

## NON-COMPETITIVE APPLICATION PACKAGE

When applying for funding for the proposed Development, Applicants shall only utilize the Non-Competitive Application Form to apply for the following new funding when no other new Corporation funding sources, besides the Predevelopment Loan Program (PLP), are being requested:

- Corporation-issued MMRB and Non-Competitive Housing Credits (4 Percent HC). The Non-Competitive Application Form can be submitted to the Corporation any time after the effective date of Rule Chapter 67-21, F.A.C.;

or

- Non-Competitive Housing Credits (4 Percent HC) only, to be used for a Tax-Exempt Bond-Financed Development where the bonds are issued by a County Housing Finance Authority (HFA) established pursuant to Section 159.604, F.S. The Non-Competitive Application Form can be submitted anywhere from the time the Applicant completes Credit Underwriting for the Bonds up until the last Corporation business day of December of the year the Development is placed in service;

or

- Non-Competitive Housing Credits (4 Percent HC) only, 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 HFA. The Non-Competitive Application Form can 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 no later than 14 days after the TEFRA Hearing, and in no event may the Application be submitted after commencement of Rehabilitation or construction.

To access and complete the Non-Competitive Application Form and Development Cost Pro Forma, found at <http://www.floridahousing.org/programs/developers-multifamily-programs/non-competitive>, click on “Download Application Form” and “Principals of the Applicant and Developer(s) Disclosure Form” and save the files to your computer. The Non-Competitive Application Form (which includes the Development Cost Pro Forma), the Principals of the Applicant and Developer(s) Disclosure Form, and the required Exhibits make up the “Application Package”.

To meet threshold, the following information must be received:

- The Application Package must be submitted electronically by clicking the login link found at <http://www.floridahousing.org/programs/developers-multifamily-programs/non-competitive>.

Note: A username and password must be entered. If the Applicant has not previously created a username and password, the Applicant will need to create one prior to the upload process.

After successfully logging in, click “Upload Application Package.” Enter the Development Name and click “Browse” to locate the completed documents saved on the Applicant’s computer. The average file size is 1.0 MB and should take a moment or two to upload. Larger files may take longer to upload. There is a file size limit of 15 MB, but this may be able to be reduced without reducing the number of pages

submitted. Examples of factors that affect file size include the resolution of the scanner or scanning the documents in color or as a graphic/picture.

- The Applicant Certification and Acknowledgement Form must be executed by the Authorized Principal Representative; and
- The required Application fee must be submitted to the Corporation; and
- If requesting Corporation-issued MMRB, submit the required Tax Equity and Fiscal Responsibility Act (TEFRA) fee.
- The Application fee and, if applicable, TEFRA fee, may be submitted to the Corporation by check or money order, ACH or wire transfer. The ACH and wire transfer instructions are available on the website at <http://www.floridahousing.org/programs/developers-multifamily-programs/non-competitive>. In order to ensure the applicable fee is processed for the correct Application, Applicants must include the name of the proposed Development on the check, money order, ACH, or wire transfer. Checks or money orders must be mailed to the Corporation.

Once the complete Application Package, Application fee and, if applicable, TEFRA fee, is received by the Corporation, an invitation to the Procorem secure portal will be issued to the Applicant.

## **Part A. Application Instructions**

### **1. Funding Requested:**

Indicate the funding requested in this Application.

### **2. Demographic Commitment**

Indicate the Demographic Commitment (Elderly (Non-ALF or ALF), Homeless, Family, or Persons with Special Needs). Note: if Elderly is selected, the Applicant must indicate the type of Elderly Development (Non-ALF or ALF).

### **3. Contact Person**

Provide the requested information for the Authorized Principal Representative and, if desired, the Operational Contact Person.

The Authorized Principal Representative (a) must be a natural person Principal of the Applicant listed on the Principal Disclosure Form; (b) must have signature authority to bind the Applicant entity; (c) must sign the Applicant Certification and Acknowledgement form submitted in this Application; and (d) if funded, will be the recipient of all future documentation that requires a signature.

If provided, the Operational Contact Person will be the recipient of any general correspondence associated with the Development activities that does not require a signature. If an Operational Contact Person is not provided, the Authorized Principal Representative will be the recipient of any such documentation.

### **4. Applicant:**

- a. State the name of the 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 Employer Identification Number (IRS Form SS-4) or, if the Federal Employer Identification Number has been obtained, provide a copy of the confirmation letter from the IRS assigning the number as “**Exhibit 1**” to the Application form.
- c. 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 following information for each Non-Profit entity as “**Exhibit 2**” to the Application form will result in disqualification as a Non-Profit entity and failure to meet threshold:
  - (1) IRS determination letter;
  - (2) A description/explanation of how the Non-Profit entity is substantially and materially participating in the management and operation of the Development (i.e., the role of the Non-Profit). The percentage of the Developer’s fee that will go to the Non-Profit entity must be at least 25 percent;
  - (3) The names and addresses of the governing board of the Non-Profit entity; and
  - (4) The articles of incorporation demonstrating that one of the purposes of the Non-Profit entity is to foster low-income housing.

**5. Developer and Management Company:**

- a. State the name of each Developer (include all Co-Developers).
- b. Management Company:

State the name, address and telephone number for the Management Company.

**6. Principals Disclosure for the Applicant and for each Developer:**

- a. The Principals of the Applicant and Developer(s) Disclosure Form in effect at the time of Application submission (“Principal Disclosure Form”), must be submitted, in Excel format, as part of the Application package.

The Principal Disclosure Form must identify, pursuant to subsections 67-21.002(86) and 67-21.0025(7) and (8), F.A.C., the Principals of the Applicant and Developer(s). For Housing Credits, the investor limited partner of an Applicant limited partnership or the investor member of an Applicant limited liability company must be identified on the Principal Disclosure Form. A Principals Disclosure Form should not include, for any organizational structure, any type of entity that is not specifically included in the Rule definition of Principals. Pursuant to subsection 67-21.002(86), any Principal that is not a natural person must be a legally formed entity as of the Application Deadline.

In order to assist the Applicant in completing the Principal Disclosure Form, the Corporation offers an Advance Review Process. The Advance Review Process for Disclosure of Applicant and Developer Principals is available on the Non-Competitive Application webpage and also

includes samples which may assist the Applicant in completing the required Principals Disclosure Form.

- b. The name of the Applicant entity stated in the Application may be changed only by written request of an Applicant to Corporation staff and approval of the Corporation after the Applicant has been invited to enter Credit Underwriting.

For purposes of (1) and (2) below, a material change shall mean 33.3 percent or more of the Applicant, a general partner of the Applicant, or a non-investor member of the Applicant, and a non-material change shall mean less than 33.3 percent of the Applicant, a general partner of the Applicant, or a non-investor member of the Applicant.

- (1) For Applicants requesting Non-Competitive Housing Credits only:

The Applicant entity shall be the recipient of the Housing Credits and the ownership structure of the Applicant entity as set forth in the Principal Disclosure Form and cannot be changed in any way (materially or non-materially) until after the Preliminary Determination is issued. Once the Preliminary Determination has been issued, (a) any material change in the ownership structure of the named Applicant will require Board approval prior to the change, and (b) any non-material change in the ownership structure of the named Applicant will require Corporation approval prior to the change. The ownership structure of the Applicant entity may be changed without Corporation or 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. The Applicant must comply with Principal disclosure requirements outlined in Rule Chapter 67-21, F.A.C. for the duration of the Compliance Period. Changes to the ownership structure of the Applicant entity prior to the issuance of the Preliminary Determination or without Board approval or Corporation approval, as applicable, prior to the approval of the Final Housing Credit Allocation and issuance of the IRS Forms 8609 shall result in a disqualification from receiving funding and shall be deemed a material misrepresentation. Changes prior to the issuance of the Preliminary Determination to the officers or directors of a Public Housing Authority, officers or directors of a Non-Profit entity, or the limited partner of an investor limited partnership or an investor member of a limited liability company owning the syndicating interest therein will not result in disqualification, however, the Corporation must be notified of the change. Changes to the officers or directors of a Non-Profit entity shall require Corporation approval. Any allowable replacement to the natural person Principals of a Public Housing Authority or officers and/or directors of a non-profit entity will apply to all preliminarily awarded Applications and Applications pending final Board action that include the Public Housing Authority or non-profit entity.

- (2) For Applicants requesting MMRB with Non-Competitive Housing Credits:

The Applicant entity shall be the recipient of the Non-Competitive Housing Credits and the borrowing entity for the MMRB Loan and the ownership structure of the Applicant entity as set forth in the Principal Disclosure Form cannot be changed in any way (materially or non-materially) until after the MMRB Loan closing. After loan closing, (a) any material change in the ownership structure of the named Applicant will require review and approval of the Credit Underwriter, as well as Board approval prior to the change, and (b) any non-material change in the ownership structure of the named Applicant will require review and approval of the Corporation prior to the change. The

Applicant must comply with Principal disclosure requirements outlined in Rule Chapter 67-21, F.A.C. for the duration of the Compliance Period. Changes to the ownership structure of the Applicant entity (material or non-material) prior to the loan closing or without Board approval after the loan closing shall result in disqualification from receiving funding and shall be deemed a material misrepresentation. Changes prior to loan closing to the officers or directors of a Public Housing Authority, officers or directors of a Non-Profit entity, or the limited partner of an investor limited partnership or an investor member of a limited liability company owning the syndicating interest therein will not result in disqualification, however, the Corporation must be notified of the change. Changes to the officers or directors of a Non-Profit entity shall require Corporation approval. Any allowable replacement to the natural person Principals of a Public Housing Authority or officers and/or directors of a non-profit entity will apply to all preliminarily awarded Applications and Applications pending final Board action that include the Public Housing Authority or non-profit entity.

- c. The Principals of each Developer identified in the Application, including all co-Developers, may be changed only by written request of an Applicant to Corporation staff and approval of the Corporation after the Applicant has been invited to enter Credit Underwriting. Any allowable replacement to the natural person Principals of a Public Housing Authority or officers and/or directors of a non-profit entity will apply to all preliminarily awarded Applications and Applications pending final Board action that include the Public Housing Authority or non-profit entity.

**7. Proposed Development Information:**

- a. State the name of the Development.
- b. Indicate one applicable Development Category:
  - 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 and less than 50% of the units are new construction)
  - Redevelopment (where 50% or more of the units are new construction) \*
  - Acquisition and Redevelopment (acquisition and 50% or more of the units are new construction)\*
  - Preservation (where less than 50% of the units are new construction) \*
  - Acquisition and Preservation (acquisition and 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 Development Category, the applicable documentation outlined below must be provided.

- (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 67-21.002(95), F.A.C.;

- (b) The Applicant must provide, as “**Exhibit 3**” 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 if the proposed Development is funded; 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.

- (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 proposed Development must consist of 250 total units or less;
  - (b) The Development must meet the definition of Preservation stated in Rule 67-21.002(85), F.A.C.;
  - (c) The Development must also meet the definition of Rehabilitation stated in Rule 67-21.002(96), F.A.C.;
  - (d) The Applicant must provide, as “**Exhibit 3**” 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 currently receive PBRA and/or ACC;
    - v. Total number of units that will receive PBRA and/or ACC if the proposed Development is funded (this must equal or exceed the number of units that currently receive PBRA and/or ACC);
    - vi. The type of HUD or RD rental assistance that will be associated with the proposed Development; and
    - vii. Confirmation that the Development either (A) has not received any financing from HUD or RD for rehabilitation work within the 20 years prior to when the Application is submitted to the Corporation, or (B) has received financing from HUD or RD for rehabilitation work within the 20 years prior to when the Application is submitted to the Corporation, but the budget for the rehabilitation work did not exceed \$10,000 per unit in any single year.

\*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.

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

During Credit Underwriting, all funded Applications will be held to the number of rental assistance units stated in the applicable letter provided by the Applicant as Exhibit 3 to the Application form. This requirement will apply throughout the entire Compliance Period, subject to Congressional appropriation and continuation of the rental assistance program.

- c. The Applicant must select the Development Type for the proposed Development. For purposes of determining the number of stories, each floor in the building(s) should be counted regardless of whether it will consist of retail, parking, or residential. For mixed-type Developments, indicate the type that will comprise the majority of the units in the Development.
- Garden Apartments (a building comprised of 1, 2, or 3 stories, with or without an elevator)
  - Townhouses
  - Duplexes
  - Quadraplexes
  - Mid-Rise 4-stories (a building comprised of 4 stories and each residential building must have at least one elevator)
  - Mid-Rise 5 to 6-stories (a building comprised of 5 or 6 stories and each residential building must have at least one elevator)
  - High Rise (a building comprised of 7 or more stories and each residential building must have at least one elevator)

For mixed-type Developments, the Applicant will be required to provide the number of units in each type during Credit Underwriting.

