

REQUEST FOR APPLICATIONS 2021-101

ELDERLY HOUSING COMMUNITY LOAN

Issued By:

FLORIDA HOUSING FINANCE CORPORATION

Issued: November 2, 2021

Due: December 7, 2021

SECTION ONE INTRODUCTION

This Request for Applications (RFA) is open to Applicants proposing the rehabilitation of affordable, multifamily housing utilizing Elderly Housing Community Loan (EHCL) funding established under Section 420.5087(3)(e), F.S. Funding under this RFA must be used to provide for life-safety, building preservation, health, sanitation, or security-related repairs or improvements to Developments currently serving Elderly residents as defined in 420.503(15), F.S.

Florida Housing Finance Corporation (the Corporation) expects to have up to an estimated \$2,521,500 of EHCL funding comprised of a portion of the State Apartment Incentive Loan (SAIL) funding appropriated by the 2021 Florida Legislature. Preference will be given first to proposed Developments located in Small Counties, then Medium Counties and, finally, in Large Counties.

The county geographic categories are outlined in Section Four A.5.a. of the RFA.

The SAIL funding offered in this RFA may also be used in conjunction with Tax-Exempt Bonds and Non-Competitive Housing Credits. The Tax-Exempt Bonds may be obtained through the Corporation, a Public Housing Authority (established under Chapter 421, F.S.), a County Housing Finance Authority (established pursuant to Section 159.604, F.S.), or a Local Government. All Applicants that wish to use non-Corporation Tax-Exempt Bonds and 4% Non-Competitive Housing Credits will be required to have applied for the Tax-Exempt Bond financing prior to the Application Deadline in this RFA. All Applicants that wish to use 4% Non-Competitive Housing Credits with Corporation-issued MMRB must submit to the Corporation the Non-Competitive Application with the applicable Application fee within 21 Calendar Days after the date the Applicant enters credit underwriting for this RFA. Proposed Developments where the Applicant has already closed on the Tax-Exempt Bond financing are not eligible to receive funding under this RFA.

The Corporation is soliciting applications from qualified Applicants that commit to provide housing in accordance with the terms and conditions of this RFA, inclusive of all Exhibits, applicable laws, rules and regulations, and the Corporation's generally applicable construction and financial standards.

SECTION TWO DEFINITIONS

Capitalized terms within this RFA shall have the meaning as set forth in this RFA, in Exhibit B, Rule Chapters 67-48, F.A.C. (effective May 18, 2021) and 67-60, F.A.C., (effective July 8, 2018) or in applicable federal regulations.

SECTION THREE PROCEDURES AND PROVISIONS

Unless otherwise stated within the RFA, the Application package, forms and other information related to this RFA may be found on the RFA Webpage at <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2021/2021-101> <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2021/2021-101> (also available by clicking [here](#)).

A. Submission Requirements.

1. Application Deadline

The Application Deadline is **3:00 p.m., Eastern Time, on December 7, 2021.**

2. Completing the Application Package

a. Downloading and completing the documents provided by the Corporation

Download and complete the following documents found on the RFA Webpage:

- (1) The Application (Exhibit A of the RFA); and
- (2) The Development Cost Pro Forma.

The download process may take several minutes. Applicants should save these documents with a file name that is unique to the specific Application.

b. Creating the All Attachments Document

In addition to the documents described in a. above, the Application Package also includes one copy consisting of all of the applicable completed Attachments described in the RFA (“All Attachments Document”).

Compile all of the attachments described in the RFA into one pdf file separated by pages labeling each Attachment to create the All Attachments Document. This may be accomplished by merging the documents using a computer program such as Adobe Acrobat Pro or by scanning all of the attachments together.

As described in Section Four, B.2., to be awarded 5 points, bookmark the pdf of the All Attachments Document before uploading. It is not necessary to bookmark the Exhibit A document or the Development Cost Pro Forma. Acrobat Standard DC or Acrobat Pro DC are the programs required to create bookmarks.

Note: The Corporation has provided instructions on how to bookmark the Attachments as well as sample pages that may be used to separate the attachments on the RFA Webpage. If any of the attachments are not applicable, the Applicant should insert a page stating “Not Applicable” behind the separation page.

3. Uploading the Application Package

The Application Package consists of Exhibit A, the Development Cost Pro Forma, and the All Attachments Document. To upload the Application Package:

a. Go to the RFA Webpage.

- b. Click the link to login and upload the Application Package. Note: A username and password must be entered. If the Applicant has not previously created a username and password, the Applicant will need to create one prior to the upload process.
- c. After successfully logging in, click "Upload Application Package." Enter the Development Name and click "Browse" to locate the following completed documents saved on the Applicant's computer:
 - (1) The Application (Exhibit A) in Word format;
 - (2) The Development Cost Pro Forma in Excel format;
 - (3) The All Attachments Document in a pdf format.

The average file size is 1.0 MB and may take a few minutes to upload. Larger files may take longer to upload. There is a file size limit of 15 MB, but this may be able to be reduced without reducing the number of pages submitted. Examples of factors that affect file size include the resolution of the scanner or scanning the documents in color or as a graphic/picture.

- d. After the documents are displayed in the Upload webpage, click "Upload Selected Files" to electronically submit the documents to the Corporation by the Application Deadline. Then the Uploaded Application (consisting of all three documents comprising the Application Package), and its assigned Response Number will be visible in the first column.

