**Exhibit A to RFA 2017-107– SAIL Financing for the Construction of Workforce Housing**

**1. Submission Requirement**

Provide the Applicant Certification and Acknowledgement, executed by the Authorized Principal Representative, as **Attachment 1**.

**2. Family Demographic Commitment**

The funding offered under this RFA is for proposed Developments that will serve the general population.

**3. Contact Person, Applicant, Developer, and Management Company**

a. Contact Person

(1) Authorized Principal Representative contact information (required)

First Name: Click here to enter text.

Middle Initial: Click here to enter text.

Last Name: Click here to enter text.

|  |  |
| --- | --- |
| Street Address: | Click here to enter text. |

City: Click here to enter text.

State: Click here to enter text.

Zip: Click here to enter text.

Telephone: Click here to enter text.

Facsimile: Click here to enter text.

|  |  |
| --- | --- |
| E-Mail Address: | Click here to enter text. |
| Relationship to Applicant: | Click here to enter text. |

(2) Operational Contact Person information (optional)

First Name: Click here to enter text.

Middle Initial: Click here to enter text.

Last Name: Click here to enter text.

|  |  |
| --- | --- |
| Street Address: | Click here to enter text. |

City: Click here to enter text.

State: Click here to enter text.

Zip: Click here to enter text.

Telephone: Click here to enter text.

Facsimile: Click here to enter text.

|  |  |
| --- | --- |
| E-Mail Address: | Click here to enter text. |
| Relationship to Applicant: | Click here to enter text. |

b. Applicant

(1) Name of Applicant

Click here to enter text.

(2) Provide the required documentation to demonstrate that the Applicant is a legally formed entity qualified to do business in the state of Florida as of the Application Deadline as **Attachment 2**.

(3) Non-Profit Applicant qualifications

Does the Applicant or the General Partner or managing member of the Applicant meet the definition of Non-Profit as set forth in Rule Chapter 67-48, F.A.C. or Rule Chapter 67-21, F.A.C.?



If “Yes”, provide the required information for the Non-Profit entity as **Attachment 3.**

c. General Developer Information

(1) Name of each Developer (including all co-Developers)

Click here to enter text.

Click here to enter text.

Click here to enter text.

(2) For each Developer entity listed in question (1) above (that is not a natural person), provide, as **Attachment 4**, the required documentation demonstrating that the Developer is a legally formed entity qualified to do business in the state of Florida as of the Application Deadline.

(3) General Development Experience

To be eligible for funding, for each experienced Developer entity, provide, as **Attachment 4**, the required prior experience chart for at least one (1) experienced natural person Principal of that entity.

d. Principals Disclosure for the Applicant and for each Developer (5 points)

To meet the submission requirements, the Applicant must upload the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 08-16) (“Principals Disclosure Form”) with the Application and Development Cost Pro Forma, as outlined in Section Three of the RFA.

Applicants will receive 5 points if the uploaded Principal Disclosure Form was stamped “Approved” during the Advance Review Process provided (a) it is still correct as of Application Deadline, and (b) it was approved for the type of funding being requested (i.e., Housing Credits or Non-Housing Credits).

e. General Management Company Information

(1) Name of the Management Company

Click here to enter text.

(2) Provide, as **Attachment 5**, the required prior experience chart for the Management Company or a principal of the Management Company reflecting the required information.

**4. General Proposed Development Information**

a. Name of the proposed Development

Click here to enter text.

b. Development Category

The funding offered under this RFA is for proposed new construction Developments where 50 percent or more of the units are new construction.

c. Select the Development Type

|  |  |
| --- | --- |
|  | Garden Apartments |
|  | Townhouses |
|  | Duplexes |
|  | Quadraplexes |
|  | Mid-Rise, 4-stories |
|  | Mid-Rise, 5 to 6-stories |
|  | High Rise |

d. Concrete Construction Qualifications

Does the proposed Development meet the requirements to be considered Concrete Construction as outlined in Section Four A.4.d. of the RFA?



**5. Location of proposed Development**

a. County: Choose a county.

b. Address of Development Site

Click here to enter text.

c. Does the proposed Development consist of Scattered Sites?



d. Latitude and Longitude Coordinates

(1) Development Location Point

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

Click here to enter text.

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

Click here to enter text.