- d. Previous Underwriting:
- (1) Indicate whether the proposed Development is currently being underwritten or has been underwritten previously by any Credit Underwriter under contract with the Corporation and, if known, identify the name of the Credit Underwriter.
  - (2) Indicate whether there is an existing Corporation-issued LURA and/or EUA on any portion of the Development site.
- e. State the anticipated placed-in-service date.

**8. Location of Development Site:**

- a. State the County where the Development is located.
- b. State the (1) address number, street name, and name of city, and/or (b) the street name, closest designated intersection, and either name of city or unincorporated area of county.
- c. Indicate whether the proposed Development consists of Scattered Sites, as defined in Rule 67-21.002(98) F.A.C. This will be verified during Credit Underwriting.
- d. Latitude/Longitude Coordinates:
  - (1) All Applicants must provide a Development Location Point stated in decimal degrees, rounded to at least the sixth decimal place. If the proposed Development consists of

Scattered Sites, as of Application Deadline the Development Location Point must affirmatively be established on the site with the most units, as outlined in subsection 67-21.002(34), F.A.C., and latitude and longitude coordinates for each Scattered Site must also be provided.

- (2) If the proposed Development consists of Scattered Sites, for each Scattered Site the Applicant must provide the latitude and longitude coordinates of one point located anywhere on the Scattered Site. The coordinates must be stated in decimal degrees and rounded to at least the sixth decimal place.

Note: 30.443900, -84.283960 is an example of decimal degrees format, represented to six decimal places.

- e. Provide the requested information regarding the local jurisdiction.

## **9. Units and Buildings:**

- a. State the total number of units in the proposed Development.

Note: The following unit limit applies only to Applications requesting Corporation-issued MMRB with 4 percent HC:

- Proposed Developments with a Development Category of new construction, Redevelopment, or acquisition and Redevelopment may not exceed 300 total units.

- b. State the total number of new construction and rehabilitation units in the proposed Development.
- c. State whether any of the existing units are currently occupied.
- d. State the total number of units that will have each of the following types of rental assistance: PBRA, ACC, and/or other federal assistance. If none, enter “0” or “N/A”.
- e. State the total number of residential and non-residential buildings in the proposed Development.

Note: Applications requesting Corporation-issued MMRB with 4 percent HC, must be for a proposed Development consisting of two (2) or more dwelling units in each residential building.

- f. Complete the Unit Mix Chart listing the total number of bedrooms per unit, the total number of bathrooms per unit (including half-baths, if applicable), and the total number of units per bedroom type. All units in the proposed Development must be listed, including all manager/employee units and all market rate units, if applicable.

## **10. Set-Aside Commitment and Compliance Period**

- a. Indicate the minimum set-aside (20% of units at 50% Area Median Income (AMI) or less, 40% of units at 60% AMI or less, or Average Income Test, 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. 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. The Average Income Test requires that (a) forty percent or more of the residential units in the Development be both rent-restricted and occupied by individuals whose income does not exceed the imputed income limitation designated by the Owner with respect to the respective unit, subject to the special rules relating to income limitation which (b) require the Owner to designate the imputed income limitation of each unit taken into account under (a) above, such that the average of the imputed income limitations as designated by the Owner shall not exceed 60 percent of the area median income. The designated imputed income limitation of any such unit shall be in 10-percent increments as follows: 20 percent, 30 percent, 40 percent, 50 percent, 60 percent, 70 percent, or 80 percent of the area median income. Applicants that select the Average Income Test must also satisfy the set-aside elections applicable to the tax-exempt bond financing.

b. Set-Aside Breakdown Chart

(1) For Applicants NOT committing to the Average Income Test

Complete the applicable column(s) of 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.

Note: If the MMRB Development has a previous award of Housing Credits with an existing EUA, the Applicant should consider the income levels of the occupied units when selecting the MMRB set-aside commitments. Section 42 IRC allows residents whose income levels have risen above AMI subsequent to initial occupancy to remain in their units even though they would no longer qualify if applying for residency today. The income of these existing occupants may currently exceed 60 percent AMI and thus, these units cannot be counted toward meeting the committed MMRB Total Set-Aside Percentage. In the event an MMRB Applicant commits to a total set-aside percentage which is higher than a percentage that can be actually met due to the “grandfathering” of occupants associated with an existing EUA, the MMRB set-aside percentage can be adjusted by the Corporation during the scoring of the Application.

(2) For Applicants committing to the Average Income Test

Complete the Set-Aside Breakdown Chart by listing the number of Set-Aside Units, stated in whole numbers, to be set aside at each selected AMI level.

The Average AMI of all Set-Aside units may not exceed 60 percent.

The Development Cost Pro Forma includes an Average Income Test worksheet to assist Applicants in this calculation, which may display the percentage of total

units with numbers represented with decimal places instead of whole numbers. This is acceptable for the Average Income Test Calculation.

Calculation of the average AMI of all Set-Aside Units for the Average Income Test:

- (i) First, calculate the total number of Set-Aside Units.
- (ii) Then, at each AMI commitment, multiply the number of Set-Aside Units by the AMI percentage (e.g., a commitment of 13 Set-Aside Units at 30 percent AMI would be calculated as 3.9).
- (iii) Repeat this calculation at each AMI level. Then add the results together.
- (iv) Divide the number calculated in (iii) by the total number of Set-Aside Units calculated in (i).
- (v) This number must be equal to or less than 60 percent to meet the requirement.

For MMRB Developments, the Set-Aside commitment will be 40 percent of the total units at or below 60 percent AMI.

- c. Indicate the total affordability period (the total length of time the units will be set-aside – minimum length is 30 years). Before making a commitment, the Applicant should refer to Item j. of the Applicant Certification and Acknowledgement Form included in the Application form.
- d. Tenant Selection Plan

Unless the Development meets an exception outlined in (1) below, a Tenant Selection Plan must be submitted to the Corporation for approval within 21 Calendar Days of the date of the invitation to enter credit underwriting. The Tenant Selection Plan must be approved by the Corporation and, if required, HUD prior to the completion of the final credit underwriting report.

(1) Exceptions to Tenant Selection Plan requirements

- Developments financed with HUD Section 811;
- Developments financed with a United States Department of Agriculture RD program; or
- Applicants that select the Elderly ALF Demographic Commitment.

All other Applications must achieve Corporation approval and, if required, HUD approval prior to the completion of the final credit underwriting report.

(2) Achieving Corporation approval

To achieve approval by the Corporation, the Tenant Selection Plan must be submitted by the owner to the Corporation for approval within 21 Calendar Days of the date of the invitation to enter credit underwriting.

The Tenant Selection Plan Guidelines and Tenant Selection Plan Checklist can be found on the webpage <https://www.floridahousing.org/programs/developers-multifamily-programs/non-competitive>. Part D of this Application also describes requirements for tenant selection policies.

(3) Achieving HUD approval, if required

In addition to the Corporation's approval, if HUD approval is required because a Development has a Housing Assistance Payment and/or an Annual Contributions Contract with HUD, HUD approval of the Tenant Selection Plan must be demonstrated to the Corporation prior to the completion of the final credit underwriting report.

HUD's approval process may take several months. Owners should send the Corporation-approved Tenant Selection Plan to HUD for approval as soon as possible to meet this requirement.

## 11. Features and Amenities

- a. Required Features and Amenities Commitments are outlined below for Applicants requesting (i) Corporation-issued MMRB with 4 percent HC, or (ii) 4 percent HC only to be used with bonds issued by an entity other than the Corporation or a County HFA.

All selected features and amenities must be located on the Development site. In addition, if the proposed Development will consist of Scattered Sites, the Applicant must 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.

- (1) At question 11.a.(1) of the Application form, Applicants requesting Corporation-issued MMRB with 4 percent HC, must select enough of the Optional Features and Amenities for All Developments (set out in Item (3)(a) below) to achieve a total point value of at least 6 points.
- (2) At question 11.a.(1) and (2) of the Application form, Applicants requesting 4 percent HC only to be used with bonds issued by an entity other than the Corporation or a County HFA must select enough of the features and amenities to achieve a total point value of at least 21 points (at least 12 points from the list of Optional Features and Amenities for All Developments set out in Item (3)(a) below, and at least 9 points from the list of Optional General Features and Amenities set out in Item (3)(b) below).

(3) Features and Amenities:

(a) Optional Features and Amenities for All Developments:

- 30 Year expected life roofing on all buildings (2 points)
- Emergency call service in all units (3 points)
- Exercise room with appropriate equipment. The exercise room must have secured entry. (1 point)
- Community center or clubhouse (3 points)
- Swimming pool (2 points)

- Playground/tot lot, accessible to children with disabilities (must be sized in proportion to Development's size and expected resident population with age-appropriate equipment) (2 points)
- Car care area (for car cleaning/washing/vacuuuming) (1 point)
- Two or more parking spaces per total number of units (1 point)
- Picnic area with hard cover permanent roof of a design compatible with the Development, open on all sides, containing at least three permanent picnic tables with benches and an adjoining permanent outdoor grill (1 point)
- Computer lab on-site with minimum one computer per 20 units, with internet access, basic word processing, spreadsheets and assorted educational and entertainment software programs and at least one printer (1 point)
- Each unit wired for high speed internet (1 point)

The Applicant may select only one of the following two items:

- One outside recreation facility consisting of shuffleboard court and appropriate equipment, bocce ball court or lawn bowling court and appropriate equipment, tennis court, full basketball court or volleyball court. (Specific facility will be committed to during Credit Underwriting) (2 points)
- Two outside recreation facilities. (Applicant must provide two separate facilities which must be approved by Corporation staff and servicers during Credit Underwriting) (2 points)

The Applicant may select only one of the following two items:

- Laundry hook-ups and space for full-size washer and dryer inside each unit (1 point)
- Dryer and Energy Star qualified washer in a dedicated space with hook-ups within each unit, provided at no charge to the resident during the term of any lease (3 points)

The Applicant may select only one of the following two items:

- Laundry facilities with full-size dryers and Energy Star qualified washers available in at least one (1) common area on site – minimum 1 washer and 1 dryer for every 12 units (1 point)
- Laundry facilities with full-size dryers and Energy Star qualified washers available in at least one (1) common area on every floor in each building of the Development if Development consists of more than one (1) building and/or more than one (1) story – minimum 1 washer and 1 dryer for every 12 units (2 points)

Applicants that selected Duplexes, or Quadraplexes at question 7.c. of the Application form may select any of the following:

- Garage for each unit which consists of a permanent, fully enclosable structure designed to accommodate one or more automobiles, either attached to the unit or detached but located on the same property, provided at no charge to the resident (3 points)
- Carport for each unit which consists of a permanent covered and paved area, attached to the unit and designed to accommodate one or more automobiles, provided at no charge to the resident (2 points)

- Fenced back yard for each unit which consists of a portion of the property behind each unit that is enclosed by a wood, privacy or chain link fence of a minimum height of 48". Direct access to the fenced back yard for each unit must be afforded solely by a door from that unit and no other unit (2 points)
- (b) Optional General Unit Features and Amenities for all new construction units and all rehabilitation units:
- Ceramic tile bathroom floors in all units (2 points)
  - Microwave oven in each unit (1 point)
  - Marble windowsills in all units (1 point)
  - Steel exterior door frames for all exterior doors for all units (1 point)
  - At least 1½ bathrooms (one full bath and one with at least a toilet and sink) in all 2-bedroom new construction units (2 points) Note: In order to be eligible to select this feature, the Development must have at least one 2-bedroom new construction unit.
  - Double compartment kitchen sink in all units (1 point)
  - Pantry in kitchen area in all new construction units - must be no less than 20 cubic feet of storage space. Pantry cannot be just an under- or over-the-counter cabinet. (2 points)
  - Garbage disposal in all units (1 point)
  - New kitchen cabinets and countertop(s) in all rehabilitation units (3 points)
  - New bathroom cabinet(s), excluding medicine cabinet, in all rehabilitation units (1 point)
  - New plumbing fixtures in kitchen and bathroom(s) in all rehabilitation units [minimum of new sink and new faucets in kitchen and minimum of new tub, new toilet, new sink and new faucets in bathroom(s)] (3 points)

Note: Applicants requesting 4 percent HC only to be used with bonds issued by a County HFA are not required to make a features and amenities commitment.

b. Green Building Features:

- (1) At question 11.b. of the Application form, Applicants requesting Corporation-issued MMRB with 4 percent HC, must select at least five (5) of the Green Building Features outlined in Item (3) below.
- (2) At question 11.b. of the Application form, Applicants requesting 4 percent HC only to be used with bonds issued by an entity other than the Corporation or a County HFA must select at least eight (8) of the Green Building Features outlined in Item (3) below.

