exhibit 1**" a properly completed and executed Applicant Certification and Acknowledgement form. Applications without a properly completed Applicant Certification and Acknowledgement form, executed with an original signature, contained in the Application labeled "Original Hard Copy" will be rejected automatically without the opportunity to cure. Signatures in blue ink are preferred.

### **Part II. Applicant and Development Team**

#### **A. Applicant**

1. Select the program(s) applied for in this Application.

In accordance with Rule Chapters 67-21 and 67-48, F.A.C., only one Application may be submitted for each subject property.

The Application may be submitted for only ONE of the following:

- Competitive HC only (Competitive 4% and/or 9% Housing Credits)
- Competitive HC and HOME - only if the Applicant selected and qualified for the Homeless Demographic at Part III.D. of the Application

- non-competitive HC only (to be used with tax-exempt multifamily bonds issued by an entity other than the Corporation or a Local Government Housing Finance Authority)
- Corporation-issued Tax-Exempt MMRB and non-competitive 4% HC (through a Supplemental MMRB Application Cycle)
- Corporation-issued Tax-Exempt MMRB without non-competitive 4% HC (through a Supplemental MMRB Application Cycle)
- Corporation-issued Tax-Exempt and Taxable MMRB and non-competitive 4% HC (through a Supplemental MMRB Application Cycle)
- Corporation-issued Tax-Exempt and Taxable MMRB without non-competitive 4% HC (through a Supplemental MMRB Application Cycle)

If funding is received from more than one Corporation program, the Applicant will be required to comply with the most restrictive program requirements.

For purposes of the 2011 Universal Application Cycle, Applicants that select and qualify for the Homeless Demographic Commitment at Part III.D. of the Application must request both Competitive HC and HOME funding. However, as outlined in Section 8.a. of the Ranking and Selection Criteria section, if the Competitive HC/HOME Homeless Application is not selected to meet the Homeless goal, it will not be eligible to be selected for any funding.

2. Applicant Information.

- a. Enter requested information for Applicant.
- b. Enter Applicant's Federal Employer Identification Number. If the Federal Employer Identification Number has not yet been obtained, provide a copy of the completed, submitted application for that number behind a tab labeled "**Exhibit 2**".
- c. Applicant must be a legally formed entity [i.e., limited partnership, corporation, limited liability company, etc.] qualified to do business in the state of Florida as of the Application Deadline. Except for Public Housing Authorities, Applicant must include behind a tab labeled "**Exhibit 3**" a copy of the valid Certificate of Good Standing from the Florida Secretary of State.
  - (1) If applying for HC, the Applicant must be a limited partnership (including a limited liability limited partnership) or a limited liability company. For Competitive HC Applicants, the Applicant entity shall be the recipient of the Housing Credits and may not change until after the Carryover Allocation Agreement is in effect. Once the Carryover Allocation Agreement has been executed by all parties, replacement of the Applicant or a material change (33.3 percent or more of the Applicant, a General Partner of the Applicant, or a member of the Applicant) in the ownership



structure of the named Applicant will require Board approval prior to the change. Any non-material change (less than 33.3 percent of the Applicant, a General Partner of the Applicant, or a member of the Applicant) in the ownership structure of the named Applicant will not require Board approval, but the Corporation must still be notified in writing of the change. The Applicant entity may be changed without Board approval after a Final Housing Credit Allocation Agreement has been approved and the IRS Forms 8609 have been issued; however, the Corporation must still be notified in writing of the change. Changes to the Applicant entity prior to the execution of a Carryover Allocation Agreement or without Board approval prior to the approval of the Final Housing Credit Allocation Agreement and issuance of the IRS Forms 8609 will result in a disqualification from receiving funding and shall be deemed a material misrepresentation. Changes to the limited partner of a limited partnership or member of a limited liability company owning the syndicating interest therein will not result in disqualification.

- (2) If applying for MMRB or HOME, the Applicant entity shall be the borrowing entity and cannot be changed until after loan closing. Replacement of the Applicant or a material change (33.3 percent or more of the Applicant, a General Partner of the Applicant, or a member of the Applicant) in the ownership structure of the named Applicant prior to loan closing shall result in disqualification from receiving funding and shall be deemed a material misrepresentation. Changes after loan closing require Board approval.
- d. If the Applicant applies as a Non-Profit entity it must remain a Non-Profit entity. The Non-Profit entity understands and acknowledges that it is the Non-Profit entity's responsibility to contractually ensure that it substantially and materially participates in the management and operation of the Development throughout the Compliance Period. If the Applicant is applying as a Non-Profit entity, failure to include the attorney opinion letter behind a tab labeled "**Exhibit 4**" and the IRS determination letter behind a tab labeled "**Exhibit 5**" will result in disqualification as a Non-Profit entity and failure to meet threshold.

If the Applicant applies as a Non-Profit entity, describe the role of the Non-Profit entity in the Development and how the Non-Profit entity is substantially and materially participating in the management and operation of the Development. In the event the percentage distribution of Developer's fee and/or annual net profits to the Non-Profit entity is/are different from the ownership percentage, provide an explanation for such difference and how the Non-Profit entity is substantially and materially

participating in the management and operation of the Development. The percentage of the Developer's fee that will go to the Non-Profit entity must be at least 25 percent. Provide the description/explanation of the role of the Non-Profit entity behind a tab labeled **"Exhibit 6"**. Provide the names and addresses of the governing board of the Non-Profit entity behind a tab labeled **"Exhibit 7"**. 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"**.

3. Principals for the Applicant and for each Developer.
  - a. For a Limited Partnership, provide a list, as of Application Deadline, of the following: (i) the Principals of the Applicant, including percentage of ownership interest of each, and (ii) the Principals for each Developer. Provide this information behind a tab labeled **"Exhibit 9"**. This list must include warrant holders and/or option holders of the proposed Development.
  - b. For a Limited Liability Company, provide a list, as of Application Deadline, of the following: (i) the Principals of the Applicant, including percentage of ownership interest of each, and (ii) the Principals for each Developer. Provide this information behind a tab labeled **"Exhibit 9"**. This list must include warrant holders and/or option holders of the proposed Development.
  - c. For all other entities, provide a list, as of Application Deadline, of the following: (i) the Principals of the Applicant, including percentage of ownership interest of each, and (ii) the Principals for each Developer. Provide this information behind a tab labeled **"Exhibit 9"**.
4. Enter requested information for Contact Person.
5. If applying for HOME, in order to be considered a HOME Community Housing Development Organization (CHDO), the Applicant must provide behind a tab labeled **"Exhibit 9-A"**, a letter from the Florida Housing Finance Corporation HOME Program, dated not prior to 12 months preceding the Application Deadline, which designates the Applicant as a CHDO. The service area of the CHDO must include the area in which the proposed Development site is to be located. If the Applicant wishes to apply as a CHDO, but has not yet been so designated, it may apply for CHDO status by providing a properly completed FHFC CHDO checklist along with all appropriate exhibits behind a tab labeled **"Exhibit 9-A"**. The CHDO checklist is incorporated by reference and available on the Corporation's Website. All required information for designation of the Applicant as a CHDO must be provided not later than the date that signifies the end of the cure period outlined in Rule 67-48.004, F.A.C.

## B. Development Team

The past performance record, financial capacity, and any and all other matters relating to the development team, which consists of Developer, Management Company, General Contractor, Architect, Attorney, Accountant, and, if the proposed Development is an Assisted Living Facility (ALF), the Service Provider, will be reviewed during credit underwriting. The Credit Underwriter may require additional information from any member of the development team including, without limitation, documentation on other past projects and financials. Development teams with an unsatisfactory past performance record, inadequate financial capacity or any other unsatisfactory matters relating to their suitability may result in a negative recommendation from the Credit Underwriter.

The success of an Applicant in being selected for funding is not an indication that the Applicant will receive a positive recommendation from the Credit Underwriter or that the development team's experience, past performance or financial capacity is satisfactory.

Any allowable replacement at any future date of any member of the Development Team reflected in the Application must meet the requirements that were met by the original team member.

### 1. Developer or Principal of Developer

The identity of the Developer(s) listed in this Application may not change until the construction or rehabilitation work proposed in this Application is complete, unless approved by the Board as provided in Rule 67-48.004, F.A.C.

- a. Provide name of each Developer, including all co-Developers (Threshold).
- b. General Experience (Threshold)

#### (1) Certification of General Experience

To meet threshold, each experienced Developer must provide a completed Developer or Principal of Developer Certification form behind a tab labeled "**Exhibit 10**", certifying that the Developer or Principal of Developer has, since January 1, 1991, completed at least three (3) affordable rental housing developments, at least one (1) of which was completed since January 1, 2001. At least one (1) of the three (3) completed developments must consist of a total number of units no less than 50 percent of the total number of units in the proposed Development. For purposes of this provision, completed for each of the three (3) developments means (i) that the temporary or final certificate of occupancy has been issued for at least one (1) unit in one of the residential apartment buildings within the development, or (ii) that at least one (1) IRS Form 8609 has been issued for one of the residential apartment buildings within the development. As used in this section, an affordable rental housing development, including a Housing Credit development, that contains multiple buildings is a single

development regardless of the number of buildings within the development for which an IRS Form 8609 has been issued.

If providing experience acquired from a previous affordable housing Developer entity, the person signing the Developer or Principal of Developer Certification form must have been a Principal or Financial Beneficiary of that Developer entity.

(2) Prior General Experience Chart

To meet threshold, each experienced Developer or Principal of Developer must provide, behind a tab labeled “**Exhibit 10**”, a prior experience chart reflecting the required information for the three (3) completed affordable rental housing developments.

The prior experience chart(s) must include the following information:

Prior General Development Experience Chart				
Name of Developer or Principal of Developer: _____				
Name of Development	Location (City & State)	Affordable Housing Program that Provided Financing	Total Number of Units	Year Completed

(3) For any co-Developer that does not have the required experience provide, behind a tab labeled “**Exhibit 10**”, the name, Address, telephone and facsimile numbers, e-mail address, and the relationship of the co-Developer to the Applicant.

c. Housing Credit Development Experience (3 Points)

If a Principal of the Developer meets at least one of the three following criteria (outlined in (1), (2), and (3) below), the Application will be eligible for 3 points. If more than one applies to the Principal of the Developer, the Applicant is only required to meet the criteria for either (1) or (2) or (3) to be eligible for the 3 points.

(1) Completion of at least three (3) Housing Credit Developments since January 1, 2007

Indicate whether a Principal of the Developer (a Principal of at least one Developer if co-Developers) has completed at least three (3) Housing Credit developments since January 1, 2007. For purposes of this provision, completed for each of the three (3) developments means (i) that the temporary or final certificate of occupancy has been issued for at least one (1) unit in one of the residential apartment buildings within the development, or (ii) that

at least one (1) IRS Form 8609 has been issued for one of the residential apartment buildings within the development. As used in this section, a Housing Credit development that contains multiple buildings is a single development regardless of the number of buildings within the development for which an IRS Form 8609 has been issued.

With respect to a Principal of the Developer, if providing experience acquired from a previous affordable housing Developer entity, such principal must have been a Principal or Financial Beneficiary of that Developer entity.

To be eligible for 3 Points, the Applicant must answer “Yes” to the question at Part II.B.1.c.(1) of the Application and provide a prior experience chart, behind a tab labeled “**Exhibit 10**”, reflecting the required information for the three (3) Housing Credit developments.

The prior experience chart must include the following information:

Prior Housing Credit Experience Chart		
Name of Principal of Developer: _____		
Name of Development	Location (City & State)	Year Completed

or

(2) Housing Credit Experience in Florida since January 1, 2007

If a Principal of the Developer (a Principal of at least one Developer if co-Developers) has, since January 1, 2007, been a Principal for any Developer involved in any Development(s), then the Development(s) must have, as of the date that signifies the end of the cure period outlined in Rule 67-48.004, F.A.C., commenced construction and each of the following criteria has been met in the case(s) where the applicable award(s) were received since January 1, 2007:

- (a) The Housing Credit equity partnership agreement or operating agreement has closed for every allocation received if the Development(s) has received any Competitive 9 percent Housing Credit Allocation for more than \$100, and
- (b) The SAIL loan has closed for every SAIL award received that was to be used in conjunction with non-competitive 4 percent Housing Credits if it has received any SAIL award(s) not de-obligated pursuant to Rules 67ER09-1

through 67ER09-5, F.A.C. (for purposes of this provision, a SAIL award received pursuant to Request for Proposals 2010-16 shall be excluded), and

- (c) The HOME loan has closed for every Corporation-issued HOME Rental award received that was to be used in conjunction with non-competitive 4 percent Housing Credits.

For purposes of Competitive 9 percent Housing Credit Allocations, received means that the Carryover Allocation Agreement has been issued. If the Carryover Allocation Agreement for any Competitive 9 percent Housing Credit Allocation was issued and the full Housing Credit Allocation was subsequently returned to the Corporation, the Applicant is not eligible for 3 points under Part II.B.1.c.(2) of the Application.

For purposes of SAIL and Corporation-issued HOME Rental, received means that the invitation to enter Credit Underwriting has been issued.

With respect to a Principal of the Developer, if providing experience acquired from a previous affordable housing Developer entity, such principal must have been a Principal or Financial Beneficiary of that Developer entity.

To be eligible for 3 points, the Applicant must answer “Yes” to question (2) at Part II.B.1.c. of the Application and provide a prior experience chart, behind a tab labeled “**Exhibit 10**”, reflecting all of the Developments for which Competitive 9 percent Housing Credits, SAIL and/or Corporation-issued HOME Rental has been received since January 1, 2007 as outlined above.

The prior experience chart must include the following information:

Competitive 9 Percent Housing Credits, SAIL and/or HOME Rental Received from Florida Housing since January 1, 2007		
Name of Principal of Developer: _____		
Florida Housing File No.	Name of Development	Location (City and County)

or

- (3) Indicate whether a Principal of the Developer (a Principal of at least one Developer if co-Developers) has completed at least 1,000 Housing Credit units (Competitive 9 percent and/or non-competitive 4 percent) in the state of Florida. For purposes of this

provision, completed for at least 1,000 Housing Credit units means (i) that the temporary or final certificate of occupancy has been issued, or (ii) IRS Form 8609 has been issued for the buildings where the Housing Credit units are located.

With respect to a Principal of the Developer, if providing experience acquired from a previous affordable housing Developer entity, such principal must have been a Principal or Financial Beneficiary of that Developer entity.

To be eligible for 3 Points, the Applicant must answer “Yes” to the question at Part II.B.1.c.(3) of the Application and provide a prior experience chart, behind a tab labeled “**Exhibit 10**”, reflecting the required information for at least 1,000 completed Housing Credit units.

The prior experience chart must include the following information:

Total Housing Credit Units Completed in the State of Florida				
Name of Principal of Developer: _____				
Florida Housing File No.	Name of Development	Location (City and County)	Indicate Funding Source (Competitive 9% HC or non-competitive 4% HC)	Total Number of Housing Credit Units in Development

2. Management Company or principal of Management Company (Threshold)
  - a. Certification - Provide the completed Management Company or Principal of Management Company Certification form behind a tab labeled “**Exhibit 11**”.
  - b. Prior Experience Chart – The Management Company or principal of Management Company must demonstrate experience in the management of at least two (2) affordable rental housing properties, at least one (1) of which consists of a total number of units no less than 50 percent of the total number of units in the proposed Development, for at least two (2) years each by providing a prior experience chart behind a tab labeled “**Exhibit 11**”. The chart must include the following information:

Name of Management Company or principal of Management Company: _____				
Name of Development	Location (City & State)	Currently Managing or Formerly Managed	Length of Time (Years and Months)	Total Number of Units

3. General Contractor or qualifying agent of General Contractor (Threshold)

- a. Certification of General Experience - To meet threshold, the Applicant must provide the completed General Contractor or Qualifying Agent of General Contractor Certification form behind a tab labeled **“Exhibit 12”**, certifying that the General Contractor or qualifying agent of the General Contractor has acted as the General Contractor on at least two (2) housing developments, completed since January 1, 2001, of similar development category and development type as the proposed Development. At least one (1) of the two (2) completed developments must consist of a total number of units no less than 50 percent of the total number of units in the proposed Development. For purposes of this provision, completed for each development means (i) that the temporary or final certificate of occupancy has been issued for at least one (1) unit in one of the residential apartment buildings within the development, or (ii) that at least one (1) IRS Form 8609 has been issued for one of the residential apartment buildings within the development. As used in this section, a housing development, including a Housing Credit development, that contains multiple buildings is a single development regardless of the number of buildings within the development for which an IRS Form 8609 has been issued.
- b. Prior General Experience Chart – To meet threshold, the General Contractor or qualifying agent of General Contractor must provide a prior experience chart reflecting the required information for the two (2) completed developments behind a tab labeled **“Exhibit 12”**.

The prior experience chart must include the following information:

Name of General Contractor or qualifying agent of General Contractor: _____				
Name of Development	Location (City & State)	New Construction or Rehabilitation	Development Type: garden, townhouses, high-rise, duplex, quadraplex, mid-rise w/elevator, single family, SRO, or other (specify type)	Total Number of Units

c. Florida General Contractor Ranking Preference

To be eligible for the Florida General Contractor ranking preference in the Ranking and Selection Criteria section of the Instructions, the Application must meet either the Domicile Category criteria outlined in Item c.(1) below or the Application must meet the Substantial Experience Category criteria outlined in Item c.(2) below:

(1) Domicile Category

To meet the Domicile Category requirements, the principal office of the General Contractor or qualifying agent of the General



Contractor must be located in the state of Florida and a majority of the principals and financial beneficiaries of the General Contractor or qualifying agent of the General Contractor must reside in the state of Florida.

In order to receive the ranking preference as a Florida General Contractor under the Domicile Category, the Applicant must answer “Yes” to both questions (a) and (b) at Part II.B.3.c.(1) of the Application and indicate which party (General Contractor or qualifying agent of the General Contractor) meets the criteria. The requirements outlined in Items (a) and (b) below can be met by the General Contractor, the qualifying agent of the General Contractor, or a combination of these parties.

- (a) Indicate whether the principal office of the General Contractor or qualifying agent of the General Contractor is located in the state of Florida; and
- (b) Indicate whether a majority of the principals and financial beneficiaries of the General Contractor or qualifying agent of the General Contractor reside in the state of Florida and provide a list of the principals and financial beneficiaries of the applicable party that meets this criteria (the General Contractor or the qualifying agent of the General Contractor) behind a tab labeled “**Exhibit 12**”.

For purposes of this provision, principal means (i) any general partner of the General Contractor or qualifying agent of the General Contractor, any limited partner of the General Contractor or qualifying agent of the General Contractor, any manager or member of the General Contractor or qualifying agent of the General Contractor, any officer, director or shareholder of the General Contractor or qualifying agent of the General Contractor, (ii) any officer, director, shareholder, manager, member, general partner or limited partner of any general partner or limited partner of the General Contractor or qualifying agent of the General Contractor, (iii) any officer, director, shareholder, manager, member, general partner or limited partner of any manager or member of the General Contractor or qualifying agent of the General Contractor, and (iv) any officer, director, shareholder, manager, member, general partner or limited partner of any shareholder of the General Contractor or qualifying agent of the General Contractor.

For purposes of this provision, financial beneficiary means any principal of the General Contractor or qualifying agent of the General Contractor entity who receives or will receive any direct or indirect financial benefit from a Development.

or

(2) Substantial Experience Category

To meet the Substantial Experience Category requirement, the General Contractor or qualifying agent of the General Contractor must have completed at least five (5) Developments using funds either provided by or administered by Florida Housing. For purposes of this provision, completed for each of the five (5) Developments means (i) that the temporary or final certificate of occupancy has been issued for at least one (1) unit in one of the residential apartment buildings within the development, or (ii) that at least one (1) IRS Form 8609 has been issued for one of the residential apartment buildings within the development. As used in this section, a housing development, including a Housing Credit development, that contains multiple buildings is a single development regardless of the number of buildings within the development for which an IRS Form 8609 has been issued.

In order to receive the ranking preference as a Florida General Contractor under the Substantial Experience Category, the Applicant must answer “Yes” to the question at Part II.B.3.c.(2) of the Application and provide a prior experience chart, behind a tab labeled “**Exhibit 12**”, reflecting the required information for the five (5) Developments for which funding was provided by or administered by Florida Housing.

The prior experience chart must include the following information:

Prior Development Experience Utilizing Florida Housing Funding		
Name of General Contractor or qualifying agent of General Contractor: _____		
Name of Development	Location (City)	Florida Housing Finance Corporation Program that Provided Financing

Note: If the Application is funded because of this ranking preference, any allowable replacement of the General Contractor at any future date must meet this criteria.

4. Architect (Threshold)

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

5. Attorney (Threshold)

Provide the completed Attorney Certification form for MMRB behind a tab labeled **“Exhibit 14”** and/or the completed Attorney Certification form for HC behind a tab labeled **“Exhibit 15”**.

6. Accountant (Threshold)

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

7. Service Provider or principal of Service Provider (Threshold for Assisted Living Facility Developments; not required for non-Assisted Living Facility Developments)

a. Certification - Provide the completed Service Provider or Principal of Service Provider Certification form behind a tab labeled **“Exhibit 17”**. The Service Provider must be the entity which provides all services related to personal care, meals, health, social, leisure and other special services available to the residents.

b. Prior Experience Chart – The Service Provider or principal of Service Provider must demonstrate experience in the provision of at least two (2) Assisted Living Facilities for at least two (2) years, at least one (1) of which consists of a total number of units no less than 50 percent of the total number of units in the proposed Development, for at least two years each by providing a prior experience chart behind a tab labeled **“Exhibit 17”**. The chart must include the following information:

Name of Service Provider or principal of Service Provider: _____			
Name of Development	Location (City & State)	Length of Time (Years and Months)	Total Number of Units

8. Guarantor(s) Information (Threshold for MMRB Applications; not required for Applications requesting Competitive HC and Applications requesting non-competitive HC only)

Provide a chart behind a tab labeled **“Exhibit 18”** that includes the following information for all proposed guarantors:

Name of Guarantor	Complete Mailing Address	Telephone Number (including area code)	Fax Number (including area code)
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### Part III. Proposed Development

Unless stated otherwise, all information requested in the Application and Instructions pertains to the proposed Development.

#### A. General Development Information

1. Provide the name of the proposed Development.
2. Location of Development site:
  - a. Indicate the county in which the proposed Development will be located. A County designated with “(E)” is a HOME entitlement area.

#### LARGE, MEDIUM AND SMALL COUNTY CATEGORIES

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

\* See Part III.A.2.m. below

- b. Provide the Address of the Development Site.

Indicate which of the following applies and provide the required information:

- (1) If the address has been assigned by the United States Postal Service (USPS), include the address number, street name and city.
- (2) If the address has not yet been assigned by the USPS, include, at a minimum, the street name and closest designated intersection and indicate whether the proposed Development is located within the city limits or in the unincorporated area of the county. If it is located within a city, indicate the name of the city.

- c. If the Development will consist of Scattered Sites, for each of the Scattered Sites, provide, behind a tab labeled **“Exhibit 19”**, the Address, total number of units, and latitude and longitude coordinates, determined in degrees, minutes and seconds truncated after one decimal place, located anywhere on the Scattered Site. If requesting Competitive HC, for the Scattered Site where the Tie-Breaker Measurement Point is located only the Address and total number of units is required. If requesting MMRB or non-competitive HC only, for the Scattered Site where the Development Location Point is located only the Address and total number of units is required. If the proposed Development will consist of Scattered Sites, but the Applicant fails to provide the above required information for each of the Scattered Sites, the Application will fail threshold.

As required at Part III.A.2.h. of the Instructions, for any TOD Development that consists of Scattered Sites the information provided behind a tab labeled **“Exhibit 19”** must indicate which of the Scattered Sites is at least partially located within the designated TOD area and the number of set-aside units that are located on each of the respective Scattered Sites that are also located within the designated TOD area.

MMRB & HC Applications – If the proposed Development meets the definition of Scattered Sites, a part of the boundary of each Scattered Site must be located within 1/2 mile of the Scattered Site with the most units.

- d. If the location of the proposed Development is in an urban in-fill area, in order for it to qualify as an Urban In-Fill Development for purposes of this Application, the Applicant must provide the properly completed and executed Local Government Verification of Qualification as Urban In-Fill Development form behind a tab labeled **“Exhibit 20”**.
- e. If the Application involves a site with an existing Declaration of Trust between a Public Housing Authority and HUD, in order for the Application to be eligible for the Proximity Tie-Breaker Tier 1 Score boost (outlined at Part III.A.10.a.(2)(b) of the Instructions), the Applicant must meet the following criteria:
- (1) Select and qualify for one of the following Development Categories at Part III.A.3.a. of the Application: New Construction, Rehabilitation, Acquisition and Rehabilitation, Redevelopment or Acquisition and Redevelopment; and
  - (2) Provide, behind a tab labeled **“Exhibit 20,”** a letter from the PHA dated within 12 months of the Application Deadline and signed by the Executive Director or Chairman of the Board, certifying that there is an existing Declaration of Trust between the PHA and HUD for the proposed Development site.

- f. In order for the proposed Development to qualify as a Public Housing Revitalization Development for purposes of this Application, it must be located in an area for which a Local Government has approved and adopted a community redevelopment or revitalization plan and the Applicant must meet the following criteria:
- (1) Select and qualify for the Redevelopment or Acquisition and Redevelopment Development Category at Part III.A.3.a. of the Application; and
  - (2) Provide, behind a tab labeled “**Exhibit 20**,” a letter from the PHA dated within 12 months of the Application Deadline and signed by the Executive Director or Chairman of the Board, certifying that there is an existing Declaration of Trust between the PHA and HUD for the proposed Development site (as outlined in Part III.A.2.e.(2) above); and
  - (3) Provide the 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. In order for a proposed Development to qualify as a HOPE VI Development for purposes of this Application, it must be revitalized utilizing HOPE VI funding awarded as of 2002 that must be expended by a specific Treasury-imposed deadline and the Applicant must provide a copy of the properly executed letter from HUD awarding the HOPE VI revitalization funds. The letter must state the following information: the amount of the HOPE VI revitalization award, the Treasury-imposed date by which the awarded HOPE VI funds must be expended, and the name of the development at the time of the HOPE VI award, and must be provided behind a tab labeled “**Exhibit 20**.” The amount of HOPE VI funding that will be available for the proposed Development must be listed as a source of financing for the proposed Development at Part V. of the Application.
- h. In order for a proposed Development to qualify as a TOD Development for purposes of this Application all of the following criteria must be met: (i) the Local Government must certify that the proposed Development is located within one of the following areas designated as a Transit-Oriented Development, Transit Oriented Development District, Rapid Transit Zone, Transit Village, or Rapid Transit Development Impact Zone by a Local Government planning agency in its comprehensive plan, land use plan, land development code, or zoning code, (ii) the proposed Development must meet the scoring criteria outlined in the Proximity section of the Application to achieve a Transit Service Score of at least 6 points, based on the proposed Development’s proximity to a Public Rail Station, (iii) the Applicant’s Competitive HC request amount stated at Part V.A.1. of the

Application must be at least 40 percent of the Maximum Competitive HC Request for the applicable county inclusive of any DDA/QCT bonus (as set out at Part V.A.1. of the Instructions), and (iv) at least 50 of the proposed Development's set-aside units must be located within the designated TOD area. The properly completed and executed Local Government Verification of Qualification as a TOD Development form must be provided behind a tab labeled **"Exhibit 20"**.

If the proposed Development will consist of Scattered Sites, the Scattered Sites information required at Part III.A.2.c. of the Instructions must indicate which of the Scattered Sites is at least partially located within the designated TOD area and the number of set-aside units that are located on each of the respective Scattered Sites that are also located within the designated TOD area.

For purposes of the 2011 Universal Application Cycle, the designated TOD areas are:

- Designated Areas in Broward County: Deerfield Beach TOD and Sheridan Station TOD;
- Designated Areas in Miami-Dade County: Allapattah Station, Brickell Station, Brownsville Station, Civic Center Station, Coconut Grove Station, Culmer Station, Dadeland North Metrorail, Dadeland South Metrorail, Douglas Rd. Station, Dr. Martin Luther King, Jr. Station, Earlington Heights Station, Government Center Station, Northside Station, Okeechobee Metrorail Station, Overtown Arena Station, Santa Clara Station, South Miami Station, Tri-Rail MetroRail Station, University Station, and Vizcaya Station;
- Designated Area in Palm Beach County: West Palm Beach Station/Seaboard Station; and
- Designated Area in Seminole County: City of Longwood Transit Village.

Indicate whether the proposed Development meets the requirements to qualify as a TOD Development.

- i. Indicate whether the proposed Development is located in the Florida Keys Area.
- j. Provide the requested information relative to the local jurisdiction of the proposed Development.

- k. If applying for HC, the Applicant must complete questions (1) through (4). If not applying for HC, the Applicant may skip questions (1) through (4).
- (1) With regard to Housing Credits, the United States Department of Housing and Urban Development (HUD) provides regulatory guidance on the effective date of Difficult Development Area (DDA) and Qualified Census Tract (QCT) lists for the purpose of determining whether a Development qualifies for an increase in eligible basis in accordance with Section 42(d)(5)(B), IRC.
- (a) In order to be classified as a Development located in a DDA for purposes of the current Funding Cycle, as of the Application Deadline or the date that signifies the end of the cure period outlined in Rule 67-48.004, F.A.C., (i) the proposed Development must be located in a HUD-designated DDA or (ii) as provided in the 2012 QAP, the Competitive HC Applicant must select and qualify at Part III.D. of the Application for the Homeless Demographic Commitment. For non-competitive HC, Applicants must also comply with Section 42, IRC, regarding DDA qualifying date.
- (b) In order to be classified as a Development located in a QCT for purposes of the current Funding Cycle, the proposed Development must be located in one of the QCTs based on the current census, as determined by HUD as of the Application Deadline or the date that signifies the end of the cure period outlined in Rule 67-48.004, F.A.C. If applicable, provide a copy of a letter from the local planning office or census bureau verifying the Development's location in the referenced QCT behind a tab labeled "**Exhibit 21**". For non-competitive HC, Applicants must also comply with Section 42, IRC, regarding QCT qualifying date.
- (c) If the proposed Development is classified as a Development located in a HUD-designated DDA and/or QCT, per Item (a) and/or (b) above, and it is the first phase of a "multiphase" project, as defined by HUD in the applicable DDA/QCT regulations, for purposes of Section 42(h)(4) of the Code, the DDA or QCT status of the site that applies for all phases is that which applied when the first of the following occurred: (a) the building(s) in the first phase were placed in service, or (b) the bonds were issued.



If the Applicant indicates at Part III.A.2.k.(1)(c) of the Application that the proposed Development is the first phase of a multiphase Development, the procedure and deadline for providing the required information will be included in the Carryover Allocation Agreement.

- (d) Applicants requesting non-competitive HC only that answered “Yes” to the question at Part III.A 2.k.(1)(a) and/or (b) in the Application must provide behind a tab labeled “**Exhibit 21**” a letter from the Development’s bond-issuing agency certifying the date the bond application was deemed complete. A “complete application” means that no more than de minimis clarification of the application is required for the agency to make a decision about the issuance of bonds requested in the application. Non-competitive HC Applicants must also comply with Section 42, IRC, regarding DDA/QCT qualifying date.

(2) – (4) The responses to these questions must be in accordance with Section 42, IRC, as amended.

- 1. MMRB and non-competitive HC Development Location Point (Threshold)

Applicants requesting MMRB (with or without non-competitive HC) and Applicants requesting non-competitive HC only must provide the Surveyor Certification of Development Location Point for MMRB and Non-Competitive HC Applications form behind a tab labeled “**Exhibit 22**”. For purposes of this section of the Application, the Development Location Point, as defined in Rules 67-48.002 and 67-21.002, F.A.C., must consist of the latitude and longitude coordinates determined in degrees, minutes and seconds, with the degrees and minutes stated as whole numbers and the seconds truncated after one decimal place. If the degrees and minutes are not stated as whole numbers and the seconds are not truncated after one decimal place, the latitude and longitude coordinates will not be considered and the Application will fail threshold.

- m. Applicants requesting HOME:

Indicate whether the proposed Development is located in Alachua County, Leon County, or Sarasota County. If “Yes”, complete the applicable questions and provide, behind a tab labeled “**Exhibit 22-A**”, a letter from the applicable county's Director of Planning or Zoning or the chief appointed official or staff responsible for determination of planning or

zoning issues verifying that the Development site is outside of the incorporated boundaries of the applicable city. If the appropriate letter is not provided, the proposed Development will be deemed to be located in an entitlement area.

3. Development Category:

a. Applicants must select one Development Category that best describes the proposed Development:

- New Construction (where 50% or more of the units are new construction)
- Rehabilitation (where less than 50% of the units are new construction)
- Acquisition and Rehabilitation (acquisition plus less than 50% of the units are new construction)
- Redevelopment (where 50% or more of the units are new construction)
- Acquisition and Redevelopment (acquisition plus 50% or more of the units are new construction)
- Preservation (where less than 50% of the units are new construction)
- Acquisition and Preservation (acquisition plus less than 50% of the units are new construction)

In order to determine the proposed Development’s eligibility for the selected Demographic Category and its Rental Assistance (RA) Level classification, the documentation outlined in 3.a.(1), (2) or (3) below must be provided. The criteria for RA Level classifications is also outlined below.