Note: If the Applicant clicks "Delete" prior to the Application Deadline, the Application will no longer be considered a Submitted Application and the Applicant will be required to upload the Application Package again in order for these documents to be considered an Uploaded Application. This will generate a new Response Number.

4. Submission to the Corporation

a. Application Fee

By the Application Deadline, provide to the Corporation the required non-refundable \$500 Application fee, payable to Florida Housing Finance Corporation via check, money order, ACH, or wire transfer.

To ensure that the Application Fee is processed for the correct online Application, the following is **strongly recommended**: (i) provide the Application Fee at least 48 hours prior to the Application Deadline; (ii) whether paying by check, money order, ACH or wire transfer, include the Development Name, RFA number with the payment; and (iii) if paying by wire, include the Federal Reference Number, or if paying by ACH, include the Trace Number at question B.1 of Exhibit A.

Note: In the event that the online submission is not received, the payment will be refunded.

ACH Instructions:

BANK NAME: Wells Fargo
One Independent Drive, 8th Floor
Jacksonville, Florida 32202

ABA #: 121000248

ACCOUNT NAME: FHFC

ACCOUNT #: 4967822909

Wire Transfer Instructions:

BANK NAME: WELLS FARGO BANK, N.A.
420 MONTGOMERY STREET
SAN FRANCISCO 94104
United States of America (US)

ABA #: 121000248

ACCOUNT NAME: FHFC

ACCOUNT #: 4967822909

Check or Money Order Instructions:

Payable to: Florida Housing Finance Corporation

Mailing Address: Attn: Marisa Button
Florida Housing Finance Corporation
227 N. Bronough Street, Suite 5000
Tallahassee, Florida 32301

For scoring purposes, the Corporation will not consider any documentation beyond the Application Package that is uploaded as described above.

b. Assigning Lottery Numbers

After 3:00 p.m., Eastern Time, on the Application Deadline, each Application for which an electronically submitted copy and the Application Fee are received by the Application Deadline will be assigned an Application number. In addition, these Applications will be assigned a lottery number by having the Corporation's

internal auditors run the total number of Applications received through a random number generator program.

c. **Withdrawing an Application**

Pursuant to subsection 67-60.004(2), F.A.C., any Applicant may request withdrawal of its Application from a competitive solicitation by filing a written notice of withdrawal with the Corporation Clerk. For purposes of the funding selection process, the Corporation shall not accept any Application withdrawal request that is submitted between 5:00 p.m., Eastern Time, on the last business day before the date the Review Committee meets to make its recommendations until after the Board has taken action on the Review Committee's recommendations, and such Application shall be included in the funding selection process as if no withdrawal request had been submitted. Any funding or allocation that becomes available after such withdrawal is accepted shall be treated as Returned Funding and disposed of according to Section Five B. of the RFA.

- B. This RFA does not commit the Corporation to award any funding to any Applicant or to pay any costs incurred in the preparation or delivery of an Application.
- C. The Corporation reserves the right to:
 - 1. Waive Minor Irregularities; and
 - 2. Accept or reject any or all Applications received as a result of this RFA.
- D. Any interested party may submit any inquiry regarding this RFA in writing via e-mail at RFA_2021-101_Questions@floridahousing.org (also accessible by clicking [here](#)) with "Questions regarding RFA 2021-101" as the subject of the email. All inquiries are due by 5:00 p.m., Eastern Time, on November 17, 2021. Phone calls or written inquiries other than at the above e-mail address will not be accepted. The Corporation expects to respond to all inquiries by 5:00 p.m., Eastern Time, on November 19, 2021, and will post a copy of all inquiries received, and their answers, on the RFA Webpage. The Corporation will also send a copy of those inquiries and answers in writing to any interested party that requests a copy. The Corporation will determine the method of sending its answers, which may include regular United States mail, overnight delivery, fax, e-mail, or any combination of the above. No other means of communication, whether oral or written, shall be construed as an official response or statement from the Corporation.
- E. Any person who wishes to protest the specifications of this RFA must file a protest in compliance with Section 120.57(3), Fla. Stat., and Rule Chapter 28-110, F.A.C. Failure to file a protest within the time prescribed in Section 120.57(3), Fla. Stat., shall constitute a waiver of proceedings under Chapter 120, Fla. Stat.
- F. By submitting this Application, including all applicable attachments thereto, each Applicant agrees to the terms and conditions outlined in the RFA and certifies that:

1. Public Records. Any material submitted in response to this RFA is a public record pursuant to Chapter 119, Fla. Stat. Per Section 119.071(1)(b)2., the Applications received by the Corporation are exempt from disclosure until such time as the Board provides notice of an intended decision or until 30 Calendar Days after the Application Deadline, whichever is earlier.
 2. Noninterference. At no time during the review and evaluation process, commencing with the Application Deadline and continuing until the Board renders a final decision on the RFA, may Applicants or their representatives contact Board members or Corporation staff, except Corporation legal staff, concerning their own or any other Applicant's Application. If an Applicant or its representative does contact a Board or staff member in violation of this section, the Board shall, upon a determination that such contact was made in an attempt to influence the selection process, disqualify the Application.
 3. Requirements. Proposed Developments funded under this RFA will be subject to the requirements of the RFA, inclusive of all Exhibits and all provisions of Rule Chapters 67-48, F.A.C., 67-60, F.A.C., and the Compliance requirements of Rule Chapter 67-53, F.A.C.
 4. Modifications. Any modifications that occur to the Request for Application will be posted on the web site and may result in an extension of the deadline. It is the responsibility of the Applicant to check the website for any modifications prior to the Application Deadline.
- G. The Corporation expects to select one or more Applications to award the funding contemplated by this RFA. Any such Applications will be selected through the Corporation's review of each Application, considering the factors identified in this RFA.

