

**2009 Universal Application
Q & A**

1. Q: Does an Applicant have to use Adobe Acrobat 8.1.2 to complete the Interactive PDF Verification and Certification forms or can an earlier version of Adobe Acrobat be used?

A: The Interactive Verification and Certification forms available on the FHFC Website were created with Adobe Acrobat 8.1.2 Professional. Later versions of Adobe Acrobat can be used, but the use of previous versions of Adobe Acrobat or other software may result in errors.
2. Q: How does one obtain Adobe Acrobat?

A: Adobe Acrobat Reader 9 is available free of charge at <http://www.adobe.com>. Adobe Acrobat Professional may be purchased at most office supply stores.
3. Q: Can an Applicant complete the Interactive Verification and Certification forms with just Adobe Acrobat Reader?

A: Adobe Acrobat Reader allows the user to complete and print the Interactive PDF Verification and Certification forms. The “save as” feature allows you to save the blank forms, but **will not** allow you to save the completed forms. Adobe Acrobat Professional must be used if you wish to save the completed forms.
4. Q: Can the completed Interactive Verification and Certification forms be spell checked?

A: Using Adobe Acrobat Professional, the user can complete the forms and save them. When the completed forms are opened in Adobe Acrobat Professional, the user can then spell check the entries on the forms by clicking “Edit”, “Check Spelling” and “In Form Fields”. Adobe Acrobat Reader does not include the spell check feature.
5. Q: Can one copy and paste entries on the Interactive Verification and Certification forms?

A: Yes. Both Adobe Acrobat Reader and Adobe Acrobat Professional have the copy/paste feature allowing the user to copy and paste entries within a form or from one verification/certification form to another form.

6. Q: What happens if an error or revision is made to the information entered for the “Development Name” and/or “Development Location” on the Interactive Verification and Certification forms?
- A: Using either Adobe Acrobat Reader or Adobe Acrobat Professional, once the user enters the “Development Name” and “Development Location”, regardless of which one of the forms the information is entered on, this information automatically appears on all of the other forms that contain these fields. If an error/revision is made, the error/revision will appear on all of the forms. The only exception to this is the “Development Location” on the Surveyor Certification form. The Development Location on this form is not tied to the other forms because if the proposed Development consists of Scattered Sites, the only site that is required to be listed on the Surveyor Certification form is the site where the Tie-Breaker Measurement Point is located.
7. Q: Is it acceptable to Florida Housing for a third party verification or certification form to contain an asterisked explanation?
- A: Yes. However, the explanation cannot change the meaning or intent of the verification or certification form.
8. Q: Who is an acceptable signatory for the verification and certification forms?
- A: Each verification and certification form states the acceptable and/or unacceptable signatories at the bottom of the form.
9. Q: If multiple Applicants are requesting a Local Government contribution, but the Local Government wishes to only provide the contribution to the proposed Development that is successful in being awarded funding, can the Name of Development on the applicable Local Government Contributions form be left blank or denoted “unknown”?
- A: No. To be eligible for points, the Local Government Contributions forms must be properly completed and Development specific.
10. Q: The Application instructions state that the “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, the Applicant must include behind a tab labeled “Exhibit 3” a copy of the valid Certificate of Good Standing from the Florida Secretary of State.” Until the annual report is filed in May, the Certificate will reflect an expiration date of the previous December. Is this sufficient to show good standing as of the Application Deadline?

- A: Florida Housing is aware of the May filing date for the annual report and will accept a Certificate of Good Standing for an entity formed prior to 1/1/09 that reflects an expiration date of 12/31/08, as well as a Certificate of Good Standing for an entity formed after 1/1/09 that reflects an expiration date of 12/31/09, as evidence of good standing. However, notwithstanding submission of such certification, good standing as of the Application Deadline may be verified by Florida Housing.
11. Q: A publicly traded corporation is required to furnish to the SEC as part of its annual Form 10-K report a list of the security ownership of certain beneficial owners and management. When the shareholders of a publicly traded corporation are required to be listed on Exhibit 9, will the listing of only those shareholders required to be reported by the corporation in its Form 10-K satisfy Florida Housing's requirement for purposes of Exhibit 9?
- A: Yes.
12. Q: To count for Developer experience, must at least one of the Principals meet all of the experience requirements or can the experience of all Principals be combined to meet these requirements?
- A: At least one of the Principals of the Developer entity must meet all of the Developer experience requirements stated at Part II.B.1. of the 2009 Universal Application Instructions.
13. Q: Can an Applicant request both Competitive HC and HOME funding and, if so, how much funding can be requested?
- A: An Applicant may request Competitive HC and HOME funding provided the Applicant selects and qualifies for the Homeless Demographic Commitment at Part III.D. of the 2009 Universal Application. The HC and HOME funding request limits are set out in Part V.A.1. of the 2009 Universal Application Instructions.
14. Q: Will Florida Housing have a Homeless Special Set-Aside for the 2009 Universal Application Cycle?
- A: No. However, there will be a new HC goal to fund a minimum of two (2) Developments that select and qualify for the Homeless Demographic Commitment at Part III.D. of the 2009 Universal Application.
15. Q: When Applications are competing for funding to meet the HC Homeless goal, will an Application requesting HC and HOME funding receive preference over an Application requesting HC only?