(1) If New Construction, Rehabilitation or Acquisition and Rehabilitation is selected, in order to be classified as a Rental Assistance (RA) Level other than RA Level 6, the Applicant must provide, behind a tab labeled “**Exhibit 23**”, a letter from a designated administrator of a Federal program that provides long-term rental assistance. The rental assistance provided must be tied to the proposed Development and its units and be for a minimum of 20 years from the date the Development’s units are placed in service. The letter must include the following information and be dated by the Application Deadline:

- (a) Name of the proposed Development;
- (b) Address of the proposed Development;
- (c) Total number of units that receive and/or will receive PBRA, ACC, and/or other form of long-term rental assistance;
- (d) The Federal program associated with the rental assistance; and
- (e) A statement that the committed rental assistance will be reserved and available for use by the proposed Development

by the time the units are placed in service and committed for a minimum of 20 years upon the units being placed in service.

If the referenced letter is not provided, the proposed Development will automatically be deemed to be RA Level 6.

(2) If Redevelopment or Acquisition and Redevelopment is selected, in order to qualify for the selected Development Category the following criteria must be met:

- (a) The Development must meet the definition of Redevelopment stated in Rule 67-48.002 and/or 67-21.002, F.A.C; and
- (b) The Applicant must provide behind a tab labeled **“Exhibit 23”** a letter from HUD or RD, dated within 12 months of the Application Deadline, which includes the following information:
  - i. Name of the Development\* ;
  - ii. Address of the Development;
  - iii. Year built;
  - iv. Total number of units that will receive PBRA and/or ACC; and
  - v. The HUD or RD program currently associated with the existing development.

\*For purposes of this provision, the Name of the Development may be the name at the time of the PBRA and/or ACC award.

If the Application does not qualify for the Development Category of Redevelopment or Acquisition and Redevelopment, the Application will fail threshold and the proposed Development will automatically be deemed to be RA Level 6.

(3) If Preservation or Acquisition and Preservation is selected, in order to qualify for the selected Development Category the following criteria must be met:

- (a) The Development must meet the definition of Preservation stated in Rule 67-48.002 and/or 67-21.002, F.A.C.; and
- (b) The Development must also meet the definition of Rehabilitation stated in Rules 67-48.002 and 67-48.0075, F.A.C.; and

- (c) The Applicant must provide behind a tab labeled **“Exhibit 23”** a letter from HUD or RD, dated within 12 months of the Application Deadline, which includes the following information:
- i. Name of the Development\* ;
  - ii. Address of the Development;
  - iii. Year built;
  - iv. Total number of units that receive PBRA and/or ACC;
  - v. The HUD or RD program currently associated with the existing development; and
  - vi. Confirmation that the Development has not received financing from HUD or RD after 1992 where the rehabilitation budget was at least \$10,000 per unit.

\*For purposes of this provision, the Name of the Development may be the name at the time of the PBRA and/or ACC award.

If the Application does not qualify for the Development Category of Preservation or Acquisition and Preservation, the Application will fail threshold and the proposed Development will automatically be deemed to be RA Level 6.

Redevelopment and Preservation Developments that are tentatively funded will be required to provide to the Credit Underwriter a plan for relocation of existing tenants.

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

A Competitive HC Application’s RA Level will affect the proposed Developments eligibility to (i) receive automatic proximity tie-breaker points (as outlined in Part III.A.10. of the Instructions), and (ii) be located within a Location A area (as outlined in Part III.E. of the Instructions). In addition, the RA Level will be used as a tie-breaker during the ranking process (as outlined in Section 6. of the Ranking and Selection Criteria section of the Instructions).

The RA Level of an MMRB Application and a non-competitive HC only Application will affect the proposed Development’s eligibility to be

located within a Location A area (as outlined in Part III.E. of the Instructions).

The following procedures will be followed when computing the Application's RA Level classification:

- Each Application's RA Level classification will be based on the percentage of total units receiving PBRA, ACC, and/or other long-term rental assistance, as applicable. This percentage will be computed by dividing the total number of units that receive and/or will receive, as applicable, the rental assistance ('rental assistance units') as stated by the Applicant at Part III.A.6.c. of the Application by the total number of units in the proposed Development as stated by the Applicant at Part III.A.6.a. of the Application. As outlined in Part III.A.6.c. of the Instructions, the number of rental assistance units must be stated by the Applicant at Part III.A.6.c. of the Application as of the Application Deadline and cannot be revised, corrected or supplemented after the Application Deadline.
- The following process will be followed in the event of an inconsistency between the rental assistance units stated at Part III.A.6.c. of the Application and the number of rental assistance units stated in the applicable letter provided by the Applicant based on Part III.A.3.a. (total number of units that receive and/or will receive PBRA and/or ACC and/or other long-term rental assistance, as applicable):
  - If the rental assistance units stated at Part III.A.6.c. of the Application is zero or if the Applicant fails to answer this question (the question is blank), the Application will be classified as RA Level 6, regardless of what is stated in the applicable letter provided by the Applicant based on Part III.A.3.a.
  - If the number of rental assistance units stated at Part III.A.6.c. of the Application is less than the number of rental assistance units stated in the applicable letter provided by the Applicant based on Part III.A.3.a., the computation will be accomplished utilizing the lower number of rental assistance units stated at Part III.A.6.c. of the Application.
  - If the number of rental assistance units stated at Part III.A.6.c. of the Application is greater than the number of rental assistance units stated in the applicable letter

provided by the Applicant based on Part III.A.3.a., the computation will be accomplished utilizing the lower number of rental assistance units stated in the applicable letter provided by the Applicant based on Part III.A.3.a. If, during the “cure period” outlined in Rule 67-48.004, F.A.C., the Applicant submits a new letter reflecting a different number of rental assistance units, the computation will be adjusted utilizing the number of rental assistance units stated in the “cure” letter if (i) the new letter is otherwise acceptable, and (ii) the number of rental assistance units stated in such “cure” letter does not exceed the number of rental assistance units stated at Part III.A.6.c. of the Application.

During credit underwriting, regardless of the number of rental assistance units used for the RA Level classification, all funded Applications will be held to the number of rental assistance units stated in the applicable letter provided by the Applicant based on Part III.A.3.a. of the Application. This requirement will apply throughout the entire Compliance Period, subject to Congressional appropriation and continuation of the rental assistance program.

<b>Rental Assistance Level</b>	<b>Percentage of Total Units with Rental Assistance</b>
Level 1	All units receive rental assistance (with the exception of up to 2 units)
Level 2	Greater than 90.00%, and not in Level 1
Level 3	Greater than 75.00%, equal to or less than 90.00%, and not in Level 1
Level 4	Greater than 50.00%, equal to or less than 75.00%, and not in Level 1
Level 5	Greater than 10.00%, equal to or less than 50.00%, and not in Level 1
Level 6*	10.00% or less of the total units receive rental assistance

\*Applications will be classified RA Level 6 if 10.00% or less of the total units receive rental assistance or if the Applicant fails to meet the criteria outlined above.

**b. Concrete Construction**

For purposes of this Application, in order for a proposed Development to be considered to be concrete construction the proposed Development must meet the following specifications: (i) new construction buildings must have the following poured concrete or concrete masonry elements: all exterior structural elements, not to include roofs; and structural elements at and under the ground floor, as well as the ground floor itself; and (ii) existing buildings proposed for rehabilitation must have, as of Application Deadline, the elements outlined in (i) above and the rehabilitation work must include these elements.

Indicate whether the proposed Development meets the requirements to be considered to be concrete construction.

- c. Applicants requesting MMRB must indicate whether each residential building in the proposed Development will consist of two (2) or more dwelling units.
4. Applicants must select the one Development Type that best describes the proposed Development. For mixed-type Developments, indicate the type that will comprise 50 percent or more of the units in the Development. Applications requesting funding from MMRB must be for a proposed Development consisting of two (2) or more dwelling units in each residential building.
    - Garden Apartments
    - Townhouses
    - High Rise (a building comprised of 7 or more stories)
    - Single Family Rental
    - Duplexes
    - Quadraplexes
    - Mid-Rise with Elevator (a building comprised of 4 stories)
    - Mid-Rise with Elevator (a building comprised of 5 or 6 stories)
    - Single Room Occupancy (SRO)
    - Other – Specify the type in the Addenda
  5. State the number of buildings with dwelling units that will be in the proposed Development.
  6. Number of Units in Proposed Development:
    - a. State the total number of units in the proposed Development.
    - b. Indicate whether the proposed Development will consist of (i) 100 percent new construction units, (ii) 100 percent rehabilitation units, or (iii) a combination of new construction units and rehabilitation units and state the quantity of each type.

If applicable, the total of the new construction units and rehabilitation units stated in 6.b. of the Application must equal the total number of units stated in 6.a. of the Application.

Note: Corporation-issued MMRB Developments with a Development Category of New Construction or Redevelopment may not exceed 300 total units.

- c. State the 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.

The number of units stated by the Applicant will be used to determine the Application's RA Level classification, as outlined in Part III.A.3.a. above. The number of rental assistance units must be stated at Part III.A.6.c. of the Application by the Application Deadline and cannot be revised, corrected or supplemented after the Application Deadline. If the Applicant attempts to "cure" Part III.A.6.c. of the Application during the "cure period" outlined in Rules 67-48.004 and 67-21.003, F.A.C., the Applicant's "cure" will not be considered.

7. Complete the Unit Mix chart. All units in the Development must be listed, including all manager/employee units. Number of baths per unit must indicate ½ baths, if applicable. If additional space is required, enter the information on the Addenda located at the end of the Application.
8. Previous Underwriting:
  - a. Indicate whether the proposed Development is currently being underwritten or has been underwritten previously by any Credit Underwriter under contract with Florida Housing Finance Corporation and, if known, identify the name of the Credit Underwriter.
  - b. Indicate whether there is an existing LURA and/or EUA on any portion of the proposed Development site. If the answer is "Yes", provide the required information.
9. Indicate the status of the work proposed in this Application. HOME Applicants refer to the applicable sections of Rule Chapter 67-48, F.A.C., with regard to Development eligibility in the event that construction has started or that the Development has been completed. Competitive HC Applicants should note that, in accordance with Section 42(h), IRC, a Development cannot be allocated Housing Credits from the state's Allocation Authority if it was placed-in service prior to the year in which it receives its allocation.

If the Development is complete and the 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**".

10. Applications Requesting Competitive HC:

Proximity tie-breaker points may be awarded to an Application for the proximity of the Development's Tie-Breaker Measurement Point to:



- eligible Transit, Tier 1 and Tier 2 services; and
- Latitude and longitude coordinates of properties identified on the 2011 FHFC Development Proximity List (the List) serving the same demographic group as the proposed Development. The List, effective 9-27-10, is incorporated by reference and is available on the Corporation’s Website under the 2011 Universal Application link labeled Related References and Links.

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. In order for all Applications to be eligible for proximity tie-breaker points other than those awarded based on Part III.A.10.b.(1) below, the Applicant must submit a properly completed and executed Surveyor Certification for Competitive HC Applications form, provided behind a tab labeled “**Exhibit 25,**” which includes the Tie-Breaker Measurement Point and services information requested below:

- (1) Tie-Breaker Measurement Point:

To determine proximity, the Applicant must first identify a Tie-Breaker Measurement Point on the proposed Development site and provide the latitude and longitude coordinates determined in degrees, minutes and seconds, with the degrees and minutes stated as whole numbers and the seconds truncated after one decimal place. If the degrees and minutes are not stated as whole numbers and the seconds are not truncated after one decimal place, the latitude and longitude coordinates will not be considered. The Application may, however, still be eligible for automatic points as outlined in Part III.A.10.b.(1) of the Application Instructions.

- (2) Proximity to services:

- (a) Transit Services

Applicants may select one (1) of the following four (4) Transit Services on which to base the Applicant’s Transit Score. If the Applicant provides information for more than 1 Transit Service or more than 1 of each type of Transit Service, the Applicant will not receive any proximity tie-breaker points for the Transit Service Score. (For example, Applicants are limited to selecting one Public Bus Transfer Stop, even though there may be another Public Bus Transfer Stop nearby. If the Applicant provides information for two Public Bus Transfer Stops, the

Applicant will not receive any proximity tie-breaker points for either of the Public Bus Transfer Stops.) The eligible Transit Services are defined below:

(i) Public Bus Stop (Maximum 2 Points)

For purposes of proximity tie-breaker points, a Public Bus Transfer Stop means a fixed location at which passengers may access one or two routes of public transportation via buses. The Public Bus Stop must service at least one bus route with scheduled stops at least hourly during the times of 7am to 9am and also during the times of 4pm to 6pm Monday through Friday, excluding holidays, on a year-round basis. Bus routes must be established or approved by a Local Government department that manages public transportation. Buses that travel between states will not be considered.

Proximity tie-breaker points for Public Bus Stop will be awarded as follows:

Proximity of Proposed Development's Tie-Breaker Measurement Point to a Public Bus Stop Stated on the Surveyor Certification for Competitive HC Applications form	Proximity Tie-Breaker Points Awarded
if less than or equal to 0.2 miles	2
if greater than 0.2 and less than or equal to 0.3 miles	1.5
if greater than 0.3 and less than or equal to 0.4 miles	1
if greater than 0.4 and less than or equal to 0.5 miles	.5
if greater than 0.5 miles	0

or

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

For purposes of proximity tie-breaker points, a Public Bus Transfer Stop means a fixed location at which passengers may access at least three routes of public transportation via buses. Each route must have a scheduled stop at the Public Bus Transfer Stop at least hourly during the times of 7am to 9am and also during the times of 4pm to 6pm Monday through Friday, excluding holidays, on a year-round

basis. This would include both bus stations (i.e. hubs) and bus stops with multiple routes. Bus routes must be established or approved by a Local Government department that manages public transportation. Buses that travel between states will not be considered.

or

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

For purposes of proximity tie-breaker points, a Public Bus Rapid Transit Stop means a fixed location at which passengers may access public transportation via bus. The Public Bus Rapid Transit Stop must service at least one bus that travels at some point during the route in either a lane or corridor that is exclusively used by buses and the Public Bus Rapid Transit Stop must service at least one route that has scheduled stops at the Public Bus Rapid Transit Stop at least every 20 minutes during the times of 7am to 9am and also during the times of 4pm to 6pm Monday through Friday, excluding holidays, on a year-round basis.

Proximity tie-breaker points for the Public Bus Rapid Transit Stop and Public Bus Transfer Stop will be awarded as follows:

Proximity of Proposed Development's Tie-Breaker Measurement Point to Public Bus Transfer Stop or Public Bus Rapid Transit Stop Stated on the Surveyor Certification for Competitive HC Applications form	Proximity Tie-Breaker Points Awarded
if less than or equal to .25 miles	6
if greater than .25 and less than or equal to .5 miles	5.5
if greater than .5 and less than or equal to .75 miles	5
if greater than .75 and less than or equal to 1.0 miles	4.5
if greater than 1.0 and less than or equal to 1.25 miles	4
if greater than 1.25 and less than or equal to 1.5 miles	3.5
if greater than 1.5 and less than or equal to 1.75 miles	3
if greater than 1.75 and less than or equal to 2.0 miles	2.5
if greater than 2.0 miles	0

or

(iv) **Public Rail Station (Maximum 7 Points)**

For purposes of proximity tie-breaker points, a Public Rail Station means a fixed location provided by a public transportation entity at which passengers may access the scheduled public rail transportation on a year-round basis. Only MetroRail located in Miami-Dade County, TriRail located in Miami-Dade, Broward and Palm Beach Counties, and SunRail located in Orange, Seminole and Volusia Counties will be eligible for this service.

Proximity of Proposed Development's Tie-Breaker Measurement Point to Public Rail Station Stated on the Surveyor Certification for Competitive HC Applications form	Proximity Tie-Breaker Points Awarded
if less than or equal to .125 miles*	7
if greater than .125 miles and less than or equal to .25 miles	
if greater than .25 and less than or equal to .5 miles	6.5
if greater than .5 and less than or equal to .75 miles	6
if greater than .75 and less than or equal to 1.0 miles	5.5
if greater than 1.0 and less than or equal to 1.25 miles	5
if greater than 1.25 and less than or equal to 1.5 miles	4.5
if greater than 1.5 and less than or equal to 1.75 miles	4
if greater than 1.75 and less than or equal to 2.0 miles	3.5
if greater than 2.0 miles	0

\*An Application that achieves this measurement may be eligible for preference when competing in the TOD Goal, as outlined in the Ranking and Selection Criteria Section.

(b) **Tier 1 Services (Maximum 4 Points for Each Service)**

Based on the Applicant's Demographic Commitment at Part III.D. of the Application, Applicants may select three (3) of the following four (4) Tier 1 Services; however,

Applicants are limited to one (1) of each type of Tier 1 Service. If the Applicant provides information for more than one (1) of each type of Tier 1 Service, the Tier 1 Service will not be scored and the Applicant will not receive any proximity tie-breaker points for that Tier 1 Service. (For example, Applicants are limited to selecting one Public School, even though there may be another Public School nearby. If the Applicant provides information for two Public Schools, the Applicant will not receive any proximity tie-breaker points for either of the Public Schools.)

An Application that meets the criteria outlined at Part III.A.2.e. of the Instructions; i.e., the Applicant demonstrates that the Application involves a site with an existing Declaration of Trust between a PHA and HUD and selected and qualified for a Development Category of New Construction, Rehabilitation (with or without Acquisition), or Redevelopment (with or without Acquisition), will be eligible for a Tier 1 Service Score boost. To achieve the Tier 1 Service Score boost, the Applicant's Tier 1 Service Score will be increased by multiplying the Tier 1 Service Score achieved by the Applicant by 1.5, up to the maximum Tier 1 Service Score of 12 points.

The eligible Tier 1 Services are defined below:

- (i) Grocery Store - For purposes of proximity tie-breaker points, a Grocery Store means a retail establishment, open to the public, regardless of a requirement of a membership fee, consisting of 4,500 square feet or more of contiguous air conditioned space available to the public, which as its major retail function sells groceries, including foodstuffs, fresh and packaged meats, produce and dairy products, which are intended for consumption off-premises, and household supplies, such as Publix Super Markets, Winn Dixie Stores, Super Wal-Mart Stores, etc. "Grocery Store" does not include any retail establishment which sells groceries in addition to its major retail function, such as the sale of gasoline, drugs, or sundries, where the sale of groceries is not a major retail function, based on allocated space or on gross sales, such as CVS Drug Stores, Walgreen Drug Stores, Dollar General Stores, Family Dollar Stores, etc.

This service may be selected by all Applicants, regardless of the Demographic Commitment selected at Part III.D. of the Application.

- (ii) Public School - For purposes of proximity tie-breaker points, a Public School means a public elementary, middle, junior and/or high school, where the principal admission criterion is the geographic proximity to the school, including a charter school, except for a charter school that is not generally available to appropriately aged children in the radius area. This service may not be selected if the Applicant selected the Elderly Demographic Commitment at Part III.D. of the Application.
- (iii) Senior Center – For purposes of proximity tie-breaker points, a Senior Center means a community facility that provides a broad spectrum of services suited to the diverse needs and interests of independent older persons and is among the properties identified on the 2011 FHFC Senior Center List, effective 12-9-10. This list is incorporated by reference and is available on the Corporation’s Website under the 2011 Universal Application link labeled Related References and Links. This service may not be selected if the Applicant did not select and qualify for the Elderly Demographic Commitment at Part III.D. of the Application.
- (iv) Medical Facility - For purposes of proximity tie-breaker points, a Medical Facility means a hospital, state or county health clinic or walk-in clinic (that does not require a prior appointment) that provides general medical treatment or general surgical services at least five days per week to any physically sick or injured person. This service may be selected by all Applicants regardless of the Demographic Commitment selected at Part III.D. of the Application.

Proximity tie-breaker points for the Tier 1 Services will be awarded as follows:

<b>Grocery Store, Public School and Medical Facility</b>	
Proximity of Proposed Development's Tie-Breaker Measurement Point to eligible Tier 1 Service(s) stated on the Surveyor Certification for Competitive HC Applications form	Proximity Tie-Breaker Points Awarded for Each Eligible Service
if less than or equal to .25 miles	4
if greater than .25 and less than or equal to .5 miles	3.5
if greater than .5 and less than or equal to .75 miles	3
if greater than .75 and less than or equal to 1.0 miles	2.5
if greater than 1.0 and less than or equal to 1.25 miles	2
if greater than 1.25 and less than or equal to 1.5 miles	1.5
if greater than 1.5 and less than or equal to 1.75 miles	1
if greater than 1.75 and less than or equal to 2.0 miles	.5
if greater than 2.0 miles	0

<b>Senior Center</b>	
Proximity of Proposed Development's Tie-Breaker Measurement Point to the eligible Senior Center stated on Surveyor Certification form	Proximity Tie-Breaker Points Awarded for Senior Center
if greater than 0 and less than or equal to 1.0 mile	4
if greater than 1.0 and less than or equal to 2.0 miles	3
if greater than 2.0 and less than or equal to 3.0 miles	2
if greater than 3.0 and less than or equal to 4.0 miles	1
if greater than 4.0 miles	0

(c) Tier 2 Services (Maximum 2 Points for Each Service)

There is no limit to the number of Tier 2 Services that Applicants may select and receive points for; however, Applicants are limited to one (1) of each type of Tier 2 Service. If the Applicant provides information for more than one (1) of each type of Tier 2 Service, the Tier 2 Service will not be scored and the Applicant will not receive any proximity tie-breaker points for that Tier 2

Service. (For example, Applicants are limited to selecting one Public Park, even though there may be another Public Park nearby. If the Applicant provides information for more than one Public Park, the Applicant will not receive any proximity tie-breaker points for either of the Public Parks.)

The eligible Tier 2 Services are defined below:

- (i) Public Park – For purposes of proximity tie-breaker points, a Public Park means an outdoor public location that is at least one acre in size, is listed with and maintained by a Local Government department that manages parks, and for which no admission fee is required. Locations that are not intended for the general public will not be considered such as dog parks, skate parks, and golf courses.
- (ii) Community Center – For purposes of proximity tie-breaker points, a Community Center means an air-conditioned facility that is open at least 20 hours a week, is listed with and maintained by a Local Government department that manages community centers, and in which the public may enjoy publicly sponsored social, recreational or educational activities at least five (5) days per week.
- (iii) Pharmacy- For purposes of proximity tie-breaker points, a Pharmacy means a community pharmacy operating under a valid permit issued pursuant to s. 465.018, F.S., and open to the general public at least five (5) days per week without the requirement of a membership fee.
- (iv) Public Library - For purposes of proximity tie-breaker points, a Public Library means a library that is part of a city, county, or regional public library system or cooperative and has materials available for the public to borrow at no cost.

Proximity tie-breaker points for the Tier 2 Services: Public Park, Community Center, Public Library and Pharmacy services will be awarded as follows:



Proximity of Proposed Development's Tie-Breaker Measurement Point to eligible Tier 2 Service(s) stated on the Surveyor Certification for Competitive HC Applications form	Proximity Tie-Breaker Points Awarded for Each Eligible Service
if less than or equal to .25 miles	2
if greater than .25 and less than or equal to .5 miles	1.75
if greater than .5 and less than or equal to .75 miles	1.5
if greater than .75 and less than or equal to 1.0 miles	1.25
if greater than 1.0 and less than or equal to 1.25 miles	1
if greater than 1.25 and less than or equal to 1.5 miles	.75
if greater than 1.5 and less than or equal to 1.75 miles	.5
if greater than 1.75 and less than or equal to 2.0 miles	.25
if greater than 2.0 miles	0

To be considered for proximity tie-breaker points in this Application, all Transit Services, Tier 1 Services and Tier 2 Services must be in existence and available for use by the general public as of the Application Deadline with the exception of the SunRail Public Rail Stations.

To be considered for proximity tie-breaker points, the Surveyor Certification for Competitive HC Applications form must be properly completed and executed and include the following information for each of the closest eligible services for which the Applicant is seeking proximity tie-breaker points:

- names of the Tier 1 and Tier 2 Services; and
- Addresses of the Tier 1 and Tier 2 Services; and
- the latitude and longitude coordinates of the Transit Service, Tier 1 Services and Tier 2 Services.

The latitude and longitude coordinates for all Proximity Services must represent a point as outlined below. The coordinates for each service must be stated in degrees, minutes and seconds, with the degrees and minutes stated as whole numbers and the seconds truncated after one decimal place. If the degrees and minutes are not stated as whole numbers and the seconds are not truncated after

one decimal place, the Applicant will not be eligible for proximity tie-breaker points for that service.

The Corporation will utilize Street Atlas USA 2010, published by DeLorme, using the method described below, to determine the proximity of an eligible service to the proposed Development's Tie-Breaker Measurement Point.

Service	Location where latitude and longitude coordinates must be obtained																										
Grocery Store, Public School, Medical Facility, Community Center, Senior Center, Public Library and Pharmacy	Coordinates must represent a point that is on the doorway threshold of an exterior entrance that provides direct public access to the building where the service is located.																										
Public Park	Coordinates must represent a point that is on the premises; however, the point may not be located in the parking lot, street, or any area that is not intended for recreational activities. Additionally, if the area intended for recreational activities is enclosed, the coordinates must represent the public ingress/egress point of entry to the enclosed area.																										
Public Bus Stop, Public Bus Rapid Transit Stop, Public Bus Transfer Stop and Public Rail Station	<p>With the exception of SunRail Rail Stations, coordinates must represent the location where passengers may embark and disembark the bus or train. SunRail Rail Stations coordinates must represent the coordinates listed below:</p> <table border="1" data-bbox="820 1157 1485 1547"> <thead> <tr> <th data-bbox="820 1157 1104 1184">Station Name</th> <th data-bbox="1104 1157 1485 1184">Latitude/Longitude Coordinates</th> </tr> </thead> <tbody> <tr> <td data-bbox="820 1184 1104 1211">Altamonte Springs Station</td> <td data-bbox="1104 1184 1485 1211">N 28 39 50.1, W 81 21 23.4</td> </tr> <tr> <td data-bbox="820 1211 1104 1239">Church Street Station</td> <td data-bbox="1104 1211 1485 1239">N 28 32 20.3, W 81 22 50.6</td> </tr> <tr> <td data-bbox="820 1239 1104 1266">DeBary Station</td> <td data-bbox="1104 1239 1485 1266">N 28 51 20.3, W 81 19 24.1</td> </tr> <tr> <td data-bbox="820 1266 1104 1293">Florida Hospital Station</td> <td data-bbox="1104 1266 1485 1293">N 28 34 21.8, W 81 22 17.4</td> </tr> <tr> <td data-bbox="820 1293 1104 1320">Lake Mary Station</td> <td data-bbox="1104 1293 1485 1320">N28 45 31.8, W 81 19 04.3</td> </tr> <tr> <td data-bbox="820 1320 1104 1348">Longwood Station</td> <td data-bbox="1104 1320 1485 1348">N 28 42 04.1, W 81 20 43.4</td> </tr> <tr> <td data-bbox="820 1348 1104 1375">LYNX Central Station</td> <td data-bbox="1104 1348 1485 1375">N 28 32 52.2, W 81 22 51.0</td> </tr> <tr> <td data-bbox="820 1375 1104 1402">Maitland Station</td> <td data-bbox="1104 1375 1485 1402">N 28 38 03.7, W 81 21 44.7</td> </tr> <tr> <td data-bbox="820 1402 1104 1430">Orlando Amtrak/ORMC Station</td> <td data-bbox="1104 1402 1485 1430">N 28 31 39.5, W 81 22 55.6</td> </tr> <tr> <td data-bbox="820 1430 1104 1457">Sand Lake Road Station</td> <td data-bbox="1104 1430 1485 1457">N 28 27 11.3, W 81 22 1.0</td> </tr> <tr> <td data-bbox="820 1457 1104 1484">Sanford/SR46 Station</td> <td data-bbox="1104 1457 1485 1484">N 28 48 49.8, W 81 17 56.9</td> </tr> <tr> <td data-bbox="820 1484 1104 1512">Winter Park/Park Ave Station</td> <td data-bbox="1104 1484 1485 1512">N 28 35 51.5, W 81 21 6.0</td> </tr> </tbody> </table>	Station Name	Latitude/Longitude Coordinates	Altamonte Springs Station	N 28 39 50.1, W 81 21 23.4	Church Street Station	N 28 32 20.3, W 81 22 50.6	DeBary Station	N 28 51 20.3, W 81 19 24.1	Florida Hospital Station	N 28 34 21.8, W 81 22 17.4	Lake Mary Station	N28 45 31.8, W 81 19 04.3	Longwood Station	N 28 42 04.1, W 81 20 43.4	LYNX Central Station	N 28 32 52.2, W 81 22 51.0	Maitland Station	N 28 38 03.7, W 81 21 44.7	Orlando Amtrak/ORMC Station	N 28 31 39.5, W 81 22 55.6	Sand Lake Road Station	N 28 27 11.3, W 81 22 1.0	Sanford/SR46 Station	N 28 48 49.8, W 81 17 56.9	Winter Park/Park Ave Station	N 28 35 51.5, W 81 21 6.0
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If there is no exterior public entrance to the Tier 1 or Tier 2 Service, then a point should be used that is at the exterior entrance doorway threshold that is the closest walking distance to the doorway threshold of the interior public entrance to the service. For example, for a Pharmacy located within an enclosed shopping mall structure that does not have a direct public exterior entrance, the latitude and longitude coordinates at the doorway threshold of the exterior public entrance to the enclosed shopping mall that

provide the shortest walking distance to the doorway threshold of the interior entrance to the Pharmacy would be used.

The Applicant may not use any other Tier 1 or Tier 2 Service for multiple point items unless they are separate functioning services that are housed at the same location. For instance, an Applicant may not use a Senior Center as both a Senior Center and a Community Center. However, Applicants may use the same latitude and longitude coordinates for the Grocery Store, Medical Facility and/or Pharmacy if the Grocery Store, Medical Facility and/or Pharmacy is housed at the same location.

Applicants are encouraged not to list the information for an eligible service on the Surveyor Certification form if the service is not close enough to the proposed Development's Tie-Breaker Measurement Point to warrant proximity tie-breaker points.

An Applicant that wishes to notify the Corporation, through a NOPSE or NOAD, of inaccurate latitude and longitude coordinates for a service provided by another Applicant must at a minimum provide a certification from a Florida licensed surveyor, not related to any party of the Applicant or the Developer submitting the NOPSE or NOAD, which states: (i) the name of the Development in question; (ii) that the provided latitude and longitude coordinates for a specified service do not represent a point that was obtained by the method described above; (iii) the latitude and longitude coordinates that were obtained by the method described above that provide the most proximity tie-breaker points that the Applicant could have received for the service, and (iv) the number of feet it is from the latitude and longitude coordinates for the service provided by the Applicant to the latitude and longitude coordinates derived as required in (iii) above. The latitude and longitude coordinates should be stated in degrees, minutes and seconds truncated after one decimal place. If the seconds are not stated to one decimal place, the Corporation will utilize "0" for the missing decimal. The surveyor's certification must be signed and dated by the surveyor under oath and must be a document separate from the Exhibit 25 Surveyor Certification for Competitive HC Applications form. Also, the surveyor must provide a sketch of the service, which does not have to be to scale, showing: the exterior walls of the building sheltering the service, if applicable, the latitude and longitude coordinates provided in the Applicant's Surveyor Certification for Competitive HC Applications form and the public entrances they represent, and identifying the location of the alleged inaccurate latitude and longitude coordinates for the service provided in the Application or in an Applicant's cure. The

Corporation will determine whether this information will cause a change in the Application's score.

- b. Proximity to the closest Development latitude and longitude coordinates identified on the List. (Maximum 10 proximity tie-breaker points):
- (1) Applications will automatically receive 10 proximity tie-breaker points for this section of the Universal Application if at least one of the following criteria is met:
    - (a) An Application that proposes a Development in a Large County, the location of the proposed Development qualifies as an Urban In-Fill Development at Part III.A.2.d, and either the proposed Development (i) does not qualify as a Set-Aside Location A Development at Part III.E.1.b.(1), or (ii) qualifies as a Set-Aside Location A Development AND is classified as RA Level 1 or RA Level 2\*.
    - (b) An Application that proposes a Development in a Medium-Large County (county designated as ML on the Set-Aside Unit Limitation chart located at Section 7. of the Ranking and Selection Criteria section), the location of the proposed Development (i) qualifies as an Urban In-Fill Development at Part III.A.2.d, and (ii) is classified as a DDA and/or QCT as outlined in Part III.A.2.k.(1)(a) and/or (b). Additionally, the proposed Development either (i) does not qualify as a Set-Aside Location A Development at Part III.E.1.b.(1), or (ii) qualifies as a Set-Aside Location A Development AND is classified as RA Level 1 or RA Level 2\*.
    - (c) An Application that qualifies as a HOPE VI Development at Part III.A.2.g. and the proposed Development either (i) does not qualify as a Set-Aside Location A Development at Part III.E.1.b.(1), or (ii) qualifies as a Set-Aside Location A Development AND is classified as RA Level 1 or RA Level 2\*.
    - (d) An Application that selected and qualified at Part III.D. for the Homeless Demographic Commitment and the proposed Development either (i) does not qualify as a Set-Aside Location A Development at Part III.E.1.b.(1), or (ii) qualifies as a Set-Aside Location A Development AND is classified as RA Level 1 or RA Level 2\*.
    - (e) An Application that selected and qualified for the Rehabilitation or Acquisition and Rehabilitation

Development Category at Part III.A.3.a. and the proposed Development (i) involves the Rehabilitation of an existing, occupied residential rental property 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), and (iii) is classified as RA Level 1, 2, 3, or 4\*.

