

**2011 Universal Application  
Q & A**

1. 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.
2. 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.
3. 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: If the user wishes to have the ability to save the completed Interactive PDF Verification and Certification forms, Adobe Acrobat Professional must be used.

As outlined on page 3 of the 2011 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 is submitted to Florida Housing electronically. In addition, as outlined on page 1 of the 2011 Universal Application Instructions, all Applicants must submit one printed version of the completed Application, including applicable certification forms and exhibits, labeled "Original Hard Copy", along with three photocopies of the "Original Hard Copy".

4. Q: Explain the circumstance under which a request of both Competitive HC and HOME funding is permitted and the amount of funding that can be requested.  
  
A: An Applicant must request both Competitive HC and HOME funding if the Applicant selects and qualifies for the Homeless Demographic Commitment at Part III.D. of the 2011 Universal Application. The HC and HOME funding request limits are set out in Part V.A.1. of the 2011 Universal Application Instructions.

5. 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: In addition to answering all applicable general (non-program specific) questions and all Housing Credit specific questions, an Applicant requesting both Housing Credits and HOME funding must also answer all HOME specific questions.
6. Q: What set-aside questions in Part III.E. of the 2011 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 2011 Universal Application and also complete the HOME set-aside questions at Part III.E.2. of the 2011 Universal Application. All Applicants should also complete the Affordability Period question at Part III.E.3. of the 2011 Universal Application.
7. Q: Do SHIP below market-rate loans and fee waivers count as HOME Match for the 2011 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.
8. 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.
9. Q: Although a Public Housing Authority does not meet the definition of Non-Profit as stated in subsections 67-48.002(82) and 67-21.002(68), F.A.C., can it apply as a Non-Profit for purposes of the Universal Application?
- A: No.
10. 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.

11. Q: To count for general Developer experience, must at least one of the Principals meet all of the general 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 general experience requirements stated at Part II.B.1.b. of the 2011 Universal Application Instructions.
12. 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 2011 Universal Application Package is met.
13. 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.
14. 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: If the proposed Development meets the definition of Scattered Sites (see Subsections 67-48.002(105) and 67-21.002(84), F.A.C.), a part of the boundary of each parcel must be located within 1/2 mile of the Scattered 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 Scattered Site with the most units, or a combination of both.
15. 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 Scattered 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 Scattered Sites. This can be accomplished by (i) listing all of the Scattered 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.

16. Q: Under the definition of Scattered Sites, if a proposed Development consists of real property that is not contiguous and is divided by a roadway or street, would this constitute a Development consisting of Scattered Sites?
- A: Yes.
17. Q: If an alley runs through the proposed Development site, would this constitute a Scattered Site?
- A: Yes, if the alley constitutes a roadway or street.
18. Q: If a Development site consists of two Scattered Sites and will have the same number of units on both of the Scattered Sites, can the Tie-Breaker Measurement Point be placed on either of the Scattered Sites?
- A: Yes.
19. 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 Rehabilitation or Acquisition and Rehabilitation under Development Category?
- A: In accordance with Part III.A.3.a. of the 2011 Universal Application Instructions, the Applicant should select Acquisition and Rehabilitation or Acquisition and Preservation, as applicable.
20. Q: What Development Type should be selected for a 3-story building?
- A: For purposes of the 2011 Universal Cycle Application, either "Garden Apartments" or "Other" could be selected as the Development Type for a 3-story building.
21. Q: Must a feature/amenity be located on the Development site in order to receive points for that feature/amenity?
- A: Yes.
22. Q: Part III.B.3. of the 2011 Universal Application Instructions indicates that the point value for each feature and amenity selected by the Applicant in the Optional Features and Amenities section will be doubled if the proposed Development consists of 49 or fewer units. Does this include manager units? And, does this provision include the Optional Universal Design and Visitability Features?