- A: No Application will receive preference based on the type of funding requested.
16. Q: Will an Application requesting HC and HOME compete separately for the HC funding and the HOME funding?
- A: No. An Application requesting HC and HOME that is selected to meet the HC Homeless goal will be tentatively award both the HC and HOME funding.
17. Q: If an Application requesting HC and HOME funding is not selected to meet the HC Homeless goal, is the Application still eligible for funding?
- A: Once the HC Homeless goal has been met, Applications requesting Competitive HC and HOME funding will not be eligible to be selected for any funding except when necessary to meet the Competitive HC Non-Profit goal, as provided in the Competitive HC Goals section of the 2009 Universal Application Instructions.
18. Q: For MMRB Applications submitted through the Supplemental MMRB Application Cycle, may Applicants pay the Application fee and the TEFRA fee with one check or are separate checks required?
- A: Florida Housing will accept payment of these fees in one check or separate checks.
19. Q: Can a proposed Development located in a medium county qualify as an Urban In-Fill Development?
- A: A proposed Development located in a large or medium county can qualify as an Urban In-Fill Development provided the criteria stated in the 2009 Universal Application Package is met.
20. Q: Does an employee unit in a clubhouse constitute a residential building requiring 2 or more units for purposes of MMRB?
- A: No.
21. Q: What are the requirements to apply as a Non-Profit and pay the reduced Application fee?
- A: An Applicant is eligible to pay the reduced Application fee as long as it applies and qualifies as a Non-Profit as defined in subsections 67-48.002(83) and 67-21.002(67), F.A.C.

22. Q: Although a Public Housing Authority does not meet the definition of Non-Profit as stated in subsections 67-48.002(83) and 67-21.002(67), F.A.C., can it apply as a Non-Profit for purposes of the Universal Application?
- A: No.
23. Q: In addition to meeting all of the threshold requirements, is there a minimum number of points an Applicant must achieve in the Universal Application to be eligible for funding?
- A: As outlined in Item B.4. of the Ranking and Selection Criteria section of the 2009 Universal Application Instructions, an Applicant must achieve at least 64 points to be eligible to compete for funding in the 2009 Universal Application Cycle. The only exception to this minimum score is outlined in the Competitive HC Goals section of the instructions.
24. Q: For MMRB, does the requirement to have 2 or more units in each residential building apply to both New Construction and Rehabilitation developments?
- A: Yes.
25. Q: If some of the funds being applied for will be used to pay down an existing mortgage on the property as well as to fund rehabilitation, should the Applicant select Acquisition and Rehabilitation or Rehabilitation under Development Category?
- A: In accordance with Part III.A.3.a. of the 2009 Universal Application Instructions, the Applicant should select Acquisition and Rehabilitation.
26. Q: What is the meaning of “public housing” in Subsection 67-48.019(2), F.A.C.?
- A: In accordance with 24 CFR Part 5, public housing means housing assisted under the 1937 Act, other than under Section 8. Public housing includes dwelling units in a mixed finance project that are assisted by a Public Housing Authority with capital or operating assistance.
27. Q: What Development Type should be selected for a 3-story building?
- A: For purposes of the 2009 Universal Cycle Application, either "Garden Apartments" or "Other" could be selected as the Development Type for a 3-story building.
28. Q: How does one obtain tax-exempt bonds and the accompanying tax credits?