- (f) An Application that selected and qualified for the Preservation or Acquisition and Preservation Development Category at Part III.A.3.a. and (i) the proposed Development qualifies as a Set-Aside Location A Development at Part III.E.1.b.(1) and (ii) is classified as RA Level 1 or RA Level 2\*.
- (g) An Application that selected and qualified for the Preservation, Acquisition and Preservation, Redevelopment, or Acquisition and Redevelopment Development Category at Part III.A.3.a. and (i) the proposed Development does not qualify as a Set-Aside Location A Development at Part III.E.1.b.(1) and (ii) is classified as RA Level 1, 2, 3, or 4\*.

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

If the Application meets at least one of the above criteria for automatic proximity tie-breaker points, to be eligible for the automatic points the Applicant must check one of the appropriate stated criteria at Part III.A.10.b.(1) through (7) in the Application. If the Application does not qualify for automatic proximity tie-breaker points, the Applicant should indicate it does not meet the criteria by checking Part III.A.10.b.(8) in the Application.

- (2) If the Application is not eligible for automatic 10 proximity tie-breaker points, in order to determine whether the proposed Development's Tie-Breaker Measurement Point meets the criteria for a distance of within 1.25 miles, 2.5 miles or 5 miles of a Development on the List serving the same demographic group, the Applicant, using Street Atlas USA 2010, should follow the steps outlined below. For purposes of this provision, same demographic refers to Family demographic, Homeless demographic, Farmworker/Commercial Fishing Worker demographic, Elderly non-ALF demographic and Elderly ALF demographic.
  - (a) Select the "Advanced" search button on the "Find" tab, to the right of the "Advanced" button select "Latitude/Longitude" from the drop down menu under "Find:", check

the “MapTags” box, enter the latitude and longitude coordinates for the proposed Development’s Tie-Breaker Measurement Point in the appropriate blanks to the right and then click the “Search” button. A “MapTag” with the entered coordinates will then appear in the appropriate location.

- (b) For each Development on the List that serves the same demographic group as the proposed Development which is in proximity to the proposed Development’s Tie-Breaker Measurement Point, repeat the steps stated above to display MapTags for the Development(s). For those Developments on the List that have more than one set of latitude and longitude coordinates, the Corporation will use the coordinates that represents the closest location to the proposed Development’s Tie-Breaker Measurement Point as the location of the Development from the List for the purposes of awarding proximity tie-breaker points.
- (c) Select the “Draw” tab. Under “Tools”, select the circle or, if there is no circle, click and hold the left mouse button and this will provide several shape options, one of which is a circle. To the right, select “None” as the fill color for the circle and choose a color such as black for the outline. Enter the latitude and longitude coordinates for the proposed Development’s Tie-Breaker Measurement Point in the space provided, and then enter, as appropriate, 1.25, 2.5 or 5 miles for the radius. Upon selecting the “Apply” button, the software will draw a circle, with the radius entered, around the Tie-Breaker Measurement Point.
- (d) If the tip of any of the MapTags entered for the Developments on the List are within the drawn circle or, when the map is zoomed in as far as possible, if the tip of any of the entered MapTags appears to the naked eye to be on the drawn line of the circle, the Applicant can conclude that the Tie-Breaker Measurement Point is within whatever the distance entered for the radius of the circle of a Development from the List. The tip of a MapTag is the point of the MapTag that denotes the actual location of what the MapTag represents.

An Applicant may disregard any Development(s) on the List if the proposed Development and any Development(s) on the List have the same Financial Beneficiaries and are contiguous or are divided by a street or easement or are divided by a prior phase of the proposed Development. If this provision applies to the proposed

Development, identify the Development(s) on the List at Part III.A.10.c. of the Application.

For purposes of the following, a proposed Development qualifies as a Set-Aside Location A Development if it meets the provisions described in Part III.E.1.b.(1) of these instructions.

Proximity tie-breaker points for the proximity of a Development’s Tie-Breaker Measurement Point to Developments on the List that have the same demographic group will be awarded according to the following:

- Column A, based on the proximity of the proposed Development to Developments on the List which serve the same demographic group if the proposed Development qualifies as a Set-Aside Location A Development.
- Column B, based on the proximity of the proposed Development to Developments on the List which consist of 31 total units or more if the proposed Development does not qualify as a Set-Aside Location A Development.
- Column C, based on the proximity of the proposed Development to Developments on the List which consist of 30 total units or less if the proposed Development does not qualify as a Set-Aside Location A Development.

If the location of a proposed Development is such that both Columns B and C would apply, the Application will be awarded points based on either Column B or Column C, whichever is the lesser point value.

Column A	Column B	Column C	Proximity Tie-Breaker Points
Less than or equal to 1.0 mile	Less than or equal to 0.5 mile	Less than or equal to 0.25 mile	0
Greater than 1.0 and less than or equal to 2.0 mile	Greater than 0.5 and less than or equal to 1.0 mile	Greater than 0.25 and less than or equal to 0.5 mile	2
Greater than 2.0 and less than or equal to 3.0 miles	Greater than 1.0 and less than or equal to 1.5 miles	Greater than .50 and less than or equal to 0.75 miles	4
Greater than 3.0 and less than or equal to 4.0 miles	Greater than 1.5 and less than or equal to 2.0 miles	Greater than 0.75 and less than or equal to 1.0 miles	6
Greater than 4.0 and less than or equal to 5.0 miles	Greater than 2.0 and less than or equal to 2.5 miles	Greater than 1.0 and less than or equal to 1.25 miles	8
Greater than 5.0 miles	Greater than 2.5 miles	Greater than 1.25 miles	10

An Application will be awarded proximity tie-breaker points based on its proposed Development's Tie-Breaker Measurement Point proximity to the latitude and longitude coordinates of the Developments on the List that serve the same demographic group.

c. Scoring:

The Corporation will use Street Atlas USA 2010 to determine the proximity of a proposed Development's Tie-Breaker Measurement Point to eligible services (Transit, Tier 1 and Tier 2) and to Developments on the List that serve the same demographic group and thus, to determine the amount of proximity tie-breaker points that should be awarded. Using Street Atlas USA 2010 and a Street Atlas USA 2010 file that has MapTags for each Development on the List, the following steps will be taken to determine proximity. The degrees, minutes and seconds stated on the Surveyor Certification for Competitive HC Applications form will be entered by the Corporation exactly as stated on the form. If the software cannot recognize the information provided on the form, those latitude and longitude coordinates will not be considered. The Application may, however, still be eligible for automatic points as outlined in Part III.A.10.b.(1) of the Application Instructions.

- (1) Using the "Advanced" search button on the "Find" tab, "Latitude/Longitude" will be selected from the drop down "Find" menu and the "MapTags" box will be checked. The latitude and longitude coordinates for the proposed Development's Tie-Breaker Measurement Point will be entered into the appropriate blanks. Upon clicking the "Search" button (or hitting the "Enter" key) a "MapTag" with the entered coordinates will appear in the appropriate location.
- (2) The above method will be repeated for each eligible service to display a MapTag representing the location of each service's latitude and longitude coordinates.
- (3) Using the "Circles" tool on the "Draw" tab, circles will be drawn at various radii from the Tie-Breaker Measurement Point to determine if an entered MapTag is within a specified distance of the Tie-Breaker Measurement Point. If the tip of a MapTag is within a drawn circle, or when the map is zoomed in as far as possible, the tip of the MapTag appears to the naked eye to be on the drawn line of a circle, the Corporation will conclude that what the MapTag represents, service or Development, is within whatever the radius distance is for the circle of the Tie-Breaker Measurement Point. The tip of a MapTag is the point of the MapTag that denotes the actual location of what the MapTag represents.



## **B. Construction Features and Amenities**

All Required Features and Amenities and all Optional Features and Amenities selected by the Applicant, as well as the Applicant's Energy and Green Building commitments, will be included in the Land Use Restriction Agreement and/or Extended Use Agreement and must be maintained in order for the Development to remain in compliance unless the Board approves a change. The quality of the features and amenities required for all Developments and selected by the Applicant in this Application are subject to approval of the Board of Directors.

### **1. Required General Features and Amenities for All Developments (Threshold).**

In addition to meeting all building code, Fair Housing Act, and Americans with Disabilities Act requirements for MMRB, HOME and HC Applications, and the HQS Guidelines and Section 504 of the Rehabilitation Act of 1973 for HOME Applications, all units for the type of Development indicated must have the following general features and amenities:

#### **a. All Units in All Developments:**

- Low-VOC paint for all interior walls (50 grams per liter or less for flat paint; 150 grams per liter or less for non-flat paint);
- Water Sense certified faucets, Water Sense certified toilets, and shower heads with flow of 2.2 gallons per minute or less in all bathrooms (for all new construction units and for all rehabilitation units, if replacing);
- Replacement of all jalousie (louvered) windows and doors with code compliant non-jalousie windows and doors in all rehabilitation units;
- Window covering for each window and glass door inside each unit;
- Termite prevention and pest control throughout the entire affordability period;
- Entrance door must have two peepholes, one at standing eye level and one at seated eye level, not more than 43 inches from bottom of door;
- Air conditioning with a minimum SEER rating of 14 (excluding buildings with central chiller system). Window air conditioning units are not allowed; however, through-wall air conditioning units with a minimum EER rating of 10 are permissible for rehabilitation units);
- Exterior lighting in open and common areas.

#### **b. All Units in All Developments Except SRO:**

- 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;
- Full-size range, oven and Energy Star qualified 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.

Indicate whether the Applicant commits to provide all required features and amenities for the proposed Development. Applicant must select “Yes” to be considered for participation in any program.

2. Required Universal Design and Visitability Features (Threshold)

All universal design and visitability features must meet the specifications outlined in the FHFC Universal Design and Visitability Manual (the Manual). The Manual, effective 11-3-2010, is incorporated by reference and available on the 2011 Universal Application link labeled Related References and Links.

a. For all new construction units:

In addition to meeting the requirements outlined in Item III.B.1. above, all proposed Developments that involve any new construction units, regardless of which Development Category was selected at Part III.A.3.a. of the Application, must include the universal design and visitability features and amenities outlined in Part A.1. of the Manual in all of the new construction units.

If the proposed Development will include any new construction units, the Applicant must (i) state the number of new construction units at Part III.A.6. of the Application and (ii) commit at Part III.B.2.a. of the Application to provide all required universal design and visitability features in all of the new construction units in the proposed Development.

If this provision applies to the proposed Development, the Applicant must select “Yes” to be considered for participation in any program.

b. For all rehabilitation units:

In addition to meeting the requirements outlined in Item III.B.1. above, all proposed Developments that involve any rehabilitation units, regardless of which Development Category was selected at Part III.A.3.a. of the Application, must include in all of the rehabilitation units as many of the universal design and visitability features and amenities outlined in Part B.1. of the Manual as structurally and financially feasible within the scope of the rehabilitation work. The feasible features will be based on a capital needs assessment performed during the credit underwriting process.

If the proposed Development will include any rehabilitation units, the Applicant must (i) state the number of rehabilitation units at Part III.A.6. of the Application and (ii) commit at Part III.B.2.b. of the Application to provide all feasible universal design and visitability features in all of the rehabilitation units in the proposed Development. If this provision applies to the proposed Development, the Applicant must select “Yes” to be considered for participation in any program.

3. Optional Features and Amenities (Maximum 31 Points)

To be eligible for points, all items selected must be located on the Development site. In addition, if the proposed Development will consist of Scattered Sites, to be eligible for points, the Applicant must commit 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.

Selecting these items commits the Applicant to provide them, unless the Board approves a change. Points will be awarded as indicated for each item up to the maximum allowed for each particular section, as indicated below.

The point value for each feature and amenity selected by the Applicant in Optional Features and Amenities sections 3.a., 3.b. and 3.c. at Part III.B. of the Application will be doubled if the proposed Development consists of 49 or fewer total units. The points awarded for Optional Universal Design and Visitability Features (Section 3.d. at Part III.B. of the Application) are excluded from this provision.

The maximum available points for the Optional Features and Amenities section is as listed below:

- 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 9 points)
- b. Optional Features and Amenities for all Developments Except SRO (maximum 12 points)
- c. Optional Features and Amenities for SRO Developments (maximum 12 points)
- d. Optional Universal Design and Visitability Unit Features (10 points)

To be eligible for these additional points, the Applicant must 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 new construction units in the proposed Development, and (ii) provide as many of the Optional Universal Design and Visitability features outlined in Part B.2. of the Manual in at least 15 percent of the rehabilitation units in the proposed Development as structurally and financially feasible within the scope of the rehabilitation work. The feasible features will be based on the capital needs assessment performed during the credit underwriting process.

The inclusion of the Optional Universal Design and Visitability features in at least 15 percent of the new construction and rehabilitation units is in addition to the federal requirement of Section 504 of the Rehabilitation Act of 1973 that five (5) percent of all units be fully handicapped accessible.

4. Energy Features (Threshold)

- a. For all new construction units:

If the proposed Development includes any new construction units (regardless of the Development Category selected at Part III.A.3.a. of the Application), the eligible new construction units must (i) meet the requirements of Energy Star New Homes per the Energy Star Qualified Homes Florida Builder Option Package, Rev. 01/05/2010, which is incorporated by reference and available on the 2011 Universal Application link labeled Related References and Links, and (ii) achieve a Home Energy Rating System (HERS) Index of 77 or lower; and the ineligible new construction units must include the energy features set out below. The total number of eligible and ineligible units will be determined during credit underwriting.

Eligibility for Energy Star New Homes is based on the number of stories of a building and whether or not each unit has individual AC and water heating systems. Units in buildings that are not eligible for Energy Star

New Homes (i.e., over 5 stories or over 3 stories when using whole building HVAC and water heating systems) must include, at a minimum, the energy features set out below. For Developments that are eligible for Energy Star New Homes (i.e., are not over 5 stories or over 3 stories when using whole building HVAC and water heating systems), each new construction unit must achieve a HERS Index of 77 or lower. If the proposed Development includes any new construction units, the Applicant must select “Yes” to be considered for participation in any program.

The Corporation will require a copy of the certified thermal bypass checklist for all eligible units, provided upon completion of inspection conducted by a certified Home Energy Rater during construction. Upon completion of construction, the Corporation will require a copy of the final Energy Gauge report for each eligible new construction unit which must show a HERS Index of 77 or lower.

Applicants that fail to meet the HERS Index of 77 or lower for each eligible new construction unit shall, upon Board approval, have up to 2 percent of the Development Cost subtracted from the Developer fee (where Development Cost is comprised of total actual construction costs, total general development costs, and total financial costs as provided in the Development’s Final Cost Certification Application). If 20 percent or more of the total eligible new construction units achieve a HERS Index higher than 77, then the full 2 percent will be subtracted. If less than 20 percent of the total eligible new construction units achieve a HERS Index higher than 77, the reduction will be pro rata based on the number of units that fail to achieve the minimum HERS Index. For example, if a Development is comprised of 105 units and 91 of these units are eligible for Energy Star New Homes, 20 percent of the eligible 91 units equals 18.2, which would be truncated to 18. This means that if 18 or more units fail to achieve the minimum HERS Index, the full 2 percent of the Development Cost will be subtracted from the Developer fee. In this example, if less than 18 units fail to meet the minimum HERS Index, the number of units that fail will be divided by 18 units (the 20 percent hurdle). The resulting number will be multiplied by 2 percent and that resulting number, when multiplied by the Development Cost, will represent the amount to be subtracted from the Developer fee (e.g., if 6 of the 18 units fail, then 6/18 of the 2 percent of the Development Cost would be subtracted from the Developer fee).

Units in buildings that are not eligible for Energy Star New Homes must include, at a minimum, the following:

- Energy Star qualified refrigerator
- Energy Star qualified dishwasher
- Water heating (choose gas, electric, gas tankless, or boiler/hot water maker):

- Gas:
  - 40 gal = .61 EF; or
  - 60 gal = .57 EF; or
  - 80 gal = .53 EF
  - or
- Electric
  - 40 gal = .93 EF; or
  - 50 gal = .92 EF; or
  - 80 gal = .89 EF
  - or
- Tankless gas water heater: minimum .80 EF
  - or
- Boiler or hot water maker:
  - < 300,000 Btu/h: 85% Et (thermal efficiency); or
  - 300,000 Btu/h or higher: 80% Et
- Energy Star qualified ceiling fans with lighting fixtures in Bedrooms
- Air Conditioning (choose in-unit or commercial):
  - In-unit air conditioning: minimum 14 SEER
    - or
  - Central chiller AC system—based on size:
    - 0-65 KBtuh: Energy Star certified; or
    - >65-135 KBtuh: 11.3 EER/11.5 IPLV; or
    - >135-240 KBtuh: 11.0 EER/11.5 IPLV; or
    - >240 KBtuh: 10.6 EER/11.2 IPLV

b. For all rehabilitation units:

If the proposed Development includes any rehabilitation units (regardless of the Development Category selected at Part III.A.3.a. of the Application), the rehabilitation units must include as many of the following energy features as structurally and financially feasible within the scope of the rehabilitation work. The feasible energy features for each proposed Development will be based on a capital needs assessment performed during the credit underwriting process. If this provision applies to the proposed Development, the Applicant must select “Yes” to be considered for participation in any program.

- Energy Star qualified refrigerator
- Energy Star qualified dishwasher
- Water heating (choose gas, electric, gas tankless, or boiler/hot water maker):

- Gas:
  - 40 gal = .61 EF; or
  - 60 gal = .57 EF; or
  - 80 gal = .53 EF
  - or
- Electric
  - 40 gal = .93 EF; or
  - 50 gal = .92 EF; or
  - 80 gal = .89 EF
  - or
- Tankless gas water heater: minimum .80 EF
  - or
- Boiler or hot water maker:
  - < 300,000 Btu/h: 85% Et (thermal efficiency); or
  - 300,000 Btu/h or higher: 80% Et
- Energy Star qualified ceiling fans with lighting fixtures in Bedrooms
- Air Conditioning (choose in-unit or commercial):
  - In-unit air conditioning: minimum 14 SEER
    - or
  - Central chiller AC system—based on size:
    - 0-65 KBtuh: Energy Star certified; or
    - >65-135 KBtuh: 11.3 EER/11.5 IPLV; or
    - >135-240 KBtuh: 11.0 EER/11.5 IPLV; or
    - >240 KBtuh: 10.6 EER/11.2 IPLV
- Caulk, weather-strip, or otherwise seal all holes, gaps, cracks, penetrations, and electrical receptacles in building envelope
- Seal and insulate heating and cooling system ducts with mastic or metal backed tape

## 5. Green Building

Applications with the Development Category at Part III.A.3.a. of the Application of New Construction or Redevelopment (with or without Acquisition) will qualify for Green Building points, as outlined in 5.a. below, provided the Applicant indicates its Green Building selection of 5.a.(1), Green Building Features, or 5.a.(2), Green Building Certification, in the Application as of the Application Deadline.

Applications with the Development Category at Part III.A.3.a. of the Application of Rehabilitation or Preservation (with or without Acquisition) will qualify for Green Building points as outlined in 5.b. below, provided the Applicant indicates its selection of Item 5.b. in the Application as of the Application Deadline.

Note: Any replacement of any of the committed items at any future date must be accomplished with items that meet or exceed the quality and efficiency of the original items.

a. Green Building for New Construction and Redevelopment Developments:

Applicants that select the Development Category of New Construction or Redevelopment with or without Acquisition at Part III.A.3.a. of the Application, will receive 7 points by committing to the Green Building Features outlined in Item (1) below or the Applicant will receive 10 points by committing to achieve one of the Green Certification Programs outlined in Item (2) below:

(1) Green Building Features (7 Points)

By making this selection, the Applicant commits to provide enough of the following Green Building features to achieve a total point value of at least 7 points. The Applicant will be required to commit to the specific Green Building features during credit underwriting and may select at that time the desired features, provided that the total point value equals or exceeds 7 points.

- Programmable thermostat in each unit (1 point)
- Humidistat in each unit (1 point)
- Rainwater harvesting system (reuse for irrigation and/or toilets) (4 points)
- Water Sense certified dual flush toilets in all bathrooms (1 point)
- Light colored concrete pavement instead of or on top of asphalt to reduce the heat-island effect (1 point)
- Energy Star qualified roof coating (1 point) \*
- Energy Star qualified roofing materials (metal, shingles or tiles) (2 points) \*
- Solar water heater (with at least 70% solar fraction) (4 points)
- Eco-friendly cabinets – formaldehyde free, material certified by the Forest Stewardship Council (2 points)
- Eco-Friendly flooring for entire unit – Carpet and Rug Institute Green Label certified carpet and pad, bamboo, cork, 100% recycled content tile, and/or natural linoleum (3 points)
- Energy Star rating for all windows in each unit (3 points)
- Florida Yards and Neighborhoods certification on all landscaping (1 point)
- Install daylight sensors, timers or motion detectors on all outdoor lighting attached to buildings (1 point)

\*Applicant may choose only one option related to Energy Star qualified roofing



or

(2) Green Building Certification (10 Points)

By making this selection, the Applicant commits to achieve one of the following certifications. Included in the certification program requirements, periodic verification must be accomplished throughout the construction process. These verifications must be accomplished by a third-party verifier that is unrelated to the Applicant or Developer or any Principal or Affiliate of the Applicant or the Developer. If the proposed Development includes any rehabilitation units, Applicants should consult with a third party verifier associated with the green certification program it intends to select to determine the extent the rehabilitation will allow for certification. The Applicant will be required to commit to a specific certification program during credit underwriting.

- (a) U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) Certification
- (b) Florida Green Building Coalition (FGBC) Certification
- (c) National Association of Home Builder's National Green Building Standard (NAHB) Certification

Applicants that fail to achieve the Green Building Certification program committed to during credit underwriting (LEED, FGBC or NAHB) will, upon Board approval, have up to 2 percent of the Development Cost subtracted from the Developer fee (where Development Cost is comprised of total actual construction costs, total general development costs, and total financial costs as provided in the Development's Final Cost Certification Application). If 20 percent or more of the units in a Development are not certified, then the entire 2 percent of the Development Cost will be subtracted from the Developer fee. If less than 20 percent of units are not certified, then a pro rata share of the 2 percent will be subtracted from the Developer fee based on the same process outlined in Part III.B.4.a. of the Instructions where the number of units that are not certified is compared to 20 percent of the Development's total units and the resulting ratio (non-certified units to 20 percent of the total units) determines the pro rata share of 2 percent of the Development Cost that will be subtracted from the Developer fee, up to the full 2 percent. (Note that LEED and FGBC High-Rise certify by whole building, not by unit, so the penalty would account for the number of units in a building that is

not certified. FGBC with a building of three floors or less and NAHB both certify by unit.)

For Developments with the New Construction Development Category that include both new construction and rehabilitation units, if an Applicant selects Green Building Certification for 10 points at Part III.B.5.a.(2) of the Application, but during credit underwriting a third party verifier for the green certification program committed to by the Applicant determines that the extent of rehabilitation being done will not allow for certification of all of the rehabilitation units that are part of the Development, up to 2 percent of Development Cost reduction to the Developer fee will be assessed based on a pro-rata share of the units that are not certified in comparison to 20 percent of the Development's total units as outlined above. For those units for which certification is not feasible, the Applicant will also be required to provide features from Part III.B.5.b. of the Instructions (Green Building for Rehabilitation and Preservation Developments) with a total point value of at least 14 points. Units for which certification is feasible will still be required to achieve certification, and if any of these units do not achieve certification, then these units will be added to the pro-rata calculation above to adjust the amount of Developer fee reduction that is to be assessed, up to the full 2 percent of the Development Cost.

All Applicants should note that green building certification is in addition to the Energy Star New Homes requirement (Part III.B.4.a. above), which exceeds the minimum energy performance requirements of each of these green building certification programs.

b. Green Building for Rehabilitation and Preservation Developments (10 points)

Applicants that select the Development Category of Rehabilitation or Preservation (with or without Acquisition) at Part III.A.3.a. of the Application will qualify for Green Building points by committing to the Green Building Features outlined below.

By making this selection, the Applicant commits to provide enough of the following Green Building features to achieve a total point value of at least 10 points. The Applicant will be required to commit to the specific Green Building features during credit underwriting and may select at that time the desired features, provided that the total point value equals or exceeds 10 points.

- Programmable thermostat in each unit (2 points)
- Humidistat in each unit (2 points)
- Water Sense certified dual flush toilets in all bathrooms (2 points)
- Light colored concrete pavement instead of or on top of asphalt to reduce the heat-island effect (2 points)
- Energy Star qualified roof coating (2 points) \*
- Energy Star qualified roofing materials (metal, shingles or tiles) (3 points) \*
- Eco-friendly cabinets – formaldehyde free, material certified by the Forest Stewardship Council (3 points)
- Eco-Friendly flooring for entire unit – Carpet and Rug Institute Green Label certified carpet and pad, bamboo, cork, 100% recycled content tile, and/or natural linoleum (3 points)
- Energy Star rating for all windows in each unit (3 points)
- Florida Yards and Neighborhoods certification on all landscaping (2 points)
- Install daylight sensors, timers or motion detectors on all outdoor lighting attached to buildings (2 points)

\*Applicant may choose only one option related to Energy Star qualified roofing

### **C. Ability to Proceed**

For Applications requesting Competitive HC, during the preliminary and NOPSE scoring process described in subsections 67-48.004(3), (4) and (5), F.A.C., Applicants may be eligible for Ability to Proceed tie-breaker points for the following Ability to Proceed elements: Site Plan/Plat Approval, Infrastructure Availability (electricity, water, sewer and roads), and Appropriate Zoning. The Applicant will either:

- (i) Achieve the full 6 Ability to Proceed tie-breaker points if it meets the threshold requirements for all of the following elements: site plan/plat approval, availability of electricity, availability of water, availability of sewer, availability of roads, and appropriate zoning, or
- (ii) Achieve 1 Ability to Proceed tie-breaker point for each of these elements which pass threshold and zero Ability to Proceed tie-breaker points for each of these elements which fail threshold. Then during the cure period described in subsection 67-48.004(6), F.A.C., if a threshold failure is successfully cured the Application will be awarded ½ Ability to Proceed tie-breaker point for each cured Ability to Proceed element.

Ability to Proceed tie-breaker points will be awarded as follows:

Competitive HC Ability to Proceed Tie-Breaker Points			
Ability to Proceed Element	Preliminary and NOPSE Scoring		Cure Period
	Pass Threshold – Tie-Breaker Point Value for each Element	Fail Threshold – Tie-Breaker Point Value for each Element	Pass Threshold – Tie-Breaker Point Value for each Element
Site Plan/Plat Approval	1	0	½
Availability of Electricity	1	0	½
Availability of Water	1	0	½
Availability of Sewer	1	0	½
Availability of Roads	1	0	½
Appropriately Zoned	1	0	½
Total Available Tie-Breaker Points	6	0	3

For example, at preliminary scoring Application A passes threshold for all of the Infrastructure elements and zoning, but fails threshold for site plan approval. The Application is eligible for 5 Ability to Proceed tie-breaker points (1 point each for electricity, water, sewer, roads and zoning). At NOPSE scoring it is determined that Application A’s water verification form is incomplete, so the Application fails threshold for water and the 1 point for water (awarded during preliminary scoring) is deducted, leaving the Application with 4 Ability to Proceed tie-breaker points. During the cure period, the Applicant successfully cures the site plan and water threshold failures, resulting in the Application meeting threshold for all of these Ability to Proceed elements and achieving a total of 5 Ability to Proceed tie-breaker points (the 4 points achieved at NOPSE scoring, plus ½ point for site plan approval and ½ point for water achieved during the cure period).

1. Status of Site Plan Approval or Plat Approval (Threshold)
  - a. Site Plan Approval for Multifamily Developments

To achieve threshold, the Applicant must provide the properly completed and executed Local Government Verification of Status of Site Plan Approval for Multifamily Developments form indicating one of the following. The form must be provided behind a tab labeled **“Exhibit 26”**. If the proposed Development consists of Scattered Sites, site plan approval must be demonstrated for all of the Scattered Sites.

- (1) The proposed Development consists of new construction or rehabilitation with new construction and the final site plan was approved on or before the Application Deadline for the 2011 Universal Application Cycle.
- (2) The proposed Development consists of new construction or rehabilitation with new construction and on or before the Application Deadline for the 2011 Universal Application Cycle (i) preliminary site plan approval or conceptual site plan approval has been issued, or (ii) site plan approval is required for the new construction work; however, although this jurisdiction provides

neither preliminary site plan approval, conceptual site plan approval, nor any other similar process, the site plan has been reviewed.

- (3) The proposed Development consists of rehabilitation without any new construction and does not require additional site plan approval or similar process.

b. Plat Approval for Single-Family Rental Developments

To achieve threshold, the Applicant must provide the properly completed and executed Local Government Verification of Status of Plat Approval for Single-Family Rental Developments form indicating one of the following. The form must be provided behind a tab labeled “**Exhibit 26**”. If the proposed Development consists of Scattered Sites, plat approval must be demonstrated for all of the Scattered Sites.

- (1) The final plat was approved on or before the Application Deadline for the 2011 Universal Application Cycle.
- (2) The preliminary or conceptual plat was approved on or before the Application Deadline for the 2011 Universal Application Cycle.
- (3) The Development consists of rehabilitation without any new construction and does not require additional plat approval.

2. Evidence of Site Control (Threshold)

To achieve threshold, the Applicant must demonstrate site control by providing the documentation required in Section a., b. or c., as indicated below. The required documentation, including any attachments or exhibits referenced in any document, must be attached to that document regardless of whether that attachment or exhibit has been provided as an attachment or exhibit to another document or whether the information is provided elsewhere in the Application or has been previously provided. Such documentation, including any attachments or exhibits, must be provided behind a tab labeled “**Exhibit 27**”. If the proposed Development consists of Scattered Sites, site control must be demonstrated for all of the Scattered Sites. A legal description of the Development site must be provided behind a tab labeled “**Exhibit 27**”.

- a. Provide a Qualified Contract - For purposes of the Universal Application, a qualified contract is one that has a term that does not expire before a date that is seven (7) months after the Application Deadline for the 2011 Universal Application Cycle or that contains extension options exercisable by the purchaser and conditioned solely upon payment of additional monies which, if exercised, would extend the term to a date that is not earlier than seven (7) months after the Application Deadline for the 2011 Universal Application Cycle; specifically states that the buyer’s remedy

for default on the part of the seller includes or is specific performance; and the buyer MUST be the Applicant unless a fully executed assignment of the qualified contract which assigns all of the buyer's rights, title and interests in the qualified contract to the Applicant, is provided. If the owner of the subject property is not a party to the qualified contract, all documents evidencing intermediate contracts, agreements, assignments, options, or conveyances of any kind between or among the owner, the Applicant, or other parties, must contain every exhibit and attachment referenced therein, and must contain the following elements of a qualified contract: (i) have a term that does not expire before a date that is seven (7) months after the Application Deadline for the 2011 Universal Application Cycle or contain extension options exercisable by the purchaser and conditioned solely upon payment of additional monies which, if exercised, would extend the term to a date that is not earlier than seven (7) months after the Application Deadline for the 2011 Universal Application Cycle, and (ii) specifically state that the buyer's remedy for default on the part of the seller includes or is specific performance.

OR

- b. Provide a Deed or Certificate of Title – The deed or certificate of title (in the event the property was acquired through foreclosure) must be recorded in the county in which the property is located and show the Applicant as the sole Grantee.

OR

- c. Provide a Lease - The lease must have an unexpired term of at least 50 years from the Application Deadline and the lessee must be the Applicant. The lease may be contingent only upon receipt of MMRB, HOME and/or HC funding. If the owner of the subject property is not a party to the lease, all documents evidencing intermediate leases, contracts, agreements, assignments, options, or conveyances of any kind between or among the owner, the lessor, the Applicant, or other parties, must contain every exhibit and attachment referenced therein, and if a lease, must have an unexpired term of at least 50 years from the Application Deadline, and if a contract, agreement, assignment, option, or conveyance of any kind, must contain the following elements of a qualified contract: (i) have a term that does not expire before a date that is seven (7) months after the Application Deadline for the 2011 Universal Application Cycle or contain extension options exercisable by the purchaser and conditioned solely upon payment of additional monies which, if exercised, would extend the term to a date that is not earlier than seven (7) months after the Application Deadline for the 2011 Universal Application Cycle, and (ii) specifically state that the buyer's remedy for default on the part of the seller includes or is specific performance.