SECTION FOUR INFORMATION TO BE PROVIDED IN APPLICATION

Provided below are the instructions to be used in completing Exhibit A of this RFA. Unless stated otherwise, all information requested in the RFA pertains to the Development proposed in this Application upon completion of the rehabilitation work.

A. Exhibit A Items

1. Applicant Certification and Acknowledgement

Include an Applicant Certification and Acknowledgement form, executed by the Authorized Principal Representative, as **Attachment 1** to Exhibit A to indicate the Applicant's certification and acknowledgement of the provisions and requirements of the RFA. The Applicant Certification and Acknowledgement form is provided on the RFA Webpage. Note: If the Applicant provides any version of the Applicant Certification and Acknowledgement form other than the version included in this RFA, the form will not be considered.

2. Demographic Commitment

The Applicant irrevocably commits to provide housing to Elderly residents as defined in 420.503(15), F.S.

3. Applicant/Contact Person

a. Applicant Information

- (1) State the name of the Applicant.
- (2) The Applicant must be a legally formed entity [i.e., limited partnership, limited liability company, etc.] qualified to do business in the state of Florida as of the Application Deadline. Include, as **Attachment 2** to Exhibit A, evidence from the Florida Department of State, Division of Corporations, that the Applicant satisfies the foregoing requirements. Such evidence may be in the form of a certificate of status or other reasonably reliable information or documentation issued, published or made available by the Florida Department of State, Division of Corporations.
- (3) An Applicant that indicates that it is applying as a Non-Profit will only be considered a Non-Profit, for purposes of this RFA, if the Applicant (i) answers the question demonstrating that it meets the definition of Non-Profit as set out in Rule Chapter 67-48, F.A.C.; and (ii) provides the required information stated below. This will be verified during credit underwriting.

The Applicant's Non-Profit status will be verified during credit underwriting. If this cannot be verified, the Applicant will no longer be considered a Non-Profit Applicant.

Provide the following information for the Non-Profit entity that meets the definition stated in Rule Chapter 67-48, F.A.C as **Attachment 3**:

- (a) The IRS determination letter;
- (b) A description/explanation of how the Non-Profit entity is substantially and materially participating in the management and operation of the Development (i.e., the role of the Non-Profit);
- (c) The names and addresses of the members of the governing board of the Non-Profit entity; and
- (d) The articles of incorporation demonstrating that one of the purposes of the Non-Profit entity is to foster low-income housing.

Any Applicant that applies as a Non-Profit but is not considered to be a Non-Profit will still be eligible for funding as a for profit entity.

If the Applicant applies as a Non-Profit entity and meets the requirements outlined above to be considered a Non-Profit for purposes of this RFA, it must remain a Non-Profit entity and the Non-Profit entity must (i) receive at least 25

percent of the Developer's fee; and (ii) contractually ensure that it substantially and materially participates in the management and operation of the Development throughout the Compliance Period.

b. Principals of Applicant (5 points)

(1) Eligibility Requirements

All Applicants must provide a list, as **Attachment 4** to Exhibit A, identifying the Principals for the Applicant ("List of Applicant Principals"), as follows:

- (a) For a Limited Partnership, provide a List of Applicant Principals as of the Application Deadline. This list must include warrant holders and/or option holders of the proposed Development.
- (b) For a Limited Liability Company, provide a List of Applicant Principals as of the Application Deadline. This list must include warrant holders and/or option holders of the proposed Development.
- (c) For a Corporation and all other entities, provide a List of Applicant Principals as of the Application Deadline.

This requirement may be met by providing a copy of the List of Applicant Principals that was reviewed and approved by the Corporation during the advance review process, as outlined below. Additionally, the Principals of the Applicant and Developer(s) Disclosure Form (Rev 05-2019) used in other RFAs and stamped "Approved" will also meet this eligibility requirement.

To assist the Applicant in compiling the list, the Corporation has included additional information in Exhibit C.

Note: For purposes of this RFA, only disclosure of the Principals of the Applicant is required and, due to circumstances unique to the EHCL Program, the Corporation will not require disclosure of natural person Principals by the third Principal disclosure level. However, if the Applicant intends to also apply for 4% Non-Competitive Housing Credits, with or without Corporation-Issued MMRB through the Corporation's Non-Competitive Application process found on the webpage <https://www.floridahousing.org/programs/developers-multifamily-programs/non-competitive> (also available by clicking [here](#)), the Principals Disclosure for the Applicant and for each Developer requirements of that Application process must be met with the submission of the Non-Competitive Application, which is due no later than 21 days following the invitation to enter credit underwriting for the EHCL funding.

Per subsection 67-48.002(94), F.A.C., any Principal other than a natural person must be a legally formed entity as of the Application deadline.