- A: Applicants may request Tax-Exempt Multifamily Mortgage Revenue Bonds by applying to Florida Housing or applying directly to the Local Government. If applying to Florida Housing, an Applicant may request the bonds (MMRB) and non-competitive Housing Credits (4% tax credits) through the Supplemental MMRB Application Cycle outlined in the 2009 Universal Application Instructions.
29. Q: Must a feature/amenity be located on the Development site in order to receive points for that feature/amenity?
- A: Yes.
30. Q: What qualifies a proposed Development as a Development with Scattered Sites and how does such a Development qualify for features and amenities points?
- A: For MMRB and HC Applications to be eligible to apply as a Development with Scattered Sites, a part of the boundary of each parcel must be located within 1/2 mile of the site with the most units. And, to be eligible for features and amenity points, these Applicants 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 site with the most units, or a combination of both. HC Applicants are cautioned that in accordance with Section 42, IRC, all residential buildings of a scattered site Development must be 100 percent affordable.
31. Q: On the verification/certification forms that require the “Development Location”, if the proposed Development will consist of Scattered Sites should the Applicant include a separate verification/certification form for each of the Scattered Sites or include all of the site addresses on each verification/certification form?
- A: If the Development will be comprised of Scattered Sites the Applicant must demonstrate that the required information is in place for each of the sites. This can be accomplished by (i) listing all of the site addresses on each verification/certification form, or (ii) providing a separate verification/certification form for each of the Scattered Sites, or (iii) attaching a list behind each of the verification/certification forms showing the address of each of the Scattered Sites.
32. Q: Under the definition of Scattered Sites, if a proposed Development consists of two parcels that are divided by a roadway would this constitute a Development consisting of Scattered Sites?
- A: Yes.

33. Q: If an alley runs through the proposed Development site, would this constitute a Scattered Site?
- A: Yes, if the alley constitutes a street or easement.
34. Q: If a Scattered Site Development consisting of two sites will have the same number of units on both sites, can the Tie-Breaker Measurement Point be placed on either site?
- A: Yes.
35. Q: Is it necessary for the Applicant to provide in the Application a written reference for the Housing Credit Syndicator?
- A: No. Although this requirement appears in the Housing Credit Syndicator definition in Rule 67-48.002, F.A.C., for the 2009 Universal Application Cycle Florida Housing will not require a written reference for the Housing Credit Syndicator.
36. Q: Under the Universal Application definition of public school, would a magnet school that is operated by a public school district be considered a public school?
- A: In order to qualify as a public school under the definition stated in the 2009 Universal Application, the principal criterion for admission to the public elementary, middle, junior and/or high school 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.
37. Q: How do you change the coordinates format in Street Atlas USA 2009 from degrees and minutes to degrees, minutes and seconds?
- A: Click on the button at the top of the screen labeled “options” that has two boxes with check marks in them that are stacked on top of each other. Choose the display tab for the box that appears and then, under units, adjust the coordinates to degrees, minutes and seconds.
38. Q: The instructions and the Surveyor Certification form for the 2009 Universal Application say that the latitude and longitude coordinates must be stated in degrees, minutes and seconds truncated after one decimal place. Should rounding be done before truncating?
- A: There is no rounding when truncating. For example, when truncating a coordinate of “3.19” after one decimal place, the resulting coordinate would be “3.1”.

39. Q: Will the 3-10-09 FHFC Development Proximity List be updated?
- A: No.
40. Q: Part III.B.2. of the 2009 Universal Application Instructions lists the requirements that an Application must meet to be eligible for double points for Optional Features and Amenities. If an Application meets these requirements, would the points for the Energy Conservation Features, Part III.B.2.e. of the 2009 Universal Application, also be doubled?
- A: Yes. However, if the Application qualifies for the automatic 2 points as a Rehabilitation Development, the automatic points will be added to the Part III.B.2.e. score only after the points are doubled.
41. Q: Does the doubling of points for 50 units or less in Part III.B.2., Construction Features and Amenities, include manager units?
- A: The provision for the doubling of points discussed at Part III.B.2. of the 2009 Universal Application Instructions applies to a proposed Development that consists of 50 or fewer total units.
42. Q: Does the site plan or plat approval apply to both new construction and rehabilitation?
- A: Yes.
43. Q: Can a private owner of a treatment plant facility sign the infrastructure availability verification forms for water and/or sewer capacity, package treatment or septic tank?
- A: No. The forms must be signed by the permitting or licensing authority (local, state or federal) and may not be signed by the Applicant, by any related parties of the Applicant, or by any Principals or Financial Beneficiaries of the Applicant.
44. Q: Must a Phase II Environmental Site Assessment (ESA) be dated within 12 months of the Application Deadline?
- A: No. However, if the Phase II ESA is not dated within 12 months of the Application Deadline for the current Application and the site's environmental condition has changed since the date of the original Phase II ESA, an update to the original Phase II ESA must have been prepared to demonstrate the condition of the site. The update to the Phase II ESA must be dated within 12 months of the Application Deadline for the current Application.

