

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

**Part I. Applicant Certification**

The Applicant must provide the properly completed and executed Applicant Certification and Acknowledgement form behind a tab labeled **“Exhibit 1”**.

**Part II. Applicant and Development Team**

**A. Applicant**

1. Indicate the Corporation program(s) applied for in this Application (see Application Instructions for permitted program combinations):
  - Competitive HC Only
  - Competitive HC and HOME
  - Non-competitive HC Only
  - Tax-Exempt MMRB and non-competitive 4% HC
  - Tax-Exempt MMRB without non-competitive 4% HC
  - Tax-Exempt MMRB and Taxable Bonds and non-competitive 4% HC
  - Tax-Exempt MMRB and Taxable Bonds without non-competitive 4% HC

2. Applicant Information:

- a. Name of Applicant: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

b. Federal Employer Identification Number: \_\_\_\_\_

If not yet obtained, provide a copy of the completed, submitted application for the Federal Employer Identification Number behind a tab labeled “**Exhibit 2**”.

c. Is Applicant a legally formed entity qualified to do business in the state of Florida as of the Application Deadline?

Yes                       No

Provide required documentation behind a tab labeled “**Exhibit 3**”.

d. If applying for HC: Is the Applicant a limited partnership or limited liability company?

Yes                       No

e. Is the Applicant applying as a Non-Profit organization?

Yes                       No

If “Yes”, the Applicant must respond to questions (1) and (2) below. If “No”, skip Non-Profit status questions and proceed to question 3. below.

(1) Provide the following documentation for each Non-Profit entity:

- (a) attorney opinion letter behind a tab labeled “**Exhibit 4**”; and
- (b) IRS determination letter behind a tab labeled “**Exhibit 5**”.

(2) Answer the following questions:

- (a) Is the Applicant or one of its general partners or managing members incorporated as a Non-Profit entity pursuant to Chapter 617, Florida Statutes, or similar state statute if incorporated outside Florida?

Yes                       No

If “No”, is the Applicant or one of its general partners or managing members a wholly-owned subsidiary of a Non-Profit entity formed pursuant to Chapter 617,

Florida Statutes, or similar state statute if incorporated outside Florida?

Yes  No

- (b) Is the Applicant or one of its general partners or managing members a 501(c)(3) or 501(c)(4) Non-Profit entity or is the Applicant or one of its general partners or managing members a wholly-owned subsidiary of a 501(c)(3) or 501(c)(4) Non-Profit entity?

Yes  No

- (c) Does the Non-Profit entity have an ownership interest, either directly or indirectly, in the general partner or general partnership interest or in the managing member or the managing member's interest in the Applicant?

Yes  No

If "Yes", state the percentage owned in the general partnership or managing member interest:

\_\_\_\_\_ %

- (d) Percentage of Developer's fee that will go to the Non-Profit entity: \_\_\_\_\_ %

- (e) Provide the description/explanation of the role of the Non-Profit entity behind a tab labeled "**Exhibit 6**".

- (f) Provide the names and addresses of the members of the governing board of the Non-Profit entity behind a tab labeled "**Exhibit 7**".

- (g) For each Non-Profit entity, provide the articles of incorporation demonstrating that one of the purposes of the Non-Profit entity is to foster low-income housing behind a tab labeled "**Exhibit 8**".

- (h) Year Non-Profit entity was incorporated: \_\_\_\_\_  
(yyyy)

- (i) Is the Non-Profit entity affiliated with or controlled by a for-profit entity within the meaning of Section 42(h), Internal Revenue Code?

Yes If "Yes", state name of the for-profit entity: \_\_\_\_\_

No

3. Provide the required information for the Applicant and for each Developer behind a tab labeled “**Exhibit 9**”.

4. Contact Person for this Application:

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

5. If Applying for HOME: Is the Applicant applying as a Community Housing Development Organization (CHDO)?

Yes  No

If “Yes”, state CHDO Name: \_\_\_\_\_ and provide the required information behind a tab labeled “**Exhibit 9-A**”.

## **B. Development Team**

1. Developer or Principal of Developer:

a. Name of each Developer (include all co-Developers):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b. General Experience

- (1) For each experienced Developer, provide an executed Developer or Principal of Developer Certification form, behind a tab labeled “**Exhibit 10**”, certifying to the required experience with three (3) completed affordable rental housing developments, as outlined in the Instructions.

- (2) For each experienced Developer, provide a prior experience chart, behind a tab labeled “**Exhibit 10**”, reflecting the required information for the three (3) completed affordable rental housing developments.
- (3) For each co-Developer without the required experience, provide the requested information behind a tab labeled “**Exhibit 10**”.

c. Housing Credit Development Experience

- (1) Has a Principal of the Developer completed at least three (3) Housing Credit developments as outlined in Part II.B.1.c.(1) of the Instructions?

Yes                       No

If “Yes”, provide a prior experience chart, behind a tab labeled “**Exhibit 10**”, reflecting the required information for the three (3) Housing Credit developments.

or

- (2) Does a Principal of the Developer meet the criteria regarding all Competitive Housing Credits received from Florida Housing and all non-competitive Housing Credits received from Florida Housing to be used in conjunction with SAIL or HOME, as outlined in Part II.B.1.c.(2) of the Instructions?

Yes                       No

If “Yes”, provide a prior experience chart, behind a tab labeled “**Exhibit 10**”, reflecting the required information for the applicable Developments.

or

- (3) Has a Principal of the Developer completed at least 1,000 Housing Credit units in the state of Florida as outlined in Part II.B.1.c.(3) of the Instructions?

Yes                       No

If “Yes”, provide a prior experience chart, behind a tab labeled “**Exhibit 10**”, reflecting the required information for the applicable Developments.

2. Management Company or principal of Management Company:
  - a. Provide the executed Management Company or Principal of Management Company Certification form behind a tab labeled “**Exhibit 11**”.
  - b. Provide a Management Company’s or principal of Management Company’s prior experience chart behind a tab labeled “**Exhibit 11**”.
3. General Contractor or qualifying agent of General Contractor:
  - a. Provide the executed General Contractor or Qualifying Agent of General Contractor Certification form behind a tab labeled “**Exhibit 12**”.
  - b. Provide a prior experience chart, behind a tab labeled “**Exhibit 12**”, reflecting the required information for the two (2) completed developments.
  - c. Florida General Contractor Ranking Preference

(1) Domicile Category –

- (a) Is the principal office of the General Contractor or qualifying agent of the General Contractor located in the state of Florida?

Yes                       No

If “Yes”, indicate which party meets this criteria:

- General Contractor
- Qualifying agent of the General Contractor

and

- (b) Do a majority of the principals and financial beneficiaries of the General Contractor or qualifying agent of the General Contractor (as defined in Part II.B.3.c.(1)(b) of the Instructions) reside in the state of Florida?

Yes                       No

If “Yes”, indicate which party meets this criteria and provide a list of the principals and financial beneficiaries of the applicable party (General Contractor or qualifying agent) behind a tab labeled “**Exhibit 12**”.

- General Contractor
- Qualifying agent of the General Contractor

or

(2) Substantial Experience Category –

Has the General Contractor or qualifying agent of the General Contractor completed at least five (5) Developments using funds either provided by or administered by Florida Housing as outlined in Part II.B.3.c.(2) of the Instructions?

- Yes
- No

If “Yes”, provide a prior experience chart, behind a tab labeled “**Exhibit 12**”, reflecting the required information for the five (5) Florida Housing funded Developments.

4. Architect:

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

5. Attorney:

- a. MMRB Applicants - provide the executed Attorney (MMRB) Certification form behind a tab labeled “**Exhibit 14**”.
- b. HC Applicants - provide the executed Attorney (HC) Certification form behind a tab labeled “**Exhibit 15**”.

6. Accountant:

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

7. Service Provider (Assisted Living Facility (ALF) Developments only):

- a. Provide the executed Service Provider or Principal of Service Provider Certification form behind a tab labeled “**Exhibit 17**”.
- b. Provide a Service Provider’s or principal of Service Provider’s prior experience chart behind a tab labeled “**Exhibit 17**”.

8. Guarantor(s) Information (MMRB Applicants only):

Provide the Guarantor Information Chart behind a tab labeled “**Exhibit 18**”.

**Part III. Proposed Development**

**A. General Development Information**

1. Name of proposed Development: \_\_\_\_\_

2. Location of Development Site:

a. County: \_\_\_\_\_

b. Address of Development Site:

Select question (1) or question (2) below and provide the applicable information. If question (2) is selected, the Applicant must also select either question (2)(a) or question (2)(b) below and, if question (2)(a) is selected, the name of the city must be stated.

(1) The following address has been assigned by the USPS:

\_\_\_\_\_  
(Address Number and Street)

\_\_\_\_\_  
(City)

or

(2) The address has not yet been assigned by the USPS:

\_\_\_\_\_  
(Street Name and closest designated intersection)

and

(a) The proposed Development is located within the city limits of: \_\_\_\_\_.  
(Name of City)



or

- (b) The proposed Development is located within the unincorporated area of the County.

c. Will the Development consist of Scattered Sites?

- Yes  No

If “Yes”, for each of the Scattered Sites, provide the Address, total number of units, and the latitude and longitude coordinates behind a tab labeled “**Exhibit 19**”.

d. Does the location of the proposed Development qualify as an Urban In-Fill Development, as defined in Rule Chapters 67-21 and 67-48, F.A.C.?

- Yes  No

If “Yes”, to qualify as an Urban In-Fill Development for purposes of this Application, provide a properly completed and executed Local Government Verification of Qualification as Urban In-Fill Development form behind a tab labeled “**Exhibit 20**”.

e. Does the Application involve a site with an existing Declaration of Trust between a Public Housing Authority and HUD?

- Yes  No

If “Yes”, to be eligible for the Proximity Tie-Breaker Tier 1 Score boost the Applicant must meet the criteria outlined in Part III.A.2.e. of the Instructions and provide the required documentation behind a tab labeled “**Exhibit 20**”.

f. Does the proposed Development qualify as a Public Housing Revitalization Development?

- Yes  No

If “Yes”, to qualify as a Public Housing Revitalization Development for purposes of this Application, the Applicant must meet the criteria outlined in Part III.A.2.f. of the Instructions and provide a properly completed and executed Local Government Certification of Public

Housing Revitalization in a Local Community Redevelopment or Revitalization Plan form behind a tab labeled “**Exhibit 20**”.

g. Is the proposed Development being revitalized utilizing HOPE VI funding?

Yes  No

If “Yes”, to qualify as a HOPE VI Development for purposes of this Application, the proposed Development must meet the requirements set out in Part III.A.2.g. of the Instructions and the Applicant must provide the required documentation behind a tab labeled “**Exhibit 20**”.

h. Does the proposed Development qualify as a TOD Development?

Yes  No

If “Yes”, to qualify as a TOD Development for purposes of this Application, the proposed Development must meet all of the criteria outlined in Part III.A.2.h. of the Instructions and the properly completed and executed Local Government Verification of Qualification as a TOD Development form must be provided behind a tab labeled “**Exhibit 20**”.

i. Is proposed Development located in the Florida Keys Area?

Yes  No

j. Local Jurisdiction:

(1) Name of local jurisdiction where Development is located: \_\_\_\_\_ . If Development is located within a municipality (incorporated city, town, or village) the municipality must be specified.

(2) Chief elected official of jurisdiction:

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Telephone No. (including area code): \_\_\_\_\_

k. Competitive HC and non-competitive HC Applicants must complete questions (1) through (4) below:

(1) Difficult Development Area (DDA) and Qualified Census Tract (QCT):

(a) Is the proposed Development located in a DDA, as defined in Section 42(d)(5)(B)(iii), IRC, as amended, or in the 2012 QAP?

Yes  No

If "Yes", indicate which DDA: \_\_\_\_\_

(b) Is the proposed Development located in a QCT as defined in Section 42(d)(5)(B)(ii), IRC, as amended?

Yes  No

If "Yes", indicate QCT Number: \_\_\_\_\_ and provide a copy of a letter from the local planning office or census bureau which verifies that the proposed Development is located in the referenced QCT behind a tab labeled "**Exhibit 21**".

(c) If the answer to question (1)(a) and/or (1)(b) above is "Yes", is the proposed Development the first phase of a multiphase Development, as defined in Part III.A.2.k.(1)(c) of the Instructions?

Yes  No

(2) Is the Applicant applying for Housing Credits for eligible acquisition expenses?

Yes  No

If "Yes", answer questions (a) through (g) below:

(a) Is/are the building(s) acquired or to be acquired from a related party?

Yes  No

(b) Name of previous owner: \_\_\_\_\_

(c) Relationship to Applicant: \_\_\_\_\_

(d) Date Development originally placed in service: \_\_\_\_\_  
(mm/dd/yyyy)

(e) Date (mm/dd/yyyy) and cost of last rehabilitation: \_\_\_\_\_

(f) Describe acquisition facts and circumstances relative to Section 42(d), IRC (“10-year rule”):  
\_\_\_\_\_  
\_\_\_\_\_

(g) Is a waiver of the 10-year rule being sought by the Applicant?

Yes  No

Explain why or why not:  
\_\_\_\_\_  
\_\_\_\_\_

(3) Will this Development receive historic Housing Credits?

Yes  No

If “Yes”, what amount of historic Housing Credits will the Development receive? \$\_\_\_\_\_

(4) Is the Applicant applying for Housing Credits for eligible Rehabilitation expenses?

Yes  No

If “Yes”, what is the estimated qualified basis in Rehabilitation expenses per set-aside unit within one 24-month period for the building(s) being Rehabilitated? \$\_\_\_\_\_

l. Applicants requesting MMRB (with or without non-competitive HC) and Applicants requesting non-competitive HC only must provide the properly completed and executed Surveyor Certification of Development Location Point for MMRB and Non-Competitive HC form behind a tab labeled “**Exhibit 22**”.

m. Applicants requesting HOME must answer the following questions:

Will the proposed HOME Development be located in Alachua County, Leon County, or Sarasota County?

Yes  No

If “Yes”, complete (1) or (2) or (3) below, as applicable:

- (1) Alachua County Developments - Is the Development located within Alachua County, but outside the boundaries of incorporated Gainesville?

Yes  No

If “Yes”, provide the required letter from Alachua County behind a tab labeled “**Exhibit 22-A**”.

- (2) Leon County Developments - Is the Development located within Leon County but outside the boundaries of incorporated Tallahassee?

Yes  No

If “Yes”, provide the required letter from Leon County behind a tab labeled “**Exhibit 22-A**”.

- (3) Sarasota County Developments - Is the Development located within Sarasota County but outside the boundaries of incorporated Sarasota?

Yes  No

If “Yes”, provide the required letter from Sarasota County behind a tab labeled “**Exhibit 22-A**”.

3. Development Category:

- a. Select one category: \_\_\_\_\_

If selecting New Construction or Rehabilitation (with or without Acquisition), to be considered for a Rental Assistance (RA) Level other than RA Level 6, provide, behind a tab labeled “**Exhibit 23**”, the required information, as outlined at Part III.A.3.a.(1) of the Instructions.

If selecting Redevelopment or Acquisition and Redevelopment, the Applicant must meet the required criteria and provide, behind a tab labeled “**Exhibit 23**”, the required information, as outlined at Part III.A.3.a.(2) of the Instructions.

If selecting Preservation or Acquisition and Preservation, the Applicant must meet the required criteria and provide, behind a tab labeled “**Exhibit 23**”, the required information, as outlined at Part III.A.3.a.(3) of the Instructions.

- b. Does the proposed Development meet the requirements to be considered to be concrete construction?
- Yes                       No
- c. If applying for MMRB, will each residential building consist of two (2) or more dwelling units?
- Yes                       No

4. Development Type: \_\_\_\_\_

5. Number of buildings with dwelling units: \_\_\_\_\_

6. Number of Units in Proposed Development:

a. Total number of units: \_\_\_\_\_

b. Indicate which statement applies to the proposed Development:

- The proposed Development consists of 100% new construction units.
- The proposed Development consists of 100% rehabilitation units.
- The proposed Development will involve the following quantity of both new construction units and rehabilitation units:

\_\_\_\_\_ new construction units and \_\_\_\_\_ rehabilitation units

c. Total number of rental assistance units\*: \_\_\_\_\_

\*The number of units that receive and/or will receive PBRA, ACC and/or other form of long-term rental assistance, as applicable, will be used to determine the Application's RA Level classification, as outlined in Part III.A.3.a. of the Instructions, and must be stated in the Application by the Application Deadline without the ability to "cure", as outlined in Part III.A.6.c. of the Instructions.

7. Unit Mix:

# of Bedrooms per Unit	# of Baths per Unit	# of Units per Bedroom Type

8. Previous Underwriting:

- a. Is this Development currently being underwritten or has it been underwritten previously by any Credit Underwriter under contract with Florida Housing Finance Corporation?

Yes  No

If "Yes", identify the Credit Underwriter or state "unknown": \_\_\_\_\_

- b. Is there an existing LURA and/or EUA on any portion of the proposed Development site?

Yes  No

If "Yes", answer the following questions:

- (1) If the Applicant is requesting Competitive HC, does the proposed Development meet one of the permitted exceptions outlined in paragraph 67-48.023(1)(c), F.A.C.?

Yes  No

- (2) State the name of the Development as reflected in the recorded LURA and/or EUA: \_\_\_\_\_.

- (3) State the Zip Code of the existing Development: \_\_\_\_\_.

9. Development Status:

- a. Has the work proposed in this Application commenced?

Yes  No

If "Yes", were building permits or site development permits required?

Yes – when were the permits issued? \_\_\_\_\_  
(mm/dd/yyyy)

No - when did the work commence? \_\_\_\_\_  
(mm/dd/yyyy)

- b. Has the work proposed in this Application been completed?

Yes  No

If "Yes", when were the certificates of occupancy issued?

\_\_\_\_\_ (mm/dd/yyyy)

If certificates of occupancy were issued on more than one date, provide a listing of the issue-date for each certificate behind a tab labeled “**Exhibit 24**”.

c. If the proposed Development involves any rehabilitation work, are any of the existing units currently occupied?

Yes                       No

d. If the work proposed in this Application is not yet complete, what is the anticipated placed-in-service date? \_\_\_\_\_

(mm/dd/yyyy)

10. Proximity (Applications Requesting Competitive HC):

NOTE: Applications that achieve a total Proximity Tie-Breaker Score of less than 20 points will only be considered for funding under the applicable circumstances outlined in Section 6. of the Ranking and Selection Criteria section of the Instructions.

a. All Applicants seeking points for Transit, Tier 1 and Tier 2 services must provide the properly completed and executed Surveyor Certification for Competitive HC Applications form behind a tab labeled “**Exhibit 25**”.

b. For proximity of the proposed Development to the closest Development latitude and longitude coordinates identified on the FHFC Development Proximity List (the List) (Maximum 10 Tie-Breaker Points), indicate which of the following applies (Items (1) through (8) below) to this Application (Applicant may make only one selection even if more than one applies to the proposed Development):

(1) The proposed Development is located in a Large County **AND** the location of the proposed Development qualified as an Urban In-Fill Development at Part III.A.2.d. of the Application **AND** either the proposed Development (i) does not qualify as a Set-Aside Location A Development at Part III.E.1.b.(1) of the Application, **OR** (ii) qualifies as a Set-Aside Location A Development **AND** is classified as RA Level 1 or RA Level 2\*.

(2) The proposed Development is located in a Medium-Large County **AND** the location of the proposed Development (i) qualified as an Urban In-Fill Development at Part III.A.2.d. of the Application and (ii) is classified as a DDA and/or QCT as outlined in Part III.A.2.k.(1)(a) and/or (b) of the Application. Additionally, the proposed Development either (i) does not qualify as a Set-Aside Location A Development at Part III.E.1.b.(1) of the Application **OR** (ii)



qualifies as a Set-Aside Location A Development **AND** is classified as RA Level 1 or RA Level 2\*.

- (3) The Application qualified as a HOPE VI Development at Part III.A.2.g. of the Application **AND** the proposed Development either (i) does not qualify as a Set-Aside Location A Development at Part III.E.1.b.(1) of the Application **OR** (ii) qualifies as a Set-Aside Location A Development **AND** is classified as RA Level 1 or RA Level 2\*.
- (4) The Applicant selected and qualified for the Homeless Demographic Commitment at Part III.D. of the Application **AND** the proposed Development either (i) does not qualify as a Set-Aside Location A Development at Part III.E.1.b.(1) of the Application **OR** (ii) qualifies as a Set-Aside Location A Development **AND** is classified as RA Level 1 or RA Level 2\*.
- (5) The Applicant selected the Rehabilitation or Acquisition and Rehabilitation Development Category at Part III.A.3.a. of the Application **AND** the proposed Development (i) involves the Rehabilitation of an existing, occupied residential rental property currently in operation as of the Application Deadline, **AND** (ii) does not qualify as a Set-Aside Location A Development at Part III.E.1.b.(1) of the Application **AND** (iii) is classified as RA Level 1, 2, 3, or 4\*.
- (6) The Applicant selected and qualified for the Preservation or Acquisition and Preservation Development Category at Part III.A.3.a. of the Application **AND** the proposed Development (i) qualifies as a Set-Aside Location A Development at Part III.E.1.b.(1) of the Application **AND** (ii) is classified as RA Level 1 or RA Level 2\*.
- (7) The Applicant selected and qualified for the Preservation, Acquisition and Preservation, Redevelopment, or Acquisition and Redevelopment Development Category at Part III.A.3.a. of the Application **AND** the proposed Development (i) does not qualify as a Set-Aside Location A Development at Part III.E.1.b.(1) of the Application **AND** (ii) is classified as RA Level 1, 2, 3, or 4\*.
- (8) None of the above applies to this Application.

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

- c. Do the proposed Development and any Development(s) on the List have the same Financial Beneficiaries and are they contiguous or divided by a street or easement or divided by a prior phase of the proposed Development?

Yes  No

If “Yes”, identify the name of the Development(s) on the List:

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**B. Construction Features and Amenities**

1. Required General Features and Amenities for All Developments:

Does the Applicant commit to provide the required general features and amenities (outlined at Part III.B.1. of the Instructions) for the proposed Development?

Yes  No

2. Required Universal Design and Visitability Features:

- a. For proposed Developments involving new construction units, regardless of the Development Category selected at Part III.A.3.a. of the Application, does the Applicant commit to provide the required universal design and visitability features and amenities (outlined at Part A.1. of the Manual) in all of the new construction units?

Yes  No

- b. For proposed Developments involving rehabilitation units, regardless of the Development Category selected at Part III.A.3.a. of the Application, does the Applicant commit to provide feasible universal design and visitability features (outlined at Part B.1. of the Manual) as determined by a capital needs assessment performed during credit underwriting?

Yes  No

3. Optional Features and Amenities:

If the proposed Development will consist of Scattered Sites (as stated by the Applicant at Part III.A.2.c.), does the Applicant make a commitment to locate each selected feature and amenity that is not unit-specific on each of the

Scattered Sites, or no more than 1/16 mile from the Scattered Site with the most units, or a combination of both?

Yes  No

a. Optional General Unit Features and Amenities for all new construction units and all rehabilitation units, regardless of the Development Category selected at Part III.A.3.a. of the Application (Maximum available points for this category is 9 points):

- Ceramic tile bathroom floors in all units (2 points)
- Microwave oven in each unit (1 point)
- Marble window sills 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 counter top(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)

b. Optional Features and Amenities for All Developments Except SRO (Maximum available points for this category is 12 points):

- 30 Year expected life roofing on all buildings (2 points)
- Gated community with “carded” or “touchpad” entry or security guard, or if 2 or more stories, “carded” or “touchpad” secure entry to each building (2 points)
- Emergency call service in all units (3 points)
- Exercise room with appropriate equipment (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/vacuuming) (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)
- Library consisting of a minimum of 100 books and 5 current magazine subscriptions (1 point)
- Computer lab on-site with minimum one computer per 30 units, with 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)

Applicant may select only one of the following two items:

- 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)
- Outside recreation facilities. Applicant must identify two (2) separate facilities here: \_\_\_\_\_ and \_\_\_\_\_ (Facilities must be approved by Corporation staff and servicers during credit underwriting) (2 points)

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)

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 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 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)

Applicants that selected Single Family Rental, Duplexes, or Quadraplexes at Part III.A.4. 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)

c. Optional Features and Amenities for SRO Developments (Maximum available points for this category is 12 points):

- 30 Year expected life roofing on all buildings (2 points)
- Gated community with “carded” or “touchpad” entry or security guard, or if 2 or more stories, “carded” or “touchpad” secure entry to each building (2 points)
- Emergency call service in all units (3 points)
- Exercise room with appropriate equipment (2 points)
- Secure, enclosed bicycle storage provided at no charge to the resident (1 point)
- Cable or satellite TV hook-up in each unit and, if the Development offers cable or satellite TV service to the residents, the price cannot exceed the market rate for service of similar quality available to the Development’s residents from a primary provider of cable or satellite TV (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)
- Library consisting of a minimum of 100 books and 5 current magazine subscriptions (1 point)

- Computer lab on-site with minimum one computer per 30 units, with basic word processing, spreadsheets and assorted educational and entertainment software programs and at least one printer (1 point)

Applicant may select only one of the following two items:

- 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)
- Outside recreation facilities. Applicant must identify two (2) separate facilities here: \_\_\_\_\_ and \_\_\_\_\_ (Facilities must be approved by Corporation staff and servicers during credit underwriting) (2 points)

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 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 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)

d. Optional Universal Design and Visitability Unit Features (10 Points)

Does the Applicant commit to (i) provide all of the Optional Universal Design and Visitability features (outlined in Part A.2. of the Manual) in at least 15 percent of the proposed Development’s new construction units, if any, and (ii) provide as many of the Optional Universal Design and Visitability features (outlined in Part B.2. of the Manual) as feasible, based on the capital needs assessment, in at least 15 percent of the proposed Development’s rehabilitation units, if any?

- Yes
- No

4. Energy Features for all units in the Development:

- a. For proposed Developments involving new construction units, regardless of the Development Category selected at Part III.A.3.a. of the Application, does the Applicant commit that (i) each new construction unit in the proposed Development that is eligible for the Energy Star New Homes (Florida standard) will achieve a Home

Energy Rating System (HERS) Index of 77 or below, and (ii) each new construction unit in the proposed Development that is not eligible for the Energy Star New Homes will include, at a minimum, the energy features set out in Part III.B.4.a. of the Instructions?

- Yes                       No

b. For proposed Developments involving rehabilitation units, regardless of the Development Category selected at Part III.A.3.a. of the Application, does the Applicant commit to provide feasible energy features (outlined in Part III.B.4.b. of the Instructions) as determined by a capital needs assessment performed during credit underwriting for all rehabilitation units?

- Yes                       No

5. Green Building:

- a. Green Building Options for Applications with the Development Category of New Construction or Redevelopment (with or without Acquisition)

The Applicant may select one (1) of the following Green Building options:

- (1) Green Building Features (7 points)

By making this selection, the Applicant commits to provide the Green Building features outlined at Part III.B.5.a.(1) of the Application Instructions.

or

- (2) Green Building Certification (10 points)

By making this selection, the Applicant commits to achieve one of the Green Building Certifications listed at Part III.B.5.a.(2) of the Application Instructions.

or

- b. Green Building Option for Applications with the Development Category of Rehabilitation or Preservation (with or without Acquisition) (10 points)

By making this selection, the Applicant commits to provide the Green Building features outlined at Part III.B.5.b. of the Application Instructions.

## C. Ability to Proceed

### 1. Status of Site Plan Approval or Plat Approval:

- a. Multifamily Developments must provide a properly completed and executed Local Government Verification of Status of Site Plan Approval for Multifamily Developments form behind a tab labeled “**Exhibit 26**”.

or

- b. Single-Family Rental Developments must provide a properly completed and executed Local Government Verification of Status of Plat Approval for Single-Family Rental Developments form behind a tab labeled “**Exhibit 26**”.

### 2. Evidence of Site Control:

Applicant must demonstrate site control by providing the following documentation:

- a. Provide a fully executed qualified contract for purchase and sale for the subject property behind a tab labeled “**Exhibit 27**”.

or

- b. Provide a recorded deed or recorded certificate of title behind a tab labeled “**Exhibit 27**”.

or

- c. Provide a copy of the fully executed long-term lease behind a tab labeled “**Exhibit 27**”.

### 3. Evidence of Infrastructure Availability:

- a. Electricity – Provide a letter from the provider or a properly completed and executed Verification of Availability of Infrastructure – Electricity form behind a tab labeled “**Exhibit 28**”.

- b. Water – Provide a letter from the provider or a properly completed and executed Verification of Availability of Infrastructure – Water form behind a tab labeled “**Exhibit 29**”.

- c. Sewer, Package Treatment or Septic Tank – Provide a letter from the provider or a properly completed and executed Verification of Availability of Infrastructure – Sewer Capacity, Package Treatment, or Septic Tank form behind a tab labeled “**Exhibit 30**”.

- d. Roads – Provide a letter from the appropriate Local Government or a properly completed and executed Verification of Availability of Infrastructure – Roads form behind a tab labeled “**Exhibit 31**”.



4. Evidence of Appropriate Zoning:
  - a. New Construction and Redevelopment Developments (at Part III.A.3.a. of the Application) – Provide a properly completed and executed Local Government Verification That Development Is Consistent With Zoning And Land Use Regulations form behind a tab labeled “**Exhibit 32**”.

or

  - b. Rehabilitation and Preservation Developments (at Part III.A.3.a. of the Application) – Provide a properly completed and executed Local Government Verification That Development Is Consistent With Zoning And Land Use Regulations form or a properly completed and executed Local Government Verification That Permits Are Not Required For This Development form behind a tab labeled “**Exhibit 32**”.
  
5. Environmental Site Assessment (ESA):
  - a. Phase I ESA – Provide a properly completed and executed Verification of Environmental Safety – Phase I Site Assessment form behind a tab labeled “**Exhibit 33**”.
  - b. Phase II ESA – If applicable, provide a properly completed and executed Verification of Environmental Safety – Phase II Site Assessment form behind a tab labeled “**Exhibit 34**”.

**D. Demographic Commitment**

- 1. Elderly –
  - a. Will the proposed Development be an ALF?
 

○ Yes                      ○ No
  - b. For all counties except Miami-Dade County and Broward County, if the Applicant selected the Development Category of Rehabilitation or Preservation (with or without Acquisition) at Part III.A.3.a. of the Application, does the proposed Development constitute an existing, occupied elderly housing facility that is operating as an elderly housing facility as set forth in the Federal Fair Housing Act as of the Application Deadline for the 2011 Universal Application Cycle?
 

○ Yes                      ○ No
  - c. Provide evidence of a local need for low-income Elderly housing (non-ALF or ALF) behind a tab labeled “**Exhibit 35**”.



(3) All Applicants must enter all set-aside commitments (required set-asides and additional set-asides) on the total set-aside breakdown chart at either section (a) or (b) below. The Applicant should complete each column of the applicable chart.

(a) If applying for Competitive HC\* or non-competitive HC only:

Percentage of Residential Units		AMI Level
Commitment for Competitive HC or non-competitive HC only		
	%	At or Below 25%
	%	At or Below 28%
	%	At or Below 30%
	%	At or Below 33%
	%	At or Below 35%
	%	At or Below 40%
	%	At or Below 45%
	%	At or Below 50%
	%	At or Below 60%
Total Set-Aside Percentage:	%	

\* One of the requirements for a proposed Development to qualify as a TOD Development is that at least 50 of the Development's set-aside units must be located within the designated TOD area. Set-aside units are calculated using the methodology described in Section 3.b. of the Ranking and Selection Criteria section of the Instructions.

(b) If applying for MMRB with or without non-competitive HC:

Percentage of Residential Units		
Commitment for MMRB	Commitment for non-competitive HC	AMI Level
	%	At or Below 25%
	%	At or Below 28%
	%	At or Below 30%
	%	At or Below 33%
	%	At or Below 35%
	%	At or Below 40%
	%	At or Below 45%
	%	At or Below 50%
	%	At or Below 60%
Total Set-Aside Percentage:	%	%

2. HOME Applications:

a. Minimum Number of HOME-Assisted Units Required by HUD (Applicants requesting Competitive HC and HOME):

- (1) HOME loan requested: \$ \_\_\_\_\_
- (2) Total Development Cost: \$ \_\_\_\_\_

- (3) Percentage of Total Development Cost provided by HOME Loan \_\_\_\_\_%  
(Divide a.(1) by a.(2) and round up to the next whole percentage number)
- (4) Total number of units in Development: \_\_\_\_\_
- (5) Minimum number of HOME-Assisted Units Required by HUD: \_\_\_\_\_  
(Multiply a.(4) by a.(3), round up to the next whole number)
- (6) Minimum number of HOME-Assisted Units as a percentage: \_\_\_\_\_%  
(Divide a.(5) by a.(4) and round percentage to two decimal places)

b. Summary of HOME-Assisted Units:

- (1) Low HOME Rent Units \_\_\_\_\_
- (2) High HOME Rent Units \_\_\_\_\_
- (3) Total HOME -Assisted Units \_\_\_\_\_

3. Affordability Period:

Applicant irrevocably commits to set aside units in the proposed Development for a total of \_\_\_\_\_ years.

**F. Resident Programs**

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

- a. Homeownership Opportunity Program:
  - (1) Financial Assistance with Purchase of a Home (2 points)  
OR For HC Single Family Rental Developments Only
  - (2) Financial Assistance with Purchase of a Unit in the Development (1 point)
- b. After School Program for Children (3 points)
- c. First Time Homebuyer Seminars (1 point)
- d. Literacy Training (2 points)
- e. Employment Assistance Program (2 points)

OR

2. Qualified Resident Programs for Homeless Developments - SRO and Non-SRO (Maximum 6 Points):
- a. The following resident programs are available for SRO Developments only:
- (1) Staffed kitchen/Cafeteria (3 points)
  - (2) Daily Activities (3 points)
- b. The following resident programs are available for Non-SRO Developments only:
- (1) Homeownership Opportunity Program:
    - (a) Financial Assistance with Purchase of a Home (2 points)  
OR for HC Single Family Rental Developments Only
    - (b) Financial Assistance with Purchase of a Unit in the Development (1 point)
  - (2) After School Program for Children (3 points)
  - (3) First Time Homebuyer Seminars (1 point)
- c. The following resident programs are available for both SRO and Non-SRO Developments:
- (1) Literacy Training (2 points)
  - (2) Employment Assistance Program (2 points)

OR

3. Qualified Resident Programs for Elderly Developments (Maximum 6 Points):
- a. The following resident programs are available for Elderly Non-ALF Developments only:
- (1) Daily Activities (3 points)
  - (2) Assistance with Light Housekeeping, Grocery Shopping and/or Laundry (1 point)
  - (3) Resident Assurance Check-In Program (2 points)
  - (4) Manager On-Site 24 Hours Per Day (3 points)

- b. The following resident programs are available for Elderly ALF Developments only:
- (1) Medication Administration (3 points)
  - (2) Services for Persons with Alzheimer’s Disease and Other Related Disorders (3 points)
- c. The following resident programs are available for both Elderly Non-ALF and Elderly ALF Developments:
- (1) Private Transportation (3 points)
  - (2) Literacy Training (2 points)
  - (3) Computer Training (2 points)

AND

4. Qualified Resident Programs for ALL Applicants (Maximum 8 Points):

- a. Health and Wellness
  - (1) For All Developments Except Elderly ALF Developments:
    - (a) Health Care (2 points)
    - (b) Health and Nutrition Classes (2 points)
    - (c) Mentoring (2 points)
  - OR
  - (2) For Elderly ALF Developments only:
    - (a) Health and Wellness Services and Activities (2 points)
    - (b) Mentoring and Intergenerational (2 points)
- b. Resident Activities (2 points)
- c. Financial Counseling (2 points)
- d. English as a Second Language (2 points)
- e. Resident Assistance Referral Program (2 points)
- f. Swimming Lessons (2 points)
- g. Life Safety Training (2 points)

**G. HOME Uniform Relocation Act (Applications Requesting HOME)**

1. Does any portion of the Development involve rehabilitation work?
  - Yes - Complete both questions 2 & 3
  - No - Complete question 3 only
  
2. Tenant Relocation Information for Existing Properties:
  - a. Are there any units occupied?
    - Yes - Complete items b. – f.
    - No - Skip items c. – f.
  - b. How many total units now exist in the development? \_\_\_\_\_
  - c. How many units are occupied? \_\_\_\_\_
  - d. Based on the income information of each tenant, is permanent relocation (displacement) anticipated during or after the rehabilitation period?
    - Yes - Number of units affected: \_\_\_\_\_
    - No
  - e. During rehabilitation, will temporary relocation of any tenants be required?
    - Yes - how many tenants will require temporary relocation? \_\_\_\_\_
    - No
  - f. Provide one copy of the required information in a separate notebook entitled "Relocation Documentation."
  
3. Uniform Relocation Act (URA) Acquisition Information (For All Development Categories):
  - a. Does the Applicant own the Development site as documented in the Site Control section of this Application?
    - Yes - Provide a narrative regarding the acquisition behind a tab labeled "**Exhibit 35-A**" and skip items b. through d. below
    - No - Answer item b. below





- b. Was the Development to be rehabilitated built before 1978?
  - Yes – answer item c. below
  - No – skip item c. below
- c. Is the Applicant purchasing the property?
  - Yes - Provide a copy of the executed Disclosure of Information on Lead Based Paint and Lead Based Paint Hazards form behind a tab labeled “**Exhibit 35-F**”.
  - No

4. Match:

List the amount of each source of Match and provide the required documentation behind a tab labeled “**Exhibit 35-G**” :

- a. Source(s)
  - \$ \_\_\_\_\_
  - \$ \_\_\_\_\_
  - \$ \_\_\_\_\_
  - \$ \_\_\_\_\_
  - \$ \_\_\_\_\_
- b. Total Match Amount:
  - \$ \_\_\_\_\_

**Part IV. Local Government Support**

**A. Contributions**

- 1. If the proposed Development does not meet one or more of the criteria listed in the Application Instructions to be eligible for an automatic 5 points, has a Local Government committed to provide a contribution to the proposed Development?
  - Yes                       No

If “Yes”, provide the following:

- a. The applicable Local Government Verification of Contribution form(s):
  - (1) Local Government Verification of Contribution – Grant form behind a tab labeled “**Exhibit 36**”;
  - (2) Local Government Verification of Contribution – Fee Waiver form behind a tab labeled “**Exhibit 37**”;
  - (3) Local Government Verification of Contribution – Loan form behind a tab labeled “**Exhibit 38**”; and/or

(4) Local Government Verification of Contribution – Fee Deferral form behind a tab labeled “**Exhibit 39**”.

b. The payment stream for all present value calculations (if contribution consists of a loan or deferred fee) and the calculations by which the total amount of each waiver is determined (if contribution consists of a fee waiver) must be provided behind the applicable exhibit tab.

2. For each Local Government contribution the Development will receive:

a. Enter the type of contribution (grant, loan, fee waiver or fee deferral) and the value (net present value for loans and fee deferrals) of each contribution:

Type	Value
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

b. Enter the total value of the Local Government contribution(s): \$ \_\_\_\_\_

**B. Incentives**

- 1. If the Local Government provides an expedited permitting process for affordable housing, provide the Local Government Verification of Affordable Housing Incentives – Expedited Permitting Process for Affordable Housing form behind a tab labeled “**Exhibit 40**”.
- 2. If the Local Government has an on-going and current process for providing contributions to affordable housing properties or developments, provide the Local Government Verification of Affordable Housing Incentives – Contributions to Affordable Housing Properties or Developments form behind a tab labeled “**Exhibit 41**”.
- 3. If the Local Government currently makes available to affordable housing properties or developments the modification of fee requirements, including reduction or waiver of fees and alternative methods of fee payment, provide the Local Government Verification of Affordable Housing Incentives – Modification of Fee Requirements for Affordable Housing Properties or Developments form behind a tab labeled “**Exhibit 42**”.
- 4. If the Local Government currently has a process, established by ordinance, resolution, plan or policy, that requires consideration of the impact of proposed policies, ordinances, regulations, or plan provisions on the cost of affordable housing prior to adoption of such policies,

ordinances, regulations, or plan provisions, provide the Local Government Verification of Affordable Housing Incentives – Impact of Policies, Ordinances, Regulations or Plan Provisions on Cost of Affordable Housing Properties or Developments form behind a tab labeled “**Exhibit 43**”.

**Part V. Financing**

**A. Funding:**

1. Funding Request:

Tax-Exempt Multifamily Bonds	\$ _____
Taxable Multifamily Bonds	\$ _____
Competitive HC (annual amount)	\$ _____
Non-competitive HC (annual amount)	\$ _____
HOME	\$ _____

2. Other Funding:

a. If a PLP loan has been awarded for this Development, provide the following information:

Corporation File #	Amount of Funding
_____	\$ _____

b. Other Corporation funds that will be incorporated as a source of financing for the proposed Development:

Corporation Program	Corporation File #	Amount of Funding
(1) SAIL	_____	\$ _____
(2) Tax-Exempt MMRB	_____	\$ _____
(3) Non-competitive HC	_____	\$ _____
(4) Taxable MMRB	_____	\$ _____
(5) EHCL	_____	\$ _____

c. If tax-exempt multifamily bonds issued by an entity other than the Corporation or a County Housing Finance Authority will be used to finance this construction, provide the following information:

_____	\$ _____
(tax-exempt multifamily bond source)	(tax-exempt multifamily bond amount)

d. If the proposed Development will be assisted with funding under the United States Department of Agriculture RD 514/516 Program, RD

515 Program, and/or the RD 538 Program, indicate the applicable program(s) below and provide the required documentation behind a tab labeled “**Exhibit 44**”.

RD 514/516                       RD 515                       RD 538

**B. Finance Documents**

All Applicants must complete the Development Cost Pro-Forma, the Detail/Explanation Sheet, if applicable, the Construction or Rehab Analysis, and the Permanent Analysis.

All Applicants must complete and attach the Commitment to Defer Developer Fee form, if applicable, behind a tab labeled “**Exhibit 45**”.

**C. MMRB Applicants (Threshold)**

Provide the following information:

1. Credit Enhancer: \_\_\_\_\_

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

OR

2. Private Placement / Name of Purchaser: \_\_\_\_\_

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

Provide the Credit Enhancer’s Commitment or Bond Purchaser’s Letter of Interest behind a tab labeled “**Exhibit 46**”.

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

Attach all funding commitment(s) and letter(s) of intent executed by the lender(s) or other source(s). Insert the documentation for each source directly behind its own tab beginning with a tab labeled “**Exhibit 47**” and continuing with sequentially numbered tabs for each exhibit.

\*\*\*\*\*

**Addenda**

You may use the space below to provide any additional information or explanatory addendum for items in the Application. Please specify in detail the particular Part, Section, Subsection, etc., to which the additional information or explanatory addendum applies.

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

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**Maximum Points:**

<b>Application Points</b>	<b>Maximum Points</b>
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<b>Part III.B., Construction Features and Amenities</b>	
3.a. Optional General Unit Features and Amenities for all new construction units and all rehabilitation units .....	9 Points
3.b. and 3.c. Optional Features and Amenities for Non-SRO Developments or SRO Developments .....	12 Points
3.d. Optional Universal Design and Visitability Unit Features .....	10 Points
5. Green Building .....	10 Points
a. For New Construction and Redevelopment Developments (1) Green Building Features (7 Points) or (2) Green Building Certification (10 Points) or	
b. For Rehabilitation and Preservation Developments (10 Points)	
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1., 2., or 3. Qualified Resident Programs for Non-Elderly/Non- Homeless Developments, or Qualified Resident Programs for Homeless Developments, or Qualified Resident Programs for Elderly Developments .....	6 Points
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<b>Part IV.A., Local Government Contributions .....</b>	
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<b>Part IV.B., Local Government Incentives</b>	
1. Expedited Permitting Process .....	1 Point
2. Contributions to Affordable Housing .....	1 Point
3. Modification of Fee Requirements .....	1 Point
4. Consideration of Impact of Policies, etc., on Cost of Affordable Housing .....	1 Point
<b>Total Maximum Application Points:</b>	
<b><u>79 Points</u></b>	

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

Part III.A., Proximity

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

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

Part III.C., Ability to Proceed

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



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

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

**GENERAL INSTRUCTIONS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **SPECIFIC INSTRUCTIONS**

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

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

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

#### **A. Applicant**

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

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

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

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

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

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

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

2. Applicant Information.

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

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

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

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

participating in the management and operation of the Development. The percentage of the Developer's fee that will go to the Non-Profit entity must be at least 25 percent. Provide the description/explanation of the role of the Non-Profit entity behind a tab labeled "**Exhibit 6**". Provide the names and addresses of the governing board of the Non-Profit entity behind a tab labeled "**Exhibit 7**". Provide the articles of incorporation demonstrating that one of the purposes of the Non-Profit entity is to foster low income housing behind a tab labeled "**Exhibit 8**".