(2) Advance Review of List of Applicant Principals (5 points)

Applicants will receive 5 points if the List of Applicant Principals is either (a) stamped “Approved” at least 14 Calendar Days prior to the Application Deadline; or (b) stamped “Received” by the Corporation at least 14 Calendar Days prior to the Application Deadline AND stamped “Approved” prior to the Application Deadline.

To document these dates, the Corporation will stamp the List of Applicant Principals on the date it is received and the date it is approved. If a List of Applicant Principals has been approved, but the Applicant must change the form for any reason, the form may be edited and resubmitted for approval, but the form will receive a new stamp reflecting the date the Corporation received the revised form. Likewise, if a form is returned to the Applicant for correction, the Applicant may make corrections and resubmit the form, but the date of the resubmission will be reflected as the date received. If a List of Applicant Principals is submitted for an RFA with a “Received” date that is within 14 Calendar Days of the Application Deadline, the Applicant will not be eligible for the 5 Advance Review points.

The Advance Review Process for disclosure of Applicant Principals is available on the RFA Webpage and also includes samples which may assist the Applicant in completing the required list of Principals.

Note: It is the sole responsibility of the Applicant to review the Advance Review Process procedures and to submit any list of Principals for review in a timely manner in order to meet the Application Deadline.

(3) Material and non-material changes to the Applicant entity

- (a) For purposes of the following, a material change shall mean 33.3 percent or more of the Applicant, a general partner of the Applicant, or a non-investor member of the Applicant, and a non-material change shall mean less than 33.3 percent of the Applicant, a general partner of the Applicant, or a non-investor member of the Applicant.
- (b) The name of the Applicant entity stated in the Application may be changed only by written request of an Applicant to Corporation staff and approval of the Board after invitation to enter credit underwriting.
- (c) The Applicant entity shall be the borrowing entity for the EHCL loan and Principals of the Applicant entity cannot be changed in any way (materially or non-materially) until after the EHCL loan closing. After loan closing, (i) any material change will require review and approval of the Credit Underwriter, as well as approval of the Board prior to the change, and (ii) any non-material change will require review and approval of the Corporation, as well as approval of the Board prior to

the change. Changes to the Applicant entity (material or non-material) prior to the loan closing or without Board approval after the loan closing may result in disqualification from receiving funding and may be deemed a material misrepresentation. Changes to the officers or directors of a Public Housing Authority or officers or directors of a non-profit entity will not result in disqualification, however, the change must be approved by the Corporation.

c. **Contact Person**

- (1) Enter the information for the required Authorized Principal Representative. The Authorized Principal Representative (a) must be a natural person Principal of the Applicant listed on the List of Applicant Principals attached as outlined in b. above; (b) must have signature authority to bind the Applicant entity; (c) must sign the Applicant Certification and Acknowledgement form submitted in this Application; and (d) if funded, will be the recipient of all future documentation that requires a signature.
- (2) A separate Operational Contact Person may be included, if desired. If provided, the Operational Contact Person will be the recipient of any general correspondence associated with the Development activities that does not require a signature. If an Operational Contact Person is not provided, the Authorized Principal Representative will be the recipient of any such documentation.

4. General Proposed Development Information

- a. State the name of the proposed Development.
- b. Development Category

Funding under this RFA must be used to provide for life-safety, building preservation, health, sanitation, or security-related repairs or improvements.

- c. Development Type

Select the Development Type for the proposed Development. For mixed-type Developments, indicate the type that will comprise the majority of the units in the Development.

- Garden Apartments (a building comprised of 1, 2 or 3 stories, with or without an elevator)
- Duplexes
- Quadraplexes
- Mid-Rise, 4-stories (a building comprised of 4 stories and each residential building must have at least one elevator)
- Mid-Rise, 5 to 6-stories (a building comprised of 5 or 6 stories and each residential building must have at least one elevator)

- High Rise (a building comprised of 7 or more stories and each residential building must have at least one elevator)

For purposes of determining the number of stories, each floor in the building(s) should be counted regardless of whether it will consist of retail, commercial, parking, utility, or residential.

5. Location of Proposed Development

- a. Indicate the county in which the proposed Development will be located.

Large, Medium and Small County Geographic Categories

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

- b. Provide the Address of the Development site

Indicate (1) the address number, street name, and name of city, and/or (2) the street name, closest designated intersection, and either name of city or unincorporated area of county.

If the Development consists of Scattered Sites, provide the address for each site.

- c. Latitude/Longitude Coordinates

Provide the latitude and longitude coordinates of one point located anywhere on each site. The coordinates should be stated in decimal degrees and rounded to at least the sixth decimal place.

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

6. Number of Units and Buildings

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

- b. To be eligible for funding, confirm, as of Application Deadline, that at least 90 percent of the units are currently occupied. During credit underwriting, the Applicant will be required to provide the current rent-roll for the Development verifying that, as of Application Deadline, the Development is at least 90 percent occupied. The due date for this information is outlined in Exhibit D.