(3) Green Building Features:

- Programmable thermostat in each unit;
- Energy Star qualified ceiling fans in all bedrooms and living areas;
- Energy Star qualified roofing material or coating;
- Energy Star qualified ventilation fans in all bathrooms;
- Energy efficient windows in each unit, as follows:
  - For all Development Types except Mid-Rise and High Rise: Energy Star rating for all windows in each unit;
  - For Development Type of Mid-Rise or High Rise:

- U-Factor of 0.50 or less and a SHHGC of 0.25 or less where the fenestration is fixed; and
- U-Factor of 0.65 or less and a SHHGC of 0.25 or less where the fenestration is operable (i.e., the window opens);
- Install daylight sensors, timers or motion detectors on all outdoor lighting attached to buildings;
- FL Yards and Neighborhoods certification on all landscaping;
- Eco-friendly flooring -- Carpet and Rug Institute Green Label certified carpet and pad, FloorScore certified flooring, bamboo, cork, 80% recycled content tile, and/or natural linoleum;
- Eco-friendly cabinets – formaldehyde free and material must be certified by the Forest Stewardship Council, the Environmental Stewardship Program, or a certification program endorsed by the Programme for the Endorsement of Forest Certification;
- Low-flow water fixtures in bathrooms - WaterSense labeled products or the following specifications:
  - Toilets: 1.28 gallons/flush or less,
  - Urinals: 0.5 gallons/flush,
  - Lavatory faucets: 1.5 gallons/minute or less at 60 psi flow rate, and
  - Showerheads: 2.0 gallons/minute or less at 80 psi flow rate;
- 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);
- Energy Star qualified refrigerators, dishwashers and washing machines that are not provided by the Applicant;
- Minimum SEER of 16 for unit air conditioners.

Note: Applicants requesting 4 percent HC only to be used with bonds issued by a County HFA are not required to make a green building features commitment.

## 12. Resident Programs:

- a. At question 12.a. of the Application form:
  - (1) Applicants requesting Corporation-issued MMRB with 4 percent HC, must select at least one (1) of the Qualified Resident Programs for All Applicants (outlined in Item c.(1) below).
  - (2) Applicants requesting 4 percent HC only to be used with bonds issued by an entity other than the Corporation or a County HFA must select at least four (4) of the Qualified Resident Programs for All Applicants (outlined in Item c.(1) below)
- b. At question 12.b. of the Application form, Applicants requesting 4 percent HC only to be used with bonds issued by an entity other than the Corporation or a County HFA must also select enough of the Additional Qualified Resident Programs (outlined in Item c.(1)(2),(3),(4) or (5) below) for the applicable Demographic Commitment (selected by the Applicant at Section 2 of the Application) to achieve a total point value of at least 6 points.
- c. Qualified Resident Programs:
  - (1) Qualified Resident Programs for All Applicants:
    - Health and Wellness

The following resident programs are available for All Developments Except Elderly ALF Developments:

- 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.
- 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.
- 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.

The following resident programs are available for Elderly ALF Developments only:

- 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.

These activities must include: 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; 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 at least daily activities related to resident appropriate exercise and physical movement.

- 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.

- 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.
  - 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.
  - 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.
  - 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.
  - 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.
  - 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) Additional Qualified Resident Programs for Family Developments (to be eligible to select these programs, the Applicant must have selected the Family Demographic Commitment at question 2 of the Application form):



- 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)
- 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)
- Adult Literacy - 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)
- 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)

- (3) Additional Qualified Resident Programs for Homeless Developments (to be eligible to select these programs, the Applicant must have selected the Homeless Demographic Commitment at question 2 of the Application form):

Note: All Applicants selecting 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.

- 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)
- 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)
- Adult Literacy - 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)
- 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)

- Supported Employment Program (4 points) -

The Applicant or its Management Company must provide, at no cost to the resident, a supported employment program. The supported employment program provided must be an approach to vocational rehabilitation for persons with disabilities that emphasizes helping them obtain competitive work in the community and providing the supports necessary to ensure their success in the workplace. The program must help its consumers obtain competitive jobs, specifically competitive jobs are part-time or full-time jobs that exist in the open labor market and pay at least a minimum wage, and that anyone could qualify for regardless of their disability status. The following are the basic components of supported employment:

- Paid Employment - Wages are a major outcome of supported employment. Work performed must be compensated with the same benefits and wages as other workers in similar jobs receive. This includes sick leave, vacation time, health benefits, bonuses, training opportunities, and other benefits. Employment must be for at least 18 hours per week; and
- Integrated Work Sites - Integration is one of the essential features of supported employment. Individuals with disabilities should have the same opportunities to participate in all activities in which other employees participate and to work alongside other employees who do not have disabilities; and
- Ongoing Support - A key characteristic which distinguishes supported employment from other employment programs is the provision of ongoing support for individuals with severe disabilities to maintain employment.

- Effective Communication for Conflict Resolution – The Applicant or its Management Company must provide, at no cost to the resident, quarterly on-site seminars for residents interested in developing skills in managing conflicts. The program must have components that help residents develop communication skills that will be effective in resolving disagreements before they escalate into full-blown conflicts. The program must provide opportunities for residents to practice ways of speaking and listening that lead to mutually beneficial problem solving. (2 points)

- Safety Awareness Program – The Applicant or its Management Company must provide, at no cost to the resident, at least quarterly, on-site seminars on safety awareness by organizations and/or persons with community and/or personal safety training expertise. The Safety Awareness program must cover strategies for staying safe in the home, neighborhood, workplace or school. (2 points)

- Stress Management – The Applicant or its Management Company must provide, at no cost to the resident, at least monthly, on-site seminars for residents interested in learning stress management techniques. The components of the

seminars must cover the science of stress, including stress-related health problems, such as heart disease, high blood pressure, and metabolic syndrome. The seminars must cover strategies to help cope with stress and make residents less vulnerable to stress. (2 points)

- (4) Additional Qualified Resident Programs for Elderly Developments – Non-ALF and ALF (to be eligible to select these programs, the Applicant must have selected the Elderly Demographic Commitment at question 2 of the Application form):

Note: All Applicants selecting the Elderly Demographic Commitment in this Application that will be providing an Assisted Living Facility (ALF) 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.

- The following resident programs are available for Elderly Non-ALF Developments only:
  - 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)
  - 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)
  - 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)
  - 24 Hour Support to Assist Residents In Handling Urgent Issues

An important aging in place best practice is providing the residents access to property management support 24 hours per day, 7 days a week to assist them to appropriately and efficiently handle urgent issues or incidents that may arise. These issues may include, but are not limited to, an apartment maintenance emergency, security or safety concern, or a health risk incident in their apartment or on the property. The management's assistance will include a 24/7 approach to receiving residents' requests for assistance that

will include a formal written process for relevant property management staff to effectively assess and provide assistance for each request.

This assistance may include staff:

- visiting or coordinating a visit to a resident’s apartment to address an urgent maintenance issue;
- responding to a resident being locked out of their apartment;
- contacting on-site security or the police to address a concern;
- providing contact information to the resident and directing or making calls on a resident’s behalf to appropriate community-based emergency services or related resources to address an urgent health risk incident;
- calling the resident’s informal emergency contact; or
- addressing a resident’s urgent concern about another resident.

Property management staff shall be on site at least 8 hours daily, but the 24 hour support approach may include contracted services or technology to assist the management in meeting this commitment if these methods adequately address the intent of this service. The Development’s owner and/or designated property management entity shall develop and implement policies and procedures for staff to immediately receive and handle a resident call and assess the call based on a resident’s request and/or need.

At a minimum, residents shall be informed by the property management, at move-in and via a written notice(s)/instructions provided to each resident and displayed in the Development’s common or public areas, that staff are available to receive resident calls at all times. These notices shall also provide contact information and direction to first contact the community-based emergency services if they have health or safety risk concerns. (3 points)

- The following resident programs are available for Elderly ALF Developments only:
  - 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)
  - 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)
- The following resident programs are available for both Elderly Non-ALF and Elderly ALF Developments:
  - 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)

- Adult Literacy - 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)
- 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)

(5) Additional Qualified Resident Programs for Persons with Special Needs (to be eligible to select these programs, the Applicant must have selected the Persons with Special Needs Demographic Commitment at question 2 of the Application form):

Note: All Applicants selecting the Persons with Special Needs Demographic Commitment in this Application will be required to provide a Case Management Program whereby the Applicant, Management Company, or its supportive services provider must provide, at no cost to the resident, a Case Manager (at least one for every 25 Persons with Special Needs households) 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.

- 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)
- 24 Hour Support to Assist Residents In Handling Urgent Issues (3 points)

An important aging in place best practice is providing the residents access to property management support 24 hours per day, 7 days a week to assist them to appropriately and efficiently handle urgent issues or incidents that may arise. These issues may include, but are not limited to, an apartment maintenance emergency, security or safety concern, or a health risk incident in their apartment or on the property. The management’s assistance will include a 24/7 approach to receiving residents’ requests for assistance that will include a formal written process for relevant property management staff to effectively assess and provide assistance for each request.

This assistance may include staff:

- visiting or coordinating a visit to a resident’s apartment to address an urgent maintenance issue;
- responding to a resident being locked out of their apartment;
- contacting on-site security or the police to address a concern;
- providing contact information to the resident and directing or making calls on a resident’s behalf to appropriate community-based emergency services or related resources to address an urgent health risk incident;
- calling the resident’s informal emergency contact; or
- addressing a resident’s urgent concern about another resident.

Property management staff shall be on site at least 8 hours daily, but the 24 hour support approach may include contracted services or technology to assist the management in meeting this commitment if these methods adequately address the intent of this service. The Development’s owner and/or designated property management entity shall develop and implement policies and procedures for staff to immediately receive and handle a resident call and assess the call based on a resident’s request and/or need.

At a minimum, residents shall be informed by the property management, at move-in and via a written notice(s)/instructions provided to each resident and displayed in the Development’s common or public areas, that staff are available to receive resident calls at all times. These notices shall also provide contact information and direction to first contact the community-based emergency services if they have health or safety risk concerns.

- Supported Employment Program (4 points) -

The Applicant or its Management Company must provide, at no cost to the resident, a supported employment program. The supported employment program provided must be an approach to vocational rehabilitation for persons with disabilities that emphasizes helping them obtain competitive work in the community and providing the supports necessary to ensure their success in the workplace. The program must help its consumers obtain competitive jobs, specifically competitive jobs are part-time or full-time jobs that exist in the open labor market and pay at least a minimum wage, and that anyone could qualify for regardless of their disability status. The following are the basic components of supported employment:

- Paid Employment - Wages are a major outcome of supported employment. Work performed must be compensated with the same benefits and wages as other workers in similar jobs receive. This includes sick leave, vacation time, health benefits, bonuses, training opportunities, and other benefits. Employment must be for at least 18 hours per week; and
- Integrated Work Sites - Integration is one of the essential features of supported employment. Individuals with disabilities should have the same opportunities to participate in all activities in which other employees participate and to work alongside other employees who do not have disabilities; and

- Ongoing Support - A key characteristic which distinguishes supported employment from other employment programs is the provision of ongoing support for individuals with severe disabilities to maintain employment.
- Effective Communication for Conflict Resolution – The Applicant or its Management Company must provide, at no cost to the resident, quarterly on-site seminars for residents interested in developing skills in managing conflicts. The program must have components that help residents develop communication skills that will be effective in resolving disagreements before they escalate into full-blown conflicts. The program must provide opportunities for residents to practice ways of speaking and listening that lead to mutually beneficial problem solving. (2 points)
- Safety Awareness Program – The Applicant or its Management Company must provide, at no cost to the resident, at least quarterly, on site seminars on safety awareness by organizations and/or persons with community and/or personal safety training expertise. The Safety Awareness program must cover strategies for staying safe in the home, neighborhood, workplace or school. (2 points)
- Stress Management – The Applicant or its Management Company must provide, at no cost to the resident, at least monthly, on site seminars for residents interested in learning stress management techniques. The components of the seminars must cover the science of stress, including stress-related health problems, such as heart disease, high blood pressure, and metabolic syndrome. The seminars must cover strategies to help cope with stress and make residents less vulnerable to stress. (2 points)

Note: Applicants requesting 4 percent HC only to be used with bonds issued by a County HFA are not required to make a resident programs commitment.

