

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

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- 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