3. Evidence of Infrastructure Availability (Threshold)

To achieve threshold, the Applicant must demonstrate that as of the date that signifies the Application Deadline for the 2011 Universal Cycle each type of infrastructure is available to the proposed Development site. Infrastructure is considered available if there are no impediments to obtaining service other than the conditions expressed in the Verification of Availability of Infrastructure forms as provided in this Application Package. Should any variance or local hearing be required, or if there is a moratorium pertaining to any of the utilities or roads for this Development, the infrastructure is not available. If the proposed Development consists of Scattered Sites, evidence of availability of each type of infrastructure must be provided for all of the Scattered Sites.

The Applicant may submit the properly completed and executed Verification of Availability of Infrastructure forms included within the Application Package or submit a letter from the entity providing the service (electricity, water, and wastewater) or Local Government (roads) verifying that each type of infrastructure is available for the proposed Development on or before the Application Deadline for the 2011 Universal Cycle. Regardless of whether provided by the Application Deadline or by the date that signifies the end of the cure period outlined in Rules 67-21.003 and 67-48.004, F.A.C., each letter submitted to confirm infrastructure availability must demonstrate availability on or before the Application Deadline for the 2011 Universal Cycle. Letters must be Development-specific and dated within 12 months of the Application Deadline. The verifications (forms and letters) may not be signed by the Applicant, by any related parties of the Applicant, by any Principals or Financial Beneficiaries of the Applicant, or by any local elected officials.

- a. Electricity - Evidence of availability on or before the Application Deadline must be provided behind a tab labeled **“Exhibit 28”**.
- b. Water - Evidence of availability on or before the Application Deadline must be provided behind a tab labeled **“Exhibit 29”**.
- c. Sewer, Package Treatment or Septic Tank - Evidence of availability on or before the Application Deadline must be provided behind a tab labeled **“Exhibit 30”**.
- d. Roads - Evidence of availability on or before the Application Deadline must be provided behind a tab labeled **“Exhibit 31”**.

4. Evidence of Appropriate Zoning (Threshold)

To achieve threshold the Applicant must provide the applicable Local Government verification form, properly completed and executed, behind a tab labeled **“Exhibit 32”**. The verification form must demonstrate that as of the date that signifies the Application Deadline for the 2011 Universal Cycle the proposed Development site is appropriately zoned and consistent with local land use regulations regarding density and intended use or that the proposed Development

site is legally non-conforming. If the proposed Development consists of Scattered Sites, evidence of appropriate zoning must be demonstrated for all of the Scattered Sites.

If the proposed Development is in the Florida Keys Area, proper execution of the Local Government Verification That Development Is Consistent with Zoning and Land Use Regulations form or the Local Government Verification That Permits Are Not Required For This Development form will constitute the Local Government's certification that the Applicant has obtained the necessary Rate of Growth Ordinance (ROGO) allocations from the Local Government.

5. Environmental Site Assessment (Threshold)

- a. To achieve threshold, the Applicant must demonstrate that a Phase I Environmental Site Assessment (ESA) has been performed. The firm performing the ESA must certify that the review was performed in accordance with ASTM Practice #E-1527-05. The properly completed and executed Verification of Environmental Safety – Phase I Site Assessment form must be provided behind a tab labeled “**Exhibit 33**”.
- b. If the Phase I ESA disclosed potential problems on the proposed site and required or recommended a Phase II ESA, to achieve threshold the firm that performed the Phase II ESA, even if it is the same firm that performed the Phase I ESA, must certify that the Phase II ESA has been performed in accordance with ASTM Practice #E-1903-97(2002). The properly completed and executed Verification of Environmental Safety – Phase II Site Assessment form must be provided behind a tab labeled “**Exhibit 34**”.

If the proposed Development consists of Scattered Sites, the Applicant must provide the appropriate evidence that a Phase I ESA and, if applicable, a Phase II ESA, has been performed for all of the Scattered Sites.

Note: If the Phase I ESA and/or the Phase II ESA disclosed environmental problems requiring remediation, a plan, including time frame and cost, for the remediation is required. By answering the applicable questions and executing the Phase I and/or Phase II verification(s), the environmental provider is certifying that such plan has been prepared. In addition, by executing the Applicant Certification and Acknowledgement form, the Applicant certifies that the plan has been prepared and the costs associated with such remediation have been included in the Development Cost Pro Forma submitted in this Application.

**D. Demographic Commitment (Threshold)**

Selection of the Elderly, Farmworker/Commercial Fishing Worker, or Homeless Demographic Commitment will be included in the Land Use Restriction Agreement



and/or Extended Use Agreement and must be maintained in order for the Development to remain in compliance, unless the Board approves a change.

All Applicants must select one of the following Demographic Commitments. If an Applicant fails to select a commitment or fails to qualify for the selected commitment, the Application will fail threshold.

1. Elderly

Indicate whether the proposed Development will be an Assisted Living Facility (ALF).

In order for a proposed Development to be classified as Elderly (ALF or non-ALF), the Development must meet the following requirements:

a. The total number of units is limited as follows:

(1) Non-ALF Developments

- (a) New Construction or Redevelopment with or without Acquisition (Applicant selected the applicable Development Category at Part III.A.3.a.) in all counties except Miami-Dade County and Broward County is limited to 160 total units;
- (b) Rehabilitation or Preservation, with or without Acquisition (Applicant selected the applicable Development Category at Part III.A.3. a.), that does not 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 in all counties except Miami-Dade County and Broward County is limited to 160 total units;
- (c) New Construction or Redevelopment (as described in (a) above) or Rehabilitation or Preservation (as described in (b) above) Developments located in Miami-Dade County and Broward County that are requesting MMRB (with or without non-competitive HC) may consist of up to 250 total units;
- (d) New Construction or Redevelopment (as described in (a) above) or Rehabilitation or Preservation (as described in (b) above) Developments located in Miami-Dade County and Broward County that are requesting Competitive HC or non-competitive HC only in this Application may consist of up to 200 total units;
- (e) There is no total unit limitation for the Rehabilitation or Preservation with or without Acquisition (Applicant

selected the applicable Development Category at Part III.A.3. a.) of 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.

- (2) ALF Developments cannot consist of more than 100 total units; and
- b. Applicant understands, acknowledges and agrees that it will comply with the Federal Fair Housing Act requirements and rent at least 80 percent of the total units to residents that qualify as Elderly pursuant to that Act. Further, Applicant understands, acknowledges and agrees that all such units are subject to the income restrictions committed to in the Set-Aside Commitment section of this Application; and
- c. For a non-ALF Development, at least 50 percent of the total units must be comprised of one-bedroom units and no more than 15 percent of the total units can be larger than 2 bedroom units. For an ALF Development, at least 90 percent of the total units must be comprised of units no larger than one-bedroom and the sharing of a unit by two or more unaffiliated residents cannot be a condition of occupancy; and
- d. Applicant must provide a market analysis, dated within nine (9) months of the Application Deadline, that demonstrates a local need for the low-income Elderly housing that is the subject of this Application (non-ALF or ALF). The market analysis must be provided behind a tab labeled **“Exhibit 35”**; and
- e. A minimum of one elevator per residential building must be provided for all new construction Developments that consist of more than one story if any of the Elderly set-aside units will be located on a floor higher than the first floor; and
- f. The Applicant must provide additional features in the new construction units and rehabilitation units.

The requirement to provide the additional features is in addition to the features committed to by the Applicant at Part III.B., Construction Features and Amenities, of this Application.

- (1) If the proposed Development includes any new construction units (regardless of the Development Category selected at Part III.A.3.a. of the Application), the additional Elderly features outlined in Part A.3. of the FHFC Universal Design and Visitability Manual must be provided in the indicated percentages of the total new construction units.

- (2) If the proposed Development includes any rehabilitation units (regardless of the Development Category selected at Part III.A.3. a. of the Application), the additional Elderly features outlined in Part B.3. of the FHFC Universal Design and Visitability Manual must be provided in the indicated percentages of the total rehabilitation units.

## 2. Farmworker or Commercial Fishing Worker

In order for a proposed Development to be classified as Farmworker or Commercial Fishing Worker, the Development must meet the following requirements:

- a. Development cannot have more than 80 total units; and
- b. Applicant must commit to rent not less than 40 percent of the total units to Farmworker or Commercial Fishing Worker Households; and
- c. Applicant must provide a market analysis, dated within nine (9) months of the Application Deadline, that demonstrates a local need for such housing. The market analysis must be provided behind a tab labeled **“Exhibit 35”**.

## 3. Homeless

For a Competitive HC Applicant to be eligible to select the Homeless Demographic, the Applicant must also request HOME funding in this Application.

In order for a proposed Development to be classified as Homeless, the Development must meet the following requirements:

- a. The Development Type selected by the Applicant at Part III.A.4. of the Application must be one of the following: Garden Apartments, High Rise (a building comprised of 7 or more stories), Mid-Rise with Elevator (a building comprised of 4 stories), Mid-Rise with Elevator (a building comprised of 5 or 6 stories), or Single Room Occupancy (SRO); and
- b. SRO Developments must commit to rent not less than 50 percent of the total units to Homeless Households and must have selected the SRO Construction Features and Amenities in this Application;  
  
or  
  
Non-SRO Developments must commit to rent not less than 50 percent of the total units for Homeless Households; and
- c. Applicant must provide the properly completed and executed Verification of Inclusion in Local Homeless Assistance Continuum of Care Plan by Lead Agency form behind a tab labeled **“Exhibit 35”**.

If no Local Homeless Assistance Continuum of Care Plan exists for the Catchment Area in which the proposed Development is located, a needs analysis demonstrating the local need for such housing must be provided behind a tab labeled “**Exhibit 35**”.

Note: The telephone number for the State Office on Homelessness is (850) 922-4691.

4. Family – Development will serve the general population.

## **E. Set-Aside Commitments**

All set-aside commitments will be included in the Land Use Restriction Agreement and/or Extended Use Agreement, and must be maintained in order for the Development to remain in compliance, unless the Board approves a change.

1. Commitments for MMRB and HC Applications:

If there is an inconsistency between the minimum set-aside section and the information stated on the total set-aside breakdown chart in this Application, the percentage(s) stated on the total set-aside breakdown chart will be considered the Applicant’s set-aside commitment.

Applicants requesting Competitive HC and HOME must complete the questions at Part III.E.1.a. and b. of the Application for the Competitive HC funding and the questions at Part III.E.2. of the Application for the HOME funding.

- a. MMRB and HC Minimum Set-Aside (Threshold)

All Applicants must select a minimum set-aside for each program applied for.

HC Applicants Note: Choosing the 20 percent at 50 percent AMI or less minimum set-aside will restrict ALL set-aside units at 50 percent or less of the AMI pursuant to IRS regulations. Applicants may choose the 40 percent at 60 percent AMI or less minimum set-aside without committing to setting aside any of the units at the 60 percent AMI level. For example, an Applicant may commit to setting aside 40 percent at 50 percent AMI and this would also be considered 40 percent at 60 percent AMI or less.

MMRB Applicants may select either 20 percent of the units at 50 percent AMI or lower or 40 percent of the units at 60 percent AMI or lower.

All Applicants Note: The deep rent skewing option is permitted for HC Developments only.

- b. Set-Aside Commitment

- (1) Set-Aside Location A Development (Threshold)

A proposed Development requesting HC (Competitive or non-competitive) or requesting MMRB (through a Supplemental MMRB Application Cycle) qualifies as a Set-Aside Location A Development if the location of the proposed Development is within a Set-Aside Location A Area and the Applicant selected the applicable Demographic Commitment (Elderly, Homeless, Farmworker or Commercial Fishing Worker, or Family) at Part III.D. of the Application.

The only Set-Aside Location A Developments that are eligible to apply for funding are proposed Developments where:

- (a) The Applicant selected and qualified at Part III.A.3. a. of the Application for the Development Category of Preservation or Acquisition and Preservation, regardless of the Demographic Category selected at Part III.D. of the Application, and the proposed Development is classified as RA Level 1 or RA Level 2\*; or
- (b) The Applicant selected and qualified at Part III.A.3. a. of the Application for the Development Category of Redevelopment or Acquisition and Redevelopment, regardless of the Demographic Category selected at Part III.D. of the Application, and the proposed Development is classified as RA Level 1 or RA Level 2\*; or
- (c) The Applicant selected and qualified at Part III.D. of the Application for the Homeless Demographic, and selected either the New Construction or Rehabilitation (with or without Acquisition) Development Category at Part III.A.3.a. of the Application, and the proposed Development is classified as RA Level 1 or RA Level 2\*.

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

If any part of a Development's site is located within the boundaries of an area designated as a Set-Aside Location A Area, then the Development will be deemed to be a Set-Aside Location A Development.

Using the following table, indicate whether the proposed Development qualifies as a Set-Aside Location A Development.

**Set-Aside Location A Areas**

County	Demographic Category	Location Description
Alachua	Family, Homeless or Farmworker/ Commercial Fishing Worker	Beginning at the intersection of CR 241/NW 143 <sup>rd</sup> Street and SR 232/NW69th Ave/Millhopper Road, follow SR 232/NW69th Ave/Millhopper Road east to NW 97 <sup>th</sup> Street. Follow NW 97 <sup>th</sup> Street south to NW 97 <sup>th</sup> Blvd. Follow NW 97 <sup>th</sup> Blvd northeast to SR 232/NW 63 <sup>rd</sup> Blvd/Millhopper Road/NW 53 <sup>rd</sup> Avenue. Follow SR 232/NW 63 <sup>rd</sup> Blvd/Millhopper Road/NW 53 <sup>rd</sup> Avenue east to NW 52 <sup>nd</sup> Terrace. Follow NW 52 <sup>nd</sup> Terrace north to NW 73 <sup>rd</sup> Avenue. Follow NW 73 <sup>rd</sup> Avenue east to NW 43 Street. Follow NE 43 Street north to US 441. Follow US 441 south to N SR 121. Follow N SR 121 north to NW CR 231. Follow NW CR 231 north to NE 142 <sup>nd</sup> Avenue/NE 156 <sup>th</sup> Avenue. Follow NE 142 <sup>nd</sup> Avenue/NE 156 <sup>th</sup> Avenue east to CR 225. Follow CR 225 south to Hatchet Creek. Follow Hatchet Creek southeast to SR 26/NW 55 <sup>th</sup> Blvd. Follow SR 26/NW 55 <sup>th</sup> Blvd west to E University Avenue. Follow E University Avenue east to SE 74 <sup>th</sup> Street. Follow SW 74 <sup>th</sup> Street south to SR 329B/Lake Shore Drive. Follow SE 329B/Lake Shore Drive south to SR 20/SE Hawthorne Road. Follow SR 20/SE Hawthorne Road south to the Gainesville-Hawthorne State Trail. Follow the Gainesville-Hawthorne State Trail northwest to SW Williston Road/SR 331. Follow SW Williston Road/SW 331 southwest to CR 346. Follow CR 346 west to US 27/US 41/SR 45/ S University Avenue. Follow US 27/US 41/SR 45/ S University Avenue to SR 24/SW Archer Road. Follow SR 24/SW Archer Road Northeast to SW CR 23/122 <sup>nd</sup> Street. Follow CR 23/122 <sup>nd</sup> Street north to SR 26/Newberry Road. Follow SR 26/Newberry Road west to 241/NW 143 <sup>rd</sup> Street. Follow 241/NW 143 <sup>rd</sup> Street north to intersection with SR 232/NW69th Ave/Millhopper Road.
Bay	Family, Homeless or Farmworker/ Commercial Fishing Worker	Entire County
Bradford	Family, Homeless or Farmworker/ Commercial Fishing Worker	Entire County
Brevard	All Demographic Categories	Entire County
Broward	All Demographic Categories	Beginning at the intersection of the Turnpike and SR870/Commercial Blvd, follow SR 870/Commercial Blvd east to SR 811/N. Dixie Hwy/NE 14 <sup>th</sup> Court/NE 5 <sup>th</sup> Terrace. Follow SR 811/N. Dixie Hwy/NE 14 <sup>th</sup> Court/NE 5 <sup>th</sup> Terrace south to SR 838/Sunrise Blvd. Follow SR 838/Sunrise Blvd west to the Turnpike. Follow the Turnpike north until it intersects with SR870/Commercial Blvd.
Charlotte	Family, Homeless or Farmworker/ Commercial Fishing Worker	Entire County
	All Demographic Categories	5 mile radius around the following latitude/longitude coordinates: N 26 59 29.4, W 82 1 45.5 (Hampton Point) - this also affects DeSoto and Sarasota Counties

County	Demographic Category	Location Description
Clay	Family, Homeless or Farmworker/ Commercial Fishing Worker	From northeastern corner of county, follow the county line west to State Road 21/Blanding Boulevard. Follow State Road 21 south to State Road 224/Kingsely Avenue east to the county line. Follow the eastern county line north to the northeastern corner.
Collier	All Demographic Categories	Entire County  Which includes  5 mile radius around the following latitude/longitude coordinates: N 26 9 59.8, W 81 41 24 (Noah's Landing) N 26 9 40.7, W 81 41 37.4 (Tuscan Isles)
Columbia	Family, Homeless or Farmworker/ Commercial Fishing Worker	Entire County
DeSoto	Family, Homeless or Farmworker/ Commercial Fishing Worker	Entire County
	All Demographic Categories	5 mile radius around the following latitude/longitude coordinates: N 26 59 29.4, W 82 1 45.5 (Hampton Point) - this also affects Charlotte and Sarasota Counties
Duval	All Demographic Categories	Entire County  Which includes  5 mile radius around the following latitude/longitude coordinates: N 30 12 20.9, W 81 36 13.4 (Leigh Meadows) N 30 23 .6, W 81 36 13 (Sundance Pointe)
Escambia	Family, Homeless, or Farmworker/ Commercial Fishing Worker	Beginning at the western intersection of the county line and I-10, follow I-10 east to the eastern intersection of I-10 and the county line. Follow the county line south until it intersects with the eastern intersection of the county line and I-10.
Flagler	All Demographic Categories	5 mile radius around the following latitude/longitude coordinates: N 29 15 3.7, W 81 6 40.4 (San Marco) - this also affects Volusia County
Gadsden	Family, Homeless or Farmworker/ Commercial Fishing Worker	Entire County
Hendry	Family, Homeless or Farmworker/ Commercial Fishing Worker	Entire County
	All Demographic Categories	5 mile radius around the following latitude/longitude coordinates: N26 35 36.4, W 81 38 29 (Andros Isle) - this also affects Lee County

County	Demographic Category	Location Description
Hernando	All Demographic Categories	Starting at the northern intersection of US98 and the county line, follow US 98 south to the Suncoast Parkway/SR 589. Follow the Suncoast Parkway/SR 589 south to Springhill Drive. Follow Springhill Drive west to US 19/SR55/Commercial Way. Follow US 19/SR 55/Commercial Way north to CR 595/Osowaw Blvd. Follow CR 595/Osowaw Blvd southwest to Aloha Lane. Follow Aloha Lane west to the Gulf of Mexico. Follow the Gulf of Mexico south to the county line. Follow the county line around the remaining portion of the county to the northern intersection of US 98 and the county line.
Highlands	Family, Homeless or Farmworker/ Commercial Fishing Worker	Entire County
Hillsborough	All Demographic Categories	<p>Beginning at the intersection of the county line and US 92/SR 600/W Gandy Blvd./Baypointe Circle, follow US 92/SR 600/W Gandy Blvd./Baypointe Circle east to Hillsborough Bay. Follow the westernmost boundary of Hillsborough Bay north to the intersection of Davis Islands Bridge and Bayshore Blvd. Follow Bayshore Blvd north to W. Platt Street. Follow W. Platt Street east to Jefferson Street. Follow Jefferson Street north to N. Orange Ave. Follow N. Orange Ave north to I-275. Follow I-275 north to CR 582/E Bearss Avenue. Follow CR 582/E Bearss Avenue southeast to CR 581/Bruce B Downs Blvd/N 30<sup>th</sup> Street. Follow CR 581/Bruce B Downs Blvd/N 30<sup>th</sup> Street east to Skipper Road. Follow Skipper Road east to N 46<sup>th</sup> Street. Follow N 46<sup>th</sup> Street south to CR 582A/E Fletcher Avenue. Follow CR 582A/E Fletcher Avenue east to N 50<sup>th</sup> Street. Follow N 50<sup>th</sup> Street south to the Hillsborough River. Follow the Hillsborough River southeast to the Sixmile Creek. Follow the Sixmile Creek east to I-75. Follow I-75 south to CR 676A/Progress Blvd/ Pendola Point Road. Follow CR 676A/Progress Blvd/Pendola Point Road west into Hillsborough Bay. Follow Hillsborough Bay west into Tampa Bay. Follow Tampa Bay northwest to the western county line. Follow the county line north to US 92/SR 600/W Gandy Blvd.</p> <p>AND</p> <p>5 mile radius around the following latitude/longitude coordinates: N 28 0 11.2, W 82 8 29.4 (Woodbridge)</p>
Indian River	Family, Homeless or Farmworker/ Commercial Fishing Worker	Entire County
	All Demographic Categories	5 mile radius around the following latitude/longitude coordinates: N 27 35 11.8, W 80 24 33.2 (Woods at Vero) - this also affects St. Lucie County
Lake	All Demographic Categories	<p>Entire County</p> <p>Which includes</p> <p>5 mile radius around the following latitude/longitude coordinates: N 28 48 57.9, W 81 40 14.8 (Spring Harbor) - this also affects Orange County N 28 47 1.7, W 81 17 40.6 (Windchase) - this also affects Seminole and Volusia County</p>



County	Demographic Category	Location Description
Lee	All Demographic Categories	<p>Entire County</p> <p>Which Includes</p> <p>5 mile radius around the following latitude/longitude coordinates:  N 26 35 36.4, W 81 38 29 (Andros Isle) - this also affects Hendry County  N 26 35 55.6, W 81 48 49.8 (Bernwood)  N 26 36 31, W 81 51 3.6 (Westwood)</p>
Leon	Family, Homeless or Farmworker/ Commercial Fishing Worker	<p>Beginning at the intersection of I-10 and Capital Circle NW/SR 236/CR 157, follow Circle NW/SR 236/CR 157 north to Orchard Pond Road. Follow Orchard Pond Road east to CR 155/N Meridian Road. Follow CR 155/N Meridian Road south to CR 154/Bannerman Road/Bradfordville Road/Crump Road southeast to Apalachee Parkway/US 27/SR 20. Follow Apalachee Parkway/US 27/SR 20 east to county line. Follow county line south to SR 260/Natural Bridge Road. Follow SR 260/Natural Bridge Road west to SR 360/Woodville Hwy. Follow SR 360/Woodville Hwy north to SR 260/Oak Ridge Road. Follow SR 260/Oak Ridge Road west to SR 62/Wakulla Springs Road. Follow SR 62/Wakulla Springs Road north to US 319/SR 369/Crawfordville Road. Follow US 319/SR 369/Crawfordville Road northeast to SR 263/SW Capital Circle. Follow SR 263/SW Capital Circle northwest to SR 371/Lake Bradford Road. Follow SR 371/Lake Bradford Road northeast to SR 371/W Orange Ave. Follow SR 371/W Orange Ave west to Eisenhower Street. Follow Eisenhower Street north to Plant Street. Follow Plant Street west to Chipley Street. Follow Chipley Street north to Jackson Bluff Road. Follow Jackson Bluff Road west to Appleyard Drive/Mission Road. Follow Appleyard Drive/Mission Road north to I-10. Follow I-10 west to Capital Circle NW/SR 236/CR 157.</p>
Manatee	All Demographic Categories	<p>Entire County</p> <p>Which includes</p> <p>5 mile radius around the following latitude/longitude coordinates:  N 27 29 14, W 82 31 47.7 (River Trace Senior)</p>
Marion	Family, Homeless or Farmworker/ Commercial Fishing Worker	Entire County
Miami-Dade	All Demographic Categories	Beginning at SW 248 <sup>th</sup> Street and Biscayne Bay, follow SW 248 <sup>th</sup> Street west to the county line. Follow the county line around the remaining southern portion of the county, then north to SW 248 <sup>th</sup> Street.

County	Demographic Category	Location Description
Orange	Family, Homeless or Farmworker/ Commercial Fishing Worker	Entire County  Which includes  5 mile radius around the following latitude/longitude coordinates: N 28 29 26.9, W 81 24 10.9 (Grande Pointe) N 28 36 21.7, W 81 25 20.7 (Nassau Bay I and II) - this also affects Seminole County N28 34 9.2, W81 25 50.6 (Oak Glen) N 28 48 57.9, W 81 40 14.8 (Spring Harbor) - this also affects Lake County
	Elderly	Beginning at the Northwest corner of the county boundary, follow the county line southeast to Keller Road. Follow Keller Road south to West Kennedy Blvd. Follow West Kennedy Blvd east to I-4. Follow I-4 south to W. Fairbanks Avenue/SR 424A/SR 426. Follow W. Fairbanks Avenue/SR 424A/SR 426 east to Park Avenue. Follow Park Avenue north to Palmer Avenue. Follow Palmer Avenue east to North Lakemont Avenue. Follow North Lakemont Avenue north to the county line. Follow the county line around the remaining southern portion of the county.
Osceola	Family, Homeless or Farmworker/ Commercial Fishing Worker	Entire County
Palm Beach	Family, Homeless or Farmworker/ Commercial Fishing Worker	Beginning at intersection of Florida Turnpike and Donald Ross Road, follow Turnpike south to SR812/W Lantana Road. Follow SR812/W Lantana Road east to I-95. Follow I-95 south to NE 4 <sup>th</sup> Street/Lake Ida Road. Follow NE 4 <sup>th</sup> Street/Lake Ida Road east. From the eastern most point, follow due east to the Atlantic Ocean. Follow the Atlantic Ocean north to Donald Ross Road. Follow Donald Ross Road west to the Florida Turnpike.
	All Demographic Categories	5 mile radius around the following latitude/longitude coordinates: N 26 41 30.9,W 80 10 40.5 (Colony Park) N 26 46 32.9,W 80 6 29.6 (Indian Trace) N 26 35 11.4,W 80 5 0.6 (Marina Bay) N 26 47 58.6,W 80 5 11.1 (Venetian Isles I) N 26 48 3.3,W 80 5 6.4 (Venetian Isles II) N 26 39 29.2,W 80 7 20.7 (Windsor)
Pasco	Family, Homeless or Farmworker/ Commercial Fishing Worker	Entire County
Polk	Family, Homeless or Farmworker/ Commercial Fishing Worker	Entire County
Santa Rosa	Family, Homeless or Farmworker/ Commercial Fishing Worker	Entire County

County	Demographic Category	Location Description
Sarasota	Family, Homeless or Farmworker/ Commercial Fishing Worker	Beginning at the intersection of US 41/SR 45/Tamiami Trail and the Myakka River, follow US 41/SR 45/Tamiami Trail east to De Miranda Ave/Toledo Rd to Hernando Road. Take Hernando Road east to the easternmost point. From the easternmost point north to Range Line Run/Tropicaire Blvd. Follow Range Line Run/Tropicaire Blvd east to Van Camp Street. Follow Van Camp Street north to Estates Drive/Reisterstown Road. Follow Estates Drive/Reisterstown Road southeast to Tropicaire Blvd east to Wampee Drive. Follow Wampee Drive east to N Salford Blvd. Follow N. Salford Blvd north to Elkrem Drive. Follow Elkrem Drive east to Malton Street. Follow Malton Street south to Tropicaire Blvd. Follow Tropicaire Blvd east to Choctaw Blvd. Follow Choctaw Blvd south to the Snover Waterway. Follow the Snover Waterway east to the county line. Follow the county line southwest to the Myakka River. Follow the Myakka River to US 41/SR 45/Tamiami Trail.
	All Demographic Categories	5 mile radius around the following latitude/longitude coordinates: N 26 59 29.4, W 82 1 45.5 (Hampton Point) - this also affects DeSoto and Charlotte Counties
Seminole	Family, Homeless or Farmworker/ Commercial Fishing Worker	Entire County  Which includes:  5 mile radius around the following latitude/longitude coordinates: N 28 48 55.9,W 81 19 6.7 (Stratford Point) this also affects Volusia County N 28 47 1.7,W 81 17 40.6 (Windchase) - this also affects Volusia and Lake County N 28 45 11.3,W 81 17 18.5 (Wyndham) N 28 36 21.7, W 81 25 20.7 (Nassau Bay I and II) - this also affects Orange County
	Elderly	5 mile radius around the following latitude/longitude coordinates: N 28 48 55.9,W 81 19 6.7 (Stratford Point) this also affects Volusia County N 28 47 1.7,W 81 17 40.6 (Windchase) - this also affects Volusia and Lake County N 28 45 11.3,W 81 17 18.5 (Wyndham) N 28 36 21.7, W 81 25 20.7 (Nassau Bay I and II) - this also affects Orange County  With the exception of a 2 mile radius around the following latitude/longitude coordinates where Elderly developments will be permitted:  N 28 42 4.1, W 81 20 43.4 (Longwood Station)
St. Johns	Elderly	Entire County
	All Demographic Categories	5 mile radius around the following latitude/longitude coordinates: N 29 52 14.5, W 81 20 32.7 (Whispering Woods)

County	Demographic Category	Location Description
St. Lucie	Family, Homeless or Farmworker/ Commercial Fishing Worker	Entire County
	All Demographic Categories	5 mile radius around the following latitude/longitude coordinates: N 27 20 46.4, W 80 22 56.6 (Peacock Run) N 27 25 27.6 W 80 22 33.5 (Sabal Chase) N 27 35 11.8, W 80 24 33.2 (Woods at Vero) - this also affects Indian River County
Volusia	All Demographic Categories	5 mile radius around the following latitude/longitude coordinates: N 29 15 3.7, W 81 6 40.4 (San Marco) - this also affects Flagler County N 29 1 14.6, W 81 17 44.2 (Garfield Place) N 28 48 55.9, W 81 19 6.7 (Stratford Point) - this also affects Seminole County N 28 47 1.7, W 81 17 40.6 (Windchase) - this also affects Seminole and Lake County
Walton	Family, Homeless or Farmworker/ Commercial Fishing Worker	Entire County

(2) Total Set-Aside Breakdown

Commitments to set aside residential units made by those Applicants that receive funding will become the minimum set-aside requirements for any other Corporation funds, to include non-competitive HC, that the Applicant may receive in the future for the same Development.

The total set-aside for MMRB, within the MMRB column, should not exceed 85 percent. In the event an MMRB Applicant selects a total set-aside percentage which is higher than 85 percent in the MMRB column, the highest set-aside percentage will be adjusted to bring the total set-aside percentage down to 85 percent.

(a) Extremely Low Income (ELI) Set-Aside Commitment (Threshold)

The minimum ELI Set-Aside threshold requirements are as follows:

<b>Proposed Development's Qualification as Location A Development</b>	<b>Funding Requested</b>	<b>Development Category</b>	<b>Minimum ELI Set-Aside Commitment to Meet Threshold</b>
Proposed Development does not qualify as a Location A Development	Competitive 9% HC; or Competitive 9% HC and HOME	New Construction; or Rehabilitation (with or without Acquisition); or Redevelopment (with or without Acquisition)	10% of the total units
		Preservation (with or without Acquisition)	20% of the total units **
	MMRB (with or without non-competitive 4% HC); or non-competitive HC only	New Construction; or Rehabilitation (with or without Acquisition); or Redevelopment (with or without Acquisition); or Preservation (with or without Acquisition)	Automatically deemed to meet threshold without any ELI Set-Aside commitment
Proposed Development qualifies as a Location A Development *	Competitive 9% HC; or Competitive HC and HOME; or MMRB (with or without non-competitive 4% HC) ; or non-competitive HC only	New Construction; or Rehabilitation (with or without Acquisition); or Redevelopment (with or without Acquisition); or Preservation (with or without Acquisition)	20% of the total units **

\* And meets the requirements outlined in Part III.E.1.b.(1)(a), (b) or (c) above.

\*\* During the Compliance Period, if Congress fails to appropriate funding for the PBRA contract with HUD or RD, and if the 20% ELI set-aside is comprised of at least 10% PBRA units, then the ELI set-aside requirement will be reduced from 20% to 10% and those units (10%) will convert to the highest set-aside committed to by the Applicant in the Application.

**(b) Special Needs Households (4 Points)**

Except for Homeless Applicants (see exception below), to be eligible for points Applicants requesting Competitive HC must commit to:

- (i) Set aside at least 50 percent of its ELI units for Special Needs Households; and
- (ii) Develop and execute a Memorandum of Understanding (MOU) with at least one designated Special Needs Household Referral Agency for the county where the proposed Development will be located. The deadline for the MOU will be established in the Carryover Allocation Agreement.

The exception to the above requirement is if a Competitive HC Applicant selected and qualified for the Homeless Demographic at Part III.D. of the Application, it will automatically receive 4 points without any commitment to set aside any ELI units for Special Needs Households.

Applicants requesting MMRB and Applicants requesting non-competitive HC only will also automatically receive 4 points without any commitment to set aside any ELI units for Special Needs Households.

The Applicant’s ELI Set-Aside commitment must be entered on the applicable total set-aside breakdown chart (see Item 1.b.(2)(d) below).