### 13. Funding

a. Funding Request:

State the amount of MMRB and/or Non-Competitive Housing Credits requested in this Application.

Note: MMRB Loans are issued in increments of \$5,000.

b. DDA / QCT / Multiphase Development:

With regard to Housing Credits, 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 (i.e. basis boost) in accordance with Section 42(d)(5)(B) of the IRC.

The applicable HUD mapping software is available at [https://www.huduser.gov/portal/sadda/sadda\\_qct.html](https://www.huduser.gov/portal/sadda/sadda_qct.html). If the proposed Development is located in a metropolitan area and consists of Scattered Sites, the DDA designation will only apply to the Scattered Site(s) that are located within a HUD-designated DDA ZCTA.



(1) DDA –

If the proposed Development is located in a HUD-designated DDA, identify the Small Area Zip Code Tabulation Area(s) (ZCTA) or County (if in a non-metropolitan area), as applicable.

(2) QCT –

If the proposed Development is not located in a HUD-designated DDA, in order to be classified as a Development located in a QCT for purposes of this Application, the proposed Development must be located in one of the QCTs based on the current census, as determined by HUD, and the Applicant must indicate the HUD-designated QCT in the Application form.

(3) Multiphase Development –

HUD’s notice published in the Federal Register (found at <http://www.huduser.org/portal/datasets/qct.html>) that is in effect at the time the Applicant submits the Non-Competitive Application shall govern the eligibility for a basis boost for the proposed Development.

If the proposed Development is eligible for the multiphase status, the Applicant must indicate whether the proposed Development qualifies as a first phase or a subsequent phase, as outlined below:

(a) First Phase of a Multiphase Development:

For purposes of this Non-Competitive Application, a first phase is one where the Applicant is requesting Non-Competitive Housing Credits which will be used with Tax-Exempt Bonds awarded under a County HFA’s competitive application process.

Select question 13.b.(3)(a) of the Application form if the proposed Development qualifies as the first phase of a multiphase Development. During the credit underwriting process, the Applicant will be required to submit to the Corporation an attorney opinion letter describing the subsequent phases, as required by the Federal Register. The invitation to enter credit underwriting will outline the information that, at a minimum, must be included in the attorney opinion letter.

or

(b) Subsequent Phase of a Multiphase Development:

For purposes of this Non-Competitive Application, a subsequent phase is one where the initial phase was appropriately identified as such in an Application awarded funding under one (1) of the following competitive application processes: (i) the 2011 Universal Application Cycle, (ii) any subsequent Housing Credit competitive solicitation issued prior to the date the Applicant’s Non-Competitive Application was deemed complete, or (iii) a Non-Competitive Housing Credit Application (i.e., a

Non-Competitive Housing Credit allocation awarded within the 730 day period following the date the competitive Bond application for Tax-Exempt Bonds awarded through a Corporation competitive RFA process or through a County HFA's competitive application process) was deemed complete by the Bond-issuing agency for which the Non-Competitive Housing Credit allocation was awarded, provided the 730 day period did not end prior to the submission deadline for the Corporation's competitive RFA or County HFA's competitive application. After the initial award, the Applicant must have submitted an Application for Housing Credits in immediately consecutive years, per the HUD requirements.

Select question 13.b.(3)(b) of the Application form if the proposed Development qualifies as a subsequent phase of a multiphase Development. During the credit underwriting process, the Applicant will be required to submit to the Corporation an attorney opinion letter which, among other things, identifies the Application in which the first phase was declared, and includes information on the subsequent phase(s) illustrating that the proposed Development is eligible for the basis boost. The invitation to enter credit underwriting will outline the information that, at a minimum, must be included in the attorney opinion letter.

(4)–(6) The responses to questions 13.b.(1) through (3) of the Application form must be in accordance with Section 42, IRC, as amended.

If the Applicant is requesting 4 percent HC only in this Application and indicates at question 13.b.(1), (2), and/or (3) of the Application form that the proposed Development is eligible for the basis boost, then the Applicant must also provide as “**Exhibit 4**” to the Application form a letter from the Development's bond-issuing agency certifying the date the bond application was deemed complete and stating whether the bond application process was competitive or non-competitive. 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.

c. Finance Documents:

The total amount of monetary funds determined to be in funding proposals must equal or exceed uses.

If requesting Corporation-issued MMRB and 4 percent HC, provide the information outlined in Sections (1), (4) and (5) below.

If requesting 4 percent HC only to be used with bonds issued by a County HFA, provide the information outlined in Sections (2)(a) or (2)(b), as applicable, (4) and (5) below.

If requesting 4 percent HC only to be used with bonds issued by an entity other than the Corporation or a County HFA, provide the information outlined in Sections (3) through (5) below.

(1) If requesting Corporation-issued MMRB:

- (a) 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 as "**Exhibit 5**" to the Application form. 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); and
  - (b) Provide the completed Development Cost Pro Forma, the Detail/Explanation Sheet, if applicable, the Construction or Rehab Analysis and the Permanent Analysis as part of the Application form.
- (2) If requesting 4 percent HC only to be used with bonds issued by a County HFA:
- (a) If the Credit Underwriting for the bonds 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.

or

- (b) If the Credit Underwriting for the bonds was completed by a credit underwriter not under contract with the Corporation, provide a copy of the complete Credit Underwriting report, along with the following information as "**Exhibit 6**" to the Application form:
    - (i) Provide the completed Development Cost Pro Forma, the Detail/Explanation Sheet, if applicable, the Construction or Rehab Analysis and the Permanent Analysis as part of the Application form;
    - (ii) For the bond financing:
      - State the name of the assigned Credit Underwriter; and
      - Provide a copy of the inducement resolution or acknowledgement resolution awarding the bonds; and
    - (iii) Provide the information outlined in Sections (4) and (5) below.
- (3) If requesting 4 percent HC only to be used with bonds issued by an entity other than the Corporation or a County HFA:

If the first mortgage financing is to come from tax-exempt multifamily bonds issued by an entity other than the Corporation or a County HFA, indicate the source and amount of the bonds and provide evidence of the following items as "**Exhibit 7**" to the Application form in order to meet threshold:

- (a) Provide the completed Development Cost Pro Forma, the Detail/Explanation Sheet, if applicable, the Construction or Rehab Analysis and the Permanent Analysis as part of the Application form; and
- (b) For the bond financing:
  - (i) If the financing has not closed, provide a copy of the signed TEFRA letter which is Development-specific.

or

- (ii) If the financing has closed, provide 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, as well as a copy of the recorded mortgage, if applicable. If the proper documentation is provided, financing that has closed will count as a commitment, but in order for it to count as a permanent financing source, it must have a remaining term of at least 10 years.

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

(4) Housing Credit Equity:

All Applicants requesting HC must provide the following documentation, as applicable, as **“Exhibit 8”** to the Application form:

- (a) If the equity agreement has closed, provide a copy of the closed limited partnership agreement or limited liability company operating agreement;

or

- (b) If the equity agreement has not closed, provide a copy of the equity proposal, executed by the syndicator.

Note: The equity agreement must meet the “15% criteria” described in the Applicant Certification and Acknowledgement Form.

(5) Other Non-Corporation Financing:

All Applicants must provide a copy of all other funding proposals that will be used as a source of financing for the proposed Development as **“Exhibit 9”** to the Application form.

## 14. Verifying Application Fee Payment

To ensure that the Application Fee is processed for the correct Application, include the Development Name on the check or money order or identify through the ACH or wire transfer. If submitting a check or money order, provide the check or money order number in the space provided. If submitting an ACH or wire transfer, provide the confirmation number and Federal Wire Transfer Number in the space provided.

## 15. Addenda:

The Applicant may use the Addenda section of the Application form to provide any additional information or explanatory addendum for items in the Application. Please specify the particular Item to which the additional information or explanatory addendum applies.

**16. Applicant Certification:**

The Applicant Certification and Acknowledgement Form included in the Application form must be executed by the Authorized Principal Representative to indicate the Applicant's certification and acknowledgement of the provisions and requirements of this Application.

## **Part B. Credit Underwriting Review, Rule and Section 42, IRC Requirements, and Fees**

### **1. If requesting 4 percent HC only to be used with bonds issued by a County HFA:**

#### **a. Credit Underwriting Review:**

Applications that meet threshold will be subjected to the applicable Credit Underwriting process outlined in (1) or (2) below:

(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.13.c. 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 been completed by a credit underwriter not under contract with the Corporation and the required information was provided as outlined in Section A.13.c. 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 67-21.028(2)(d), F.A.C. The Preliminary Determination for the 4 percent HC will be issued upon completion of a satisfactory CUR.

#### **b. Rule Requirements:**

The proposed Development will be subjected to paragraphs 67-21.028(2)(a) through (c) and (e) through (n), F.A.C. Applications that meet the criteria outlined in Section B.1.a.(2) above will also be subjected to paragraph 67-21.028(2)(d), F.A.C.

#### **c. Fees:**

The proposed Development will be subjected to the fee requirements of Rule Chapter 67-21, F.A.C. In addition, the fees outlined in Part C below that pertain to Housing Credits will apply to this Application.

### **2. If requesting Corporation-issued MMRB with 4 percent HC:**

The proposed Development will be subjected to the Credit Underwriting, rule and fee requirements that pertain to MMRB and Housing Credits, as set out in Rule Chapter 67-21, F.A.C., as well as the fees outlined in Part C below that pertain to MMRB and Housing Credits.

### **3. If requesting 4 percent HC only to be used with bonds issued by an entity other than the Corporation or a County HFA:**

The proposed Development will be subjected to the Credit Underwriting, rule and fee requirements that pertain to Housing Credits, as set out in Rule Chapter 67-21, F.A.C., as well as the fees outlined in Part C below that pertain to Housing Credits.

#### **4. Other Information**

##### **a. Gross Rent Floor Election**

The Gross Rent Floor described in Section 42(g)(2)(A) of the IRC will take effect on the date the Corporation initially issues a determination letter unless the owner designates that the placed-in-service dated should be used. In order to make this election, the Gross Rent Floor Election form must be completed and returned to the Corporation prior to the placed-in-service date of the building. The form may be found on the Corporation's Website <https://www.floridahousing.org/programs/developers-multifamily-programs/non-competitive/related-references-and-links>.

##### **b. Other Related Forms, References and Links**

Other information related to the Housing Credit and MMRB programs may be found on the Corporation's Website at <https://www.floridahousing.org/programs/developers-multifamily-programs/non-competitive>.

#### **Part C. Fees**

The Corporation and, if applicable, the Credit Underwriter shall collect, via check, money order, or electronic funds transfer from the Applicant, the following fees and charges in conjunction with the MMRB and/or 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 and/or shall cause the HC allocation to be rescinded.

Fees will be determined based on the current contract, including any addendum, for services between Florida Housing Finance Corporation and the Credit Underwriter(s) in effect at the time underwriting begins. All Credit Underwriting fees shall be paid by the Applicant prior to the performance of any work by the Credit Underwriter. Current fees may be found on the Corporation's Website at <https://www.floridahousing.org/programs/developers-multifamily-programs/non-competitive> and include the following:

##### **1. Application Fee:**

All Applicants requesting MMRB and/or HC shall submit to the Corporation as a part of the Application submission a non-refundable Application fee of \$3,000.

##### **2. TEFRA Fee:**

Applicants requesting MMRB must submit to the Corporation as a part of the Application submission a non-refundable TEFRA fee of \$1,000 per Application.

##### **3. Credit Underwriting Fees:**

###### **a. Initial Credit Underwriting fee**

For Applications utilizing both Corporation-Issued MMRB and Non-Competitive Housing Credits, the fee will be the MMRB fee plus the multiple program fee.

- b. MMRB Subsidy Layering Review
- c. Re-underwriting fee

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 will be subject to an hourly fee as set out on the current fee schedule.

#### **4. Administrative Fees:**

With respect to the HC Program, each for-profit Applicant shall submit to the Corporation a non-refundable administrative fee in the amount of 9 percent of the annual Housing Credit Allocation amount stated in the Preliminary Determination. The administrative fee shall be 5.5 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 Determination. 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.