- A: The provision for the doubling of points discussed at Part III.B.3. of the 2011 Universal Application Instructions applies to a proposed Development that consists of 49 or fewer total units. This provision only applies to Part III.B.3.a., Optional General Unit Features and Amenities for all new construction units and rehabilitation units, Part III.B.3.b., Optional Features and Amenities for all Developments Except SRO, and Part III.B.3.c. Optional Features and Amenities for SRO Developments.
23. Q: The surveyor certification forms included in the 2011 Universal Application require that the method used to determine the latitude and longitude coordinates conform to Rule Chapter 61G17-6, F.A.C. The correct rule citation is 5J-17, F.A.C.
- A: Although the provisions of Rule Chapter 61G17-6, F.A.C., have been transferred to Rule Chapter 5J-17, F.A.C., the provisions of former Rule Chapter 61G17-6, F.A.C., as they relate to the method used to determine latitude and longitude coordinates, are still in effect under the new Rule Chapter 5J-17, F.A.C.
24. Q: Under the 2011 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 2011 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.
25. Q: How do you change the coordinates format in Street Atlas USA 2010 from degrees and minutes to degrees, minutes and seconds?
- A: Click on the button at the top of the screen labeled “options”. In the dialog box, select the “Display” tab. In the “Units” section, select “Coordinates” to adjust the coordinates to degrees, minutes and seconds.
26. Q: The instructions and the Surveyor Certification forms for the 2011 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”.

27. Q: Does the site plan or plat approval apply to both new construction and rehabilitation?
- A: Yes.
28. Q: Can a private owner of a treatment plant facility sign the infrastructure availability verification forms or letters for water and/or sewer capacity, package treatment or septic tank?
- A: No. The forms or letters 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, by any Principals or Financial Beneficiaries of the Applicant, or by any local elected officials.
29. 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 Part III.C.4. of the 2011 Universal Application Instructions, site plan/plat approval/review and zoning approval must be in place as of Application Deadline for the 2011 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 Subsection 67-48.004(6), F.A.C.
30. 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.
31. 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 2011 Universal Application?
- A: In accordance with the 2011 Universal Application Instructions, set-aside commitments should be stated as whole percentages.

32. Q: If the City waives permit and/or water/sewer impact fees, could this amount represent the local contribution as described on the Local Government Contributions forms in the Application? Also, if the City decides to defer payment of these fees as; e.g., a low interest loan, could this amount represent the local contribution?
- A: The value of a contribution from the Local Government (net present value for loans and fee deferrals), whether it be a grant, loan, fee waiver or fee deferral, may count as a Local Government contribution for purposes of the 2011 Universal Application if the contribution is given specifically to the proposed Development because the Development will provide affordable housing. Any fee or any portion of a fee that is waived cannot also be counted as a deferred fee or loan.
33. 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.
34. 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 to the “Local Government Verification of Contribution – Fee Waiver” form.
35. 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 2011 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.

36. Q: Which Local Government Verification of Contribution form should be used to demonstrate the contribution of property?
- A: As stated in Part IV.A. of the 2011 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.
37. 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.”
38. Q: If the Local Government conveys a street, water/sewer lines, etc., all of 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 2011 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.
39. Q: The examples at Part IV.A. of the 2011 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 6.49 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.
40. 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 (i) that requests MMRB through a Supplemental MMRB Application Cycle, (ii) that receives tax-exempt multifamily bonds issued by an entity other than the Corporation or a County Housing Finance Authority, (iii) that reflects a Development Category at Part III.A.3.a. of the 2011 Universal Application of Rehabilitation, Acquisition and Rehabilitation, Preservation, or Acquisition and Preservation, or (iv) where the Applicant selected and qualified for the Homeless Demographic at Part III.D.3. of the 2011 Universal Application.
41. Q: If a City has comprehensive plan policies that address incentives and an expedited permitting process, but does not have a specific ordinance to refer to as stated on Exhibit 40, would a reference to specific comprehensive plan policies be sufficient?
- A: The Local Government Verification of Affordable Housing Incentives Expedited Permitting Process for Affordable Housing form allows the Local Government to list either the ordinance number, resolution number or citation of policy that enacted the expedited permitting process. If there is no specific number associated with the policy, the Applicant may cite the specific name of the policy.
42. 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 Michelle Connelly, Florida Housing Finance Corporation, 227 North Bronough Street, Suite 5000, Tallahassee, FL 32301
43. 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. Audited financial statements dated within 17 months of the Application Deadline may be submitted during the cure period.
44. Q: Does a subsidiary of a regulated financial institution need to submit financials to FHFC?
- A: Part V.D. of the 2011 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.
45. Q: When should HC Applicants and MMRB Applicants show a compliance fee on the Development Cost Pro Forma?
- A: Applications for Competitive HC 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 the time of Preliminary Allocation.
- 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 Non-competitive HC to be used for a Tax-Exempt Bond-Financed Development where the bonds are issued by either a County Housing Finance Authority or an entity other than the Corporation or a County Housing Finance Authority should show estimated compliance fees on the Development Cost Pro Forma. These Applicants must pay compliance fees for the entire affordability period at the time of Final Cost Certification.
46. Q: Can an Applicant show excess financing sources on the Construction or Rehab Analysis and the Permanent Analysis?
- A: Yes.
47. 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 2011 Universal Application Instructions states the threshold requirements for firm equity commitments, proposals and letters of intent.

