

INSTRUCTIONS FOR FILING NOPSEs

Notices of Possible Scoring Error (NOPSEs) must be submitted in accordance with the following instructions required by subsection 67-48.004(4), F.A.C.:

- Specify the assigned Application number of the Applicant submitting the NOPSE, the assigned Application number of the Application in question, and the score(s) in question.
- Describe the alleged scoring error in detail.
- Limit each notice to the review of only one Application's score. Notices which seek the review of more than one Application's score will be considered improperly filed and ineligible for review. There is no limit to the number of NOPSEs that may be submitted.
- Submit one (1) original hard copy and three (3) photocopies of each NOPSE.
- The Corporation will not consider any NOPSE submitted via facsimile or other electronic transmission.

To better facilitate the processing of NOPSEs, Florida Housing requests Applicants to follow these additional instructions:

- Submit a separate NOPSE for each possible scoring error for which you are seeking a review.
- Label the original hard copy of each NOPSE "Original" and label the three (3) photocopies of each original NOPSE "Copy".
- Provide a brief statement explaining each NOPSE so that Florida Housing will understand the reason the NOPSE is being submitted.
- Complete and submit a Notice of Possible Scoring Error (NOPSE) Request for Review Form for each Application being challenged. Insert the Notice of Possible Scoring Error (NOPSE) Request for Review Form in the front of the Original and each photocopy.