45. Q: Since site plan/plat approval and zoning approval are threshold issues, when must these approvals be in place?
- A: As stated at Part III.C.1. and 4. of the 2009 Universal Application Instructions, site plan/plat approval/review and zoning approval must be in place as of Application Deadline for the 2009 Universal Application Cycle. The applicable verification forms showing status of site plan approval/plat approval and evidence of appropriate zoning must be provided to Florida Housing no later than the date that signifies the end of the cure period outlined in Rules 67-48.004(6) and 67-21.003(6), F.A.C.
46. Q: Would a person employed by a livestock operation qualify under the Farmworker definition in Rule Chapters 67-21 and 67-48, F.A.C.?
- A: Yes, as long as all other requirements of the Farmworker definition are met.
47. Q: If the actual number of units the Applicant will commit to set aside at, for example, 30 percent AMI, calculates to be 13.3334 percent, should the Applicant enter 13 percent or 13.3334 percent on the applicable set-aside breakdown chart at Part III.E.1.b.(3) of the 2009 Universal Application?
- A: In accordance with the 2009 Universal Application Instructions, set-aside commitments should be stated as whole percentages.
48. Q: What set-aside questions in Part III.E. of the 2009 Universal Application should Applicants requesting Competitive HC and HOME funding complete?
- A: Applicants requesting Competitive HC and HOME funding should complete the HC set-aside questions at Part III.E.1. of the 2009 Universal Application and also complete the HOME set-aside questions at Part III.E.2.a. of the 2009 Universal Application. Such Applicants are not required to complete the HOME set-aside questions at Part III.E.2.b. of the 2009 Universal Application.
49. Q: Do SHIP below market-rate loans and fee waivers count as HOME Match for the 2009 Universal Application?
- A: Below market-rate loans count as HOME Match only if the repayments are being paid to a local account (participating jurisdiction's HOME account). Fee waivers count as HOME Match provided the fee is permanently waived.

50. Q: Who is eligible for the automatic 5 points for Local Government Contributions?
- A: An automatic 5 points for Local Government Contributions will be awarded to any Application with Tax-Exempt Bonds as its primary financing, excluding 501(c) Bonds, Applications that reflect a Development Category of Rehabilitation or Acquisition and Rehabilitation at Part III.A.3. of the 2009 Universal Application, and Applications where the Applicant selected and qualified for the Homeless Demographic at Part III.D.3. of the 2009 Universal Application.
51. Q: What is the Local Government contribution value of a waived loan fee given at loan closing?
- A: Assuming that the loan fee waiver qualifies as a Local Government contribution, the contribution value of this waived loan fee will be the amount of the fee that is waived. Applicants must show how the waived fee was calculated in order for the contribution to count. If the fee is a flat fee where no computations are done to determine the amount, a statement to that regard should be attached.
52. Q: A county has a provision to waive 25 percent of its school impact fees for only those rental developments that operate as affordable housing. Also, the county has a provision to waive an additional 75 percent of its school impact fees for those rental affordable Elderly developments that do not allow school-age children. Does the additional 75 percent count as a Local Government contribution?
- A: No. Part IV.A. of the 2009 Universal Application Instructions states that a contribution must be given specifically because the Development will provide affordable housing. In the above example, the additional 75 percent that will be waived is because the Development will not allow school-age children, not strictly because it is affordable housing.
53. Q: If a proposed Development is to receive a Local Government loan with the terms that it will be forgiven if the Development remains affordable for 20 years, what would be the net present value of the loan?
- A: The net present value of the loan would be the face value of the loan. Applicants should ensure that the forgiveness provisions are clearly spelled out on the “Local Government Verification of Contribution – Loan” form and include on a separate sheet of paper a statement such as “The net present value of the loan is (whatever the face value is) because the loan is forgiven.”