If temporary relocation of existing tenants will be required, the Applicant will be required to provide the Credit Underwriter with a plan for relocation of existing tenants. The plan and timeline will be due as outlined in Exhibit D and must be approved by the Corporation. The plan shall describe the approach to appropriately, adequately and safely relocate residents when they are directly affected by rehabilitation of their dwelling unit and common areas. The plan shall provide information regarding the relocation site; accommodations relevant to the needs of the residents and length of time residents will be displaced; moving and storage of the contents of the resident's dwelling units; as well as the approach to inform and prepare the residents for the rehabilitation activities.

- c. Age of Development

Provide the age of the Development.

To be eligible for funding, Developments must have been completed prior to January 1, 2006. During the funding selection process, preference will be given to Developments completed prior to January 1, 2001. Provide evidence of the age of the Development, as **Attachment 5** to Exhibit A, in the form of recorded legal documents, tax collection records, certificates of occupancy, property appraiser records, or other official documents confirming the age of the Development. For purposes of this RFA, the age of the Development is determined by the date of the certificate of occupancy for the last building placed in-service in the Development.

- d. Previous Underwriting

- (1) Indicate whether the proposed Development is currently being underwritten or has been underwritten previously by any Credit Underwriter under contract with the Corporation and, if known, identify the name of the Credit Underwriter.
- (2) Indicate whether there is an existing Corporation-issued LURA and/or EUA on any portion of the Development site. If the answer is "Yes", provide the name of the Development as reflected in the recorded LURA and/or EUA.

- e. Set-Aside Commitments

Note: If the Applicant intends to also apply for 4% Non-Competitive Housing Credits with or without Corporation-Issued MMRB through the Corporation's

Non-Competitive Application process found on the webpage <https://www.floridahousing.org/programs/developers-multifamily-programs/non-competitive> (also available by clicking [here](#)), the Set-Aside commitment requirements of that Application process must be met with the submission of the Non-Competitive Application, which is due no later than 21 days following the invitation to enter credit underwriting for the EHCL funding.

(1) Resident Income Set-Aside Requirement

Set-aside at least 20 percent of the total units at or below 50 percent of the area median income (AMI).

(2) ELI Set-Aside Commitment

Applicants may elect to set aside units for ELI Households; however, the Applicant may not commit to an ELI Set-Aside exceeding 25 percent of the total units. If the Applicant selects a total ELI Set-Aside percentage higher than 25 percent of the total units, the set-aside percentage will be adjusted down to 25 percent of the total units and the remaining set-aside units will be considered set-aside at 50 percent AMI or below.

For purposes of completing this Application, the Applicant should refer to the ELI County Chart set out below:

2021 ELI County Chart

County	ELI %	County	ELI %	County	ELI %
Alachua	33%	Hardee	40%	Okaloosa	30%
Baker	33%	Hendry	40%	Okeechobee	40%
Bay	35%	Hernando	33%	Orange	30%
Bradford	40%	Highlands	40%	Osceola	30%
Brevard	33%	Hillsborough	33%	Palm Beach	28%
Broward	28%	Holmes	40%	Pasco	33%
Calhoun	40%	Indian River	33%	Pinellas	33%
Charlotte	35%	Jackson	40%	Polk	40%
Citrus	40%	Jefferson	30%	Putnam	40%
Clay	33%	Lafayette	40%	Saint Johns	33%
Collier	28%	Lake	30%	Saint Lucie	33%
Columbia	40%	Lee	33%	Santa Rosa	33%
DeSoto	40%	Leon	30%	Sarasota	30%
Dixie	40%	Levy	40%	Seminole	30%
Duval	33%	Liberty	40%	Sumter	35%
Escambia	33%	Madison	40%	Suwannee	40%
Flagler	33%	Manatee	30%	Taylor	40%
Franklin	40%	Marion	40%	Union	40%

County	ELI %
Gadsden	30%
Gilchrist	33%
Glades	40%
Gulf	40%
Hamilton	40%

County	ELI %
Martin	33%
Miami-Dade	25%
Monroe	25%
Nassau	33%

County	ELI %
Volusia	35%
Wakulla	33%
Walton	33%
Washington	40%

The Corporation shall forgive indebtedness for the share of the EHCL loan attributable to the units in a project reserved for Extremely Low Income (ELI) residents for eligible Non-Profit organizations as defined in s.420.004(5), F.S.

(3) Resident Age Set-Aside

At least 80 percent of the Development’s total units must be set aside for Elderly residents as defined in 420.503(15), F.S. As of the placed-in-service date for the Development, this requirement will be deemed to be met with any existing residents that do not otherwise meet the definition of Elderly as defined in 420.503(15), F.S.; however, all new residents in each new household must meet the definition of Elderly as defined in 420.503(15), F.S.

(4) Total Set-Aside Breakdown Chart

The Total Set-Aside Breakdown Chart must reflect all income set-aside commitments (required set-asides and ELI Set-Asides) and the required total set-aside percentage.

Complete the Total Set-Aside Breakdown Chart in Exhibit A. Indicate on the 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.

The Total Set-Aside Percentage stated in the Application may be increased after the Applicant has been invited to enter credit underwriting, subject to written request of an Applicant to Corporation staff and approval of the Corporation.

f. Unit Mix

Complete the Unit Mix Chart listing the total number of bedrooms per unit, the total number of bathrooms per unit (including half-baths, if applicable), the total number of units per bedroom type.

g. State the total number of residential buildings in the Development.

- h. Compliance Period for all Developments funded through this RFA

All Applicants are required to set aside the units for a minimum length of 15 years.