#### **5. Compliance Monitoring Fees:**

- a. HC:

- (1) All Developments other than RD – The annual fee to be comprised of a base fee per month + an additional fee per set-aside unit per year, subject to a minimum monthly fee, and includes an automatic annual increase of 3 percent of the prior year’s fee. Since fees for the full Housing Credit Extended Use Period will be collected at final allocation, the fee amount is discounted at a rate of 2 percent and based upon the payment stream from the Corporation to the monitoring agent.
- (2) RD Developments – The annual fee is \$450 per year. Since fees for the full Housing Credit Extended Use Period will be collected at final allocation, the fee amount is discounted at a rate of 2 percent and based upon the payment stream from the Corporation to the monitoring agent.

NOTE: Upon prepayment or repayment of the RD loan, the previously identified RD Development will be identified as a non-RD Development and the annual compliance monitoring fee will be adjusted accordingly. The compliance monitoring fee as described in (1) above for the remaining Housing Credit Extended Use Period will be due and payable in full upon billing sent directly to the Development.

- b. MMRB (with HC) – Annual fee is comprised of a base fee per month + an additional fee per set-aside unit per year, subject to a minimum monthly fee, and includes an automatic annual increase of 3 percent of the prior year’s fee. Where a difference exists between set-aside requirements for MMRB and HC, the fees collected will be based upon the higher number of set-aside units.



c. Follow-up Review

**6. Tax-Exempt Mortgage Loan Servicing Fees:**

a. Annual Permanent Loan Servicing Fees:

- 2.3 bps of the outstanding bond balance annually, subject to a minimum per month.

b. Construction Loan Servicing Fees:

Fees will be determined based on the current contract, including any addendum, for services between Florida Housing Finance Corporation and Servicer(s) in effect at the time of loan closing.

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.

**7. Additional MMRB Fees:**

MMRB Applicants shall be responsible for all MMRB fees as outlined in rule chapter 67-21, F.A.C., and in the loan documents signed by the Applicant and Florida Housing Finance Corporation, which includes short-term bond redemption fees and program administration fees.

**8. Additional HC Fees:**

HC Applicants shall be responsible for all processing fees or extension fees related to the HC Program, as outlined in the Preliminary Determination.

## **Part D - Tenant Application and Selection Requirements**

Extremely Low Income (ELI) Household's Tenant Selection Criteria, if applicable

The Applicant must adhere to the following tenant selection criteria when evaluating the eligibility of a household applying for tenancy in a unit set aside for Extremely Low Income (ELI) Households:

- The credit history related to medical expenses, cable and internet services will not be taken into consideration when conducting credit checks.
- ELI Household's Income Requirement Policy – The household monthly income must not be required to be more than two times the monthly rent. (e.g., If the monthly rent is \$500, the household monthly income will not be required to exceed \$1,000.)
- The eviction history look-back period must not be more than 5 years. A household is permitted one eviction during the 5-year look-back period, unless the eviction was due to causing physical harm to development staff, tenants or intentional property damage.

Tenant Application Fees and Deposits (ELI Households Only, if applicable)

The Applicant must adhere to the following tenant application fees and deposits requirements for a household applying for tenancy in a unit set aside for extremely low income households:

- It is prohibited to charge a fee to a household that is applying for tenancy in a unit that is set aside for extremely low-income households for the purposes of reserving or holding a unit.
- The application for tenancy fee will be no more than \$35 per adult in a household.
- A security deposit for new tenant households will be not more than the amount of one month's rent.

Additional Tenant Selection Criteria for All Households

The Applicant must adhere to the following tenant selection criteria when evaluating the eligibility of all households applying for tenancy.

- The arrest record of a household member will not be considered when determining any household's application for tenancy.
- For households with publicly funded rental assistance, the income requirement will be based on the household's paid portion of the rent.

Application for Tenancy (All Households)

The Applicant must include and prominently place the following information in the Development's application for tenancy packet that is provided to all interested households:

- The tenant selection approach and criteria used to evaluate and determine a household's application for tenancy. The criteria under which a household was screened and evaluated, as well as the determination, must be included in each tenant household's file.

The approach regarding a household's notification and appeal process and timeline, if the household's application is rejected or determined ineligible.

- A description of reasonable accommodations or reasonable modifications for persons with disabilities, pursuant to Section 504 of the Rehabilitation Act of 1973. The description shall include accommodations that must be considered by the Development such as physical dwelling unit modifications for greater accessibility and use, as well as individualized assessments of mitigating factors related to a disability that adversely affected a household's credit, eviction or criminal history. The description shall also include the process for requesting a reasonable accommodation, the determination approach, and decision-making timelines.

A description of an applying household's or existing tenant's housing protections pursuant to the Violence Against Women Reauthorization Act of 2013 (VAWA). The description will include that applying households may request that the Development conduct an individualized assessment of mitigating factors related to being a victim of domestic violence, dating violence, sexual assault, and stalking that adversely affected the household's credit, eviction, or criminal history.

#### Notification of Rejection or Ineligibility for Tenancy

The Applicant must, at a minimum, notify any household that their application for tenancy was rejected or determined ineligible through a documented process such as a written letter or email to the address provided by the household.

The notification will be provided to a household within 5 business days from the day the determination is made.

The notice must include information regarding:

- The reasons a household's application for tenancy was rejected or determined ineligible.
- A household's right to appeal the Development's decision, as well as complete instructions regarding how a household may appeal the decision.

# Non-Competitive Application Form

## Section 1 Requested Funding

Select the type of funding being requested:

## Section 2 Demographic Commitment

Select the Demographic Commitment:

## Section 3 Contact Person

### a. Authorized Principal Representative Contact Information (Required)

Last Name:	<input type="text"/>	First Name:	<input type="text"/>
Organization:	<input type="text"/>		
Street Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/> Zip: <input type="text"/>
Telephone:	<input type="text"/>	Email Address:	<input type="text"/>

### b. Operational Contact Person Information (optional)

Name:	<input type="text"/>		
Organization:	<input type="text"/>		
Street Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/> Zip: <input type="text"/>
Telephone:	<input type="text"/>	Email Address:	<input type="text"/>

## Section 4 Applicant Information

a. Name of Applicant:

b. Federal Employer Identification Number:   
*Provide the requested information for the Federal Employer Identification Number as "Exhibit 1".*

### c. Non-Profit Applicant Qualifications

Does the Applicant or the General Partner or managing member of the Applicant meet the definition of Non-Profit as set forth in Rule Chapter 67-21, F.A.C.?

Select One

*If "Yes", provide the required information for the Non-Profit entity as "Exhibit 2".*

## Section 5 Developer and Management Company

a. Name of each Developer  
*include each co-Developer*

<input type="text"/>
<input type="text"/>
<input type="text"/>

b. Management Company

Name of Management Company:	<input type="text"/>		
Street Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/> Zip: <input type="text"/>
Telephone:	<input type="text"/>		

## Section 6 Principals Disclosure for the Applicant and for each Developer

The required Principals Disclosure Form must be provided with the Application Package in Excel format. In order to assist the Applicant in completing the Principal Disclosure Form, the Corporation offers an Advance Review Process. The Advance Review Process for Disclosure of Applicant and Developer Principals is available on the Non-Competitive Application webpage and also includes samples which may assist the Applicant in completing the required Principals Disclosure Form.

# Non-Competitive Application Form

## Section 7 General Proposed Development Information

a. Name of the proposed Development:

b. Select the Development Category:

*If Redevelopment, acquisition and Redevelopment, Preservation, or acquisition and Preservation is selected, provide the required documentation as "Exhibit 3".*

c. Select the Development Type:

d. Previous Underwriting

(1) Is this Development currently being underwritten or has it been underwritten previously by any Credit Underwriter under contract with the Corporation?

*If "Yes", select the Credit Underwriter. If not known, select "unknown".*

(2) Is there an existing Corporation-Issued LURA and/or EUA on any portion of the Development site?  
Select One:

e. What is the anticipated placed in-service date?   
(mm/dd/yyyy)

# Non-Competitive Application Form

## Section 8 Location of Proposed Development

a. Choose a County:

b. Address of Development Site

Street Address or closest designated intersection:

City or unincorporated area of county:

Zip Code:

c. Does the proposed Development consist of Scattered Sites?

Select One:

d. Latitude and Longitude Coordinates

(1) Development Location Point

Latitude in decimal degrees, rounded to at least the sixth decimal place:

Longitude in decimal degrees, rounded to at least the sixth decimal place:

(2) If the proposed Development consists of Scattered Sites, identify the latitude and longitude coordinate for each site, rounded to at least the sixth decimal place:

e. Local Jurisdiction

Name of local jurisdiction where Development is located:

Chief Elected Official

First Name:

Middle Initial:

Last Name:

Title:

Street Address:

Suite # (if applicable)

City:

State:

Zip Code:

Telephone Number:

Email Address:

# Non-Competitive Application Form

**Section 9  
Units and Buildings**

a. Enter the total number of units in the proposed Development:

b. Select the number of new construction and rehabilitation units:

If "Combination of new construction and rehabilitation" is selected, state the quantity of each type:

Number of new construction units:

Number of rehabilitation units:

c. Occupancy Status  
Indicate which of the following applies to the Development site:

d. Indicate the total number of units that will have the following types of rental assistance. If none, enter "0" or "n/a".

- (a) PBRA:
- (b) ACC:
- (c) Other federal assistance:

e. Total number of buildings in proposed Development

Total number of residential buildings:

Total number of non-residential buildings:

f. Unit Mix Chart  
Complete the unit mix chart below:

Number of Bedrooms/Bathrooms per Unit	Number of Units per Bedroom/Bathroom Type
0 Bedroom/1 bathroom	<input style="width: 100%; height: 15px;" type="text"/>
1 Bedroom/1 bathroom	<input style="width: 100%; height: 15px;" type="text"/>
2 Bedrooms/1 bathroom	<input style="width: 100%; height: 15px;" type="text"/>
2 Bedrooms/1.5	<input style="width: 100%; height: 15px;" type="text"/>
2 Bedrooms/2	<input style="width: 100%; height: 15px;" type="text"/>
3 Bedrooms/1 bathroom	<input style="width: 100%; height: 15px;" type="text"/>
3 Bedrooms/1.5	<input style="width: 100%; height: 15px;" type="text"/>
3 Bedrooms/2	<input style="width: 100%; height: 15px;" type="text"/>
3 Bedrooms/2.5	<input style="width: 100%; height: 15px;" type="text"/>
3 Bedrooms/3	<input style="width: 100%; height: 15px;" type="text"/>
4 Bedrooms/1 bathroom	<input style="width: 100%; height: 15px;" type="text"/>
4 Bedrooms/1.5	<input style="width: 100%; height: 15px;" type="text"/>
4 Bedrooms/2	<input style="width: 100%; height: 15px;" type="text"/>
4 Bedrooms/2.5	<input style="width: 100%; height: 15px;" type="text"/>
4 Bedrooms/3	<input style="width: 100%; height: 15px;" type="text"/>
4 Bedrooms/3.5	<input style="width: 100%; height: 15px;" type="text"/>
4 Bedrooms/4	<input style="width: 100%; height: 15px;" type="text"/>

# Non-Competitive Application Form

**Section 10**  
**Set-Aside Commitments and Compliance Period**

a. Select one (1) of the following minimum set-aside commitments

<select one>

b. Total Set-Aside Breakdown Chart

(1) Applicants committing to the minimum set-aside commitment of 20 percent of the total units at 50 percent of the Area Median Income or less or 40 percent of the total units at 60 percent of the Area Median Income or less must complete the following chart:

Percentage of Residential Units				
Commitment for MMRB	Commitment for Non-Competitive HC		AMI Level	
		%	At or below 20%	
		%	At or below 30%	
		%	At or below 40%	
	%	%	At or below 50%	
	%	%	At or below 60%	
0	0%	0%	Total Set-Aside Percentage	

(2) Applicants committing to the Average Income Test must complete the following chart for the Housing Credit Set-Aside Units:

Number of Residential Units	Percentage of Units	AMI Level, at or below:	
0	0.000%	20%	
0	0.000%	30%	
0	0.000%	40%	
0	0.000%	50%	
0	0.000%	60%	
0	0.000%	70%	
0	0.000%	80%	
0		Market Rate	
0			Total Qualifying HC Units
0			Total Market Rate Units
0			Total Units
	0.000%		Average AMI of the Qualifying HC Units**

*\*For MMRB Developments, the Set-Aside commitment will be 40 percent of the total units at or below 60 percent AMI*

*\*\*The Average AMI of all Qualifying HC Units must be less than 60%*

c. Indicate the total number of years the Applicant irrevocably commits to set aside units in the proposed Development (minimum is 30 years)

Total number of years:

*Before making a commitment, the Applicant should refer to Item j. of the Applicant Certification and Acknowledgement Form.*



# Non-Competitive Application Form

**Section 11**  
**Features and Amenities**

- a. Applicants requesting Corporation-issued MMRB with 4 percent HC, must select enough of the features set out in (1) below to achieve a total point value of at least 6 points.