54. Q: If the Local Government conveys a street, water/sewer lines, etc., all which have a value, could this serve as a Local Government contribution? And, if so, should the Local Government complete the Local Government Verification of Contribution - Grant form and state the value and indicate this is in lieu of a check?
- A: Part IV.A. of the 2009 Universal Application Instructions states that “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.” In addition, the instructions state that “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, and a waiver of fees.” Moreover, the proposed ‘contributions’ in the question are all related to infrastructure availability, which is otherwise a threshold requirement of the Application. Therefore, the conveyance of a street, water/sewer lines, etc., cannot be considered a Local Government contribution.
55. Q: The examples at Part IV.A. of the 2009 Universal Application Instructions detailing how to calculate the contribution value of a Local Government low-interest loan only cover permanent loans. Can Applicants receive contribution credit for a low-interest construction loan?
- A: Yes, as long as the interest rate on the construction loan is below the discount rate of 6.35 percent. Calculations of the contribution value of a low-interest loan must be attached in order for the contribution to count. Florida Housing will check the calculations and if the calculations are deemed incorrect, the value of the contribution will be adjusted to the correct value if pertinent to the Application’s score.
56. Q: In the event the financing commitment, proposal or letter of intent is not from a regulated Financial Institution and the Applicant must provide evidence of ability to fund, to whom should the Applicant address the request for a Letter of Receipt and Acceptance?
- A: The evidence and request should be directed to Edny Sanchez-Gammons, Florida Housing Finance Corporation, 227 North Bronough Street, Suite 5000, Tallahassee, FL 32301
57. Q: If the non-regulated Financial Institution an Applicant is borrowing funds from does not have audited financial statements dated within 17 months of the Application Deadline available by the Application Deadline, may an Applicant submit them during the cure period?

- A: Yes.
58. Q: Should HC and MMRB Applicants show a compliance fee on the Development Cost Pro Forma?
- A: Applications for Developments that have Florida Housing-issued MMRB financing will pay compliance fees on an annual basis during the affordability period of the Development. As such, FHFC would not expect these costs to be listed on the Development Cost Pro Forma. Applications for Competitive HC and Applications for non-competitive HC with locally-issued bonds should show estimated compliance fees on the Development Cost Pro Forma. Competitive HC Applicants must pay compliance fees for the entire affordability period at the time of Final Cost Certification and a one-year fee at time of Preliminary Allocation. Non-competitive HC Applicants must pay compliance fees for the entire affordability period at the time of Final Cost Certification.
59. Q: Can an Applicant show excess financing sources on the Construction or Rehab Analysis and the Permanent Analysis?
- A: Yes.
60. Q: In order for a closed limited partnership agreement or limited liability company operating agreement to be scored firm does the agreement have to state that at least 15 percent of the equity will be provided at or prior to the closing of construction financing?
- A: No.
61. Q: When applying for the MMRB Program, should an Applicant provide credit enhancement commitments for both the construction and permanent periods?
- A: If the credit enhancement commitment for the permanent period does not also cover the construction period, then the Applicant will need to provide a separate credit enhancement commitment for the construction period.
62. Q: Does a subsidiary of a regulated financial institution need to submit financials to FHFC?
- A: Part V.D. of the 2009 Universal Application Instructions describes what is required when a debt commitment, proposal or letter of intent is not from a regulated Financial Institution and also sets out the requirements of a bridge loan as it relates to an equity commitment, proposal or letter of intent.

63. Q: Do those purchasing Housing Credits have to provide evidence of ability to fund, such as audited financial statements, in order for the commitment, proposal or letter of intent to meet threshold?
- A: Part V.D. of the 2009 Universal Application Instructions states the threshold requirements for firm commitments, proposals and letters of intent.
64. Q: Can the HC syndicator be replaced after the Application Deadline?
- A: Yes, provided the new syndicator furnishes a commitment, proposal or letter of intent that meets the 2009 Universal Application threshold requirements for an equity commitment.
65. Q: If there is a financing shortfall during construction or rehabilitation, must the shortfall be filled and how should it be documented?
- A: Sources must equal or exceed uses, as indicated at Item 14, Threshold Requirements, of the 2009 Universal Application Instructions. The acceptable documentation is outlined in Part V. of the 2009 Universal Application Instructions.
66. Q: Subsection 67-48.0072(19), F.A.C., states, "Contingency reserves which total no more than 5 percent of hard and soft costs for new construction ... may be included within the Total Development Cost for Application and underwriting purposes." Does this mean that the hard cost contingency cannot exceed 5 percent of the hard cost total (Actual Construction Cost) and the soft cost contingency cannot exceed 5 percent of the soft costs (Total General Development Cost) or does this mean that the total of hard and soft contingency cannot exceed a total of 5 percent of the Total Development Costs?
- A: Note (5) on the Development Cost Pro Forma states "For purposes of the Development Cost calculation in this Application, the only reserves allowed are contingency reserves for rehabilitation and construction, which amount cannot exceed 5 percent for New Construction and 15 percent for Rehabilitation as stated in Rule Chapters 67-21 and 67-48, F.A.C." Rather than listing hard and soft cost contingencies separately on the Pro Forma, the total of both hard and soft cost contingency reserves should be listed at Line A4. and such total amount cannot exceed 5 percent or 15 percent, as applicable.
67. Q: What documentation is required for a Housing Credit Syndication/Equity commitment, proposal or letter of intent and for a commitment to place the bonds?