Applicants intending to apply for Non-Competitive funding through the Non-Competitive Application process should note that the minimum length of the Compliance Period in that Application process is 30 years.

Note: Set aside the units for a minimum length of the greater of 15 years or the remaining term of any existing Corporation-issued LURA and/or EUA issued on any portion of the Development site. All restrictive covenants associated with any existing Corporation-issued LURA and/or EUA will remain in effect.

7. First Mortgagee Certification

- a. Requirement

If an existing first mortgage exists on the Development, include evidence that the first mortgagee has reviewed and approved the Applicant's intent to apply for EHCL funding. As evidence of such, the executed First Mortgagee Certification form (Form Rev. 11-18) must be included as **Attachment 6** to Exhibit A. Note: If the Applicant provides any version other than the First Mortgagee Certification form provided with this RFA, the form will not be considered. The First Mortgagee Certification form is available on the RFA Webpage.

- b. Funding Preference for Existing Financing through a Mortgage Loan Made or Insured by HUD

During the funding selection process, preference will be given to Developments with existing financing through a mortgage loan made or insured by the U.S. Department of Housing and Urban Development (HUD) (e.g. section 202 projects). To qualify for this preference, provide, as **Attachment 6** to Exhibit A, a letter from HUD which includes the following information:

- (1) Name of Development
- (2) HUD Program
- (3) Number of Units
- (4) Year built

The First Mortgagee Certification form must also be provided.

Note: Applicants for Developments with financing through HUD programs 202 or 811 should review the HUD requirements for approval of subordinate second loan mortgages. The requirements are available on the RFA Webpage.

8. Funding

a. Corporation Funding

(1) State the amount of EHCL funding requested.

The Maximum eligible EHCL Request Amount is limited to \$750,000 per Development.

The EHCL loan shall be non-amortizing and shall have an interest rate of 1 percent.

In the event of a discrepancy between the amount shown in this section and that shown elsewhere within the Application, the amount shown in this section shall be deemed to be the Applicant's EHCL Request Amount. During the scoring process, if the Applicant states an EHCL Request Amount that is greater than the amount the Applicant is eligible to request, the Corporation will reduce the amount down to the maximum amount the Applicant is eligible to request, and such adjusted amount will be deemed to be the Applicant's Eligible EHCL Request Amount.

(2) Previous Corporation Funding

If applicable, list previous Corporation funding sources in the Application.

If the Development has received any previous funding from the Corporation, provide the Corporation file number, source of funding, and amount of funding in Exhibit A.

(3) Previous EHCL Funding

Indicate whether the Development has received previous EHCL funding and/or other Corporation funding. During the funding selection process, preference will be given to Applications for Developments that have not been previously funded through the EHCL program.

(4) Non-Competitive Application Process

Applicants that also apply for non-competitive funding for the proposed Development in addition to the EHCL funding in this RFA will have additional requirements. These requirements include, but are not limited to, the following:

- Submission of the Principals of the Applicant and Developer(s) Disclosure Form (Rev 05-2019)
- Qualifications of the Development Category of Rehabilitation or Preservation outlined in the Non-Competitive Application
- Number of unit maximums

- Set-Aside requirements specific to the applicable type(s) of funding that is the subject of the Non-Competitive Application
- Features and Amenities
- Depending on the source of the tax-exempt bond funding, a certain number of additional Resident Programs for Elderly, Assisted Living Facility (ALF) or Non-ALF, may also be required, as applicable
- All fees including an additional Application Fee
- Submission of the Applicant Certification and Acknowledgement Form
- Credit Underwriting process outlined in the Non-Competitive Application
- Provisions of Rule Chapter 67-21, F.A.C.

b. Required Applicant Match Funding

To be eligible for funding, commit to match at least five percent of the Applicant's Eligible EHCL Request Amount. Match funds must be from cash loans, cash grants and/or cash on hand (Match Funding) from local or other non-Corporation sources. For each source of Match Funding provide, as **Attachment 7** to Exhibit A, a copy of the executed commitments or approvals. Match funds for which approvals or commitments are not provided will not be counted as a source of funding or counted as Match Funding. Note: In-kind donations or any other donation of property or assets will not be considered as a cost, source of funding, or part of Match Funding.

c. Development Cost Pro Forma

All Applicants must complete the Development Cost Pro Forma and the Detail/Explanation Sheet, if applicable, listing the anticipated sources of funding and Development Costs. The sources must equal or exceed the uses. During the scoring process, if any portion of a Match Funding source is not considered and/or if the Applicant's EHCL Request Amount is adjusted downward, as outlined in Section Four A.8.a. above, this may result in a funding shortfall. If the Application has a funding shortfall, it will be ineligible to be considered for funding.

The Development Cost Pro Forma must include all anticipated costs of the Development 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. Fees associated with the EHCL loan such as first mortgage review fees, credit underwriting fees, etc., may be included and are eligible to be paid out of loan proceeds, with the exception of Permanent Loan Servicing Fees and Compliance Monitoring Fees.