Applicants requesting 4 percent HC only to be used with bonds issued by an entity other than the Corporation or a County HFA must select enough of the features set out in (1) below to achieve a total point value of at least 12 points and enough of the features set out in (2) below to achieve a total point value of at least 9 points (for a total features point value of at least 21 points).

(1) Optional Features and Amenities for all Developments

<input type="checkbox"/>	30 year expected life roofing on all buildings	2 points
<input type="checkbox"/>	Emergency call service in all units	3 points
<input type="checkbox"/>	Exercise room with appropriate equipment. The exercise room must have secure entry	1 point
<input type="checkbox"/>	Community center or clubhouse	3 points
<input type="checkbox"/>	Swimming Pool	2 points
<input type="checkbox"/>	Playground/tot lot, accessible to children with disabilities (must be sized in proportion to Development's size and expected resident population with age-appropriate equipment)	2 points
<input type="checkbox"/>	Car care area (for car cleaning/washing/vacuuming)	1 point
<input type="checkbox"/>	Two or more parking spaces per total number of units	1 point
<input type="checkbox"/>	Picnic area with hard cover permanent roof of a design compatible with the Development, open on all sides, containing at least three permanent picnic tables with benches and an adjoining permanent outdoor grill	1 point
<input type="checkbox"/>	Computer lab on-site with minimum one computer per 20 units, with internet access, basic word processing, spreadsheets and assorted educational and entertainment software programs and at least one printer	1 point
<input type="checkbox"/>	Each unit wired for high speed internet	1 point

The Applicant may select only one (1) of the following two items:

<input type="checkbox"/>	One outside recreation facility consisting of shuffleboard court and appropriate equipment, bocce ball court or lawn bowling court and appropriate equipment, tennis court, full basketball court or volleyball court. (Specific facility will be committed to during Credit Underwriting.	2 points
<input type="checkbox"/>	Two outside recreation facilities. (Applicant must provide two separate facilities which must be approved by Corporation staff and servicers during Credit Underwriting)	2 points

The Applicant may select only one (1) of the following two items:

<input type="checkbox"/>	Laundry hook-ups and space for full-size washer and dryer inside each unit	1 point
<input type="checkbox"/>	Dryer and Energy Star qualified washer in a dedicated space with hook-ups within each unit, provided at no charge to the resident during the term of any lease	3 points

The Applicant may select only one (1) of the following two items:

<input type="checkbox"/>	Laundry facilities with full-size dryers and Energy Star qualified washers available in at least one common area on site - minimum 1 washer and 1 dryer for every 12 units	1 point
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# Non-Competitive Application Form

<input type="checkbox"/>	Laundry facilities with full-size dryers and Energy Star qualified washers available in at least one common area on every floor in each building of the Development if Development consists of more than one building and/or more than one story - minimum 1 washer and 1 dryer for every 12 units	2 points
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Applicants that selected Duplexes or Quadraplexes at Section 7.c. may select any of the following:

<input type="checkbox"/>	Garage for each unit which consists of a permanent, fully enclosable structure designed to accommodate one or more automobiles, either attached to the unit or detached but located on the same property, provided at no charge to the resident	3 points
<input type="checkbox"/>	Carport for each unit which consists of a permanent covered and paved area, attached to the unit and designed to accommodate one or more automobiles, provided at no charge to the resident	2 points
<input type="checkbox"/>	Fenced back yard for each unit which consists of a portion of the property behind each unit that is enclosed by a wood, privacy or chain link fence of a minimum height of 48". Direct access to the fenced back yard for each unit must be afforded solely by a door from that unit and no other unit	2 points

Total Number of Points selected in (1) above: 0

(2) Optional General Unit Features and Amenities for all new construction units and all rehabilitation units:

<input type="checkbox"/>	Ceramic tile bathroom floors in all units	2 points
<input type="checkbox"/>	Microwave oven in each unit	1 point
<input type="checkbox"/>	Marble window sills in all units	1 point
<input type="checkbox"/>	Steel exterior door frames for all exterior doors for all units	1 point
<input type="checkbox"/>	At least 1 1/2 bathrooms (one full bath and one with at least a toilet and sink) in all 2-bedroom new construction units. Note: In order to be eligible to select this feature the Development must have at least one 2-bedroom new construction unit.	2 points
<input type="checkbox"/>	Double compartment kitchen sink in all units	1 point
<input type="checkbox"/>	Pantry in kitchen area in all new construction units - must be no less than 20 cubic feet of storage space. Pantry cannot be just an under- or over-the-counter cabinet.	2 points
<input type="checkbox"/>	Garbage disposal in all units	1 point
<input type="checkbox"/>	New kitchen cabinets and counter top(s) in all rehabilitation units	3 points
<input type="checkbox"/>	New bathroom cabinet(s), excluding medicine cabinet, in all rehabilitation units	1 point
<input type="checkbox"/>	New plumbing fixtures in kitchen and bathroom(s) in all rehabilitation units [minimum of new sink and new faucets in kitchen and minimum of new tub, new toilet, new sink and new faucets in bathroom(s)]	3 points

Total number of points selected in (2) above: 0

Note: Applicants requesting 4 percent HC only to be used with bonds issued by a County HFA are not required to make a features and amenities commitment.

**b. Green Building Features**

Applicants requesting Corporation-issued MMRB with 4 percent HC, must select at least five (5) of the following Green Building Features.

Applicants requesting 4 percent HC only to be used with bonds issued by an entity other than the Corporation or a County HFA must select at least eight (8) of the following Green Building Features.

# Non-Competitive Application Form

<input type="checkbox"/>	Programmable thermostat in each unit
<input type="checkbox"/>	Energy Star qualified ceiling fans in all bedrooms and living areas
<input type="checkbox"/>	Energy Star qualified roofing material or coating
<input type="checkbox"/>	Energy Star qualified ventilation fans in all bathrooms
<input type="checkbox"/>	Energy efficient windows in each unit (there are specific requirements per Development Type, as outlined in Section 11.b.(3) of the Application instructions)
<input type="checkbox"/>	Install daylight sensors, timers or motion detectors on all outdoor lighting attached to buildings
<input type="checkbox"/>	FL Yards and Neighborhoods certification on all landscaping
<input type="checkbox"/>	Eco-friendly flooring - Carpet and Rug Institute Green Label certified carpet and pad, FloorScore certified flooring, bamboo, cork, 80% recycled content tile, and/or natural linoleum
<input type="checkbox"/>	Eco-friendly cabinets - formaldehyde free and material must be certified by the Forest Stewardship Council, the Environmental Stewardship Program, or a certification program endorsed by the Programme for the Endorsement of Forest Certification
<input type="checkbox"/>	Low-flow water fixtures in bathrooms - WaterSense labeled products or the following specifications: Toilets: 1.28 gallons/flush or less; Urinals: 0.5 gallons/flush; Lavatory Faucets: 1.5 gallons/minute or less at 60 psi flow rate; and Showerheads: 2.0 gallons/minute or less at 80 psi flow rate
<input type="checkbox"/>	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)
<input type="checkbox"/>	Energy Star qualified refrigerators, dishwashers and washing machines that are provided by the Applicant
<input type="checkbox"/>	Minimum SEER of 16 for unit air conditioners

Total number of green building features selected at b. above:

0

Note: Applicants requesting 4 percent HC only to be used with bonds issued by a County HFA are not required to make a green building features commitment.

# Non-Competitive Application Form

## Section 12 Resident Programs

### a. Qualified Resident Programs for all Applicants

Applicants requesting Corporation-issued MMRB with 4 percent HC, must select at least one (1) of the following programs and Applicants requesting 4 percent HC only to be used with bonds issued by an entity other than the Corporation or a County HFA must select at least four (4) of the following programs. These programs are outlined in Section 12.c. of the Application instructions.

The following health and wellness resident programs are available for All Developments except Elderly ALF Developments:

<input type="checkbox"/>	Health Care
<input type="checkbox"/>	Health and Nutrition Classes
<input type="checkbox"/>	Mentoring

The following health and wellness resident programs are available for Elderly ALF Developments only:

<input type="checkbox"/>	Health and Wellness Services and Activities
<input type="checkbox"/>	Mentoring and Intergenerational

The following resident programs are available for all Developments, regardless of the Demographic Commitment selected by the Applicant at Section 2 of the Application form.

<input type="checkbox"/>	Resident Activities
<input type="checkbox"/>	Financial Counseling
<input type="checkbox"/>	English as a Second Language
<input type="checkbox"/>	Resident Assistance Referral Program
<input type="checkbox"/>	Swimming Lessons
<input type="checkbox"/>	Life Safety Training

Total number of resident programs selected at a. above: 0

### b. Additional Qualified Resident Programs

Applicants requesting 4 percent HC only to be used with bonds issued by an entity other than the Corporation or a County HFA must also select enough of the following programs for the applicable Demographic Commitment, as selected by the Applicant at Section 2 of the Application form, to achieve a total point value of at least 6 points. Section 12 of the Application instructions outlines the resident programs available for the applicable Demographic Commitments.

# Non-Competitive Application Form

<input type="checkbox"/>	After School Program for Children (Family or Homeless)	3 points
<input type="checkbox"/>	First Time Homebuyer Seminars (Family or Homeless)	1 point
<input type="checkbox"/>	Adult Literacy (Family, Homeless, Elderly Non-ALF, or Elderly ALF)	2 points
<input type="checkbox"/>	Employment Assistance Program (Family or Homeless)	2 points
<input type="checkbox"/>	Supported Employment Program (Homeless or Persons with Special Needs)	4 points
<input type="checkbox"/>	Effective Communication for Conflict Resolution (Homeless or Persons with Special Needs)	2 points
<input type="checkbox"/>	Safety Awareness Program (Homeless or Persons with Special Needs)	2 points
<input type="checkbox"/>	Stress Management (Homeless or Persons with Special Needs)	2 points
<input type="checkbox"/>	Daily Activities (Elderly Non-ALF only)	3 points
<input type="checkbox"/>	Assistance with Light Housekeeping, Grocery Shopping and/or Laundry (Elderly Non-ALF only)	1 point
<input type="checkbox"/>	Resident Assurance Check-In Program (Elderly Non-ALF only)	2 points
<input type="checkbox"/>	24 Hour Support to Assist Residents in Handling Urgent Issues (Elderly Non-ALF or Persons with Special Needs)	3 points
<input type="checkbox"/>	Medication Administration (Elderly ALF only)	3 points
<input type="checkbox"/>	Computer Training (Elderly Non-ALF or Elderly ALF)	2 points
<input type="checkbox"/>	Services for Persons with Alzheimer's Disease and Other Related Disorders (Elderly ALF only)	3 points
<input type="checkbox"/>	Private Transportation (Elderly Non-ALF, Elderly ALF, or Persons with Special Needs)	3 points

Note: Applicants requesting 4 percent HC only to be used with bonds issued by a County HFA are not required to make a resident programs commitment.

Total Points selected in 12.b. above 0

# Non-Competitive Application Form

## Section 13 Funding

a. Funding Request:

(1) Corporation-issued MMRB: \$ \_\_\_\_\_

(2) Non-Competitive HC funding request (annual amount): \$ \_\_\_\_\_

b. DDA / QCT / Multiphase Development

If the Applicant is requesting 4 percent HC only in this Application and indicates that the proposed Development is eligible for the basis boost, the Applicant must provide the required documentation as "**Exhibit 4**".