- A: The requirements for MMRB Applicants and Non-Corporation Funding Commitments are outlined in Part V.C. and D. of the 2009 Universal Application Instructions.
68. Q: There may be additional costs associated with the proposed Development for which there is no apparent place on the pro forma, such as cost of issuance, bond pay down reserves and other reserves. Must these be stated in the Application and, if so, where does one reflect them?
- A: Bond pay down reserves and reserves other than contingency reserves cannot be included on the Pro Forma. Item No. (5) of the Notes section of the Development Cost Pro Forma states “For purposes of the Development Cost calculation in this Application, the only reserves allowed are contingency reserves for rehabilitation and construction, which amounts cannot exceed 5 percent for New Construction and 15 percent for Rehabilitation/Substantial Rehabilitation, as stated in Rule Chapters 67-21 and 67-48, F.A.C.” If there are other costs and reserves associated with the proposed Development that cannot be included on the Pro Forma, but which the Applicant wishes to state in the Application, such other costs and reserves may be listed in the Addenda at the end of the 2009 Universal Application.
- Costs of Issuance (COI) includes various different expenses. As the Pro Forma does not have a specific line item for COI, the Applicant should (i) break out the various expenses that make up the total COI and include them on the Pro Forma and/or (ii) list the COI on the Pro Forma at “*Other” under General Development Costs.
69. Q: For leveraging purposes, if a high rise development will receive an adjustment factor of .63, assuming it meets certain criteria and 50% of the units are new construction, will the same hold true for a mid-rise development in order to receive the .785 adjustment factor?
- A: Yes, provided the proposed Development meets all of the requirements listed in Item B.3.a. of the 2009 Universal Application Instructions.
70. Q: Where can an Applicant find a detailed description of the program requirements and loan terms?
- A: The program requirements for the HOME-Rental program and the Housing Credit program (Competitive and non-competitive) are outlined in Rule Chapter 67-48, F.A.C. The 2009 Qualified Allocation Plan also sets out Housing Credit provisions. The program requirements for the MMRB program are outlined in Rule Chapter 67-21, F.A.C. These documents are available on the Florida Housing website

<http://www.floridahousing.org/Home/Developers/Funding/2009UnivApp/InstructionsAndApplication.htm>

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71. Q: Will the “Anticipated Funding from the American Recovery and Reinvestment Act of 2009” listed by the Applicant on the Construction/Rehab. Analysis and the Permanent Analysis be considered “Corporation Funding” for leveraging purposes?

A: No.

72. Q: If the answer to the first question at Part III.A.8.a. of the 2009 Universal Application is “Yes”, but the Credit Underwriter is unknown, how should the Applicant “identify the Credit Underwriter”?

A: If the Credit Underwriter is unknown, the answer of “Unknown” is acceptable.

73. Q: If applying as a Rehabilitation Development, do the questions at Part III.A.9.b. apply to the existing buildings or the proposed Rehabilitation work?

A: The information requested at Part III.A.9.b. applies to the work proposed in the Applicant’s 2009 Universal Application.

74. Q: Is one of the requirements to qualify as a Joint Venture Non-Profit Applicant that the Applicant must answer "yes" to the question at Part II.A.2.e., "Is the Applicant applying as a Non-Profit organization?"

A: Yes. Joint Venture Non-Profit Applicant is defined in paragraph 67-48.002(73), F.A.C.

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75. Q: Are the “Early-Release” Certification and Verification forms, posted to the FHFC website since mid-March, 2009, the forms that Applicants should use for their 2009 Universal Application submissions?

A: Yes.

76. Q: Does the defined term “Related Applications” apply to Applications requesting only HOME funding?

A: No. The defined term “Related Applications” only pertains to Applications requesting Competitive Housing Credits or Competitive Housing Credits and HOME funding.