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

Click here to enter text.

e. Proximity

(1) Transit Services

Applicants may select Private Transportation or provide the location information and distance for one (1) of the remaining four (4) Transit Services on which to base the Application’s Transit Score.

|  |  |  |  |
| --- | --- | --- | --- |
| Service | Latitude | Longitude | Distance (rounded up to the nearest hundredth of a mile) \* |
| Public Bus Stop | Latitude Coordinates | Longitude Coordinates | Distance |
| Public Bus Transfer Stop | Latitude Coordinates | Longitude Coordinates | Distance |
| Public Bus Rapid Transit Stop | Latitude Coordinates | Longitude Coordinates | Distance |
| SunRail Station, MetroRail Station, or TriRail Station | Latitude Coordinates | Longitude Coordinates | Distance |

\*Distance between the coordinates of the Development Location Point and the coordinates of the service. The method used to determine the latitude and longitude coordinates must conform to Rule 5J-17, F.A.C., formerly 61G17-6, F.A.C. All calculations shall be based on “WGS 84” and be grid distances. The horizontal positions shall be collected to meet sub-meter accuracy (no autonomous hand-held GPS units shall be used).

(2) Community Services

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Service | Name and Address of Service | Latitude | Longitude | Distance (rounded up to the nearest hundredth of a mile):\* |
| Grocery Store | Address of Service | Latitude coordinates | Longitude coordinates | Distance |
| Medical Facility | Address of Service | Latitude coordinates | Longitude coordinates | Distance |
| Pharmacy | Address of Service | Latitude coordinates | Longitude coordinates | Distance |
| Public School | Address of Service | Latitude coordinates | Longitude coordinates | Distance |

\*Distance between the coordinates of the Development Location Point and the coordinates of the service. The method used to determine the latitude and longitude coordinates must conform to Rule 5J-17, F.A.C., formerly 61G17-6, F.A.C. All calculations shall be based on “WGS 84” and be grid distances. The horizontal positions shall be collected to meet sub-meter accuracy (no autonomous hand-held GPS units shall be used).

f. Mandatory Distance Requirement

Does the propose Development meet the Mandatory Distance Requirement automatically?



If “No”, does the proposed Development and any Development(s) on the List have one or more of the same Financial Beneficiaries and meet at least one (1) of the following criteria: (i) they are contiguous or divided by a street, and/or (ii) they are divided by a prior phase of the proposed Development?



If “Yes”, identify the specific Development(s) on the List to disregard:

Click here to enter text.

The Corporation will determine whether the Mandatory Distance Requirements are met using the criteria described in Section Four.

g. Live Where You Work Funding Goal

If the proposed Development qualifies for the Live Where You Work Funding Goal, indicate the applicable city below.

Choose a city

h. Route 301/Dade-Monroe Express Points (5 points)

Does the proposed Miami-Dade Development qualify for the Route 301/Dade-Monroe Express Bonus Points?



**6. Units**

a. Total number of units in the proposed Development: Click here to enter text.

b. Select the applicable item below:

|  |  |
| --- | --- |
|  | (1) Proposed Development consists of 100% new construction units |
|  | (2) Proposed Development consists of a combination of new construction units and rehabilitation units. State the quantity of each type: |

Click here to enter text. new construction units

Click here to enter text. rehabilitation units

c. The Applicant must indicate which of the following applies to the Development site as of Application Deadline:

|  |  |
| --- | --- |
|   | (1) Existing units are currently occupied |
|  | (2) Existing units are not currently occupied |
|  | (3) There are no existing units |

d. Set-Aside Commitments

All Applicants must select one (1) applicable Total Set-Aside Commitment at (1) or (2) below. To determine the number of set-aside units at each AMI level, the Applicant may double click within the desired chart to open the Excel worksheet that is embedded within the Word document and enter the total number of units and then click anywhere on the page outside the chart to exit the Excel worksheet and save the entry. The worksheet will automatically calculate the number of set-aside units at each required AMI level and, if the calculation of the set aside units results in less than a whole unit, the chart will automatically round the Housing Credit Set-Aside units up to the next whole unit.

(1) For proposed Developments located in Monroe County, the Applicant must make a set-aside selection at question (a)(i), (a)(ii), (b)(i), or (b)(ii) below, as applicable:

(a) If the proposed Development is located in Monroe County, the Applicant is eligible to select either (a) or (b) below in accordance with the Monroe County LHAP which includes a strategy for serving households at these higher incomes.

|  |  |
| --- | --- |
|  | (i) The Applicant elects the HC Set-Aside Commitment of 25% at or below 50% AMI. |

 If the Applicant elects this HC set-aside, the Applicant’s total set-aside commitments will be:

* 20 percent of the total units must be set aside at or below 50 percent of the AMI as the Applicant’s Minimum IRC HC Set-Aside;
* 5 percent of the total units must be set aside at 25% AMI (i.e., the ELI AMI level for Monroe County); and
* 75 percent of the total units must be set aside as workforce housing at or below 140% AMI



 or

|  |  |
| --- | --- |
|   | (ii) The Applicant elects the HC Set-Aside Commitment of 45% at or below 60% AMI. |