(1) DDA

(a) Are any buildings in the proposed Development located in a SADDA? <select one>

If "Yes", provide the SADDA ZCTA Number(s):

*(The Applicant should separate multiple SADDA ZCTA Numbers by a comma.)*

(b) Is the proposed Development located in a non-metropolitan DDA? <select one>

(2) Is the proposed Development located in a QCT? select one>

If "Yes", indicate the HUD-designated QCT census tract number: \_\_\_\_\_

(3) Multiphase

(a) Is the proposed Development the first phase of a multiphase Development? <select one>

(b) Is the proposed Development a subsequent phase of a multiphase Development and eligible for the basis boost? <select one>

If "Yes", state the Corporation-assigned Application Number for the Development where the first phase was declared: \_\_\_\_\_

c. Finance Documents

If requesting Corporation-issued MMRB and 4% HC, provide the information outlined in questions (1), (4), and (5) below.

If requesting 4% HC only to be used with bonds issued by a County HFA, provide the information outlined in questions (2)(a) or (2)(b), as applicable, (4) and (5) below.

If requesting 4% HC only to be used with bonds issued by an entity other than the Corporation or a County HFA, provide the information outlined in questions (3) through (5) below.

(1) If requesting Corporation-issued MMRB, provide the following information:

(a) Credit Enhancer: \_\_\_\_\_  
Term: \_\_\_\_\_  
Expected Rating: \_\_\_\_\_

or

Private Placement / Name of Purchaser: \_\_\_\_\_  
Term: \_\_\_\_\_

# Non-Competitive Application Form

Expected Rating: \_\_\_\_\_

Provide the Credit Enhancer's Commitment or Bond Purchaser's Letter of Interest as "**Exhibit 5**".

and

(b)

Complete the Development Cost Pro-Forma, the Detail/Explanation Sheet, if applicable, the Construction or Rehab Analysis, and the Permanent Analysis tabs included with this Application form.

(2) If requesting 4% HC only to be used with bonds issued by a County HFA:

(a) If the Credit Underwriting for the bonds was prepared by a Credit Underwriter under contract with the Corporation, provide a complete copy of the final Credit Underwriting Report as "**Exhibit 6**".

or

(b) If the Credit Underwriting for the bonds has been completed by a credit underwriter not under contract with the Corporation, provide the following information as "**Exhibit 6**":

(i) The completed Development Cost Pro-Forma, the Detail/Explanation Sheet, if applicable, the Construction or Rehab Analysis, and the Permanent Analysis;

(ii) For the bond financing:

State the name of the assigned Credit Underwriter for the bonds: \_\_\_\_\_

and

Provide a copy of the inducement resolution or acknowledgement resolution awarding the bonds; and

(iii) Provide the information outlined in questions (4) and (5) below.

(3)

If requesting 4% HC only to be used with bonds issued by an entity other than the Corporation or a County HFA:

(a) Provide the following bond information:

Tax-Exempt Multifamily bond source: \_\_\_\_\_

Tax-Exempt Multifamily bond amount: \$ \_\_\_\_\_

(b) Provide the following information as "**Exhibit 7**":

(i) The completed Development Cost Pro-Forma, the Detail/Explanation Sheet, if applicable, the Construction or Rehab Analysis, the Construction or Rehab Analysis, and the Permanent Analysis tabs included with this Application form; and

(ii) The required information for the bond financing.

(4) Housing Credit Equity

All Applicants requesting HC must provide the following documentation, as applicable, as "**Exhibit 8**":

(a) If the equity agreement has closed, provide a copy of the closed limited partnership agreement or limited liability company operating agreement; or

(b)

If the equity agreement has not closed, provide a copy of the equity proposal, executed by the syndicator.

# Non-Competitive Application Form

Note: The equity agreement must meet the "15% criteria" described in the Applicant Certification and Acknowledgment form.

(5) Other Non-Corporation Financing

All Applicants must provide a copy of all other funding proposals that will be used as a source of financing for the proposed Development as "**Exhibit 9**".



# Non-Competitive Application Form

## Section 14 Verifying Application Fee Payment

To ensure that the Application Fee is processed for the correct Application, include the Development Name on the check or money order or identify through the ACH or wire transfer. If submitting a check or money order, provide the check or money order number in the space below. If submitting an ACH or wire transfer, provide the confirmation number and Federal Wire Transfer Number in the space below.

---

## Section 15 Addenda

The Applicant may use the space below to provide any additional information or explanatory addendum for items in the Application. Please specify the particular item to which the additional information or explanatory addendum applies.

---

- NOTES:
- (1) Developer fee may not exceed the limits established in Rule Chapter 67-21, F.A.C. Any portion of the fee that has been deferred must be included in Total Development Cost and listed as a source of funding.
  - (2) Because Housing Credit equity proceeds are being used as a source of financing, complete Columns 1 and 2. The various FHFC Program fees should be estimated and included in column 2 for at least the Housing Credit Program, along with the MMRB Program, if applicable.
  - (3) General Contractor's fee is limited to 14% of actual construction cost (for Application purposes, this is represented by A1.1. Column 3), rounded down to nearest dollar. The General Contractor's fee must be disclosed. The General Contractor's fee includes General Conditions, Overhead, and Profit. A General Contractor's Cost Certification will need to be completed prior to the issuance of IRS form 8609 and that certification may further restrict the overall General Contractor's fee. It is advised to review that certification process as early as possible.
  - (4) Except as otherwise provided in Rule Chapter 67-21, F.A.C., the maximum hard cost contingency allowed cannot exceed (i) 5% for Redevelopment and Developments where 50% or more of the units are new construction, (ii) 15% for Rehabilitation, or (iii) 20% in the event financing is obtained through a federal government rehabilitation program and is required by that program. In any case, the maximum soft cost contingency allowed cannot exceed 5%. For Application purposes, hard costs are represented by the total of A1.3. TOTAL ACTUAL CONSTRUCTION COSTS and soft costs are represented by the total of A2. TOTAL GENERAL DEVELOPMENT COST.
  - (5) Operating Deficit Reserves (ODR) are not to be included in C. DEVELOPMENT COST and cannot be used in determining the maximum Developer fee. An ODR, if necessary, will be reviewed and sized in credit underwriting and may be different than the amount provided in the Application.
  - (6) Applications using HC equity funding, with the exception of those applying for MMRB funding, should list an estimated compliance fee amount in column 2.
  - (7) The costs associated with issuing tax-exempt bonds are not includable in eligible basis and should be listed in column 2.
  - (8) Although the Corporation acknowledges that the costs listed on the Development Cost Pro Forma, Detail/Explanation Sheet, Construction or Rehab Analysis and Permanent Analysis are subject to change during credit underwriting. There may be certain cost limitations provided in Rule Chapter 67-21.F.A.C.

**USE THE DETAIL/EXPLANATION SHEET FOR EXPLANATION OF \* ITEMS. IF ADDITIONAL SPACE IS REQUIRED, ENTER THE INFORMATION ON THE ADDENDA LOCATED AT THE END OF THE APPLICATION.**

*What was the Development Category of the Proposed Development:  
Indicate the number of total units in the proposed Development:*

(please select from drop-down menu)

\*\*  
\*\*

	1 HC ELIGIBLE (HC ONLY)	2 HC INELIGIBLE or MMRB	3 TOTAL (MMRB and/or HC)
<b>DEVELOPMENT COSTS</b>			
<i>Actual Construction Costs</i>			
Accessory Buildings	_____	_____	_____
Demolition	_____	_____	_____
New Rental Units	_____	_____	_____
<b>*Off-Site Work (explain in detail)</b>	_____	_____	_____
Recreational Amenities	_____	_____	_____
Rehab of Existing Common Areas	_____	_____	_____
Rehab of Existing Rental Units	_____	_____	_____
Site Work	_____	_____	_____
<b>*Other (explain in detail)</b>	_____	_____	_____
<b>A1.1. Actual Construction Cost</b>	<b>\$</b> _____	<b>\$</b> _____	<b>\$</b> _____
<b>A1.2. General Contractor Fee</b> <small>See Note (3)</small> <b>(Max. 14% of A1.1., column 3)</b>	<b>\$</b> _____	<b>\$</b> _____	<b>\$</b> _____
<b>A1.3. TOTAL ACTUAL CONSTRUCTION COSTS</b>	<b>\$</b> _____	<b>\$</b> _____	<b>\$</b> _____
<b>A1.4. HARD COST CONTINGENCY</b> <small>See Note (4)</small>	<b>\$</b> _____	<b>\$</b> _____	<b>\$</b> _____

**NON-COMPETITIVE APPLICATION DEVELOPMENT COST PRO FORMA**

	1 HC ELIGIBLE (HC ONLY)	2 HC INELIGIBLE or MMRB	3 TOTAL (MMRB and/or HC)
<i>General Development Costs</i>			
Accounting Fees	_____	_____	_____
Appraisal	_____	_____	_____
Architect's Fee - Site/Building Design	_____	_____	_____
Architect's Fee - Supervision	_____	_____	_____
Builder's Risk Insurance	_____	_____	_____
Building Permit	_____	_____	_____
Capital Needs Assessment	_____	_____	_____
Engineering Fees	_____	_____	_____
Environmental Report	_____	_____	_____
FHFC Administrative Fee <sup>See Note (2)</sup>	██████████	_____	_____
FHFC Application Fee <sup>See Note (2)</sup>	██████████	_____	_____
FHFC Compliance Fee <sup>See Note (2)</sup>	██████████	_____	_____
FHFC PRL/Credit Underwriting Fees <sup>See Note (2)</sup>	██████████	_____	_____
Green Building Certification/ HERS Inspection Costs	_____	_____	_____
<b>*Impact Fees (list in detail)</b>	_____	_____	_____
Inspection Fees	_____	_____	_____
Insurance	_____	_____	_____
Legal Fees	_____	_____	_____
Market Study	_____	_____	_____
Marketing/Advertising	██████████	_____	_____
Property Taxes	_____	_____	_____
Soil Test Report	_____	_____	_____
Survey	_____	_____	_____
Tenant Relocation Costs	_____	_____	_____
Title Insurance & Recording Fees	_____	_____	_____
Utility Connection Fee	_____	_____	_____
<b>*Other (explain in detail)</b>	_____	_____	_____
<b>A2.1. TOTAL GENERAL DEVELOPMENT COST</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>A2.2. SOFT COST CONTINGENCY <sup>See Note (4)</sup></b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

**NON-COMPETITIVE APPLICATION DEVELOPMENT COST PRO FORMA**

	1 HC ELIGIBLE (HC ONLY)	2 HC INELIGIBLE or MMRB	3 TOTAL (MMRB and/or HC)
<i>Financial Costs</i>			
Construction Loan Origination/ Commitment Fee(s)	_____	_____	_____
Construction Loan Credit Enhancement Fee(s)	_____	_____	_____
Construction Loan Interest	_____	_____	_____
Non-Permanent Loan(s) Closing Costs	_____	_____	_____
Permanent Loan Origination/ Commitment Fee(s)	██████████	_____	_____
Permanent Loan Credit Enhancement Fee(s)	██████████	_____	_____
Permanent Loan Closing Costs	██████████	_____	_____
Bridge Loan Origination/ Commitment Fee(s)	_____	_____	_____
Bridge Loan Interest	_____	_____	_____
<b>*Other (explain in detail)</b>	_____	_____	_____
<b>A3. TOTAL FINANCIAL COSTS</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<i>ACQUISITION COST OF EXISTING DEVELOPMENT (excluding land)</i>			
Existing Building(s)	_____	_____	_____
<b>*Other (explain in detail)</b>	_____	_____	_____
<b>B. TOTAL ACQUISITION COSTS OF EXISTING DEVELOPMENT (excluding land)</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>C. DEVELOPMENT COST</b> (A1.3+A1.4+A2.1+A2.2+A3+B)	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<i>Developer Fee See Note (1)</i>			
Developer Fee on Acquisition Costs	_____	_____	_____
Developer Fee on Non-Acquisition Costs	_____	_____	_____
<b>D. TOTAL DEVELOPER FEE</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>E. OPERATING DEFICIT RESERVES</b> <small>See Note (5)</small>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>F. TOTAL LAND COST</b>	<b>\$ ██████████</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>G. TOTAL DEVELOPMENT COST</b> <small>See Note (8)</small> (C+D+E+F)	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

Detail/Explanation Sheet

Totals must agree with Pro Forma. Provide component descriptions and amounts for each item that has been completed on the Pro Forma that requires a detailed list or explanation.

DEVELOPMENT COSTS

**Actual Construction Cost**

(as listed at Item A1.)

Off-Site Work:

Other:

**General Development Costs**

(as listed at Item A2.)

Impact Fees:

Other:

**Financial Costs**

(as listed at Item A3.)

Other:

**Acquisition Cost of Existing Developments**

(as listed at Item B2.)