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

## B. Development Team

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

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

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

### 1. Developer or Principal of Developer

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

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

#### (1) Certification of General Experience

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

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

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

(2) Prior General Experience Chart

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

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

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

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

c. Housing Credit Development Experience (3 Points)

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

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

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



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

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

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

The prior experience chart must include the following information:

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

or

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

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

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

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

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

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

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

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

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

The prior experience chart must include the following information:

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

or

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

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

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

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

The prior experience chart must include the following information:

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

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

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

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

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

The prior experience chart must include the following information:

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

c. Florida General Contractor Ranking Preference

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

(1) Domicile Category

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

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

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

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

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

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

or

(2) Substantial Experience Category

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

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

The prior experience chart must include the following information:

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

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

4. Architect (Threshold)

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

5. Attorney (Threshold)

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

6. Accountant (Threshold)

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

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

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

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

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

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

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

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

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

#### A. General Development Information

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

#### LARGE, MEDIUM AND SMALL COUNTY CATEGORIES

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

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

- b. Provide the Address of the Development Site.

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

m. Applicants requesting HOME:

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

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

3. Development Category:

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

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

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

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

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

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

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

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

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

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

- (3) If Preservation or Acquisition and Preservation is selected, in order to qualify for the selected Development Category the following criteria must be met:
  - (a) The Development must meet the definition of Preservation stated in Rule 67-48.002 and/or 67-21.002, F.A.C.; and
  - (b) The Development must also meet the definition of Rehabilitation stated in Rules 67-48.002 and 67-48.0075, F.A.C.; and

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

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

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

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

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

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

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



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

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

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

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

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

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

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

**b. Concrete Construction**

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

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

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

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

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

- c. State the total number of rental assistance units (the number of units that receive and/or will receive PBRA, ACC and/or other form of long-term rental assistance), as applicable.

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

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

If the Development is complete and the certificates of occupancy were issued on more than one date, provide a listing of the issue-date for each certificate behind a tab labeled "**Exhibit 24**".

10. Applications Requesting Competitive HC:

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

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

NOTE: Applications that achieve a total Proximity Tie-Breaker Score of less than 20 points will only be considered for funding under the applicable circumstances outlined in Section 6. of the Ranking and Selection Criteria section of the Instructions.

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

- (1) Tie-Breaker Measurement Point:

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

- (2) Proximity to services:

- (a) Transit Services

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

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

(i) Public Bus Stop (Maximum 2 Points)

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

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

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

or

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

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

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

or

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

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

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

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

or

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

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

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

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

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

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



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

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

The eligible Tier 1 Services are defined below:

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

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

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

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

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

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

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

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

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

The eligible Tier 2 Services are defined below:

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

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

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

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

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

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

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

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

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

Service	Location where latitude and longitude coordinates must be obtained																										
Grocery Store, Public School, Medical Facility, Community Center, Senior Center, Public Library and Pharmacy	Coordinates must represent a point that is on the doorway threshold of an exterior entrance that provides direct public access to the building where the service is located.																										
Public Park	Coordinates must represent a point that is on the premises; however, the point may not be located in the parking lot, street, or any area that is not intended for recreational activities. Additionally, if the area intended for recreational activities is enclosed, the coordinates must represent the public ingress/egress point of entry to the enclosed area.																										
Public Bus Stop, Public Bus Rapid Transit Stop, Public Bus Transfer Stop and Public Rail Station	<p>With the exception of SunRail Rail Stations, coordinates must represent the location where passengers may embark and disembark the bus or train. SunRail Rail Stations coordinates must represent the coordinates listed below:</p> <table border="1" data-bbox="820 1157 1481 1549"> <thead> <tr> <th data-bbox="820 1157 1105 1184">Station Name</th> <th data-bbox="1105 1157 1481 1184">Latitude/Longitude Coordinates</th> </tr> </thead> <tbody> <tr> <td data-bbox="820 1184 1105 1211">Altamonte Springs Station</td> <td data-bbox="1105 1184 1481 1211">N 28 39 50.1, W 81 21 23.4</td> </tr> <tr> <td data-bbox="820 1211 1105 1239">Church Street Station</td> <td data-bbox="1105 1211 1481 1239">N 28 32 20.3, W 81 22 50.6</td> </tr> <tr> <td data-bbox="820 1239 1105 1266">DeBary Station</td> <td data-bbox="1105 1239 1481 1266">N 28 51 20.3, W 81 19 24.1</td> </tr> <tr> <td data-bbox="820 1266 1105 1293">Florida Hospital Station</td> <td data-bbox="1105 1266 1481 1293">N 28 34 21.8, W 81 22 17.4</td> </tr> <tr> <td data-bbox="820 1293 1105 1320">Lake Mary Station</td> <td data-bbox="1105 1293 1481 1320">N 28 45 31.8, W 81 19 04.3</td> </tr> <tr> <td data-bbox="820 1320 1105 1348">Longwood Station</td> <td data-bbox="1105 1320 1481 1348">N 28 42 04.1, W 81 20 43.4</td> </tr> <tr> <td data-bbox="820 1348 1105 1375">LYNX Central Station</td> <td data-bbox="1105 1348 1481 1375">N 28 32 52.2, W 81 22 51.0</td> </tr> <tr> <td data-bbox="820 1375 1105 1402">Maitland Station</td> <td data-bbox="1105 1375 1481 1402">N 28 38 03.7, W 81 21 44.7</td> </tr> <tr> <td data-bbox="820 1402 1105 1430">Orlando Amtrak/ORMC Station</td> <td data-bbox="1105 1402 1481 1430">N 28 31 39.5, W 81 22 55.6</td> </tr> <tr> <td data-bbox="820 1430 1105 1457">Sand Lake Road Station</td> <td data-bbox="1105 1430 1481 1457">N 28 27 11.3, W 81 22 1.0</td> </tr> <tr> <td data-bbox="820 1457 1105 1484">Sanford/SR46 Station</td> <td data-bbox="1105 1457 1481 1484">N 28 48 49.8, W 81 17 56.9</td> </tr> <tr> <td data-bbox="820 1484 1105 1512">Winter Park/Park Ave Station</td> <td data-bbox="1105 1484 1481 1512">N 28 35 51.5, W 81 21 6.0</td> </tr> </tbody> </table>	Station Name	Latitude/Longitude Coordinates	Altamonte Springs Station	N 28 39 50.1, W 81 21 23.4	Church Street Station	N 28 32 20.3, W 81 22 50.6	DeBary Station	N 28 51 20.3, W 81 19 24.1	Florida Hospital Station	N 28 34 21.8, W 81 22 17.4	Lake Mary Station	N 28 45 31.8, W 81 19 04.3	Longwood Station	N 28 42 04.1, W 81 20 43.4	LYNX Central Station	N 28 32 52.2, W 81 22 51.0	Maitland Station	N 28 38 03.7, W 81 21 44.7	Orlando Amtrak/ORMC Station	N 28 31 39.5, W 81 22 55.6	Sand Lake Road Station	N 28 27 11.3, W 81 22 1.0	Sanford/SR46 Station	N 28 48 49.8, W 81 17 56.9	Winter Park/Park Ave Station	N 28 35 51.5, W 81 21 6.0
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If there is no exterior public entrance to the Tier 1 or Tier 2 Service, then a point should be used that is at the exterior entrance doorway threshold that is the closest walking distance to the doorway threshold of the interior public entrance to the service. For example, for a Pharmacy located within an enclosed shopping mall structure that does not have a direct public exterior entrance, the latitude and longitude coordinates at the doorway threshold of the exterior public entrance to the enclosed shopping mall that

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

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

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

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

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

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



Development Category at Part III.A.3.a. and the proposed Development (i) involves the Rehabilitation of an existing, occupied residential rental property in operation as of the Application Deadline, and (ii) does not qualify as a Set-Aside Location A Development at Part III.E.1.b.(1), and (iii) is classified as RA Level 1, 2, 3, or 4\*.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

c. Scoring:

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

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

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

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

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

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

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

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

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

- Cable or satellite TV hook-up in each unit and, if the Development offers cable or satellite TV service to the residents, the price cannot exceed the market rate for service of similar quality available to the Development's residents from a primary provider of cable or satellite TV;
- Full-size range, oven and Energy Star qualified refrigerator in all units;

- At least two full bathrooms in all 3 bedroom or larger new construction units;
- Bathtub with shower in at least one bathroom in at least 90% of the new construction non-Elderly units;

c. All SRO Developments:

- Minimum unit size of 110 square feet;
- Each unit must contain at least one full size single bed, a lockable storage compartment or chest of drawers and a vertical clothes closet measuring at least three feet wide;
- Each unit must contain a sink;
- At least one set of bathroom facilities for every 16 units (each bathroom facility must contain a ratio of at least one sink, one shower with curtain or door and one toilet with door for every 4 units);
- Community center or meeting room featuring a television with cable or satellite TV hook-up;
- Public transportation within ½ mile.

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

2. Required Universal Design and Visitability Features (Threshold)

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

a. For all new construction units:

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

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

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

b. For all rehabilitation units:

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

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

3. Optional Features and Amenities (Maximum 31 Points)

To be eligible for points, all items selected must be located on the Development site. In addition, if the proposed Development will consist of Scattered Sites, to be eligible for points, the Applicant must commit to locate each selected feature and amenity that is not unit-specific on each of the Scattered Sites, or no more than 1/16 mile from the Scattered Site with the most units, or a combination of both.

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

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

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

- a. Optional General Unit Features and Amenities for all new construction units and all rehabilitation units, regardless of the Development Category selected at Part III.A.3.a. of the Application (maximum 9 points)
- b. Optional Features and Amenities for all Developments Except SRO (maximum 12 points)
- c. Optional Features and Amenities for SRO Developments (maximum 12 points)
- d. Optional Universal Design and Visitability Unit Features (10 points)

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

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

4. Energy Features (Threshold)

- a. For all new construction units:

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

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



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

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

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

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

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

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

b. For all rehabilitation units:

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

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

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

## 5. Green Building

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

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

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

a. Green Building for New Construction and Redevelopment Developments:

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

(1) Green Building Features (7 Points)

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

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

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

or

(2) Green Building Certification (10 Points)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

b. Plat Approval for Single-Family Rental Developments

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

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

2. Evidence of Site Control (Threshold)

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

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

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

OR

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

OR

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

3. Evidence of Infrastructure Availability (Threshold)

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

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

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

4. Evidence of Appropriate Zoning (Threshold)

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

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

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

5. Environmental Site Assessment (Threshold)

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

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

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

**D. Demographic Commitment (Threshold)**

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

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

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

1. Elderly

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

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

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

(1) Non-ALF Developments

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

selected the applicable Development Category at Part III.A.3. a.) of an existing, occupied elderly housing facility that is operating as an elderly housing facility as set forth in the Federal Fair Housing Act as of the Application Deadline.

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

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

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

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

## 2. Farmworker or Commercial Fishing Worker

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

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

## 3. Homeless

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

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

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

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

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

4. Family – Development will serve the general population.

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

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

1. Commitments for MMRB and HC Applications:

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

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

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

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

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

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

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

- b. Set-Aside Commitment

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



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

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

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

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

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

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

### Set-Aside Location A Areas

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

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

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

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

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

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

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

(2) Total Set-Aside Breakdown

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

(d) Total Set-Aside Breakdown Chart

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

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

2. Commitment for HOME Applications:

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

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

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

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

b. **Summary of HOME-Assisted Units**

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

3. **Affordability Period (Maximum 5 Points):**

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

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

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

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

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

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

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

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

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

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

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

OR

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

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

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

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

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

OR

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

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

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

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

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



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

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

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

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

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

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

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

OR

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

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

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

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

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

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

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

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

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

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

AND

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

- a. Cash contributions from nonfederal sources.

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

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

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

- c. Donated Real Property.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

❖ **SCORING:**

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

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

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

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

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

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

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

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



❖ County Contribution List

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

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

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

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

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

**Part V. Financing** (Threshold)

**A. Funding**

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

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

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

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

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

c. Minimum Competitive HC Request Amount for TOD Developments

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

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

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

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

d. HOME

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

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

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

- c. If tax-exempt multifamily bonds issued by an entity other than the Corporation or a County Housing Finance Authority will be used as a source of financing, the source and amount of such proceeds must be listed.
- d. If the proposed Development will be assisted with funding under the United States Department of Agriculture RD 514/516 Program, RD 515 Program, and/or RD 538 Program:
  - (1) Indicate the applicable RD Program(s).
  - (2) For a proposed Development that will be assisted with funding from RD 514/516 or RD 515:
    - (a) If the funding has been secured, to meet threshold include the funding amount at Line B.10. on the Construction/Rehab Analysis and/or Permanent Analysis and provide the applicable RD form(s): Obligation of Funding (Form RD 3560-51, Rev. 02-05), Assumption Agreement (Form RD 3560-21, Rev. 02-05), and/or Reamortization Agreement (Form RD 3560-16, Rev. 02-05) behind a tab labeled “**Exhibit 44**”. These forms are incorporated by reference and are available on the Corporation’s Website under the 2011 Universal Application link labeled Related References and Links.

or

- (b) If the funding has not yet been secured, to meet threshold the Applicant must include alternative financing amount(s) on the Construction/Rehab Analysis and/or Permanent Analysis and provide the applicable funding commitment documentation behind a tab labeled “**Exhibit 44**”. The applicable RD form(s) can then be provided during the credit underwriting process.
- (3) If the proposed Development will be assisted with funding under the RD 538 Program, to meet threshold the Applicant must:
  - (a) Include the funding amount at Line B.10. on the Construction/Rehab Analysis and/or Permanent Analysis; and
  - (b) Provide the Section 538 Selection letter sent to the Applicant by RD behind a tab labeled “**Exhibit 44**”; and

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

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

## **B. Finance Documents**

All Applicants must complete the Development Cost Pro Forma, the Detail/Explanation Sheet, if applicable, the Construction or Rehab Analysis, and the Permanent Analysis.

All Applicants must complete and attach the Commitment to Defer Developer Fee form, if applicable, behind a tab labeled “**Exhibit 45**”. If the proposed Development will have more than one Developer and the Developers are committing to defer some or all of the Developer fee, each Developer must complete and provide a Commitment to Defer Developer Fee form reflecting the portion of the Developer fee it is deferring.

### ❖ Development Cost Pro Forma

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

### ❖ Fee Disclosure

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

❖ Developer Fees

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

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

**C. MMRB Applicants**

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

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

Applicants must provide documentation of all commitments, proposals or letters of intent from both the construction and the permanent lender(s), the syndicator or other sources of funding. The commitments, proposals or letters of intent must state whether they are for construction financing, permanent financing, or both. For a commitment letter, proposal or letter of intent to meet threshold, all attachments must be included. Unless stated otherwise in these instructions, a firm commitment, proposal or letter of intent will not be considered if any information contained in the document (which includes any attachments thereto) is inconsistent with information stated elsewhere within the document or elsewhere within the Application. Insert documentation for each source directly behind its own tab beginning with a tab labeled "**Exhibit 47**" and continuing with sequentially numbered tabs for each exhibit. Evidence for each funding commitment, proposal or letter of intent must be behind its own tab.

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

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

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

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

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

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



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

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

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

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

or

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

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

3. Syndication/HC Equity (Threshold)

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

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

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

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

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

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

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

## **ADDENDA**

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

## **THRESHOLD REQUIREMENTS**

Requirements to meet Threshold include:

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

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

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

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

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

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

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

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

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

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

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

or

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

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

or

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

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

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



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

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

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

Applications will be classified into an RA Level as outlined in Part III.A.3.a. of the Instructions.
- 6. Tie-breakers
  - a. Option 1 Tie-Breakers

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

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

b. Option 2 Tie-Breakers

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

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

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

c. Option 3 Tie-Breakers

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

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

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

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

7. Set-Aside Unit Limitation (SAUL)

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

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

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

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

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

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

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

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

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

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

## 8. Funding Provisions

### a. Overall Program Provisions:



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

(2) Preservation Set-Aside

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

(3) The Small and Medium County Limits

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

c. HC Goals:

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

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

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

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

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

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

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

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

d. Application funding order:

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

(1) SAUL Stage 1

(a) 2 Florida Keys Area Developments Goal

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

(b) 1 Public Housing Revitalization Development Goal

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

(c) 3 TOD Developments Goal

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

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

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

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

(2) SAUL Stage 2

- (a) Prior to the commencement of selecting Applications for tentative funding in this Stage, the number of units credited to each county and the number of times each county has met its SAUL will be adjusted to zero as described in Section 7.c.(2) above.
- (b) 1 RD Preservation Development Goal

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

- (c) Preservation Developments

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

(3) SAUL Stage 3

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

(b) 1 Elderly Development Goal

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

(c) 1 Homeless Development Goal

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

(d) Non-Preservation Developments

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

(e) 15 Percent Non-Profit Goal

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

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

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

(f) Pooling of Remaining HC Funds

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

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

## **FEES**

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



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

1. Application Fee:

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

2. TEFRA Fee:

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

3. Credit Underwriting Fees:

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

a. Initial fee:

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

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

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

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

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

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

4. Administrative Fees:

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

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

5. Commitment Fees:

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

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

6. Compliance Monitoring Fees:

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

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

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

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

c. SAIL with HC:

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

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

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

7. Financial Monitoring Fees:

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

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

8. Loan Servicing Fees:

a. Permanent Loan Servicing Fees:

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

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

b. Construction Loan Servicing Fees:

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

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

For HOME loans only:

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

9. Tax-exempt Mortgage Financing:

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

10. Construction Inspection Fees:

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

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

11. Loan Closing Extension Fees:

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

12. Additional SAIL Fees:

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

13. Additional MMRB Fees:

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

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

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

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

14. Additional HOME Fees:

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

15. Development Cost Pro Forma:

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

16. Additional HC Fees:

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

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

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

17. Assumption/Renegotiation Fees:

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

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

## **SUPPLEMENTAL MMRB APPLICATION CYCLE**

### **A. Application**

1. General Provisions

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

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

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

b. Fees

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

2. Proximity

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

3. Ability to Proceed

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

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

4. Funding and Equity Commitments

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

## **B. Ranking and Selection Criteria**

### General Provisions

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

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

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



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

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

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

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

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

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

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

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

To meet threshold, the Applicant must:

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

## A. Application Instructions

### 1. Applicant:

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

### 2. Contact Person:

Provide the requested information for the Contact Person.

### 3. Developer:

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

### 4. Proposed Development Information:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

h. Demographic Commitment

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

i. Development Location

(1) Development Location Point

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

(2) Location Restrictions

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

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

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

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

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

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

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

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



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

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

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

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

j. Set-Aside Commitment:

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

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

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

5. Funding:

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

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

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

(d) Other Financing

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

(e) Deferred Developer Fee

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

6. Applicant Certification:

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

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

1. Credit Underwriting Review

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

a. Proposed Developments Not Subject to Location Restrictions

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

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

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

or

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

b. Proposed Developments Subject to Location Restrictions

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

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

or

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

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

2. Rule Requirements

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

**C. Fees**

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

**DEVELOPMENT COST PRO FORMA**

- NOTES:
- (1) Developer fee may not exceed the limits established in Rule Chapters 67-21 and 67-48, F.A.C. Any portion of the fee that has been deferred must be included in Total Development Cost.
  - (2) If Housing Credit equity is being used as a source of financing, complete Columns 1, 2 and 3. Otherwise, complete Columns 2 and 3.
  - (3) General Contractor's fee is limited to 14% of actual construction cost. General Contractor's fee must be disclosed.
  - (4) In reference to impact fees, a tax professional's advice should be sought regarding eligibility of these fees.
  - (5) For purposes of the Development Cost calculation in this Application, the only reserves allowed are contingency reserves for rehabilitation and construction (total of A1.3. and A.3. below), which amounts cannot exceed 5% for Development Category of New Construction and Redevelopment and 15% for Development Category of Rehabilitation and Preservation, as stated in Rule Chapter 67-48, F.A.C.
  - (6) For Applicants requesting Competitive HC and HOME, the Applicant will be responsible for all applicable HC fees and the Corporation will pay the multiple program servicing fees and compliance monitoring fees. For Non-Profit Applicants requesting Competitive HC and HOME, the Corporation will also pay the credit underwriting multiple program fees and the environmental review fees.
  - (7) Applicants using HC equity funding, with the exception of those applying for MMRB, should list an estimated compliance fee amount in column 2.
  - (8) 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.

**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.**

	1	2	3
	ELIGIBLE (HC ONLY)	HC INELIGIBLE OR MMRB / HOME	Total (MMRB, HOME & HC)
<b>PROJECT COST</b>			
<i>Actual Construction Cost</i>			
Demolition	_____	_____	_____
<b>*Off-site (explain in detail)</b>	_____	_____	_____
New Rental Units	_____	_____	_____
Rehab of Existing Rental Units	_____	_____	_____
Accessory Buildings	_____	_____	_____
Recreational Amenities	_____	_____	_____
Rehab of Existing Common Areas	_____	_____	_____
<b>*Other (explain in detail)</b>	_____	_____	_____
<b>A1. Actual Construction Cost</b>	<b>\$</b> _____	<b>\$</b> _____	<b>\$</b> _____
<b>A1.1. Sub-Total</b>	<b>\$</b> _____	<b>\$</b> _____	<b>\$</b> _____
<b>A1.2. General Contractor Fee (3)</b> <b>(Max. 14% of A1., column 3)</b>	<b>\$</b> _____	<b>\$</b> _____	<b>\$</b> _____
<b>A1.3. Total Actual Construction Cost</b>	<b>\$</b> _____	<b>\$</b> _____	<b>\$</b> _____
<i>Financial Cost</i>			
Construction Loan			
Credit Enhancement	_____	_____	_____

	1 ELIGIBLE (HC ONLY)	2 HC INELIGIBLE OR MMRB / HOME	3 Total (MMRB, HOME & HC)
Construction Loan Interest	_____	_____	_____
Construction Loan Orig. Fee	_____	_____	_____
Bridge Loan Interest	_____	_____	_____
Bridge Loan Orig. Fee	_____	_____	_____
Permanent Loan Credit Enhancement	_____	_____	_____
Permanent Loan Origination Fee	_____	_____	_____
<b>A2. Total Financial Cost</b>	\$ _____	\$ _____	\$ _____
<i>General Development Costs</i>			
Accounting Fees	_____	_____	_____
Appraisal	_____	_____	_____
Architect's Fee - Design	_____	_____	_____
Architect's Fee - Supervision	_____	_____	_____
Builder's Risk Insurance	_____	_____	_____
Building Permit	_____	_____	_____
Brokerage Fees - Land	_____	_____	_____
Brokerage Fees - Buildings	_____	_____	_____
Closing Costs - Construction Loan	_____	_____	_____
Closing Costs - Permanent Loan	_____	_____	_____
Engineering Fee	_____	_____	_____
Environmental Report	_____	_____	_____
FHFC Administrative Fee	_____	_____	_____
FHFC Application Fee	_____	_____	_____
FHFC Compliance Fee (6) & (7)	_____	_____	_____
FHFC Credit Underwriting Fee (6)	_____	_____	_____



	1	2	3
	ELIGIBLE (HC ONLY)	HC INELIGIBLE OR MMRB / HOME	Total (MMRB, HOME & HC)
<b>*Impact Fees (list in detail)</b>	_____	_____	_____
Inspection Fees	_____	_____	_____
Insurance	_____	_____	_____
Legal Fees	_____	_____	_____
Market Study	_____	_____	_____
Marketing/Advertising	_____	_____	_____
Property Taxes	_____	_____	_____
Soil Test Report	_____	_____	_____
Survey	_____	_____	_____
Title Insurance	_____	_____	_____
Utility Connection Fee	_____	_____	_____
<b>*Other (explain in detail)</b>	_____	_____	_____
<b>A3. TOTAL GENERAL DEVELOPMENT COST</b>	\$ _____	\$ _____	\$ _____
<b>A4. CONTINGENCY RESERVES (5)</b>	\$ _____	\$ _____	\$ _____
<b>B1. ACQUISITION COST OF EXISTING DEVELOPMENTS (EXCLUDING LAND) Existing Buildings</b>	\$ _____	\$ _____	\$ _____
<b>* B2. Other (explain in detail)</b>	\$ _____	\$ _____	\$ _____
<b>C. DEVELOPMENT COST (A1.3+A2+A3+A4+B1+B2)</b>	\$ _____	\$ _____	\$ _____
<b>D. DEVELOPER'S FEE (1)</b>	\$ _____	\$ _____	\$ _____
<b>E. TOTAL LAND COST</b>	_____	\$ _____	\$ _____
<b>F. TOTAL DEVELOPMENT COST (C+D+E)</b>	\$ _____	\$ _____	\$ _____

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**Detail/Explanation Sheet**

**Totals must agree with Pro Forma. Provide description and amount for each item that has been completed on the Pro Forma.**

**Development Cost**

***Acquisition Cost of Existing Developments***

*(as listed at Item B2. )*

Other: \_\_\_\_\_  
\_\_\_\_\_

***Actual Construction Cost***

*(as listed at Item A1.)*

Off-site: \_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

***General Development Costs***

*(as listed at Item A3.)*

Impact Fees: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: Neither brokerage fees nor syndication fees can be included in eligible basis. Consulting fees, if any, 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 or REHAB  
ANALYSIS**

**AMOUNT**

**LOCATION OF  
DOCUMENTATION**

**A. Total Development Cost:**

\$                     

**B. Sources:**

1. MMRB Requested

\$                     

2. HOME Loan Requested

\$                     

3. 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.

\$                      Exhibit                     

4. First Mortgage Financing

\$                      Exhibit                     

5. Second Mortgage Financing

\$                      Exhibit                     

6. Third Mortgage Financing

\$                      Exhibit                     

7. Deferred Developer Fee

\$                      Exhibit                     

8. Grants

\$                      Exhibit                     

9. HC Equity - Partner's Contribution

\$                      Exhibit                     

10. USDA RD Financing:

a. RD 514/516

\$                      Exhibit                     

b. RD 515

\$                      Exhibit                     

c. RD 538

\$                      Exhibit                     

11. Other:                                     

\$                      Exhibit                     

12. Other:                                     

\$                      Exhibit                     

13. Total Sources

\$                     

**C. Financing Shortfall  
(A. - B.13.):**

\$                     

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

**PERMANENT  
ANALYSIS**

**AMOUNT**

**LOCATION OF  
DOCUMENTATION**

**A. Total Development Cost:**

\$                     

**B. Sources:**

1. MMRB Requested

\$                     

2. HOME Loan Requested

\$                     

3. HC Syndication/HC Equity  
Proceeds

\$                      Exhibit                     

4. First Mortgage Financing

\$                      Exhibit                     

5. Second Mortgage Financing

\$                      Exhibit                     

6. Third Mortgage Financing

\$                      Exhibit                     

7. Deferred Developer Fee

\$                      Exhibit                     

8. Grants

\$                      Exhibit                     

9. HC Equity - Partner's Contribution

\$                      Exhibit                     

10. USDA RD Financing:

a. RD 514/516

\$                      Exhibit                     

b. RD 515

\$                      Exhibit                     

c. RD 538

\$                      Exhibit                     

11. Other:                                     

\$                      Exhibit                     

12. Other:                                     

\$                      Exhibit                     

13. Total Sources

\$                     

**C. Financing Shortfall  
(A. - B.13.):**

\$                     

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

**2011 UNIVERSAL CYCLE - APPLICANT CERTIFICATION AND ACKNOWLEDGEMENT**

The Applicant certifies that the proposed Development can be completed and operating within the development schedule and budget submitted to the Corporation.

The Applicant acknowledges that the Corporation may conduct its own independent review, analysis and verification of all information contained in this Application and that any funding preliminarily secured by the Applicant is expressly conditioned upon such verification, the successful completion of credit underwriting, all necessary approvals by the Board of Directors, Corporation legal counsel, Bond Counsel, if applicable, the Credit Underwriter, and Corporation Staff.

If preliminary funding is approved, the Applicant will promptly furnish such other supporting information, documents, and fees as may be requested or required. The Applicant understands and agrees that the Corporation is not responsible for actions taken by the undersigned in reliance on a preliminary commitment by the Corporation. 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.

If preliminary funding is approved, the Applicant commits to participate in the statewide housing locator system, as required by Florida Housing.

The Applicant and all Financial Beneficiaries have read all applicable Corporation rules governing this Application and have read the Instructions for completing this Application and will abide by the applicable Florida Statutes and administrative rules, including, but not limited to, Rule Chapters 67-21 and/or 67-48, Florida Administrative Code. If applying for the HC Program, 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.

In consideration for the Corporation processing and scoring this Application, the Applicant and all Financial Beneficiaries understand and agree that the Corporation shall hear appeals only pursuant to Rules 67-21.0035 and 67-48.005, F.A.C.

If applying for HC, the undersigned understands and agrees that in the event that the Applicant is invited into credit underwriting, the Applicant must submit IRS Forms 8821 for all Financial Beneficiaries in order to obtain a recommendation for a Housing Credit Allocation.

The undersigned is authorized to bind all Financial Beneficiaries to this certification and warranty of truthfulness and completeness of the Application.

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 Applicant

\_\_\_\_\_  
Name (typed or printed)

\_\_\_\_\_  
Title (typed or printed)

This certification form will not be considered and the Application will automatically be rejected without the opportunity to cure if, at Application Deadline, the completed form, reflecting an original signature, is not provided in the Application labeled "Original Hard Copy" or if the form contains corrections or 'white-out' or is scanned, imaged, altered, or retyped. Signatures in blue ink are preferred. The certification may be photocopied.

Provide Behind a Tab Labeled "Exhibit 1"

**2011 UNIVERSAL CYCLE - DEVELOPER OR PRINCIPAL OF  
DEVELOPER CERTIFICATION**

Name of Development: \_\_\_\_\_  
(Part III.A.1. of the 2011 Universal Cycle Application)

Name of Developer: \_\_\_\_\_

Name of Principal of Developer, if applicable: \_\_\_\_\_

Address of Developer: \_\_\_\_\_  
(street address, city, state)

\_\_\_\_\_

Telephone No. of Developer: \_\_\_\_\_

Fax No. of Developer: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

As the Developer or Principal of the Developer of the referenced Development, I certify that I have the requisite skills, experience and credit worthiness to successfully produce the units proposed by this Application. I further certify that the design, plans, and specifications for the proposed Development will comply with all federal, state and local requirements and the requirements of the Federal Fair Housing Act as implemented by 24 CFR 100, Section 504 of the Rehabilitation Act of 1973, and Titles II and III of the Americans with Disabilities Act of 1990 as implemented by 28 CFR 35, incorporating the most recent amendments and other legislation, regulations, rules, and other related requirements which apply or could apply to the proposed Development. Since January 1, 1991, I have developed and completed at least three (3) affordable rental housing developments, at least one (1) of which was completed since January 1, 2001. At least one (1) of the three (3) completed developments consists of a total number of units no less than 50 percent of the total number of units in the Development proposed by this Application, as evidenced by the prior experience chart provided in this Application. For purposes of this certification, completed for each of the three (3) developments means (i) that the temporary or final certificate of occupancy has been issued for at least one (1) unit in a building with dwelling units or (ii) at least one (1) IRS Form 8609 has been issued. I understand I am the Developer or Principal of the Developer of record for this Development and that, if funded by the Corporation, I will remain in this capacity until the Development has been completed. I certify that neither the Developer, Applicant, any Principal or Financial Beneficiary has any existing Developments participating in Corporation programs that remain in non-compliance with the IRC, applicable rule chapter, or applicable loan documents and for which any applicable cure period granted for correcting such non-compliance has ended. I further certify that the information provided within this Application is true and correct.

\_\_\_\_\_  
Signature of Developer or Principal of Developer

\_\_\_\_\_  
Print or Type Name of Signatory

**APPLICANT'S CERTIFICATION**

I certify that the Developer identified above will serve as the Developer of the proposed Development.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print or Type Name of Signatory

If this certification contains corrections or 'white-out', or if it is scanned, imaged, altered, or retyped, this form will not be considered and the Application will fail to meet threshold. The certification may be photocopied.

Provide Behind a Tab Labeled "Exhibit 10"

**2011 UNIVERSAL CYCLE - MANAGEMENT COMPANY OR PRINCIPAL OF  
MANAGEMENT COMPANY CERTIFICATION**

Name of Development: \_\_\_\_\_  
(Part III.A.1. of the 2011 Universal Cycle Application)

Name of Management Company: \_\_\_\_\_

Name of principal of Management Company, if applicable: \_\_\_\_\_

Address of Management Company: \_\_\_\_\_  
(street address, city, state)

\_\_\_\_\_

Telephone of Management Company: \_\_\_\_\_

I certify that I have the requisite skills and knowledge of affordable housing management requirements to successfully manage the units proposed by this Application and that I have specific experience in the management of affordable rental housing and have successfully managed at least two (2) affordable rental housing properties for at least two (2) years each, at least one (1) of which consists of a total number of units no less than 50 percent of the total number of units in the Development proposed by this Application, as evidenced by the prior experience chart provided in this Application. I further certify that the proposed Development will comply with all federal, state and local requirements and the requirements of the Federal Fair Housing Act as implemented by 24 CFR 100, Section 504 of the Rehabilitation Act of 1973 and Titles II and III of the Americans with Disabilities Act of 1990 as implemented by 28 CFR 35, incorporating the most recent amendments and other legislation, regulations, rules and other related requirements which apply or could apply to the proposed Development while under our management. I further certify that the information provided above is true and correct.

\_\_\_\_\_  
Signature of Management Company or principal of  
Management Company

\_\_\_\_\_  
Print or Type Name of Signatory

If this certification contains corrections or 'white-out', or if it is scanned, imaged, altered, or retyped, this form will not be considered and the Application will fail to meet threshold. The certification may be photocopied.

Provide Behind a Tab Labeled "Exhibit 11"

**2011 UNIVERSAL CYCLE - GENERAL CONTRACTOR OR QUALIFYING AGENT  
OF GENERAL CONTRACTOR CERTIFICATION**

Name of Development: \_\_\_\_\_  
(Part III.A.1. of the 2011 Universal Cycle Application)

Name of General Contractor: \_\_\_\_\_

Name of qualifying agent of General Contractor, if applicable: \_\_\_\_\_

Address of General Contractor: \_\_\_\_\_  
(street address, city, state)

Telephone of General Contractor: \_\_\_\_\_

Florida License Number of Signatory: \_\_\_\_\_      Expiration of License \_\_\_\_\_  
Date (mm/yyyy)

I certify that I am a General Contractor as defined by Rules 67-21 and/or 67-48, F.A.C., and licensed in the State of Florida with the requisite skills, experience and credit worthiness to successfully produce the units proposed by this Application and that I have been the General Contractor on at least two (2) developments completed since January 1, 2001 which are of similar development category and development type, at least one (1) of which consists of a total number of units no less than 50 percent of the total number of units in the Development proposed by this Application, as evidenced by the prior experience chart provided in this Application. For purposes of this certification, completed for each of the two (2) developments means (i) that the temporary or final certificate of occupancy has been issued for at least one (1) unit in a building with dwelling units or (ii) at least one (1) IRS Form 8609 has been issued. I further certify that I will construct the proposed Development in accordance with the design plans and specifications as prepared by the licensed Architect. In recognition and support of the implementation of Florida's welfare reform legislation, I certify my willingness to encourage the hiring of welfare-to-work or self-sufficiency type program participants in the construction of the proposed Development, and to provide such substantiating documentation regarding the incorporation of such program participants in the work force as may be requested by the servicing agent in conjunction with construction loan draw disbursements. I further certify my willingness and intention to enter into good faith negotiations or participate in a bidding process with the Applicant to act as the General Contractor for this proposed Development and that the information provided above is true and correct.

**NOTE:** If the Applicant is a Public Housing Authority with prior development experience, or is otherwise subject to the Competitive Consultants Negotiations Act, it may have the General Contractor from a prior development execute this certification. The intent of this provision is to allow experienced Public Housing Authorities or other regulated entities to have an opportunity to meet threshold without violation of bidding procedures. Public Housing Authorities without prior development experience must joint venture with an experienced development entity in order to participate in this Funding Cycle.

\_\_\_\_\_  
Signature of General Contractor or qualifying agent

\_\_\_\_\_  
Print or Type Name of Signatory

If this certification contains corrections or 'white-out', or if it is scanned, imaged, altered, or retyped, this form will not be considered and the Application will fail to meet threshold. The certification may be photocopied.

Provide Behind a Tab Labeled "Exhibit 12"



## 2011 UNIVERSAL CYCLE - ARCHITECT CERTIFICATION

Name of Development: \_\_\_\_\_  
(Part III.A.1. of the 2011 Universal Cycle Application)

Name of Architect: \_\_\_\_\_

Address of Architect: \_\_\_\_\_  
(street address, city, state)

Telephone of Architect: \_\_\_\_\_

Florida License Number of Signatory: \_\_\_\_\_ Expiration of License: \_\_\_\_\_  
Date (mm/yyyy)

The undersigned certifies to the following:

1. I am a Florida licensed Architect with the requisite skills and experience to provide the professional services needed to successfully produce the units proposed by this Application; and
2. I have experience with more than one (1) previous development of similar development category and development type, at least one (1) of which consists of a total number of units no less than 50 percent of the total number of units in the Development proposed by this Application; and
3. The design, plans and specifications for the proposed Development:
  - a. Allow for the inclusion of the Required General Features and Amenities outlined in Part III.B.1. of the 2011 Universal Cycle Application Instructions; and
  - b. Allow for the inclusion of the Required Universal Design and Visitability Features outlined in Part A.1. of the FHFC Universal Design and Visitability Manual, effective 11-3-2010, in the new construction units, if any; and
  - c. Allow for the possible inclusion of some of the Required Universal Design and Visitability Features, as outlined in Part B.1. of the FHFC Universal Design and Visitability Manual, effective 11-3-2010, in the rehabilitation units, if any; and
  - d. Allow for the inclusion of the Optional Features and Amenities selected by the Applicant at Part III.B.3.a. and Part III.B.3.b. or c. of the 2011 Universal Cycle Application; and
  - e. Allow for the inclusion of the Optional Universal Design and Visitability Features outlined in Part A.2. of the FHFC Universal Design and Visitability Manual, effective 11-3-2010, in at least 15% of the new construction units, if any, if committed to by the Applicant; and
  - f. Allow for the possible inclusion of some of the Optional Universal Design and Visitability Features, as outlined in Part B.2. of the FHFC Universal Design and Visitability Manual, effective 11-3-2010, in at least 15% of the rehabilitation units, if any, if committed to by the Applicant; and

Architect's Initials \_\_\_\_\_ (signature required on pg. 2)

Provide Behind a Tab Labeled "Exhibit 13"

## 2011 UNIVERSAL CYCLE - ARCHITECT CERTIFICATION

- g. If applicable, allow for the inclusion of the additional Required Elderly Features outlined in Part A.3. (for new construction units) and Part B.3. (for rehabilitation units) of the FHFC Universal Design and Visitability Manual, effective 11-3-2010, if the Applicant is applying under the Elderly Demographic; and
- h. If selected by the Applicant, allow for the eligible new construction units, if any, to meet the requirements of Energy Star New Homes and the ineligible new construction units, if any, to include the energy features outlined in Part III.B.4.a. of the 2011 Universal Application Instructions; and
- i. Allow for the possible inclusion of some of the energy features outlined in Part III.B.4.b. of the 2011 Universal Application Instructions in the rehabilitation units, if any; and
- j. Depending on the Development Category selected by the Applicant for the proposed Development:
  - (1) If New Construction or Redevelopment (more than 50% of the units are new construction), (a) allow for the inclusion of the Green Building features outlined at Part III.B.5.a.(1) of the 2011 Universal Application Instructions, or (b) allow for the proposed Development to meet one of the Green Building Certifications outlined at Part III.B.5.a.(2) of the 2011 Universal Application Instructions, as committed to the Applicant in the Application; or
  - (2) If Rehabilitation or Preservation (less than 50% of the units are new construction) allow for the inclusion of the Green Building features outlined in Part III.B.5.b. of the 2011 Universal Application Instructions; and
- 4. With regard to the federal, state and local requirements, the minimum requirements can be met for all new construction units and the requirements have been considered and will be addressed as part of the scope of any rehabilitation work, including the requirements of the Federal Fair Housing Act as implemented by 24 CFR 100, Section 504 of the Rehabilitation Act of 1973 and Titles II and III of the Americans with Disabilities Act of 1990 as implemented by 28 CFR 35, incorporating the most recent amendments and other legislation, regulations, rules and other related requirements which apply or could apply to the proposed Development; and
- 5. I am willing and intend to enter into good faith negotiations or participate in a bidding process with the Applicant to act as the Architect for this proposed Development; and
- 6. The information provided above is true and correct.

---

Architect 's Signature

---

Print or Type Name of Signatory

If this certification contains corrections or 'white-out', or if it is scanned, imaged, altered, or retyped, this form will not be considered and the Application will fail to meet threshold. The certification may be photocopied.

**2011 UNIVERSAL CYCLE - ATTORNEY CERTIFICATION  
FOR MMRB APPLICATIONS ONLY**

Name of Development: \_\_\_\_\_  
(Part III.A.1. of the 2011 Universal Cycle Application)

Name of Attorney: \_\_\_\_\_

Address of Attorney: \_\_\_\_\_  
(street address, city, state)

\_\_\_\_\_

Telephone of Attorney: \_\_\_\_\_

Florida Bar Number of Signatory: \_\_\_\_\_

I certify that I am a member in good standing of The Florida Bar with the requisite skills and experience to provide the professional services needed by the Applicant to produce the units proposed by this Application. I further certify my willingness and intention to enter into good faith negotiations with the Applicant to act as the attorney of record for this proposed Development and that the information provided above is true and correct.

\_\_\_\_\_  
Attorney's Signature

\_\_\_\_\_  
Print or Type Name of Signatory

If this certification contains corrections or 'white-out', or if it is scanned, imaged, altered, or retyped, this form will not be considered and the Application will fail to meet threshold. The certification may be photocopied.

Provide Behind a Tab Labeled "Exhibit 14"

**2011 UNIVERSAL CYCLE - ATTORNEY CERTIFICATION**  
**4% (Competitive and Non-Competitive)**  
**and/or 9% (Competitive)**  
**HOUSING CREDIT APPLICATIONS ONLY**

Name of Development: \_\_\_\_\_  
(Part III.A.1. of the 2011 Universal Cycle Application)

Name of Attorney: \_\_\_\_\_

Address of Attorney: \_\_\_\_\_  
(street address, city, state)

\_\_\_\_\_

Telephone of Attorney: \_\_\_\_\_

License Number of Signatory: \_\_\_\_\_ State: \_\_\_\_\_

I certify that I am a duly licensed attorney in good standing with the requisite skills and experience to provide the professional services needed by the Applicant to produce the units proposed by this Application. I further certify my willingness and intention to enter into good faith negotiations with the Applicant to act as the attorney of record for this proposed Development and that the information provided above is true and correct.

**NOTE:** To the extent that the Corporation requires it, an attorney licensed to practice law in Florida and acceptable to the Corporation must provide the enforceability opinion.

\_\_\_\_\_  
Attorney's Signature

\_\_\_\_\_  
Print or Type Name of Signatory

If this certification contains corrections or 'white-out', or if it is scanned, imaged, altered, or retyped, this form will not be considered and the Application will fail to meet threshold. The certification may be photocopied.

Provide Behind a Tab Labeled "Exhibit 15"

**2011 UNIVERSAL CYCLE - CERTIFICATION OF ACCOUNTANT**

Name of Development: \_\_\_\_\_  
(Part III.A.1. of the 2011 Universal Cycle Application)

Name of Accountant: \_\_\_\_\_

Address of Accountant: \_\_\_\_\_  
(street address, city, state)  
\_\_\_\_\_

Telephone of Accountant: \_\_\_\_\_

License Number of Signatory: \_\_\_\_\_ State: \_\_\_\_\_

I certify that I am a licensed Certified Public Accountant with the requisite skills and experience to provide the professional services needed by the Applicant to produce the units proposed by this Application and that I have provided professional accounting services on more than one previous affordable housing development and that, if this Application seeks Housing Credits, I have prior experience with tax credit accounting procedures. I further certify my willingness and intention to enter into good faith negotiations with the Applicant to serve as the Accountant for this proposed Development and that the information provided above is true and correct.