ELI County Chart			
County	ELI Set-Aside AMI level	County	ELI Set-Aside AMI level
Alachua	33%	Lee	33%
Baker	35%	Leon	30%
Bay	35%	Levy	45%
Bradford	40%	Liberty	45%
Brevard	33%	Madison	45%
Broward	25%	Manatee	30%
Calhoun	45%	Marion	40%
Charlotte	35%	Martin	33%
Citrus	45%	Miami-Dade	28%
Clay	30%	Monroe	25%
Collier	28%	Nassau	30%
Columbia	45%	Okaloosa	30%
De Soto	45%	Okeechobee	45%
Dixie	45%	Orange	33%
Duval	30%	Osceola	33%
Escambia	35%	Palm Beach	28%
Flagler	33%	Pasco	33%
Franklin	45%	Pinellas	33%
Gadsden	30%	Polk	40%
Gilchrist	33%	Putnam	45%
Glades	45%	St. Johns	30%
Gulf	45%	St. Lucie	33%
Hamilton	45%	Santa Rosa	33%
Hardee	45%	Sarasota	30%
Hendry	45%	Seminole	33%
Hernando	33%	Sumter	40%
Highlands	45%	Suwannee	45%
Hillsborough	33%	Taylor	45%
Holmes	45%	Union	40%
Indian River	33%	Volusia	35%
Jackson	45%	Wakulla	35%
Jefferson	30%	Walton	40%
Lafayette	45%	Washington	45%
Lake	33%		

(c) Total Set-Aside Commitment (3 Points)

Applicants, except those requesting funding for ALF Developments, will receive 3 points for a commitment to set aside at least 70 percent of the Development's units at 60 percent AMI or less. Applicants requesting funding for ALF Developments will receive 3 points for a commitment to set aside at least 50 percent of the Development's units at 60 percent AMI or less.

The total set-aside must be entered on the applicable total set-aside breakdown chart (see Item 1.b.(2)(d) below).

(d) Total Set-Aside Breakdown Chart

Complete each column of the applicable total set-aside breakdown chart at Part III.E.1.b.(3) in the Application. The Applicant must indicate on the applicable total set-aside breakdown chart the percentage of residential units, stated in whole numbers, to be set aside at each selected AMI level. Where reasonably possible, Applicants will be required to keep the unit mix consistent across each committed AMI level.

In the event of a discrepancy between the set-aside commitments shown in this section and those shown elsewhere within the Application, the set-aside commitments shown in this section shall be deemed to be the Applicant's set-aside commitments.

2. Commitment for HOME Applications:

a. Minimum HOME-Assisted Units (Threshold for Applicants requesting Competitive HC and HOME)

HOME Applicants must calculate the minimum number of set-aside units required by HUD and the minimum number of set-aside units as a percentage of the total units. If the Total Development Cost is revised during the scoring process, either by the Corporation or by the Applicant as provided in Rule Chapter 67-48.004, F.A.C., the smaller amount of Total Development Cost will be used for the purposes of calculating this set-aside and the applicable points will be awarded for setting aside units beyond the minimum required.

In the event of a discrepancy between the amounts entered by the Applicant at Part III.E.2.a.(1), (2) and/or (4) and those shown elsewhere within the Application, the HOME loan request amount stated at Part

V.A.1. shall be deemed to be the requested amount, the Total Development Cost amount stated on the Development Cost Pro-Forma shall be deemed to be the Total Development Cost (unless revised as provided above, in which case the smaller amount will be deemed to be the Total Development Cost), and the total number of units stated at Part III.A.6.a. shall be deemed to be the total number of units for the Development.

b. Summary of HOME-Assisted Units

Low HOME Rent units must be equal to or greater than 20 percent of the total set-aside units committed to. All remaining set-aside units will be High HOME Rent units. Calculate the number of Low HOME and High HOME rent units. Round up the number of Low HOME Rent Units to the next whole unit. High and Low HOME Rent charts are incorporated by reference and are available on the Corporation’s Website under the 2011 Universal Application link labeled Related References and Links.

3. Affordability Period (Maximum 5 Points):

If the Applicant irrevocably commits to set aside units in the proposed Development for a total of 31 or more years, points will be awarded based on the following chart:

Total Set-Aside Years	Points Awarded
50 or more	5
45-49	4
40-44	3
35-39	2
31-34	1

Any HC Applicant that commits to set aside units beyond the HC minimum 30 years is also irrevocably committing to waive the option to convert to market after year fourteen (14).

**F. Resident Programs (Maximum 14 Points)**

Applicants may select resident programs from the Qualified Resident Programs for Non-Elderly and Non-Homeless Developments section, the Qualified Resident Programs for Homeless Developments – SRO and Non-SRO section, or the Qualified Resident Programs for Elderly Developments – Non-ALF and ALF section, up to a maximum of 6 points. Programs in the Qualified Resident Programs for All Applicants section may be selected, up to a maximum of 8 points.



All resident programs selected by the Applicant will be included in the Land Use Restriction Agreement and/or Extended Use Agreement and must be maintained in order for the Development to remain in compliance unless the Board approves a change.

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

To be eligible to select resident programs from this category, the Applicant cannot have selected and qualified for the Elderly or Homeless Demographic Commitment at Part III.D.

a. Homeownership Opportunity Program. MMRB and HC Applicants may only select Item (1) below, with one exception. The exception is that HC Applicants that selected “Single Family Rental” as the Development Type at Part III.A.4. have the option of selecting either Item (1) or Item (2) below.

(1) Financial Assistance with Purchase of a Home. (2 points)  
Applicant commits to provide a financial incentive which includes the following provisions:

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

OR

(2) For HC Single Family Rental Developments Only (Application reflects the Single Family Rental Development Type at Part III.A.4.):

Financial Assistance with Purchase of a Unit in the Development. (1 point) Applicant must make this homeownership opportunity program available to all residents in compliance with their current lease, at no cost to the resident. The program must set aside 10 percent of the resident's gross rent towards a down payment to assist the resident in the purchase of a unit in the Development. The resident may be suspended from the program during the period of a lease if the resident violates any provision of the lease. Upon renewal of the lease, the resident must be reinstated into the program for the period of that renewal, with suspension permitted under the same terms as discussed above.

- b. After School Program for Children - This program requires the Applicant or its Management Company to provide supervised, structured, age-appropriate activities for children during the after school hours, Monday through Friday. Activities must be on-site and at no charge to the residents. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units. (3 points)
- c. First Time Homebuyer Seminars - Applicant or its Management Company must arrange for and provide, at no cost to the resident, in conjunction with local realtors or lending institutions, semiannual on-site seminars for residents interested in becoming homeowners. Seminars must be held between the hours of 9:00 a.m. and 9:00 p.m. and electronic media, if used, must be used in conjunction with live instruction. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units. (1 point)
- d. Literacy Training - Applicant or its Management Company must make available, at no cost to the resident, literacy tutor(s) who will provide weekly literacy lessons to residents in private space on-site. Training must be held between the hours of 9:00 a.m. and 9:00 p.m. and electronic media, if used, must be used in conjunction with live instruction. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units. (2 points)
- e. Employment Assistance Program - Applicant or its Management Company must provide, at no cost to the resident, a minimum of quarterly scheduled Employment Assistance Program workshops/meetings offering employment counseling by a knowledgeable employment counselor. Such a program includes employability skills workshops providing instruction in the basic skills necessary for getting, keeping, and doing well in a job. The instruction must be offered between the hours of 9:00 a.m. and 9:00 p.m. and must include, but not be limited to, the following:

- Evaluation of current job skills;
- Assistance in setting job goals;
- Assistance in development of and regular review/update of an individualized plan for each participating resident;
- Resume assistance;
- Interview preparation; and
- Placement and follow-up services.

If the Development consists of Scattered Sites and the training is provided on site, it must be provided on the Scattered Site with the most units. If the training is not provided on-site, transportation at no cost to the resident must be provided. Electronic media, if used, must be used in conjunction with live instruction. (2 points)

OR

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

To be eligible to select resident programs from this category, the Applicant must have selected and qualified for the Homeless Demographic Commitment at Part III.D.

Note: All Applicants selecting and qualifying for the Homeless Demographic Commitment in this Application will be required to provide a Case Management Program whereby the Applicant or its Management Company must provide, at no cost to the resident, a Case Manager (at least one for every 25 Homeless or formerly Homeless resident families) whose activities are aimed at assessing resident needs, planning services, linking the service system to a resident, coordinating the various system components, monitoring service delivery, and evaluating the effect of service delivery. Case Managers must possess at least a bachelor's degree in human services or a related field.

- a. The following resident programs are available for SRO Developments only (Applicant selected the SRO Development Type at Part III.A.4.):
- (1) Staffed Kitchen/Cafeteria - Applicant or its Management Company must provide, at no cost to the resident, an on-site staffed kitchen/cafeteria that provides at least one meal, 7 days per week between the hours of 9:00 a.m. and 9:00 p.m. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units. (3 points)

- (2) Daily Activities – Applicant or its Management Company must provide on-site supervised, structured activities, at no cost to the resident at least 5 days per week which must be offered between the hours of 9:00 a.m. and 9:00 p.m. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units. (3 points)
- b. The following resident programs are available for Non-SRO Developments only:
- (1) Homeownership Opportunity Program. MMRB and HC Applicants may only select Item (a) below, with one exception. The exception is that HC Applicants that selected “Single Family Rental” as the Development Type at Part III.A.4. have the option of selecting either Item (a) or Item (b) below.
    - (a) Financial Assistance with Purchase of a Home. (2 points) Applicant commits to provide a financial incentive which includes the following provisions:
      - The incentive must be applicable to the home selected by the resident and may not be restricted to or enhanced by the purchase of homes in which the Applicant, Developer, or other related party has an interest;
      - the incentive must be not less than 5 percent of the rent for the resident’s unit during the resident’s entire occupancy (Note: Resident will receive the incentive for all months for which the resident is in compliance with the terms and conditions of the lease. Damages to the unit in excess of the security deposit will be deducted from the incentive.);
      - the benefit must be in the form of a gift or grant and may not be a loan of any nature;
      - the benefits of the incentive must accrue from the beginning of occupancy;
      - the vesting period can be no longer than 2 years of continuous residency; and
      - no fee, deposit or any other such charge can be levied against the resident as a condition of participation in this program.

OR
    - (b) For HC Single Family Rental Developments Only (Application reflects the Single Family Rental Development Type at Part III.A.4.):

Financial Assistance with Purchase of a Unit in the Development. (1 point) Applicant must make this homeownership opportunity program available to all residents in compliance with their current lease, at no cost to the resident. The program must set-aside 10 percent of the resident's gross rent towards a down payment to assist the resident in the purchase of a unit in the Development. The resident may be suspended from the program during the period of a lease if the resident violates any provision of the lease. Upon renewal of the lease, the resident must be reinstated into the program for the period of that renewal, with suspension permitted under the same terms as discussed above.

- (2) After School Program for Children - This program requires the Applicant or its Management Company to provide supervised, structured, age-appropriate activities for children during the after school hours, Monday through Friday. Activities must be on-site and at no charge to the residents. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units. (3 points)
- (3) First Time Homebuyer Seminars - Applicant or its Management Company must arrange for and provide, at no cost to the resident, in conjunction with local realtors or lending institutions, semiannual on-site seminars for residents interested in becoming homeowners. Seminars must be held between the hours of 9:00 a.m. and 9:00 p.m. and electronic media, if used, must be used in conjunction with live instruction. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units. (1 point)

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

- (1) Literacy Training - Applicant or its Management Company must make available, at no cost to the resident, literacy tutor(s) who will provide weekly literacy lessons to residents in private space on-site. Training must be held between the hours of 9:00 a.m. and 9:00 p.m. and electronic media, if used, must be used in conjunction with live instruction. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units. (2 points)
- (2) Employment Assistance Program - Applicant or its Management Company must provide, at no cost to the resident, a minimum of

quarterly scheduled Employment Assistance Program workshops/meetings offering employment counseling by a knowledgeable employment counselor. Such a program includes employability skills workshops providing instruction in the basic skills necessary for getting, keeping, and doing well in a job. The instruction must be offered between the hours of 9:00 a.m. and 9:00 p.m. and must include, but not be limited to, the following:

- Evaluation of current job skills;
- Assistance in setting job goals;
- Assistance in development of and regular review/update of an individualized plan for each participating resident;
- Resume assistance;
- Interview preparation; and
- Placement and follow-up services.

If the Development consists of Scattered Sites and the training is provided on site, it must be provided on the Scattered Site with the most units. If the training is not provided on-site, transportation at no cost to the resident must be provided. Electronic media, if used, must be used in conjunction with live instruction. (2 points)

OR

3. Qualified Resident Programs for Elderly Developments – Non-ALF and ALF (Maximum 6 Points)

To be eligible to select resident programs in this category, the Applicant must have selected and qualified for the Elderly Demographic Commitment at Part III.D.

Note: All Applicants selecting and qualifying for the Elderly Demographic Commitment as an Assisted Living Facility at Part III.D. will be required to provide a Case Management Program whereby the Applicant, Management Company, or its Service Provider must provide, at no cost to the resident, a Case Manager (at least one for every 25 residents) whose activities are aimed at assessing resident needs, planning services, linking the service system to a resident, coordinating the various system components, monitoring service delivery, and evaluating the effect of service delivery. Case Managers must possess at least a bachelor's degree in human services or a related field.

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

- (1) Daily Activities - Applicant or its Management Company must provide on-site supervised, structured activities, at no cost to the

resident, at least five days per week which must be offered between the hours of 8:00 a.m. and 7:00 p.m. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units. (3 points)

- (2) Assistance with Light Housekeeping, Grocery Shopping and/or Laundry - The Applicant or its Management Company must provide residents with a list of qualified service providers for (a) light housekeeping, and/or (b) grocery shopping, and/or (c) laundry and will coordinate, at no cost to the resident, the scheduling of services. The Developer or Management Company shall verify that the services referral information is accurate and up-to-date at least once every six (6) months. (1 point)
- (3) Resident Assurance Check-In Program – Applicant commits to provide and use an established system for checking in with each resident on a pre-determined basis not less than once per day, at no cost to the resident. Residents may opt out of this program with a written certification that they choose not to participate. (2 points)
- (4) Manager On-Site 24 Hours Per Day – Applicant must provide management personnel on the Development’s premises at all times who will be available and accessible to the residents 24 hours per day, seven days per week, at no cost to the resident. The on-site management personnel shall be available at all times to receive calls from residents and help determine the approach to address the issue. The Development’s owner or designated manager shall develop and implement policies and procedures for receiving a resident call and how to assess and handle the call based on a resident’s request and/or need. At a minimum, residents shall be informed of the Resident Program at move-in and via a written notice(s) clearly displayed in the Development’s common or public spaces. If the Development consists of Scattered Sites, management personnel must, at a minimum, be on the Scattered Site with the most units 24 hours a day, 7 days a week. Although the Scattered Sites Development management personnel may be located only on the Scattered Site with the most units, they must be available to and provide the same resident program services to all the Development’s residents. (3 points)

b. The following resident programs are available for Elderly ALF Developments only (Applicant selected “Yes” at Part III.D.1.a.):

- (1) Medication Administration – The Applicant or its Management Company shall provide, pursuant to ALF licensure requirements, staff to administer medications in accordance with a health care provider’s order or prescription label. (3 points)

- (2) Services for Persons with Alzheimer’s Disease and Other Related Disorders – The Applicant or its Management Company shall advertise and provide supervision and services to persons with Alzheimer’s disease and other related disorders that are specific to each affected resident and pursuant to ALF licensure requirements. (3 points)
- c. The following resident programs are available for both Elderly Non-ALF and Elderly ALF Developments:
- (1) Private Transportation – The Applicant or its Management Company must make available a safe and serviceable vehicle that can transport residents to off-site locations for such things as medical appointments, public service facilities, and/or educational or social activities, at no cost to the resident. A nearby bus stop or access to programs such as “Dial-A-Ride” will not be acceptable for purposes of this program. (3 points)
  - (2) Literacy Training - Applicant or its Management Company must make available, at no cost to the resident, literacy tutor(s) who will provide weekly literacy lessons to residents in private space on-site. Training must be held between the hours of 8:00 a.m. and 7:00 p.m. and electronic media, if used, must be used in conjunction with live instruction. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units. (2 points)
  - (3) Computer Training – The Applicant or its Management Company shall make available computer and internet training classes (basic and/or advanced level depending on the needs and requests of the residents). The training classes must be provided at least once a week, at no cost to the resident, in a dedicated space on site. Training must be held between the hours of 8:00 a.m. and 7:00 p.m. and electronic media, if used, must be used in conjunction with live instruction. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units. (2 points)

AND

4. Qualified Resident Programs for ALL Applicants (Maximum 8 Points)
  - a. Health and Wellness



- (1) The following resident programs are available for All Developments Except Elderly ALF Developments:
- (a) Health Care – At least quarterly visits by health care professionals such as nurses, doctors, or other licensed care providers. At a minimum, the following services must be provided: health screening, flu shots, vision and hearing tests. Regularly scheduled is defined as not less often than once each quarter. On-site space must be provided. Service must be provided at no cost to the residents, with the exception that the residents may be charged for medications. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units. (2 points)
  - (b) Health and Nutrition Classes – At least 8 hours per year, provided on site at no cost to the residents. Classes must be held between the hours of 8:00 a.m. and 7:00 p.m. and electronic media, if used, must be used in conjunction with live instruction. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units. (2 points)
  - (c) Mentoring – Establish a partnership with a primary or secondary education institution to encourage mentoring, tutoring and/or financial support that will benefit the residents of the proposed affordable housing community. This service must be provided at no cost to the resident. The mentoring service must be offered between the hours of 8:00 a.m. and 7:00 p.m. and electronic media, if used, must be used in conjunction with live instruction. (2 points)

(2) The following resident programs are available for Elderly ALF Developments only (Applicant selected “Yes” at Part III.D.1.a.):

- (a) Health and Wellness Services and Activities – The Applicant or its Management Company shall make available, at no cost to the resident, an on-site facility(s) to provide individual and group health and wellness activities provided by organizations or staff licensed, certified or trained to conduct the activities. Electronic media, if used, must be used in conjunction with live instruction. (2 points)

These activities must include: (i) at least monthly scheduled and structured health care related screenings such as hearing, vision, dental, nutrition, mobility and

mental health provided by licensed or certified professionals relevant to the activity; (ii) at least weekly scheduled and structured health and wellness educational activities providing information and instruction on topics such as nutrition and diet, medications, mobility and exercise, good mental health and health care self-advocacy; and (iii) at least daily activities related to resident appropriate exercise and physical movement.

- (b) **Mentoring and Intergenerational**– The Applicant or its Management Company shall establish and maintain partnership(s) with a primary or secondary education institution(s) to encourage and coordinate structured mentoring, tutoring and other intergenerational activities among the residents and community’s students. Other examples include foster grandparents, volunteer companion and chore programs. Electronic media, if used, must be used in conjunction with live instruction. (2 points)
- b. **Resident Activities** - These specified activities are planned, arranged, provided and paid for by the Applicant or its Management Company and held between the hours of 9:00 a.m. and 9:00 p.m. These activities must be an integral part of the management plan. The Applicant must develop and execute a comprehensive plan of varied activities that brings the residents together and encourages community pride. The goal here is to foster a sense of community by bringing residents together on a regularly scheduled basis by providing activities such as holiday and special occasion parties, community picnics, newsletters, children’s special functions, etc. (2 points)
- c. **Financial Counseling** - This service must be provided by the Applicant or its Management Company, at no cost to the resident, and must include the following components: must be regularly scheduled at least once each quarter; must include tax preparation assistance by qualified professionals; must include educational workshops on such topics as “Learning to Budget”, “Handling Personal Finances”, “Predatory Lending”, or “Comparison Shopping for the Consumer”. Counseling sessions must be held between the hours of 9:00 a.m. and 8:00 p.m. and electronic media, if used, must be used in conjunction with live instruction. (2 points)
- d. **English as a Second Language** – The Applicant or its Management Company must make available, at no cost to the resident, literacy tutor(s) who will provide weekly English lessons to residents in private space on-site. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units. Lessons must be offered between the hours of 9:00 a.m. and 8:00 p.m. and electronic

media, if used, must be used in conjunction with live instruction. (2 points)

- e. Resident Assistance Referral Program - The Applicant or its Management Company will make available to residents information about services such as crisis intervention, individual and family needs assessment, problem solving and planning, appropriate information and referral to community resources and services based on need, monitoring of ongoing ability to retain self sufficiency, and advocacy to assist clients in securing needed resources. This service must be provided at no cost to the resident. Electronic media, if used, must be used in conjunction with live instruction. The Developer or Management Company shall verify that the services referral information is accurate and up-to-date at least once every six (6) months. (2 points)
- f. Swimming Lessons – The Applicant or its Management Company must provide on-site swimming lessons for children or adults, at no cost to the resident, at least twice each year. (2 points)
- g. Life Safety Training – The Applicant or its Management Company must provide courses such as fire safety, first aid (including CPR), etc., on-site, at least twice each year, at no cost to the resident. Electronic media, if used, must be used in conjunction with live instruction. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units. (2 points)

Applicants requesting HOME funding must answer the questions in Part III. G, H and I below.

**G. HOME Uniform Relocation Act (Threshold)**

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) is government-wide legislation and compliance begins at the initiation of negotiation for federal assistance. Failure to provide all required Uniform Relocation Act information shall result in threshold failure.

- 1. Applicant must select "Yes" if any portion of the proposed Development will involve rehabilitation work, regardless of the Development Category selected at Part III.A.3.a. of the Application
- 2. a. - e. Answer all questions as appropriate.
- f. Provide the following documentation in a separate notebook entitled "Relocation Documentation". Only one copy of this documentation is required.

- (1) & (2) List of all occupied units and tenant income certifications – The income of persons and households who are currently occupying a unit that will receive HOME assistance must be provided to determine whether they are income eligible. For all occupied units, the Applicant must provide a summary list of all residents and income certifications for those residents in occupied units that will be HOME-Assisted Units. If the existing residents and/or Development is/are currently participating in a federally subsidized program (such as Project-based Section 8, Section 8 Existing or Section 8 Voucher Programs), the residents' current income certification forms required for that program may be used instead.
  - (3) Provide a brief description of how the Development will meet the HOME set-aside requirements. The description must indicate whether the existing residents are HOME eligible residents, or whether the residents will be evicted and replaced with income eligible residents in order to meet the set-aside requirements committed to in this Application.
  - (4) Cost of Relocation - Describe how the cost of relocation will be covered. Detail how the temporary and permanent relocation will be handled.
  - (5) General Information Notice - In accordance with the Uniform Relocation Act (URA), as part of 24 CFR Part 92, a Development applying for HOME funds must provide a notice to all tenants at time of Application, informing them of their rights under the URA in accordance with Chapter 2 of the HUD Handbook 1378. The Handbook is incorporated by reference and is available on the Corporation's Website under the 2011 Universal Application link labeled Related References and Links. The proper manner of notice is provided in this Handbook. A copy of each General Information Notice must be provided to each tenant, not just tenants in HOME-Assisted Units. The Applicant must provide a copy of each General Information Notice for each occupied unit in the notebook labeled "Relocation Documentation". Each notice must include proof of delivery by certified letter or by signed copy of the notice when hand delivered.
3.
    - a. If the Applicant owns the Development site, provide a narrative describing the acquisition behind a tab labeled "**Exhibit 35-A**". This narrative must describe how, when, and from whom the property was acquired and whether or not the property was vacant when acquired.
    - b. If the Applicant is a private company and is acquiring the property, the Applicant (buyer) must provide the seller with a notice that the buyer does

not have the power of eminent domain to obtain the property and a determination of market value will estimate the value of the property. This must be done prior to execution of the contract or may be attached as an addendum to the contract. A copy of the required notice must be provided behind a tab labeled "**Exhibit 35-B**". A sample addendum is available on the Corporation's Website.

- c. If the Applicant is a public (government) Applicant, respond to all applicable remaining questions in this relocation section.
- d. If the buyer has the power of eminent domain, buyer must notify the seller in writing that it has such power and the determination of market value for the property is being waived. Provide a copy of the required notice behind a tab labeled "**Exhibit 35-C**". A sample notice is available on the Corporation's Website.
- e. If the Applicant is a public (government) Applicant and does not have the power of eminent domain, provide the following: (1) notice of interest, (2) determination of fair market value, (3) appraisal of the property, and (4) written offer of just compensation which includes a statement of just value, property description, and identification of buildings. Provide all required documentation behind a tab labeled "**Exhibit 35-C**".

#### **H. HOME Certification of Consistency With the Consolidated Plan (Threshold)**

Provide evidence behind a tab labeled "**Exhibit 35-D**" that the proposed Development is consistent with the applicable Consolidated Plan. Developments located in entitlement jurisdictions should request a certification of consistency letter from the appropriate authorities in that jurisdiction (typically, the community development staff). Developments located in non-entitlement jurisdictions (e.g. small non-entitlement cities or unincorporated areas of counties) should request a certification of consistency letter from the state. Failure to provide this certification will result in threshold failure. To request a certification of consistency letter from the state (or if you are not sure which Consolidated Plan applies to the location of your proposed HOME Development), please contact:

Judy Peacock (or her successor)  
Florida Department of Economic Opportunity  
850-922-1454

#### **I. HOME Other Federal Requirements (Threshold)**

- 1. Federal Labor Requirements - Owners of a building or buildings which consist of 12 or more HOME-Assisted Units which are to be constructed or rehabilitated by the same contractor under a single contract (including Scattered Site

Developments) must comply with the Federal Labor Standards requirements as identified in 24 CFR Part 92 and Rule Chapter 67-48, F.A.C.

Federal Labor Standards require that all persons working on the site be paid an hourly rate not less than the minimum rate specified in the Wage Determination issued by HUD for each particular property. The owner will be required to submit to the Corporation, or its representative servicer, payroll reports and certifications to verify wage payments. Conformance with Labor Standards will be monitored during the construction/rehabilitation period in conjunction with the draw inspections by the consulting engineer/architect engaged by the underwriter/servicer.

If the Development contains 12 or more HOME-Assisted Units to be rehabilitated or constructed under a single contract, the Corporation will require, prior to the start of construction, certification by the Applicant that it has been advised by the Corporation of its responsibilities and obligations regarding the federal labor and wage requirements and that it agrees to comply with the guidelines.

2. HUD Environmental Requirements – Applicant will be required to comply with the HUD environmental requirements as provided in 24 CFR Part 92 and 24 CFR Part 58.
3. Debarment and Suspension - Owners and contractors are prohibited from employing, awarding contracts, or funding any contractors or subcontractors that have been debarred, suspended, proposed for debarment or placed on ineligibility status by HUD. In addition, any owners who are debarred, suspended, proposed for debarment, or ineligible will be prohibited from participating in the HOME Program. Therefore, a certification must be executed by the contractor for compliance with debarment and suspension regulations. Provide the certification behind a tab labeled "**Exhibit 35-E**". This certification is incorporated by reference and is available on the Corporation's Website under the 2011 Universal Application link labeled Related References and Links. Failure to provide this executed certification shall result in threshold failure.
4. Lead Based Paint - If the Development was built before 1978, Lead Based Paint Regulations may apply. See 24 CFR Part 35 for exemptions. To be eligible for HOME funding, the Applicant must certify that it understands the requirements of the current HUD lead based paint regulations as identified in 24 CFR Part 92 and Rule Chapter 67-48, F.A.C.

If the Applicant is purchasing the property and the Development was built before 1978, provide a copy of the executed Disclosure of Information on Lead Based Paint and Lead Based Paint Hazards form, signed by both the buyer and the seller, behind a tab labeled "**Exhibit 35-F**". This form is incorporated by reference and is available on the Corporation's Website under the 2011 Universal Application link labeled Related References and Links. Failure to provide a copy of the executed disclosure form, if applicable, shall result in threshold failure.

5. Match - 24 CFR § 92.220 requires the Corporation to match funds for each HOME dollar spent on a Development. For purposes of Match calculation of taxes, fees, or charges that are forgiven for future years, the value of the Match is the present discounted cash value, based on a rate equal to the 10-year Treasury note rate in effect as of the date the HC Notice of Credit Availability (NOCA) is published in the Florida Administrative Weekly, plus 285 basis points. This rate may be obtained from the Corporation prior to the Application Deadline.

For purposes of the Universal Application, Match contributions must be made from nonfederal resources and may be in the form of one or more of the following:

- a. Cash contributions from nonfederal sources.

To be recognized as a cash contribution, funds must be contributed permanently to the HOME Development. Therefore, to receive match credit for the full amount of a loan to a HOME Development, all repayment, interest, or other return on investment of the contribution must be deposited in the local account of the participating jurisdiction's HOME Investment Trust Fund to be used for eligible HOME activities in accordance with the requirements of 24 CFR § 92.220.

- b. Forbearance of fees - state and local taxes, charges or fees.

The value of state or local taxes, fees, or other charges that are normally imposed or charged by a state or local government on all transactions or developments in the conduct of its operations, which are waived, foregone, or deferred, may be counted as Match. The amount of any real estate taxes may be based on post-improvement property value.

- c. Donated Real Property.

The value, before the HOME assistance is provided and minus any debt burden, lien, or other encumbrance, of donated land or other real property may be counted as Match, as provided below. The donation may be made by the participating jurisdiction, non-federal public entities, private entities, or individuals, with the exception of cash or other forms of contributions from Applicants, or Affiliates thereof, for or recipients of HOME assistance or contracts, or investors who own, are working on, or are proposing to apply for, assistance for a HOME-assisted project.

- (1) Donated property not acquired with Federal resources is a contribution in the amount of 100 percent of the value.
- (2) Donated property acquired with federal assistance may provide a partial contribution. The property must be acquired with federal

assistance specifically for a HOME development. The property must be acquired with the federal assistance at demonstrably below the appraised value and must be acknowledged by the seller as a donation to affordable housing at the time of the acquisition with the federal assistance. The amount of the contribution is the difference between the acquisition price and the appraised value at the time of acquisition with the federal assistance.

- (3) Property must be appraised in conformance with established and generally recognized appraisal practice and procedures in common use by professional appraisers. Opinions of value must be based on the best available data properly analyzed and interpreted. The appraisal of land and structures must be performed by an independent, certified appraiser.

List the amount of each source of Match funding. For each source of Match funding listed, the Applicant must provide documentation consisting of a signed statement from the source detailing the type of contribution, the amount of the contribution, and how the amount of the contribution was calculated. If determination of the contribution amount is based on the present value calculation, include the actual present value calculation as described in 24 CFR § 92.220. Provide this information behind a tab labeled **“Exhibit 35-G”**. If additional space is required, enter the information on the Addenda located at the end of the Application.

## **Part IV. Local Government Support**

### **A. Contributions (Maximum 5 Points)**

The following Applicants will automatically receive 5 points without any requirement to obtain a Local Government contribution:

- Applicants requesting MMRB through a Supplemental MMRB Application Cycle.
- Applicants receiving tax-exempt multifamily bonds issued by an entity other than the Corporation or a County Housing Finance Authority.
- Applicants that selected and qualified for the Development Category of Rehabilitation, Acquisition and Rehabilitation, Preservation, or Acquisition and Preservation at Part III.A.3.a. of the Application.
- Applicants that selected and qualified for the Homeless Demographic at Part III.D.3. of the Application.

To be eligible to receive 5 points, all other Applicants must obtain a Local Government contribution with a value equal to or greater than the amounts listed on the County Contribution List and demonstrate such contribution by providing the properly completed



and executed Local Government Verification of Contribution form(s). To qualify for points, the amount of the contribution stated on the applicable form(s) must be a precise dollar amount and cannot include words such as estimated, up to, maximum of, not to exceed, etc., and each Local Government Verification of Contribution form must reflect the following dates:

- the effective date of the Local Government commitment and/or fee waiver (date must be on or before the Application Deadline); and
  - the term of the commitment and/or fee waiver (the commitment and/or fee waiver must be effective at least through June 30, 2012)
- (1) Provide the Local Government Verification of Contribution – Grant form behind a tab labeled “**Exhibit 36**”;
  - (2) Provide the Local Government Verification of Contribution – Fee Waiver form behind a tab labeled “**Exhibit 37**”;
  - (3) Provide the Local Government Verification of Contribution – Loan form behind a tab labeled “**Exhibit 38**”; and/or
  - (4) Provide the Local Government Verification of Contribution – Fee Deferral form behind a tab labeled “**Exhibit 39**”.

To be considered complete and eligible for points, the following documentation, as applicable, must be attached to the Local Government Verification form:

- The payment stream for all present value calculations (if contribution consists of a loan or deferred fee); or
- The calculations by which the total amount of each waiver is determined (if contribution consists of a fee waiver).

In order to be eligible for points for a Local Government contribution, the contribution must provide a tangible economic benefit that results in a quantifiable cost reduction and must be given specifically to the proposed Development because the Development will provide affordable housing. Local Government contributions that are not specifically made for the benefit of affordable housing but are instead of general benefit to the area in which the Development is located will NOT qualify as a contribution to the Development. Further, the fact that no impact fees or other such fees are levied by a local jurisdiction for ANY type of development DOES NOT constitute a "Local Government Contribution" to the proposed Development. Similarly, if such fees ARE levied by the local jurisdiction but the nature of the proposed Development exempts it (e.g., typically, a Rehabilitation Development is not subject to impact fees), for purposes of this form, no "Local Government Contribution" exists and no points will be awarded. In addition, the absence of interest on a loan or the absence of interest payments until a specific date does not constitute a deferral or waiver of fees. State, federal, or Local Government funds initially obtained by or derived from a Local Government qualify as a

Local Governmental contribution even though the funds are directly administered by an intermediary such as a housing finance authority, a community reinvestment corporation, or a state-certified Community Housing Development Organization, provided that they otherwise meet the requirements set forth in this Application, including those relating to the executed verification form. Local Government contributions that have not received final approval will not qualify as a Local Government contribution for purposes of this Application. The following will not qualify as a Local Government Contribution: (i) a contribution from an Applicant or Developer or Principal, Affiliate or Financial Beneficiary of an Applicant or a Developer and (ii) HOPE VI funds.