Other:

NOTES: Neither brokerage fees nor syndication fees can be included in eligible basis. Consulting fees, if any, and any financial or other guarantees required for the financing must be paid out of the Developer fee. Consulting fees include, but are not limited to, payments for Application consultants, construction management or supervision consultants, or local government consultants.

**CONSTRUCTION/REHAB ANALYSIS**

	AMOUNT	LENDER/TYPE OF FUNDS
<b>A. Total Development Costs</b>	\$ _____	
<b>B. Construction Funding Sources:</b>		
1. First Mortgage Financing	\$ _____	<select from menu> _____
2. Second Mortgage Financing	\$ _____	<select from menu> _____
3. Third Mortgage Financing	\$ _____	<select from menu> _____
4. Fourth Mortgage Financing	\$ _____	<select from menu> _____
5. Fifth Mortgage Financing	\$ _____	<select from menu> _____
6. Sixth Mortgage Financing	\$ _____	<select from menu> _____
7. Seventh Mortgage Financing	\$ _____	<select from menu> _____
8. Eighth Mortgage Financing	\$ _____	<select from menu> _____
9. Ninth Mortgage Financing	\$ _____	<select from menu> _____
10. Tenth Mortgage Financing	\$ _____	<select from menu> _____
11. HC Equity Proceeds Paid Prior to Completion of Construction which is Prior to Receipt of Final Certificate of Occupancy or in the case of Rehabilitation, prior to placed-in service date as determined by the Applicant.	\$ _____	
12. Other: _____	\$ _____	
13. Other: _____	\$ _____	
14. Deferred Developer Fee	\$ _____	
<b>15. Total Construction Sources</b>	\$ <u>_____</u>	
<b>C. Construction Funding Surplus</b>		
(B.15. Total Construction Sources, less A. Total Development Costs):	\$ <u>_____</u>	(A negative number here represents a funding shortfall.)

**Each Attachment must be listed behind its own Tab. DO NOT INCLUDE ALL ATTACHMENTS BEHIND ONE TAB.**

**PERMANENT ANALYSIS**

	<b>AMOUNT</b>	<b>LENDER/TYPE OF FUNDS</b>
<b>A. Total Development Costs</b>	\$ _____	
<b>B. Permanent Funding Sources:</b>		
1. First Mortgage Financing	\$ _____	<select from menu> _____
2. Second Mortgage Financing	\$ _____	<select from menu> _____
3. Third Mortgage Financing	\$ _____	<select from menu> _____
4. Fourth Mortgage Financing	\$ _____	<select from menu> _____
5. Fifth Mortgage Financing	\$ _____	<select from menu> _____
6. Sixth Mortgage Financing	\$ _____	<select from menu> _____
7. Seventh Mortgage Financing	\$ _____	<select from menu> _____
8. Eighth Mortgage Financing	\$ _____	<select from menu> _____
9. Ninth Mortgage Financing	\$ _____	<select from menu> _____
10. Tenth Mortgage Financing	\$ _____	<select from menu> _____
11. HC Syndication/HC Equity Proceeds	\$ _____	
12. Other: _____	\$ _____	
13. Other: _____	\$ _____	
14. Deferred Developer Fee	\$ _____	
<b>15. Total Permanent Funding Sources</b>	\$ <u>_____</u>	
<b>C. Permanent Funding Surplus</b>		
(B.15. Total Permanent Funding Sources, less A. Total Development Costs):	\$ <u>_____</u>	(A negative number here represents a funding shortfall.)

**Each Attachment must be listed behind its own Tab. DO NOT INCLUDE ALL ATTACHMENTS BEHIND ONE TAB.**

The intent of this page is to assist the Applicant in determining the overall Average Median Income for the proposed HC Development. This portion of the Development Cost Pro Forma is to assist the Applicant in understanding some of the variables involved when selecting Income Averaging as the minimum housing credit set-aside. The entries below will not be used to establish the Applicant's set-aside commitment for Application purposes. This is to be used as a tool to assist the Applicant in selecting appropriate set-aside commitments in the Application. The accuracy of the table is dependent upon the accuracy of the inputs and Florida Housing takes no responsibility in any programing errors. This table is optional and its use is at the sole discretion of the Applicant. Applicant is responsible to verify and be in compliance with all aspects of the Application. As of the effective date of adoption of Rule Chapter 67-21, F.A.C., the tax-exempt bond set-aside commitment cannot be income averaged and the bonds will have its own set-aside commitment. Be sure the two unique set-aside commitments (housing credits and tax-exempt bonds) are compatible.

**INCOME AVERAGING WORKSHEET**

	<u>AMI Set-Aside</u>	<u># of Units</u>	<u>% of Units</u>
	20%		0.00%
<i>(ELI Designation)</i>	30%		0.00%
	40%		0.00%
	50%		0.00%
	60%		0.00%
	70%		0.00%
	80%		0.00%
<b>Total Qualifying Housing Credit Units</b>		<b>0</b>	<b>0.00%</b>
<b>Market Rate Units</b>			<b>0.00%</b>
<b>Total Units</b>		<b>0</b>	<b>0.00%</b>
<b>Average AMI of the Qualifying Housing Credit Units</b>		<b>0.00%</b>	

(This should match the HC Set-Aside Commitment in the Application)



**Applicant Certification and Acknowledgement Form**  
**Section 16**

The Applicant certifies and acknowledges that:

- a. The proposed Development can be completed and operating within the development schedule and budget (i) outlined in the final Credit Underwriting Report submitted with the Application form, or (ii) submitted to the Corporation as a part of the Application form.
- b. Except for proposed Developments involving bonds issued by a County HFA which are exempted from this requirement, the Applicant acknowledges that any funding preliminarily secured by the Applicant is expressly conditioned upon any independent review, analysis and verification of all information contained in this Application that may be conducted by the Corporation, the successful completion of Credit Underwriting, and all necessary approvals by the Board of Directors, Corporation or other legal counsel, Bond Counsel, if applicable, the Credit Underwriter, and Corporation Staff.
- c. The Applicant acknowledges and certifies that it will abide by all commitments, requirements, and due dates outlined in the Application. Failure to provide the required information by any stated deadlines may result in the withdrawal of the invitation to enter credit underwriting, unless an extension is approved by the Corporation.
- d. The Applicant will promptly furnish such other supporting information, documents, and pay such fees as may be requested or required by the Corporation and/or the Credit Underwriter.
- e. If the Applicant enters Credit Underwriting at its own risk, the Applicant understands and agrees that the Corporation is not responsible or liable for actions taken by the Applicant in reliance on a conditional Credit Underwriting invitation by the Corporation. If the Applicant elects to enter Credit Underwriting based on a conditional Credit Underwriting invitation, the Applicant understands and agrees that it is doing so at Applicant's sole risk and, by its execution below, accepts such risk as its own, and hereby waives any and all claims and actions for damages or costs against Florida Housing and/or the Credit Underwriter in connection therewith.
- f. The Applicant commits that no qualified residents will be refused occupancy because they have Section 8 vouchers or certificates. The Applicant further commits to actively seek tenants from public housing waiting lists and tenants who are participating in and/or have successfully completed the training provided by welfare to work or self-sufficiency type programs.
- g. The Applicant commits to participate in the statewide housing locator system, as required by Florida Housing.

- h. The Applicant and all Financial Beneficiaries have read all applicable Corporation rules governing this Application form and have read the Instructions for completing this Application form and will abide by the applicable Florida Statutes and administrative rules, including, but not limited to, Rule Chapters 67-21, Florida Administrative Code. The Applicant and all Financial Beneficiaries have read, understand and will comply with Section 42 of the Internal Revenue Code, as amended, and all related federal regulations.
  
- i. In eliciting information from third parties required or included in this Application, the Applicant has provided such parties information that accurately describes the Development as proposed in this Application. The Applicant has reviewed the third party information included in this Application and the information provided by any such party is based upon, and accurate with respect to, the Development as proposed in this Application.
  
- j. The Applicant's commitment to set aside units in the proposed Development for the affordability period stated by the Applicant at question 10.c of the Application form is subject to the following:
  - (1) With certain exceptions, if there is an existing Corporation-issued LURA and/or EUA on the proposed Development site, in submitting this Application the Applicant knowingly, voluntarily and irrevocably commits to waive, and does hereby waive, for the duration of the total affordability period (a) as indicated by the Applicant in the Application or (b) the affordability period stated in the existing Corporation-issued LURA and/or EUA, whichever is greater, the option to convert to market, including any option or right to submit a request for a qualified contract, after year fourteen (14), and any other option, right or process available to the Applicant to terminate (or that would result in the termination of) the affordability period indicated in the Application at any time prior to the expiration of its full term. The exceptions to the above provision are: (i) if there is an existing LURA for the Predevelopment Loan (PLP) Program and/or the Elderly Housing Community Loan (EHCL) Program, (ii) if there is an existing LURA for the MMRB Program where no Corporation funding other than PLP and/or EHCL was involved with the original MMRB award, or (iii) if there is an existing EUA for Non-Competitive HC where no Corporation funding other than MMRB, PLP and/or EHCL was involved with the original Non-Competitive HC award.
  
  - (2) If there is no existing Corporation-issued LURA and/or EUA on the proposed Development site, or if there is an existing Corporation-issued LURA and/or EUA that meets any of the exceptions outlined in (1) above, the Applicant knowingly, voluntarily and irrevocably commits to waive, and does hereby waive, its option to convert to market after year fourteen (14) only if the Applicant commits to set aside units in the proposed Development for a period of time greater than the HC 30 year minimum.
  
- k. The proposed equity amount to be paid prior to or simultaneous with the closing of construction financing is at least 15 percent of the total proposed equity to be provided (the 15 percent criteria), subject to the following:

(1) If syndicating/selling the Housing Credits, there are two exceptions to the preceding sentence. First, if there is a bridge loan proposal within the equity proposal 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 bridge loan proposal 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 proposal 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 proposal, the 15 percent criteria is met. Bridge loan proposals that are not within the equity proposal, 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 (Note: this 15 percent criteria must be reflected in the limited partnership agreement or limited liability company operating agreement); or

(2) If not syndicating/selling the Housing Credits, proceeds from a bridge loan will not count toward meeting the 15 percent criteria;

1. The Applicant certifies that there are no agreements, other than the letter of intent provided with this Application or the Limited Partnership Agreement, between the Applicant and the Housing Credit Syndicator/equity provider.
- m. The Applicant certifies that the complete Limited Partnership Agreement, including any amendments thereto, will be divulged to the Corporation and the credit underwriter.
- n. The Applicant understands and agrees that it will ensure that (i) none of the General Contractor duties to manage and control the construction of the Development are subcontracted; (ii) none of the construction or inspection work is performed by the General Contractor, with the following exceptions: (A) the General Contractor may perform its duties to manage and control the construction of the Development; and (B) the General Contractor may self-perform work of a de minimis amount, defined for purposes of this paragraph as the lesser of \$350,000 or 5 percent of the construction contract; (iii) no construction cost is subcontracted to any entity that has common ownership or is an Affiliate of the General Contractor or the Developer, as further described in subsection 67-21.014(2)(r) and/or 67-21.026(12); and (iv) a provision is provided in the contract with General Contractor that it will comply with subsection 67-21.014(2)(r) and/or 67-21.026(12), as applicable.
- o. If requested by the Corporation, the Applicant understands and agrees to provide the Corporation with additional clarifying documentation, including the independent certified public accountant's audit documentation from the review of the development and construction costs, in order to timely review the final cost certification documentation.
- p. The Applicant, the Developer and all Principals are in good standing among all other state agencies and have not been prohibited from applying for funding.

- q. The undersigned understands and agrees that, if requested by the Corporation, the Applicant must submit IRS Form 8821 for all Financial Beneficiaries prior to Final Housing Credit Allocation.
- r. The Applicant understands and agrees to cooperate with any audits conducted in accordance with the provisions set forth in Section 20.055(5), F.S.
- s. The undersigned is authorized to bind the Applicant and all Financial Beneficiaries to this certification and warranty of truthfulness and completeness of the Application form.
- t. The Applicant understands and agrees to participate in the Development work center using the Procorem secure portal.

Under the penalties of perjury, I declare and certify that I have read the foregoing and that the information is true, correct and complete.

Signature of Authorized Principal  
Representative\*

[Redacted Signature]

Title

[Redacted Title]

\*The Authorized Principal Representative must type their name indicating the acknowledgement and certification of these requirements.