\_\_\_\_\_  
Accountant's Signature

\_\_\_\_\_  
Print or Type Name of Signatory

If this certification contains corrections or 'white-out', or if it is scanned, imaged, altered, or retyped, this form will not be considered and the Application will fail to meet threshold. The certification may be photocopied.

**2011 UNIVERSAL CYCLE - SERVICE PROVIDER OR PRINCIPAL  
OF SERVICE PROVIDER CERTIFICATION**

**ASSISTED LIVING FACILITY DEVELOPMENTS ONLY**

Name of Development: \_\_\_\_\_  
(Part III.A.1. of the 2011 Universal Cycle Application)

Name of Service Provider: \_\_\_\_\_

Name of principal of Service  
Provider, if applicable: \_\_\_\_\_

Address of Service Provider: \_\_\_\_\_  
(street address, city, state)

\_\_\_\_\_

Telephone of Service Provider: \_\_\_\_\_

I certify that I have the requisite skills and knowledge of assisted living facility service provision to successfully provide or coordinate services for the residents of this Development, as proposed by this Application. I further certify that I have specific experience in assisted living service provision or coordination and have successfully provided or coordinated services for at least two (2) assisted living facilities for at least two (2) years each, at least one (1) of which consists of a total number of units no less than 50 percent of the total number of units in the Development proposed by this Application, as evidenced by the prior experience chart provided in this Application, and that I am knowledgeable of all federal, state and local requirements and the requirements of the Federal Fair Housing Act as implemented by 24 CFR 100, Section 504 of the Rehabilitation Act of 1973 and Titles II and III of the Americans with Disabilities Act of 1990 as implemented by 28 CFR 35, Assisted Living Facility and licensure requirements as implemented by Chapter 429, Part I, F.S. and Rule Chapter 58A-5, F.A.C., incorporating the most recent amendments and other legislation, regulations, rules and other related requirements which apply or could apply to the proposed Development. I further certify that the information provided above is true and correct.

\_\_\_\_\_  
Signature of Service Provider or principal of  
Service Provider

\_\_\_\_\_  
Print or Type Name of Signatory

If this certification contains corrections or 'white-out', or if it is scanned, imaged, altered, or retyped, this form will not be considered and the Application will fail to meet threshold. The certification may be photocopied.

**2011 UNIVERSAL CYCLE - LOCAL GOVERNMENT VERIFICATION OF  
QUALIFICATION AS URBAN IN-FILL DEVELOPMENT**

Name of Development: \_\_\_\_\_  
(Part III.A.1. of the 2011 Universal Cycle Application)

Development Location: \_\_\_\_\_  
(At a minimum, provide the address assigned by the United States Postal Service, including the address number, street name and city, or if the address has not yet been assigned, provide (i) the street name, closest designated intersection and city if located within a city or (ii) the street name, closest designated intersection and county if located in the unincorporated area of the county.)

Local Government: \_\_\_\_\_

The City/County of \_\_\_\_\_ confirms that the Development  
(Name of City or County)

identified above meets the following criteria:

1. The proposed Development is located on a site or in an area that is targeted for in-fill housing or neighborhood revitalization by the local, county, state or federal government as evidenced by its inclusion in a HUD Empowerment/Enterprise Zone; a HUD-approved Neighborhood Revitalization Strategy; Florida Enterprise Zone; area designated under a Community Development Block Grant (CDBG); area designated as HOPE VI or a Front Porch Florida Community; or a Community Redevelopment Area as described and defined in the Florida Community Redevelopment Act of 1969; or the proposed Development is located in a qualified census tract and the development of which contributes to a concerted community revitalization plan; and
2. The site is in an area that is already developed and is part of an incorporated area or existing urban service area; and
3. The proposed Development is not located within the Small County Category.

**CERTIFICATION**

I certify that the above information is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Print or Type Title

This certification must be signed by the chief appointed official (staff) responsible for such approvals, Mayor, City Manager, County Manager/Administrator/ Coordinator, or Chairperson of the City Council or County Commission. Other signatories are not acceptable. If this certification is inappropriately signed, the Application will not qualify as an Urban In-Fill Development.

If the certification contains corrections or 'white-out' or if it is scanned, imaged, altered, or retyped, the Application will fail to qualify as an Urban In-Fill Development. The certification may be photocopied.

Provide Behind a Tab Labeled "Exhibit 20"

**2011 UNIVERSAL CYCLE - LOCAL GOVERNMENT CERTIFICATION OF  
PUBLIC HOUSING REVITALIZATION IN A LOCAL COMMUNITY REDEVELOPMENT  
OR REVITALIZATION PLAN**

Name of Development: \_\_\_\_\_  
(Part III.A.1. of the 2011 Universal Cycle Application)

Development Location: \_\_\_\_\_  
(At a minimum, provide the address assigned by the United States Postal Service, including the address number, street name and city, or if the address has not yet been assigned, provide (i) the street name, closest designated intersection and city if located within a city or (ii) the street name, closest designated intersection and county if located in the unincorporated area of the county.)

The City/County of \_\_\_\_\_ confirms that the Development identified above meets the following criteria:

The proposed Development is located in an area for which a Local Government has approved and adopted by ordinance, resolution, and or other legal action a community redevelopment or revitalization plan that:

- specifies geographic boundaries, which include the physical location of the Development;
- provides funding through a dedicated local source for such purposes as infrastructure, transit and residential development; and has other projects actively underway to implement the plan; and
- is evidenced by its inclusion in an area designated under a Community Development Block Grant (CDBG); a Community Redevelopment Area as described and defined in the Florida Community Redevelopment Act of 1969; or another geographically defined sub-area for which there is a plan adopted by the Local Government.

**CERTIFICATION**

I certify that the above information is true and correct. The Applicant's proposed Development is physically located in the following community redevelopment or revitalization plan:

\_\_\_\_\_ that is approved and adopted by:  
(Name of Community Redevelopment or Revitalization Plan)

\_\_\_\_\_  
(Reference Official Action, Cite Ordinance or Resolution Number)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Print or Type Title

This certification must be signed by the chief appointed official (staff) responsible for such approvals, Mayor, City Manager, County Manager/Administrator/ Coordinator, or Chairperson of the City Council or County Commission. Other signatories are not acceptable. If this certification is inappropriately signed, the Application will not qualify as a Public Housing Revitalization Development.

If the certification contains corrections or 'white-out' or if it is scanned, imaged, altered, or retyped, the Application will fail to qualify as a Public Housing Revitalization Development. The certification may be photocopied.

Provide Behind a Tab Labeled "Exhibit 20"



**2011 UNIVERSAL CYCLE - LOCAL GOVERNMENT VERIFICATION  
OF QUALIFICATION AS A TOD DEVELOPMENT**

Name of Development: \_\_\_\_\_  
(Part III.A.1. of the 2011 Universal Cycle Application)

Development Location: \_\_\_\_\_  
(At a minimum, provide the address assigned by the United States Postal Service, including the address number, street name and city, or if the address has not yet been assigned, provide (i) the street name, closest designated intersection and city if located within a city or (ii) the street name, closest designated intersection and county if located in the unincorporated area of the county.)

The undersigned Local Government official certifies that the proposed Development (identified above) is located within the area identified below which has been designated by the Local Government planning agency in its comprehensive plan, land use plan, land development code, or zoning code as a Transit-Oriented Development, Transit Oriented Development District, Rapid Transit Zone, Transit Village, or Rapid Transit Development Impact Zone:

- Broward County:
  - Deerfield Beach TOD ,  Sheridan Station TOD
- Miami-Dade County:

<input type="checkbox"/> Allapattah Station	<input type="checkbox"/> Dadeland South Metrorail	<input type="checkbox"/> Overtown Arena Station
<input type="checkbox"/> Brickell Station	<input type="checkbox"/> Douglas Rd. Station	<input type="checkbox"/> Santa Clara Station
<input type="checkbox"/> Brownsville Station	<input type="checkbox"/> Dr. Martin Luther King, Jr. Station	<input type="checkbox"/> South Miami Station
<input type="checkbox"/> Civic Center Station	<input type="checkbox"/> Earlington Heights Station	<input type="checkbox"/> Tri-Rail MetroRail Station
<input type="checkbox"/> Coconut Grove Station	<input type="checkbox"/> Government Center Station	<input type="checkbox"/> University Station
<input type="checkbox"/> Culmer Station	<input type="checkbox"/> Northside Station	<input type="checkbox"/> Vizcaya Station
<input type="checkbox"/> Dadeland North Metrorail	<input type="checkbox"/> Okeechobee Metrorail Station	
- Palm Beach County:
  - West Palm Beach Station/Seaboard Station
- Seminole County:
  - City of Longwood Transit Village

Note: In order for a proposed Development to qualify as a TOD Development for purposes of the 2011 Universal Application, it must (i) be located in one of the above areas, (ii) meet the scoring criteria outlined in the Proximity section of the Application to achieve a Transit Service Score of at least 6 points, based on the proposed Development's proximity to a Public Rail Station, (iii) the Applicant's Competitive HC request amount must be at least 40 percent of the Maximum Competitive HC Request for the applicable County inclusive of any DDA/QCT bonus, and (iv) at least 50 of the proposed Development's set-aside units must be located within the designated TOD area.

**CERTIFICATION**

I certify that the City/County of \_\_\_\_\_ has vested in me the authority  
(Name of City/County)  
to certify that the foregoing information is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Print or Type Title

This certification must be signed by the chief appointed official (staff) responsible for determination of issues related to transportation or planning. Signatures from local elected officials are not acceptable, nor are other signatories. If the certification is applicable to this Development and it is inappropriately signed, the Application will not qualify as a TOD Development.

If this certification contains corrections or 'white-out', or if it is scanned, imaged, altered, or retyped, the Application will not qualify as a TOD Development. The certification may be photocopied.

Provide Behind a Tab Labeled "Exhibit 20"

**2011 UNIVERSAL CYCLE - SURVEYOR CERTIFICATION OF  
DEVELOPMENT LOCATION POINT FOR  
MMRB AND NON-COMPETITIVE HC APPLICATIONS**

Name of Development: \_\_\_\_\_  
(Part III.A.1. of the 2011 Universal Cycle Application)

Development Location \*: \_\_\_\_\_

(At a minimum, provide the address assigned by the United States Postal Service, including the address number, street name and city, or if the address has not yet been assigned, provide (i) the street name, closest designated intersection and city if located within a city or (ii) the street name, closest designated intersection and county if located in the unincorporated area of the county.) \* If the Development consists of Scattered Sites, the Development Location stated above must reflect the Scattered Site where the Development Location Point is located.)

The undersigned Florida licensed surveyor confirms that the method used to determine the following latitude and longitude coordinates conforms to Rule 61G17-6, F.A.C.:

State the Development Location Point.	N ____ Degrees	_____ Minutes	_____ Seconds (truncated after 1 decimal place)	W ____ Degrees	_____ Minutes	_____ Seconds (truncated after 1 decimal place)
---	-------------------	------------------	---	-------------------	------------------	---

\*If the proposed Development will be financed with Florida Housing-issued MMRB and it consists of Scattered Sites, is a part of the boundary of each Scattered Site located within 1/2 mile of the Scattered Site with the most units?  Yes or  No (Must check one if Development consists of Scattered Sites.)<sup>1</sup>

If the Corporation discovers that there are any false statements made in this certification, the Corporation will forward a copy to the State of Florida Department of Business and Professional Regulation for investigation.

**CERTIFICATION** - Under penalties of perjury, I declare that the foregoing statement is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name and Title of Signatory

\_\_\_\_\_  
Florida License Number

\_\_\_\_\_  
Name of Surveyor

\_\_\_\_\_  
Address (street address, city, state)

\_\_\_\_\_  
Telephone Number (including area code)

<sup>1</sup> If the proposed Development will be financed with Florida Housing-issued MMRB and it meets the definition of Scattered Sites, a part of the boundary of each Scattered Site must be located within 1/2 mile of the Scattered Site with the most units.

“Scattered Sites,” as applied to a single Development, means a Development site that, when taken as a whole, is comprised of real property that is not contiguous (each such non-contiguous site within a Scattered Site Development, a “Scattered Site”). For purposes of this definition “contiguous” means touching at a point or along a boundary. Real property is contiguous if the only intervening real property interest is an easement provided the easement is not a roadway or street. (See Rules 67-48.002 and 67-21.002, F.A.C.);

This certification may not be signed by the Applicant, by any related parties of the Applicant, or by any Principals or Financial Beneficiaries of the Applicant. If the certification is inappropriately signed the form will not be considered and the Application will fail to meet threshold. If this certification contains corrections or ‘white-out’, or if it is scanned, imaged, altered, or retyped, this form will not be considered and the Application will fail to meet threshold. The certification may be photocopied.

Provide Behind a Tab Labeled “Exhibit 22” (Supplemental MMRB App. Cycle);  
or  
Provide Behind a Tab Labeled “Exhibit 5” (4 Percent HC County HFA Bonds Application Form)

**2011 UNIVERSAL CYCLE - SURVEYOR CERTIFICATION FOR COMPETITIVE HC APPLICATIONS**

Name of Development: \_\_\_\_\_  
 (Part III.A.1. of the 2011 Universal Cycle Application)

Development Location \*: \_\_\_\_\_  
 (At a minimum, provide the address assigned by the United States Postal Service, including the address number, street name and city, or if the address has not yet been assigned, provide (i) the street name, closest designated intersection and city if located within a city or (ii) the street name, closest designated intersection and county if located in the unincorporated area of the county.) \* If the Development consists of Scattered Sites, the Development Location stated above must reflect the Scattered Site where the Tie-Breaker Measurement Point is located.)

The undersigned Florida licensed surveyor confirms that the method used to determine the following latitude and longitude coordinates conforms to Rule 61G17-6, F.A.C.:

State the Tie-Breaker Measurement Point. <sup>1</sup>	N _____ Degrees	_____ Minutes	_____ Seconds (truncated after 1 decimal place)	W _____ Degrees	_____ Minutes	_____ Seconds (truncated after 1 decimal place)
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If the Development consists of Scattered Sites, is a part of the boundary of each Scattered Site located within 1/2 mile of the Scattered Site with the most units?  
 Yes or  No (Must check one if Development consists of Scattered Sites.)<sup>2</sup>

To be eligible for proximity tie-breaker points, Degrees and Minutes must be stated as whole numbers and Seconds must be truncated after 1 decimal place. The Corporation will utilize Street Atlas USA 2010, published by DeLorme, to determine the proximity of an eligible service to the proposed Development's Tie-Breaker Measurement Point.

**Transit Service** – State the latitude and longitude coordinates for one (1) Transit Service on the chart below.<sup>3</sup>

	Latitude			Longitude		
Public Bus Stop	N _____ Degrees	_____ Minutes	_____ Seconds (truncated after 1 decimal place)	W _____ Degrees	_____ Minutes	_____ Seconds (truncated after 1 decimal place)
Public Bus Transfer Stop or Public Bus Rapid Transit Stop	N _____ Degrees	_____ Minutes	_____ Seconds (truncated after 1 decimal place)	W _____ Degrees	_____ Minutes	_____ Seconds (truncated after 1 decimal place)
Public Rail Station	N _____ Degrees	_____ Minutes	_____ Seconds (truncated after 1 decimal place)	W _____ Degrees	_____ Minutes	_____ Seconds (truncated after 1 decimal place)

**Tier 1 and Tier 2 Services** - State the Name, Address and latitude and longitude coordinates of the closest service(s) on the chart below.<sup>3</sup>

<b>Tier 1 Services:</b>	Latitude			Longitude		
Grocery Store: Name - _____ Address - _____	N _____ Degrees	_____ Minutes	_____ Seconds (truncated after 1 decimal place)	W _____ Degrees	_____ Minutes	_____ Seconds (truncated after 1 decimal place)
Public School: Name - _____ Address - _____	N _____ Degrees	_____ Minutes	_____ Seconds (truncated after 1 decimal place)	W _____ Degrees	_____ Minutes	_____ Seconds (truncated after 1 decimal place)
Medical Facility: Name - _____ Address - _____	N _____ Degrees	_____ Minutes	_____ Seconds (truncated after 1 decimal place)	W _____ Degrees	_____ Minutes	_____ Seconds (truncated after 1 decimal place)
Senior Center: Name - _____ Address - _____	N _____ Degrees	_____ Minutes	_____ Seconds (truncated after 1 decimal place)	W _____ Degrees	_____ Minutes	_____ Seconds (truncated after 1 decimal place)
<b>Tier 2 Services:</b>	Latitude			Longitude		
Public Park: Name - _____ Address - _____	N _____ Degrees	_____ Minutes	_____ Seconds (truncated after 1 decimal place)	W _____ Degrees	_____ Minutes	_____ Seconds (truncated after 1 decimal place)
Community Center: Name - _____ Address - _____	N _____ Degrees	_____ Minutes	_____ Seconds (truncated after 1 decimal place)	W _____ Degrees	_____ Minutes	_____ Seconds (truncated after 1 decimal place)
Pharmacy: Name - _____ Address - _____	N _____ Degrees	_____ Minutes	_____ Seconds (truncated after 1 decimal place)	W _____ Degrees	_____ Minutes	_____ Seconds (truncated after 1 decimal place)
Public Library: Name - _____ Address - _____	N _____ Degrees	_____ Minutes	_____ Seconds (truncated after 1 decimal place)	W _____ Degrees	_____ Minutes	_____ Seconds (truncated after 1 decimal place)

If the Corporation discovers that there are any false statements made in this certification, the Corporation will forward a copy to the State of Florida Department of Business and Professional Regulation for investigation.

**CERTIFICATION** - Under penalties of perjury, I declare that the foregoing statement is true and correct.

Signature \_\_\_\_\_ Print or Type Name and Title of Signatory \_\_\_\_\_ Florida License Number \_\_\_\_\_

Name of Surveyor \_\_\_\_\_ Address (street address, city, state) \_\_\_\_\_ Telephone Number (including area code) \_\_\_\_\_

UA1016 (Rev. 2-11)  
 67-48.004(1)(a); 67-21.003(1)(a), F.A.C.

Provide Behind a Tab Labeled "Exhibit 25"

This certification, consists of 2 pages. This certification may not be signed by the Applicant, by any related parties of the Applicant, or by any Principals or Financial Beneficiaries of the Applicant. If the certification is inappropriately signed, the Application will not be eligible to receive proximity tie-breaker points. If this certification contains corrections or 'white-out', or if it is scanned, imaged, altered, or retyped, the Application will not be eligible to receive proximity tie-breaker points. The Application may still be eligible for automatic points. The certification may be photocopied. To be considered for scoring purposes, at least page 1 of this 2 page certification form must be provided by the Applicant.

<sup>1</sup>Tie-Breaker Measurement Point means a single point selected by the Applicant on the proposed Development site that is located within 100 feet of a residential building existing or to be constructed as part of the proposed Development. For a Development which consists of Scattered Sites, this means a single point on one of the Scattered Sites which comprise the Development site that is located within 100 feet of a residential building existing or to be constructed as part of the proposed Development. In addition, the Tie-Breaker Measurement Point must be located on the site with the most units.

<sup>2</sup>If the proposed Development meets the definition of Scattered Sites, a part of the boundary of each Scattered Site must be located within 1/2 mile of the Scattered Site with the most units. "Scattered Sites," as applied to a single Development, means a Development site that, when taken as a whole, is comprised of real property that is not contiguous (each such non-contiguous site within a Scattered Site Development, a "Scattered Site"). For purposes of this definition "contiguous" means touching at a point or along a boundary. Real property is contiguous if the only intervening real property interest is an easement provided the easement is not a roadway or street. (See Rules 67-48.002, F.A.C.)

<sup>3</sup>The latitude and longitude coordinates for all Proximity Services must represent a point as outlined below. The coordinates for each service must be stated in degrees, minutes and seconds, with the degrees and minutes stated as whole numbers and the seconds truncated after one decimal place. If the degrees and minutes are not stated as whole numbers and the seconds are not truncated after one decimal place, the Applicant will not be eligible for proximity tie-breaker points for that service.

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

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

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

**2011 UNIVERSAL CYCLE - LOCAL GOVERNMENT VERIFICATION OF STATUS  
OF SITE PLAN APPROVAL FOR MULTIFAMILY DEVELOPMENTS**

Name of Development: \_\_\_\_\_  
(Part III.A.1. of the 2011 Universal Cycle Application)

Development Location: \_\_\_\_\_  
(At a minimum, provide the address assigned by the United States Postal Service, including the address number, street name and city, or if the address has not yet been assigned, provide (i) the street name, closest designated intersection and city if located within a city or (ii) the street name, closest designated intersection and county if located in the unincorporated area of the county.)

Zoning Designation: \_\_\_\_\_

Mark the applicable statement:

1.  The above-referenced Development is new construction or rehabilitation with new construction and the final site plan, in the zoning designation stated above, was approved on or before the Application Deadline for the 2011 Universal Application Cycle (as stated on the FHFC Website [http://apps.floridahousing.org/StandAlone/FHFC\\_ECM/ContentPage.aspx?PAGE=0238](http://apps.floridahousing.org/StandAlone/FHFC_ECM/ContentPage.aspx?PAGE=0238)) by action of the \_\_\_\_\_ (Legally Authorized Body\*).
  
2.  The above-referenced Development is new construction or rehabilitation with new construction and (i) this jurisdiction provides either preliminary site plan approval or conceptual site plan approval which has been issued, or (ii) site plan approval is required for the new construction work; however, this jurisdiction provides neither preliminary site plan approval nor conceptual site plan approval, nor is any other similar process provided prior to issuing final site plan approval. Although there is no preliminary or conceptual site plan approval process and the final site plan approval has not yet been issued, the site plan, in the zoning designation stated above, has been reviewed.

The necessary approval/review was performed on or before the Application Deadline for the 2011 Universal Application Cycle (as stated on the FHFC Website [http://apps.floridahousing.org/StandAlone/FHFC\\_ECM/ContentPage.aspx?PAGE=0238](http://apps.floridahousing.org/StandAlone/FHFC_ECM/ContentPage.aspx?PAGE=0238)) by \_\_\_\_\_ (Legally Authorized Body\*).

3.  The above-referenced Development, in the zoning designation stated above, is rehabilitation without any new construction and does not require additional site plan approval or similar process.

\* "Legally Authorized Body" is not an individual. Applicant must state the name of the City Council, County Commission, Board, Department, Division, etc., with authority over such matters.

**CERTIFICATION**

I certify that the City/County of \_\_\_\_\_ has vested in me the authority to verify status of site plan approval as specified above and I further certify that the information stated above is true and correct.  
(Name of City or County)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name and Title

This certification must be signed by the applicable City's or County's Director of Planning and Zoning, chief appointed official (staff) responsible for determination of issues related to site plan approval, City Manager, or County Manager/Administrator/Coordinator. Signatures from local elected officials are not acceptable, nor are other signatories. If this certification is applicable to this Development and it is inappropriately signed, the Application will fail to meet threshold. If this certification contains corrections or 'white-out', or if it is scanned, imaged, altered, or retyped, the form will not be considered and the Application will fail to meet threshold. The certification may be photocopied.

Provide Behind a Tab Labeled "Exhibit 26"

**2011 UNIVERSAL CYCLE - LOCAL GOVERNMENT VERIFICATION OF STATUS  
OF PLAT APPROVAL FOR SINGLE-FAMILY RENTAL DEVELOPMENTS**

Name of Development: \_\_\_\_\_  
(Part III.A.1. of the 2011 Universal Cycle Application)

Development Location: \_\_\_\_\_  
(At a minimum, provide the address assigned by the United States Postal Service, including the address number, street name and city, or if the address has not yet been assigned, provide (i) the street name, closest designated intersection and city if located within a city or (ii) the street name, closest designated intersection and county if located in the unincorporated area of the county.)

Mark the applicable statement:

- 1.  The above-referenced Development is new construction or rehabilitation with new construction and the final plat was approved on or before the Application Deadline for the 2011 Universal Application Cycle (as stated on the FHFC Website [http://apps.floridahousing.org/StandAlone/FHFC\\_ECM/ContentPage.aspx?PAGE=0238](http://apps.floridahousing.org/StandAlone/FHFC_ECM/ContentPage.aspx?PAGE=0238)) by action of \_\_\_\_\_ (Legally Authorized Body\*).
- 2.  The above-referenced Development is new construction or rehabilitation with new construction and the preliminary or conceptual plat was approved on or before the Application Deadline for the 2011 Universal Application Cycle (as stated on the FHFC Website [http://apps.floridahousing.org/StandAlone/FHFC\\_ECM/ContentPage.aspx?PAGE=0238](http://apps.floridahousing.org/StandAlone/FHFC_ECM/ContentPage.aspx?PAGE=0238)) by action of \_\_\_\_\_ (Legally Authorized Body\*).
- 3.  The above-referenced Development is rehabilitation without any new construction and does not require additional plat approval.

\* "Legally Authorized Body" is not an individual. Applicant must state the name of the City Council, County Commission, Board, Department, Division, etc., with authority over such matters.

**CERTIFICATION**

I certify that the City/County of \_\_\_\_\_ has vested in me the  
(Name of City or County)  
authority to verify status of plat approval as specified above and I further certify that the information above is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Print or Type Title

This certification must be signed by the applicable City's or County's Director of Planning and Zoning, chief appointed official (staff) responsible for determination of issues related to plat approval, City Manager, or County Manager/Administrator/Coordinator. Signatures from local elected officials are not acceptable, nor are other signatories. If this certification is applicable to this Development and it is inappropriately signed, the Application will fail to meet threshold.

If this certification contains corrections or 'white-out', or if it is scanned, imaged, altered, or retyped, the form will not be considered and the Application will fail to meet threshold. The certification may be photocopied.

Provide Behind a Tab Labeled "Exhibit 26"

**2011 UNIVERSAL CYCLE - VERIFICATION OF AVAILABILITY OF  
INFRASTRUCTURE - ELECTRICITY**

Name of Development: \_\_\_\_\_  
(Part III.A.1. of the 2011 Universal Cycle Application)

Development Location: \_\_\_\_\_  
(At a minimum, provide the address assigned by the United States Postal Service, including the address number, street name and city, or if the address has not yet been assigned, provide (i) the street name, closest designated intersection and city if located within a city or (ii) the street name, closest designated intersection and county if located in the unincorporated area of the county.)

The undersigned service provider confirms that on or before the Application Deadline for the 2011 Universal Application Cycle (as stated on the FHFC Website [http://apps.floridahousing.org/StandAlone/FHFC\\_ECM/ContentPage.aspx?PAGE=0238](http://apps.floridahousing.org/StandAlone/FHFC_ECM/ContentPage.aspx?PAGE=0238)) :

1. Electricity is available to the proposed Development.
2. There are no impediments to the proposed Development for obtaining electric service other than payment of hook-up or installation fees, line extensions to be paid for by the Applicant in connection with the construction of the Development, or other such routine administrative procedure.
3. To the best of our knowledge, no variance or local hearing is required to make electricity available to the proposed Development.
4. To the best of our knowledge, there are no moratoriums pertaining to electric service which are applicable to the proposed Development.

**CERTIFICATION**

I certify that the foregoing information is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Entity Providing Service

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Address (street address, city, state)

\_\_\_\_\_  
Print or Type Title

\_\_\_\_\_  
Telephone Number (including area code)

This certification may not be signed by the Applicant, by any related parties of the Applicant, or by any Principals or Financial Beneficiaries of the Applicant. In addition, signatures from local elected officials are not acceptable. If the certification is applicable to this Development and it is inappropriately signed, the Application will fail threshold.

If this certification contains corrections or 'white-out', or if it is scanned, imaged, altered, or retyped, the form will not be considered and the Application will fail to meet threshold. The certification may be photocopied.

Provide Behind a Tab Labeled "Exhibit 28"

**2011 UNIVERSAL CYCLE - VERIFICATION OF AVAILABILITY  
OF INFRASTRUCTURE - WATER**

Name of Development: \_\_\_\_\_  
(Part III.A.1. of the 2011 Universal Cycle Application)

Development Location: \_\_\_\_\_

(At a minimum, provide the address assigned by the United States Postal Service, including the address number, street name and city, or if the address has not yet been assigned, provide (i) the street name, closest designated intersection and city if located within a city or (ii) the street name, closest designated intersection and county if located in the unincorporated area of the county.)

The undersigned service provider confirms that on or before the Application Deadline for the 2011 Universal Application Cycle (as stated on the FHFC Website

[http://apps.floridahousing.org/StandAlone/FHFC\\_ECM/ContentPage.aspx?PAGE=0238](http://apps.floridahousing.org/StandAlone/FHFC_ECM/ContentPage.aspx?PAGE=0238)) :

1. Potable water is available to the proposed Development.
2. There are no impediments to the proposed Development for obtaining potable water service other than payment of hook-up or installation fees, line extensions to be paid for by the Applicant in connection with the construction of the Development, or other such routine administrative procedure.
3. To the best of our knowledge, no variance or local hearing is required to make potable water available to the proposed Development.
4. To the best of our knowledge, there are no moratoriums pertaining to potable water which are applicable to the proposed Development.

**CERTIFICATION**

I certify that the foregoing information is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Entity Providing Service

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Address (street address, city, state)

\_\_\_\_\_  
Print or Type Title

\_\_\_\_\_

\_\_\_\_\_  
Telephone Number (including area code)

This certification may not be signed by the Applicant, by any related parties of the Applicant, or by any Principals or Financial Beneficiaries of the Applicant. In addition, signatures from local elected officials are not acceptable. If the certification is applicable to this Development and it is inappropriately signed, the Application will fail threshold.

If this certification contains corrections or 'white-out', or if it is scanned, imaged, altered, or retyped, the form will not be considered and the Application will fail to meet threshold. The certification may be photocopied.

Provide Behind a Tab Labeled "Exhibit 29"



**2011 UNIVERSAL CYCLE - VERIFICATION OF AVAILABILITY OF  
INFRASTRUCTURE - SEWER CAPACITY, PACKAGE TREATMENT, OR SEPTIC TANK**

Name of Development: \_\_\_\_\_  
(Part III.A.1. of the 2011 Universal Cycle Application)

Development Location: \_\_\_\_\_  
(At a minimum, provide the address assigned by the United States Postal Service, including the address number, street name and city, or if the address has not yet been assigned, provide (i) the street name, closest designated intersection and city if located within a city or (ii) the street name, closest designated intersection and county if located in the unincorporated area of the county.)

The undersigned service provider or permitting authority confirms that on or before the Application Deadline for the 2011 Universal Application Cycle (as stated on the FHFC Website [http://apps.floridahousing.org/StandAlone/FHFC\\_ECM/ContentPage.aspx?PAGE=0238](http://apps.floridahousing.org/StandAlone/FHFC_ECM/ContentPage.aspx?PAGE=0238))

1. Sewer Capacity, Package Treatment, or Septic Tank is available to the proposed Development.
2. There are no impediments to the proposed Development for obtaining the specified waste treatment service other than payment of hook-up or installation fees, line extensions to be paid for by the Applicant in connection with the construction of the Development, or other such routine administrative procedure.
3. To the best of our knowledge, no variance or local hearing is required to make this service available to the proposed Development.
4. To the best of our knowledge, there are no moratoriums pertaining to this service, which are applicable to the proposed Development.

**CERTIFICATION**

I certify that the foregoing information is true and correct.

Signature	Name of Entity Providing Service
Print or Type Name	Address (street address, city, state)
Print or Type Title	Telephone Number (including area code)

This certification may not be signed by the Applicant, by any related parties of the Applicant, or by any Principals or Financial Beneficiaries of the Applicant. In addition, signatures from local elected officials are not acceptable. If the certification is applicable to this Development and it is inappropriately signed, the Application will fail threshold.

If this certification contains corrections or 'white-out', or if it is scanned, imaged, altered, or retyped, the form will not be considered and the Application will fail to meet threshold. The certification may be photocopied.

Provide Behind a Tab Labeled "Exhibit 30"

**2011 UNIVERSAL CYCLE - VERIFICATION OF AVAILABILITY OF  
INFRASTRUCTURE - ROADS**

Name of Development: \_\_\_\_\_  
(Part III.A.1. of the 2011 Universal Cycle Application)

Development Location: \_\_\_\_\_  
(At a minimum, provide the address assigned by the United States Postal Service, including the address number, street name and city, or if the address has not yet been assigned, provide (i) the street name, closest designated intersection and city if located within a city or (ii) the street name, closest designated intersection and county if located in the unincorporated area of the county.)

The undersigned local government representative confirms that on or before the Application Deadline for the 2011 Universal Application Cycle (as stated on the FHFC Website [http://apps.floridahousing.org/StandAlone/FHFC\\_ECM/ContentPage.aspx?PAGE=0238](http://apps.floridahousing.org/StandAlone/FHFC_ECM/ContentPage.aspx?PAGE=0238)):

1. Existing paved roads provide access to the proposed Development or paved roads will be constructed as part of the proposed Development.
2. There are no impediments to the proposed Development using the roads other than payment of impact fees or providing curb cuts, turn lanes, signalization, or securing required final approvals and permits for the proposed Development.
3. The execution of this verification is not a granting of traffic concurrency approval for the proposed Development.
4. To the best of our knowledge, there are no moratoriums pertaining to road usage which are applicable to the proposed Development.

**CERTIFICATION**

I certify that the foregoing information is true and correct.

Signature	Name of Local Government
Print or Type Name	Address (street address, city, state)
Print or Type Title	Telephone Number (including area code)

This certification may not be signed by the Applicant, by any related parties of the Applicant, or by any Principals or Financial Beneficiaries of the Applicant. In addition, signatures from local elected officials are not acceptable. If the certification is applicable to this Development and it is inappropriately signed, the Application will fail threshold.

If this certification contains corrections or 'white-out', or if it is scanned, imaged, altered, or retyped, the form will not be considered and the Application will fail to meet threshold. The certification may be photocopied.

Provide Behind a Tab Labeled "Exhibit 31"

**2011 UNIVERSAL CYCLE - LOCAL GOVERNMENT VERIFICATION THAT DEVELOPMENT IS  
CONSISTENT WITH ZONING AND LAND USE REGULATIONS**

Name of Development: \_\_\_\_\_  
(Part III.A.1. of the 2011 Universal Cycle Application)

Development Location: \_\_\_\_\_

(At a minimum, provide the address assigned by the United States Postal Service, including the address number, street name and city, or if the address has not yet been assigned, provide (i) the street name, closest designated intersection and city if located within a city or (ii) the street name, closest designated intersection and county if located in the unincorporated area of the county.)

The undersigned Local Government official confirms that on or before the Application Deadline for the 2011 Universal Application Cycle (as stated on the FHFC Website [http://apps.floridahousing.org/StandAlone/FHFC\\_ECM/ContentPage.aspx?PAGE=0238](http://apps.floridahousing.org/StandAlone/FHFC_ECM/ContentPage.aspx?PAGE=0238)):

- (1) The number of units (not buildings) allowed for this development site (if restricted) is: \_\_\_\_\_ and/or if a PUD, the number of units (not buildings) allowed per development site is: \_\_\_\_\_  
or  
if not a PUD and development site is subject to existing special use or similar permit, number of units allowed for this development site is: \_\_\_\_\_; and
- (2) The zoning designation for the referenced Development site is \_\_\_\_\_; and
- (3) The intended use is consistent with current land use regulations and the referenced zoning designation or, if the Development consists of rehabilitation, the intended use is allowed as a legally non-conforming use. To the best of my knowledge, there are no additional land use regulation hearings or approvals required to obtain the zoning classification or density described herein. Assuming compliance with the applicable land use regulations, there are no known conditions which would preclude construction or rehabilitation (as the case may be) of the referenced Development on the proposed site.

**CERTIFICATION**

I certify that the City/County of \_\_\_\_\_ has vested in me the authority  
(Name of City/County)

to verify consistency with local land use regulations and the zoning designation specified above or, if the Development consists of rehabilitation, the intended use is allowed as a "legally non-conforming use" and I further certify that the foregoing information is true and correct. In addition, if the proposed Development site is in the Florida Keys Area as defined in Rule Chapters 67-21 and 67-48, F.A.C., I further certify that the Applicant has obtained the necessary Rate of Growth Ordinance (ROGO) allocations from the Local Government.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Print or Type Title

This certification must be signed by the applicable City's or County's Director of Planning and Zoning, chief appointed official (staff) responsible for determination of issues related to comprehensive planning and zoning, City Manager, or County Manager/Administrator/Coordinator. Signatures from local elected officials are not acceptable, nor are other signatories. If the certification is applicable to this Development and it is inappropriately signed, the Application will fail to meet threshold.

If this certification contains corrections or 'white-out', or if it is scanned, imaged, altered, or retyped, the form will not be considered and the Application will fail to meet threshold. The certification may be photocopied.

Provide Behind a Tab Labeled "Exhibit 32"

**2011 UNIVERSAL CYCLE - LOCAL GOVERNMENT VERIFICATION THAT  
PERMITS ARE NOT REQUIRED FOR THIS DEVELOPMENT**

Name of Development: \_\_\_\_\_  
(Part III.A.1. of the 2011 Universal Cycle Application)

Development Location: \_\_\_\_\_  
(At a minimum, provide the address assigned by the United States Postal Service, including the address number, street name and city, or if the address has not yet been assigned, provide (i) the street name, closest designated intersection and city if located within a city or (ii) the street name, closest designated intersection and county if located in the unincorporated area of the county.)

Building permits: If no building permits are required for the rehabilitation of the referenced Development site, complete the following certification:

**CERTIFICATION**

I certify that the foregoing information is true and correct and that the City/County of \_\_\_\_\_  
(Name of City / County)  
has vested in me the authority to verify that the rehabilitation of the referenced Development site does not require the issuance of building permits. In addition, if the proposed Development site is in the Florida Keys Area as defined in Rule Chapters 67-21 and 67-48, F.A.C., I further certify that the Applicant has obtained the necessary Rate of Growth Ordinance (ROGO) allocations from the Local Government.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Print or Type Title

This certification must be signed by the applicable City's or County's Director of Planning and Zoning, chief appointed official (staff) responsible for determination of issues related to comprehensive planning and zoning, City Manager, or County Manager / Administrator / Coordinator. Signatures from local elected officials are not acceptable, nor are other signatories. If this certification is applicable to this Development and it is inappropriately signed, this Application will fail to meet threshold.

If this certification contains corrections or 'white-out', or if it is scanned, imaged, altered, or retyped, the form will not be considered and the Application will fail to meet threshold. The certification may be photocopied.

Provide Behind a Tab Labeled "Exhibit 32"

**2011 UNIVERSAL CYCLE - VERIFICATION OF ENVIRONMENTAL SAFETY - PHASE I ENVIRONMENTAL SITE ASSESSMENT**

Name of Development: \_\_\_\_\_  
(Part III.A.1. of the 2011 Universal Cycle Application)

Development Location: \_\_\_\_\_  
(At a minimum, provide the address assigned by the United States Postal Service, including the address number, street name and city, or if the address has not yet been assigned, provide (i) the street name, closest designated intersection and city if located within a city or (ii) the street name, closest designated intersection and county if located in the unincorporated area of the county.)

As a representative of the firm that performed the Phase I Environmental Site Assessment (ESA), I certify that a Phase I ESA of the above referenced Development site was conducted by the undersigned environmental firm as of \_\_\_\_\_ and  
(Date of Phase I ESA – mm/dd/yyyy)  
such Phase I ESA meets the standards of ASTM Practice #E-1527-05.

Check all that apply in Items 1, 2 and 3 below:

1. If the Phase I ESA is over 12 months old from the Application Deadline for this Application, has the site's environmental condition changed since the date of the original Phase I ESA?

Yes                       No

If "Yes", to demonstrate the condition of the site, the signatory must answer question (1) or (2) below:

(1) an update to the original Phase I ESA was prepared on \_\_\_\_\_ (Date - mm/dd/yyyy)  
(Date of update must be within 12 months of the Application Deadline for this Application), or

(2) a new Phase I ESA was prepared on \_\_\_\_\_ (Date - mm/dd/yyyy)  
(Date of new Phase I ESA must be within 12 months of the Application Deadline for this Application).

Note: The Corporation will not consider a Phase II ESA to be a substitute for the updated Ph. I ESA or new Ph. I ESA.

2. If there are one or more existing buildings on the proposed site, the presence or absence of asbestos or asbestos containing materials and lead based paint must be addressed either as a part of the Phase I ESA or as a separate report. The signatory must indicate which of the following (Item a. or b.) applies:

a. the Phase I ESA referenced above addresses the presence or absence of asbestos or asbestos containing materials and lead based paint; or

b. separate report(s) addressing the presence or absence of asbestos or asbestos containing materials and lead-based paint have been prepared and the undersigned has reviewed the separate report(s). Such separate report(s) may or may not be incorporated by reference in the Phase I ESA.

3. If the Phase I ESA discloses potential problems (including, but not limited to asbestos or asbestos containing materials, lead-based paint, radon gas, etc.) on the proposed site, the signatory must indicate which of the following (Item a., b., or c.) applies:

a. environmental safety conditions on the site require remediation and a plan that includes anticipated costs and estimated time needed to complete the remediation has been prepared, either as a part of the Phase I ESA or as a separate report; or

b. a Phase II ESA is required or recommended (the firm that performed the Phase II ESA, even if it is the same firm that prepared the Phase I ESA, MUST complete and execute the Phase II Environmental Site Assessment Verification); or

c. although environmental safety conditions exist on the site, no remediation or further study is required or recommended.

**CERTIFICATION**

I certify that the foregoing information is true and correct.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name of Firm that Performed the Phase I ESA

\_\_\_\_\_  
Print or Type Name of Signatory

\_\_\_\_\_  
Address of Environmental Firm (street address, city, state)

\_\_\_\_\_  
Print or Type Title of Signatory

\_\_\_\_\_  
Telephone Number Including Area Code

This certification must be signed by a representative of the firm that performed the Phase I ESA for the proposed Development location. If this certification contains corrections or 'white-out', or if it is scanned, imaged, altered, or retyped, the form will not be considered and the Application will fail to meet threshold. The certification may be photocopied.

Provide Behind a Tab Labeled "Exhibit 33"

**2011 UNIVERSAL CYCLE - VERIFICATION OF ENVIRONMENTAL SAFETY - PHASE II ENVIRONMENTAL SITE ASSESSMENT**

Name of Development: \_\_\_\_\_  
(Part III.A.1. of the 2011 Universal Cycle Application)

Development Location: \_\_\_\_\_  
(At a minimum, provide the address assigned by the United States Postal Service, including the address number, street name and city, or if the address has not yet been assigned, provide (i) the street name, closest designated intersection and city if located within a city or (ii) the street name, closest designated intersection and county if located in the unincorporated area of the county.)

As a representative of the firm that performed the Phase II Environmental Site Assessment (ESA), I certify that:

1. A Phase II ESA of the above referenced Development location was required or recommended by the Phase I ESA. The Phase II ESA was conducted by the undersigned environmental firm as of \_\_\_\_\_ in accordance with ASTM Practice #E-1903-97(2002).  
(Date of Phase II ESA – mm/dd/yyyy)

If the Phase II ESA is over 12 months old from the Application Deadline for this Application, has the site’s environmental condition changed since the date of the Phase II ESA?

Yes                       No

If “Yes”, to demonstrate the condition of the site, an update to the original Phase II ESA was prepared on \_\_\_\_\_.  
(Date of Update to Phase II ESA – mm/dd/yyyy\*)

\* Date of the update to the Phase II ESA, as stated above, must be within 12 months of the Application Deadline for this Application)

2. If the Phase II ESA disclosed potential problems (including, but not limited to asbestos or asbestos containing materials, lead-based paint, radon gas, etc.) on the proposed site, a plan that includes anticipated costs and estimated time needed to complete the remediation has been prepared either as a part of the Phase II ESA or as a separate report.

**CERTIFICATION**

I certify that the foregoing information is true and correct.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name of Firm that Performed the Ph. II ESA

\_\_\_\_\_  
Print or Type Name of Signatory

\_\_\_\_\_  
Address of Environmental Firm (street address, city, state)

\_\_\_\_\_  
Print or Type Title of Signatory

\_\_\_\_\_  
Telephone Number Including Area Code

This certification must be signed by a representative of the firm that performed the Phase II ESA for the proposed Development location. If this certification contains corrections or ‘white-out’, or if it is scanned, imaged, altered, or retyped, the form will not be considered and the Application will fail to meet threshold. The certification may be photocopied.