The only Local Government contributions that will count for the purpose of scoring are:

- Monetary grants
- Loans with the exception of USDA RD funds
- A one-year or more deferral of a fee beyond the date that it is routinely due
- Waiver of fees

The contribution may not be included on the Development Cost Pro Forma nor may it be considered part of Development Cost for purposes of calculating HC basis or Developer's fee. The exception to the previous sentence is deferred Local Government fees, which may be shown on the Development Cost Pro Forma.

All loans and fee deferrals must be present valued to determine the value of these contributions.

Calculate the net present value of the payments using the discount rate, the 10 year Treasury note in effect as of the date the HC Notice of Credit Availability (NOCA) is published in the Florida Administrative Weekly, plus 285 basis points. This figure may be obtained from the Corporation prior to the Application Deadline.

A loan with a forgiveness provision requiring approval of the Local Government will be treated as a loan, rather than as a grant, for scoring purposes. The "Loan" verification form should be used.

To calculate the value of a Local Government below market interest rate loan:

- Calculate the net present value of the payments due to the Local Government including any balloon payment of principal due on a non-amortizing or non-fully amortizing loan.
- Calculate the net present value of the loan payments using the discount rate.
- Subtract the net present value of the loan payments from the original loan principal amount. The remaining amount is the value of the Local Government contribution.

Example: If the discount rate is assumed to be 9 percent and the Local Government will provide a fully amortizing \$1,000,000 loan at 3 percent for 15 years, the contribution is calculated as follows:

Calculate the monthly payment of the \$1,000,000 loan at 3 percent (\$6,905.82).

Calculate the net present value of the stream of \$6,905.82 monthly payments over 15 years (180 months) using a 9 percent discount rate (\$680,868.33).

Subtract the net present value amount from the original principal loan amount to arrive at the value of the contribution ( $\$1,000,000 - \$680,868.33 = \$319,131.67$  value).

Example: If the discount rate is assumed to be 9 percent and the Local Government will provide an interest only \$1,000,000.00 loan at 3 percent for 15 years, the contribution is calculated as follows:

Calculate the monthly payment of the \$1,000,000 loan at 3 percent. Multiply the \$1,000,000 by 3 percent and divide the result by 12. The answer is \$2,500. As such, the loan payments for the first 179 months are \$2,500. The 180<sup>th</sup> payment is the \$2,500 plus the balloon payment of \$1,000,000, which is \$1,002,500.

Calculate the net present value of the stream of the various monthly payments over 15 years (180 months) using a 9 percent discount rate (\$507,032.96).

Subtract the net present value amount from the original principal loan amount to arrive at the value of the contribution ( $\$1,000,000 - \$507,032.96 = \$492,967.04$  value).

❖ **SCORING:**

The government contact person listed on the Verification of Local Government Contribution form(s) may be contacted to verify the nature and the amount of the contribution. If the amount and type of contribution is verified to be less than that represented in the Application, the Applicant will receive points only for the lesser amount. If the amount and type of contribution cannot be verified, the Applicant will receive zero points for that contribution. In either case, the Applicant may also be subject to the consequences set forth in section 420.507(35), F.S., and Rule Chapter 67-48, F.A.C.

Scorers will calculate the present value of a loan and fee deferral in order to determine the value of the Local Government contribution. Scorers, where applicable, will adjust the amount of the Local Government contribution up or down depending on the results of these calculations.

NOTE: Funds administered by the Local Government, including federal funds and SHIP funds, may be included in the contribution as long as the appropriate verification form and all required supporting documentation are included. For purposes of this form, USDA-RD funds will NOT count as a Local Government contribution.

NOTE: For waiver of fees, attach a sheet behind the Local Government Verification of Contribution form detailing how the amount of savings was calculated. For waivers of fees that are determined on a per set-aside unit basis, calculations should show the amount waived per set-aside unit for each waived fee. Failure to attach a sheet showing these calculations will result in the contribution not being considered.

NOTE: For loans and fee deferrals, attach a separate sheet behind the applicable Local Government Verification of Contribution form showing the payment stream used to calculate the net present value of the contribution. For example, a sheet of paper that stated the following would be acceptable: "The net present value of the Manatee County \$50,000 loan was computed using a payment stream of \$200 for 60 months, \$300 for 60 months, and \$500 for 60 months." Failure to attach a sheet that provides this information will result in the contribution not being considered.

In order for an Application to achieve the maximum 5 points, the Applicant must provide evidence of a contribution value whose dollar amount is equal to or greater than the amount listed on the County Contribution List for the county in which the proposed Development will be located. Those Applications that do not have the necessary contribution values to achieve maximum points will be scored on a pro-rata basis.

Example: A Development is to be located in Sarasota County and has achieved a Local Government contribution valued at \$37,500. The County Contribution List states that a Development to be located in Sarasota County must obtain contributions valued at \$75,000 to achieve 5 points. Therefore, in this example, the Development would receive 2.5 points  $((\$37,500 / \$75,000) \times 5)$ .

NOTE: Points will be rounded to two decimal places (3.345 rounded up to 3.35 and 3.3449 rounded down to 3.34).

❖ County Contribution List

County in Which the Development Is to be Located	Value of Contribution Required to Achieve Maximum Points	County in Which the Development Is to be Located	Value of Contribution Required to Achieve Maximum Points
Broward Miami-Dade	\$125,000	Columbia Flagler Highlands	\$20,000
Duval Hillsborough Orange Palm Beach Pinellas	\$100,000	Monroe Nassau Putnam Sumter	
Brevard Lee Pasco Polk Sarasota Seminole Volusia	\$75,000	Bradford De Soto Gadsden Hardee Hendry Jackson Levy Okeechobee Suwannee Walton	\$10,000
Alachua Collier Escambia Lake Leon Manatee Marion	\$50,000	Baker Calhoun Dixie Franklin Gilchrist Glades Gulf Hamilton	\$5,000
Bay Charlotte Citrus Clay Hernando Indian River Martin Okaloosa Osceola St. Johns St. Lucie Santa Rosa	\$37,500	Holmes Jefferson Lafayette Liberty Madison Taylor Union Wakulla Washington	

**B. Incentives (Maximum 4 Points)**

Points will be awarded for the following Local Government planning efforts. To be eligible to receive points, the Applicant must submit the applicable Local Government Verification of Affordable Housing Incentives form(s), properly completed and executed. Do not provide any attachments to the verification forms.

1. Provide the Local Government Verification of Affordable Housing Incentives – Expedited Permitting Process for Affordable Housing form behind a tab labeled “**Exhibit 40**”. (1 point)

2. Provide the Local Government Verification of Affordable Housing Incentives – Contributions to Affordable Housing Properties or Developments form behind a tab labeled “**Exhibit 41**”. (1 point)
3. Provide the Local Government Verification of Affordable Housing Incentives – Modification of Fee Requirements for Affordable Housing Properties or Developments form behind the tab labeled “**Exhibit 42**”. (1 point)
4. 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 the tab labeled “**Exhibit 43**”. (1 point)

**Part V. Financing** (Threshold)

**A. Funding**

1. Funding Request – The Applicant must state the amount of Corporation funding it is requesting in this Application. In the event of a discrepancy between the amount(s) shown in this section and that shown elsewhere within the Application, the amount(s) shown in this section shall be deemed to be the requested amount(s).
  - a. MMRB Loans are issued in increments of \$5,000.
  - b. Maximum Competitive HC Request Amount

Competitive HC requests cannot exceed the applicable amount stated in the following chart:

Application’s County Group*	County Group Maximum Competitive HC Request Limits	
	If Development is not located in a DDA; or If Application does not meet the Application requirements to qualify as a QCT; and/or If Applicant did not select and qualify for the Homeless Demographic**	DDA/QCT Bonus – If Development is located in a DDA; and/or If Development is located in a QCT and Application requirements to qualify as QCT are met; and/or If Applicant selected and qualified for the Homeless Demographic **
LL and LM Counties	\$1,970,000	\$2,561,000
LS Counties	\$1,625,000	\$2,110,000
LVS Counties	\$1,276,000	\$1,660,000
ML Counties	\$1,155,000	\$1,510,000
MS Counties	\$980,000	\$1,275,000
Florida Keys Area		The lesser of \$25,000 per HC set-aside unit or \$1,510,000
Small Counties	\$825,000	\$1,070,000

\* County Groups are described in the Ranking and Selection Criteria of the Universal Application Instructions

\*\* Homeless Demographic Commitment at Part III.D. of the Application

c. Minimum Competitive HC Request Amount for TOD Developments

One of the requirements for a proposed Development to qualify as a TOD Development is that the Applicant’s Competitive HC funding request stated at Part V.A.1. of the Application must be at least 40 percent of the Maximum Competitive HC Request Amount (set out in paragraph b. above) for the applicable county inclusive of any applicable DDA/QCT bonus.

To meet this requirement, the Applicant’s Competitive HC funding request must be no less than the applicable amount stated in the following chart:

TOD Development Minimum Competitive HC Request Amount (40% of the Maximum Competitive HC Request Amount )		
Location of Designated TOD Area	If Development is not located in a DDA; or If Application does not meet the Application requirements to qualify as a QCT; and/or If Applicant did not select and qualify for the Homeless Demographic*	If Development is located in a DDA; and/or If Development is located in a QCT and Application requirements to qualify as QCT are met; and/or If Applicant selected and qualified for the Homeless Demographic*
Broward County	\$788,000	\$1,024,400
Miami-Dade County		\$1,024,400
Palm Beach County	\$650,000	\$844,000
Seminole County		\$604,000

\* Homeless Demographic Commitment at Part III.D. of the Application

d. HOME

For Applicants requesting Competitive HC and HOME, the HOME request amount is limited to the lesser of \$50,000 per unit or \$5 million.

2. Other Funding – If applicable, the Applicant must include the following other funding sources in the Application:

- a. If the Development has received funding from the Predevelopment Loan Program (PLP), the Corporation file number and amount of funding must be listed. Note: PLP funding cannot be used as a source of financing on the Construction/Rehab. Analysis or the Permanent Analysis.
- b. The Applicant must list any other Corporation funding that will be incorporated as a source of financing for the proposed Development.

- c. If tax-exempt multifamily bonds issued by an entity other than the Corporation or a County Housing Finance Authority will be used as a source of financing, the source and amount of such proceeds must be listed.
  
- 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 RD 538 Program:
  - (1) Indicate the applicable RD Program(s).
  
  - (2) For a proposed Development that will be assisted with funding from RD 514/516 or RD 515:
    - (a) If the funding has been secured, to meet threshold include the funding amount at Line B.10. on the Construction/Rehab Analysis and/or Permanent Analysis and provide the applicable RD form(s): Obligation of Funding (Form RD 3560-51, Rev. 02-05), Assumption Agreement (Form RD 3560-21, Rev. 02-05), and/or Reamortization Agreement (Form RD 3560-16, Rev. 02-05) behind a tab labeled “**Exhibit 44**”. These forms are incorporated by reference and are available on the Corporation’s Website under the 2011 Universal Application link labeled Related References and Links.
  
    - or
  
    - (b) If the funding has not yet been secured, to meet threshold the Applicant must include alternative financing amount(s) on the Construction/Rehab Analysis and/or Permanent Analysis and provide the applicable funding commitment documentation behind a tab labeled “**Exhibit 44**”. The applicable RD form(s) can then be provided during the credit underwriting process.
  
  - (3) If the proposed Development will be assisted with funding under the RD 538 Program, to meet threshold the Applicant must:
    - (a) Include the funding amount at Line B.10. on the Construction/Rehab Analysis and/or Permanent Analysis; and
  
    - (b) Provide the Section 538 Selection letter sent to the Applicant by RD behind a tab labeled “**Exhibit 44**”; and



- (c) Provide the letter sent to the Applicant by an RD 538 approved lender certifying that the lender is prepared to make a loan consistent with the program requirements through the Section 538 Guaranteed Rural Rental Housing (“538”) Loan Program behind a tab labeled “**Exhibit 44**”.

Only Applications that qualify as an RD Preservation Development will be eligible to be considered for funding under the RD Preservation Goal outlined under the Ranking and Selection Criteria section of the Instructions. To qualify as an RD Preservation Development, the Applicant must (i) meet all of the threshold requirements for a Development assisted with funding under the RD 538 Program, as outlined in Part V.A.2.d.(3) above, and (ii) have selected and qualified for the Preservation or Acquisition and Preservation Development Category at Part III.A.3.a. of the Application.

## **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**”. If the proposed Development will have more than one Developer and the Developers are committing to defer some or all of the Developer fee, each Developer must complete and provide a Commitment to Defer Developer Fee form reflecting the portion of the Developer fee it is deferring.

### ❖ Development Cost Pro Forma

This section must include all anticipated costs of the Development construction, rehabilitation and, if applicable, acquisition. Any amounts that are not an anticipated cost to the Development, such as waived fees or charges, cannot be included in the Development Cost Pro Forma. Note: deferred Developer fees are not considered “waived fees”.

### ❖ Fee Disclosure

Developer fee and General Contractor fee must be disclosed. In the event the Developer fee and/or General Contractor fee are/is not disclosed on the Development Cost Pro Forma, the Corporation will assume that these fees will be the maximum allowable and will add the maximum amount(s) to Total Development Cost. If an Applicant lists a Developer fee or General Contractor fee that exceeds the stated Application limits, the Corporation will adjust the fee to the maximum allowable.

❖ Developer Fees

Developer fee shall be limited to 16 percent of Development Cost, with the following exceptions: (i) a Developer fee of 18 percent of Development Cost shall be allowed if the proposed Development is qualified for Housing Credits pursuant to Rule 67-48.027, F.A.C., pertaining to Tax-Exempt Bond-Financed Developments, and (ii) a Developer fee of 21 percent of Development Cost shall be allowed if the Applicant is requesting Competitive Housing Credits and selected and qualified for the Homeless Demographic at Part III.D. of the Application, pursuant to paragraph 67-48.0072(16)(a), F.A.C.

Note: The maximum allowable Developer fee will be tested by multiplying the Development Cost by the applicable percentage (16 percent, 18 percent or 21 percent). This calculation will be carried to 2 decimal places and may not be rounded.

**C. MMRB Applicants**

Indicate the Credit Enhancer's or Bond Purchaser's name and the term and expected rating. Provide the Credit Enhancer's Commitment or Bond Purchaser's Letter of Interest with a contact person's name, address and telephone number, credit underwriting standards and an outline of proposed terms behind a tab labeled "**Exhibit 46**". The stated amount of the Commitment or Letter of Interest shall not be less than the proposed principal amount of the Bonds (including any proposed Taxable Bonds). The Commitment/Letter of Interest does not have to be firm.

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

Applicants must provide documentation of all commitments, proposals or letters of intent from both the construction and the permanent lender(s), the syndicator or other sources of funding. The commitments, proposals or letters of intent must state whether they are for construction financing, permanent financing, or both. For a commitment letter, proposal or letter of intent to meet threshold, all attachments must be included. Unless stated otherwise in these instructions, a firm commitment, proposal or letter of intent will not be considered if any information contained in the document (which includes any attachments thereto) is inconsistent with information stated elsewhere within the document or elsewhere within the Application. Insert 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. Evidence for each funding commitment, proposal or letter of intent must be behind its own tab.

For purposes of this Application, neither net operating income for a Rehabilitation Development nor capital contributions will be considered a source of financing.

1. Firm Commitment, Proposal or Letter of Intent (Threshold)

To meet the threshold requirements, all funding commitments, whether in the form of a firm commitment, proposal or letter of intent, must meet the following criteria. Evidence for each firm commitment, proposal or letter of intent must be behind its own tab.

- (a) A firm commitment, proposal or letter of intent shall contain:
- Terms;
  - Proposed interest rate of the construction loan (a published variable index will be acceptable);
  - Proposed interest rate of the permanent loan (a published variable index will be acceptable);
  - Specific reference to the Applicant as the borrower or direct recipient;
  - Signature of all parties, including acceptance by the Applicant (Note: In order to be considered 'firm', Local Government financial commitments are not required to be signed by the Applicant if the Applicant provides the properly completed Local Government Verification of Contribution form); and
  - A statement that states the commitment, proposal or letter of intent does not expire before a date that is nine (9) months after the Application Deadline for the 2011 Universal Application Cycle, with the exception of tax-exempt multifamily bonds issued by an entity other than the Corporation or a County Housing Finance Authority.
- (b) In order for a financing commitment, proposal or letter of intent to count as a permanent financing source, it must have a term of at least 10 years.
- (c) If the financing has closed, a copy of the executed note or executed loan agreement, which shows the Applicant as the borrower/direct recipient/mortgagee and contains the terms and interest rate, and a copy of the recorded mortgage, if applicable, must be included. Except for HUD and RD funding, if the note/agreement involves an assumption, the Applicant must also provide evidence that the lender approves of the assumption. If the proper documentation is provided, financing that has closed will count as a firm commitment, but in order for it to count as a permanent financing source, it must have a term of at least 10 years.
- (d) No evidence of ability to fund Developer fee is required.
- (e) If the commitment, proposal or letter of intent is not from a regulated Financial Institution in the business of making loans or a governmental entity, evidence of ability to fund must be provided. Evidence of ability to fund includes: (1) a copy of the lender's most current audited financial

statements no more than 17 months old; or (2) if the loan has already been funded, a copy of the note and recorded mortgage. The age of all financial statements is as of the Application Deadline. In evaluating ability to fund, the Corporation will consider the entity's unrestricted current assets typically used in the normal course of business. Assets considered restricted include, but are not limited to, pension funds, rental security deposits, and sinking funds. Commitments, proposals or letters of intent from lenders who cannot demonstrate ability to fund will not meet threshold and the commitment, proposal or letter of intent will not count as a source of financing. Financial statements may be included in the Application or submitted directly to the Corporation. If submitted directly to the Corporation, a copy of the Corporation's Letter of Receipt and Acceptance must accompany each Application which contains a commitment letter, proposal or letter of intent from the lender whose statements were submitted directly to the Corporation.

- (f) If a loan commitment, proposal or letter of intent shows an amount less than the corresponding line item on the pro forma, the scorer will use the commitment, proposal or letter of intent amount. However, if a loan commitment, proposal or letter of intent shows an amount in excess of the corresponding line item on the pro forma, up to the total amount of the loan commitment, proposal or letter of intent amount may be utilized as a funding source, if needed.
- (g) The loan amount may be conditioned upon an appraisal or debt service coverage ratio.
- (h) Commitments, proposals or letters of intent may be conditioned upon the Applicant receiving the funding from the Corporation for which it is applying.
- (i) If a commitment, proposal or letter of intent has a provision for holding back funds until certain conditions are met, the amount of the hold-back will not be counted as a source of construction financing unless it can be determined that the conditions for the release of the hold-back can be met prior to or simultaneous with the closing of the Development's permanent financing.
- (j) A commitment, proposal or letter of intent by a sophisticated investor to buy the bonds on an unrated basis will be considered to meet threshold to the extent evidence of bond allocation is provided in accordance with the terms and conditions listed in the instructions regarding bond financing.
- (k) Grant funds are contributions to the Development, other than equity, which carry no repayment provision or interest rate. A firm commitment for grant funds will be considered a firm commitment for scoring purposes

if the commitment is properly executed and, if applicable, evidence of ability to fund is provided.

2. Non-Corporation and Non-County Housing Finance Authority-Issued Tax-Exempt Multifamily Bonds (Threshold)

If the first mortgage financing is to come from tax-exempt multifamily bonds issued by an entity other than the Corporation or a Local Government Housing Finance Authority, evidence of the following items must be included to meet threshold:

- (a) A letter signed by the Chairperson of the entity issuing the bonds, which is Development-specific and includes the following:
  - (1) Affirmation that the entity issuing the bonds has passed an inducement resolution or acknowledgement resolution for the proposed Development;
  - (2) Affirmation that a TEFRA hearing has been held by the entity issuing the bonds or by a designated hearing officer;
  - (3) Affirmation that the TEFRA hearing has been approved by the entity issuing the bonds; and
  - (4) Affirmation that the tax-exempt multifamily bond allocation has been reserved or that the entity issuing the bonds has agreed to award the necessary allocation when available.

or

- (b) If the financing has closed, a copy of the executed note or executed loan agreement, which shows the Applicant as the borrower/direct recipient/mortgagee and contains the terms and interest rate, and a copy of the recorded mortgage, if applicable, must be included. If the proper documentation is provided, financing that has closed will count as a firm commitment, but in order for it to count as a permanent financing source, it must have a term of at least 10 years.

Note: Any commitment for financing containing a contingent FNMA or similar takeout provision will not be considered a firm commitment unless the agreement to purchase the loan executed by all parties is attached.

3. Syndication/HC Equity (Threshold)

For the purpose of this Application, an equity commitment, proposal or letter of intent must include the following:

- (a) In order for a Housing Credit Syndication/Equity commitment, proposal or letter of intent to meet threshold it must:

- Be executed by all parties, including the Applicant;
- Be dated;
- Include all terms and conditions of the commitment, proposal or letter of intent;
- Specifically state the proposed amount to be paid for each Housing Credit dollar being purchased;
- State the proposed capital pay-in schedule which must include the proposed amount of equity to be paid prior to or simultaneous with the closing of construction financing, and the proposed amount of equity to be paid prior to construction completion. It must expressly state the proposed equity amount, even if the amount is zero, along with the words “paid prior to or simultaneous with the closing of construction financing”. Total of all installments must equal the anticipated amount of equity to be provided;
- State the proposed equity amount to be paid prior to or simultaneous with the closing of construction financing that is at least 15 percent of the total proposed equity to be provided (the 15 percent criteria). There are two exceptions to the preceding sentence. First, if there is a firm bridge loan commitment, proposal or letter of intent within the equity commitment, proposal or letter of intent that provides for bridge loan proceeds that equal at least 15 percent of the amount of total proposed equity to be provided to be made available prior to or simultaneous with closing of construction financing, the 15 percent criteria will be met. Second, if there is a separate firm commitment, proposal or letter of intent for a bridge loan from either the equity provider, any entity that is controlled directly or indirectly by the equity provider, or a subsidiary of the equity provider’s parent holding company, and the commitment, proposal or letter of intent explicitly proposes an amount to be made available prior to or simultaneous with the closing of construction financing that equals at least 15 percent of the total proposed equity to be paid stated in the equity commitment, proposal or letter of intent, the 15 percent criteria is met. Bridge loan commitments, proposals or letters of intent that are not within the equity commitment, proposal or letter of intent, though, must meet the criteria previously stated for debt financing with the exception that evidence of ability to fund does not have to be provided. The Applicant may include the proposed amount of the bridge loan as equity proceeds on the Construction or Rehabilitation Analysis and on the Permanent Analysis;
- State the anticipated amount of Housing Credit allocation, which must be within the HC limits set out in Part V.A.1. of these instructions;
- State the percentage of the anticipated amount of Housing Credit allocation being purchased;
- State the anticipated total amount of equity to be provided; and

- State that the commitment, proposal or letter of intent does not expire before a date that is nine (9) months after the Application Deadline for the 2011 Universal Application Cycle.
- (b) The percentage of Housing Credits proposed to be purchased must be equal to or less than the percentage of ownership interest held by the limited partner or member.
- (c) If the limited partnership agreement or limited liability company operating agreement has closed, the closed agreement must be provided. To be counted as a firm source of financing the partnership agreement or operating agreement must expressly state the amount of funds to be paid prior to completion of construction by the equity provider or the Applicant must submit separate documentation, signed by the equity provider, expressly stating the amount of funds paid or to be paid prior to completion of construction.
- (d) If not syndicating/selling the Housing Credits, the owner's commitment to provide equity must be included. The commitment must include the following:
- the total amount of equity; and
  - the pay-in schedule stating the amounts to be paid prior to or simultaneously with the closing of construction financing and the amounts to be paid prior to the completion of construction; and
  - the anticipated Housing Credit allocation.

Important! If not syndicating/selling the Housing Credits, evidence of ability to fund must be provided as an exhibit to the Application. Additionally, in order for the commitment to meet threshold, 15 percent of the total equity being provided must be paid prior to or simultaneously with the closing of the construction financing. Proceeds from a bridge loan will NOT count toward meeting this requirement.

- (e) If the Development's location loses its DDA/QCT designation in the period between the Application Deadline and the date that signifies a day that is one week before the end of the cure period, any equity commitment, proposal or letter of intent for the Development provided to the Corporation on or before the Application Deadline will not meet threshold and a new equity commitment, proposal or letter of intent will need to be provided as a cure.
- (f) If the amount of Housing Credits requested is less than the anticipated amount of credit allocation stated in the equity/owner/syndication commitment, proposal or letter of intent, the commitment, proposal or letter of intent will not be considered a source of financing.

The Application requires complete information on all sources of Development funding, including any Developer contributions, and the proposed uses of those funds. All loans, grants, donations, syndication proceeds, etc., should be detailed in this Application.

## **ADDENDA**

The Applicant may use the Addenda section of the Application to provide any additional information or explanatory addendum for items in the Application.

## **THRESHOLD REQUIREMENTS**

Requirements to meet Threshold include:

1. None of the items described in Rule Chapters 67-21 and/or 67-48, F.A.C., has caused the rejection of the Application by the Corporation.
2. All applicable pages and exhibit forms of the Application must be completed.
3. The Application must be submitted online and the Applicant must submit one “Original Hard Copy” Application labeled “Original” and three photocopies of the “Original Hard Copy” Application. MMRB Applicants that will participate in the HUD Risk Sharing Program must submit one additional photocopy of the “Original Hard Copy” Application.
4. The Application must be submitted by the Application Deadline and be accompanied by the correct Application fee and, if applicable, the TEFRA fee.
5. The Applicant must demonstrate that it is a legally formed entity eligible to do business in the state of Florida at the Application Deadline.
6. If the Applicant is a Non-Profit entity, the required documentation must be submitted.
7. Experience of the Development team must be demonstrated.
8. If the proposed Development consists of Scattered Sites, the required information for each Scattered Site must be provided.
9. Ability to proceed must be demonstrated by submission of the required certifications or documentation, as the case may be, of status of site plan/plat approval, site control, infrastructure availability, zoning approval and environmental site assessment. Site plan approval/review or plat approval, as applicable, infrastructure and zoning must be in place as of the Application Deadline.



10. The Applicant must commit to the applicable minimum set-aside required by program rules and federal regulations.
11. The Applicant must commit to the applicable minimum ELI Set-Aside.
12. The Applicant must select and qualify for one Demographic Commitment.
13. Financing documentation must reflect the following:
  - The total amount of monetary funds determined to be in commitments, proposals or letters of intent must equal or exceed uses; and
  - MMRB Applicants must provide the Credit Enhancer’s Commitment or Bond Purchaser’s Letter of Interest.
14. Request amount(s) may not exceed program limits.
15. HOME Applicants must provide the following:
  - All documentation required by the Uniform Relocation Act, if applicable;
  - Evidence of certification of consistency with Consolidated Plan;
  - Contractor Certification regarding debarment and suspension; and
  - Lead-based paint documentation, if applicable.
16. Applicants for non-competitive HC only (to be used with tax-exempt multifamily bonds issued by an entity other than the Corporation or a County Housing Finance Authority) must achieve a total HC Application score equal to or greater than 64 points.
17. Other items specifically designated “Threshold” in the Universal Application Package.

## **RANKING AND SELECTION CRITERIA FOR APPLICATIONS REQUESTING COMPETITIVE HC**

The following does not apply to non-competitive HC only Applications; however, non-competitive HC only Applicants must receive 64 points or more, which points will not include any tie-breaker points, to be eligible for an allocation of non-competitive HC.

1. Each Application Received by the Application Deadline will be assigned an Application number.
2. Lottery Numbers

Each Application that is assigned an Application number will receive a lottery number at or prior to the issuance of final scores. Lottery numbers will be assigned by having the Corporation’s internal auditors run the total number of assigned Application numbers

through a random number generator program. The Corporation's internal auditors will verify the accuracy of the procedures for assigning lottery numbers.

### 3. Group A and Group B Leveraging Classifications

Each Application Received on or before the Application Deadline, including any Application that is withdrawn by the Applicant after the Application Deadline but excluding any Application withdrawn prior to the Application Deadline, will be classified into one of two groups based on leveraging: Group A or Group B. Applications will be classified in Group A or Group B as follows:

- a. The Applications will be divided into two (2) separate lists. One list will consist of Applications that selected one of the following Development Categories at Part III.A.3.a. of the Application: New Construction, Rehabilitation, Acquisition and Rehabilitation, Redevelopment, or Acquisition and Redevelopment. The other list will consist of Applications that selected one of the following Development Categories at Part III.A.3.a. of the Application: Preservation or Acquisition and Preservation. The Applications on each separate list will be sorted in ascending order. Each list will begin with the Application that has the lowest amount of total Corporation funding per set-aside unit and end with the Application that has the highest amount of total Corporation funding per set-aside unit.
- b. The total number of set-aside units for each Application will be computed by multiplying the total number of units within the proposed Development by the highest Total Set-Aside Percentage the Applicant committed to as stated in the last row of the set-aside breakdown chart for the program(s) applied for in the Set-Aside Commitment section of the Application. Results that are not a whole number will be rounded up to the next whole number.
- c. If an Application's funding request exceeds the maximum allowed, the Corporation will use the maximum funding request allowed when classifying the Applications into Groups A and B.
- d. In the event any of the following occurs, the Corporation will disregard the Application for purposes of the Group A/B leveraging calculation and the Application will automatically be deemed to be classified as Group B:
  - (1) Total set-aside percentage is not stated in the last row of the total set-aside breakdown chart for the program(s) applied for in Part III.E.1. of the Application; or
  - (2) Total number of units is not stated at Part III.A.6.a. of the Application; or
  - (3) Competitive HC request amount is not stated at Part V.A.1. of the Application; or

- (4) There was no Development Category selected at Part III.A.3.a. of the Application.
- e. Total Corporation funding amount will be determined by adding (1) and (2) and, if applicable, multiplying that sum by (3):
- (1) Competitive HC request amount listed at Part V.A.1. of the Application. If the Development is not located in a HUD designated DDA or QCT and the Applicant selected and qualified for the Elderly, Farmworker/ Commercial Fishing Worker or Family Demographic Commitment at Part III.D. of the Application, the HC request amount will be multiplied by 7.5. If the Development is located in a HUD designated DDA or QCT and/or the Applicant selected and qualified for the Homeless Demographic Commitment at Part III.D. of the Application, the HC request amount will be multiplied by 7.5 and that product will be divided by 1.3.
  - (2) Other Corporation funding listed at Part V.A.2.b. of the Application. For purposes of classifying Applications in Groups A and B, PLP, EHCL, and HOME funding will not be considered Corporation funds.
  - (3) The total Corporation funding amount may be further adjusted as outlined below. NOTE: If a proposed Development meets all of the requirements of both (a) and (c), the total Corporation funding amount will be multiplied by 0.63. If a proposed Development meets all of the requirements of both (b) and (c), the total Corporation funding amount will be multiplied by 0.785.
    - (a) If the proposed Development meets all of the following requirements, the total Corporation funding amount will be multiplied by 0.63:
      - located in a Large County, and
      - Applicant selected the High-Rise Development Type, and
      - Applicant selected the Development Category of New Construction or selected and qualified for the Development Category of Redevelopment or Acquisition and Redevelopment , and
      - the Applicant selected and qualified as an Urban In-Fill Development.

or

    - (b) If the proposed Development meets all of the following requirements, the total Corporation funding amount will be multiplied by 0.785:

- located in a Large County, and
- Applicant selected the Mid-Rise with Elevator (a building comprised of 5 or 6 stories) Development Type and at least 90 percent of the total units are in these Mid-Rise building(s), and
- Applicant selected the Development Category of New Construction or selected and qualified for the Development Category of Redevelopment or Acquisition and Redevelopment, and
- the Applicant selected and qualified as an Urban In-Fill Development.

or

(c) If the proposed Development meets all of the following requirements, the total Corporation funding amount will be multiplied by 0.90:

- Applicant selected the Development Category of New Construction or selected and qualified for the Development Category of Redevelopment or Acquisition and Redevelopment, and
- The proposed Development met the requirements to be considered concrete construction.

- f. The total number of Applications on each separate list will be multiplied by 80 percent and the resulting figure will be rounded up to the next whole number (the resulting figure after rounding will be referred to as the “80/20 Cut-Off”). A line will be drawn on each separate list below the Application whose place on the list is equal to the 80/20 Cut-Off. If any Application(s) below the line has the same total Corporation funding request per set-aside unit as the Application immediately above the line, the line will be moved to a place immediately below this Application(s).
- g. The total Corporation funding per set-aside unit for the Application immediately above the line will then be multiplied by 1.10 (the resulting figure dollar amount will be referred to as the “Leveraging Cut-Off”). A new line will be drawn on the list below the Application whose Corporation funding request per set-aside unit amount is the closest figure on the list to the Leveraging Cut-Off without going over. If any Application(s) below the line has the same total Corporation funding request per set-aside unit amount as the Application immediately above the line, the line will be moved to a place immediately below this Application(s).
- h. On each separate list, the Applications above the line will be classified as Group A and the Applications below the line will be classified as Group B.