 If the Applicant elects this HC set-aside, the Applicant’s total set-aside commitments will be:

* 40 percent of the total units must be set aside at or below 60 percent of the AMI as the Applicant’s Minimum IRC HC Set-Aside;
* 5 percent of the total units must be set aside at 25% AMI (i.e., the ELI AMI level for Monroe County); and
* 55 percent of the total units must be set aside as workforce housing at or below 140% AMI



(b) If the proposed Development is located in Monroe County and the Applicant did not select one of the 140 percent AMI options at (a)(i) or (a)(ii) above, the Applicant must select either (i) or (ii) below:

|  |  |
| --- | --- |
|  | (i) The Applicant elects the HC Set-Aside Commitment of 25% at or below 50% AMI: |

If the Applicant elects this HC set-aside, the Applicant’s total set-aside commitments will be:

* 20 percent of the total units must be set aside at or below 50 percent of the AMI as the Applicant’s Minimum IRC HC Set-Aside;
* 5 percent of the total units must be set aside at 25% AMI (i.e., the ELI AMI level for Monroe County); and
* 75 percent of the total units must be set aside as workforce housing at or below 80% AMI.



 or

|  |  |
| --- | --- |
|   | (ii) The Applicant elects the HC Set-Aside Commitment of 45% at or below 60% AMI: |

 If the Applicant elects this HC set-aside, the Applicant’s total set-aside commitments will be:

* 40 percent of the total units must be set aside at or below 60 percent of the AMI as the Applicant’s Minimum IRC HC Set-Aside;
* 5 percent of the total units must be set aside at 25% AMI (i.e., the ELI AMI level for Monroe County); and
* 55 percent of the total units must be set aside as workforce housing at or below 80% AMI.



(2) For proposed Developments located in a county other than Monroe, the Applicant must make a set-aside selection at question (1) or (2) below:

|  |  |
| --- | --- |
|  | (a) The Applicant elects the HC Set-Aside Commitment of 25% at or below 50% AMI: |

 If the Applicant elects this HC set-aside, the Applicant’s total set-aside commitments will be:

* 20 percent of the total units must be set aside at or below 50 percent of the AMI as the Applicant’s Minimum IRC HC Set-Aside;
* 5 percent of the total units must be set aside at the AMI level for the appropriate county; and
* 75 percent of the total units must be set aside as workforce housing at or below 80% AMI.



or

|  |  |
| --- | --- |
|  | (b) The Applicant elects the HC Set-Aside Commitment of 45% at or below 60% AMI: |

If the Applicant elects this HC set-aside, the Applicant’s total set-aside commitments will be:

* 40 percent of the total units must be set aside at or below 60 percent of the AMI as the Applicant’s Minimum IRC HC Set-Aside;
* 5 percent of the total units must be set aside at the AMI level for the appropriate county; and
* 55 percent of the total units must be set aside as workforce housing at or below 80% AMI.



e. Unit Mix Chart

|  |  |  |  |
| --- | --- | --- | --- |
| **Number of Bedrooms per Unit** | **Number of Baths per Unit** | **Number of Units per Bedroom Type** | **Number of Units that are ELI Set-Aside Units** |
| Enter Number | Enter Number | Enter Number | Enter Number |
| Enter Number | Enter Number | Enter Number | Enter Number |
| Enter Number | Enter Number | Enter Number | Enter Number |
| Enter Number | Enter Number | Enter Number | Enter Number |
| Enter Number | Enter Number | Enter Number | Enter Number |
| Enter Number | Enter Number | Enter Number | Enter Number |

**7. Readiness to Proceed**

a. Site Control

Provide the required documentation to demonstrate site control as **Attachment 6**.

b. Ability to Proceed documents

(1) Provide the required documentation to demonstrate the status of site plan or plat approval as **Attachment 7**.

(2) Provide the required documentation to demonstrate zoning as **Attachment 8**.

(3) Provide the required documentation to demonstrate availability of electricity as **Attachment 9.**

(4) Provide the required documentation to demonstrate availability of water as **Attachment 10**.

(5) Provide the required documentation to demonstrate availability of sewer as **Attachment 11**.

(6) Provide the required documentation to demonstrate availability of roads as **Attachment 12**.

**8. Construction Features**

a. Federal requirements and State Building Code requirements for all Developments are outlined in Section Four.

b. General feature requirements for all Developments are outlined in Section Four.

c. Accessibility feature requirements for all Developments are outlined in Section Four.

d. Green Building Features

(1) Green Building feature requirements for all Developments are outlined in Section Four.