77. Q: Is there a limit on the number of HOME only Applications that may be submitted in the 2009 Universal Application cycle and will any of these HOME only Applications count toward the Housing Credit Application limitations outlined in Part I.B. of the 2009 Universal Application?

A: As it relates to Applications that are requesting only HOME funding, the answer to both questions is no.

78. Q: For the 2009 Universal Application, is there a maximum American Recovery and Reinvestment Act (ARRA) request amount and a minimum Competitive Housing Credit request amount?

A: No. However, if the Application is funded in the 2009 Universal Application Cycle and the Applicant intends to request Exchange funding under the Step 3 Request for Proposal (RFP), it should be aware that the Step 3 RFPs will be for gap financing and not a replacement of other sources (including the Applicant’s 2009 Universal Application Cycle Housing Credit award). Florida Housing expects awards under the Step 3 RFP to have a straight leveraging test using the amount of the subsidy per unit as the guide.

79. Q: Should the placed-in-service date required at Part III.A.9.d. of the 2009 Universal Application be answered based on an award of 2009 Housing Credits or an award of 2010 Housing Credits?

A: Although the Housing Credits awarded for the 2009 Universal Application Cycle will be post-2009 Housing Credits, the placed-in-service date stated

in the Applicant's Application must comply with the provisions of Section 20 on page 18 of the 2009 Qualified Allocation Plan.

80. Q: When the Application exhibits are scanned and provided on the web site, can Florida Housing provide an easier way for the user to view a specific exhibit without having to scroll through every exhibit for the Application?

A: Select "Exhibit" for a specific Application and then click on the "Thumbnail" tab at the left side of the page to see a layout of all exhibits for that Application. Then simply click on the desired exhibit to view it.

81. Q: If a radio button is checked in error and the online Application won't allow the Applicant to "uncheck" the button, how should the Applicant notify Florida Housing that it does not wish to make the selection?

A: The Applicant should include an explanation in the Addenda section at the end of the Application. In the alternative, the Applicant could start over with a completely new Application.

82. Q: When using the online Application, how does one ensure that the figures entered in the Development Cost Pro Forma, Construction or Rehab Analysis and Permanent Analysis are totaling correctly?

A: When entering or changing figures in any cell in the Development Cost Pro Forma, the Construction or Rehab Analysis and the Permanent Analysis, Applicants are cautioned to tab through the remaining cells to ensure that the subtotals and totals calculate and/or recalculate. Applicants are responsible for ensuring that all figures total correctly and should not rely on the software to correctly sum the figures.

83. Q: What should an Applicant do if it completes the registration form for the 2009 Universal Cycle online Application and receives a message such as: "registration not accepted – duplicate registration" or "user name already exists"?

A: The WAMS system remembers your registration from a previous cycle. You can either log in using the user name and password you used for the previous cycle or re-register by making a slight variation in the registration information. If you wish to log in using your previous password but can't remember what it was, Florida Housing can, upon receipt of an e-mail request, send you a computer-generated e-mail showing your password.

84. Q: When using the online Application, if an Applicant accidentally assigns the same name to two different Applications, can one of the Applications be renamed or deleted?

A: The program for the online Application allows the user to assign the same name to multiple Applications and the program will not allow the user to delete or rename an Application once it has been saved. If the duplicate naming is realized before the online Application is saved, the Applicant can simply (i) close out the Application without saving it or (ii) save the Application and use the copy feature to create a duplicate Application and assign a new name. Applicants are cautioned to ensure that the correct online Application is submitted.

**2009 Universal Application
Q & A
(Continuation)**

85. Q: If the Applicant is requesting both Housing Credits and HOME funding, must all of the Housing Credit questions and all of the HOME questions be answered?
- A: Unless stated otherwise, all Applicants must answer all non-program specific questions in the 2009 Universal Application. Applicants requesting only HOME funding must also answer all HOME-related questions. Applicants requesting only Housing Credits must also answer all Housing Credit-related questions. Applicants requesting both HOME and Housing Credits must, unless stated otherwise, also answer all HOME-related and Housing Credit-related questions.
86. Q: What should the Applicant include in the Application to represent “proof” that a copy of the Applicant Notification to Special Needs Household Referral Agency form was forwarded to the appropriate agency/agencies prior to the Application Deadline?
- A: Absent evidence to the contrary, no independent proof is required. Florida Housing will rely on the Applicant’s certification and the inclusion of the properly completed form itself as evidence that the Applicant forwarded a copy of the form to each of the referral agencies listed on the form.
87. Q: If an Applicant is awarded Housing Credits in the 2009 Universal Application Cycle, but does not ultimately receive the needed Exchange funding under a subsequent request for proposal process, can the Applicant retain the Housing Credit award?
- A: Failure to receive Exchange funding will not cause an automatic withdrawal of the Applicant’s Housing Credit award. During the credit underwriting review, the Applicant will be required to demonstrate an alternative source of financing to fill any funding gap.