- i. Group A and Group B classifications will be used for tie-breakers as more fully described below in the Tie-breakers section of these instructions.
4. Groups 1, 2 & 3 Total Score Classifications

Immediately following the Board's actions on informal appeals, eligible Applications will be classified in three groups based on the total score of each eligible Application: Group 1, Group 2 and Group 3. For purposes of this classification, eligible Application means an Application that satisfied all threshold requirements, regardless of the Application's total score, and has not withdrawn its Application. Group 1, Group 2 and Group 3 classifications will not be affected by any actions after this determination. Eligible Applications will be classified in Group 1, Group 2 or Group 3 as follows:

- a. Eligible Applications will be listed in descending order beginning with the Application that has the highest total score and ending with the Application that has the lowest total score. Total score means the amount of points awarded to the Application, excluding any tie-breaker points.
  - b. The total number of eligible Applications will be multiplied by 50 percent and the resulting figure will be rounded up to the next whole number. The total score of the Application corresponding to such resulting figure is referred to as the "Total Score Cut-Off". The Total Score Cut-Off or 75 points, whichever is greater, will be the "Group 1 Cut-Off." Only the Applications that achieve a total score that is equal to or greater than the Group 1 Cut-Off will be in Group 1. Group 2 will consist of the eligible Applications with a total score equal to or greater than 72 but which are not included in Group 1. Applications in Group 3 will consist of eligible Applications that are not included in Group 1 or Group 2.
  - c. Unless otherwise provided in the Universal Application Instructions, Applications in Group 1 will be considered for funding first and if funds remain after funding all Group 1 Applications that can be funded, the Applications in Group 2 will be considered for funding.
  - d. No Applications in Group 3 will be considered for funding except when necessary to meet the Competitive HC Non-Profit Goal as provided in the Competitive HC Goals section of these instructions.
5. Rental Assistance (RA) Level

Applications will be classified into an RA Level as outlined in Part III.A.3.a. of the Instructions.

6. Tie-breakers
  - a. Option 1 Tie-Breakers

To determine the highest ranking Application(s) that will be considered for funding to meet the Florida Keys, TOD, Elderly, Homeless and Non-Profit Development Goals, all eligible unfunded Applications that qualify for each Goal will be sorted first on the total score and then Option 1 Tie-Breakers listed below. These tie-breakers will also be used to determine the highest ranking Application(s) that will be considered in order to distribute any remaining Non-Preservation funding as outlined in Section 8.d.(3)(d) below and also any remaining HC Funds as outlined in Section 8.d.(3)(f) below.

- (1) Leveraging – An Application in Group A will receive preference over an Application in Group B.
- (2) Ability to Proceed – Preference will be given to the Application with the highest tie-breaker score in the Ability to Proceed section of the Application.
- (3) Proximity – Preference will be given to the Application with the highest proximity tie-breaker score in the Proximity section of the Application. Applications that do not achieve a total Proximity Tie-Breaker Score of at least 20 points will not be considered for funding except if necessary to meet the Non-Profit Goal as provided in Section 8.d.(3)(e) below.
- (4) Rental Assistance (RA) Level – Preference will be given to the Application with the lowest RA Level classification so that RA Level 1 Applications receive the most preference and RA Level 6 Applications receive the least preference.
- (5) Florida General Contractor – Applications that meet the Florida General Contractor requirements as stated in Part II.B.3.c. of the Instructions will receive a preference over those that do not meet those requirements.
- (6) Lottery – Preference will be given to the Application with the lowest lottery number.

b. Option 2 Tie-Breakers

To determine the highest ranking Application that will be considered for funding to meet the Public Housing Revitalization and RD Preservation Goals, all eligible unfunded Applications that qualify for each respective Goal will be sorted first on the total score and then Option 2 Tie-Breakers listed below.

- (1) Leveraging – An Application in Group A will receive preference over an Application in Group B.

- (2) Ability to Proceed – Preference will be given to the Application with the highest tie-breaker score in the Ability to Proceed section of the Application.
- (3) Age of Development – Preference will be given to Applications that demonstrate within the documentation provided at Part III.A.3.a. of the Application that the proposed Development was originally built in the year 1982 or earlier. Applications that select and qualify as HOPE VI Developments will automatically receive this preference.
- (4) RA Level 1, 2 or 3 – Applications that achieve an RA Level Classification of 1, 2, or 3 will receive preference over those that do not achieve an RA Level Classification of 1, 2, or 3.
- (5) Proximity – Preference will be given to the Application with the highest proximity tie-breaker score in the Proximity section of the Application. Applications classified as RA Levels 4, 5 and 6 that do not achieve a total Proximity Tie-Breaker Score of at least 20 points will not be considered for funding.
- (6) Rental Assistance (RA) Level – Preference will be given to the Application with the lowest RA Level classification so that RA Level 1 Applications receive the most preference and RA Level 6 Applications receive the least preference.
- (7) Florida General Contractor – Applications that meet the Florida General Contractor requirements as stated in Part II.B.3.c. of the Instructions will receive a preference over those that do not meet those requirements.
- (8) Lottery – Preference will be given to the Application with the lowest lottery number.

c. Option 3 Tie-Breakers

To determine the highest ranking Application that will be considered for funding to distribute any remaining Preservation funding as outlined in Section 8.d.(2)(c) below, all eligible unfunded Applications that qualify for the funding will be sorted first on the total score and then Option 3 Tie-Breakers listed below.

- (1) Ability to Proceed – Preference will be given to the Application with the highest tie-breaker score in the Ability to Proceed section of the Application.
- (2) Age of Development – Preference will be given to Applications that demonstrate within the documentation provided at Part III.A.3.a. of the Application that the proposed Development was originally built in the year

1982 or earlier. Applications that select and qualify as HOPE VI Developments will automatically receive this preference.

- (3) RA Level 1, 2 or 3 –Applications that achieve an RA Level Classification of 1, 2, or 3 will receive preference over those that do not achieve an RA Level Classification of 1, 2, or 3.
- (4) Concrete Construction – An Application that meets the requirements to be considered concrete construction at Part III.A.3.b. of the Instructions will receive preference over an Application that does not meet the requirements.
- (5) Leveraging - An Application in Group A will receive preference over an Application in Group B.
- (6) Proximity – Preference will be given to the Application with the highest proximity tie-breaker score in the Proximity section of the Application. Applications classified as RA Levels 4, 5 and 6 that do not achieve a total Proximity Tie-Breaker Score of at least 20 points will not be considered for funding.
- (7) Rental Assistance (RA) Level – Preference will be given to the Application with the lowest RA Level classification so that RA Level 1 Applications receive the most preference and RA Level 6 Applications receive the least preference.
- (8) Florida General Contractor – Applications that meet the Florida General Contractor requirements as stated in Part II.B.3.c. of the Instructions will receive a preference over those that do not meet those requirements.
- (9) Lottery – Preference will be given to the Application with the lowest lottery number.

7. Set-Aside Unit Limitation (SAUL)

The county categories are grouped based on the 2010 Florida Statistical Abstract population figures, as follows:

Large	Medium	Small
LL = 2 million or more	ML = 250,001 – 824,999	SL = 50,001 – 100,000
LM = 1,500,001 -1,999,999	MS = 100,001 – 250,000	SM = 20,001 – 50,000
LS = 1,000,000 – 1,500,000		SS = up to 20,000
LVS = 825,000 – 999,999		



County Groups	County	Set-Aside Unit Limitation	County Groups	County	Set-Aside Unit Limitation
LL	Miami-Dade	300	SL	Columbia	100
LM	Broward	225		Flagler	
LS	Hillsborough	125		Gadsden	
	Orange			Highlands	
	Palm Beach			Jackson	
LVS	Duval	100		Monroe	
	Pinellas			Nassau	
ML		100		Putnam	
	Alachua			Sumter	
	Brevard			Walton	
	Collier		SM	Baker	100
	Escambia			Bradford	
	Lake			DeSoto	
	Lee			Hardee	
	Leon			Hendry	
	Manatee			Levy	
	Marion			Madison	
	Osceola			Okeechobee	
	Pasco			Suwannee	
	Polk			Taylor	
	St. Lucie		Wakulla		
Sarasota	Washington				
Seminole	SS	Calhoun	75		
Volusia		Dixie			
MS		Bay		100	Franklin
		Charlotte			Gilchrist
		Citrus			Glades
		Clay			Gulf
		Hernando			Hamilton
		Indian River			Holmes
		Martin			Jefferson
		Okaloosa			Lafayette
	St. Johns	Liberty			
	Santa Rosa	Union			

- a. The above chart represents the SAUL for each county. When an Application is selected for tentative funding, the total number of set-aside units committed to in that Application will be credited toward meeting the SAUL for the county in which the proposed Development is located. The total number of set-aside units for each Application will be computed by multiplying the total number of units within the proposed Development by the highest Total Set-Aside Percentage the Applicant committed to as stated in the last row of the set-aside breakdown chart for the program(s) applied for in the Set-Aside Commitment section of the Application. Results that are not a whole number will be rounded up to the next whole number.

- b. A county's SAUL is met in the following circumstances:
- (1) If the number of set-aside units credited toward the county's SAUL is zero at the time an Application for a Development located in that county is considered for tentative funding and the Applicant committed to a total number of set-aside units that equals or exceeds the county's SAUL, then when that Application is selected for tentative funding, the county's SAUL will be met; or
  - (2) If the number of set-aside units credited toward the county's SAUL is not zero at the time an Application for a Development located in that county is considered for tentative funding, but the SAUL has not been met, and the next Application to be considered for tentative funding committed to a total number of set-aside units that when added to the number of set-aside units already credited toward the county's SAUL would be equal to or greater than the SAUL but the total number of set-aside units credited would not exceed 150 percent of the SAUL, then when that Application is selected for tentative funding, the county's SAUL will be met; or
  - (3) If the number of set-aside units credited toward the county's SAUL is not zero at the time an Application for a Development located in that county is considered for tentative funding, but the SAUL has not been met, and the Applicant committed to a total number of set-aside units that when added to the number of set-aside units already credited toward the county's SAUL would exceed 150 percent of the SAUL, then the county's SAUL will be deemed to be met without that Application being selected for tentative funding.

Examples of SAUL being met when a county has a SAUL of 100 set-aside units:

- (a) The number of set-aside units credited toward the county's SAUL is zero, and an Application for a Development located in that county that committed to 200 set-aside units is selected for tentative funding.
- (b) There are 60 set-aside units credited toward meeting the county's SAUL and an Application for a Development located in that county that committed to 80 set-aside units is selected for tentative funding.
- (c) There are 60 set-aside units credited toward meeting the county's SAUL and an Application for a Development located in that county that committed to 100 set-aside units is the next Application considered for tentative funding. The county will be deemed to have met its SAUL without that Application being selected for tentative funding.

- (d) There are 60 set-aside units credited toward meeting the county's SAUL and two Applications for Developments located in that county that committed to 100 set-aside units and 60 set-aside units, respectively, are the next two highest ranked Applications to be considered for tentative funding. In this event, the county will be deemed to have met its SAUL without either Application being selected for tentative funding.
- c. The SAUL process implementation will be governed by the following:
  - (1) The number of set-aside units credited to a county and the number of times a county has met its SAUL will be carried forward within each SAUL Stage as each Application is selected for tentative funding. SAUL Stages are further explained in Section 8.d. below.
  - (2) At the conclusion of the tentative selection of Applications within each SAUL Stage, the number of set-aside units credited to a county and the number of times a county has met its SAUL will be adjusted to zero. SAUL Stages are further explained in Section 8.d. below.
  - (3) Unless otherwise provided in the Universal Application Instructions, when considering Applications for tentative funding priority will be given to eligible unfunded Group 1 Applications with proposed Developments in counties which have not met SAUL within the same SAUL Stage. Next, eligible unfunded Group 1 Applications with proposed Developments in counties which have met SAUL the least number of times within that same SAUL Stage will be considered. Then, after funding all eligible unfunded Group 1 Applications that can be funded, the same process will be followed with eligible unfunded Group 2 Applications.
  - (4) Once a county is credited with meeting its SAUL, the number of set-aside units credited to the county will be deemed to be zero for the purposes of crediting additional set-aside units to the county. For example: The SAUL for County A is 100. County A met its SAUL when credited with 150 set-aside units. If another Application located in County A is selected for funding within the same SAUL Stage and it has 75 set-aside units, the number of set-aside units credited to County A will be 75 set-aside units, not the 150 set-aside units previously credited to County A plus 75 set-aside units. County A status at that point in that SAUL Stage would be that it had met its SAUL once and had 75 units credited towards meeting its second SAUL.
  - (5) When an Application that qualified to meet the Homeless Goal is selected for funding, the set-aside units attributed to that Application will not be applied towards SAUL.

SAUL process example: There are three (3) remaining eligible unfunded Applications ranked in the following order: Application One-110 set-aside units-County A- Group 1, Application Two-75 set-aside units-County B- Group 1, and Application Three-125 set-aside units-County C - Group 2. The SAULs and SAUL status resulting from previously funded Applications in this SAUL Stage are: County A has a SAUL of 100 and has met its SAUL twice; County B has a SAUL of 100, has met its SAUL once and has 75 set-aside units credited towards meeting its SAUL as second time; and County C has a SAUL of 100 and has no units or SAULs credited. The selection of Applications would be conducted in the following manner subject to fund availability and other restrictions:

- (a) Application One would be passed over because there are other eligible unfunded Group 1 Applications that have units in counties that met their SAUL fewer times than Application One.
- (b) Application Two would be considered for tentative funding because there are no other higher ranked eligible unfunded Group 1 Applications with units in a county that has met its SAUL an equal amount of times or less than Application Two. Also, County B's SAUL status would change from meeting SAUL once and having 75 set-aside units credited to it meeting SAUL twice and no units credited to it.
- (c) Application Three would not be considered for tentative funding because there is still an eligible unfunded Group 1 Application (Application One) that has not been considered for tentative funding.
- (d) Application One would then be considered for tentative funding because there are no other higher ranked eligible unfunded Group 1 Applications with units in a county that has met its SAUL an equal amount of times or less than Application One. Also, County A's SAUL status would change from meeting SAUL twice to it meeting SAUL a third time.
- (e) Application Three would then be considered for tentative funding because there are no other eligible unfunded Group 1 Applications and no other higher ranked eligible unfunded Group 2 Applications. County C's status would change from not meeting SAUL to it meeting SAUL once.

## 8. Funding Provisions

### a. Overall Program Provisions:

- (1) Unless otherwise provided in the program rules and these instructions, throughout the entire selection process any consideration of an Application for tentative allocation is subject to the following: (a) availability of funds; (b) threshold and other eligibility requirements; (c) SAUL provisions; (d) Groups 1, 2, & 3 provisions; (e) total score; (f) applicable tie-breaker provisions; and (g) overall and specific program provisions as set forth below.
  - (2) During the selection process, an Applicant that requested both Competitive HC and HOME funding will not receive any funding if the Application is not funded in both programs.
  - (3) An Applicant that selected and qualified for the Homeless Demographic at Part III.D. of the Application must apply for Competitive HC and HOME. However, the Application will only be eligible for tentative funding if the HC Homeless Goal has not been met. Once the HC Homeless Goal has been met, all remaining eligible unfunded Applications requesting Competitive HC and HOME funding will no longer be eligible to be selected for any funding.
- b. Distribution of the Total Housing Credit Allocation Authority available at the time of ranking:
- (1) Non-Preservation Set-Aside
    - (a) 65 percent of total Housing Credit Allocation Authority available at the time of ranking will be deemed the Non-Preservation Set-Aside. The Non-Preservation Set-Aside is reserved for Applications that selected and qualified for the following Development Categories at Part III.A.3.a. of the Application: New Construction, Rehabilitation, Acquisition and Rehabilitation, Redevelopment, or Acquisition and Redevelopment.
    - (b) Applications that qualify for funding from the Non-Preservation Set-Aside described in (1)(a) above will not be funded if there are not enough Housing Credits available in the Non-Preservation Set-Aside to fund 100 percent of the Application's HC request amount. In the event that an Application is not selected for tentative funding for this reason, then no other Application(s) that selected the Development Categories of New Construction, Rehabilitation, Acquisition and Rehabilitation, Redevelopment, or Acquisition and Redevelopment will be considered for tentative funding, even though there may be enough Housing Credits available to fund 100 percent of another Application's request amount, except as described in Sections 8.d.(3)(e) and (f) below.

(2) Preservation Set-Aside

- (a) 35 percent of total Housing Credit Allocation Authority available at the time of ranking will be deemed the Preservation Set-Aside. The Preservation Set-Aside is reserved for Applications that selected and qualified for the following Development Categories at Part III.A.3.a. of the Application: Preservation, or Acquisition and Preservation.
- (b) Applications that qualify for funding from the Preservation Set-Aside described in (2)(a) above will not be funded if there are not enough Housing Credits available in the Preservation Set-Aside to fund 100 percent of the Application's HC request amount. In the event that an Application is not selected for tentative funding for this reason, then no other Application(s) that selected the Development Categories of Preservation or Acquisition and Preservation will be considered for tentative funding, even though there may be enough Housing Credits available to fund 100 percent of another Application's request amount, except as described in Sections 8.d.(3)(e) and (f) below.

(3) The Small and Medium County Limits

- (a) No more than 4.0 percent of the total Housing Credit Allocation Authority available at the time of ranking will be awarded to Small County Applications except when meeting the Competitive HC 15 percent Non-Profit Goal as outlined in Section 8.d.(3)(e) below or when distributing the remaining pooled HC funding as outlined in Section 8.d.(3)(f) below.
- (b) No more than 33.7 percent of the total Housing Credit Allocation Authority available at the time of ranking will be awarded to Medium County Applications except when meeting the Competitive HC 15 percent Non-Profit Goal as outlined in Section 8.d.(3)(e) below or when distributing the remaining pooled HC funding as outlined in Section 8.d.(3)(f) below.

c. HC Goals:

The Housing Credit Program has a goal to allocate Housing Credits to a minimum of:

- 2 Florida Keys Area Developments
- 1 Public Housing Revitalization Development
- 3 TOD Developments
- 1 RD Preservation Development

- 1 Elderly Development, which may be an Assisted Living Facility
- 1 Homeless Development
- Minimum 15 percent of the Allocation Authority per the Qualified Allocation Plan to Non-Profit Applicants\*

\* The last Non-Profit Application selected to meet the 15 percent Non-Profit Goal will tentatively receive a full allocation of Competitive HC even though the total Non-Profit tentative allocation may exceed 15 percent. A Non-Profit Application issued a Binding Commitment in any prior Funding Cycle will not count toward meeting the 15 percent Non-Profit Goal for the current Funding Cycle.

To be eligible for these Goals the Application must meet the following criteria:

- (1) Florida Keys Area Development Goal - Applicants must have selected and qualified as a Florida Keys Area Development at Part III.A.2.i. of the Application, regardless of the Development Category selected at Part III.A.3.a. of the Application.
- (2) Public Housing Revitalization Development Goal - Applicants must have selected and qualified as a HOPE VI Development at Part III.A.2.g. of the Application and/or Applicants must have selected and qualified as a Public Housing Revitalization Development at Part III.A.2.f. of the Application.
- (3) TOD Development Goal - Regardless of the Development Category selected at Part III.A.3.a. of the Application, Applicants must have selected and qualified as a TOD Development at Part III.A.2.h. of the Application. When selecting the first Application to meet this Goal, preference will be given to the highest ranking Application that is determined to have a Tie-Breaker Measurement Point that is less than or equal to 0.125 miles away from the Public Rail Station coordinates stated on the Surveyor Certification for Competitive HC Applications form (the “1/8th Mile Preference”).
- (4) RD Preservation Development Goal – Applicants must have qualified as an RD Preservation Development by (i) selecting and qualifying for the Preservation or Acquisition and Preservation Development Category at Part III.A.3.a. of the Application, and (ii) meeting all of the RD 538 Program requirements outlined in Part V.A.2.d.(3) of the Instructions.
- (5) Elderly Development Goal - Applicants must have selected and qualified for the Elderly Demographic at Part III.D.1. of the Application, regardless of the Development Category selected at Part III.A.3.a. of the Application.
- (6) Homeless Development Goal - Applicants must have selected and qualified for the Homeless Demographic at Part III.D.3. of the Application, regardless of the Development Category selected at Part III.A.3.a. of the Application.
- (7) Non-Profit Applicant Goal - Applicants must have selected and qualified

as a Non-Profit Applicant as outlined in Part II.A.2.e. of the Application, regardless of the Development Category selected at Part III.A.3.a. of the Application.

The Corporation will attempt to achieve each Goal by selecting the highest ranking eligible unfunded Application(s) that qualify for the Goal. An Application selected for tentative funding may satisfy more than one Goal. For example, an Application selected for tentative funding that qualified as a Public Housing Revitalization Development and also qualified as an Elderly Development may count toward meeting the Public Housing Revitalization Goal as well as count toward meeting the Elderly Goal. An Application that is eligible to compete in one Goal but is not selected for funding to meet that Goal will be considered for funding to meet any other Goals that it is also eligible to compete in, as well as for the remaining Preservation funding, Non-Preservation funding or pooled HC funding, as applicable.

d. Application funding order:

Eligible unfunded Applications will be considered for tentative funding in the following order:

(1) SAUL Stage 1

(a) 2 Florida Keys Area Developments Goal

- (i) All unfunded Applications that are eligible for this Goal, regardless of the Development Category selected at Part III.A.3.a. of the Application, will be listed together and sorted first on total score and then Option 1 Tie-Breaker Order as described in Section 6.a. above.
- (ii) The highest ranked eligible unfunded Application that qualifies as a Florida Keys Development will be selected for funding to meet the Goal. Additionally, the second highest ranked Application that qualifies as a Florida Keys Development will also be selected for funding to meet the Goal, unless the set-aside units associated with that Application would cause the total number of set-aside units credited towards Monroe County to exceed 100 set-aside units. If this occurs, then the second Application would not be selected for funding. The next highest ranked Application that qualifies for this Goal will then be considered for funding to meet this Goal if the set-aside units associated with that Application would not cause the set-aside units credited towards Monroe County to exceed 100 set-aside units.



(b) 1 Public Housing Revitalization Development Goal

- (i) All Unfunded Applications that qualify as HOPE VI Developments, regardless of the Development Category selected at Part III.A.3.a. of the Application, will first be considered for tentative funding to meet this Goal. HOPE VI Applications will be listed together and sorted first on total score and then Option 2 Tie-Breaker Order as described in Section 6.b. above. The highest ranking Application will be tentatively selected for funding.
- (ii) If no eligible HOPE VI Applications were selected for funding and if the Goal has not already been met with a previously selected Public Housing Revitalization Development Application, all unfunded Applications that selected and qualified as a Public Housing Revitalization Development will be listed together and sorted first on total score and then Option 2 Tie-Breaker Order as described in Section 6.b. above. The highest ranking Application will be tentatively selected for funding.

(c) 3 TOD Developments Goal

- (i) Notwithstanding Section 4.c. above, when selecting eligible unfunded Applications to meet the Goal of funding 3 TOD Developments, a lower ranked Application will be selected for tentative funding prior to a higher ranked Application if the higher ranked Application is located in a designated TOD area where an Application has already been tentatively selected for funding, even if the higher ranked Application is in Group 1 and the lower ranked Application is in Group 2. Designated TOD areas are listed in Part III.A.2.h. of the Instructions. Once this Goal has been met, this provision will no longer apply.
- (ii) All unfunded Applications that are eligible for this Goal, regardless of the Development Category selected at Part III.A.3.a. of the Application, will be listed together and sorted first on total score and then Option 1 Tie-Breaker Order as described in Section 6.a. above.

First, there will be an attempt to select one TOD Development that meets the 1/8th Mile Preference, as described in Section 8.c.(3) above. Unless it is determined that an Application previously selected for tentative funding qualified as a TOD Development and also met the

1/8th Mile Preference, the highest ranked Application that meets the 1/8th Mile Preference will be selected for tentative funding and will count towards meeting the Goal of funding 3 TOD Developments, even if it is not the highest ranked Application that is eligible for the TOD Goal.

- (iii) Next, the highest ranked Application(s) among all remaining unfunded Applications that are eligible to meet the TOD Goal will be funded until the Goal to fund 3 TOD Developments has been met. This may or may not include additional Applications that meet the 1/8<sup>th</sup> Mile Preference.

(2) SAUL Stage 2

- (a) Prior to the commencement of selecting Applications for tentative funding in this Stage, the number of units credited to each county and the number of times each county has met its SAUL will be adjusted to zero as described in Section 7.c.(2) above.

- (b) 1 RD Preservation Development Goal

If the Goal has not already been met with a previously selected Application, all unfunded Applications that are eligible for this Goal will be listed together and sorted first on total score and then Option 2 Tie-Breaker Order as described in Section 6.b. above. The highest ranking Application will be tentatively selected for funding.

- (c) Preservation Developments

All eligible unfunded Applications that selected the Development Category of Preservation or Acquisition and Preservation at Part III.A.3.a. of the Application will be listed together and sorted first on total score and then Option 3 Tie-Breaker Order as described in Section 6.c. above. The Preservation Set-Aside funds that remain after deducting any funding previously awarded when selecting Applications for funding to meet any of the Goals will be allocated to the highest ranking unfunded eligible Application(s).

(3) SAUL Stage 3

- (a) Prior to the commencement of selecting Applications for tentative funding in this Stage, the number of units credited to each county and the number of times each county has met its SAUL will be adjusted to zero as described in Section 7.c.(2) above.

(b) 1 Elderly Development Goal

If the Goal has not already been met with previously selected Applications, all unfunded Applications that are eligible for this Goal and are competing in the Non-Preservation Set-Aside will be listed together and sorted first on total score and then Option 1 Tie-Breaker Order as described in Section 6.a. above. The highest ranking Application will be tentatively selected for funding.

(c) 1 Homeless Development Goal

- (i) If the Goal has not already been met with previously selected Applications, all unfunded Applications that are eligible for this Goal and are competing in the Non-Preservation Set-Aside will be listed together and sorted first on total score and then Option 1 Tie-Breaker Order as described in Section 6.a. above. The highest ranking Application will be tentatively selected for funding.
- (ii) Whether this Goal is met with previously tentatively selected Applications or at this time, when an Application is selected for funding to meet the Homeless Goal, the set-aside units attributed to that Application will not be applied towards SAUL.

(d) Non-Preservation Developments

All eligible unfunded Applications that selected the Development Category of New Construction, Rehabilitation, Acquisition and Rehabilitation, Redevelopment, or Acquisition and Redevelopment at Part III.A.3.a. of the Application will be listed together and sorted first on total score and then Option 1 Tie-Breaker Order as described in Section 6.a. above. The Non-Preservation Set-Aside funds that remain after deducting any funding previously awarded when selecting Applications for funding to meet any of the Goals will be allocated to the highest ranking unfunded eligible Application(s).

(e) 15 Percent Non-Profit Goal

If the Goal has not already been met with previously selected Applications, all unfunded Applications that are eligible for this Goal, regardless of the Development Category selected at Part III.A.3.a. of the Application, will be listed together and sorted first on total score and then Option 1 Tie-Breaker Order as described in Section 6.a. above. All remaining funding, whether it was

considered Preservation Set-Aside funds or Non-Preservation Set-Aside funds, will be pooled and used to fund the highest ranking Non-Profit Application(s) without regard to Small or Medium County funding limits until it is determined that the Non-Profit Goal has been met.

A Non-Profit Application that has less than 20 total proximity tie-breaker points may be considered for funding, but will be tentatively selected for funding only if the Non-Profit Goal is unmet and it is determined to be the highest ranking eligible unfunded Application. A Non-Profit Application classified in Group 3 may be considered for funding, but will be tentatively selected for funding only if the Non-Profit Goal is unmet and it is determined to be the highest ranking eligible unfunded Application. If the pooled funding is insufficient to fully fund the highest ranking Non-Profit Application, a Binding Commitment will be issued. If the Non-Profit Goal still has not been met, Binding Commitments will be issued to the highest ranking Non-Profit Applications, as necessary, to meet the Non-Profit Goal.

(f) Pooling of Remaining HC Funds

Any remaining Preservation and Non-Preservation funding, if not pooled under (e) above, will be pooled. All eligible unfunded Applications, regardless of the Development Category selected at Part III.A.3.a. of the Application, will be listed together and sorted first on total score and then Option 1 Tie-Breaker Order as described in Section 6.a. above. The highest ranking Application(s) will be selected for funding without regard to Small or Medium County funding limits until such time it is determined that funding the highest ranking Application would exceed the remaining Housing Credits available. Once that has occurred, that Application will be selected for funding, receiving the remaining balance of Housing Credits available as well as a Binding Commitment for the remaining balance. At which time, no further Applications will be selected for funding.

(4) Competitive HC funding available after the Board approves the final ranking will be allocated in accordance with the QAP.

## **FEES**

The Corporation, Credit Underwriter or environmental provider shall collect via check or money order from the Borrower/Applicant the following fees and charges in conjunction with the MMRB, SAIL, HOME and HC Programs. Failure to pay any fee shall cause the firm loan

commitment under any program to be terminated or shall constitute a default on the respective loan documents.

1. Application Fee:

All Applicants requesting HOME, MMRB, and HC shall submit to the Corporation by the Application Deadline a non-refundable Application fee of \$3,000.00.

2. TEFRA Fee:

Applicants requesting MMRB must submit to the Corporation by the Application Deadline a non-refundable TEFRA fee of \$500 per Application.

3. Credit Underwriting Fees:

The following fees are not the fees that will be charged, but are listed below for estimation purposes of completing your pro-forma in the Application. The actual fees will be determined based on the current contract and any addendum for services between Florida Housing Finance Corporation and the Credit Underwriter(s) in effect at the time underwriting begins.

a. Initial fee:

- (1) SAIL Only..... \$12,042
- HC Only..... \$10,837
- MMRB Only..... \$12,945
- HOME Only\*..... \$12,042

- (2) If requesting funding from more than one program, the fee will be the highest program fee plus the multiple program fee of \$3,855 for each additional program. For example:

Program	Initial Fee	Additional Program(s)		
		With SAIL	With Competitive HC	With Non-Competitive HC
MMRB	\$12,945	\$3,855		\$3,855
SAIL	\$12,042		\$3,855	
SAIL (with Local Bonds)	\$12,042			\$3,855
HC	\$10,837			
HOME *	\$12,042		\$3,855	

- (3) MMRB Subsidy Layering Review
  - (a) If previously underwritten ..... \$2,126
  - (b) If not previously underwritten ..... \$3,733
- (4) Competitive HC Preliminary Recommendation Letter (PRL): \$1,410
- b. Re-underwriting fee: \$157 per hour, not to exceed \$6,983 for SAIL, HOME\*, HC and MMRB

If a Housing Credit Development involves Scattered Sites of units within a single market area, a single credit underwriting fee shall be charged. Any Housing Credit Development requiring further analysis by the Credit Underwriter pursuant to Section 42(m)(2) of the IRC, as well as any SAIL Development or HOME Development\* requiring further analysis by the Credit Underwriter pursuant to this rule chapter, will be subject to a fee based on an hourly rate determined pursuant to contract between the Corporation and the Credit Underwriter. All Credit Underwriting fees shall be paid by the Applicant prior to the performance of the analysis by the Credit Underwriter.

\*Applicants requesting HOME that do not apply as a Non-Profit entity, as defined in Rule 67-48.002, F.A.C., will be responsible for the fees set out in Items 3.a. and 3.b. above, as well as fees resulting from further analysis pursuant to this rule chapter.

4. Administrative Fees:

- a. With respect to the HC Program, each for-profit Applicant shall submit to the Corporation a non-refundable administrative fee in the amount of 8 percent of the annual Housing Credit Allocation amount stated in, as applicable: the Preliminary Allocation, Binding Commitment, or Preliminary Determination. The administrative fee shall be 5 percent of the stated annual Housing Credit Allocation for Non-Profit Applicants. The administrative fee must be received by the Corporation as stated in the Preliminary Allocation, the Binding Commitment, the Carryover Allocation Agreement or the Preliminary Determination, whichever is applicable. In the event the Final Housing Credit Allocation amount exceeds the annual Housing Credit Allocation amount stated in the Preliminary Determination, the Applicant is responsible for paying the applicable administrative fee on the excess amount before IRS Forms 8609 are issued for the Development.
- b. With respect to the SAIL Program, each for-profit Applicant shall submit to the Corporation a non-refundable administrative fee in the amount of 1 percent of the Applicant's preliminary commitment amount. The non-refundable administrative fee for Non-Profit Applicants shall be ¼ percent of the Applicant's SAIL preliminary commitment amount. The administrative fee must be submitted to the Corporation at the time the invitation to enter credit underwriting is accepted by the Applicant. In the event the amount stated in the preliminary commitment is less than the SAIL request amount stated by the Applicant in its Application, the Applicant will be responsible for paying the applicable administrative fee on

any additional SAIL funds that are offered to and accepted by the Applicant for the Development. The administrative fee payment will be credited toward the SAIL loan closing costs.