Eligible activities are limited to life-safety, health, sanitation, or security-related repairs or improvements which result in making the Development safe and

secure, and meeting the requirements of state, federal, or local regulations. These activities may include, but are not limited to, the following:

Emergency generator system; sprinkler system; emergency alert or call system; elevator repairs or improvements, rewiring of fire safety and/or sprinkler system; new or update of fire alarms; new or update of smoke detectors or smoke detection systems; security surveillance system; enhanced lighting; roof replacement or repair; plumbing replacement or repair; HVAC replacement or repair; improvement or project access to handicapped persons; repair or improvement to large boiler and chiller water systems; closed circuit security t.v. system; intercom system; installation of interior and/or exterior locks; regulatory federal, state, or local required repairs and/or improvements; security card access systems; fencing; exterior waterproofing of building; automated and/or remote activated entrance and/or exit door latch systems.

d. Scope of Work

In addition to the Development Cost Pro Forma, provide, as **Attachment 8** to Exhibit A, the estimated expenses, and the proposed scope of work.

B. Additional Information

1. Verifying Application Fee Payment

To ensure that the Application Fee is processed for the correct online Application, the following is **strongly recommended**: (i) provide the Application Fee at least 48 hours prior to the Application Deadline; and (ii) whether paying by check, money order, ACH or wire transfer, include the Development Name, RFA number with the payment.

Additionally, include the following at question B.1. of Exhibit A:

- If submitting a check or money order, provide the check or money order number.
- If submitting an ACH, provide the trace number.
- If submitting a wire transfer, provide the wire service reference number (i.e. Fed/CHIPS/SWIFT Reference Number) and the Fed Wire Transfer Number.

2. Bookmarking the All Attachments Document before uploading (5 points)

To be awarded 5 points, bookmark the pdf of the All Attachments Document before uploading. Instructions are provided on the RFA Webpage. Acrobat Standard DC or Acrobat Pro DC are the programs required to create bookmarks.

3. Addenda

Use the Addenda section of Exhibit A to provide any additional information or explanatory addendum for items described in the Application. Please specify the particular item to which the additional information or explanatory addendum applies.

**SECTION FIVE
SCORING AND EVALUATION PROCESS**

A. Scoring the RFA

1. Determining Eligibility:

Only Applications that meet all of the following Eligibility Items will be eligible for funding and considered for funding selection.

Eligibility Items
Submission Requirements met*
Applicant Certification and Acknowledgement form provided
Name of Applicant provided
Evidence Applicant is a legally formed entity provided
List of Applicant Principals provided and meets requirements
Authorized Principal Representative provided and meets requirements
Name of Proposed Development provided
Development Type provided
County identified
Address of Development Site provided
Latitude and Longitude Coordinates for each site provided
Total Number of Units provided
Verification that Development is currently at least 90 percent occupied
Development completed prior to January 1, 2006
Total Set-Aside Breakdown Chart properly completed
Unit Mix provided
Total number of residential building provided
First Mortgagee Certification provided, if applicable
Applicant's EHCL Request Amount provided
At least five percent Match Funding Demonstrated
Development Cost Pro Forma provided (listing expenses or uses) and Construction/Rehab analysis and Permanent analysis (listing sources) – Sources must equal or exceed uses
Estimated expenses and proposed scope of work provided
Financial Arrearage Requirement and Insurance Deficiency Requirement met**
Verification of no recent de-obligations ***

* Submission Requirement

To be eligible for funding, the following submission requirements must be met: (i) the Application must be submitted online by the Application Deadline, and (ii) the required Application fee must be submitted as of the Application Deadline.

** Financial Arrearage Requirement and Insurance Deficiency Requirement

An Application will be deemed ineligible for funding if, as of close of business **two days*** before the Committee meets to make a recommendation to the Board, either of the following occur: (1) there remains any financial obligations for which an Applicant or Developer or Principal, Affiliate or Financial Beneficiary of the Applicant or Developer is in arrears to the Corporation or any agent or assignee of the Corporation as reflected on the most recently published Past Due Report; or (2) an Applicant or Developer or Principal, Affiliate or Financial Beneficiary of the Applicant or Developer has an insurance deficiency for any Development awarded Corporation resources, which are in first lien position, issued during or after September 2016 that is governed by the Insurance Guide posted to the Corporation’s Website under the link <https://www.floridahousing.org/data-docs-reports/insurance-guide> (also accessible by clicking [here](#)).

The Past Due Report contains the financial arrearages to the Corporation as well as the Insurance Deficiency Report. The most recently published Past Due Report is posted to the Corporation’s Website under the link <https://www.floridahousing.org/data-docs-reports/past-due-reports> (also accessible by clicking [here](#)), but not more recently than seven business days prior to the date the Committee meets to make a recommendation to the Board.

* For example, if a review committee meeting is held on a Wednesday, regardless of the time of the meeting, the arrearages must be paid by Monday close of business.

*** Verification of no recent de-obligations

An Application will be deemed ineligible to be considered for funding if, as of the close of business the day before the Committee meets to make a recommendation to the Board, an Applicant or Developer or Principal, Affiliate or Financial Beneficiary of the Applicant or Developer has received an award of any funding from any RFA issued by Florida Housing Finance Corporation but such funding has been de-obligated by the Florida Housing Finance Corporation Board of Directors within the seven years prior to this RFA Application Deadline, with the exception of de-obligations that resulted from the termination of the Multifamily Energy Retrofit Program (MERP) funding awarded through RFA 2015-115, or de-obligation of National Housing Trust Fund (NHTF) funding.