(2) All Applicants must select enough of the following Green Building Features so that the total point value of the features selected equals at least 10, in addition to committing to the required Construction Features listed in Section Four.

[ ]  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 certified roof coating (2 points) \*

[ ]  Energy Star certified roofing materials (metal, shingles, thermoplastic polyolefin (TPO), or tiles) (3 points) \*

[ ]  Eco-friendly cabinets – formaldehyde free and material must be certified by the Forest Stewardship Council or a certification program endorsed by the Programme for the Endorsement of Forest Certification (3 points)

[ ]  Eco-Friendly flooring for entire unit – Carpet and Rug Institute Green Label certified carpet and pad, FloorScore certified flooring, bamboo, cork, 80% recycled content tile, and/or natural linoleum (3 points)

[ ]  High Efficiency HVAC with SEER of at least 16 (2 points) \*\*

[ ]  Energy efficient windows in each unit (3 points)

* For all Development Types except Mid-Rise and High Rise: Energy Star rating for all windows in each unit;
* For Development Type of Mid-Rise and High Rise:
* U-Factor of 0.50 or less and a SHHGC of 0.25 or less where the fenestration is fixed; and
* U-Factor of 0.65 or less and a SHHGC of 0.25 or less where the fenestration is operable (i.e., the window opens)

[ ]  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)

\*The Applicant may choose only one option related to Energy Star certified roofing.

\*\*Applicants who choose high efficiency HVACs must meet the standards listed here, which exceed the minimum Green Building Features required of all Developments Section Four A.8 of the RFA.

**9. Resident Programs**

Applicants that select the Family Demographic must commit to provide at least three (3) of the following resident programs:

[ ]  After School Program for Children

[ ]  Literacy Training

[ ]  Employment Assistance Program

[ ]  Family Support Coordinator

[ ]  Financial Management Program

[ ]  Homeownership Opportunity Program

**10. Local Government Contributions**

Has a Local Government committed to provide a contribution to the proposed Development?



If “Yes”, in order to be considered for points for this section of the RFA, the Applicant must provide the applicable Local Government Verification of Contribution form(s) as **Attachment 13** as outlined in Section Four, 10. of the RFA.

**11. Funding**

a. Corporation Funding

(1) Workforce SAIL funding Request Amount: Click here to enter text.

(2) Housing Credit Request Amount (annual amount): $ Click here to enter text.

(3) Is the proposed Development the first phase of a multiphase Development?



(4) Basis Boost Qualifications

(a) Is the proposed Development a subsequent phase of a multiphase Development and eligible for the basis boost?



If “Yes”, state the Corporation-assigned Application Number for the Development where the first phase was declared: Click here to enter text.

(b) Are any buildings in the proposed Development located in a SADDA?



If “Yes”, provide the SADDA ZCTA Number(s) Click here to enter text.

(The Applicant should separate multiple DDA ZCTA Numbers by a comma. If additional space is required, enter the information on the Addenda located at the end of the Application.)

(c) Is the proposed Development located in a non-metropolitan DDA?



(d) Is the proposed Development located in a QCT?



If “Yes”, indicate the QCT Number: Click here to enter text. and provide the required letter from the local planning office or census bureau as **Attachment 14**.

(5) The HC equity proposal must be provided as **Attachment 15**.

(6) Corporation-Issued MMRB Loan Request Amount (if applicable): $ Click here to enter text.

 If the Applicant intends to utilize County HFA-issued Tax-Exempt Bonds, provide the required information as **Attachment 16**.

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

|  |  |  |
| --- | --- | --- |
| Corporation File # |  | Amount of Funding |
| Click here to enter text |  | $ Click here to enter text |

(8) If any other Corporation funds will be incorporated as a source of financing for the proposed Development, provide the information in the chart below:

|  |  |  |
| --- | --- | --- |
| **Corporation Program** | **Corporation File No.** | **Amount of Funding** |
| SAIL | Enter file No. | $ Enter file No. |
| HOME-Rental | Enter file No. | $ Enter file No. |
| MMRB | Enter file No. | $ Enter file No. |
| EHCL | Enter file No. | $ Enter file No. |

b. Non-Corporation Funding

The Applicant must attach all funding proposals executed by the lender(s) or by any other source. Insert the documentation for each source as a separate attachment to Exhibit A, beginning with **Attachment 17,** and continuing with sequentially numbered attachments for each additional funding source.

c. Development Cost Pro Forma

To meet the submission requirements, the Applicant must upload the Development Cost Pro Forma with the Application and Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 08-16) (“Principals Disclosure Form”), as outlined in Section Three of the RFA.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**B. Addenda**

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

Click here to enter text.