5. Commitment Fees:

With respect to the SAIL Program, each Applicant to which a firm commitment is granted shall submit to the Corporation a non-refundable commitment fee of 1 percent of the SAIL loan amount upon acceptance of the firm commitment.

- a. Non-Profit sponsors who provide a certification indicating that funds will not be available prior to closing shall be permitted to pay the commitment fee at closing.
- b. All Applicants shall remit the commitment fee payable to the Florida Housing Finance Corporation.

6. Compliance Monitoring Fees:

The following fees are not the fees that will be charged, but are listed below for estimation purposes of completing your pro-forma in the Application. The actual fees will be determined based on the current contract and any addendum for services between Florida Housing Finance Corporation and the Compliance Monitor(s).

- a. SAIL Only: Annual fee of \$1,776 + \$9.00 per set-aside unit, billed annually following loan closing
- b. HC:
  - (1) Pre-final allocation compliance monitoring fee of \$1,776 + \$9.00 per set-aside unit, to be collected as stated in the Preliminary Housing Credit Allocation, Carryover Allocation Agreement or Binding Commitment; and
  - (2) Annual Compliance monitoring fee –
    - (a) All Developments other than RD - \$1,776 + \$9.00 per set-aside unit, for the full Housing Credit Extended Use Period collected at final allocation based on a quarterly payment stream discounted at a rate of 2 percent.
    - (b) RD Developments - \$450 per Development for the full Housing Credit Extended Use Period collected at final allocation based on a quarterly payment stream discounted at a rate of 2 percent.

If during any year subsequent to the Final Housing Credit Allocation, there is a fee increase based on the Consumer Price Index, as stipulated in the current contract for services between Florida Housing Finance

Corporation and the Compliance Monitor(s), the additional fee will be billed directly to the Development.

c. SAIL with HC:

Additional program fee – annual fee of \$819, billed annually following the Final Housing Credit Allocation. This fee will be in addition to the HC fees set out in Item 6.b. above.

d. MMRB (with or without HC) – Annual fee of 4 basis points on the outstanding loan balance or a minimum of \$2,529, billed annually following loan closing.

e. Follow-up Review - \$157 per hour

7. Financial Monitoring Fees:

The following fees are not the fees that will be charged, but are listed below for estimation purposes of completing your pro-forma in the Application. The actual fees will be determined based on the current contract and any addendum for services between Florida Housing Finance Corporation and the Financial Monitor(s). In the circumstance Financial Monitoring is not provided in any contract or addendum in effect, then Florida Housing Finance Corporation will establish the current fee based on the estimated minimum fee, maximum fee and the subsequent program fee below and shall be adjusted annually, but not decreased, based on the South Region Consumer Price Index for the twelve month period ending each June 30<sup>th</sup>. This automatic increase shall not exceed 3 percent of the prior year's fee.

An annual financial monitoring fee of 1.5 basis points on the unpaid principal balance of any loan that is required to submit an SR-1 form, which fee shall never be less than \$1,807 nor greater than \$2,253. A fee of \$604 for each subsequent program will be applicable.

8. Loan Servicing Fees:

a. Permanent Loan Servicing Fees:

SAIL and HOME loans each have a Permanent Loan Servicing Fee to be paid annually. The following fee is listed for estimation purposes whereby the actual fees will be determined based on the current contract and any addendum for services between Florida Housing Finance Corporation and Servicer(s).

- 25 bps of the outstanding loan amount, up to a maximum of \$9,008 annually, subject to a minimum of \$2,253 annually.



b. Construction Loan Servicing Fees:

SAIL and HOME loans each have a Construction Loan Servicing Fee to be paid as indicated. The following fees are listed for estimation purposes whereby the actual fees will be determined based on the current contract and any addendum for services between Florida Housing Finance Corporation and Servicer(s).

- \$157 per hour for an in-house review of a draw request, up to a maximum of \$1,927 per draw.
- \$157 per hour for on-site inspection fees, up to a maximum of \$1,566 per inspection.

For HOME loans only:

- Federal Labor Standards Monitoring fee is 75 bps of the outstanding loan amount, up to a maximum of \$14,075 annually, subject to a minimum of \$3,958 annually. In addition, there is a \$723 fee per site visit.

9. Tax-exempt Mortgage Financing:

If Corporation tax-exempt mortgage financing is used for the first mortgage loan, the same fee schedule as described above shall be applied to both the first mortgage loan and the SAIL loan. Additional legal, cost of issuance, bond underwriting, credit enhancement, liquidity facility and servicing fees associated with the financing shall also be paid by the Applicant.

10. Construction Inspection Fees:

The following fees are not the fees that will be charged, but are listed below for estimation purposes of completing your pro-forma in the Application. The actual fees will be based on the current contract and any addendum for services between Florida Housing Finance Corporation and the Servicer(s).

On-site construction inspection - \$157 per hour, not to exceed \$1,566 per inspection for SAIL, HC and MMRB.

11. Loan Closing Extension Fees:

In the event a SAIL or HOME loan does not close within the timeframes prescribed, extension fees will be assessed pursuant to subsection 67-48.0072(26) and paragraph 67-48.0072(4)(c), F.A.C.

12. Additional SAIL Fees:

SAIL Applicants will be responsible for all fees associated with the Corporation's legal counsel related to the SAIL Program.

13. Additional MMRB Fees:

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

Ongoing Fees – based on the amount of bonds outstanding as follows:

Under \$10,000,000	40 basis points
\$10,000,000 to \$14,999,999	37 basis points
\$15,000,000 to \$19,999,999	35 basis points
\$20,000,000 to \$24,999,999	33 basis points
\$25,000,000 and over	31 basis points

Ongoing fees include compliance monitoring fees, loan servicing fees, financial monitoring fees, trustee fees, arbitrage rebate fees and the issuer fee. The above fees are subject to a minimum of \$15,000 per annum.

14. Additional HOME Fees:

HOME Applicants that do not apply as a Non-Profit entity, as defined in Rule 67-48.002, F.A.C., will be charged fees for environmental review based on the current contract for services between Florida Housing Finance Corporation and the Environmental Provider(s).

15. Development Cost Pro Forma:

All of the fees set forth above with respect to the SAIL Program are part of Development Cost and can be included in the Development Cost Pro Forma and paid with loan proceeds.

16. Additional HC Fees:

- a. If the Applicant requests permission to return its HC allocation and receive a new HC allocation and such request is approved, whether by the Executive Director in accordance with Section 9 of the QAP or by the Board through a rule waiver, the Applicant will be charged a processing fee of \$15,000 per request.
- b. If, after the 14<sup>th</sup> year of the Compliance Period, the Applicant decides to submit a written request to the Corporation to find a person to acquire the Development, it must, according to Rule 67-48.031, F.A.C., submit the request utilizing the Qualified Contract Package and submit the nonrefundable Qualified Contract

Package fee in the amount equal to one fourth of one percent of the qualified contract price.

- c. HC Applicants shall be responsible for all processing fees related to the HC Program.

17. Assumption/Renegotiation Fees:

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

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

## **SUPPLEMENTAL MMRB APPLICATION CYCLE**

### **A. Application**

1. General Provisions

When authorized by the Corporation's Board of Directors, a Supplemental MMRB Application Cycle will be held. Applications for this supplemental cycle shall be submitted using the current Universal Application Package. The provisions of these instructions regarding the Supplemental MMRB Application Cycle shall take precedence over any inconsistent provisions in the Universal Application Package or Rule Chapters 67-21 and 67-48, F.A.C., for all Applications submitted during the Supplemental MMRB Application Cycle.

- a. The Application may be submitted for only Florida Housing-issued MMRB with or without non-competitive HC.

If an Applicant requests Corporation-issued MMRB with or without non-competitive HC in the supplemental cycle and intends to apply for SAIL funding or HOME funding in a future Universal Application Cycle or other competitive funding process, it must show the amount of SAIL funding or HOME funding that the Applicant intends to apply for in a future Universal Application Cycle or other competitive funding process in the pro-forma of its Supplemental MMRB Application and otherwise meet all of the requirements imposed by the SAIL or HOME Rule (Chapter 67-48, F.A.C.).

b. Fees

Refer to the Fees section of the current Universal Application Instructions.

2. Proximity

Section III.A.10 (Proximity) will not be scored and does not have to be completed by the Applicant for the Supplemental MMRB Application Cycle.

3. Ability to Proceed

For purposes of the Supplemental MMRB Application, the following timeframes will apply for Site Plan/Plat Approval, Site Control, Infrastructure Availability, and Zoning:

- Site Plan/Plat Approval must be demonstrated as of the submission date of the Supplemental MMRB Application;
- Site Control that is demonstrated by a Qualified Contract must have a term that does not expire before a date that is seven (7) months after the submission date of the Supplemental MMRB Application;
- Infrastructure (Electricity, Water, Sewer and Roads) must be in place as of the submission date of the Supplemental MMRB Application; and
- Zoning must be in place as of the submission date of the Supplemental MMRB Application.

4. Funding and Equity Commitments

All funding and HC equity commitments must reflect an expiration date that is no earlier than nine (9) months after the submission date of the Supplemental MMRB Application.

**B. Ranking and Selection Criteria**

General Provisions

Supplemental MMRB Applications will be received on a continuous basis during the Application Period.

At the time it directs staff to proceed with a Supplemental MMRB Application Cycle, the Board may also direct staff to set aside a certain amount of private activity bond allocation to serve one or more categories of Development.

All remaining allocation assigned by the Board for use by the MMRB Program will be made available to Applications which are not competing in a set-aside, subject to the provisions below. Eligible non-set-aside Applications will be funded on a first-come first-served basis out of the remaining available allocation.

All Applications will be scored by Corporation staff and Applicants will be given opportunities to cure any deficiencies identified by staff. The provisions of sections 67-21.003(4)–(9), F.A.C., will not govern the scoring of the Supplemental MMRB Applications.

An Application is considered submitted with the Corporation when the electronic copy, Original Hard Copy, three photocopies and the Application fee and TEFRA fee are received by the Corporation. However, Applications will not be considered eligible for first-come, first-served funding in either the set-aside or non-set-aside categories until the date that all identified deficiencies are cured.

To be eligible for funding in the Supplemental MMRB Application Cycle, Applications must achieve 79 points (the maximum score possible) and meet all threshold requirements, unless otherwise approved by the Board.

Neither SAUL nor Geographic Set-Asides will apply to Supplemental MMRB Applications.

If there is private activity bond allocation remaining after all eligible Applications are funded, then this allocation will be applied to the Corporation’s single-family bond program or otherwise used as directed by the Board.

## **4 PERCENT HC COUNTY HFA BONDS APPLICATION**

Applicants requesting non-competitive 4 percent Housing Credits for proposed Developments financed by a County Housing Finance Authority established pursuant to Section 159.604, F.S., must apply for the non-competitive 4 percent HC by submitting the 4 Percent HC County HFA Bonds Application Form along with the required exhibits, in accordance with the following instructions. The 4 Percent HC County HFA Bonds Application Form is included in the 2011 Universal Application Package as the last exhibit form.

The 4 Percent HC County HFA Bonds Application Form can be submitted to the Corporation anywhere from the time the Applicant enters credit underwriting for the Bonds up until the last Corporation business day of December of the year the Development is placed in service.

To meet threshold, the Applicant must:

- Submit one (1) complete copy of the 4 Percent HC County HFA Bonds Application Form, along with all applicable exhibits, executed with an original signature and labeled “Original Hard Copy”; and
- Submit one (1) photocopy of the “Original Hard Copy”; and
- Include the required Application fee in the “Original Hard Copy” of the Application form.

**A. Application Instructions**

1. Applicant:

- a. State the name of the Applicant.
- b. Provide a listing of the Principals for the Applicant, including the percentage of ownership interest of each, as **“Exhibit 1”** to the Application form.

2. Contact Person:

Provide the requested information for the Contact Person.

3. Developer:

- a. State the name of each Developer (include all Co-Developers).
- b. Provide a listing of the Principals of each Developer as **“Exhibit 2”** to the Application form.

4. Proposed Development Information:

- a. State the name of the Development.
- b. Location of Development Site:
  - (1) State the County where the Development is located.
  - (2) State the Address of the Development Site.
  - (3) Provide the requested information regarding the local jurisdiction.
- c. Number of Units:
  - (1) State the total number of units in the proposed Development.
  - (2) State the total number of rental assistance units (the number of units that receive and/or will receive PBRA and/or ACC).
- d. State the total number of buildings in the proposed Development.
- e. Provide the following information:

Applicants that indicate at question 4.e.(1) and/or (2) of the Application form that the proposed Development is located in a DDA and/or QCT

must provide as **“Exhibit 3”** to the Application form a letter from the Development’s bond-issuing agency certifying the date the bond application was deemed complete. A “complete application” means that no more than de minimis clarification of the application is required for the agency to make a decision about the issuance of bonds requested in the application. Non-competitive HC Applicants must also comply with Section 42, IRC, regarding DDA/QCT qualifying date.

- (1) If the proposed Development is located in a DDA, indicate which DDA.
- (2) If the proposed Development is located in a QCT, indicate the QCT 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 as **“Exhibit 3”** to the Application form.
- (3) If the proposed Development is located in a DDA and/or QCT, indicate whether the proposed Development is the first phase of a “multiphase” project. As defined by HUD in the applicable DDA/QCT regulations, for purposes of Section 42(h)(4) of the Code, the DDA or QCT status of the site that applies for all phases is that which applied when the first of the following occurred: (a) the building(s) in the first phase were placed in service, or (b) the bonds were issued.

If the Applicant indicates that the proposed Development is the first phase of a multiphase Development, the procedure and deadline for providing the required information will be included in the Preliminary Determination.

- (4) The responses to questions 4.e.(4)(a) through (g) of the Application form must be in accordance with Section 42, IRC, as amended.

f. Indicate the Development Category that best describes the proposed Development:

- New Construction (where 50% or more of the units are new construction)
- Rehabilitation (where less than 50% of the units are new construction)
- Acquisition and Rehabilitation (acquisition plus less than 50% of the units are new construction)
- Redevelopment (where 50% or more of the units are new construction) \*
- Acquisition and Redevelopment (acquisition plus 50% or more of the units are new construction) \*
- Preservation (where less than 50% of the units are new construction) \*
- Acquisition and Preservation (acquisition plus less than 50% of the units are new construction) \*

\* If the Development Category of Redevelopment or Preservation (either category with or without Acquisition) is selected, in order to determine the proposed Development's eligibility for the selected Demographic Category and its Rental Assistance (RA) Level classification, the documentation outlined in f.(1) or (2) below must be provided. The criteria for RA Level classifications is also outlined below.

- (1) If Redevelopment or Acquisition and Redevelopment is selected, in order to qualify for the selected Development Category the following criteria must be met:
  - (a) The Development must meet the definition of Redevelopment stated in Rule 67-48.002, F.A.C; and
  - (b) The Applicant must provide, as **“Exhibit 4”** to the Application form, a letter from HUD or RD, dated within 12 months of the date the Application is submitted, which includes the following information:
    - i. Name of the Development\* ;
    - ii. Address of the Development;
    - iii. Year built;
    - iv. Total number of units that will receive PBRA and/or ACC; and
    - v. The HUD or RD program currently associated with the existing development.

\*For purposes of this provision, the Name of the Development may be the name at the time of the PBRA and/or ACC award.

If the Application does not qualify for the Development Category of Redevelopment or Acquisition and Redevelopment, the Application will fail threshold and the proposed Development will automatically be deemed to be RA Level 6.

- (2) If Preservation or Acquisition and Preservation is selected, in order to qualify for the selected Development Category the following criteria must be met:
  - (a) The Development must meet the definition of Preservation stated in Rule 67-48.002, F.A.C.; and
  - (b) The Development must also meet the definition of Rehabilitation stated in Rule 67-48.002, F.A.C.; and



- (c) The Applicant must provide, as “**Exhibit 4**” to the Application form, a letter from HUD or RD, dated within 12 months of the date the Application is submitted, which includes the following information:
- i. Name of the Development\* ;
  - ii. Address of the Development;
  - iii. Year built;
  - iv. Total number of units that receive PBRA and/or ACC;
  - v. The HUD or RD program currently associated with the existing development; and
  - vi. Confirmation that the Development has not received financing from HUD or RD after 1992 where the rehabilitation budget was at least \$10,000 per unit.

\*For purposes of this provision, the Name of the Development may be the name at the time of the PBRA and/or ACC award.

If the Application does not qualify for the Development Category of Preservation or Acquisition and Preservation, the Application will fail threshold and the proposed Development will automatically be deemed to be RA Level 6.

Redevelopment and Preservation Developments that are tentatively funded will be required to provide to the Credit Underwriter a plan for relocation of existing tenants.

A proposed Development’s Development Category and RA Level will affect its eligibility to be exempted from the location restrictions outlined in Section 4.i.(2) below.

The following procedures will be followed when computing the Application’s RA Level classification:

Each Application’s RA Level classification will be based on the percentage of total units receiving PBRA and/or ACC. This percentage will be computed by dividing the total number of units that receive and/or will receive the rental assistance (‘rental assistance units’) as stated by the Applicant at Section 4.c.(2) of the Application form by the total number of units in the proposed Development as stated by the Applicant at Section 4.c.(1) of the Application form.

The following process will be followed in the event of an inconsistency between the rental assistance units stated at Section 4.c.(2) of the Application form and the number of rental assistance units stated in the applicable letter provided by the Applicant as Exhibit 4. (total number of

units that receive and/or will receive PBRA and/or ACC, as applicable):

- If the rental assistance units stated at Section 4.c.(2) of the Application form is zero or if the Applicant fails to answer this question (the question is blank), the Application will be classified as RA Level 6, regardless of what is stated in the applicable letter provided by the Applicant as Exhibit 4.
- If the number of rental assistance units stated at Section 4.c.(2) of the Application form is less than the number of rental assistance units stated in the applicable letter provided by the Applicant as Exhibit 4, the computation will be accomplished utilizing the lower number of rental assistance units stated at Section 4.c.(2) of the Application form.
- If the number of rental assistance units stated at Section 4.c.(2) of the Application form is greater than the number of rental assistance units stated in the applicable letter provided by the Applicant as Exhibit 4, the computation will be accomplished utilizing the lower number of rental assistance units stated in the applicable letter provided by the Applicant as Exhibit 4.

During credit underwriting, regardless of the number of rental assistance units used for the RA Level classification, all funded Applications will be held to the number of rental assistance units stated in the applicable letter provided by the Applicant as Exhibit 4 to the Application form. This requirement will apply throughout the entire Compliance Period, subject to Congressional appropriation and continuation of the rental assistance program.

<b>Rental Assistance Level</b>	<b>Percentage of Total Units with Rental Assistance</b>
Level 1	All units receive rental assistance (with the exception of up to 2 units)
Level 2	Greater than 90.00%, and not in Level 1
Level 3	Greater than 75.00%, equal to or less than 90.00%, and not in Level 1
Level 4	Greater than 50.00%, equal to or less than 75.00%, and not in Level 1
Level 5	Greater than 10.00%, equal to or less than 50.00%, and not in Level 1
Level 6*	10.00% or less of the total units receive rental assistance

\*Applications will be classified RA Level 6 if 10.00% or less of the total units receive rental assistance or if the Applicant fails to meet the criteria outlined above.

g. State the Development Type that best describes the proposed Development:

- Garden Apartments
- Townhouses
- High Rise (a building comprised of 7 or more stories)
- Single Family Rental
- Duplexes
- Quadraplexes
- Mid-Rise with Elevator (a building comprised of 4 stories)
- Mid-Rise with Elevator (a building comprised of 5 or 6 stories)
- Single Room Occupancy (SRO)
- Other – Specify in the Application

h. Demographic Commitment

Indicate the Demographic Commitment (Elderly, Homeless, Family, or Farmworker/Commercial Fishing Worker)

i. Development Location

(1) Development Location Point

Provide the properly completed and executed Surveyor Certification of Development Location Point for MMRB and Non-Competitive HC Applications form (from the 2011 Universal Application) as **“Exhibit 5”** to the Application form. For purposes of this section of the Application, the Development Location Point is defined as a point located on the proposed Development site within 100 feet of the building with the most units and must consist of the latitude and longitude coordinates determined in degrees, minutes and seconds, with the degrees and minutes stated as whole numbers and the seconds truncated after one decimal place. If the degrees and minutes are not stated as whole numbers and the seconds are not truncated after one decimal place, the latitude and longitude coordinates will not be considered and the Application will fail threshold.

(2) Location Restrictions

An Applicant’s eligibility to receive a Preliminary Determination for 4 percent non-competitive Housing Credits will be based on the following:

(a) A proposed Development will be subject to location restrictions, as outlined below if:

(i) For all of the counties on the Restricted Areas Chart (in paragraph (c) below) except Broward County, the proposed Development’s Development Location

Point is within a 2.5 mile radius of any Florida Housing Guarantee Fund Development that has a Subordinate Mortgage Initiative (SMI) loan, regardless of the Demographic Category for the proposed Development and the applicable Guarantee Fund Development. The proposed Development will, if the Application meets threshold, be subjected to the credit underwriting and approval process outlined in Section B.1.b. below. The longitude/latitude coordinates for the Guarantee Fund Developments with an SMI loan are listed on the following Restricted Areas Chart.

Determination of whether the Development Point latitude/ longitude coordinates stated on the Surveyor Certification of Development Location Point for MMRB and Non-Competitive HC Applications form, provided by the Applicant as Exhibit 5 to the Application form, fall within a 2.5 mile radius around any Florida Housing Guarantee Fund Development that has an SMI loan will be made using Street Atlas USA 2010, published by DeLorme.

- (ii) For Broward County, if the proposed Development's Development Location Point is within the area of Broward County specified on the Restricted Areas Chart (in paragraph (c) below), the proposed Development will, if the Application meets threshold, be subjected to the credit underwriting and approval process outlined in Section B.1.b. below.

Determination of whether the Development Point latitude/ longitude coordinates stated on the Surveyor Certification of Development Location Point for MMRB and Non-Competitive HC Applications form, provided by the Applicant as Exhibit 5 to the Application form, fall within the specified area of Broward County will be made using Street Atlas USA 2010, published by DeLorme.

- (b) A proposed Development that would otherwise be subjected to the location restrictions outlined in (a)(i) or (ii) above will be excluded from any of these restrictions if the

Applicant selected and qualified at Section 4.f. of the Application form for the Development Category of Redevelopment, Acquisition and Redevelopment, Preservation, or Acquisition and Preservation and has an RA Level classification of RA 1 or RA 2. The proposed Development will, if the Application meets threshold, be subjected to the credit underwriting process outlined in Section B.1.a. below.

- (c) For all other proposed Developments to which (a) and (b) above do not apply, the proposed Development will, if the Application meets threshold, be subjected to the credit underwriting process outlined in Section B.1.a. below.

<b>Restricted Areas Chart</b>	
<b>County</b>	<b>Area or Latitude/Longitude Coordinates of FHFC Guarantee Fund Developments with SMI Loans</b>
Broward	Beginning at the intersection of the Turnpike and SR870/Commercial Blvd, follow SR 870/Commercial Blvd east to SR 811/N. Dixie Hwy/NE 14 <sup>th</sup> Court/NE 5 <sup>th</sup> Terrace. Follow SR 811/N. Dixie Hwy/NE 14 <sup>th</sup> Court/NE 5 <sup>th</sup> Terrace south to SR 838/Sunrise Blvd. Follow SR 838/Sunrise Blvd west to the Turnpike. Follow the Turnpike north until it intersects with SR870/Commercial Blvd.
Charlotte	N 26 59 29.4, W 82 1 45.5 (Hampton Point) - this also affects DeSoto County and Sarasota County
Collier	N 26 9 59.8, W 81 41 24 (Noah's Landing) N 26 9 40.7, W 81 41 37.4 (Tuscan Isles)
DeSoto	N 26 59 29.4, W 82 1 45.5 (Hampton Point) - this also affects Charlotte County and Sarasota County
Duval	N 30 23 .6, W 81 36 13 (Sundance Pointe)
Flagler	N 29 15 3.7, W 81 6 40.4 (San Marco) - this also affects Volusia County
Hendry	N26 35 36.4, W 81 38 29 (Andros Isle) - this also affects Lee County
Hillsborough	N 28 0 11.2, W 82 8 29.4 (Woodbridge)
Indian River	N 27 35 11.8, W 80 24 33.2 (Woods at Vero) - this also affects St. Lucie County
Lake	N 28 48 57.9, W 81 40 14.8 (Spring Harbor) - this also affects Orange County N 28 47 1.7, W 81 17 40.6 (Windchase) - this also affects Seminole County and Volusia County
Lee	N 26 35 36.4, W 81 38 29 (Andros Isle) - this also affects Hendry County N 26 35 55.6, W 81 48 49.8 (Bernwood) N 26 36 31, W 81 51 3.6 (Westwood)
Manatee	N 27 29 14, W 82 31 47.7 (River Trace Senior)

County	Area or Latitude/Longitude Coordinates of FHFC Guarantee Fund Developments with SMI Loans
Orange	N 28 29 26.9, W 81 24 10.9 (Grande Pointe) N 28 36 21.7, W 81 25 20.7 (Nassau Bay I and II) - this also affects Seminole County N28 34 9.2, W81 25 50.6 (Oak Glen) N 28 48 57.9, W 81 40 14.8 (Spring Harbor) - this also affects Lake County
Palm Beach	N 26 41 30.9,W 80 10 40.5 (Colony Park) N 26 46 32.9,W 80 6 29.6 (Indian Trace) N 26 35 11.4,W 80 5 0.6 (Marina Bay) N 26 47 58.6,W 80 5 11.1 (Venetian Isles I) N 26 48 3.3,W 80 5 6.4 (Venetian Isles II) N 26 39 29.2,W 80 7 20.7 (Windsor)
Sarasota	N 26 59 29.4, W 82 1 45.5 (Hampton Point) - this also affects DeSoto County and Charlotte County
Seminole	N 28 48 55.9,W 81 19 6.7 (Stratford Point) - this also affects Volusia County N 28 47 1.7,W 81 17 40.6 (Windchase) - this also affects Volusia County and Lake County N 28 45 11.3,W 81 17 18.5 (Wyndham) N 28 36 21.7, W 81 25 20.7 – (Nassau Bay I and II) - this also affects Orange County
St. Johns	N 29 52 14.5, W 81 20 32.7 (Whispering Woods)
St. Lucie	N 27 20 46.4, W 80 22 56.6 (Peacock Run) N 27 25 27.6 W 80 22 33.5 (Sabal Chase) N 27 35 11.8, W 80 24 33.2 (Woods at Vero) - this also affects Indian River County
Volusia	N 29 15 3.7, W 81 6 40.4 (San Marco) - this also affects Flagler County N 28 48 55.9,W 81 19 6.7 (Stratford Point) - this also affects Seminole County N 28 47 1.7,W 81 17 40.6 (Windchase) - this also affects Seminole County and Lake County

j. **Set-Aside Commitment:**

- (1) Indicate the minimum set-aside (20% of units at 50% AMI or less, 40% of units at 60% AMI or less, or deep rent skewing option as defined in Section 42, IRC, as amended.

Note: Choosing the 20 percent at 50 percent AMI or less minimum set-aside will restrict ALL set-aside units at 50 percent or less of the AMI pursuant to IRS regulations. Applicants may choose the 40 percent at 60 percent AMI or less minimum set-aside without committing to setting aside any of the units at the 60 percent AMI level. For example, an Applicant may commit to setting aside 40 percent at 50 percent AMI and this would also be considered 40 percent at 60 percent AMI or less.

- (2) Complete the Set-Aside Breakdown Chart by listing the percentage of residential units, stated in whole numbers, to be set aside at each selected AMI level. Where reasonably possible, Applicants will be required to keep the unit mix consistent across each committed AMI level.
- (3) Indicate the total affordability period (the length of time the units will be set-aside). Note: any commitment to set aside units beyond the HC minimum 30 years is an irrevocable commitment to waive the option to convert to market after year fourteen (14).

5. Funding:

- a. State the amount of non-competitive Housing Credits requested in this Application.
- b. Finance Documents:
  - (1) If the credit underwriting for the bonds is complete and it was prepared by a Credit Underwriter under contract with the Corporation, provide a complete copy of the final credit underwriting report as **“Exhibit 6”** to the Application form.
  - (2) If the credit underwriting for the bonds has not been completed or has been completed by a credit underwriter not under contract with the Corporation, provide the following information:
    - (a) Provide the completed Development Cost Pro Forma, the Detail/Explanation Sheet, if applicable, the Construction or Rehab Analysis and the Permanent Analysis (from the 2011 Universal Application) as **“Exhibit 6”** to this Application.
    - (b) Bond Financing
      - i. State the name of the assigned Credit Underwriter; and
      - ii. Provide a copy of the inducement resolution or acknowledgement resolution awarding the Bonds as **“Exhibit 7”** to this Application form.
    - (c) Housing Credit Equity
 

Provide the following documentation as **“Exhibit 8”** to this Application form, as applicable:

- i. If the equity agreement has closed, provide a copy of the closed limited partnership agreement or limited liability company operating agreement; or
- ii. If the equity agreement has not closed, provide a copy of the equity commitment, executed by both parties.

(d) Other Financing

Provide a copy of all other funding commitments that will be used as a source of financing for the proposed Development as “**Exhibit 9**” to this Application form.

(e) Deferred Developer Fee

For each Developer committing to defer some or all of the Developer fee, provide a completed and executed Commitment to Defer Developer Fee form (from the 2011 Universal Application) as “**Exhibit 10**” to this Application form.

6. Applicant Certification:

The Application labeled “Original Hard Copy” must be submitted with an original signature. Signatures in blue ink are preferred.

**B. Credit Underwriting Review and Rule Requirements**

1. Credit Underwriting Review

Applications that meet threshold will be subjected to the applicable credit underwriting process outlined in a.(1), a.(2), b.(1) or b.(2) below:

a. Proposed Developments Not Subject to Location Restrictions

The credit underwriting process will proceed as outlined in (1) or (2) below if the proposed Development is not subjected to the location restrictions outlined in Section A.4.i.(2)(a)(i) or (ii) above.

- (1) If the final credit underwriting report (CUR) for the bonds was prepared by a Credit Underwriter under contract with the Corporation and was provided as outlined in Section A.5.b.(1) above, the Corporation will issue an invitation to enter credit underwriting and upon acceptance and payment of the required



credit underwriting fee, the Credit Underwriter will prepare an update to the final bonds CUR to ensure compliance with the requirements of Section 42 of the IRC, as amended. The Preliminary Determination for the 4 percent HC will be issued upon completion of a satisfactory CUR update.

or

- (2) If the credit underwriting report (CUR) for the bonds has not been completed or has been completed by a credit underwriter not under contract with the Corporation and the required information was provided as outlined in Section A.5.b.(2) above, the Corporation will issue an invitation to enter credit underwriting and upon acceptance and payment of the required credit underwriting fee, the Credit Underwriter will prepare a CUR in accordance with the requirements of paragraph 67-48.027(2)(d), F.A.C. The Preliminary Determination for the 4 percent HC will be issued upon completion of a satisfactory CUR.

b. Proposed Developments Subject to Location Restrictions

The credit underwriting process will proceed as outlined in (1) or (2) below if the proposed Development is subject to the location restrictions outlined in Section A.4.i.(2)(a)(i) or (ii) above.

- (1) If the final credit underwriting report (CUR) for the bonds was prepared by a Credit Underwriter under contract with the Corporation and was provided as outlined in Section A.5.b.(1) above, the Corporation will issue an invitation to the Applicant to enter credit underwriting at its own risk and upon acceptance and payment of the required credit underwriting fee, the Credit Underwriter will prepare an update to the final bonds CUR to (i) address market and impact issues, and (ii) ensure compliance with the requirements of Section 42 of the IRC, as amended. The CUR update will require final approval of the Board prior to issuance of the Preliminary Determination for the 4 percent HC.

or

- (2) If the credit underwriting report (CUR) for the bonds has not been completed or has been completed by a credit underwriter not under contract with the Corporation and the required information was provided as outlined in Section A.5.b.(2) above, the Corporation will issue an invitation to the Applicant to enter credit underwriting at its own risk and upon acceptance and payment of the required credit underwriting fee, the Credit Underwriter will prepare a CUR

in accordance with the requirements of paragraph 67-48.027(2)(d), F.A.C., which will include addressing market and impact issues. The CUR will require final approval of the Board prior to issuance of the Preliminary Determination for the 4 percent HC.

2. Rule Requirements

All Applications for 4 percent HC will be subjected to paragraphs 67-48.027(2)(a) through (c) and (e) through (n), F.A.C. Applications that meet the criteria outlined in Section B.1.a.(2) above or Section B.1.b.(2) above will also be subjected to paragraph 67-48.027(2)(d), F.A.C.

**C. Fees**

All fees listed in the Fees Section of the 2011 Universal Application Instructions that pertain to Housing Credits will apply to this Application, except for the Competitive HC Preliminary Recommendation Letter fee.