Provide Behind a Tab Labeled “Exhibit 34”

**2011 UNIVERSAL CYCLE - VERIFICATION OF INCLUSION IN LOCAL HOMELESS ASSISTANCE CONTINUUM OF CARE PLAN BY LEAD AGENCY**

Name of Development: \_\_\_\_\_  
(Part III.A.1. of the 2011 Universal Application)

Development Location: \_\_\_\_\_  
(At a minimum, provide the address assigned by the United States Postal Service, including the address number, street name and city, or if the address has not yet been assigned, provide (i) the street name, closest designated intersection and city if located within a city or (ii) the street name, closest designated intersection and county if located in the unincorporated area of the county.)

Catchment Area: \_\_\_\_\_

Lead Agency (if it has been designated): \_\_\_\_\_

The Lead Agency for the Catchment Area identified above confirms that the Development identified above meets the following criteria:

1. The proposed Development is located within the Catchment Area identified above;
2. The nature and scope of the proposed Development is in conformance with the Local Homeless Assistance Continuum of Care Plan that is on file, at the time of Application Deadline, with the State Office on Homelessness; and
3. The proposed Development is specifically included in the list of activities to be undertaken as part of the implementation of the Local Homeless Assistance Continuum of Care Plan that is on file, at the time of Application Deadline, with the State Office on Homelessness.

**CERTIFICATION BY THE LEAD AGENCY OF INCLUSION IN LOCAL HOMELESS CONTINUUM OF CARE PLAN:**

I certify that the above information is true and correct.

_____ Signature	_____ Print or Type Name
_____ Print or Type Agency Name	_____ Print or Type Title

**-OR-**

The State Office on Homelessness confirms that the Development identified above meets the following criteria:

1. The proposed Development is located within the Catchment Area identified above, and
2. The proposed Development is in a Catchment Area for which no Local Homeless Assistance Continuum of Care Plan has been recognized by the State Office on Homelessness at the time of Application Deadline.

**CERTIFICATION BY THE STATE OFFICE ON HOMELESSNESS THAT NO LOCAL HOMELESS CONTINUUM OF CARE PLAN EXISTS:**

I certify that the above information is true and correct.

_____ Signature	_____ Print or Type Title
_____ Print or Type Name	_____ Print or Type Title

This certification must be signed by the authorized signatory from the Lead Agency or from the State Office on Homelessness. Other signatories are not acceptable. If the certification is inappropriately signed, the Application will not qualify for the Homeless Demographic Commitment. If the certification contains corrections or 'white-out' or if it is scanned, imaged, altered, or retyped, the Application will fail to qualify for the Homeless Demographic Commitment. The certification may be photocopied.

Provide Behind a Tab Labeled "Exhibit 35"

**2011 UNIVERSAL CYCLE - LOCAL GOVERNMENT VERIFICATION  
OF CONTRIBUTION - GRANT**

Name of Development: \_\_\_\_\_  
(Part III.A.1. of the 2011 Universal Application)

Development Location: \_\_\_\_\_  
(At a minimum, provide the address assigned by the United States Postal Service, including the address number, street name and city, or if the address has not yet been assigned, provide (i) the street name, closest designated intersection and city if located within a city or (ii) the street name, closest designated intersection and county if located in the unincorporated area of the county.)

On or before the Application Deadline for the 2011 Universal Application Cycle (as stated on the FHFC Website [http://apps.floridahousing.org/StandAlone/FHFC\\_ECM/ContentPage.aspx?PAGE=0238](http://apps.floridahousing.org/StandAlone/FHFC_ECM/ContentPage.aspx?PAGE=0238)) the City/County of \_\_\_\_\_ committed \$ \_\_\_\_\_ as a grant to the Applicant for its use  
(Name of City or County)

solely for assisting the proposed Development referenced above. The City/County does not expect to be repaid or reimbursed by the Applicant, or any other entity, provided the funds are expended solely for the Development referenced above. No consideration or promise of consideration has been given with respect to the grant. For purposes of the foregoing, the promise of providing affordable housing does not constitute consideration. This grant is provided specifically with respect to the proposed Development.

The source of the grant is: \_\_\_\_\_  
(e.g., SHIP, HOME, CDBG)

The following government point of contact can verify the above stated contribution:

Name of Government Contact: \_\_\_\_\_

Address (street address and city): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**CERTIFICATION**

I certify that the foregoing information is true and correct and that this commitment is effective through

\_\_\_\_\_  
Date (mm/dd/yyyy)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Print or Type Title

This certification must be signed by the chief appointed official (staff) responsible for such approvals, Mayor, City Manager, County Manager/Administrator/Coordinator, Chairperson of the City Council/Commission or Chairperson of the Board of County Commissioners. If the contribution is from a Land Authority organized pursuant to Chapter 380.0663, Florida Statutes, this certification must be signed by the Chair of the Land Authority. One of the authorized persons named above may sign this form for certification of state, federal or Local Government funds initially obtained by or derived from a Local Government that is directly administered by an intermediary such as a housing finance authority, a community reinvestment corporation, or a state-certified Community Housing Development Organization (CHDO). Other signatories are not acceptable. The Applicant will not receive credit for this contribution if the certification is improperly signed. To be considered for points, the amount of the contribution stated on this form must be a precise dollar amount and cannot include words such as estimated, up to, maximum of, not to exceed, etc.

This contribution will not be considered if the certification contains corrections or 'white-out' or if the certification is scanned, imaged, altered, or retyped. The certification may be photocopied.

The Application may still be eligible for automatic points.

Provide Behind a Tab Labeled "Exhibit 36"



**2011 UNIVERSAL CYCLE - LOCAL GOVERNMENT VERIFICATION OF CONTRIBUTION - FEE WAIVER**

**To be eligible to be considered for points, a sheet showing the computations by which the total amount of each fee waiver is determined must be attached to this verification form. Computations should include, where applicable, waived fee amount per set-aside unit.**

Name of Development: \_\_\_\_\_  
(Part III.A.1. of the 2011 Universal Application)

Development Location: \_\_\_\_\_  
(At a minimum, provide the address assigned by the United States Postal Service, including the address number, street name and city, or if the address has not yet been assigned, provide (i) the street name, closest designated intersection and city if located within a city or (ii) the street name, closest designated intersection and county if located in the unincorporated area of the county.)

Amount of Fee Waiver: \$ \_\_\_\_\_. Is this amount based upon a per set-aside (affordable) unit computation?  yes  no

On or before the Application Deadline for the 2011 Universal Application Cycle (as stated on the FHFC Website [http://apps.floridahousing.org/StandAlone/FHFC\\_ECM/ContentPage.aspx?PAGE=0238](http://apps.floridahousing.org/StandAlone/FHFC_ECM/ContentPage.aspx?PAGE=0238)) the City/County of \_\_\_\_\_, pursuant to \_\_\_\_\_, waived the  
(Name of City/County) (Reference Official Action, cite Ordinance or Resolution Number and Date)

following fees: \_\_\_\_\_

No consideration or promise of consideration has been given with respect to the fee waiver. For purposes of the foregoing, the promise of providing affordable housing does not constitute consideration. This fee waiver is provided specifically with respect to the proposed Development.

The following government point of contact can verify the above stated contribution:

Name of Government Contact: \_\_\_\_\_  
Address (street address and city): \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

**CERTIFICATION**

I certify that the foregoing information and the computations stated on the sheet attached to this form are true and correct and that this commitment is effective through \_\_\_\_\_.  
Date (mm/dd/yyyy)

\_\_\_\_\_  
Signature Print or Type Name  
\_\_\_\_\_  
Telephone Number Print or Type Title

**NOTE TO LOCAL GOVERNMENT OFFICIAL:** Waivers that are not specifically made for the benefit of this Development but are instead of general benefit to the area in which the Development is located will NOT qualify as a contribution to the Development. Further, the fact that no impact fees or other fees are levied by a local jurisdiction for ANY type of development DOES NOT constitute a "Local Government Contribution" to the proposed Development. Similarly, if such fees ARE levied by the local jurisdiction but the nature of the proposed Development exempts it (e.g., typically, a Rehabilitation Development is not subject to impact fees), for purposes of this form, no "Local Government Contribution" exists and no points will be awarded.

This certification must be signed by the chief appointed official (staff) responsible for such approvals, Mayor, City Manager, County Manager/Administrator/Coordinator, Chairperson of the City Council/Commission or Chairperson of the Board of County Commissioners. Other signatories are not acceptable. The Applicant will not receive credit for this contribution if the certification is improperly signed. To be considered for points, the amount of the contribution stated on this form must be a precise dollar amount and cannot include words such as estimated, up to, maximum of, not to exceed, etc.

This contribution will not be considered if the certification contains corrections or 'white-out' or if the certification is scanned, imaged, altered, or retyped. The certification may be photocopied.

The Application may still be eligible for automatic points.

Provide Behind a Tab Labeled "Exhibit 37"

**2011 UNIVERSAL CYCLE - LOCAL GOVERNMENT VERIFICATION  
OF CONTRIBUTION - LOAN**

**To be eligible to be considered for points, a sheet showing the payment stream for which the net present value of the loan was calculated must be attached to this verification form.**

Name of Development: \_\_\_\_\_  
(Part III.A.1. of the 2011 Universal Cycle Application)

Development Location: \_\_\_\_\_  
(At a minimum, provide the address assigned by the United States Postal Service, including the address number, street name and city, or if the address has not yet been assigned, provide (i) the street name, closest designated intersection and city if located within a city or (ii) the street name, closest designated intersection and county if located in the unincorporated area of the county.)

On or before the Application Deadline for the 2011 Universal Application Cycle (as stated on the FHFC Website [http://apps.floridahousing.org/StandAlone/FHFC\\_ECM/ContentPage.aspx?PAGE=0238](http://apps.floridahousing.org/StandAlone/FHFC_ECM/ContentPage.aspx?PAGE=0238)) the City/County of \_\_\_\_\_ committed \$ \_\_\_\_\_ in the form of a reduced interest rate loan  
(Name of City or County) (loan amount)

to the Applicant for its use solely for assisting the proposed Development referenced above. The loan will bear interest at a rate of \_\_\_\_\_% per annum over a period of \_\_\_\_\_ years. The loan's repayment period, amortization period, payment frequency and other applicable terms are:

\_\_\_\_\_  
\_\_\_\_\_

No consideration or promise of consideration has been given with respect to the loan. For purposes of the foregoing, the promise of providing affordable housing does not constitute consideration. This loan is provided specifically with respect to the proposed Development.

The following government point of contact can verify the above stated contribution:

Name of Government Contact: \_\_\_\_\_  
Address (street address and city): \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number: \_\_\_\_\_

**CERTIFICATION**

I certify that the foregoing information and the payment stream stated on the sheet attached to this form are true and correct and that this commitment is effective through \_\_\_\_\_.  
Date (mm/dd/yyyy)

\_\_\_\_\_  
Signature Print or Type Name

\_\_\_\_\_  
Telephone Number Print or Type Title

This certification must be signed by the chief appointed official (staff) responsible for such approvals, Mayor, City Manager, County Manager /Administrator/Coordinator, Chairperson of the City Council/Commission or Chairperson of the Board of County Commissioners. If the contribution is from a Land Authority organized pursuant to Chapter 380.0663, Florida Statutes, this certification must be signed by the Chair of the Land Authority. One of the authorized persons named above may sign this form for certification of state, federal or Local Government funds initially obtained by or derived from a Local Government that is directly administered by an intermediary such as a housing finance authority, a community reinvestment corporation, or a state-certified Community Housing Development Organization (CHDO). Other signatories are not acceptable. The Applicant will not receive credit for this contribution if the certification is improperly signed. To be considered for points, the amount of the contribution stated on this form must be a precise dollar amount and cannot include words such as estimated, up to, maximum of, not to exceed, etc.

This contribution will not be considered if the certification contains corrections or 'white-out' or if the certification is scanned, imaged, altered, or retyped. The certification may be photocopied.

The Application may still be eligible for automatic points.

Provide Behind a Tab Labeled "Exhibit 38"

**2011 UNIVERSAL CYCLE - LOCAL GOVERNMENT VERIFICATION OF CONTRIBUTION - FEE DEFERRAL**

**To be eligible to be considered for points, a sheet showing the payment stream for which the net present value of the fee deferral was calculated must be attached to this verification form.**

Name of Development: \_\_\_\_\_  
(Part III.A.1. of the 2011 Universal Cycle Application)

Development Location: \_\_\_\_\_  
(At a minimum, provide the address assigned by the United States Postal Service, including the address number, street name and city, or if the address has not yet been assigned, provide (i) the street name, closest designated intersection and city if located within a city or (ii) the street name, closest designated intersection and county if located in the unincorporated area of the county.)

Complete the following:

On or before the Application Deadline for the 2011 Universal Application Cycle (as stated on the FHFC Website [http://apps.floridahousing.org/StandAlone/FHFC\\_ECM/ContentPage.aspx?PAGE=0238](http://apps.floridahousing.org/StandAlone/FHFC_ECM/ContentPage.aspx?PAGE=0238)) the City/County of \_\_\_\_\_ committed to defer \$ \_\_\_\_\_ in fees for the proposed Development (Name of City or County) referenced above. The fee deferral will bear interest at a rate of \_\_\_\_\_% per annum over a period of \_\_\_\_\_ years. The fee deferral repayment period, amortization period, payment frequency and other applicable terms are:

\_\_\_\_\_  
\_\_\_\_\_

No consideration or promise of consideration has been given with respect to the fee deferral. For purposes of the foregoing, the promise of providing affordable housing does not constitute consideration. This fee deferral is provided specifically with respect to the proposed Development.

The following government point of contact can verify the above stated contribution:

Name of Government Contact: \_\_\_\_\_

Address (street address and city): \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

**CERTIFICATION**

I certify that the foregoing information and the payment stream stated on the sheet attached to this form are true and correct and that this commitment is effective through \_\_\_\_\_ .  
Date (mm/dd/yyyy)

\_\_\_\_\_  
Signature \_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Print or Type Title

This certification must be signed by the chief appointed official (staff) responsible for such approvals, Mayor, City Manager, County Manager /Administrator/Coordinator, Chairperson of the City Council/Commission or Chairperson of the Board of County Commissioners. If the contribution is from a Land Authority organized pursuant to Chapter 380.0663, Florida Statutes, this certification must be signed by the Chair of the Land Authority. Other signatories are not acceptable. The Applicant will not receive credit for this contribution if the certification is improperly signed. To be considered for points, the amount of the contribution stated on this form must be a precise dollar amount and cannot include words such as estimated, up to, maximum of, not to exceed, etc.

This contribution will not be considered if the certification contains corrections or 'white-out' or if the certification is scanned, imaged, altered, or retyped. The certification may be photocopied.

The Application may still be eligible for automatic points.

Provide Behind a Tab Labeled "Exhibit 39"

**2011 UNIVERSAL CYCLE - LOCAL GOVERNMENT VERIFICATION OF AFFORDABLE HOUSING INCENTIVES EXPEDITED PERMITTING PROCESS FOR AFFORDABLE HOUSING**

Name of Development: \_\_\_\_\_  
(Part III.A.1. of the 2011 Universal Cycle Application)

Development Location: \_\_\_\_\_  
(At a minimum, provide the address assigned by the United States Postal Service, including the address number, street name and city, or if the address has not yet been assigned, provide (i) the street name, closest designated intersection and city if located within a city or (ii) the street name, closest designated intersection and county if located in the unincorporated area of the county.)

Name of City or County Government: \_\_\_\_\_

Name of Jurisdiction that will issue building permits: \_\_\_\_\_

The City/County of \_\_\_\_\_ currently administers an expedited  
(Name of City or County)

permitting process for affordable housing enacted by \_\_\_\_\_,  
(Ordinance, Resolution Number or citation of policy)

adopted \_\_\_\_\_.  
Date (mm/dd/yyyy)

**CERTIFICATION**

I certify that the above information is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Print or Type Title

This certification must be signed by the chief appointed official (staff) responsible for issues related to this incentive, Mayor, City Manager, County Manager/Administrator/Coordinator, or Chairperson of the City Council/Commission or Chairperson of the Board of County Commissioners. Other signatories are not acceptable. Zero points will be awarded if the certification is improperly signed. Signatory must be a representative of the local government that has enacted the incentive. For purposes of this form only, if a Development is located within a municipality but the incentive is not available in the city, Applicant may use county incentive. For example, if a Development is located in a town which does not have impact fee requirements but the county has such requirements and they have a reduction or waiver of these fees for affordable housing, the Applicant may submit a properly executed Local Government Verification of Affordable Housing Incentives Form from the county.

The Applicant will not receive credit for this incentive if the certification contains corrections or 'white-out' or if the certification is scanned, imaged, altered, or retyped. The certification may be photocopied.

Provide Behind a Tab Labeled "Exhibit 40"

**2011 UNIVERSAL CYCLE - LOCAL GOVERNMENT VERIFICATION OF AFFORDABLE HOUSING INCENTIVES CONTRIBUTIONS TO AFFORDABLE HOUSING PROPERTIES OR DEVELOPMENTS**

Name of Development: \_\_\_\_\_  
(Part III.A.1. of the 2011 Universal Cycle Application)

Development Location: \_\_\_\_\_  
(At a minimum, provide the address assigned by the United States Postal Service, including the address number, street name and city, or if the address has not yet been assigned, provide (i) the street name, closest designated intersection and city if located within a city or (ii) the street name, closest designated intersection and county if located in the unincorporated area of the county.)

Name of City or County Government \_\_\_\_\_

The referenced Local Government has an on-going and current process for providing contributions to affordable housing properties or developments.

**CERTIFICATION**

I certify that the above information is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Print or Type Title

This certification must be signed by the chief appointed official (staff) responsible for issues related to this incentive, Mayor, City Manager, County Manager/Administrator/Coordinator, or Chairperson of the City Council/Commission or Chairperson of the Board of County Commissioners. Other signatories are not acceptable. Zero points will be awarded. Signatory must be a representative of the local government that has enacted the incentive. For purposes of this form only, if a Development is located within a municipality but the incentive is not available in the city, Applicant may use county incentive. For example, if a Development is located in a town which does not have impact fee requirements but the county has such requirements and they have a reduction or waiver of these fees for affordable housing, the Applicant may submit a properly executed Local Government Verification of Affordable Housing Incentives Form from the county.

The Applicant will not receive credit for this incentive if the certification contains corrections or 'white-out' or if the certification is scanned, imaged, altered, or retyped. The certification may be photocopied.

Provide Behind a Tab Labeled "Exhibit 41"

**2011 UNIVERSAL CYCLE - LOCAL GOVERNMENT VERIFICATION OF AFFORDABLE HOUSING INCENTIVES MODIFICATION OF FEE REQUIREMENTS FOR AFFORDABLE HOUSING PROPERTIES OR DEVELOPMENTS**

Name of Development: \_\_\_\_\_  
(Part III.A.1. of the 2011 Universal Cycle Application)

Development Location: \_\_\_\_\_  
(At a minimum, provide the address assigned by the United States Postal Service, including the address number, street name and city, or if the address has not yet been assigned, provide (i) the street name, closest designated intersection and city if located within a city or (ii) the street name, closest designated intersection and county if located in the unincorporated area of the county.)

Name of City or County Government: \_\_\_\_\_

The referenced Local Government currently makes available to affordable housing properties or developments the modification of fee requirements, including a reduction or waiver of fees and alternative methods of fee payment.

**CERTIFICATION**

I certify that the above information is true and correct.

_____	_____
Signature	Print or Type Name
	_____
	Print or Type Title

This certification must be signed by the chief appointed official (staff) responsible for issues related to this incentive, Mayor, City Manager, County Manager/Administrator/Coordinator, or Chairperson of the City Council/Commission or Chairperson of the Board of County Commissioners. Other signatories are not acceptable. Zero points will be awarded. Signatory must be a representative of the local government that has enacted the incentive. For purposes of this form only, if a Development is located within a municipality but the incentive is not available in the city, Applicant may use county incentive. For example, if a Development is located in a town which does not have impact fee requirements but the county has such requirements and they have a reduction or waiver of these fees for affordable housing, the Applicant may submit a properly executed Local Government Verification of Affordable Housing Incentives Form from the county.

The Applicant will not receive credit for this incentive if the certification contains corrections or 'white-out' or if the certification is scanned, imaged, altered, or retyped. The certification may be photocopied.

**2011 UNIVERSAL CYCLE - LOCAL GOVERNMENT VERIFICATION OF AFFORDABLE HOUSING INCENTIVES IMPACT OF POLICIES, ORDINANCES, REGULATIONS, OR PLAN PROVISIONS ON COST OF AFFORDABLE HOUSING PROPERTIES OR DEVELOPMENTS**

Name of Development: \_\_\_\_\_  
(Part III.A.1. of the 2011 Universal Cycle Application)

Development Location: \_\_\_\_\_  
(At a minimum, provide the address assigned by the United States Postal Service, including the address number, street name and city, or if the address has not yet been assigned, provide (i) the street name, closest designated intersection and city if located within a city or (ii) the street name, closest designated intersection and county if located in the unincorporated area of the county.)

Name of City or County Government: \_\_\_\_\_

The referenced Local Government currently has a process, established by ordinance, resolution, plan, or policy, that requires consideration of the impact of proposed policies, ordinances, regulations, or plan provisions on the cost of affordable housing prior to adoption of such policies, ordinances, regulations, or plan provisions.

**CERTIFICATION**

I certify that the above information is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Print or Type Title

This certification must be signed by the chief appointed official (staff) responsible for issues related to this incentive, Mayor, City Manager, County Manager/Administrator/Coordinator, or Chairperson of the City Council/Commission or Chairperson of the Board of County Commissioners. Other signatories are not acceptable. Zero points will be awarded. Signatory must be a representative of the local government that has enacted the incentive. For purposes of this form only, if a Development is located within a municipality but the incentive is not available in the city, Applicant may use county incentive. For example, if a Development is located in a town which does not have impact fee requirements but the county has such requirements and they have a reduction or waiver of these fees for affordable housing, the Applicant may submit a properly executed Local Government Verification of Affordable Housing Incentives Form from the county.

The Applicant will not receive credit for this incentive if the certification contains corrections or 'white-out' or if the certification is scanned, imaged, altered, or retyped. The certification may be photocopied.

**2011 UNIVERSAL CYCLE - COMMITMENT TO DEFER DEVELOPER FEE**

\_\_\_\_\_ commits to defer up to  
(Name of Developer – Part II.B.1.a. – see Note below)  
\$ \_\_\_\_\_ of its Developer fee to offset any funding shortfall until the closing  
of permanent financing for \_\_\_\_\_.  
(Name of Development - Part III.A.1. of the 2011 Universal Cycle Application)

Additionally, the Developer identified above commits to defer up to \$ \_\_\_\_\_ to  
fill any funding shortfall after closing of permanent financing for the Development identified  
above.

I, \_\_\_\_\_, the undersigned, certify that I  
(Print or Type Name)

have the authority to make this commitment on behalf of the above-named Developer.

\_\_\_\_\_  
Signature

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

If this certification contains corrections or ‘white-out’, or if it is scanned, imaged, altered, or  
retyped, the form will not be considered. The certification may be photocopied.

Provide Behind a Tab Labeled “Exhibit 45” (Supplemental MMRB App. Cycle);  
or  
Provide Behind a Tab Labeled “Exhibit 10” (4 Percent HC County HFA Bonds Application Form)



# 4 PERCENT HC COUNTY HFA BONDS APPLICATION FORM

**1. Applicant:**

- a. Name of Applicant: \_\_\_\_\_
- b. Attach a listing of the Principals for the Applicant, including the percentage of ownership interest of each, as **“Exhibit 1”** to this Application form.

**2. Contact Person for this Application:**

- First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_ Last Name: \_\_\_\_\_
- Street Address: \_\_\_\_\_
- City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_
- E-Mail Address: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_
- \_\_\_\_\_

**3. Developer:**

- a. Name of each Developer (include all co-Developers): \_\_\_\_\_  
\_\_\_\_\_
- b. Attach a listing of the Principals for each Developer as **“Exhibit 2”** to this Application form.

**4. Proposed Development Information:**

- a. Name of Development: \_\_\_\_\_
- b. Location of Development Site:
  - (1) County: \_\_\_\_\_
  - (2) Address of Development Site:

Select question (a) or question (b) below and provide the applicable information. If question (b) is selected, the Applicant must also select either question (b)(i) or question (b)(ii) below and, if question (b)(i) is selected, the name of the city must be stated.

- (a) The following address number, street name and city has been assigned by the USPS:  
\_\_\_\_\_  
\_\_\_\_\_

or

- (b) The address has not yet been assigned by the USPS: \_\_\_\_\_  
\_\_\_\_\_  
(Street Name and closest designated intersection)

and

- (i) The proposed Development is located within the city limits of: \_\_\_\_\_  
(Name of City)

or

- (ii) The proposed Development is located within the unincorporated area of the County.

(3) Local Jurisdiction:

(a) Name of local jurisdiction where Development is located: \_\_\_\_\_.  
If Development is located within a municipality (incorporated city, town, or village) the municipality must be specified.

(b) Name of Chief elected official: First: \_\_\_\_\_ Middle Initial: \_\_\_\_ Last: \_\_\_\_\_  
Title: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
Telephone No. (including area code): \_\_\_\_\_

c. Total number of units:

(1) Total number of units in proposed Development: \_\_\_\_\_

(2) Total number of rental assistance units: \_\_\_\_\_  
(the number of units that receive and/or will receive PBRA and/or ACC)

d. Total number of buildings in proposed Development: \_\_\_\_\_

e. Indicate which of the following questions apply to the proposed Development and provide the required information:

(1) The proposed Development is located in the following DDA: \_\_\_\_\_

(2) The proposed Development is located in the following QCT: \_\_\_\_\_. A copy of a letter from the local planning office or census bureau which verifies that the proposed Development is located in the referenced QCT is provided as **“Exhibit 3”** to this Application form.

(3) The Applicant indicated that the proposed Development is located in a DDA and/or QCT at questions (1) and/or (2) above and the proposed Development is the first phase of a multiphase Development as defined in Section 4.e.(3) of the Instructions to this Application form.

(4) The Applicant is applying for Housing Credits for eligible acquisition expenses. If this applies to the proposed Development, answer the following questions:

(a) Is/are the building(s) acquired or to be acquired from a related party?     Yes     No

(b) Name of previous owner: \_\_\_\_\_

(c) Relationship to Applicant: \_\_\_\_\_

(d) Date Development originally placed in service: \_\_\_\_\_  
(mm/dd/yyyy)

(e) Date (mm/dd/yyyy) and cost of last rehabilitation: \_\_\_\_\_  
\_\_\_\_\_

(f) Describe acquisition facts and circumstances relative to Section 42(d), IRC (“10-year rule”):  
\_\_\_\_\_  
\_\_\_\_\_

(g) Is a waiver of the 10-year rule being sought by the Applicant?     Yes     No  
Explain why or why not: \_\_\_\_\_

(5) The proposed Development will receive historic Housing Credits in the amount of \$\_\_\_\_\_.

(6) The Applicant is applying for Housing Credits for eligible Rehabilitation expenses. The estimated qualified basis in Rehabilitation expenses per set-aside unit within one 24-month period for the building(s) being Rehabilitated is \$\_\_\_\_\_.

- f. Development Category:
- Rehabilitation
  - Redevelopment
  - Preservation
  - New Construction
  - Acquisition and Rehabilitation
  - Acquisition and Redevelopment
  - Acquisition and Preservation

If Redevelopment, Acquisition and Redevelopment, Preservation or Acquisition and Preservation is selected, provide the required documentation as **“Exhibit 4”** to this Application form.

g. Development Type: \_\_\_\_\_

- h. Demographic Commitment:
- Elderly
  - Homeless
  - Family
  - Farmworker/Commercial Fishing Worker

i. Provide the Surveyor Certification of Development Location Point for MMRB and Non-Competitive HC Applications form as **“Exhibit 5”** to this Application form.

j. Set-Aside Commitment:

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

(2) Complete the Set-Aside Breakdown Chart:

Percentage of Residential Units	
Commitment for non-competitive HC	AMI Level
%	At or Below 25%
%	At or Below 28%
%	At or Below 30%
%	At or Below 33%
%	At or Below 35%
%	At or Below 40%
%	At or Below 45%
%	At or Below 50%
%	At or Below 60%
Total Set-Aside Percentage:	%

- (3) Indicate the total affordability period:
- 50 or more years
  - 45 to 49 years
  - 40 to 44 years
  - 35 to 39 years
  - 31 to 34 years
  - 30 years

**5. Funding:**

a. Non-competitive HC funding request (annual amount): \$\_\_\_\_\_

b. Finance Documents:

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

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

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

Provide a copy of all other funding commitments that will be used as a source of financing for the proposed Development as **“Exhibit 9”** to this Application form.
  - (e) Deferred Developer Fee –

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

**6. Certification:**

By completing, executing and submitting this Application (pages 1 through 5 and all applicable exhibits), 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. 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.
- c. 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.

- d. 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.
- e. The Applicant commits to participate in the statewide housing locator system, as required by Florida Housing.
- f. 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 Chapter 67-48, 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.
- g. The undersigned understands and agrees that the Applicant must submit IRS Forms 8821 for all Financial Beneficiaries prior to Final Housing Credit Allocation.
- h. 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.

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 Applicant

\_\_\_\_\_  
Name (typed or printed)

\_\_\_\_\_  
Title (typed or printed)

This 4 Percent HC County HFA Bonds Application Form will fail threshold if the completed Application Form, reflecting an original signature, is not provided in the copy labeled "Original Hard Copy" or if the Application Form contains corrections or 'white-out' or is scanned, imaged, altered, or retyped. Signatures in blue ink are preferred. The Application Form may be photocopied.

**2011 FHFC Development Proximity List**

County	File #/ Program	Development	Latitude and Longitude Coordinates	Development Address	City	Zip Code	Demo	30 units or less?
Alachua	Guarantee Program	Reserve at Kanapaha	N 29 37 14.6, W 82 23 24	4440 SW Archer Road	Gainesville	32608	F	N
Bay	Guarantee Program	Andrews Place	N 30 10 58.8, W 85 41 30.9	1914 Frankford Avenue	Panama City	32405	F	N
Bay	Guarantee Program	Andrews Place II	N 30 10 58.8, W 85 41 30.9	1914 Frankford Avenue	Panama City	32405	F	N
Bay	2008-124C 2009-264X 2010-010X	Panama Commons	N30 10 00.4, W85 38 00.6	NW of the intersection of Sherman Av & E 10 Ct and SW of the intersection of Sherman Av & E 10 Ct	Panama City	32401	F	N
Bay	2010-042CX 2009-140C	Pinnacle at Hammock Square	N 30 13 30.0, W 85 34 9.0	West side of State Road 77, northwest of the intersection of State Road 77 and 24th Street	Lynn Haven	32444	F	N
Bay	Guarantee Program	Reserve at Northshore	N 30 13 37.3, W 85 39 40.1	2101 West Highway 390	Lynn Haven	32444	F	N
Brevard	2007-179BS 2009-029CT 2010-008CT	Hammock Harbor - Phase I	N28 20 21.3, W80 44 42.1	West side of Fiske Blvd., Approximately 0.1 mile north of the intersection of Fiske Blvd. and St. Andrews Dr.	Rockledge	32955	F	N
Brevard	2004-007BS 2009-022CT 2010-007CT	Parkway Place fka Wickham Park	N 28 09 26.0, W 80 40 11.9	SE Corner of Wickham Road and Parkway Drive	Melbourne	32935	F	N
Broward	2009-139C 2010-044CX	Avery Glen	N 26 10 22.3, W 80 16 4.7	on Pine Island Road, at NW corner of Pine Island Road and NW 38th Street	Sunrise	33357	F	N
Broward	Guarantee Program	Banyan Pointe	N 26 17 23.2, W 80 10 18.3	3597 Wiles Road	Coconut Creek	33073	F	N
Broward	Guarantee Program	Bridgewater Place	N 26 10 49.5, W 80 10 54.2	2800 N.W. 44th Street	Oakland Park	33309	F	N
Broward	RFP 2009-06-08	Captiva Cove	N 26 12 53.9, W 80 7 57.8	1201 S. Dixie Highway West	Pompano Beach	33060	F	N
Broward	Guarantee Program	Cross Keys	N 26 12 8, W 80 14 10.4	2034 S.W. 81st Avenue	North Lauderdale	33068	F	N
Broward	2009-144C 2010-029CX	Dr. Kennedy Homes	N 26 7 18.9, W 80 9 19.1	1004 West Broward Boulevard	Fort Lauderdale	33311	F	N
Broward	Guarantee Program	Eagle Pointe	N 26 13 53.5, W 80 9 0.4	2001 W. Atlantic Blvd.	Pompano Beach	33069	F	N
Broward	2009-146C	Ehlinger	N 26 2 18.5, W80 14 19.6	7481 NW 33rd Street	Davie		F	N
Broward	Guarantee Program	Harbour Cove	N 25 59 10.7, W 80 9 40	100 NW 9th Terrace	Hallandale	33009	F	N
Broward	Guarantee Program	Mar Lago Village	N 26 7 14.9, W 80 19 32.2	200 Commodore Drive	Plantation	33325	F	N
Broward	RFP 2009-06-06	Monterra	N 26 1 51.8, W 80 14 56	NW corner of University Drive and Sheridan Street	Cooper City	33024	F	N

**2011 FHFC Development Proximity List**

County	File #/ Program	Development	Latitude and Longitude Coordinates	Development Address	City	Zip Code	Demo	30 units or less?
Broward	2009-145C	Northwest Gardens III	Site #1: N 26 08 1.8, W 80 09 39.3 Site #2: N 26 08 1.7, W 80 09 34.8 Site #3: N 26 08 1.6, W 80 09 34.8 Site #4: N 26 08 0.9, W 80 09 31.9 Site #5: N 26 08 0.9, W 80 09 30.1 Site #6: N 26 08 3.2, W 80 09 30.4	Site #1: on NW 9 Street, SE of intersection of NW 14th Way and NW 9th Street Site #2: on NW 9 Street, SE of intersection of NW 14th Terrace and NW 9th Street Site #3: NW 9 Street, SE of intersection of NW 14th Avenue and NW 9th Street Site #4: NW 13 Terrace, NE of intersection of NW 13th Terrace and NW 8th Street Site #5: NW 13 Avenue, SE of intersection of NW 13th Avenue and NW 8th Court Site #6: NW 13 Avenue, NE of intersection of NW 13th Avenue and NW 8th Court	Fort Lauderdale	33311	F	N
Broward	Guarantee Program	Pembroke Park	N 25 58 29, W 80 11 40.6	3700 Southwest 52nd Avenue	Pembroke Park	33023	F	N
Broward	Guarantee Program	Pembroke Villas	N 25 58 27.2, W 80 11 40.3	4801 S.W. 41st Street	Pembroke Park	33023	F	N
Broward	2009-123C 2010-033CX	Progresso Point	N26 07 47.6, W80 08 37.6	619 N. Andrews Avenue	Fort Lauderdale	33311	F	N
Broward	RFP 2009-06-07	Sorrento	N 25 58 20.6, W 80 15 46.7	NW corner of Douglas Rd. and Homestead Extension of Florida's Turnpike	Miramar	33025	F	N
Broward	Guarantee Program	St. Croix	N 26 10 7.4, W 80 12 11.9	4400 NW 36 Street	Lauderdale Lakes	33311	F	N
Broward	Guarantee Program	Stirling I	N 26 2 44.6, W 80 14 15	7350 Stirling Road	Davie	33024	F	N
Broward	Guarantee Program	Stirling II	N 26 2 44.6, W 80 14 15	7350 Stirling Road	Davie	33024	F	N
Broward	2009-255C 2010-038CX	Town Park Crossing	N 26 02 4.5, W 80 14 50.3	Approximately 400 feet East of the NE corner of Davie Road Extension and North University Drive	Davie	33024	F	N
Broward	Guarantee Program	Venice Homes aka Venice Cove	N 26 9 6.2, W 80 9 6.2	711 NW 19 Street	Ft. Lauderdale	33311	F	N
Charlotte	2005-311HR 2009-023CT	Charlotte Crossing	N 27° 1' 4.2", W 82° 1' 30.7"	N of Intersection of Sandhill Blvd. & Rio De Janeiro Ave.	Punta Gorda Isles	33983	E	N
Charlotte	Guarantee Program	Hampton Point	N 26 59 29.4, W 82 1 45.5	2511 Luther Road	Port Charlotte	33983	F	N
Clay	Guarantee Program	Holly Cove	N 30 11 17.7, W 81 43 56.2	1745 Wells Road	Orange Park	32073	F	N

**2011 FHFC Development Proximity List**

County	File #/ Program	Development	Latitude and Longitude Coordinates	Development Address	City	Zip Code	Demo	30 units or less?
Collier	Guarantee Program	Heritage	N 26 11 56.1, W 81 41 59.7	4250 Jefferson Lane	Naples	34116	F	N
Collier	Guarantee Program	Noah's Landing	N 26 9 59.8, W 81 41 24	10555 Noah's Circle	Naples	34116	F	N
Collier	Guarantee Program	Tuscan Isle (fka Heron Cove)	N 26 9 40.7, W 81 41 37.4	8587 Barot Drive	Naples	34104	F	N
Collier	Guarantee Program	Whistler's Green	N 26 11 55.7, W 81 42 19.5	4700 Whistler's Green Circle	Naples	34116	F	N
Duval	Guarantee Program	Leigh Meadows	N 30 12 20.9, W 81 36 13.4	4320 Sunbeam Road	Jacksonville	32257	F	N
Duval	Guarantee Program	Logan's Pointe	N 30 17 1, W 81 31 32.9	3544 Saint Johns Bluff Road S.	Jacksonville	32224	F	N
Duval	2009-207C 2010-040CX	Marcis Pointe Apartments	N30 14 44.3, W81 45 18.0	6734 103rd Street	JACKSONVILLE	32210	E	N
Duval	Guarantee Program	Mission Pointe (fka Mallard's Landing)	N 30 27 29.6, W 81 40 9.9	12450 Biscayne Blvd	Jacksonville	32218	F	N
Duval	Guarantee Program	Sundance Pointe	N 30 23 0.6, W 81 36 13	56181 Edenfield Road	Jacksonville	32277	F	N
Escambia	2006-035C 2009-065CTX	Palafox Landing	N30 29 53.4, W87 15 19.5	7220 N. Palafox Street	Pensacola	32503	F	N
Escambia	Guarantee Program	Stoddert Place	N 30 22 12.1, W 87 21 26.3	150 Tiger Lily Drive	Pensacola	32506	F	N
Flagler	2008-236S 2009-033CT	Beach Village at Palm Coast Apartments - Phase I	N29 28 40.8, W81 09 01.0	N side of SR 100, approximately 1300 Ft. West of Roberts Road	Palm Coast	32136	F	N
Hardee	2006-359HR 2009-026CT 2010-004CT	Stenstrom Road Senior Village	N27 31 59.5, W81 48 50.9	North side of Stenstrom Road, east of South Florida Avenue	Wauchula	33873	E	N
Hernando	2009-162C 2010-024CX	Magnolia Gardens	N28 32 16.6, W82 24 00.5	20180 Barnett Road	Brooksville	34601	E	N
Hernando	2009-208C 2009-167C	Vista Grand at Spring Hill	N 28 26 8.8, W 82 32 35.5	Quality Drive, East of Mariner Blvd.	Spring Hill	34609	E	N
Highlands	2010-035CX	Highlands Cove Phase I	N 27 18 9.3, W 81 21 42.3	755 Hillcrest Street	Town of Lake Placid	33852	FF	N
Highlands	2008-057H	North Central Heights II	N 27 36 10.1, W 81 30 34.3	SW Corner of W. Palmetto Street and North Central Ave	Avon Park	33825	F	N
Highlands	2008-123H	Sleepy Hollow	N 27 28 42.7, W 81 25 27.2	4023 Youth Care Lane	Sebring	33870	F	N
Hillsborough	Guarantee Program	Bristol Bay	N 27 56 8.9, W 82 24 7.3	1241 South 50th Street	Tampa	33619	F	N
Hillsborough	Guarantee Program	Clipper Bay	N 27 52 14.2, W 82 30 52.2	6727 South Lois Avenue	Tampa	33616	F	N
Hillsborough	2009-163C 2010-025CX	Heritage Place	N 27 57 13.3, W 82 27 30.1	506 East Harrison Street	Tampa	33602	F	N



**2011 FHFC Development Proximity List**

County	File #/ Program	Development	Latitude and Longitude Coordinates	Development Address	City	Zip Code	Demo	30 units or less?
Hillsborough	2008-255C	Lakewood Pointe Apartments - Phase I	N27 58 57.5, W82 18 41.0	N side of SR 574, Approximately 500 Ft. west of the intersection of SR 574 and Lakewood Dr.	Tampa	33610	F	N
Hillsborough	Guarantee Program	Mariner's Cove	N 27 58 59.6, W 82 20 44.2	4012 Mariner's Cove Court	Tampa	33610	F	N
Hillsborough	2007-175BS 2009-028CT 2010-001CT	The Fountains on Falkenburg - Phase II	N27 54 28.4, W82 21 32.3	West side of S. Falkenburg Rd., SW of the corner of the intersection of S. Falkenburg Rd. and Camden Field Parkway	Riverview	33569	E	N
Hillsborough	Guarantee Program	Woodbridge at Walden Lake	N 28 0 11.2, W 82 8 29.4	1500 Plantation Grove Court	Plant City	33567	F	N
Indian River	Guarantee Program	Preserve at Oslo (fka Woods of Vero Beach)	N 27 35 11.8, W 80 24 33.2	2299 10th Road, SW	Vero Beach	32962	F	N
Lake	Guarantee Program	Spring Harbor	N 28 48 57.9, W 81 40 14.8	2500 Spring Harbor Circle	Mount Dora	32757	F	N
Lee	Guarantee Program	Bernwood Trace	N 26 35 55.6, W 81 48 49.8	9804 Bernwood Place Drive	Fort Myers	33916	F	N
Lee	2007-204C 2009-262X	Elmwood Terrace	N26 36 49.7, W81 51 32.6	Evans Ave at Elmwood Street	Fort Myers	33901	F	N
Lee	2008-215C 2009-059CTX	Renaissance Preserve	N 26 38 51.7, W 81 49 42.7	Intersection of Michigan Avenue and A Street	Fort Myers	33916	F	N
Lee	2009-151C 2010-027CX	Renaissance Preserve Phase II	N 26 38 48.7, W 81 49 39.5	4240 Michigan Avenue Link	Fort Myers	33916	F	N
Lee	Guarantee Program	Vista Palms (fka Andros Isle)	N 26 35 36.4, W 81 38 29	10276 Stafford Creek Blvd.	Lehigh Acres	33936	F	N
Lee	Guarantee Program	Westwood-Fort Myers	N 26 36 31, W 81 51 3.6	3439 Metro Parkway	Fort Myers	33916	F	N
Manatee	Guarantee Program	River Trace	N 27 29 14, W 82 31 47.7	2710 River Trace Circle	Bradenton	34208	F	N
Miami-Dade	Guarantee Program	Alhambra Cove	N 25 52 58.4, W 80 13 28.8	1600 NW 119 <sup>th</sup> Street	Miami	33167	F	N
Miami-Dade	Guarantee Program	Baywinds	N 25 53 8.9, W 80 9 58	11900 NE 16 Avenue	Miami	33161	F	N
Miami-Dade	Guarantee Program	Bonita Pointe	N 25 26 49.9, W 80 28 7.2	613 East Palm Drive	Florida City	33034	F	N
Miami-Dade	2009-056X 2008-198C	Brownsville Transit Village II	N25 49 19.1, W80 14 30.3	On NW 29th Ave. +/- 300 ft. east of the intersection of NW 52nd St. & NW 29th Ave.	Miami	33142	E	N
Miami-Dade	2009-149C 2010-032CX	Brownsville Transit Village IV	N25 49 18.1, W80 14 30.3	+/- 320 ft east of the intersection of NW 52nd St. & NW 29th Avenue	Miami	33142	F	N
Miami-Dade	2009-148C	Brownsville Village II	N 25 49 21.7, W 80 14 30.7	On NW 53rd st., +/- 320 ft. east of the intersection of NW 29th Ave. & NW 53rd St.	Miami	33142	E	N

