**Exhibit A to RFA 2018-102- Housing Credit Financing to Provide Affordable Multifamily Rental Housing that is a Part of Local Revitalization Initiatives**

**1. Submission Requirement:**

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

**2. Demographic Commitment:**

|  |  |
| --- | --- |
|  | a. Family |
|  | b. Elderly Non-ALF |

**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.?



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

(4) Public Housing Authority as a Principal of the Applicant Entity

Is a Principal of the Applicant Entity a Public Housing Authority?



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):

(1) Eligibility Requirement

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.

(2) Point Item

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/Rental Assistance (RA) Level:

(1) Select the Development Category:

|  |  |
| --- | --- |
|  | New Construction |
|  | Rehabilitation |
|  | Acquisition and Rehabilitation |

(2) The Development Category requirements are outlined in Section Four.

(3) Rental Assistance (RA) Level

If applicable, the Corporation will calculate the Rental Assistance (RA Level) based on the Development Category Qualification Letter provided as **Attachment 6** and using the criteria described in Section Four.

(4) Development Category Funding Preference

If the Applicant selected the Development Category of Rehabilitation, with or without Acquisition, does the proposed Development meet the definition of Preservation as defined in Rule Chapter 67-48.002(92), F.A.C.?



c. Select the Development Type

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

For purposes of the A/B Leveraging Classification calculation, if the Development Type of Mid-Rise, 5 – 6 stories is selected, are at least 90 percent of the total units in these Mid-Rise building(s)?



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. Limited Development Area (LDA)

The Corporation will determine whether the proposed Development qualifies as an LDA Development, and, if applicable, whether the LDA Requirements are met using the criteria described in Section Four.

**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% rehabilitation units |
|  | (2) Proposed Development consists of 100% new construction units |
|  | (3) 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

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

|  |  |
| --- | --- |
|  | 20% of units at 50% Area Median Income (AMI) or lower  |
|  | 40% of units at 60% AMI or lower |

(2) Total Set-Aside Breakdown Chart

|  |
| --- |
| Total Set-Aside Breakdown Chart |
| Percentage of Residential Units | AMI Level |
| Enter Number % | At or Below 25% |
| Enter Number % | At or Below 28% |
| Enter Number % | At or Below 30% |
| Enter Number % | At or Below 33% |
| Enter Number % | At or Below 35% |
| Enter Number % | At or Below 40% |
| Enter Number % | At or Below 45% |
| Enter Number % | At or Below 50% |
| Enter Number % | At or Below 60% |
| **Enter Number %** | **Total Set-Aside Percentage** |

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 |

f. As further outlined in Section Four A.6.f. of the RFA, in submitting its Application, the Applicant knowingly, voluntarily and irrevocably commits to waive, and does hereby waive, for the duration of the 50-year set aside period the option to convert to market, including any option or right to submit a request for a qualified contract, after year fourteen (14), and any other option, right or process available to the Applicant to terminate (or that would result in the termination of) the 50-year set aside period at any time prior to the expiration of its full term.

**7. Readiness to Proceed**

a. Site Control

Provide the required documentation to demonstrate site control as **Attachment 7**.

b. Ability to Proceed documents

(1) Provide the required documentation to demonstrate the status of site plan or plat approval as **Attachment 8**.

(2) Provide the required documentation to demonstrate zoning as **Attachment 9**.

(3) Provide the required documentation to demonstrate availability of electricity as **Attachment 10.**

(4) Provide the required documentation to demonstrate availability of water as **Attachment 11**.

(5) Provide the required documentation to demonstrate availability of sewer as **Attachment 12**.

(6) Provide the required documentation to demonstrate availability of roads as **Attachment 13**.

**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 A.8. of the RFA.

(2) In addition to committing to the required Construction Features listed in Section Four A.8. of the RFA, Applicants of proposed Developments with the Development Category of New Construction must commit to achieve one of the Green Building Certification programs described in Section Four A.8. of the RFA.

(3) In addition to committing to the required Construction Features listed in Section Four A.8. of the RFA, proposed Developments with the Development Category Rehabilitation, with or without Acquisition, must select enough of the following Green Building Features so that the total point value of the features selected equals at least 10.

[ ]  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 – no added urea formaldehyde and material must be certified by the Forest Stewardship Council, the Environmental Stewardship Program, or a certification program endorsed by the Programme for the Endorsement of Forest Certification (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.

e. Items to be included in the rehabilitation scope of work are outlined in Section Four A.8.e. of the RFA.

**9. Resident Programs:**

a. 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

b. Developments serving the Elderly (Non-ALF) Demographic:

(1) The required Resident Program for all Applicants that select the Elderly Demographic (Non-ALF) is outlined in Section Four A.9.b. of the RFA.

 (2) Applicants that select the Elderly (Non-ALF) Demographic must commit to at least three (3) of the following resident programs, in addition to the required resident program stated in Section Four A.9.b. of the RFA:

[ ]  Literacy Training

[ ]  Computer Training

[ ]  Daily Activities

[ ]  Assistance with Light Housekeeping, Grocery Shopping and/or Laundry

[ ]  Resident Assurance Check-In Program

**10. Funding:**

a. Corporation Funding:

(1) Housing Credits

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

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



(c) Basis Boost Qualifications:

(i) 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.

(ii) 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 SADDA ZCTA Numbers by a comma.)

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



(iv) 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**.

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

(2) Other Corporation Funding:

(a) 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 |

(b) 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 Proposals:

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 16,** and continuing with sequentially numbered attachments for each additional funding source.

c. The Qualifying Financial Assistance Funding Preference is outlined in Section Four A.10.c. of the RFA.

d. 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.

e. Per Unit Construction Funding Preference:

Does the proposed Development qualify for the Per Unit Construction Funding Preference?



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

**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.

**C. Narratives**

**1. Developer and/or Management Company Experience with Local Revitalization Initiatives (Maximum 15 Points)**

As further outlined in Section Four C.1. of the RFA, describe the Developer’s and/or Management Company’s experience developing affordable rental housing that was aligned with or an expressly stated part of a local revitalization plan.

The Applicant’s description is limited to no more than three (3) typed pages within the text box below.

Click here to enter text.

**2. How the Proposed Development Aligns with Local Revitalization Initiatives (Maximum 45 Points)**

As further outlined in Section Four C.2. of the RFA, describe Local Government initiatives or community redevelopment plans completed and adopted on or before January 1, 2017, by the appointed or elected body of the general Local Government with the authority to regulate the use of the subject site, or an instrumentality thereof (e.g., City, County, Community Redevelopment Agency).

The Applicant’s description is limited to no more than five (5) typed pages within the text box below.

Click here to enter text.

**3. Access to Community-Based Services and Resources (Maximum 28 Points)**

As further outlined in Section Four C.3. of the RFA, describe the services and resources that are and will be accessible to residents who will be served in the proposed Development (Families and/or Elders).

The Applicant’s description is limited to no more than four (4) typed pages within the text box below.

Click here to enter text.

**4.** **Approach Toward Tenant Application and Screening Procedures for Households with a Person with Special Needs Applying for Tenancy (Maximum 20 points)**

As further outlined in Section Four C.4. of the RFA, describe the specific housing application process and tenant screening criteria, procedures and policies that will be used by the Applicant’s property management to assist in determining whether a prospective tenant is eligible for tenancy.

The Applicant’s description is limited to no more than three (3) typed pages within the text box below.

Click here to enter text.