**2009 Universal Application
Q & A
(Continuation)**

88. Q: If a deal is rehabilitation or rehabilitation/preservation, is it still subject to the Location A provisions if its demographic type (family or elderly) would be subject to the Location A restrictions?
- A: Yes. The only exception to the Location A requirements is if the proposed Development qualifies as a HOPE VI Development at Part III.A.2.d. of the 2009 Universal Application.
89. Q: Who makes the determination that a proposed Development site meets the criteria listed on the Local Government Verification of Qualification as Urban In-Fill Development form?
- A: It is up to the Local Government to make this determination.
90. Q: Once the verification forms have been completed, can they be saved? Can the completed forms be scanned and e-mailed for signature or can they be faxed? Should the electronically submitted application include the verification forms?
- A: As discussed in Q & A No. 3 of the 2009 Universal Application Q & A, if the user wishes to have the ability to save the completed Interactive PDF Verification and Certification forms, Adobe Acrobat Professional must be used (see also the instructions at <http://www.floridahousing.org/Home/2009UniversalApplicationVerificationandCertificationForms.htm>). As outlined on page 2 of the 2009 Universal Application Instructions, pages and exhibits in the Application Package cannot be retyped, scanned, imaged or altered. The certification forms may be faxed to the appropriate parties for signature. The Application is the only document that can be submitted to Florida Housing electronically. All exhibit documents, certification forms and verification forms must be submitted in hard copy format.
91. Q: If a for-profit entity has 3 Non-Joint Venture Applications and 3 Joint Venture Applications with a Non-Profit and the Non-Profit also has its own 3 Non-Joint Venture Applications, how should the 3 Joint Venture Applications and 6 Non-Joint Venture Applications be reflected on the Declaration of Priority I Related Applications form?
- A: The Declaration of Priority I Related Applications form for the for-profit entity's 3 Priority I Non-Joint Venture Applications should list the for-profit's 3 Priority I Non-Joint Venture Applications and its 3 Priority I

Joint Venture Applications. The Declaration of Priority I Related Applications form for the Non-Profit entity's 3 Priority I Non-Joint Venture Applications should list the Non-Profit's 3 Priority I Non-Joint Venture Applications and its 3 Priority I Joint Venture Applications. To satisfy the requirement for a Declaration form for the 3 Priority I Joint Venture Applications, Florida Housing would accept copies of both the Declaration of Priority I Applications form provided with the for-profit entity's Non-Joint Venture Applications, as described above, and the Declaration of Priority I Applications form provided with the Non-Profit entity's Non-Joint Venture Applications, as described above.

92. Q: Is an Applicant limited to the ARRA funding that is requested in its 2009 Universal Application or will the Applicant be able to request a higher amount if it is eligible to participate in the Step 3 RFP process?

A: The Applicant is not requesting ARRA funding in its 2009 Universal Application. As stated in Part V.D.3. on page 75 of the 2009 Universal Application Instructions, Applicants may enter an anticipated ARRA funding amount in the Application to cover a financing shortfall for purposes of the 2009 Universal Application; however, the amount listed is not considered by Florida Housing to be a requested ARRA amount and should not be considered by the Applicant as the amount it may eventually be eligible to receive. All Applicants that are tentatively awarded a Housing Credit Allocation and invited to enter credit underwriting will be eligible to participate in the Step 3 RFP process in which Florida Housing expects to be awarding Exchange funding as gap financing. The appropriate amount of Exchange gap financing will be determined during the credit underwriting process for the Step 3 RFP and will be awarded to the extent funding is available, based on the funding limitations and priority process that will be set out in the Step 3 RFP. There is no assurance that all participants in the Step 3 RFP process will receive the amount of needed Exchange funding.

93. Q: Which Local Government Verification of Contribution form should be used to demonstrate the contribution of property?

A: As stated on page 62 of the 2009 Universal Application Instructions, 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, and waiver of fees.