**2011 FHFC Development Proximity List**

County	File #/ Program	Development	Latitude and Longitude Coordinates	Development Address	City	Zip Code	Demo	30 units or less?
Miami-Dade	Guarantee Program	Captiva Club	N 25 36 18.1, W 80 21 54	17680 SW 107 Avenue	Miami	33157	F	N
Miami-Dade	Guarantee Program	Cedar Grove	N 25 57 52.3, W 80 14 2.8	20601 N.W. 17th Ave	Miami	33056	F	N
Miami-Dade	Guarantee Program	Country Club Villas I	N 25 56 21.3, W 80 19 12.4	18231 NW 73rd Avenue	Miami	33015	F	N
Miami-Dade	Guarantee Program	Country Club Villas II	N 25 56 21.3, W 80 19 12.4	18231 NW 73rd Avenue	Miami	33015	F	N
Miami-Dade	Guarantee Program	Crossings at University	N 25 56 42.4, W 80 14 44.6	18740 NW 27th Avenue	Opa Locka	33056	F	N
Miami-Dade	2009-199C 2010-031CX	Esmeralda Bay	N25 48 38.7, W80 13 56.1	3780 NW 22nd Avenue	Miami	33142	E	N
Miami-Dade	2009-040X 2007-122C	Everett Stewart, Sr. Village	N25 49 21.6, W80 14 32.5	On NW 29th Ave., SE of intersection of NW 29th Ave. & NW 53rd St.	Miami	33142	E	N
Miami-Dade	Guarantee Program	Golden Lakes	N 25 55 2.3, W 80 13 8.4	1200 Northwest 155th Lane	Miami	33169	F	N
Miami-Dade	Guarantee Program	Hibiscus Pointe	N 25 50 47.8, W 80 13 9.2	1274 NW 79th St	Miami	33147	F	N
Miami-Dade	RFP 2009-06-10	Kings Terrace	N 25 53 15.6, W 80 14 31.9 N 25 53 19.2, W 80 14 31.9 N 25 53 22.3, W 80 14 32.6 N 25 53 27, W 80 14 33.5	12801, 12601, 12501 & 12401 NW 27th Avenue	Miami	33167	F	N
Miami-Dade	2009-055X 2008-177C	Magnolia Landing	N25 31 31.7, W80 25 28.3	The North side of SW 260th Street, Approximately 500 Ft. west of the intersection of SW 260th St., and US Hwy 1	Homestead	33032	F	N
Miami-Dade	Guarantee Program	Marbrisa d/b/a Marbrisa Lake	N 25 55 2, W 80 17 7.5	5200 NW 159 Street	Hialeah	33014	F	N
Miami-Dade	2009-058X 2008-210C	Metro Apartments	N 25 47 1.9, W 80 11 47.6	1000 NW 1st Avenue	Miami	33136	F	N
Miami-Dade	Guarantee Program	Miami Stadium	N 25 47 57.2, W 80 12 40.4	2301 NW 10th Avenue	Miami	33127	F	N
Miami-Dade	2007-186BS 2009-030CT 2010-002CT	Mirabella Apartments	N25 31 54.4, W80 23 54.2	NW Corner of SW 128th Ave & SW 252nd Terrace	Miami	33032	F	N
Miami-Dade	Guarantee Program	Monterey Pointe	N 25 28 12, W 80 27 32.1	1400 E. Mowry Drive	Homestead	33033	F	N
Miami-Dade	2006-305HR 2009-025CT	Notre Dame Apartments	N 25 49 42.4, W80 12 0.0	5725 NW 2nd Avenue	Miami	33127	F	N
Miami-Dade	2008-221C 2009-061CTX	Orchid Grove	N 25 27 24.4, W80 29 18.4	On NW 8th Street, at the NW intersection of NW 8th Street and NW 7th Avenue	Florida City	33034	FF	N
Miami-Dade	2008-082H	SCLAD Plaza	N 25 49 25.4, W 80 16 38.3	201 E 2nd Street	Hialeah	33010	F	Y

**2011 FHFC Development Proximity List**

County	File #/ Program	Development	Latitude and Longitude Coordinates	Development Address	City	Zip Code	Demo	30 units or less?
Miami-Dade	RFP 2009-06-11	Solabella	N 25 56 5.6, W80 12 46	SE Corner of NW 175th Street and NW 7th Avenue	Miami Gardens	33169	F	N
Miami-Dade	Guarantee Program	Spinnaker Cove	N 25 56 42.1, W 80 17 39.5	18900 N.W. 57th Avenue	Miami Lakes	33015	F	N
Miami-Dade	Guarantee Program	Sunset Bay	N 25 33 32.4, W 80 21 13.1	10000 SW 224th Street	Miami	33156	F	N
Miami-Dade	Guarantee Program	Tuscany Place	N 25 31 51.3, W 80 24 46.1	25400 SW 137th Avenue	Unincorporated	33032	F	N
Miami-Dade	RFP 2009-06-05	Villa Capri	N 25 30 18, W 80 22 56.7	14500 SW 280th Street	Homestead	33032	F	N
Miami-Dade	Guarantee Program	Villa Esperanza	N 25 56 28.4, W 80 17 57.9	18340 NW 62nd Avenue	Miami	33015	F	N
Miami-Dade	2007-124C 2009-064CTX	Village Carver II	N25 50 24.4, W80 12 13.9	North side of NW 71 ST, 350 feet East of the intersection of NW 71st ST and NW 5th Ave	Miami	33150	E	N
Miami-Dade	2008-217C 2009-060CTX	Vista Mar	N 25 48 39.2, W80 12 14.0	501 NW 36th Street	Miami	33127	F	N
Miami-Dade	Guarantee Program	Vizcaya Villas	N 25 46 45.2, W 80 19 28.9	801 N.W. 80th Place	Miami	33143	F	N
Miami-Dade	2009-180C 2010-034CX	Woodside Oaks	N25 31 24.7, W80 25 30.8	South side of SW 260th St approx. 750 ft west of intersection of SW 260th St & South Dixie Highway	Homestead	33032	F	N
Monroe	2009-103C 2010-011CX	Blue Water Workforce Housing	N25 01 04.2, W80 30 39.3	Burton Drive, Ocean Side, US-1	Tavernier	33070	F	N
Monroe	2009-216C 2010-021CX	Flagler Village	N24 34 21.8, W81 44 29.8	5300 MacDonald Ave	Key West	33040	F	N
Monroe	2008-162CS 2009-052X	Poinciana Royale	N24 33 53.4, W81 45 39.3	North side of Duck Avenue, east of the intersection of 16th Street and Duck Avenue.	Key West	33040	F	N
Okaloosa	2008-142C	Pinnacle Reserve	N30 46 47.2, W86 33 29.7	Richburg Lane, Richburg Lane & Industrial Drive	Crestview	32539	F	N
Orange	Guarantee Program	Chapel Trace	N 28 33 8.3, W 81 17 14.7	562 Chapel Trace Drive	Orlando	32817	F	N
Orange	Guarantee Program	Grande Pointe	N 28 29 26.9, W 81 24 10.9	1705 Grande Pointe Boulevard	Orlando	32839	F	N
Orange	2008-256S	Marbella Cove	N28 30 16.0, W81 17 12.8	W side of South Goldenrod Rd., Southwest of the intersection of South Goldenrod Rd., and Govern Blvd.	Orlando	32822	F	N
Orange	Guarantee Program	Nassau Bay I (f/k/a Brittany at Rosemont I)	N 28 36 21.7, W 81 25 20.7	5200 N. Orange Blossom Trail	Orlando	32810	F	N
Orange	Guarantee Program	Nassau Bay II (f/k/a Brittany at Rosemont II)	N 28 36 21.7, W 81 25 20.7	5200 N. Orange Blossom Trail	Orlando	32810	F	N
Orange	Guarantee Program	Oak Glen	N 28 34 9.2, W 81 25 50.6	2018 Mercy Drive	Orlando	32808	F	N

F = Family, FF = Farmworker/Commercial Fishing Worker,  
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**2011 FHFC Development Proximity List**

County	File #/ Program	Development	Latitude and Longitude Coordinates	Development Address	City	Zip Code	Demo	30 units or less?
Orange	2009-240C 2010-013CX	The Fountains at Pershing Park	N28 30 00.6, W81 17 40.6	North side of Pershing Avenue, at the intersection of Nikki Court and Pershing Avenue	Orlando	32822	E	N
Orange	Guarantee Program	Wentworth I	N 28 32 37.7, W 81 14 27.6	10200 Dylan Street	Orlando	32825	F	N
Orange	Guarantee Program	Wentworth II	N 28 32 37.7, W 81 14 27.6	10200 Dylan Street	Orlando	32825	F	N
Orange	Guarantee Program	Willow Lake	N 28 40 16, W 81 28 21.4	500 Monica Rose Drive	Apopka	32703	F	N
Orange	Guarantee Program	Woodridge	N 28 33 17.7, W 81 29 20.5	7351 Woodbridge Park Drive	Orlando	32818	F	N
Osceola	2009-246C 2010-020CX	The Fountains at San Remo Court - Phase I	N28 08 59.2, W81 27 03.5	Southeast corner of the intersection of San Remo Road and North Doverplum Avenue	Kissimmee	34758	F	N
Osceola	Guarantee Program	Walden Park	N 28 16 50.6, W 81 21 26	2101 Walden Park Circle	Kissimmee	34744	F	N
Palm Beach	Guarantee Program	Colony Park	N 26 41 30.9, W 80 10 40.5	7875 Belvedere Road	West Palm Beach	33411	F	N
Palm Beach	2009-223C	Crestwood Apartments	N26 38 35.4, W80 07 32.6	5350 Purdy Ln.	West Palm Beach	33415	E	N
Palm Beach	Guarantee Program	Indian Trace	N 26 46 32.9, W 80 6 29.6	1000 Indian Trace Circle	Riviera Beach	33407	F	N
Palm Beach	Guarantee Program	Malibu Bay	N 26 43 8.3, W 80 5 7.9	750 West Executive Drive	West Palm Beach	33401	F	N
Palm Beach	Guarantee Program	Marina Bay	N 26 35 11.4, W 80 5 0.6	2600 Lantana Road	Lake Worth	33462	F	N
Palm Beach	Guarantee Program	Pinnacle at Abbey Park	N 26 38 59, W 80 7 32.9	1921 Abbey Rd.	West Palm Beach	33415	F	N
Palm Beach	Guarantee Program	Pinnacle Palms	N 26 42 39.3, W 80 4 35.4	601 Executive Center Drive	West Palm Beach	33401	E	N
Palm Beach	Guarantee Program	Portofino	N 26 37 40.1, W 80 4 3	2767 N 10th Avenue	Lake Worth	33461	F	N
Palm Beach	Guarantee Program	Venetian Isles I (fka Westlake I)	N 26 47 58.6, W 80 5 11.1	800 Venetian Isles Drive	Lake Park	33403	F	N
Palm Beach	Guarantee Program	Venetian Isles II (fka Westlake II)	N 26 48 3.3, W 80 5 6.4	800 Venetian Isles Drive	Lake Park	33403	F	N
Palm Beach	2007-017W 2009-037CT 2010-003CT	Villages at Delray	N 26 27 15.3, W 80 5 6.6	Site #1: 625 Auburn Circle West Site #2: 10th Street and 13th Avenue	Delray Beach	33444	F	N
Palm Beach	Guarantee Program	Waverly	N 26 39 29.2, W 80 7 19.2	1386 Summit Pines Blvd.	West Palm Beach	33415	F	N
Palm Beach	Guarantee Program	Windsor Park	N 26 39 29.2, W 80 7 20.7	1389 Summit Pines Blvd.	West Palm Beach	33415	E	N

**2011 FHFC Development Proximity List**

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Palm Beach	Guarantee Program	Worthington	N 26 34 56.7, W 80 6 36.8	6274 Pinestead Drive	Lake Worth	33463	F	N
Pasco	2009-132C 2010-036CX	Arbours at Fort King	N28 20 38.9, W82 12 08.3	situated west side of Ft. King Rd approx. 800 feet south of intersection of Hester Rd & Ft King Rd	Miami-Dade City	33525	F	N
Pasco	Guarantee Program	Landings at Sea Forest	N 28 14 44.6, W 82 44 24	4522 Seagull Drive	New Port Richey	34652	E	N
Pasco	2008-185BS 2009-031CT	Meetinghouse at Zephyrhills	N28 15 47.6, W82 10 49.9	In Wire Rd. Approximately 110 Ft. N of the SW corner of the intersection of Daughtery Rd. and Wire Rd.	Zephyrhills	33541	E	N
Pasco	Guarantee Program	Pasco Woods	N 28 14 53.2, W 82 20 59.7	6135 Ryerson Circle	Wesley Chapel	33544	F	N
Pinellas	2008-283C	Burlington Senior Residences	N27 46 29.9, W82 38 43.6	Parcel 1: On the South side of 3rd Avenue N. Approximately 170 Ft. West of the intersection of 3rd Avenue N. and 8th Street N.; Parcel 2: On 3rd Avenue N. at the Sw corner of the intersection of 3rd Avenue and 8th Street N.	St. Petersburg	33712	E	N
Pinellas	2009-171C 2010-043CX	Oak Ridge Estates	Site 1: N 28 08 35.9, W 82 45 4.4 Site 2: N 28 08 25.7, W 82 45 7.1 Site 3: N 28 08 25.9, W 82 45 5.8 Site 4: N 28 08 24.6, W 82 45 3.4	Site #1: E. Lime Street, NW of intersection of E. Lime Street and S. Grosse Ave Site #2 and #3: North of E. Morgan Street, NE of intersection of E. Morgan Street and S. Grosse Ave Site #4: South of E. Morgan Street, SE of intersection of E. Morgan Street and S. Grosse Ave	Tarpon Springs	34689	F	N
Pinellas	2008-019CC 2009-036CT	Pine Berry Senior Apartments	N 27 57 8.3, W 82 46 29.4	1225 S. Highland Avenue	Clearwater	33756	E	N
Pinellas	2009-097C 2010-023CX	The Lodges at Pinellas Park	N27 50 23.6, W82 43 53.3	6721 Park Blvd	Pinellas Park	33781	F	N
Pinellas	2008-182C 2009-263X 2010-009X	The Portland	N27 46 31.3, W82 38 43.0	819 3rd Avenue North	St. Petersburg	33701	F	N
Pinellas	Guarantee Program	Westminster	N 28 3 20.8, W 82 40 1.1	200 Westminster Blvd.	Oldsmar	34677	F	N
Polk	2008-143C 2009-047CTX	Cypress Cove	N 28 03 6.5, W81 43 52.9	5th Lake Ida St., 5th Lake Ida St. & US Hwy 17 N	Winter Haven	33881	FF	N
Polk	2009-153C 2010-022CX	Sunrise Park Apartments	N 27 54 41.1, W 81 35 11.1	750 Old Scenic Highway	Lake Wales	33853	F	N
Polk	Guarantee Program	Villas at Lake Smart	N 28 3 48.7, W 81 42 24.7	4225 Vista Del Lago Drive	Winter Haven	33881	F	N
Polk	2009-147C 2010-028CX	Wahneta Palms	N 27 57 20.7 W81 43 31.9	116 2nd Wahneta Street East	Winter Haven	33880	F	N

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**2011 FHFC Development Proximity List**

County	File #/ Program	Development	Latitude and Longitude Coordinates	Development Address	City	Zip Code	Demo	30 units or less?
Polk	Guarantee Program	Wilmington	N 27 57 58.7, W 81 58 6.3	School House Road	Medulla	33813	F	N
Saint Johns	Guarantee Program	Whispering Woods	N 29 52 14.5, W 81 20 32.7	210 Whispering Woods Lane	St. Augustine	32095	F	N
Saint Lucie	2009-053X 2008-167C	Madison Vines	N27 23 01.2, W80 19 57.3	4262 Oleander Avenue	Fort Pierce	34982	E	N
Saint Lucie	Guarantee Program	Peacock Run	N 27 20 46.4, W 80 22 56.6	5500 East Torino Parkway	Port St. Lucie	34986	F	N
Saint Lucie	Guarantee Program	Sabal Chase	N 27 25 27.6, W 80 22 33.5	100 Comer Drive	Fort Pierce	34947	F	N
Seminole	2008-235S 2009-032CT	Covington Club - Phase I	N28 38 31.1, W81 12 38.7	N side of Chapman Road, approximately 500 Ft. West of the intersection of Chapman Road and SR 434	Oviedo	32765	F	N
Seminole	2009-247C 2010-014CX	Howell Branch Cove	N28 36 54.8, W81 16 47.5	West of Howell Branch Road approx 1,600 feet North of the intersection of Howell Branch Road and SR 426 (Aloma Avenue)	Winter Park	32792	F	N
Seminole	Guarantee Program	Logan Heights	N 28 45 45, W 81 16 40.5	1000 Logan Heights Circle	Sanford	32773	F	N
Seminole	2008-262S	Oviedo Town Centre - Phase II	N28 39 50.2, W81 12 08.9	400 Fontana Circle	Oviedo	32765	F	N
Seminole	Guarantee Program	Stratford Point	N 28 48 55.9, W 81 19 6.7	1700 Old England Loop	Sanford	32771	F	N
Seminole	2009-244C 2010-018CX	Town Parke Apartments - Phase I	N28 41 35.6, W81 15 36.4	Southwest side of SR 434 (Oviedo Rd) approx. 1,503 feet East of the intersection of SR 434 (Oviedo Road and Tuskawilla Road	Winter Springs	32708	F	N
Seminole	Guarantee Program	Windchase	N 28 47 1.7, W 81 17 40.6	100 Windchase Drive	Sanford	32773	F	N
Seminole	Guarantee Program	Wyndham Place	N 28 45 11.3, W 81 17 18.5	1500 Wyndham Crest Blvd.	Sanford	32773	F	N
Volusia	Guarantee Program	Ashton Point (fka Ashton Lake)	N 29 4 16.4, W 81 1 14.2	6305 Williamson Blvd.	Port Orange	32124	F	N
Volusia	2008-238S	Cape Morris Cove - Phase II	N29 09 18.4, W81 02 9.4	140 Dolphin Fleet Circle	Daytona Beach	32119	F	N
Volusia	Guarantee Program	Carolina Club	N 29 12 13.4, W 81 5 18.3	100 Carolina Lake Drive	Daytona Beach	32114	F	N
Volusia	Guarantee Program	Garfield Place	N 29 1 14.6, W 81 17 44.2	450 East Euclid Avenue	DeLand	32720	F	N
Volusia	2009-228C 2010-037CX	Laurel Villas	N 29 1 15.3, W 81 17 41	On the North West Corner of the Intersection of Euclid Avenue and Garfield Avenue	DeLand	32724	F	N
Volusia	2009-054X 2008-169C	Madison Glen	N29 16 50.2, W81 04 43.5	592 Sterhaus Drive	Ormond Beach	32174	E	N

**2011 FHFC Development Proximity List**

<b>County</b>	<b>File #/ Program</b>	<b>Development</b>	<b>Latitude and Longitude Coordinates</b>	<b>Development Address</b>	<b>City</b>	<b>Zip Code</b>	<b>Demo</b>	<b>30 units or less?</b>
Volusia	2009-191C	Olive Grove Apartments	N 29 16 48.5, W 81 04 40.2	765 W Granada Blvd	Ormond Beach	32174	F	N
Volusia	Guarantee Program	San Marco	N 29 15 3.7, W 81 6 40.4	300 N. Williamson Boulevard	Ormond Beach	32175	F	N
Volusia	2008-227C	Taylor Place Apartments - Phase I	N28 59 59.3, W81 18 03.9	NE corner of the intersection of E Taylor Road and US Hwy 17	Deland	32724	F	N
Walton	2009-042X 2008-025C	Arbours at Shoemaker Place	N30 44 01.8, W 86 08 17.7	214 Shoemaker Drive	DeFuniak Springs	32433	F	N

## 2011 FHFC Senior Center List

COUNTY	SPONSOR ORGANIZATION	CENTER/AGENCY	ADDRESS	CITY	ST	ZIP	PHONE
Alachua		Hawthorne Senior Center	21930 S.E. 67th Place	Hawthorne	FL	32640	352-481-3100
Baker		Baker County Senior Center	101 East Macclenny Avenue	Macclenny	FL	32063	904-259-2223
Bay	Bay County Council on Aging, Inc.	Bay County Council on Aging	1116 Frankford Avenue	Panama City	FL	32401	850-769-3468
Bay	Bay County Council on Aging, Inc.	Lynn Haven Senior Center	905 Pennsylvania Ave.	Lynn Haven	FL	32444	850-277-2730
Bradford		Starke Multipurpose Senior Center	550 W. Georgia St.	Starke	FL	32091	904-964-4545
Brevard		Freedom-Seven Community Center	5000 Tom Warriner Blvd	Cocoa Beach	FL	32931	321-783-9505
Brevard	Greater Palm Bay Senior Center	Greater Palm Bay Senior Center	1275 Culver Drive NE	Palm Bay	FL	32907	321-724-1338
Brevard		Martin Anderson Senior Center	1025 South Florida Avenue	Rockledge	FL	32955	321-631-7549
Brevard		North Brevard Senior Center	909 Lane Avenue	Titusville	FL	32780	321-268-2333
Brevard		Wickham Park Senior Center	2785 Leisure Way	Melbourne	FL	32935	321-255-4494
Broward		Poitier & Williams Senior Center	2185 NW 19th St.	Ft. Lauderdale	FL	33311	954-714-3500
Broward	Austin-Hepburn Senior Mini-Center	Austin-Hepburn Senior Mini-Center	750 NW 8th Avenue	Hallandale	FL	33009	954-457-1460
Broward	Beach Community Center	Beach Community Center	3351 NE 33rd Avenue	Ft. Lauderdale	FL	33308	954-828-4610
Broward	Daniel D. Cantor Senior Center	Daniel D. Cantor Senior Center	5000 Nob Hill Rd.	Sunrise	FL	33351	954-742-2299
Broward		Fred Lippman Multipurpose Center	2030 Polk Street	Hollywood	FL	33020	954-921-3408
Broward	Hispanic Unity of Florida, Inc.	Hispanic Unity of Florida, Inc.	5840 Johnson Street	Hollywood	FL	33021	954-964-8884
Broward		Holiday Park Social Senior Center	1150 G. Harold Martin Drive	Ft. Lauderdale	FL	33304	954-828-5383
Broward		Lauderdale Lakes Senior Center	4340 NW 36th St.	Lauderdale Lakes	FL	33319	954-535-2808
Broward	Lauderhill Senior Center	Lauderhill Senior Center	1176 N.W. 42 Way	Lauderhill	FL	33313	954-321-2450
Broward		Memorial Senior Partners, Hallandale Center	1726 E. Hallandale Beach Blvd.	Hallandale	FL	33609	954-457-0501
Broward		Miramar Satellite Senior Center	7667 Venetian Street	Miramar	FL	33023	
Broward	City of Miramar Senior Center	City of Miramar Senior Center	6700 Miramar Parkway	Miramar	FL	33023	954-602-3090
Broward	N.E. Focal Point Senior Center	N.E. Focal Point Senior Center	227 NW 2nd St.	Deerfield Beach	FL	33441	954-480-4449
Broward	N.W. Focal Point Senior Center	N.W. Focal Point Senior Center	6009 N.W. 10th St.	Margate	FL	33063	954-973-0300
Broward	NW Federated Woman's Club	NW Federated Woman's Club Senior Center	2185 NW 19th St.	Ft. Lauderdale	FL	33311	954-714-3500
Broward	City of Oakland Park	Oakland Park Senior Center	250 N.E. 33 Street	Oakland Park	FL	33334	954-630-4494
Broward		Posnack Jewish Community Center	5850 Pine Island Road	Davie	FL	33328	954-434-0499
Broward		Sartory Senior Center	10150 NW 29th Street	Coral Springs	FL	33065	954-345-2209
Broward	SE Focal Point Senior Center	SE Focal Point Senior Center	3081 Taft St.	Hollywood	FL	33021	954-966-9805
Broward		Sheppard Center of America	8650 W Sample Road	Coral Springs	FL	33065	
Broward	Southwest Focal Point Senior Center	Southwest Focal Point Senior Center	301 NW 103rd Avenue	Pembroke Pines	FL	33026	954-450-6888
Broward	Marco, Rosemarie	Sunrise Senior Center	10650 W. Oakland Park Blvd	Sunrise	FL	33351	954-746-3680
Broward		Memorial Senior Partners, Hollywood Center	7031 Taft Street	Hollywood	FL		954-963-8030
Broward	Tamarac Senior Center	Tamarac Senior Center	8601 W. Commercial Way	Tamarac	FL	33321	954-724-2447
Calhoun	Calhoun County Council on Aging	Calhoun County Senior Center	16859 NE Cayson Street	Blountstown	FL	32424	850-674-4163
Charlotte		Rebecca Neal Owens Community Center	27420 Voyageur Drive	Punta Gorda	FL	33950	941-743-5353
Citrus	Citrus County Community Support Services	Annie Johnson Senior Center	1991 West Test Court	Dunnellon	FL	34430	352-489-8021
Citrus	Citrus County Community Support Services	Central Citrus Community Center	2804 West Marc Knighton Ct.	Lecanto	FL	34461	352-527-5993
Citrus	Citrus County Community Support Services	East Citrus Community Center	9907 E. Gulf to Lake Hwy	Inverness	FL	34450	352-344-9666



## 2011 FHFC Senior Center List

COUNTY	SPONSOR ORGANIZATION	CENTER/AGENCY	ADDRESS	CITY	ST	ZIP	PHONE
Citrus	Citrus County Community Support Services	Inverness Community Center	1082 N. Paul Dr.	Inverness	FL	34450	352-726-1009
Citrus	Lecanto Multipurpose Senior Center	Lecanto Multipurpose Senior Center	1410 S. Lecanto Highway	Lecanto	FL	34461	325-746-1842
Citrus	Citrus County Community Support Services	West Citrus Community Center	8940 W. Veterans Drive	Homosassa	FL	34448	352 527-5975
Clay	Clay County Council on Aging	Green Cove Springs Senior Center	604 Walnut St.	Green Cove Springs	FL	32043	904-284-5977
Clay	Orange Park Senior Center	Orange Park Senior Center	414 Stowe Avenue	Orange Park	FL	32073	904-269-4731
Clay	Weigel Senior Center	Weigel Senior Center	3916 Section St	Middleburg	FL	32068	904-284-5977
Clay	William Beam Senior Center	William Beam Senior Center	100 Commercial Circle	Keystone Heights	FL	32656	904-473-2112
Collier	Moorings Park	Moorings Park	120 Moorings Park Dr.	Naples	FL	34105	239-261-1616
Collier		Our Place at the Vineyards	6231 Arbor Blvd	Naples	FL	34119	863-675-1446
Collier		The Roberts Center	905 Roberts Rd	Immokalee	FL	33934	239-657-2823
Columbia	Columbia County Senior Services	Columbia County Senior Services/Golden Age	480 S.E. Clements Place	Lake City	FL	32056	386-752-7717
Columbia		Ft. White Senior Recreation Center	18829 Hwy. 47 South	Ft. White	FL	32056	386-497-1504
Columbia		Richardson Senior Recreation Center	628 Alison Ct.	Lake City	FL	32056	386-755-0235
DeSoto	Senior Friendship Center of DeSoto Co.	Senior Friendship Center of DeSoto Co.	23 N Polk Avenue	Arcadia	FL	34266	863-494-5965
Duval	City of Jacksonville Adult Services	Arlington Senior Center	1078 Rogero Rd	Jacksonville	FL	32211	904-723-6142
Duval	City of Jacksonville Adult Services	Bennie Furlong Senior Center	281 South 19th Avenue South	Jacksonville	FL	32250	904-241-3796
Duval	City of Jacksonville Adult Services	Charlie Joseph Senior Center	6943 Buffalo Avenue	Jacksonville	FL	32208	904-765-7522
Duval	City of Jacksonville Adult Services	City of Jacksonville	8200 Kona Avenue	Jacksonville	FL	32211	904-726-5162
Duval	City of Jacksonville Adult Services	Clanzel Brown Community Center	4415 Moncrief Road	Jacksonville	FL	32209	904-764-8752
Duval	City of Jacksonville Adult Services	Hammond Senior Center	3312 W. 12th Street	Jacksonville	FL	32254	904-786-8554
Duval	City of Jacksonville Adult Services	J. S. Johnson Senior Center	1112 Jackson Street	Jacksonville	FL	32204	904-630-0948
Duval		Jewish Families & Community Services	3367 Pickwick Dr., S	Jacksonville	FL	32257	904-394-5722
Duval	City of Jacksonville Adult Services	Jim Fortuna Senior Center	11751 McCormick Rd.	Jacksonville	FL	32225	904-996-0211
Duval	City of Jacksonville Adult Services	Lane Wiley Senior Center	6710 Wiley Road	Jacksonville	FL	32210	904-783-6589
Duval	City of Jacksonville Adult Services	Leroy Clemons Senior Center	55 Jackson Ave.	Jacksonville	FL	32220	904-693-4918
Duval	City of Jacksonville Adult Services	Lincoln Villa Senior Center	7866 New Kings Road	Jacksonville	FL	32219	904-765-2654
Duval	City of Jacksonville Adult Services	Longbranch Senior Center	4110 Franklin Street	Jacksonville	FL	32206	904-630-0893
Duval	City of Jacksonville Adult Services	Louis Dinah Senior Center	1805 Flag St.	Jacksonville	FL	32209	904-630-0728
Duval	City of Jacksonville Adult Services	Mandarin Senior Center	3848 Hartley Rd	Jacksonville	FL	32257	904-630-0928
Duval	City of Jacksonville Adult Services	Mary Singleton Senior Center	150 East First St	Jacksonville	FL	32206	904-630-0995
Duval	City of Jacksonville Adult Services	Maxville Senior Center	10865 Pennsylvanie Avenue	Jacksonville	FL	32234	904-289-7157
Duval	City of Jacksonville Adult Services	Moncrief Senior Center	5713 Teeler Avenue	Jacksonville	FL	32208	904-764-0330
Duval	Neptune Beach Senior Center	Neptune Beach Senior Center	2004 Forest Avenue	Neptune Beach	FL	32266	904-270-1688
Duval	City of Jacksonville Adult Services	Oceanway Senior Center	12215 Sago Avenue West	Jacksonville	FL	32218	904-696-4331
Duval	City of Jacksonville Adult Services	Riverview Senior Center	9620 Water St	Jacksonville	FL	32208	904-765-7511
Duval	City of Jacksonville Adult Services	Wallace Small Senior Center	1083 Line Street	Jacksonville	FL	32209	904-630-0724
Escambia	City of Pensacola Parks & Rec	Bayview Senior Rec. Center	2000 E. Lloyd Street	Pensacola	FL	32503	850-436-5190
Escambia		Cantonment Center COA	132 Mintz Lane	Cantonment	FL	32533	850-968-6259
Escambia		Century Senior Center	6025 Industrial Blvd.	Century	FL	32535	850-256-1012

## 2011 FHFC Senior Center List

COUNTY	SPONSOR ORGANIZATION	CENTER/AGENCY	ADDRESS	CITY	ST	ZIP	PHONE
Escambia	COA of West Florida	COA of West Florida	P. O. Box 17066	Pensacola	FL	32522	850-432-1475
Escambia		Felix Miga Senior Center (WESCO)	904 North 57th Avenue	Pensacola	FL	32506	850-453-7431
Flagler	Flagler County Senior Center	Flagler County Senior Center	1000 Belle Terre Boulevard	Palm Coast	FL	32164	386-437-7300
Flagler		Wickline Senior Center	800 S. Daytona Avenue	Flagler Beach	FL	32136	386-437-7300
Gadsden		Gadsden Senior Services	79 LaSalle Leffall Drive,	Quincy	FL	32351	850-627-2223
Gilchrist		Trenton Senior Center	1107 North Main Street	Trenton	FL	32693	352-463-3160
Gulf	Gulf County Senior Citizens	Gulf County Senior Citizens	120 Library Dr.	Port St. Joe	FL	32456	850-229-8466
Hamilton		Hamilton County Multipurpose Center	1509 SW 1 Street	Jasper	FL	32052	386-792-1670
Hendry		L.J. Nobles Senior Center	475 E. Cowboy Way	LaBelle	FL	33935	863-675-1446
Hernando		Brooksville Enrichment Center	11375 Cortez Blvd.	Brooksville	FL	34601	352-544-5900
Hillsborough	City of Tampa	Barksdale Senior Center	1801 North Lincoln Avenue	Tampa	FL	33607	813-348-1180
Hillsborough		Brandon Senior Center	612 Parsons Avenue	Brandon	FL	33510	813-635-8064
Hillsborough	Life Enrichment Senior Center	Life Enrichment Senior Center	9704 North Boulevard	Tampa	FL	33612	813-932-0241
Hillsborough		Lutz Senior Center	112 First Avenue NW	Lutz	FL	33549	813-264-3803
Hillsborough		Plant City Senior Center	1205 S. Walter Street	Plant City	FL	33566	813-757-3824
Hillsborough		Riverside Senior Center	829 West Dr. MLK Blvd. Ste 105	Tampa	FL	33603	813-272-7108
Hillsborough		Ruskin Senior Center	901 6th Street SE	Ruskin	FL	33570	813-672-1106
Hillsborough	Hillsborough County	Town 'N Country Senior Center	7606 Paula Drive	Tampa	FL	33615	813-272-6827
Hillsborough		West Shore Senior Center	4102 West Spruce Street	Tampa	FL	33609	813-554-5156
Hillsborough		Wimauma Senior Center	5714 North St.	Tampa	FL	33598	813-671-7672
Holmes		Holmes County COA	210 W. Kansas Street	Bonifay	FL	32425	850-547-1611
Indian River		Sebastian Senior Center	815 Davis St	Sebastian	FL	32958	772-388-5889
Jackson	Jackson County Senior Citizens	Jackson County Senior Citizens Graceville	5400 Cliff St.	Graceville	FL	32440	850-263-4650
Jackson	Jackson County Senior Citizens	Jackson County Senior Citizens Marianna	2830 Wynn Street	Marrianna	FL	32448	850-482-5028
Jefferson	Jefferson County Senior Citizens Center	Jefferson County Senior Citizens Center	1155 N. Jefferson St.	Monticello	FL	32344	850-342-0242
Lafayette		Lafayette Senior Center	114 Community Circle	Mayo	FL	32066	386-294-2202
Lake		Eustis Senior Center	301 Ward Street	Eustis	FL	32726	352-589-7113
Lake		Groveland Community Center	755 W. Broad Street	Groveland	FL	34736	352-429-2141
Lake		Leesburg Senior Center/Paisley Community Ce	1211 Penn Street	Leesburg	FL	34748	352-326-3370
Lee	Island Senior Program	Island Senior Program	2401 Library Way	Sanibel	FL	33957	239-472-5743
Lee	Lake Kennedy Center	Lake Kennedy Center	400 Santa Barbara Blvd	Cape Coral	FL	33915	239-574-0575
Lee		North Fort Myers Senior Center	5170 Orange Grove Blvd	North Fort Myers	FL	33903	239-656-7760
Lee	Tony Rotino Senior Center	Tony Rotino Senior Center	5817 Driftwood Pkwy	Cape Coral	FL	33904	239-574-0807
Leon	Tallahassee Senior Services	Tallahassee Senior Center	1400 N. Monroe Street	Tallahassee	FL	32303	850-891-4000
Levy		Chiefland Multipurpose Senior Center	305 SW 1st St.	Chiefland	FL	32626	352-493-6709
Liberty	Liberty Sr. Citizens Center	Liberty Sr. Citizens Center	15629 NW CR 12	Bristol	FL	32321	850-643-5613
Madison	Senior Citizens Council of Madison	Senior Citizens Council of Madison	486 S.W. Rutledge Street	Madison	FL	32340	850-973-4241
Manatee	Meals on Wheels Plus	Renaissance on 9th	811 23rd. Ave. East	Bradenton	FL	34208	941-749-0100
Marion		8th Avenue Senior Center	830 NE 8th Avenue	Ocala	FL	34470	352-629-8545

## 2011 FHFC Senior Center List

COUNTY	SPONSOR ORGANIZATION	CENTER/AGENCY	ADDRESS	CITY	ST	ZIP	PHONE
Marion		Belleview - St. Theresa's Catholic Church	11528 SE Highway 301	Belleview	FL	34420	352-245-5357
Marion		Harvey Fellowship Dining	1415 NW 5 Street	Ocala	FL	34475	352-622-2480
Marion		Ocala Mutipurpose Senior Center	2001 SE 32nd Avenue	Ocala	FL	34471	
Marion		St. Joseph of the Forest Catholic Church	17301 E Highway 40	Silver Springs	FL	34489	352-625-6540
Martin	Martin County Council on Aging	Log Cabin Senior Center	2401 SE Monterey Rd.	Stuart	FL	34996	772-334-1954
Martin	Martin County Council on Aging	Martin County Council on Aging	1071 E. 10th Street	Stuart	FL	34955	772-283-2242
Miami-Dade		Allapattah Community Center	2257 NW River Dr	Miami	FL	33142	305-633-0466
Miami-Dade	Southwest Social Services	Armando Badia Senior Center	25 Tamiami Blvd.	Miami	FL	33144	305-261-6202
Miami-Dade	Southwest Social Services	Bird Road Senior Center	14619 SW 42nd Street	Miami	FL	33175	305-485-8832
Miami-Dade	Lt Havana Activities & Nut. Center	Carrol Manor Center	3667 South Miami Ave	Miami	FL	33133	305-856-6275
Miami-Dade	Lt Havana Activities & Nut. Center	Casa Devon Nutrition Center	11250 SW 197 St	Miami	FL	33157	305-233-7315
Miami-Dade		Catholic Community Senior Center	9900 NE 2nd Ave	Miami Shores	FL	33138	305-751-5203
Miami-Dade		City of Miami Beach Senior Center	2700 Sheridan Avenue	Miami Beach	FL	33140	305-604-4801
Miami-Dade	Southwest Social Services	College Park Towers Senior Center	10709 SW 109 Court	Miami	FL	33176	305-261-6202
Miami-Dade		Colonel Harry Zubkoff Center	55 NW 199th St	N Miami Beach	FL	33169	305-770-3132
Miami-Dade		Coral Gables Senior Center	642 Anastasia Avenue	Coral Gables	FL	33134	305-460-5608
Miami-Dade	Lt Havana Activities & Nut. Center	Council Towers Center	533 Collins Ave	Miami Beach	FL	33139	305-532-8576
Miami-Dade		GALATA Intergenerational Community Center	916 N. Flagler Ave.	Homestead	FL	33030	305-242-7060
Miami-Dade	Lt Havana Activities & Nut. Center	Goodlet Park Senior Center	900 West 44 Place	Hialeah	FL	33013	305-558-1089
Miami-Dade		Homestead/Florida City Neighborhood Center	1600 NW 6th Court	Florida City	FL	33034	305-242-7650
Miami-Dade		Issac Withers Enrichment Center	21300 SW 122 Ave	Goulds	FL	33170	305-235-1958
Miami-Dade		Jack Orr Senior Center	550 NW 5th St	Miami	FL	33128	305-579-5588
Miami-Dade		Jollivette Senior Center	6319 NW 24 Place	Miami	FL	33147	305-693-2706
Miami-Dade		Leonard Batz Senior Center	150 NE 69 St	Miami	FL	33138	305-754-5428
Miami-Dade	Lt Havana Activities & Nut. Center	Lt Havana Activities & Nut. Center	700 S.W. 8th St.	Miami	FL	33130	305-858-0887 ext. 221
Miami-Dade		Malcolm Ross Senior Center	2800 NW 18th Avenue	Miami	FL	33142	305-633-0462
Miami-Dade		Marjorie & William McDonald Center	17051 NE 19th Place	N Miami Beach	FL	33162	305-947-7581
Miami-Dade	Lt Havana Activities & Nut. Center	Metropolitan-Haley Sofge Senior Center	1407 NW 7th St	Miami	FL	33125	305-649-5311/12
Miami-Dade	Miami Beach Senior Center	Miami Beach Senior Center	610 Espanola Way	Miami Beach	FL	33139	305-673-6060
Miami-Dade	City of Miami Springs	Miami Springs Senior Center	343 Payne Dr.	Miami Springs	FL	33166	305-805-5160
Miami-Dade		Mildred and Claude Pepper Towers	2350 NW 54th St	Miami	FL	33174	305-638-5500
Miami-Dade	Lt Havana Activities & Nut. Center	Mildred Pepper Multi-Purpose Senior Center	10600 SW 4th Street	Sweet Water	FL	33174	305-552-1319
Miami-Dade		Myers Senior Center	450 SW 5 St	Miami	FL	33130	305-856-4701
Miami-Dade		Naranja Neighborhood Center	13961 SW 264th St	Naranja	FL	33032	305-258-5471
Miami-Dade		New Horizons Community Mental Health Neigh	1251 NW 36th St	Miami	FL	33142	305-635-0003
Miami-Dade		Opa-Locka Senior Focal Point	16405 NW 25th Avenue	Opa-Locka	FL	33054	305-620-3975
Miami-Dade	Lt Havana Activities & Nut. Center	Palm Towers Center-LHANC	950 NW 95 St	Miami	FL	33150	305-836-1234
Miami-Dade		Palmer House	1225 SW 107th Ave	Miami	FL	33174	305-221-9566
Miami-Dade	Lt Havana Activities & Nut. Center	Rafael Villaverde Senior Center	700 SW 8th St	Miami	FL	33130	305-858-2610

## 2011 FHFC Senior Center List

COUNTY	SPONSOR ORGANIZATION	CENTER/AGENCY	ADDRESS	CITY	ST	ZIP	PHONE
Miami-Dade	Lt Havana Activities & Nut. Center	Rebecca Tower	150 Alton Road South	Miami Beach	FL	33139	305-672-3736
Miami-Dade	Lt Havana Activities & Nut. Center	San Juan Bosco Church	28 NW 13 Ave	Miami	FL	33125	305-649-6676
Miami-Dade	Lt Havana Activities & Nut. Center	Smathers Senior Center	1040 SW 29 Court	Miami	FL	33135	305-643-4414
Miami-Dade		South Miami Center	6701 SW 62nd Avenue	Miami	FL	33143	305-669-0712
Miami-Dade	Southwest Social Services	Southwest Social Services	25 Tamiami Blvd.	Miami	FL	33144	305-261-5442
Miami-Dade	Lt Havana Activities & Nut. Center	St. Dominic's Center	5849 NW 7th st	Miami	FL	33126	305-264-3751
Miami-Dade	Lt Havana Activities & Nut. Center	Stella Maris	8683 Harding Avenue	Miami Beach	FL	33141	305-868-4020
Miami-Dade		Stirrup Plaza Senior Center	3150 Mundy St	Miami	FL	33133	305-443-9471
Miami-Dade	Southwest Social Services	Victoria Senior Center	205 SW 114 Avenue	Sweet Water	FL	33174	305-552-8296
Miami-Dade		Village of Key Biscayne Senior Services	88 West McIntyre Street	Key Biscayne	FL	33149	305-365-8953
Monroe		Dallas MacDonald/Big Pine Key Sr Center	380 Key Deer Blvd	Big Pine Key	FL	33043	305-872-3617
Monroe		Melvin Levitt Senior Center	535 33 St	Marathon	FL	33051	305-743-3346
Monroe		Plantation Key Senior Center	88880 Overseas Highway	Plantaion Key	FL	33070	305-852-7133
Monroe		Truman School Nutrition Site	1016 Georgia St	Key West	FL	33040	305-295-5166
Nassau	Nassau County Council on Aging	Nassau County Council on Aging	1367 South 18th St	Fernandina Beach	FL	32034	904-261 0701
Nassau	City of Jacksonville Adult Services	Westside Senior Center	37002 Ingham Road	Hilliard	FL	32046	904-261-0701
Okaloosa		Autumn House	207 Hospital Drive	Ft. Walton Beach	FL	32547	850-833-9165
Okaloosa		Creative Senior Center of Ft. Walton Beach	31 Memorial Parkway SW	Ft. Walton Beach	FL	32548	850-833-9587
Okaloosa		Crestview Senior Center	198 S. Wilson Street	Crestview	FL	32536	850-689-7807
Okaloosa	Valparaiso Senior Center	Valparaiso Senior Center	268 Glenview Avenue	Valparaiso	FL	32580	850-833-9210
Okeechobee		Lottie Raulerson Senior Center	1019 W. South Park Street	Okeechobee	FL	34972	863-462-5180
Oldsmar		Oldsmar Senior Center	300 Commerce blvd	Oldsmar	FL	34677	813-749-1195
Orange		Fran Carlton Center	11 North Forest Avenue	Apopka	FL	32703	
Orange		L. Claudia Allen Senior Center	1840 Mable Butler Ave	Orlando	FL	32811	407-295-5722
Orange		Maitland Senior Center	345 South Maitland Avenue	Maitland	FL	32751	407-539-6251
Orange	Marks Street Senior Rec. Complex	Marks Street Senior Rec. Complex	99 East Marks Street	Orlando	FL	32803	407-245-1066
Orange	Orange County Parks & Recreation	Renaissance Senior Center at South Econ Par	3800 S. Econlockhatchee Trail	Orlando	FL	32829	407-254-9091
Orange	William Beardall Senior Center	William Beardall Senior Center	800 S. Delaney Ave	Orlando	FL	32801	407-246-2637
Osceola	Osceola County COA	Osceola County COA	700 Generation Point	Kissimmee	FL	34744	407-846-8532
Osceola	Osceola County COA	St. Cloud Senior Center	3101 17th Street	St. Cloud	FL	34769	407-957-7392
Palm Beach	Boynton Beach Senior Center	Boynton Beach Senior Center	1021 S. Federal Highway	Boynton Beach	FL	33435	561-742-6569
Palm Beach		Howard & Sylvia Kaplan Comm. Center	3151 N. Military Trail	West Palm Beach	FL	33409	561-689-7700
Palm Beach	P.B.C. Div. of Senior Services	Mid County Senior Center	3680 Lake Worth Rd.	Lake Worth	FL	33461	561-357-7100
Palm Beach	P.B.C. Div. of Senior Services	North County Senior Center	5217 Northlake Blvd.	Palm Beach Garden	FL	33418	561-694-5435
Palm Beach		Ruth Rales Jewish Family Service	21300 RCB Blvd.	Boca Raton	FL	33428	561-852-3333
Palm Beach	The Volen Center	The Volen Center	1515 W. Palmetto Park Rd.	Boca Raton	FL	33486	561-395-8920
Palm Beach	P.B.C. Div. of Senior Services	West County Senior Center	2916 State Road #15	Belle Glade	FL	33430	561-996-4818
Pasco	CARES	Claude Pepper Senior Center-CARES	6640 Van Buren St.	New Port Richey	FL	34653	727-844-3077
Pasco	Crescent Enrichment Center-CARES	Crescent Enrichment Center-CARES	13906 South Fifth Street	Dade City	FL	33525	352-518-9300