48. 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 2011 Universal Application threshold requirements for an equity commitment.
49. 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 13, Threshold Requirements, of the 2011 Universal Application Instructions. The acceptable documentation is outlined in Part V. of the 2011 Universal Application Instructions.
50. Q: Subsection 67-48.0072(19), F.A.C., states, "Contingency reserves which total no more than 5 percent of total actual construction costs (hard costs) and total general development costs (soft costs) for Redevelopment and Developments where 50 percent or more of the units are new construction may be included within the Total Development Cost for Application and underwriting purposes. Contingency reserves which total no more than 15 percent of total actual construction costs (hard costs) and total general development costs (soft costs) for Rehabilitation, Moderate Rehabilitation, Substantial Rehabilitation, and Preservation may be included within the Total Development Cost for Application and underwriting purposes. Contingency reserves shall not be paid from SAIL or HOME funds." 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 (total of A1.3. [total actual construction cost] and A3. [total general development cost] below), which amounts cannot exceed 5% for Development Category of New Construction and Redevelopment and 15% for Development Category of Rehabilitation and Preservation, as stated in Rule Chapter 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. of the Pro Forma and such total amount cannot exceed 5 percent or 15 percent, as applicable, of the sum of the amounts listed at Lines A1.3 and A3. of the Pro Forma.

51. 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 Part V.D. of the 2011 Universal Application Instructions.

52. 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 (total of A1.3 [total actual construction cost] and A.3. [total general development cost] below), which amounts cannot exceed 5% for Development Category of New Construction and Redevelopment and 15% for Development Category of Rehabilitation and Preservation, as stated in Rule Chapter 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 2011 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.

53. 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 the Ranking and Selection Criteria section of the 2011 Universal Application Instructions, an Applicant must achieve at least 72 total points to be eligible to compete for funding in the 2011 Universal Application Cycle. No Application with a total score of less than 72 points will be considered for funding except when necessary to meet the Non-Profit Goal.

54. 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 2012 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.
55. 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.
56. 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.
57. 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.
58. 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.
59. Q: Does an employee unit in a clubhouse constitute a residential building requiring 2 or more units for purposes of MMRB?
- A: No.
60. Q: How does one apply for non-competitive 4 percent Housing Credits to be used with tax-exempt bonds?

- A: Applicants may apply for non-competitive 4 percent Housing Credits as follows:
- (a) Non-competitive 4 percent Housing Credits can be requested at the time an Applicant applies for Corporation-issued MMRB through the Supplemental MMRB Application Cycle, as outlined in the Supplemental MMRB Application Cycle section of the 2011 Universal Application Instructions.
  - (b) 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., can be requested by completing the 4 Percent HC County HFA Bonds Application Form, as outlined in the 4 Percent HC County HFA Bonds Application section of the 2011 Universal Application Instructions.
  - (c) 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 can be requested by completing the 2011 Universal Application Package, as outlined in the General Instructions section of the 2011 Universal Application Instructions.

61. Q: For leveraging purposes, if a high rise development will receive an adjustment factor of 0.63, assuming it meets certain criteria and qualifies as New Construction or Redevelopment, will the same hold true for a mid-rise development in order to receive the 0.785 adjustment factor?

A: Yes, provided the proposed Development meets all of the requirements listed in Section 3.e.(3)(b) of the Ranking and Selection Criteria section of the 2011 Universal Application Instructions.

62. Q: If an Applicant participated in past Universal Application Cycles, can the same log-in and password be used to complete the online 2011 Universal Application?

A: No. All users must complete a new registration for the online 2011 Universal Application.

63. 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.
64. Q: When using the online Application, how does one ensure that the figures entered in the Development Cost Pro Forma, the Construction or Rehab Analysis, and the 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.