## 2011 FHFC Senior Center List

COUNTY	SPONSOR ORGANIZATION	CENTER/AGENCY	ADDRESS	CITY	ST	ZIP	PHONE
Pasco	Elfers Senior Center-CARES	Elfers Senior Center-CARES	4136 Barker Drive	Elfers	FL	34680	727-847-1290
Pasco	Hudson-Bayonet Point Enrch. Center-CARE	Hudson-Bayonet Point Enrch. Center-CARES	12417 Clock Tower Parkway	Hudson	FL	34667	727-863-6868
Pasco	Phil Mishkin Center-CARES	Phil Mishkin Center-CARES	7505 Rottingham Road	Port Richey	FL	34668	727-862-9291
Pasco	Zephyrhills Senior Center-CARES	Zephyrhills Senior Center-CARES	5320 1st Street	Zephyrhills	FL	33542	813-788-0471
Pinellas		Bethlehem Center	10895 Hamlin Blvd	Largo	FL	33774	727-596-9394
Pinellas	City of Seminole	City of Seminole	9100 113th Street	Seminole	FL	33772	727-391-8345
Pinellas		Dunedin/Dr. William Hale Senior Center	330 Douglas Avenue	Dunedin	FL	34698	727-298-3299
Pinellas	Enoch Davis Center	Enoch Davis Center	1111 18th Ave. South	St. Petersburg	FL	33705	727-893-7134
Pinellas	Golda Meir Kent Jewish Center	Golda Meir Kent Jewish Center	2010 Greenbriar Blvd.	Clearwater	FL	33763	727-736-1494
Pinellas	Gulfport Senior Center	Gulfport Senior Center	5501 27th Ave. S.	Gulfport	FL	33707	727-893-2237
Pinellas	Largo Community Center	Largo Community Center	65 4th St NW	Largo	FL	33770	727-518-3131
Pinellas	Palm Harbor Senior Center	Palm Harbor Senior Center	1500 16th. St.	Palm Harbor	FL	34683	727-771-6000
Pinellas	Pinellas Park Senior Center	Pinellas Park Senior Center	7625 59th Street North	Pinellas Park	FL	33781	727-541-0776
Pinellas		Seminole Community Center	268 Glenview Avenue	Valparaiso	FL	32580	850-897-4810
Pinellas	Senior Center Services	Seymour-Bell Senior Social Center	1204 Rogers St.	Clearwater	FL	33756	727-442-8104
Pinellas	Sunshine Senior Center	Sunshine Senior Center	330 5th St. N.	St. Petersburg	FL	33701	727-893-7190
Pinellas	Tarpon Springs Community Center	Tarpon Springs Community Center	400 S. Walton Ave.	Tarpon Springs	FL	34689	727-942-5628
Polk		Bartow Multipurpose Center	615 N. Jackson St.	Bartow	FL	33830	863-534-0393
Polk		Lake Morton Senior Center	803 East Palmetto Street	Lakeland	FL	33801	863-687-2980
Polk		Lake Wales Senior Center	129 Stuart Avenue E.	Lake Wales	FL	33853	813-678-0662
Polk	Mulberry Senior Center	Mulberry Senior Center	301 NE 5th Street	Mulberry	FL	33860	863-425-1523
Putnam		Edgar Johnson Senior Center	3218 Crill Avenue	Palatka	FL	32177	386-328-2547
Santa Rosa		Holley-Navarre Senior Association	8476 Gordon Goodin Lane	Navarre	FL	32566	850-936-1644
Santa Rosa		Jay Senior Center	4088 Mart Jernigan Road	Jay	FL	32565	850-675-0810
Santa Rosa		Milton Senior Center	5918 Carroll Road	Milton	FL	32570	850-983-4590
Sarasota	Senior Friendship Center, Inc.	Senior Friendship Center - Venice	2350 Scenic Drive	Venice	FL	34293	941-493-3065
Sarasota	Senior Friendship Center, Inc.	Senior Friendship Center, Inc.	1888 Brother Geenen Way	Sarasota	FL	34236	941-955-2122
Seminole	Casselberry Multi-Purpose Senior Center	Casselberry Multi-Purpose Senior Center	200 North Tripplett Lake Dr.	Casselberry	FL	32707	407-696-5122
Seminole	Lake Mary Senior Center	Lake Mary Senior Center	911 Wallace Court	Lake Mary	FL	32746	407-585-1466
Seminole	Sanford Senior Center	Sanford Senior Center	401 E. Seminole Blvd.	Sanford	FL	32771	407-688-5129
Seminole	White Springs Service Center	White Springs Service Center	21 S. Edgeman Dr.	Winter Springs	FL	32708	407-322-5353
Seminole	City of Winter Springs	Winter Springs Senior Center	400 North Edgemon Avenue	Winter Springs	FL	32708	407-327-4031
St. Johns	St. Johns County Council on Aging	St. Johns County Coastal Community Center	180 Marine Street	St. Augustine	FL	32084	904-209-3700
St. Johns	St. Johns County Council on Aging	St. Johns County Palm Valley	148 Canal Blvd	Ponte Vedra Beach	FL	32082	904-280-3233
St. Johns	St. Johns County Council on Aging	The Players Community Senior Center	175 Landrum Lane	Ponte Vedra Beach	FL	32080	904-280-3233
St. Johns	St. Johns County Council on Aging	Trout Creek Pavillion Senior Program	180 Marine Street	St. Augustine	FL	32084	904-209-3700
St. Lucie		COA of St. Lucie County	2501 S.W. Bayshore Drive	Port St. Lucie	FL	34984	772-336-8608
St. Lucie		COA of St. Lucie County	1505 Orange Avenue	Fort Pierce	FL	34950	772-465-5220
Sumter		Lake Panasoffkee Senior Center	100 East Dade Avenue	Bushnell	FL	33513	352-793-6111

## 2011 FHFC Senior Center List

COUNTY	SPONSOR ORGANIZATION	CENTER/AGENCY	ADDRESS	CITY	ST	ZIP	PHONE
Sumter		Wildwood Senior Center	602 4 Street	Wildwood	FL	34785	352-793-6111
Suwanee		Live Oak Multipurpose Senior Center	1171 Nobles Ferry Road Bldg. #1	Live Oak	FL	32060	386-362-1164
Taylor	Taylor Senior Citizens Center, Inc.	Taylor County Senior Services	800 W. Ash Street	Perry	FL	32347	850-584-4924
Union		Union Meal Site	855 SW 6 Avenue	Lake Butler	FL	32054	386-496-2342
Volusia	Council on Aging of Volusia County	Brannon Senior Center	105 S. Riverside Dr.	New Smyrna Beach	FL	32168	386-424-2280
Volusia		Daytona Beach Senior Center	1101 N. Atlantic Ave.	Daytona Beach	FL	32118	386-671-3560
Volusia	Daytona Beach Shores	Daytona Beach Shores	3048 S. Atlantic Ave.	Daytona Beach Sho	FL	32118	386-763-7597
Volusia	Deland Senior Center	Deland Senior Center	751 S. Alabama Ave.	Deland	FL	32720	386-740-6860
Volusia	Council on Aging of Volusia County	Deltona Senior Center	980 Lake Shore Dr.	Deltona	FL	32725	386-574-0060
Volusia	Council on Aging of Volusia County	Ormond Beach Senior Center	351 Andrews Street	Ormond Beach	FL	32174	386-672-4146
Volusia		Port Orange Senior Center	4790 S. Ridgewood Ave.	Port Orange	FL	32119	386-756-5391
Volusia	Council on Aging of Volusia County	Sica Hall Senior Center	1065 Daytona Ave.	Holly Hill	FL	32117	386-236-2997
Volusia	Council on Aging of Volusia County	Wava's Hall Senior Center	200 N. Holly Ave.	Orange City	FL	32763	386-775-3121
Wakulla	Wakulla County Senior Center, Inc.	Wakulla County Senior Center, Inc.	33 Michael Drive	Crawfordville	FL	32327	850-926-7145
Walton	Life Enrichment Senior Center-Tri-County	Life Enrichment Senior Center-Tri-County	312 College Avenue	DeFuniak Springs	FL	32435	850-326-1385
Washington	Washington County COA	Washington County COA	1348 South Boulevard	Chipley	FL	32428	850-638-6217

**MULTI FAMILY HOUSING  
ASSUMPTION AGREEMENT**

Type of Loan: (Check one) <input type="checkbox"/> RCH <input type="checkbox"/> RRH <input type="checkbox"/> LH <input type="checkbox"/> RHS
Terms: (Check one) <input type="checkbox"/> Same <input type="checkbox"/> New
Case Number:
Project Number:

THIS AGREEMENT dated \_\_\_\_\_, 20\_\_\_\_, is between the United States of America, acting through the Department of Agriculture, Rural Housing Service or its successor (herein called the Government), and the assuming parties,

(herein called Borrower), whose mailing address is \_\_\_\_\_

The Government is the holder of debt instrument(s) executed by \_\_\_\_\_

\_\_\_\_\_ identified as follows:

**TABLE I**

Kind of Instruction	Date Executed	Principal Amount	UNPAID ON DATE HERE OF			Int. Rate	Ins. Charge Rate
			Principal	Accrued Interest	Late Fees		
		Totals					

And such loans are secured instrument(s) taken on property described therein which is located in \_\_\_\_\_  
\_\_\_\_\_ County, State of \_\_\_\_\_

**TABLE II**

Kind of Instruction	Date Executed	Office Where Recorded	Book/Volume/ Document Number	Page Number

In consideration of the assumption of indebtedness and subsidy as herein provided and the Government's consent to this assumption and related conveyance of the security property, if applicable, it is agreed as follows:

1. The assuming parties hereby jointly and severally assume liability for and agree to pay to the order of the Government at the office shown below (or other as may later be specified) the amounts, including all obligations and duties under any note or other security instrument identified above, the principal sum of \_\_\_\_\_ dollars (\$ \_\_\_\_\_) plus interest at the rate of \_\_\_\_\_ percent ( \_\_\_\_\_ %) per annum, payable in installments as follows:

a. \$ \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_, and \$ \_\_\_\_\_ thereafter on the \_\_\_\_\_ of each \_\_\_\_\_ until the principal and interest are fully paid, except that the final installment of the entire indebtedness evidenced hereby, if not sooner paid, shall be due and payable on or before \_\_\_\_\_.

b. Upon completion of this assumption all payments will be converted to the Predetermined Amortization Schedule System (PASS) and, the first installment in the amount of \$ \_\_\_\_\_ will be due and payable on \_\_\_\_\_, 20\_\_\_\_. Thereafter, regular installments, each in the amount of \$ \_\_\_\_\_ will be due and payable on the first day of each month until the principal and interest are fully paid, except that the final installment of the entire indebtedness evidenced hereby, if not paid sooner, shall be due and payable on or before \_\_\_\_\_.

2. Payments of principal and interest shall be applied in accordance with the Government's accounting procedures in effect on the date of the receipt of the payment. The Borrower agrees to pay late charges in accordance with the Government's regulations in effect when a late charge is assessed.

3. The provisions of said debt and security instruments and of any outstanding agreement executed or assumed by the present debtors pertinent thereto shall, except as modified herein, remain in full force and effect, and the assuming parties hereby assume obligations of and agree to be bound by and comply with all covenants, agreements and conditions contained in said instruments and agreements, excepts as modified herein, the same as if they had executed them as of the dates thereof as principal obligors.

4. Provisions of the debt and security instrument(s) which require that the borrower graduate to another credit source do not apply to an assumption on ineligible terms. (An assumption on ineligible terms has been identified by the approval official and so noted in the official case file maintained at the Government's office noted in this document.)

5. The property secured by the instruments described in Table 11 was obtained or improved through Federal financial assistance. This property is subject to the provisions of Title VI of the Civil Rights Act of 1964 and the regulations issued pursuant thereto for so long as the property continues to be used for the same or similar purpose for which financial assistance was extended or so long as the purchaser owns it, whichever is longer.

6. This Agreement is subject to present regulations of the Government and to its future regulations which are not inconsistent with the express provisions hereof.

By \_\_\_\_\_ (Borrowers)  
\_\_\_\_\_  
State Director (Borrowers)  
Rural Development \_\_\_\_\_ (Borrowers)  
\_\_\_\_\_  
(Office Address) \_\_\_\_\_ (Borrowers)  
\_\_\_\_\_ (Borrowers)





# ENERGY STAR Qualified Homes Florida Builder Option Package

**This Builder Option Package may be used in the state of Florida**

The requirements for the ENERGY STAR Builder Option Package (BOP) are specified in the checklist below.

To qualify as ENERGY STAR using this BOP, a home must meet the requirements specified and be verified and field-tested in accordance with the HERS Standards by a RESNET-accredited Provider. Note that compliance with these guidelines is not intended to imply compliance with all local code requirements that may be applicable to the home to be built.<sup>1</sup>

Home Address: _____		City: _____		State: _____	
Building System	Inspection Guidelines	Rater Verified	Must Correct	NA	
<b>Cooling Equipment</b>	Right-sized <sup>2</sup> ≥ 14.5 SEER/ 12 EER ENERGY STAR qualified A/C; <u>OR</u> Right-sized <sup>2</sup> ≥ 14.5 SEER/ 12 EER/ 8.2 HSPF ENERGY STAR qual. HP <sup>3</sup>				
<b>Heating Equipment</b>	≥ 80 AFUE gas furnace; <u>OR</u> Right-sized <sup>2</sup> ≥ 14.5 SEER/ 12 EER/ 8.2 HSPF ENERGY STAR qual. HP <sup>3</sup> ; <u>OR</u> ≥ 80 AFUE boiler; <u>OR</u> ≥ 80 AFUE oil furnace				
<b>Thermostat</b> <sup>3</sup>	ENERGY STAR qualified thermostat (except in zones with mass radiant heat)				
<b>Ductwork</b>	Leakage <sup>4</sup> : ≤ 3 CFM to outdoors / 100 sq. ft.; <u>AND</u> Insulation <sup>5</sup> : ≥ R-6 insulation on ducts in unconditioned spaces				
<b>Envelope</b>	≤ 7 ACH50	Infiltration <sup>6,7</sup>			
	≥ 30 R-Value	Ceiling Insulation <sup>8</sup> ; <u>AND (if applicable)</u>			
	≥ 30 R-Value	Cathedral Ceiling Insulation <sup>8</sup> ; <u>AND (if app.)</u>			
	≥ 13 R-Value	Wood Frame Wall Insulation <sup>8</sup> ; <u>OR (if app.)</u>			
	≥ 6 R-Value	Interior Mass Wall Insulation <sup>8</sup> ; <u>OR (if app.)</u>			
	≥ 4 R-Value	Exterior Mass Wall Insulation <sup>8</sup> ; <u>AND (if app.)</u>			
	≥ 13 R-Value	Floor Over Unconditioned Space Insulation <sup>8</sup> ; <u>AND (if app.)</u>			
	None Required	Crawlspace Wall Insulation Continuous <sup>8</sup> ; <u>OR (if app.)</u>			
	None Required	Crawlspace Wall Insulation Framed <sup>8</sup> ; <u>AND (if app.)</u>			
	None Required	Basement Wall Insulation Continuous <sup>8</sup> ; <u>OR (if app.)</u>			
None Required	Basement Wall Insulation Framed <sup>8</sup> ; <u>AND (if app.)</u>				
None Required	Slab Insulation <sup>8</sup> ; <u>AND</u>				
Completed Thermal Bypass Inspection Checklist <sup>9</sup>					
<b>Windows</b> <sup>10, 11, 12</sup>	≤ 0.52 U-Value ≤ 0.32 SHGC ≤ 16% Window to Floor Area				
<b>Water Heater</b> <sup>13, 14</sup>	Gas (EF): 40 Gal = 0.61   60 Gal = 0.57   80 Gal = 0.53 Electric (EF): 40 Gal = 0.93   50 Gal = 0.92   80 Gal = 0.89 Oil or Gas <sup>15</sup> : Integrated with space heating boiler				
<b>Lighting and Appliances</b> <sup>16</sup>	<ul style="list-style-type: none"> <li>Advanced Lighting Package (ALP) or 60% ENERGY STAR qualified CFLs</li> <li>If dishwasher, refrigerator, or ceiling fans are installed, they must be ENERGY STAR qualified</li> </ul>				
<b>Radiant Barrier</b>	If more than 10 linear feet of ductwork are located in an unconditioned attic, a radiant barrier shall be installed. <sup>17</sup>				



# ENERGY STAR Qualified Homes Florida Builder Option Package Notes

**This Builder Option Package may be used in the state of Florida**

1. Where requirements of the local codes, manufacturers' installation instructions, engineering documents, or regional ENERGY STAR programs overlap with the requirements of these guidelines, EPA offers the following guidance:
  - a. In cases where the overlapping requirements exceed the ENERGY STAR guidelines, these overlapping requirements shall be met;
  - b. In cases where overlapping requirements conflict with a requirement of these ENERGY STAR guidelines (e.g., slab insulation is prohibited to allow visual access for termite inspections), then the conflicting requirement within these guidelines shall not be met. Furthermore, qualification shall still be allowed if the rater has determined that no equivalent option is available that could meet the intent of the conflicting requirement of these ENERGY STAR guidelines (e.g., switching from exterior to interior slab edge insulation).
2. Cooling equipment shall be sized according to the latest editions of ACCA Manuals J and S, ASHRAE 2001 Handbook of Fundamentals, or an equivalent procedure. Maximum oversizing limit for air conditioners and air-source and ground-source heat pumps is 15% with the following two exceptions: single-speed air-source and ground-source heat pumps in buildings with heating loads that exceed cooling loads have a limit of 25% and multi-stage heat pumps do not have a strict limit, but should be sized to allow adequate humidity control in the cooling mode. The following operating conditions shall be used in the sizing calculations and verified where reviewed by the rater:

Outdoor temperatures shall be the 99.0% design temperatures as published in the ASHRAE Handbook of Fundamentals for the home's location or most representative city for which design temperature data are available. Note that a higher outdoor air design temperature may be used if it represents prevailing local practice by the HVAC industry and reflects extreme climate conditions that can be documented with recorded weather data; Indoor temperatures shall be 75 F for cooling; Infiltration rate shall be selected as "tight", or the equivalent term.

In specifying equipment, the next available size may be used. In addition, indoor and outdoor coils shall be matched in accordance with ARI standards.

The stated efficiency requirements are aligned with the increased requirements for ENERGY STAR labeled central air conditioners and air-source heat pumps that went into effect as of January 1, 2009. Equipment manufactured before January 1 is still eligible to earn the ENERGY STAR based on the old performance level. Therefore, there will be a transition period when labeled equipment is commercially available at both the old and new performance levels. Builders must transition to equipment meeting these new ENERGY STAR requirements as stocks of equipment qualified at the old performance levels are exhausted.
3. In homes with heat pumps that have programmable thermostats, the thermostat must have "Adaptive Recovery" technology to prevent the excessive use of electric back-up heating.
4. Ducts must be sealed and tested to be  $\leq 3$  CFM to outdoors / 100 sq. ft. of conditioned floor area, as determined and documented by a RESNET-certified rater using a RESNET-approved testing protocol. If *total* duct leakage is  $\leq 3$  CFM to outdoors / 100 sq.ft. of conditioned floor area, then leakage to outdoors does not need to be tested. Duct leakage testing can be waived if all ducts and air handling equipment are located in conditioned space (i.e., within the home's air and thermal barriers) AND the envelope leakage has been tested to be  $\leq 3$  ACH50 OR  $\leq 0.25$  CFM 50 per sq. ft. of the building envelope. Note that mechanical ventilation will be required in this situation.
5. EPA recommends, but does not require, locating ducts within conditioned space (i.e., inside the air and thermal barriers), and using a minimum of R-4 insulation for ducts inside conditioned space to prevent condensation.
6. Envelope leakage must be determined by a RESNET-certified rater using a RESNET-approved testing protocol.
7. To ensure consistent exchange of indoor air, whole-house mechanical ventilation is recommended, but not required.
8. Insulation levels of a home must meet or exceed the requirements in the 2009 Supplement to the 2007 Florida Building Code, which provides guidance and exceptions that may be used. For mass walls, the requirement for interior wall insulation must be met unless at least 50% of the insulation value is on the exterior or integral to the wall. In all cases, insulation shall be inspected to Grade I installation as defined in the RESNET Standards by a RESNET-certified rater.
9. The Thermal Bypass Inspection Checklist must be completed for homes to earn the ENERGY STAR label.



# ENERGY STAR Qualified Homes Florida Builder Option Package Notes

**This Builder Option Package may be used in the state of Florida**

10. The window performance levels match ENERGY STAR Program Requirements for Residential Windows, Doors, and Skylights— version 4.0, with additional requirements for climate zones 2 and 4. Additional information about version 5.0 of the program requirements for windows, which is more stringent and offers additional savings, can be found at [www.energystar.gov/windows](http://www.energystar.gov/windows).
11. All decorative glass and skylight window area counts toward the total window area to above-grade conditioned floor area (WFA) ratio.
12. Up to 0.75% WFA may be used for decorative glass that does not meet ENERGY STAR requirements. For example, a home with total above-grade conditioned floor area of 2,000 sq. ft. may have up to 15 sq. ft. (0.75% of 2,000) of decorative glass.
13. More efficient water heating equipment represents a significant opportunity for energy savings and a meaningful way to differentiate ENERGY STAR qualified homes from those with standard equipment.
14. To determine domestic hot water (DHW) EF requirements for additional tank sizes, use the following equations:  
Gas DHW EF  $\geq 0.69 - (0.002 \times \text{Tank Gallon Capacity})$ ; Electric DHW EF  $\geq 0.97 - (0.001 \times \text{Tank Gallon Capacity})$ .
15. In homes with gas or oil hydronic space heating, water heating systems must have an efficiency  $\geq 0.78$  EF. This may be met through the use of an instantaneous water heating system or an indirect storage system with a boiler that has a system efficiency  $\geq 85$  AFUE. Homes with tankless coil hot water heating systems cannot be qualified using this BOP, but can earn the label using the ENERGY STAR Performance Path requirements.
16. Efficient lighting fixtures represent a significant opportunity for persistent energy savings and a meaningful way to differentiate ENERGY STAR qualified homes from those meeting minimum code requirements. To learn more about the benefits of increasing the use of efficient fixtures through the installation of the ENERGY STAR Advanced Lighting Package (ALP), refer to [www.energystar.gov/alp](http://www.energystar.gov/alp).
17. Any radiant barrier with a minimum reflectance of 0.90 and maximum emittance of 0.10 or an ENERGY STAR qualified roof product meets the requirement for a radiant barrier.



## Universal Design and Visitability Manual

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## **Universal Design and Visitability Manual**

### **Introduction**

This manual is intended to help Developers awarded financing in the Universal Application Cycle of the Florida Housing Finance Corporation to comply with the Universal Design and Visitability Features as required in Part III.B.2 of the Universal Application. It is also intended to help comply with the Optional Universal Design and Visitability Features in Part III.B.3 of the Universal Application.

The manual is divided into two parts. Part A addresses required Universal Design and Visitability features in all Developments that involve any New Construction units. Part A is divided into three sections:

1. Required Features in New Construction Units
2. Optional Features in New Construction Units
3. Additional Required Features in Elderly Developments

Part B addresses Florida Housing's approach to required Universal Design and Visitability features in all rehabilitation units. It is also divided into three sections:

1. Required Features in Rehabilitation Units
2. Optional Features in Rehabilitation Units
3. Required Features in Elderly Developments with Rehabilitation Units

### **Elderly Demographic**

Requirements for Developers choosing the Elderly Demographic are stated in Part III.D.1. of the Universal Application. Please note that the required Universal Design features as outlined in Part III.B.2. of the Universal Application shall be provided in Elderly Developments.

Part A, Section 3 of the Manual entitled "Additional Required Features in Elderly Developments" addresses the features that are in addition to the required features found at Part III.B.2. and are described in the Required Features section of this Manual.

Part B of the Manual is entitled "Rehabilitation Units." This will address rehabilitation features within each of the Development Categories in the Universal Application.

## Overview of the Concepts of Universal Design and Visitability

### Universal Design with Visitability Features

Universal Design is any component of a dwelling unit that can be used by everyone regardless of their level of ability. Universal features are generally standard building products or features that have been designed or placed differently and/or selected for ease of use or access. For example, standard electrical receptacles can be placed higher than usual above the floor, standard but wider doors can be selected, and steps at entrances can be eliminated to make housing more universally usable.

The approach of visitability incorporates some specific Universal Design (UD) features that allow mobility impaired or wheelchair-bound persons to safely and easily enter a dwelling unit, access and use one bathroom and visit the common spaces of the dwelling unit. However, UD is broader than visitability, encouraging housing designers to think of all of the types of people who may be residents throughout the life of the property, such as elderly or disabled people. UD allows current residents to remain in their homes as they age, or experience decreased mobility, rather than being forced to move as more features become necessary to maintain independence. If included during design and planning, these features are cost-efficient and provide advantages to non-disabled consumers as well.

### *The Universal Design approach is different from "accessible housing."*

While accessible or adaptable design requirements are aimed at benefiting only some people (those with mobility limitations), the universal design concept targets all people of all ages, sizes, and abilities. There are some features in Florida Housing's Required and Optional Universal Design and Visitability Features that will overlap with federal requirements. Nevertheless, Florida Housing's approach is to include these to achieve an overall goal of cohesive Universal Design and Visitability features in units funded with our programs. It will be noted with an asterisk (\*) after the feature when a required or optional feature is also required by federal Fair Housing Act or UFAS (Uniform Federal Accessibility Standards) or both.

**Note:** Florida Housing uses the term "accessible" as it is used in the federal Fair Housing Act guidelines. The guidelines state: "Accessible, when used with respect to the public and common use areas of a building containing covered multifamily dwellings, means that the public or common use areas of the building can be approached, entered, and used by individuals with physical handicaps."

## Part A New Construction Units

Developments that involve any New Construction units, regardless of which Development Category was selected at Part III.A.3 of the Universal Application, must include the required universal design features and visitability amenities in all of the New Construction units.

Development Categories (Part III.A.3 Universal Application) include:

- New Construction – 50 percent or more of the units are new construction;
- Rehabilitation – less than 50 percent of the units are new construction;
- Acquisition and Rehabilitation – acquisition plus less than 50 percent of the units are new construction;
- Preservation – less than 50 percent of the units are new construction;
- Acquisition and Preservation – acquisition plus less than 50 percent of the units are new construction;
- Redevelopment – 50 percent or more of the units are new construction;
- Acquisition and Redevelopment -acquisition plus 50 percent or more of the units are new construction;

For further definitions, see Rule 67-48.002 and/or 67-21.002, F.A.C.

### Section 1: Required Features

#### Primary Entry Door

*Feature: Primary entrance doorway shall provide a clear opening not less than 32 inches. \**

Primary entry door is the door that residents use to enter the dwelling unit. Primary entry door may open from a corridor or lobby or can be a private individual entry door accessed directly from the outside.

Aspects that reduce the required passage width of the door must be addressed. These factors are the installation of the hinges, the door standing in the doorway, the casing of the door, including door jambs and stops. These aspects must be adjusted to provide the necessary minimum clear width of 32 inches for the doorway.

*Feature: Primary entrance door shall have a threshold with no more than a ½-inch rise. \**

If the primary entry door to a dwelling unit has direct exterior access, the landing surface outside the door must be no more than ½-inch below the interior floor of the dwelling unit. However, to prevent water damage, a threshold that uses a maximum of ¼-inch on the inside and drops ¾-inch at a slope of 1:2 inches at the exterior may be provided.

*Feature: Lever-action handles on primary entrance door. \**

The primary entrance door must have a door handle lever designed for use by individuals with grasping, fine motor or upper extremity disabilities. Lever handles must be on the outside and inside of the door.

## Interior Doorways

*Feature: Interior doorways shall provide a clear opening of not less than 32 inches. \**

Interior Doors are doors within the dwelling unit intended for user passage and thus must be usable in terms of clear opening width. This includes all secondary exterior doors at dwelling units that open onto private decks, balconies, and patios. Sliding glass doors that are used as secondary exterior doors must have a 32-inch clear opening. The door assembly for a standard 6-foot sliding glass door must yield a 32-inch clear opening. French doors or other double-leaf doors must provide a 32-inch clear opening.

The wall thickness of all cased openings of interior doorways must be no greater than 24 inches for the width of the doorway or passage to attain the minimum of 32 inches. Cased opening is all trim used around doors to cover the gap that exists between the jambs and the walls.

Included in the requirement for interior doors also are doors between rooms, doors into walk-in closets, doors into utility/storage rooms included within the unit, and rooms within the unit that contain washers and dryers. Small closets, such as linen closets, are not required to have the 32-inch clear opening. Also not included are doors to small mechanical closets dedicated to hot water heaters and furnaces and air conditioners.

*Feature: Clear floor space of 18 inches beside the door shall be required to provide space to move out of the way of the door's swing when pulling it open. \**

Front approaches to pull side of swinging doors shall have maneuvering space that extends 18 inches minimum beyond the latch side of the door and 60 inches minimum perpendicular to the doorway.

*Feature: Flush thresholds at all interior doorways. \**

Within the interior of the dwelling unit, thresholds shall not be used, or they should be thin and installed flush with the flooring surface.

When a secondary exterior door exits onto decks, patios, or balcony surfaces constructed of impervious materials, such as concrete or asphalt, the accessible route may be interrupted. In this case, the outside landing surface may be dropped a maximum of 4 inches below the floor level of the interior of the dwelling unit to prevent water infiltration at door sills, as allowed in the Fair Housing Act Guidelines.

If the exterior surface is constructed of pervious material, such as a wood deck that will drain adequately, that surface must be maintained to within ½-inch of the interior floor level.

Thresholds at doorways of exterior sliding doors shall not exceed ½-inch in height.



When measuring the distance between the floor inside and the outside surface, the interior floor level must be calculated from the finished floor and not from the subfloor. If carpet is to be installed, the measurement should be calculated with a fully compressed carpet and, if present, the pad.

*Feature: Lever-action handles on all interior doors. \**

All interior doors in dwelling unit must have a door handle lever designed for use by individuals with grasping, fine motor or upper extremity disabilities. Lever handles must be on both sides of the door.

### **General Interior Features within Dwelling Unit**

*Feature: All hallways shall be at least 36 inches wide. \**

Hall widths must be at least 36 inches wide to allow a person to make a 90-degree turn into or out of a 32 inch door opening. Throughout the unit, the route must be 36 inches or wider, except as it passes through the interior passage doors, where it may be reduced to 32 inches clear width.

*Feature: Carpeting and/or non-skid flooring are required in all living areas, including entrance foyer. Carpeting shall be low-pile or tight-napped. Tile, hardwood, or laminate flooring shall be non-skid and non-glossy. \**

If carpet or carpet tile is used on a floor surface, then it shall be securely attached. When both carpet and padding are used, there shall be no movement or minimum movement between the floor and the pad and the pad and the carpet.

Carpet shall have a level loop, textured loop, level cut pile, or level cut/uncut pile texture. The maximum pile height shall be ½-inch. Exposed edges of carpet shall be fastened to floor surfaces and have trim along the entire length of the exposed edge. Carpet edge trim shall comply with floor level requirements.

Tile, hardwood, or laminate flooring surface materials shall be specified by the manufacturer to be slip-resistant.

## Bathroom

At least one bathroom must provide enough maneuvering space so that a person who uses a wheelchair or other mobility aid can enter, close and reopen the door, use the fixtures and exit. This is a requirement in the Fair Housing Act, and those guidelines provide examples of bathrooms that provide enough square footage to meet those requirements. These examples feature typical bathroom designs and range from 37 to 48 square feet.

*Feature: There shall be at least one bathroom on an accessible level of the unit with clear floor space at toilet of at least 48 inches x 56 inches. A minimum of 30 inches x 48 inches of clear floor space outside swing of door shall be provided. \**

*Feature: The bathroom on an accessible level of the unit shall have clear floor space at sink of at least 30 x 48 inches. Sink and vanity cabinet must permit clear floor space. \**

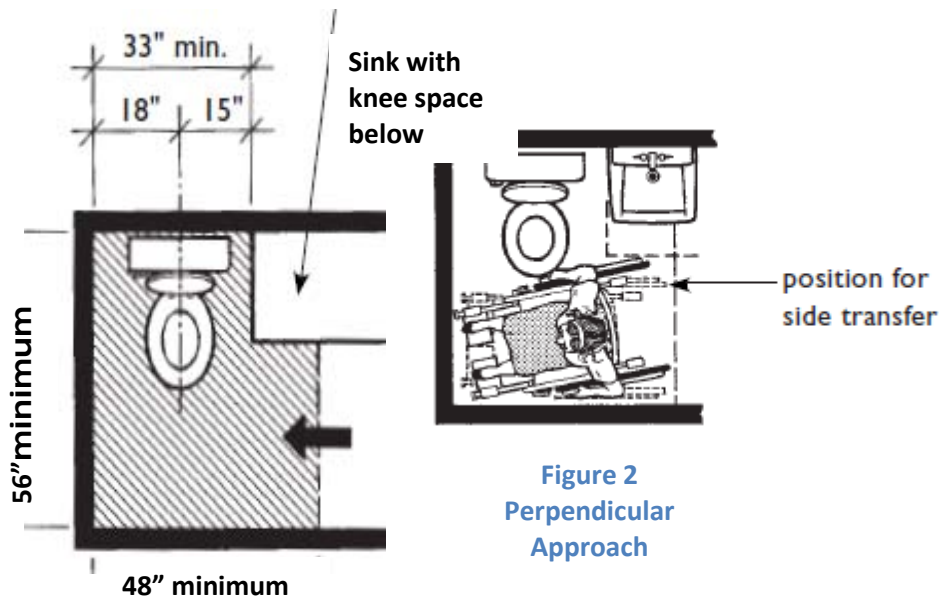
Doors may swing into the clear floor space at the bathroom fixtures, provided there is space to position a wheelchair outside the swing of the door so it can be closed. If in-swinging doors obstruct a bathroom fixture, it is possible to use offset hinges, swing the door out, or hinge door on opposite jamb. Swinging a door out of the room is a desirable Universal Design feature because it would prevent an incapacitated person from blocking the door from opening when a rescue is necessary. Please note that in bathrooms where the door swings out of the room, all the clear floor spaces at fixtures still must be provided. The user must be able to reopen the door to exit as well.

### Clear Floor Space at Toilets

Clear floor space must be maintained around a toilet fixture depending upon the direction of the approach, either front or side, to allow ease of use by persons using wheelchairs. Unobstructed clear floor space is necessary to allow the wheelchair user to approach the toilet and transfer onto the fixture. Clear floor space for maneuvering space at toilet shall be at least 48 inches x 56 inches. See Figures 1 and Figure 2.

Figure 1 and Figure 2– Clear Floor Space at Toilets

In Figure 1 below, the thick black arrow pointing in toward the clear floor space is indicating the direction to the toilet by a person using a wheelchair. The required clear space of 48" x 56" space is the minimum space in which a person using a wheelchair will be able to get close enough to make a side or perpendicular approach to the toilet. The 56-inch dimension may allow some users to angle their wheelchair slightly to execute a safe transfer onto the toilet. The primary approach that can be executed in a 48 inches x 56 inches clear floor space is perpendicular, as shown in Figure 2.



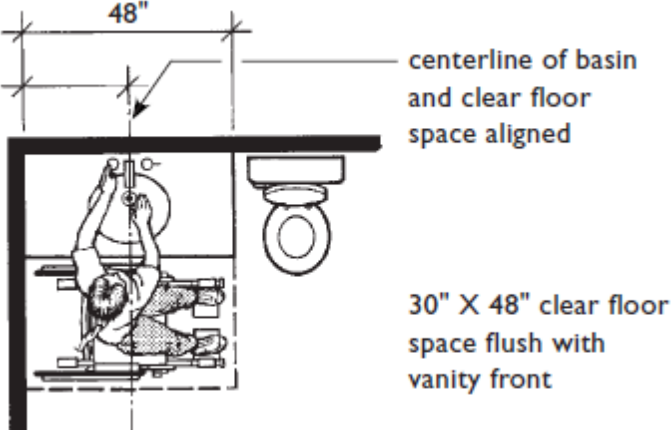
**Figure 1 48"x 56"  
Minimum Clear Floor Space**

**Figure 2  
Perpendicular  
Approach**

Centerline of toilet shall be 18 inches from sidewall. This dimension is consistent with the requirement that 18 inches be provided from the centerline of the toilet to the wall when that wall is to be equipped with a grab bar.

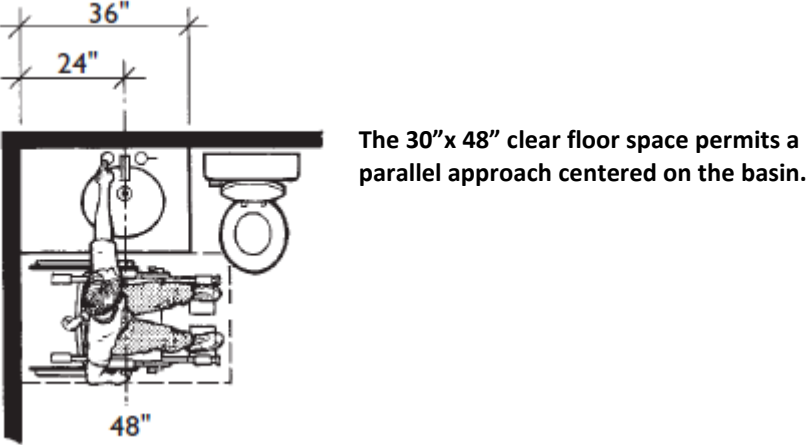
Clear Floor Space at Bathroom Sinks

A 30-inch x 48-inch clear floor space is required at the sink so a person who uses a wheelchair can get close enough to the basin and controls to use the fixture. When knee space is not provided for a forward approach, this 30-inch x 48-inch clear floor space must be parallel to the cabinet or counter front and centered on the basin. See Figure 3.



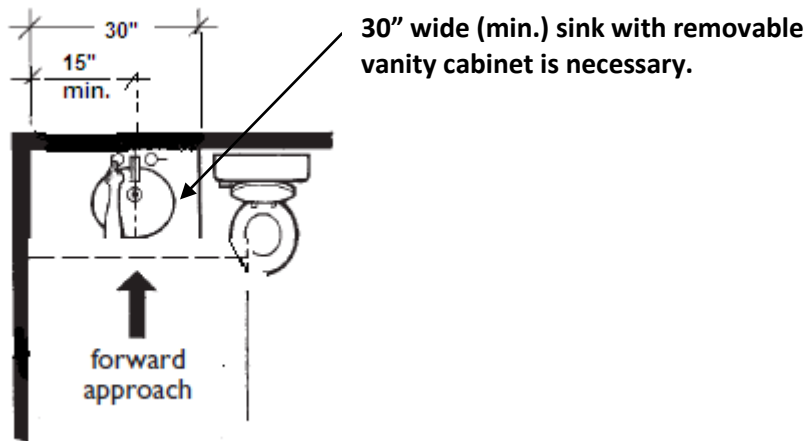
**Figure 3 Parallel  
Wheelchair Approach**

To economize on floor space the basin may be offset so the length of the countertop may be less than 48 inches. In 36-inch wide countertops, the basin may be offset provided it remains centered on the required 48-inch long clear floor space. See Figure 4.



**Figure 4 Use of Offset Basin to Reduce  
Length of Sink Countertop**

If a sink must be installed where space does not permit a close parallel approach with the 30-inch x 48-inch clear floor space centered on the basin, the centerline of the basin must be at least 15 inches from an adjoining wall or fixture. It must have knee space at least 30 inches wide to allow a user to execute a forward approach into clear floor space beneath the fixture. See Figure 5.



**Figure 5 Knee Space Must Be Provided Because Clear Floor Space Cannot Be Centered**

Sink and vanity cabinet must permit clear floor space. The required clear floor space may be achieved with a removable base cabinet. If a removable base cabinet is used, the finishes on the floor and walls in the knee space must be installed during initial construction so no additional finish work is required when the cabinet is removed.

There shall be no sharp or abrasive surfaces under sinks. Hot water and drain pipes under sinks shall be insulated or otherwise covered.

### Grab Bars

*Feature: Reinforced walls for future installation of horizontal grab bars around toilets, tub/shower units, and showers.\**

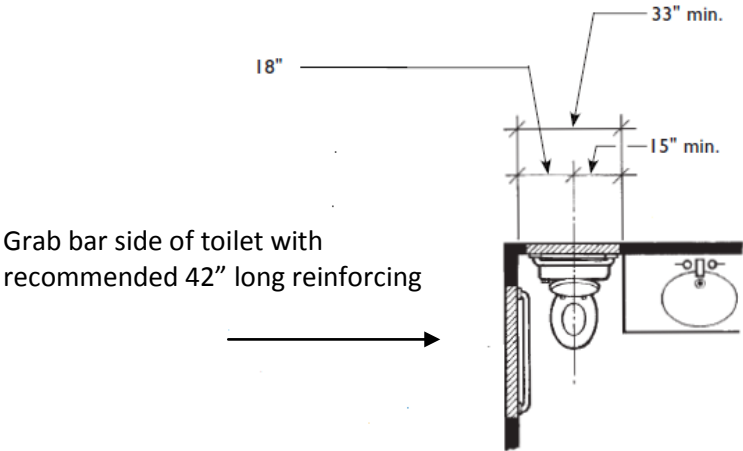
### Reinforcing for Grab Bars at Toilets

Reinforcing at toilets should be long and wide enough so sufficient solid material is available to mount grab bars of differing lengths, mounting configurations, and designs. Fair Housing Act Guidelines specify that reinforcing should be at least six inches wide by 24 inches long, with longer reinforcing at 42 inches being preferred.

The leading edge of the reinforcing beside the toilet should be positioned at least 36 inches from the back wall to accommodate a bar that is a minimum of 24 inches long. If the

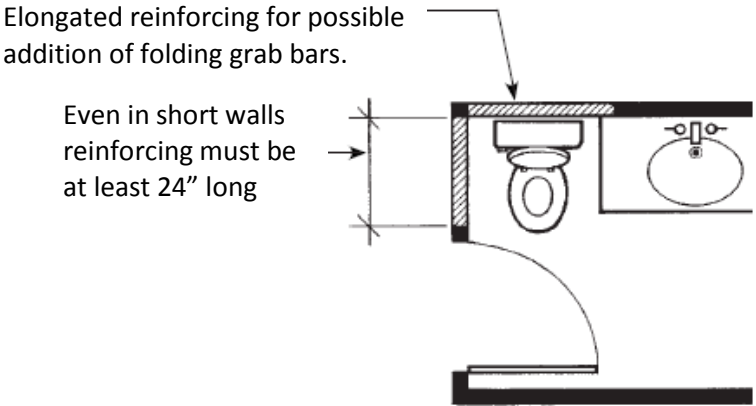
reinforcing starts 6 inches from the back wall then the 24 inches of reinforcing should be increased to 30 inches minimum. Whenever a toilet is next to a wall that allows for a longer area of reinforcing (42 inches is preferred), the longer area should be reinforced.

Toilets positioned beside a wall offer the highest degree of safe use since a grab bar can be mounted to the side of the toilet. The measurement from the centerline of the toilet to the wall must be 18 inches to accommodate a grab bar and the shoulders of a person seated on the toilet. See Figure 6.



**Figure 6 Toilet Placement at Adjoining Walls and Fixtures**

In small bathrooms where the door is located in the side wall immediately adjacent to the toilet, reinforcing shall be at least 24 inches long. See Figure 7.



**Figure 7 Reinforcing beside Toilet Shorter Because Door is Located on Same Wall**

### Reinforcing for Grab Bars at Tub/Shower Units

Areas should be reinforced at the head and foot of tub, and on the long wall, to provide full support for mounting plates and horizontal bars. Reinforcing should be placed at the foot (control end) of the tub at the position of 33" above the finished room floor. The back (long) wall shall have a reinforced area that will support a grab bar of a minimum 24 inches in length located 12 inches maximum from the foot of the tub and 24 inches (maximum from the head of the tub. See Figure 8.

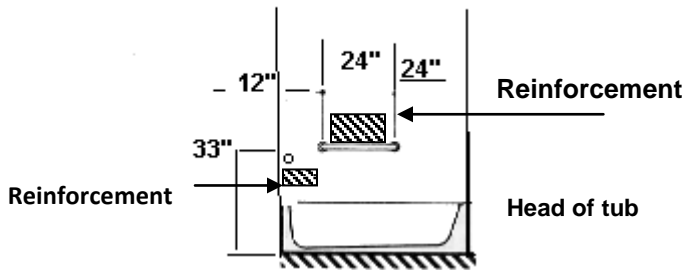


Figure 8 Reinforcing at Bathtubs

### Faucets

Feature: Lever handles on all faucets. All faucets must have anti-scald feature.

Sink, bathtub, and tub/shower controls shall be either single faucet or double faucet levers that do not require a strong grip to operate.

### Anti-scald features

Sink, bathtub, and tub/shower combinations shall have balanced-pressure, thermostatic or combination balanced-pressure/thermostatic valves that conform to the requirements of Standard ASSE 1016 (American Society of Sanitary Engineering) and shall be installed at the point of use. Shower and tub-shower combination valves required by this section shall be equipped with a means to limit the maximum setting of the valve to 120°F (49°C), which shall be field adjusted in accordance with the manufacturer's instructions. In-line thermostatic valves shall not be utilized for compliance with this section. This is in accordance with Florida Building Code, Section 424.3.

## **Kitchen**

*Feature: Lever handles on all faucets. All faucets must have anti-scald feature.*

Kitchen sink faucets shall be either single faucet or double faucet levers that do not require a strong grip to operate.

### Anti-scald features

Sink faucets in the kitchen shall have balanced-pressure, thermostatic or combination balanced-pressure/thermostatic valves that conform to the requirements of Standard ASSE 1016 (American Society of Sanitary Engineering) and shall be installed at the point of use. Kitchen faucet valves required by this section shall be equipped with a means to limit the maximum setting of the valve to 120°F (49°C), which shall be field adjusted in accordance with the manufacturer's instructions. In-line thermostatic valves shall not be utilized for compliance with this section. This is in accordance with Florida Building Code, Section 424.3.

## **Utility Features**

*Feature: Mid-point on light, fan switch plates, and thermostats shall be not more than 48 inches above finished floor level. \**

The required measurement of 48" is based on the Fair Housing Act guidelines for the reach ranges of seated people. There must be a clear floor space of 30 inches x 48 inches perpendicular to the wall, adjoining a 36-inch wide accessible route to allow a forward or parallel approach by a person using a wheelchair to operate controls.

Thermostats and other controls that must be read shall be mounted at or lower than 48 inches above the finished floor level to ensure that a person in a wheelchair will be able to see the controls.

*Feature: Switches for lights and fans shall be toggle, rocker, and/or touch-sensitive.*

Toggle switches, rocker switches, and touch sensitive switches that require little force and do not require gripping, twisting or fine finger dexterity shall be provided.

*Feature: Mid-point on electrical outlets, phone jacks, and data ports shall be located no less than 18 inches above finished floor level with exception of those electrical outlets, phone jacks and data points around cabinetry and electrical outlets for major appliances such as stoves, refrigerators, and washers and dryers.*

The required mid-point measurement of 18 inches allows an elderly person or a person in a wheelchair to easily reach the outlet to plug or unplug a device.



*Feature: There shall be at least one four-plex electrical outlets in all bedrooms for electrical equipment such as computers, printers, radios and medical/personal care equipment.*

*Feature: Electrically-wired door bell accessible to a seated person at the entrance of unit, not more than 48" from finished floor of primary entry door.*

The required measurement of 48" is based on the Fair Housing Act guidelines for the reach ranges of seated people. There must be a clear floor space of 30 inches x 48 inches perpendicular to the wall, adjoining a 36-inch wide accessible route to allow a forward or parallel approach by a person using a wheelchair to operate the door bell.

*Feature: Lighting inside and outside of primary entrance door.*

Lighting inside and outside of primary entry door is required. The lighting shall illuminate the lockset and handles of primary entry door and be of a general illumination that provides for seeing visitors at night.

*Feature: All living spaces, including hallways, within the unit shall be equipped with overhead lighting operated by a wall switch.*

Living space in a dwelling unit is determined to be the habitable space for living, sleeping, eating, or cooking. These spaces within the unit shall have overhead lighting. Habitable space does not include bathrooms, toilet rooms, closets, storage or utility spaces and similar areas.

## Section 2: Optional Features in New Construction Units

The Optional Features are a list of features that can be chosen to achieve scoring points in Florida Housing's Universal Application. To be eligible for scoring points, **all** items on this list shall be included in at least 15 percent of New Construction units. Developers will not be allowed to choose individual items from the list. The inclusion of these features in at least 15 percent of units is in addition to the federal requirement that five percent of all units be fully handicapped accessible. The features on this list are in addition to Florida Housing's Required Universal Design and Visitability Features. These must be provided in at least 15 percent of the New Construction units regardless of the Development Category selected at Part III.A.3 of the Universal Application.

### General Interior Features within Dwelling Unit

*Feature: Hallways shall be at least 40" wide.*

Hallways shall be a minimum clear width of 40 inches, except through doorways, which shall have a minimum of 32 inches clear width.

*Feature: Turning space in living room and one bedroom shall be at least 60 inches in diameter. (5 feet)*

There shall be a minimum of 60 inches diameter of unobstructed space in living room and one bedroom in order to provide adequate maneuvering and turning space for a person using a wheelchair or walker.

### Bathroom

*Feature: If the accessible bathroom has a bathtub/shower combination, clear floor space of at least 30 x 48 inches shall be provided. \**

The following comments address fixtures that are a combination of bathtub and shower. It does not cover showers that are separate bathing fixtures.

Clear floor space of at least 30 inches x 48 inches outside swing of door as it is closed shall be provided at bathtub/shower fixtures. This clear floor space allows space for a parallel approach to the bathtub, as well as access for transferring into and out of the bathtub.

## Grab Bars at each Bathtub/Shower

*Feature: Horizontal grab bars in place around each tub and/or shower, the installation of which meets or exceeds the Universal Federal Accessibility Standards.*

Horizontal grab bars shall be in place around each tub and/or shower. Grab bars can be of any design that meets the UFAS standards. There are many attractive designs on the market for grab bars that do not look “institutional.”

The UFAS standards for the size, spacing, and structural strength of the required grab bars are noted in the section below.

### UFAS 4.26.2 - Size and Spacing of Grab Bars:

The diameter or width of the gripping surfaces of a handrail or grab bar shall be 1-1/4 inch to 1-1/2 inch, or the shape shall provide an equivalent gripping surface. If handrails or grab bars are mounted adjacent to a wall, the space between the wall and the grab bar shall be 1-1/2 inch.

### UFAS 4.26.3 - Structural Strength:

The structural strength of grab bars, tub and shower seats, fasteners, and mounting devices shall meet the following specification:

- (1) Bending stress in a grab bar or seat induced by the maximum bending moment from the application of 250 lbf (pound-force) shall be less than the allowable stress for the material of the grab bar or seat.
- (2) Shear stress induced in a grab bar or seat by the application of 250 lbf shall be less than the allowable shear stress for the material of the grab bar or seat. If the connection between the grab bar or seat and its mounting bracket or other support is considered to be fully restrained, then direct and torsional shear stresses shall be totaled for the combined shear stress, which shall not exceed the allowable shear stress.
- (3) Shear force induced in a fastener or mounting device from the application of 250 lbf shall be less than the allowable lateral load of either the fastener or mounting device or the supporting structure, whichever is the smaller allowable load.
- (4) Tensile force induced in a fastener by a direct tension force of 250 lbf plus the maximum moment from the application of 250 lbf shall be less than the allowable withdrawal and the supporting structure.
- (5) Grab bars shall not rotate within their fittings.

*Feature: Height of toilet in an accessible bathroom must be 17 inches to 19 inches.*

Toilet in an accessible bathroom must be between 17 and 19 inches, measured from the floor to the top of the toilet seat.

*Feature: All cabinet drawer and door handles in kitchen and bathroom shall be looped or D-Shaped type.*

All cabinet and door handle hardware shall be looped or D-pull type. All such items shall operate easily using a single closed fist. See Figure 10.

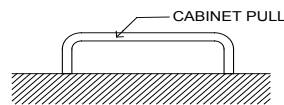


Figure 10

## Kitchen

*Feature: Kitchens must have at least 30 inches x 48 inches clear floor space at each fixture and appliance. Clear floor space must be positioned either parallel or perpendicular to and centered on the fixture or appliance. \**

Clear floor space of 30 inches x 48 inches is required to allow space to execute parallel approaches to ranges, cooktops, and sinks. These approaches are less difficult and safer than a forward approach. The clear floor space for a parallel approach to the range, cooktop, and sink must be centered on the appliance, or in case of the sink, on the bowl.

Clear floor space of 30 inches x 48 inches for a parallel, perpendicular, or a forward approach to the refrigerator shall be provided. This clear floor space for at least one type of approach shall be centered on the refrigerator. This applies to side-by-side and over/under refrigerator/freezer models.

Dishwashers, trash compactors, wall-mounted ovens, and microwave ovens must have either a parallel or perpendicular clear floor space of 30 inches x 48 inches adjacent to the appliance.

*Feature: At least one section of kitchen countertop shall provide a clear continuous work surface.*

Countertops should be as continuous as possible so that dishes or containers can be slid between workstations. This arrangement is preferable because it is difficult for wheelchair users to move items between unconnected counters.

*Feature: Kitchen sink shall have knee clearance of at least 27 inches high and 30 inches wide. \**

Clear knee space at kitchen sink shall be at least 27 inches high and 30 inches wide. Knee space may be achieved with a removable base cabinet. Floor, walls, and cabinet faces of knee space shall be finished during initial construction so no other work is necessary when

the base cabinet is removed. There shall be no sharp or abrasive surfaces under sinks. Hot water and drain pipes under sinks shall be insulated or otherwise covered.

*Feature: In at least one of the kitchen's bottom or base cabinets, there shall be a large drawer that has full extension drawer slides.*

Full-extension drawer slides shall allow the rollout to extend completely past the cabinet front so all the contents can be accessed.

The measurements for this feature will depend on the size of the base cabinet being installed. Nearly all standard base cabinets are 23-1/4 inches deep from the inside of the face frame to the back of the cabinet. So in most cases, a 22-inch long rollout drawer and carrier sides will be sufficient. If shallower cabinets are used, subtract whatever is necessary. The full-extension drawer slides shall have a weight rating that will be sturdy enough for the drawer to be used to store canned goods or cooking pans. In the case of a 22-inch full-extension side-mount drawer slides, a 90-lb. weight rating is sufficient for this use.

Rather than give specific measurements, the term "large drawer" was chosen to describe what is required for this feature. In at least one base cabinet, one drawer shall be wide enough to allow convenient storage of items such as large skillets. See Figure 11 for an example. This example is a recommendation only.



**Figure 11 Example of a large drawer with full extension drawer slides**

*Feature: All cabinet drawer and door handles in kitchen and bathroom shall be looped or D-Shaped type.*

All cabinet and door handle hardware shall be looped or D-pull type. All such items must operate easily using a single closed fist. See Figure 12.

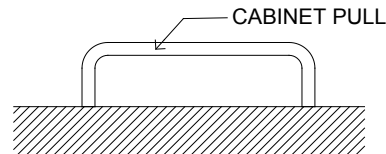


Figure 12

## Utility Features

*Feature: Electrically wired smoke detector alarms shall be provided. The smoke detectors shall have battery backup feature. A smoke detector, wired into the building's electrical system, with a visual alarm component shall be provided upon request by a hearing impaired tenant. Landlords shall notify deaf or hearing-impaired tenants of the availability of smoke detectors with visual alarm.*

The smoke detector shall be designed to give reliable early warning of the presence of smoke by audible alarm. The detector shall be hard-wired, which means wired into the electrical system, and be equipped with battery backup for added safety during power outages. The audible horn on smoke detector must emit loud, high pitched sounds when it senses smoke. It must be tested and rated by UL (Underwriters Laboratories).

New tenants shall be asked, in writing, at the time of rental, whether visual smoke detectors will be needed. Upon request, the landlord or proprietor shall provide visual a smoke detector with strobe light which has an effective intensity of at least 170 candelas, to any deaf or hearing-impaired occupant at any time during their occupancy.

### **Section 3: Additional Required Features in Elderly Developments**

Requirements for Applicants choosing the Elderly Demographic are stated in Part III.D.1. of the Universal Application Instructions. Please note that the required Universal Design features as outlined in Part III.B.2. of the Universal Application Instructions shall also be provided in Elderly Developments.

Required features in Elderly Developments, in addition to the required features at Part III.B.2. of the Universal Application Instructions, are as follows:

#### In 15 percent of the new construction units:

- Roll-in Showers – Five percent of the overall requirement for roll-in showers may be met with walk-in type shower stalls with permanently affixed seat which meet or exceed the Uniform Federal Accessibility Standards (UFAS); See the applicable UFAS requirement below.

#### In 100 percent of the new construction units:

- Horizontal grab bars in place around each tub and/or shower, the installation of which meets or exceeds UFAS 4.34.5. (See UFAS 4.34.5 below);
- Horizontal grab bars in place around each toilet, the installation of which meets or exceeds UFAS 4.34.5.
- Roll-out shelving or drawers in all bottom bathroom vanity cabinets.
- Adjustable shelving in master bedroom closets (style of shelving must be re-adjustable by resident.)
- Roll-out shelving or drawers in at least one bottom kitchen cabinet.

The following section addresses the features for Elderly Developments that are in addition to the required features found at Part III.B.2 (described in Part A: Required Features section of this manual).

Please note that these required features apply to any New Construction units regardless of the Development Category selected in the Application (Part III.A.3).

### **Bathrooms – Elderly Developments**

#### Feature: Roll-in Showers

Developments that are classified as Elderly are required to provide roll-in showers in 15 percent of the New Construction units. Five percent of the overall requirement for roll-in showers may be met with walk-in type shower stalls with permanently affixed seats which meet or exceed the UFAS standards.

Applicable UFAS requirements follow:

## **UFAS 4.34.5 Bathrooms /Showers**

**Showers:** If a shower is provided, it shall have the following features:

Size and clearances

### Shower Stall

- The shower stall shall be 36 inches by 36 inches or,
- The shower stall shall fit into the same space as a standard 60 inch long bathtub.

### Clear Floor Space

- The clear floor space shall be a minimum of 48 inches in length by a minimum of 36 inches width and allow for a parallel approach. The clear floor space shall extend one foot beyond the shower wall on which the seat is mounted.

Shower Seat: The seat shall be 17 inches to 19 inches high measured from the bathroom floor and shall extend the full depth of the stall. The seat shall be on the wall opposite the controls. The structural strength of seats and their attachments shall comply with UFAS 4.26.3 (see 4.26.3 below). Seats shall be mounted securely and shall not slip during use.

Controls: In the shower stall, all controls, faucets, and the shower unit shall be mounted on the side wall opposite the seat. A shower spray unit with a hose at least 60 inches long that can be used as a fixed shower head at various heights or as a hand-held shower shall be provided.

**Bathtub and Shower Enclosures:** Enclosures for bathtubs or shower stalls shall not obstruct controls or transfer from wheelchairs onto shower or bathtub seats. Enclosures on bathtubs shall not have tracks mounted on their rims.

**Clear Floor Space:** Clear floor space at fixtures may overlap.

## **Grab bars in Elderly Developments**

UFAS Standard 4.34.5 states that if provided, grab bars shall comply with UFAS 4.26. (see below)

### UFAS 4.26.2 - Size and Spacing of Grab Bars:

The diameter or width of the gripping surfaces of a handrail or grab bar shall be 1-1/4 inch to 1-1/2 inch, or the shape shall provide an equivalent gripping surface. If handrails or grab bars are mounted adjacent to a wall, the space between the wall and the grab bar shall be 1-1/2 inch.

### UFAS 4.26.3 - Structural Strength:

The structural strength of grab bars, tub and shower seats, fasteners, and mounting devices shall meet the following specification:

(1) Bending stress in a grab bar or seat induced by the maximum bending moment from the application of 250 lbf (pound-force) shall be less than the allowable stress for the material of the grab bar or seat.



(2) Shear stress induced in a grab bar or seat by the application of 250 lbf shall be less than the allowable shear stress for the material of the grab bar or seat. If the connection between the grab bar or seat and its mounting bracket or other support is considered to be fully restrained, then direct and torsional shear stresses shall be totaled for the combined shear stress, which shall not exceed the allowable shear stress.

(3) Shear force induced in a fastener or mounting device from the application of 250 lbf shall be less than the allowable lateral load of either the fastener or mounting device or the supporting structure, whichever is the smaller allowable load.

(4) Tensile force induced in a fastener by a direct tension force of 250 lbf plus the maximum moment from the application of 250 lbf shall be less than the allowable withdrawal and the supporting structure.

(5) Grab bars shall not rotate within their fittings.

*Feature: Roll-out shelving or drawers in all bottom bathroom vanity cabinets*

Roll out shelving or drawers in bottom of all bathroom vanity cabinets shall have full extension drawer slides, which allow the rollout to extend completely past the cabinet front so all the contents can be accessed.

## **Bedroom Closet**

*Feature: Adjustable shelving in master bedroom closets (style of shelving must be re-adjustable by resident.)*

The rod and shelf shall be adjustable from 4'-0" to 5'-6" above the finished floor in all dwelling units.

## **Kitchen**

*Feature: In at least one of the kitchen's bottom or base cabinets, there shall be a large drawer that has full extension drawer slides.*

Full-extension drawer slides shall allow the rollout to extend completely past the cabinet front so all the contents can be accessed.

The measurements for this feature will depend on the size of the base cabinet being installed. Nearly all standard base cabinets are 23-1/4 inches deep from the inside of the face frame to the back of the cabinet. So in most cases, a 22-inch long rollout drawer and carrier sides will be sufficient. If shallower cabinets are used, subtract whatever is necessary. The full-extension drawer slides shall have a weight rating that will be sturdy enough for the drawer to be used to store canned goods or cooking pans. In the case of a 22-inch full-extension side-mount drawer slides, a 90-lb. weight rating is sufficient for this use.

Rather than give specific measurements, the term “large drawer” was chosen to describe what is required for this feature. In at least one base cabinet, one drawer shall be wide enough to allow convenient storage of items such as large skillets. See Figure 13 for an example. This example is a recommendation only.



**Figure 13 Example of a large drawer with full extension drawer slides**

## **Part B Rehabilitation Units**

Part B addresses Florida Housing's approach to visitability and universal design features in rehabilitation units. The Universal Application requires Developments that involve any rehabilitation units to include visitability and universal design features in all of the rehabilitation units. This is regardless of the Development Category chosen.

Development Categories (Part III.A.3 Universal Application) include:

- New Construction – 50 percent or more of the units are new construction;
- Rehabilitation – less than 50 percent of the units are new construction;
- Acquisition and Rehabilitation – acquisition plus less than 50 percent of the units are new construction;
- Preservation – less than 50 percent of the units are new construction;
- Acquisition and Preservation – acquisition plus less than 50 percent of the units are new construction;
- Redevelopment – 50 percent or more of the units are new construction;
- Acquisition and Redevelopment -acquisition plus 50 percent or more of the units are new construction;

For further definitions, see Rule 67-48.002 and/or 67-21.002, F.A.C.

The applicable visitability and universal design features for each Development will be based on the feasibility and viability for the type or level of rehabilitation in accordance with a capital needs assessment performed during the credit underwriting process.

### **Section 1: Required Features in Rehabilitation Units**

Based on the determination by the capital needs assessment, the required features as described in this manual in Part A, Section 1 Required Features shall be provided in all of the Rehabilitation units. Please see Part A, Section 1 for the specifications for each feature.

### **Section 2: Optional Features in Rehabilitation Units**

The Optional Features are a list of features that can be chosen to achieve scoring points in Florida Housing's Universal Application. To be eligible for scoring points in Developments with Rehabilitation units, Developers must provide as many of the optional Visitability and Universal Design features as feasible, based on the capital needs assessment, in at least 15 percent of the Development's rehabilitation units. Developers will not be allowed to choose individual items from the list. The inclusion of these features in at least 15 percent of units is in addition to the federal requirement that five percent of all units be fully handicapped accessible. The features on this list are in addition to Florida Housing's Required Universal Design and Visitability Features. They must be provided in these units regardless of the Development Category selected at Part III.A.3 of the Universal Application. See Part A, Section 2 Optional Features for the specifications for each feature.

### **Section 3: Rehabilitation Units in Elderly Developments**

If the Elderly Development includes any rehabilitation units, regardless of the Development Category selected at Part III.A.3 of the Universal Application, the following features must be provided in the rehabilitation units of Elderly Developments:

#### In 10 Percent of the rehabilitation units:

- Roll-in Showers – Five percent of the overall requirement for roll-in showers may be met with walk-in type shower stalls with permanently affixed seat which meet or exceed the Uniform Federal Accessibility Standards (UFAS); See the applicable UFAS requirement below.

#### In 100 percent of the rehabilitation units:

- Thermostat placed at 48" maximum height.
- Carpeting and/or non-skid flooring in all living areas, including entrance foyer.
- Carpeting shall be low pile or tight-napped and tile, hardwood, or laminate flooring shall be non-skid and non-glossy.
- 36" entrances on all exterior doors.
- All wall electrical outlets placed between 18" and 48" above the floor.
- Scald control valves on all bathtub and shower faucets.
- Entrance door must have two peepholes, one at standing eye level and one at seated eye level, not more than 43 inches from bottom of door.
- Switches for each light and each fan throughout the unit shall be toggle, rocker and/or touch-sensitive.
- Adjustable shelving in master bedroom closets (style of shelving must be re-adjustable by resident).
- Lever-action handles on all doors in units and public areas.
- Horizontal grab bars in place around each tub and/or shower, the installation of which meets or exceeds the Universal Federal Accessibility Standards (UFAS 4.34.5) See UFAS 4.34.5 below.
- Horizontal grab bars in place around each toilet, the installation of which meets or exceeds the Universal Federal Accessibility Standards (UFAS 4.34.5).
- Roll-out shelving or drawers in all bottom bathroom vanity cabinets.
- Roll-out shelving or drawers in at least one bottom kitchen cabinet.

### **UFAS 4.34.5 Bathrooms /Showers**

**Showers:** If a shower is provided, it shall have the following features:

Size and clearances

#### Shower Stall

- The shower stall shall be 36 inches by 36 inches or,
- The shower stall shall fit into the same space as a standard 60 inch long bathtub.

#### Clear Floor Space

- The clear floor space shall be a minimum of 48 inches in length by a minimum of 36 inches width and allow for a parallel approach. The clear floor space shall extend one foot beyond the shower wall on which the seat is mounted.

**Shower Seat:** The seat shall be 17 inches to 19 inches high measured from the bathroom floor and shall extend the full depth of the stall. The seat shall be on the wall opposite the controls. The structural strength of seats and their attachments shall comply with UFAS 4.26.3 (see 4.26.3 below). Seats shall be mounted securely and shall not slip during use.

**Controls:** In the shower stall, all controls, faucets, and the shower unit shall be mounted on the side wall opposite the seat. A shower spray unit with a hose at least 60 inches long that can be used as a fixed shower head at various heights or as a hand-held shower shall be provided.

**Bathtub and Shower Enclosures:** Enclosures for bathtubs or shower stalls shall not obstruct controls or transfer from wheelchairs onto shower or bathtub seats. Enclosures on bathtubs shall not have tracks mounted on their rims.

**Clear Floor Space:** Clear floor space at fixtures may overlap.

### **Grab bars in Elderly Developments**

UFAS Standard 4.34.5 states that if provided, grab bars shall comply with UFAS 4.26. (See below)

#### **UFAS 4.26.2 - Size and Spacing of Grab Bars:**

The diameter or width of the gripping surfaces of a handrail or grab bar shall be 1-1/4 inch to 1-1/2 inch, or the shape shall provide an equivalent gripping surface. If handrails or grab bars are mounted adjacent to a wall, the space between the wall and the grab bar shall be 1-1/2 inch.

#### **UFAS 4.26.3 - Structural Strength:**

The structural strength of grab bars, tub and shower seats, fasteners, and mounting devices shall meet the following specification:

- (1) Bending stress in a grab bar or seat induced by the maximum bending moment from the application of 250 lbf (pound-force) shall be less than the allowable stress for the material of the grab bar or seat.
- (2) Shear stress induced in a grab bar or seat by the application of 250 lbf shall be less than the allowable shear stress for the material of the grab bar or seat. If the connection between the grab bar or seat and its mounting bracket or other support is considered to be fully restrained, then direct and torsional shear stresses shall be totaled for the combined shear stress, which shall not exceed the allowable shear stress.
- (3) Shear force induced in a fastener or mounting device from the application of 250 lbf shall be less than the allowable lateral load of either the fastener or mounting device or the supporting structure, whichever is the smaller allowable load.
- (4) Tensile force induced in a fastener by a direct tension force of 250 lbf plus the maximum moment from the application of 250 lbf shall be less than the allowable withdrawal and the supporting structure.
- (5) Grab bars shall not rotate within their fittings.

## CHAPTER 2

### General Relocation Requirements

#### 2-1 INTRODUCTION.

- A. Purpose of Chapter. This chapter describes the general requirements covering the treatment of displaced persons (defined in Paragraph 1-4 I.) and persons that will not be displaced (defined in Paragraph 1-4 J.) for the proposed project (see 49 CFR 24 Subpart C). Policies that cover planning, notices, advisory services and filing claims for payment are contained in this Chapter. (Policies governing relocation payments are described in Chapters 3 and 4.)
- B. Flowchart of Relocation Process. Appendix 1 (Reserved).

#### 2-2 PROJECT PLANNING (49 CFR 24.205(a) and (b)).

- A. Minimize Displacement. Consistent with the goals and objectives of the applicable HUD program, Agencies shall assure that they take all reasonable steps to minimize displacement as a result of a project. For example, if feasible, a residential occupant of a building to be rehabilitated shall be provided a reasonable opportunity to lease and occupy a suitable, decent, safe, sanitary and affordable dwelling unit in the building/complex following completion of the project (see funding program regulations for specific requirements). If necessary, the Agency should also consider the feasibility of carrying out large projects in stages, if permissible under program regulations or Notices of Funding Availability (e.g., HOPE VI projects).
- B. Budgetary Implications. Early, common sense planning is necessary to ensure that sufficient funds will be budgeted to comply with applicable law and regulations. Relocation assistance is costly and can seriously affect the viability of a project. Errors in judgment or determinations on eligibility or payments can lead to costly litigation, project delays, and serious financial consequences to the Agency and its partners.
- 1) An Agency should carefully analyze all potential relocation and acquisition project costs prior to submission of an application for HUD funding (or before it commits HUD funds to a subgrantee or subrecipient) and may need to reanalyze the project budget as work progresses to factor in any unforeseen expenses.
  - 2) Consideration needs to be given to resource needs to address: (a) Replacement housing based on the number of households to be displaced; tenure (owner or tenant); resident income; purchase or rental cost and

utility costs; family characteristics; impact on minorities, the elderly, large families, and persons with a disability; (b) replacement business locations based on the number, type, and size of businesses, farms and/or non-profit organizations to be displaced (if any); (c) the need for providing on-going advisory services to displaced persons; and (d) the need, if any, for advisory services to other persons in the neighborhood that will be adversely impacted by the project and who may be eligible for such assistance at the Agency's discretion.

- C. Coordination. The Agency shall take the steps necessary to ensure cooperation and coordination among government agencies, neighborhood groups and affected persons so that the project can proceed efficiently with minimal duplication of effort.
- D. Consultation with Property Occupants. Where feasible, the Agency should consult with the occupants of the site to be acquired, rehabilitated or demolished at an early stage. Resident participation in the design of a project is often required in HUD programs (see applicable program regulations for any specific participation requirements). When public meetings are held, the meeting room and presentation must be accessible and understandable to all persons in the intended audience, regardless of disability or limited English language proficiency. A sample of an invitation to residents to participate in discussions regarding a proposal to rehabilitate, demolish, and/or reconstruct a public housing complex is attached as Appendix 18. This notice can be modified for use in other HUD programs.
- E. Determining Resource Needs (see 49 CFR 24.205(a)(1) through (5)). To the extent necessary and feasible, the Agency should conduct an on-site survey of occupants before approving a project. Optional guideforms that can be used to obtain detailed occupant information are the Site Occupant Record--Residential, in Appendix 8 and the Site Occupant Record—Nonresidential in Appendix 9. To obtain basic information from current public housing occupants about their replacement housing preferences, the optional Resident Survey guideform in Appendix 18a may be used (this form may also be edited for use in other situations). An Agency should plan to collect detailed information about each person's income and replacement housing needs in advance of the event triggering the ION date (see paragraph 1-4 T.) at which time a specific Notice of Relocation Eligibility must be provided, as well as identify available comparable replacement housing resources in a sufficient number to meet the project needs. If a shortage of comparable replacement housing resources is anticipated, the agency should develop a plan to adequately address the shortage including housing of last resort measures.
- F. Review by HUD. Individual HUD program regulations or Notices of Funding Availability (NOFAs) may specify the level and timing of HUD review of Agency planning activities and budgets. Where a pre-award review is not

completed, these activities may be covered in a routine HUD monitoring review. Whether or not HUD reviews a proposed project budget or relocation strategy, HUD approval of financial assistance for the project is premised on the Agency's certification of compliance with the URA and applicable regulations. See Paragraph 1-6.

## 2-3 RELOCATION NOTICES (49 CFR 24.203).

- A. HUD Information Brochures. An Agency may meet most of the general information requirements required by the URA by providing the displaced person with a copy of the appropriate HUD information brochure along with the required Notice (see list below). Printed copies of the HUD information brochures are available from HUD's Regional Relocation Specialists and local field offices, and from HUD's Direct Distribution Center at 1-800-767-7468. Copies can also be downloaded or printed from HUD's website at: [www.HUD.GOV/Relocation](http://www.HUD.GOV/Relocation). There are five (5) brochures available in both English and Spanish versions:
- 1) When a Public Agency Acquires Your Property (HUD-1041-CPD) and its Spanish version Cuando Una Agencia Pública Adquiere su Propiedad (HUD-1041-CPD-1);
  - 2) Relocation Assistance to Tenants Displaced From Their Homes (HUD-1042-CPD) and its Spanish version Asistencia Para La Reubicación a Inquilinos Desplazados de Sus Hogares (HUD-1041-CPD-1);
  - 3) Relocation Assistance to Displaced Homeowner Occupants (HUD-1044-CPD) and its Spanish version Asistencia Para la Reubicación a Propietarios Residentes de Vivienda Desplazados (HUD-1041-CPD-1);
  - 4) Relocation Assistance to Displaced Businesses, Nonprofit Organizations and Farms (HUD-1043-CPD) and its Spanish version Asistencia Para la Reubicación a Negocios, Organizaciones sin Fines de Lucro y Granjas Desplazados (HUD-1043-CPD-1);
  - 5) Relocation Assistance to Persons Displaced from their Homes (Section 104(d)) (HUD-1065-CPD) and its Spanish version Asistencia Para la Reubicación a Personas Desplazadas de sus Viviendas (Sección 104(d)) (HUD-1065-CPD-1). This brochure is only used where both the URA and section 104(d) are applicable to the project (see Paragraph 1-2 B.).
- B. General Information Notice (GIN) (49 CFR 24.203(a)). The URA regulations require that persons who are scheduled to be displaced must be provided with a GIN as soon as feasible. Many HUD projects can involve both persons who are actually displaced and persons who are not displaced. In most programs, if the tenant-occupant of a dwelling moves permanently from the property



after submission of an application for HUD financial assistance, the tenant will be presumed to qualify as a “displaced person.” To minimize such unintended displacements, HUD policy considers all occupants within a proposed HUD-assisted project involving acquisition, rehabilitation or demolition as scheduled to be displaced for purposes of issuing a GIN. All occupants, therefore, must be provided with a GIN. For those persons the Agency does not plan to displace, this GIN should be modified to explain that the project has been proposed, explain that they will not be displaced, and caution the person not to move (complete with an explanation of the ramifications of moving on his/her own). Suggested guide forms for these GINs can be found in Appendices 2, 2a, 3, and 3a.

- C. Notice of Relocation Eligibility (NOE) (49 CFR 24.203(b)). The NOE must be issued promptly after the ION (see Paragraph 1-4 T.), and must describe the available relocation assistance, the estimated amount of assistance based on the displaced person’s individual circumstances and needs, and the procedures for obtaining the assistance. This Notice must be specific to the person and their situation so that they will have a clear understanding of the type and amount of payments and/or other assistance they may be entitled to claim. Guide form notices of relocation eligibility are contained in Appendices 5, 6, and 7.
- D. Notice of Nondisplacement. If a person does not qualify as a displaced person (see Paragraph 1-4 J.), HUD policy requires that such persons be provided with a Notice of Nondisplacement (see Paragraph 1-4 AA.) to advise them of the Agency’s determination and their right to appeal. If continued occupancy is possible upon completion of the project, the notice must explain the reasonable terms and conditions under which the person may continue to lease and/or occupy the property upon completion of the project. If a person moves permanently from the property after ION, and the person has not been provided with a Notice of Nondisplacement, HUD’s view is that the person will usually qualify as a “displaced person.” Even if there was no intention to displace the person, if they were not given timely information essential to making an informed judgment about a move, it is assumed that the person’s move was an involuntary move caused by the project. See the guideform notice in Appendix 4.
- 1) A Notice of Nondisplacement may advise a person that they may be or will be temporarily relocated (see 49 CFR 24.2(a)(9)(ii)(D), including Appendix A, and Paragraph 1-4 II). If a residential occupant will be temporarily relocated, the Agency must provide reasonable advance written notice of: (a) the date and approximate duration of the temporary relocation (not to exceed 1 year); (b) the address of the suitable, decent, safe, and sanitary dwelling to be made available for the temporary period; (c) the terms and conditions under which the person may lease and occupy a decent, safe and sanitary dwelling in the building/complex upon completion of the

project; (d) the costs which will be reimbursed (see paragraph 2-7 A.); and (e) the advisory services which will be available to them.

- 2) If a person is ineligible for relocation assistance [see Paragraph 1-4 B. (Alien not lawfully present in the U.S.) or Paragraph 1-4 MM. (Unlawful occupant)] HUD policy requires that such persons be provided with a written notice of their ineligibility for relocation assistance, the reason they are ineligible, and their right to appeal the Agency's determination.
- E. Ninety-Day Notice (49 CFR 24.203(c)). The 90-day notice shall not be given before the displaced person is issued a notice of relocation eligibility (or notice of ineligibility) for relocation assistance. The date provided in this notice may be different for each person or group of persons in a project area based on whether or not the project will be phased, the location of the occupied building(s), or the project schedule. The 90-day notice need not be issued if: (a) there is no structure, growing stock, or personal property on the real property, or (b) the occupant made an informed decision to relocate and vacated the property without prior notice to the property owner, (c) in the case of an owner-occupant who moves as a result of a voluntary acquisition described in 49 CFR 24.101(b)(1) or (2), the delivery of possession is specified in the purchase contract, or (d) the person is an unlawful occupant (see Paragraph 1-4 MM.).
- 1) The urgent need provisions described in 49 CFR 24.203(c)(4) permit an Agency to require an occupant to vacate on less than 90 days notice. However, an Agency may not artificially create an "urgent need" (e.g. by issuing a notice to proceed to a demolition contractor, then using the imminent demolition to substantiate a danger to the resident's health and safety in order to cut short the notice period which is otherwise required).
  - 2) State or local law may dictate the form and timing of a moving notice to be issued to an unlawful occupant, if any.
  - 3) HUD also recommends that Agencies provide a minimum of 30 days notice to move to persons who will not be displaced but who need to be temporarily relocated. Longer notice may be appropriate for persons who will be relocated for an extended period of time (over 6 months) or if the move will include all personal property on site. Shorter notice periods may be appropriate based on an urgent need due to danger, health or safety issues or if the person will be temporarily relocated for only a short period of time.
  - 4) The URA regulation prohibits Federal participation in relocation payments or relocation advisory services to aliens not lawfully in the U.S., but does not prohibit notices (see 49 CFR 208). Often illegal aliens and legal residents reside together. Giving every lawful occupant these notices (see

definition of an unlawful occupant at 49 CFR 24.2(a)(29)) will assure compliance with the Uniform Act.

- F. Combined Notice (NOE and 90-Day Notice). Where time to begin work on the project is critical, HUD policy permits an NOE and a 90-Day Notice to be combined into one Notice and issued on or before ION (e.g., where moving tenants before snowfall will enable the project to move forward with roof replacements). All persons must still be provided with a minimum of 90 days notice prior to requiring that they move, unless the urgent need provisions in 49 CFR 24.203(c)(4) are met.
- G. Notice of Intent to Acquire (49 CFR 24.203(d)).
- H. Notice to Owner (of real property) (49 CFR 24.102(b)). As soon as an Agency has identified properties that it might be interested in acquiring for a HUD-funded project, the Agency needs to notify the owner(s) in writing of its interest in acquiring the property and the basic protections applicable under the URA. This may include acquisitions made before an application for HUD financial assistance, if the Agency anticipates receiving such assistance for the project. If the Agency does not wish to trigger a person's eligibility for relocation assistance at the time of this notice, it should ensure that the notice is not confused with a Notice of Intent to Acquire (which is specifically used to establish relocation eligibility prior to ION). While the Notice to Owner merely informs the property owner of the Agency's interest in acquiring the property, the Notice of Intent to Acquire is a commitment. A Notice to Owner is required for all acquisitions where there is HUD financial assistance in any part of the project costs, except acquisitions meeting the requirements of 49 CFR 24.101(b)(1) or (2). See Chapter 5 for additional information on the acquisition process and guideforms.
- I. Move In Notice. See paragraph 1-4 Y.
- J. Manner of Notices (49 CFR 24.5). Each notice shall be written in plain, understandable language. Persons who are unable to read and understand the notice (e.g., due to lack of literacy, limited English proficiency, or disability) must be provided with appropriate translation or interpretation services in accordance with HUD limited English proficiency guidance, alternative formats, and/or counseling. Each notice shall indicate the name and telephone number (including the telecommunication device for the deaf (TDD) number, if applicable) of a person who may be contacted for answers to questions or other needed help. If a project will not result in a rent increase, or require permanent or temporary relocation, a GIN or Notice of Nondisplacement may be served by posting it in accessible locations and providing a copy to the tenants' representative.

- 2-4 RELOCATION ADVISORY SERVICES (49 CFR 24.205(c)). Providing a written Notice or series of Notices, along with the HUD brochure, is not sufficient to assure that the person who is affected by the project understands his/her rights and responsibilities. As soon as feasible, the Agency shall contact each person who is affected by the project to discuss his/her needs, preferences and concerns. Whenever feasible, contact shall be face-to-face. A list of minimum relocation advisory services may be found in 49 CFR 24.205(c).
- 2-5 GENERAL REQUIREMENTS—CLAIMS FOR RELOCATION PAYMENTS (49 CFR 24.207). HUD has developed a series of optional claim forms that can be used to compute payments and obtain certification of a person’s status as a citizen, national, or alien who is lawfully present in the U.S. Copies of these forms can be found at Appendices 11, 12, 13, 14, 16, and 17; are available from HUD’s Direct Distribution Center at 1-800-767-7468; and can be downloaded or printed from HUD’s website at: [www.HUD.GOV/Relocation](http://www.HUD.GOV/Relocation).
- A. Expeditious Payment (49 CFR 24.207(b)).
  - B. Advanced Payments (49 CFR 24.207(c)).
  - C. Time for Filing (49 CFR 24.207(d)).
  - D. Notice of Denial of Claim (49 CFR 24.207(e)).
  - E. No Waiver of Relocation Assistance (49 CFR 24.207(f)).
  - F. Expenditure of Payments (49 CFR 24.207(g)).
  - G. Occupants of Displacement Dwelling Move Separately (49 CFR 24.403(a)(5)).
- 2-6 RELOCATION PAYMENTS NOT CONSIDERED AS INCOME (49 CFR 24.209).
- A. “Gap” Payments. The URA statute and regulations require that relocation payments received by a displaced person be excluded from income under Federal law, except Federal low-income housing assistance programs. Many HUD housing programs, therefore, consider relocation payments as income for purposes of establishing eligibility and/or rent. In certain programs, HUD makes an exception where an RHP “gap” payment is being made: 1) To a displaced subsidized tenant to defray the additional cost for rent/utilities associated with his/her move into another type of subsidized unit (e.g., moving from a public housing unit to a Housing Choice Voucher unit) or 2) in the case of a low-income person, whose government housing subsidy cannot reduce their rental and utility payments to 30% of their average monthly gross income and the difference is made up by a URA “gap” payment (e.g., in the Housing Choice Voucher Program where the local payment standard is too

low to enable the displaced person to lease and occupy decent, safe, and sanitary replacement housing in the local marketplace at 30 percent of their income for rent and utilities). These “gap” payments should be excluded from income as “temporary, nonrecurring, or sporadic income” whenever these payments represent compensation for additional costs incurred as a result of the displacement, provided these “gap” payments do not duplicate any housing subsidy the family would otherwise be entitled to under HUD programs.

- B. Moving to Subsidized Housing After Displacement. In the situation where a displaced person is vested with an RHP based on an unassisted private market unit and the person later applies for a HUD housing subsidy, the RHP should be considered as income for purposes of establishing eligibility and rent. Therefore, unless the person voluntarily refuses to accept continued RHP payments and the payments are discontinued by the displacing Agency, the RHP would be added to other income received by the person (or be considered as imputed income for the person, as in the case of a TANF recipient who has lost welfare benefits). If the person is still eligible for the HUD housing subsidy, continued payment of the RHP and the additional HUD subsidy may also constitute a duplication of assistance payments prohibited under 49 CFR 24.3.

2-7 TEMPORARY RELOCATION (49 CFR 24.2(a)(9)(ii)(D), Appendix A). “In 1987, the Uniform Act was amended to cover displacement from Federal and federally-assisted programs or projects as a direct result of rehabilitation. To counter the disincentive this might create for a tenant temporarily displaced from a residence while that residence is being rehabilitated, we considered such a person not to be displaced, if, and only if certain stringent protections are applied. These included covering moving expenses to and from the temporary location, payment of increased housing costs during the period of relocation, the guarantee of a return to the same unit, or to another unit in the same building or complex, and a limitation on a rental increase at the rehabilitated replacement unit.”<sup>1</sup> Appendix A to the URA regulations provides guidance for temporarily relocating residential tenants and businesses in the many instances in which federally-assisted projects involve the acquisition, rehabilitation, or demolition of apartments, homes, commercial buildings, etc., which could allow for a quick return for the original occupants.

- A. While Appendix A to the URA regulations has historically included provisions for temporary relocation, in 2005 a new one-year limitation was imposed on temporary relocations. An Agency which fails to meet its obligation to return a temporarily relocated person to the project within one year, may be liable for all costs connected with a subsequent permanent displacement of the person beginning at the end of the one year period

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<sup>1</sup> Preamble, Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs: Final Rule, 49 CFR Part 24, 70 FR 589, 592 (January 4, 2005).

(including a Replacement Housing Payment (RHP) for a residential occupant). The 2005 rule also made provision for the temporary relocation of a business which might have to be shut down due to rehabilitation of a site.

- 1) An Agency must reimburse a temporarily relocated person for reasonable out of pocket expenses incurred in connection with a temporary move. Such costs include moving expenses and increased housing costs.
  - a) An Agency may develop a schedule of moving estimates by unit size based on estimates from local movers to enable it to determine the reasonableness of moving costs. However, the Agency cannot use this schedule to place a fixed-payment maximum on the cost of any resident's move, if a higher amount is warranted and reasonable based on the actual amount of household goods to be moved or other extenuating circumstances that can be documented or explained. The URA Fixed Residential Moving Cost Schedule may be a useful resource in some circumstances (see 49 CFR 24.302).
  - b) Persons who will be temporarily relocated should be required to submit their moving cost estimates for Agency approval prior to the move and be warned that failure to submit an estimate ahead of time may result in the resident not being fully reimbursed. An Agency needs to determine that the possessions to be moved and the moving costs are reasonable and necessary (especially where only a partial move is required, see c. below).
  - c) A temporarily relocated person may not need to move all of his/her possessions (e.g., in the case of rehabilitation to only one room of a residence, the Agency may determine that only the possessions in that one room and some basic necessities may need to be moved based on the duration or location of the rehabilitation work).
- 2) An Agency must provide direct payment or reimbursement for all disconnection and reconnection of necessary utilities, i.e., water, sewer, gas, and electricity either by: 1) Paying the expenses directly to the applicable utility company on behalf of the resident, or 2) reimbursing the resident for the cost of transferring utility services to the replacement or temporary unit (documentation of the cost must be provided to the Agency by the resident).
- 3) Under the URA, the Agency is not required to reimburse a person for new or increased security or utility deposits that are refundable. Under the URA, refundable deposits are not considered a cost. However, to ease the burden such expenses might cause at the time of a temporary move, the Agency may elect to advance funds for such deposits under a repayment agreement, or may pay such deposits on behalf of the temporarily

relocated person (provided any refund will be made to the Agency and not the person)<sup>2</sup> or, if payment is allowed under HUD program regulations or funding guidelines (e.g. under an optional relocation assistance policy permitted under HOME or CDBG grants), an Agency may choose to pay for new or increased utility deposits. An Agency should have a formal written policy on such payments as part of a written relocation plan or optional relocation assistance policy.

- 4) If the person has telephone, cable service, or Internet access at the displacement unit, the Agency must reimburse the person for costs involved in transferring existing service, if any (not the monthly service cost).
- 5) In an emergency, if a person must be temporarily relocated for the duration of the emergency situation from a unit that had cooking facilities to a temporary unit that lacks basic cooking facilities (e.g., a hotel), it is appropriate to reimburse the increased out of pocket costs for meals. Reimbursement may be based on paid receipts or on a “per diem” basis, as established by the Agency. Reimbursement for such expenses should be addressed in Agency policy. A person who has been moved to such a location in an emergency situation must be returned to their original unit or relocated to other decent, safe, and sanitary housing within a reasonable amount of time after the emergency has abated.
- 6) If after relocating to a temporary unit under reasonable conditions, a person chooses to move to another temporary unit of his/her own volition, the Agency must continue to pay any reasonable increased housing expenses, as long as the selected unit is decent, safe, and sanitary and the Agency was informed prior to the move so that the Agency can determine that the increased costs are reasonable. The increased housing cost of the temporary unit initially occupied by the person, or of any unit later occupied by the person, should not exceed the cost of the decent, safe, and sanitary temporary unit offered by the Agency. (The person is responsible for the moving costs.)
- 7) If the person is required to move from the temporary unit by the Agency (or the Agency agrees to the move from the temporary unit for good cause, e.g. health issues), the Agency must assist the person to locate other decent, safe, and sanitary housing and may pay all costs associated with the move and increased housing expenses.
- 8) Where a person is evicted for cause from a temporary unit, the person may not be entitled to continued temporary housing costs, the person may lose

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<sup>2</sup> In this case, lawful deductions from security deposits made by a landlord or utility company may be charged to the resident by the Agency. Any agreement with the resident to pay a deposit on their behalf should stipulate how and when repayment of non-refunded security deposit(s) must be made.

his/her right of return to the displacement site, and the person may not be entitled to relocation payments as a displaced person (see paragraph 1-4 J.1).

- 9) Where a person will be temporarily relocated from a public housing unit to a non-public housing unit, if there is an increased rental and/or utility cost for the unit, residents will be entitled to reimbursement for the additional out-of-pocket costs<sup>3</sup> for the period of time they occupy the temporary unit. All reasonable increases in utility costs must be covered by the PHA, even if the PHA utility allowance is lower than the actual costs to the resident. The temporary unit must be decent, safe, and sanitary. Prior to selection of any unit, public housing residents should be sure to notify the PHA and have the unit inspected.
- B. “After the one-year period, the final rule requires that a residential tenant be offered permanent relocation assistance. Such tenants may be given the opportunity to choose to continue to remain temporarily relocated for an agreed to period (based on new information about when they can return to the displacement unit), choose to permanently relocate to the unit which has been their temporary unit, and/or choose to permanently relocate elsewhere with Uniform Act assistance. It is expected that temporary relocations will be rare, and, for HUD funded projects, clearly planned for in the development of the project, and used only where a tenant is guaranteed a replacement unit in the project or unit from which they were displaced.”<sup>4</sup>
- C. Whenever there is any possibility that a person may not be able to return to a project, particularly where a reduced number of units will be available after completion of the project, Agencies are advised to provide displacement assistance applicable to a permanent move. In large and/or phased projects where completion will occur years in the future, there is no reasonable way an Agency can guarantee an occupant the right to return at the time of issuing a GIN or a NOE. Therefore, persons occupying such projects should be notified of their eligibility for the full amount of permanent relocation assistance available under the URA.
- 1) No person who has been displaced from a project should be precluded from applying to and being considered for occupancy in the project after completion (see Paragraph 1-4 EE, Resident Return Policies, Return Criteria, or Re-occupancy Plan).
  - 2) The URA does not require that an agency pay for a return move to the project once a person has been permanently displaced (an agency is obligated to pay for the return move of any person that is temporarily

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<sup>3</sup> See paragraph 2-6 A.

<sup>4</sup> Preamble, Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs: Final Rule, 49 CFR Part 24, January 4, 2005, 70 FR 589.



relocated). If allowed under HUD program regulations or funding guidelines (e.g. optional relocation assistance permitted under HOME or CDBG grants), an Agency may choose to pay for return moves for persons who had been permanently displaced. An Agency should have a formal written policy on payment for return moves, which may be part of a written relocation plan or optional relocation assistance policy.

- D. Where a business is to be temporarily relocated, the Agency should be careful to plan the temporary relocation assistance with input from the business in order to identify what costs will be reasonable and necessary. At the discretion of the Agency, if temporary relocation appears to be too complex or costly, permanent displacement may be justified as more cost-effective (e.g. where a business is subject to special environmental emission or processing requirements; has large and/or specialized production equipment that must be disconnected, moved, and reconnected; has extensive production inventory that must be moved to the temporary site; or that requires rail or shipping access not available for temporary use).

SAMPLE CONTRACTOR CERTIFICATION

CONTRACTOR CERTIFICATION

ACCEPTABLE ALTERNATE WORK SHEET FOR CONTRACTOR CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBLY AND VOLUNTARY EXCLUSION (LOWER-TIER PARTICIPANT) FOR HUD PROGRAMS COVERED BY 24 CFR (EXCLUDING PUBLIC AND INDIAN HOUSING PROGRAMS)

Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- Lower-Tier Covered Transactions pursuant to 24 code of Federal Regulations, Part 24.510(b) and HUD Handbook 1300.13, REV-1:

- 1. By signing and submitting this proposal, the prospective lower-tier participant certifies that neither it, it's principals nor affiliates, is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Further, the Participant provides the certification set out below:
2. The certification in this clause is a material representation of fact upon which reliance was placed when this Transaction was entered into. If it is later determined that an erroneous certification was rendered, in addition to other remedies available to the Federal Government, The Department or agency with which this transaction originated may pursue available remedies.
3. Further, the Participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the Participant learns that this certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. By submitting this proposal, it is agreed that should the proposed covered transaction be entered into, the Participant will not knowingly enter into lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction unless authorized by the agency with which this transaction originated.
5. It is further agreed that by submitting this proposal, the Participant will include this Certification, without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.

Contractor Name \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contractor Signature \_\_\_\_\_

NON-CERTIFICATION:

As the prospective lower-tier participant, I am unable to certify to statements in this Certification as explained in the attachment to this proposal.

Contractor Name \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contractor Signature \_\_\_\_\_

The penalty for making false statements is prescribed in the U. S. Criminal Code, 18 U.S.C. 1001.

Effective July 13, 2011

U.S. DEPARTMENT OF HUD 06/28/2011

STATE:FLORIDA

		----- 2011 HOME PROGRAM RENTS -----					
PROGRAM	EFFICIENCY	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
<b>Cape Coral-Fort Myers, FL MSA</b>							
LOW HOME RENT LIMIT	540*	578*	693*	801*	893*	986*	1078*
HIGH HOME RENT LIMIT	681*	731*	879*	1008*	1105*	1201*	1296*
For Information Only:							
FAIR MARKET RENT	810	874	996	1354	1393	1602	1811
50% RENT LIMIT	513	550	660	761	850	938	1025
65% RENT LIMIT	648	695	836	957	1048	1137	1228
<b>Crestview-Fort Walton Beach-Destin, FL MSA</b>							
LOW HOME RENT LIMIT	591	633	760	877	978	1080	1181
HIGH HOME RENT LIMIT	655*	767*	863*	1108	1216	1323	1431
For Information Only:							
FAIR MARKET RENT	648	759	854	1246	1368	1573	1778
50% RENT LIMIT	591	633	760	877	978	1080	1181
65% RENT LIMIT	749	804	967	1108	1216	1323	1431
<b>Deltona-Daytona Beach-Ormond Beach, FL MSA</b>							
LOW HOME RENT LIMIT	500	535	642	742	828	914	999
HIGH HOME RENT LIMIT	630	676	813	931	1019	1106	1193
For Information Only:							
FAIR MARKET RENT	645	754	938	1213	1248	1435	1622
50% RENT LIMIT	500	535	642	742	828	914	999
65% RENT LIMIT	630	676	813	931	1019	1106	1193
<b>Gainesville, FL MSA</b>							
LOW HOME RENT LIMIT	537*	575*	690*	797*	890*	981*	1072*
HIGH HOME RENT LIMIT	663*	728*	833*	1002*	1099*	1194*	1289*
For Information Only:							
FAIR MARKET RENT	656	723	824	1205	1242	1428	1615
50% RENT LIMIT	511	547	656	758	846	933	1020
65% RENT LIMIT	644	691	832	952	1043	1131	1221
<b>Jacksonville, FL HUD Metro FMR Area</b>							
LOW HOME RENT LIMIT	581	623	747	863	963	1063	1162
HIGH HOME RENT LIMIT	685	777	907	1089	1195	1300	1404
For Information Only:							
FAIR MARKET RENT	685	777	907	1138	1303	1498	1694
50% RENT LIMIT	581	623	747	863	963	1063	1162
65% RENT LIMIT	736	790	949	1089	1195	1300	1404
<b>Baker County, FL HUD Metro FMR Area</b>							
LOW HOME RENT LIMIT	387	536	596	746	832	918	1004
HIGH HOME RENT LIMIT	387	536	596	871	895	1029	1164
For Information Only:							
FAIR MARKET RENT	387	536	596	871	895	1029	1164
50% RENT LIMIT	502	538	646	746	832	918	1004
65% RENT LIMIT	634	680	818	936	1025	1112	1200

\* HOME Program Rent held at last year's level.

For all HOME projects, the maximum allowable rent is the HUD calculated High HOME Rent Limit and/or Low HOME Rent Limit.

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		----- 2011 HOME PROGRAM RENTS -----					
PROGRAM	EFFICIENCY	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
<b>Lakeland-Winter Haven, FL MSA</b>							
LOW HOME RENT LIMIT	471	505	606	700	781	861	941
HIGH HOME RENT LIMIT	593	636	766	875	956	1037	1117
For Information Only:							
FAIR MARKET RENT	674	744	857	1087	1275	1466	1658
50% RENT LIMIT	471	505	606	700	781	861	941
65% RENT LIMIT	593	636	766	875	956	1037	1117
<b>Fort Lauderdale, FL HUD Metro FMR Area</b>							
LOW HOME RENT LIMIT	693*	743*	891*	1030*	1148*	1268*	1386*
HIGH HOME RENT LIMIT	881*	946*	1137*	1305*	1436*	1567*	1697*
For Information Only:							
FAIR MARKET RENT	956	1069	1285	1777	2256	2594	2933
50% RENT LIMIT	660	706	847	979	1092	1205	1317
65% RENT LIMIT	838	899	1081	1239	1363	1485	1607
<b>Miami-Miami Beach-Kendall, FL HUD Metro FMR Area</b>							
LOW HOME RENT LIMIT	616*	660*	791*	914*	1020*	1125*	1230*
HIGH HOME RENT LIMIT	780*	838*	1007*	1155*	1269*	1381*	1494*
For Information Only:							
FAIR MARKET RENT	862	976	1184	1514	1770	2036	2301
50% RENT LIMIT	603	646	776	897	1001	1104	1207
65% RENT LIMIT	765	821	988	1132	1244	1354	1464
<b>West Palm Beach-Boca Raton, FL HUD Metro FMR Area</b>							
LOW HOME RENT LIMIT	666	713	856	989	1103	1218	1331
HIGH HOME RENT LIMIT	846	908	1092	1252	1378	1501	1625
For Information Only:							
FAIR MARKET RENT	944	1106	1306	1847	1903	2188	2474
50% RENT LIMIT	666	713	856	989	1103	1218	1331
65% RENT LIMIT	846	908	1092	1252	1378	1501	1625
<b>Naples-Marco Island, FL MSA</b>							
LOW HOME RENT LIMIT	633*	678*	813*	940*	1048*	1157*	1265*
HIGH HOME RENT LIMIT	803*	861*	1036*	1189*	1306*	1422*	1539*
For Information Only:							
FAIR MARKET RENT	909	1042	1173	1458	1518	1746	1973
50% RENT LIMIT	628	673	808	933	1041	1149	1256
65% RENT LIMIT	798	856	1028	1179	1296	1411	1527
<b>North Port-Bradenton-Sarasota, FL MSA</b>							
LOW HOME RENT LIMIT	572*	613*	736*	850*	948*	1046*	1144*
HIGH HOME RENT LIMIT	724*	777*	934*	1071*	1175*	1278*	1382*
For Information Only:							
FAIR MARKET RENT	843	923	1111	1419	1559	1793	2027
50% RENT LIMIT	567	608	730	842	940	1037	1134
65% RENT LIMIT	718	770	926	1061	1164	1266	1368

\* HOME Program Rent held at last year's level.

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		----- 2011 HOME PROGRAM RENTS -----						
	PROGRAM	EFFICIENCY	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
<b>Ocala, FL MSA</b>								
	LOW HOME RENT LIMIT	437	468	562	648	723	798	873
	HIGH HOME RENT LIMIT	549	589	709	810	884	957	1030
	For Information Only:							
	FAIR MARKET RENT	648	667	783	1028	1059	1218	1377
	50% RENT LIMIT	437	468	562	648	723	798	873
	65% RENT LIMIT	549	589	709	810	884	957	1030
<b>Orlando-Kissimmee-Sanford, FL MSA</b>								
	LOW HOME RENT LIMIT	537*	575*	690*	797*	890*	981*	1072*
	HIGH HOME RENT LIMIT	678*	728*	876*	1002*	1099*	1194*	1289*
	For Information Only:							
	FAIR MARKET RENT	795	865	988	1237	1456	1674	1893
	50% RENT LIMIT	511	547	656	758	846	933	1020
	65% RENT LIMIT	644	691	832	952	1043	1131	1221
<b>Palm Bay-Melbourne-Titusville, FL MSA</b>								
	LOW HOME RENT LIMIT	551*	590*	708*	818*	912*	1006*	1100*
	HIGH HOME RENT LIMIT	636*	748*	899*	1030*	1129*	1227*	1326*
	For Information Only:							
	FAIR MARKET RENT	629	770	907	1222	1362	1566	1771
	50% RENT LIMIT	523	561	673	777	867	957	1046
	65% RENT LIMIT	661	710	854	978	1071	1163	1256
<b>Palm Coast, FL MSA</b>								
	LOW HOME RENT LIMIT	517*	554*	665*	768*	857*	946*	1034*
	HIGH HOME RENT LIMIT	653*	701*	843*	965*	1056*	1147*	1238*
	For Information Only:							
	FAIR MARKET RENT	692	798	1004	1406	1499	1724	1949
	50% RENT LIMIT	512	548	658	760	848	936	1023
	65% RENT LIMIT	646	694	834	955	1046	1136	1226
<b>Panama City-Lynn Haven-Panama City Beach, FL MSA</b>								
	LOW HOME RENT LIMIT	503	539	647	747	833	920	1006
	HIGH HOME RENT LIMIT	635	682	815*	939	1028	1116	1203
	For Information Only:							
	FAIR MARKET RENT	668	705	807	1114	1240	1426	1612
	50% RENT LIMIT	503	539	647	747	833	920	1006
	65% RENT LIMIT	635	682	821	939	1028	1116	1203
<b>Pensacola-Ferry Pass-Brent, FL MSA</b>								
	LOW HOME RENT LIMIT	511	548	657	759	847	935	1022
	HIGH HOME RENT LIMIT	645	693	799*	953	1044	1133	1222
	For Information Only:							
	FAIR MARKET RENT	654	712	790	1145	1385	1593	1801
	50% RENT LIMIT	511	548	657	759	847	935	1022
	65% RENT LIMIT	645	693	833	953	1044	1133	1222

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		----- 2011 HOME PROGRAM RENTS -----						
	PROGRAM	EFFICIENCY	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Port St. Lucie, FL MSA								
	LOW HOME RENT LIMIT	523*	560*	672*	777*	867*	956*	1046*
	HIGH HOME RENT LIMIT	660*	709*	852*	976*	1069*	1161*	1254*
	For Information Only:							
	FAIR MARKET RENT	754	756	958	1266	1305	1501	1697
	50% RENT LIMIT	496	531	638	737	822	908	992
	65% RENT LIMIT	625	671	808	924	1011	1097	1184
Punta Gorda, FL MSA								
	LOW HOME RENT LIMIT	482	516	620	716	800	882	964
	HIGH HOME RENT LIMIT	608	652	784	897	981	1064	1147
	For Information Only:							
	FAIR MARKET RENT	676	708	918	1340	1613	1855	2097
	50% RENT LIMIT	482	516	620	716	800	882	964
	65% RENT LIMIT	608	652	784	897	981	1064	1147
Sebastian-Vero Beach, FL MSA								
	LOW HOME RENT LIMIT	522*	559*	671*	775*	865*	954*	1043*
	HIGH HOME RENT LIMIT	628*	707*	851*	974*	1066*	1158*	1250*
	For Information Only:							
	FAIR MARKET RENT	621	750	956	1190	1225	1409	1593
	50% RENT LIMIT	496	531	638	737	822	908	992
	65% RENT LIMIT	625	671	808	924	1011	1097	1184
Tallahassee, FL HUD Metro FMR Area								
	LOW HOME RENT LIMIT	557*	597*	717*	828*	923*	1019*	1114*
	HIGH HOME RENT LIMIT	687*	757*	911*	1043*	1144*	1243*	1343*
	For Information Only:							
	FAIR MARKET RENT	680	756	933	1245	1281	1473	1665
	50% RENT LIMIT	555	595	713	824	920	1015	1109
	65% RENT LIMIT	701	753	906	1037	1138	1237	1336
Wakulla County, FL HUD Metro FMR Area								
	LOW HOME RENT LIMIT	523	561	673	777	867	957	1046
	HIGH HOME RENT LIMIT	639	694	780*	977	1047	1162	1254
	For Information Only:							
	FAIR MARKET RENT	639	694	772	1015	1047	1204	1361
	50% RENT LIMIT	523	561	673	777	867	957	1046
	65% RENT LIMIT	660	709	853	977	1070	1162	1254
Tampa-St. Petersburg-Clearwater, FL MSA								
	LOW HOME RENT LIMIT	520*	557*	668*	772*	862*	951*	1039*
	HIGH HOME RENT LIMIT	656*	704*	847*	970*	1063*	1154*	1245*
	For Information Only:							
	FAIR MARKET RENT	714	792	958	1214	1466	1686	1906
	50% RENT LIMIT	495	530	636	735	820	904	988
	65% RENT LIMIT	624	669	806	922	1009	1095	1180

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		----- 2011 HOME PROGRAM RENTS -----						
	PROGRAM	EFFICIENCY	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Bradford County, FL								
	LOW HOME RENT LIMIT	422	480*	576*	665*	742*	819*	896*
	HIGH HOME RENT LIMIT	422*	585*	649*	804*	829*	953*	1060*
	For Information Only:							
	FAIR MARKET RENT	418	580	643	797	822	945	1069
	50% RENT LIMIT	440	471	565	653	728	803	878
	65% RENT LIMIT	553	593	713	815	890	963	1037
Calhoun County, FL								
	LOW HOME RENT LIMIT	413*	443*	531*	613*	685*	756*	826*
	HIGH HOME RENT LIMIT	518*	546*	654*	765*	834*	901*	969*
	For Information Only:							
	FAIR MARKET RENT	539	540	647	815	930	1070	1209
	50% RENT LIMIT	397	425	510	589	657	725	792
	65% RENT LIMIT	496	533	642	732	798	861	925
Citrus County, FL								
	LOW HOME RENT LIMIT	416	445	535	617	688	760	831
	HIGH HOME RENT LIMIT	521	560	674	770	839	907	976
	For Information Only:							
	FAIR MARKET RENT	577	627	694	1007	1212	1394	1576
	50% RENT LIMIT	416	445	535	617	688	760	831
	65% RENT LIMIT	521	560	674	770	839	907	976
Columbia County, FL								
	LOW HOME RENT LIMIT	425	455	546	630	703	776	848
	HIGH HOME RENT LIMIT	508*	572	687	787	858	928	998
	For Information Only:							
	FAIR MARKET RENT	503	581	687	857	1205	1386	1567
	50% RENT LIMIT	425	455	546	630	703	776	848
	65% RENT LIMIT	533	572	688	787	858	928	998
DeSoto County, FL								
	LOW HOME RENT LIMIT	413*	443*	531*	613*	685*	756*	826*
	HIGH HOME RENT LIMIT	518*	556*	669*	765*	834*	901*	969*
	For Information Only:							
	FAIR MARKET RENT	567	580	682	822	846	973	1100
	50% RENT LIMIT	397	425	510	589	657	725	792
	65% RENT LIMIT	496	533	642	732	798	861	925
Dixie County, FL								
	LOW HOME RENT LIMIT	413*	443*	531*	613*	685*	756*	826*
	HIGH HOME RENT LIMIT	492	533	596	734*	818*	901*	969*
	For Information Only:							
	FAIR MARKET RENT	492	537	596	744	830	955	1079
	50% RENT LIMIT	397	425	510	589	657	725	792
	65% RENT LIMIT	496	533	642	732	798	861	925

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		----- 2011 HOME PROGRAM RENTS -----						
	PROGRAM	EFFICIENCY	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Franklin County, FL								
	LOW HOME RENT LIMIT	421	451	541	625	697	770	841
	HIGH HOME RENT LIMIT	528	545*	654*	779	849	918	988
	For Information Only:							
	FAIR MARKET RENT	538	540	647	815	927	1066	1205
	50% RENT LIMIT	421	451	541	625	697	770	841
	65% RENT LIMIT	528	566	682	779	849	918	988
Glades County, FL								
	LOW HOME RENT LIMIT	413*	443*	531*	613*	685*	756*	826*
	HIGH HOME RENT LIMIT	518*	556*	669*	765*	834*	901*	969*
	For Information Only:							
	FAIR MARKET RENT	596	635	722	882	941	1082	1223
	50% RENT LIMIT	405	433	520	600	670	739	808
	65% RENT LIMIT	506	544	654	748	815	881	946
Gulf County, FL								
	LOW HOME RENT LIMIT	435	465	558	645	720	794	868
	HIGH HOME RENT LIMIT	539	546*	654*	805	879	951	1023
	For Information Only:							
	FAIR MARKET RENT	539	540	647	815	930	1070	1209
	50% RENT LIMIT	435	465	558	645	720	794	868
	65% RENT LIMIT	545	585	704	805	879	951	1023
Hamilton County, FL								
	LOW HOME RENT LIMIT	413*	443*	531*	613*	685*	756*	826*
	HIGH HOME RENT LIMIT	492	533	596	734*	818*	901*	969*
	For Information Only:							
	FAIR MARKET RENT	492	537	596	744	830	955	1079
	50% RENT LIMIT	397	425	510	589	657	725	792
	65% RENT LIMIT	496	533	642	732	798	861	925
Hardee County, FL								
	LOW HOME RENT LIMIT	413*	443*	531*	613*	685*	756*	826*
	HIGH HOME RENT LIMIT	518*	556*	669*	765*	834*	901*	969*
	For Information Only:							
	FAIR MARKET RENT	567	615	682	837	860	989	1118
	50% RENT LIMIT	402	431	517	596	666	735	803
	65% RENT LIMIT	503	540	651	742	809	874	939
Hendry County, FL								
	LOW HOME RENT LIMIT	413*	443*	531*	613*	685*	756*	826*
	HIGH HOME RENT LIMIT	518*	556*	669*	765*	834*	901*	969*
	For Information Only:							
	FAIR MARKET RENT	542	648	722	868	1071	1232	1392
	50% RENT LIMIT	397	425	510	589	657	725	792
	65% RENT LIMIT	496	533	642	732	798	861	925

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		----- 2011 HOME PROGRAM RENTS -----						
	PROGRAM	EFFICIENCY	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Highlands County, FL								
	LOW HOME RENT LIMIT	413*	443*	531*	613*	685*	756*	826*
	HIGH HOME RENT LIMIT	518*	556*	669*	765*	834*	901*	969*
	For Information Only:							
	FAIR MARKET RENT	612	615	736	952	1138	1309	1479
	50% RENT LIMIT	397	425	510	589	657	725	792
	65% RENT LIMIT	496	533	642	732	798	861	925
Holmes County, FL								
	LOW HOME RENT LIMIT	413*	443*	531*	613*	685*	756*	826*
	HIGH HOME RENT LIMIT	518*	552*	626*	765*	834*	901*	969*
	For Information Only:							
	FAIR MARKET RENT	514	546	620	807	847	974	1101
	50% RENT LIMIT	397	425	510	589	657	725	792
	65% RENT LIMIT	496	533	642	732	798	861	925
Jackson County, FL								
	LOW HOME RENT LIMIT	417	455	546	630	703	776	848
	HIGH HOME RENT LIMIT	417	535	596	738	858	928	998
	For Information Only:							
	FAIR MARKET RENT	417	535	596	738	861	990	1119
	50% RENT LIMIT	425	455	546	630	703	776	848
	65% RENT LIMIT	533	572	688	787	858	928	998
Lafayette County, FL								
	LOW HOME RENT LIMIT	433	464	557	643	718	792	866
	HIGH HOME RENT LIMIT	492	537	596	744	830	949	1021
	For Information Only:							
	FAIR MARKET RENT	492	537	596	744	830	955	1079
	50% RENT LIMIT	433	464	557	643	718	792	866
	65% RENT LIMIT	544	584	703	804	878	949	1021
Levy County, FL								
	LOW HOME RENT LIMIT	413*	443*	531*	613*	685*	756*	826*
	HIGH HOME RENT LIMIT	507*	543*	611*	765*	803*	901*	969*
	For Information Only:							
	FAIR MARKET RENT	501	537	604	771	794	913	1032
	50% RENT LIMIT	397	425	510	589	657	725	792
	65% RENT LIMIT	496	533	642	732	798	861	925
Liberty County, FL								
	LOW HOME RENT LIMIT	433	464	557	643	718	792	866
	HIGH HOME RENT LIMIT	539	546*	654*	804	878	949	1021
	For Information Only:							
	FAIR MARKET RENT	539	540	647	815	930	1070	1209
	50% RENT LIMIT	433	464	557	643	718	792	866
	65% RENT LIMIT	544	584	703	804	878	949	1021

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		----- 2011 HOME PROGRAM RENTS -----						
	PROGRAM	EFFICIENCY	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
<b>Madison County, FL</b>								
	LOW HOME RENT LIMIT	413*	443*	531*	613*	685*	756*	826*
	HIGH HOME RENT LIMIT	518*	546*	654*	765*	834*	901*	969*
	For Information Only:							
	FAIR MARKET RENT	539	540	647	815	930	1070	1209
	50% RENT LIMIT	397	425	510	589	657	725	792
	65% RENT LIMIT	496	533	642	732	798	861	925
<b>Monroe County, FL</b>								
	LOW HOME RENT LIMIT	691*	740*	888*	1026*	1145*	1263*	1380*
	HIGH HOME RENT LIMIT	879*	943*	1133*	1300*	1431*	1561*	1690*
	For Information Only:							
	FAIR MARKET RENT	900	1096	1350	1964	2103	2418	2734
	50% RENT LIMIT	688	738	886	1023	1141	1259	1377
	65% RENT LIMIT	876	940	1129	1296	1426	1556	1684
<b>Okeechobee County, FL</b>								
	LOW HOME RENT LIMIT	413*	443*	531*	613*	685*	756*	826*
	HIGH HOME RENT LIMIT	518*	556*	669*	765*	834*	901*	969*
	For Information Only:							
	FAIR MARKET RENT	609	631	734	989	1018	1171	1323
	50% RENT LIMIT	397	425	510	589	657	725	792
	65% RENT LIMIT	496	533	642	732	798	861	925
<b>Putnam County, FL</b>								
	LOW HOME RENT LIMIT	413*	443*	531*	613*	685*	756*	826*
	HIGH HOME RENT LIMIT	515*	556*	620*	744*	766*	881*	969*
	For Information Only:							
	FAIR MARKET RENT	510	553	614	737	759	873	987
	50% RENT LIMIT	397	425	510	589	657	725	792
	65% RENT LIMIT	496	533	642	732	798	861	925
<b>Sumter County, FL</b>								
	LOW HOME RENT LIMIT	436	467	561	647	722	797	871
	HIGH HOME RENT LIMIT	493	536	596	783	881	954	1026
	For Information Only:							
	FAIR MARKET RENT	493	536	596	783	1047	1204	1361
	50% RENT LIMIT	436	467	561	647	722	797	871
	65% RENT LIMIT	546	587	707	807	881	954	1026
<b>Suwannee County, FL</b>								
	LOW HOME RENT LIMIT	395	443*	531*	613*	685*	756*	826*
	HIGH HOME RENT LIMIT	395	537	596	741*	812*	901*	969*
	For Information Only:							
	FAIR MARKET RENT	395	538	596	751	823	946	1070
	50% RENT LIMIT	400	428	513	593	661	730	798
	65% RENT LIMIT	500	537	646	737	803	867	932

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		----- 2011 HOME PROGRAM RENTS -----					
PROGRAM	EFFICIENCY	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Taylor County, FL							
LOW HOME RENT LIMIT	416	445	535	617	688	760	831
HIGH HOME RENT LIMIT	521	560	668*	770	821*	907	976
For Information Only:							
FAIR MARKET RENT	548	594	661	791	812	934	1056
50% RENT LIMIT	416	445	535	617	688	760	831
65% RENT LIMIT	521	560	674	770	839	907	976
Union County, FL							
LOW HOME RENT LIMIT	450	481	577	667	745	821	897
HIGH HOME RENT LIMIT	506*	577*	654*	834	883	986	1061
For Information Only:							
FAIR MARKET RENT	501	576	647	856	883	1015	1148
50% RENT LIMIT	450	481	577	667	745	821	897
65% RENT LIMIT	564	606	729	834	910	986	1061
Walton County, FL							
LOW HOME RENT LIMIT	468	501	602	695	776	856	936
HIGH HOME RENT LIMIT	590	621	727	871	925	1032	1112
For Information Only:							
FAIR MARKET RENT	603	621	727	899	925	1064	1203
50% RENT LIMIT	468	501	602	695	776	856	936
65% RENT LIMIT	590	633	762	871	953	1032	1112
Washington County, FL							
LOW HOME RENT LIMIT	397	450	540	624	696	768	840
HIGH HOME RENT LIMIT	397	451	596	777	848	917	986
For Information Only:							
FAIR MARKET RENT	397	451	596	854	879	1011	1143
50% RENT LIMIT	420	450	540	624	696	768	840
65% RENT LIMIT	526	566	681	777	848	917	986

\* HOME Program Rent held at last year's level.

For all HOME projects, the maximum allowable rent is the HUD calculated High HOME Rent Limit and/or Low HOME Rent Limit.

## Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

### Lead Warning Statement

Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

### Seller's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) \_\_\_\_\_ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

\_\_\_\_\_

(ii) \_\_\_\_\_ Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the seller (check (i) or (ii) below):

(i) \_\_\_\_\_ Seller has provided the purchaser with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

\_\_\_\_\_

(ii) \_\_\_\_\_ Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

### Purchaser's Acknowledgment (initial)

(c) \_\_\_\_\_ Purchaser has received copies of all information listed above.

(d) \_\_\_\_\_ Purchaser has received the pamphlet *Protect Your Family from Lead in Your Home*.

(e) Purchaser has (check (i) or (ii) below):

(i) \_\_\_\_\_ received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards; or

(ii) \_\_\_\_\_ waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.

### Agent's Acknowledgment (initial)

(f) \_\_\_\_\_ Agent has informed the seller of the seller's obligations under 42 U.S.C. 4852(d) and is aware of his/her responsibility to ensure compliance.

### Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

_____ Seller	_____ Date	_____ Seller	_____ Date
_____ Purchaser	_____ Date	_____ Purchaser	_____ Date
_____ Agent	_____ Date	_____ Agent	_____ Date

## MULTI FAMILY HOUSING OBLIGATION -FUND ANALYSIS

### PART I - ENTITY INFORMATION

1. BORROWER CASE NUMBER	2. PROJECT NUMBER
3. BORROWER NAME	4. PROJECT NAME

### PART II LOAN/GRANT OBLIGATION

5. AMOUNT OF LOAN OBLIGATION	6. AMOUNT OF LOAN OBLIGATION	7. ASSISTANCE CODE	8. PURPOSE CODE
9. LOAN NUMBER	10. MAXIMUM DEBT LIMIT	11. APPRAISED VALUE	12. APPRAISAL DATE
13. APPROVAL DATE	14. INITIAL/SUBSEQUENT 1 = INITIAL 2 = SUBSEQUENT	15. ENVIRONMENTAL ASSESS DATE	
16. INTEREST RATE	17. LOAN TERM	18. AMORTIZATION PERIOD	19. NOTE ASSOCIATION CODE
20. LOAN SECURITY CODE	21. PPI CODE		

#### A. PROJECT COST AND CHARACTERISTICS SET

22. BUILDING CODE	23. SITE ACREAGE	24. APPRAISED LAND-VALUE
25. CONTRIBUTED FUNDS	26. LEVERAGED FUNDS	27. TOTAL COST OF PROJECT

#### B. PROJECT BEDROOM SET

28. NUMBER OF BEDROOMS  1 2 3 4 5	29. NUMBER OF UNITS	30. AVERAGE SQUARE FEET/UNIT
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#### C. PROJECT BUILDING SET

31. NUMBER OF UNITS BY UNIT TYPE  FAMILY ELDERLY HANDICAPPED CONGREGATE GROUP HOMES	32. NUMBER OF UNITS BY BUILDING TYPE  SINGLE DUPLEX FOURPLEX MIDRISE ROWHOUSES GARDENAPTS OTHER TYPES	33. SQUARE FEET LIVING AREA BY BUILDING TYPE	34. PROJECT RENTAL CODE  FA = Family EL = Elderly CG = Congregate MX = Mixed
35. TOTAL UNITS	36. TOTAL SQUARE FEET	37. RELATED FACILITIES SQUARE FEET	38. MISCELLANEOUS SQUARE FEET
39. TOTAL SQUARE FEET			

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0189. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

40. COMMENTS AND REQUIREMENTS OF CERTIFYING OFFICIAL:

- Approval of financial assistance is subject to the terms of the Letter of Conditions dated \_\_\_\_\_ .
- Security for this loan/grant is based upon property described in Deed of Trust/Mortgage as required by the Office of General Counsel.
- The amount of the loan may decrease if other Government assistance as defined in 7 CFR 3560 becomes available to the applicant before loan closing.
- The Loan Term will not exceed 30 years for Multi-Family (MFH) or 33 years for Farm Labor Housing (FLH) or the remaining economic life of the project, whichever is less. The loan installments will be calculated based on an Amortization Period of 50 years or the remaining economic life of the project, whichever is less.

41. I HEREBY CERTIFY that I am unable to obtain sufficient credit elsewhere to finance my actual needs at reasonable rates and terms, taking into consideration prevailing private ad cooperative rates and terms in or near my community for loans for similar purposes and periods of time. I agree to use, subject to and in accordance with regulations applicable to the type of assistance indicated above, and request payment of the sum specified herein. I agree to report to Rural Development any material adverse changes, financial or otherwise, that occur prior to loan closing. I certify that no part of said sum has been received. I have reviewed the loan approval requirements and comments associated with this loan request and agree to comply with these provisions.

**WARNING: Section 1001 of Title 18, United States Code provides: 'Whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, knowingly and willfully:**

- (1) falsifies, conceals or covers up by any trick, scheme, or device a material fact;**
- (2) makes any materially false, fictitious or fraudulent statement or representation; or**
- (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious or fraudulent statement or entry;**

**shall be fined under this title or imprisoned not more than five years, or both."**

Date \_\_\_\_\_ , 20\_\_\_\_  
\_\_\_\_\_  
*(Signature of Applicant)*

Date \_\_\_\_\_ , 20\_\_\_\_  
\_\_\_\_\_  
*(Signature of Applicant)*

Date \_\_\_\_\_ , 20\_\_\_\_  
\_\_\_\_\_  
*(Signature of Applicant)*

42. I HEREBY CERTIFY that all of the committee and administrative determinations and certifications required by Rural Development regulations prerequisite to providing assistance of the type indicated above have been made and that evidence thereof is in the docket, and that all requirements of pertinent regulations have been complied with. I hereby approve the above-described assistance in the amount set forth above, and by this document, subject to the availability of funds, the Government agrees to advance such amount to the applicant for the purposes of and subject to conditions prescribed by Rural Development regulations applicable to this type of assistance.

\_\_\_\_\_  
*(Signature of Approving Official)*

Date Approved: \_\_\_\_\_ Title: \_\_\_\_\_

43. TO THE APPLICANT: As of this date \_\_\_\_\_ , this is notice that your application for the above financial assistance from Rural Development has been approved, as indicated above, subject to availability of funds and other conditions required by Rural Development. If you have any questions contact the Loan Originator.

**MULTI FAMILY HOUSING  
OBLIGATION - FUND ANALYSIS  
PART III**

OBLIGATION/DEOBLIGATION OF RENTAL ASSISTANCE			
44. CASE NUMBER		45. BORROWER NAME	
46. PROJECT NUMBER	47. RA AGREEMENT NUMBER	48. TYPE OF UNITS	49. TYPE OF ACTION
COMPLETE FOR OBLIGATION OF RA			
50. NUMBER OF UNITS RECEIVE RENTAL ASSISTANCE		51. AMOUNT OF RA OBLIGATION	
COMPLETE FOR DEOBLIGATION OF RA			
52. NUMBER OF UNITS DEOBLIGATED		53. AMOUNT OF RA DEOBLIGATION	
54. REMARKS			

55. I HAVE REVIEWED THE BORROWER'S REQUEST FOR RENTAL ASSISTANCE FOR THE PROJECT AND REQUEST OBLIGATION OR DEOBLIGATION OF RENTAL ASSISTANCE FOR THE ABOVE.

DATE OF APPROVAL \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPROVAL OFFICIAL

DATE OF OBLIGATION \_\_\_\_\_, 20\_\_\_\_

## MULTI FAMILY HOUSING REAMORTIZATION AGREEMENT

INSTRUCTIONS - Type or print in capitalized elite type in spaces marked (     ).

1. Borrower Case Number  [REDACTED]	2. Project Number  [REDACTED]	3. Loan Number  [REDACTED]
4. a. Borrower Name  [REDACTED]	5. Type of Reamortization (see FMI)  [REDACTED]	6. Date of Reamortization  [REDACTED]
b. Project Name  [REDACTED]	7. Total Amount of Reamortization  [REDACTED]	8. Type of Note Code (see FMI)  [REDACTED]
9. Note Interest Rate  [REDACTED]	10. Bond Code 0 = Not Applicable 1 = Serial Bonds 2 = Single Bond	11. Repayment Period  [REDACTED]

**Complete Items 12 Through 14 for Labor Housing Daily Interest Accrual**

12. Interest Only Due Date  [REDACTED]	13. Daily Interest Accrual Installment Amount  [REDACTED]	14. Daily Interest Accrual Installment Amount  [REDACTED]
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**Complete Items 15 Through 18 For Delinquency Reamortization Only**

15. Delinquent Interest  [REDACTED]	16. Past Due Interest  [REDACTED]
17. Past Due Principal  [REDACTED]	18. Accrued Interest Reamortized  [REDACTED]

The United States of America, acting through the Rural Housing Service, or a successor agency, United States Department of Agriculture (called the "Government"), is the owner and holder of a promissory note or assumption agreement in the principal sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), plus interest on the unpaid principal of \_\_\_\_\_ percent ( \_\_\_\_\_ ) per year which was made or assumed by \_\_\_\_\_ and \_\_\_\_\_ (called "Borrower"), dated \_\_\_\_\_, 20\_\_\_\_, and payable to the order of the Government. The unpaid principal balance (including advances) is \$ \_\_\_\_\_. The interest due (including interest on advances) to date is \$ \_\_\_\_\_. The late fee to date is \$ \_\_\_\_\_. The total debt to date is \$ \_\_\_\_\_, which is now principal.



Because one or more of the conditions set forth in regulations of the Government have been met for obtaining a reamortization of the debt the Government agrees to grant this reamortization of said loan and Borrower agrees to make payments in accordance with the installment information shown below.

The first installment in the amount of \$ \_\_\_\_\_, will be due and payable on \_\_\_\_\_, 20\_\_\_\_. Thereafter, regular installments each in the amount of \$ \_\_\_\_\_ will be due and payable on the first day of each month until the principal and interest are paid, except that the final installment of the entire debt, if not paid sooner will be due, and payable on \_\_\_\_\_.

Payments of principal and interest shall be applied, and late fee charges shall be assessed in accordance with the Government's accounting procedure in effect on the date of receipt of the payment. Borrower agrees to pay late charges in accordance with regulations of the Government in effect when a late charge is assessed.

Nothing in this agreement affects any of the terms or conditions of the note or assumption agreement, or the instruments securing it, other than the payment schedule (which includes the due date of the final installment), and the method of applying payments on the account.

Upon default in the payment of anyone of the above installments or in case of a failure to comply with any of the conditions and agreements contained in the above-described note or assumption agreement or the instruments securing it, the Government at its option may declare the entire debt immediately due and payable and, may take any other action authorized therein.

\_\_\_\_\_  
(Date )

\_\_\_\_\_  
(Borrower Name)

ATTEST:

\_\_\_\_\_  
(Title)

BY:

\_\_\_\_\_  
(Borrower Signature)

TITLE:

**United States of America  
Rural Housing Service**

BY:

\_\_\_\_\_  
(Approval Official Signature)

DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_