2. Awarding Points

Point Items	Maximum Points
Submission of List of Applicant Principals that is either (a) stamped “Approved” at least 14 Calendar Days prior to the Application Deadline; or (b) stamped “Received” by the Corporation at least 14 Calendar Days prior to the Application Deadline AND	5

stamped “Approved” prior to the Application Deadline	
Bookmarking Attachments prior to submission	5
Total Possible Points	10

B. Selection Process

1. Application Sorting Order

The highest scoring Applications will be determined by first sorting together all eligible Applications from highest score to lowest score, with any scores that are tied separated in the following order:

- a. First, Applications that have not been previously funded through the EHCL Program will be listed above Applications that have previously received funding through the EHCL Program, as described in Section Four, A.8.a.(3) of the RFA;
- b. Next, Applications for Developments that were completed prior to January 1, 2001 will be listed above Applications for Developments completed since January 1, 2001, as described in Section Four, A.6.c. of the RFA;
- c. Next, Applications for Developments with existing financing through a HUD program will be listed above Applications for Developments that do not have existing HUD financing, as described in Section Four, A.7.b. of the RFA;
- d. Next by the Application’s eligibility for the Florida Job Creation preference which is outlined in Item 2 of Exhibit C (with Applications that qualify for the preference listed above Applications that do not qualify for the preference);
- e. Finally, by lottery number, with Applications that have a lower lottery number listed above Applications with a higher lottery number.

2. Funding Test

Unless stated otherwise below, for purposes of this RFA Funding Test means that Applications will be selected for funding only if there is enough funding available to fund at least 90 percent the Eligible EHCL Request Amount. If an Application is selected for funding with at least 90 percent of the Application’s Request Amount, the Applicant will be required to provide for the unfunded balance during credit underwriting.

3. County Award Tally

As each Application is selected for tentative funding, the county where the proposed Development is located will have one Application credited towards the County Award Tally. The Corporation will prioritize eligible unfunded Applications that meet the Funding Test and are located within counties that have the lowest County Award Tally

above other eligible unfunded Applications with a higher County Award Tally that also meet the Funding Test, even if the Applications with a higher County Award Tally are higher ranked.

4. The Funding Selection Process

The selection process will begin first with Applications in Small Counties, followed by those in Medium Counties, and then followed by those in Large Counties, as outlined below.

- (1) The first Application(s) tentatively selected for funding will be the highest ranking eligible Small County Application(s), provided the Application(s) (a) can meet the Funding Test, and (b) has a County Award Tally that is less than or equal to any other eligible unfunded Small County Applications that also meet the Funding Test.
- (2) If funding remains and none of the eligible unfunded Small County Applications can meet the Funding Test, the next Application(s) tentatively selected for funding will be the highest scoring eligible Medium County Application(s), provided the Application(s) (a) can meet the Funding Test, and (b) has a County Award Tally that is less than or equal to any other eligible unfunded Medium County Applications that also meet the Funding Test.
- (3) If funding remains and none of the eligible unfunded Medium County Applications can meet the Funding Test, the next Application(s) tentatively selected for funding will be the highest scoring eligible Large County Application(s), provided the Application(s) (a) can meet the Funding Test, and (b) has a County Award Tally that is less than or equal to any other eligible unfunded Large County Applications that also meet the Funding Test.
- (4) If funding remains and no eligible unfunded Large County Applications can meet the Funding Test then no further Applications will be selected for funding and the remaining funding will be distributed as approved by the Board.

5. Returned Allocation

Funding that becomes available after the Board takes action on the Committee's recommendation(s), due to an Applicant withdrawing, an Applicant declining its invitation to enter credit underwriting, or the Applicant's inability to satisfy a requirement outlined in this RFA and/or provisions outlined in Rule Chapter 67-48, F.A.C., will be distributed as approved by the Board.

**SECTION SIX
AWARD PROCESS**

Committee members shall independently evaluate and score their assigned portions of the submitted Applications, consulting with non-committee Corporation staff and legal counsel as necessary and appropriate.

The Committee shall conduct at least one public meeting during which the Committee members may discuss their evaluations, select Applicants to be considered for award, and make any adjustments deemed necessary to best serve the interests of the Corporation's mission. The Committee will list the Applications deemed eligible for funding in order applying the funding selection criteria outlined in Section Five above and develop a recommendation or series of recommendations to the Board.

The Board may use the Applications, the Committee's scoring, any other information or recommendation provided by the Committee or staff, and any other information the Board deems relevant in its selection of Applicants to whom to award funding. Notwithstanding an award by the Board pursuant to this RFA, funding will be subject to a positive recommendation from the Credit Underwriter based on criteria outlined in the credit underwriting provisions in Rule Chapter 67-48, F.A.C.

The Corporation shall provide notice of its decision, or intended decision, for this RFA on the Corporation's Website the day of the applicable Board vote. After posting, an unsuccessful Applicant may file a notice of protest and a formal written protest in accordance with Section 120.57(3), Fla. Stat., et. al. Failure to file a protest within the time prescribed in Section 120.57(3), Fla. Stat., et. al. shall constitute a waiver of proceedings under Chapter 120, Fla. Stat.

After the Board's decision to select Applicants for funding in this RFA has become final action, the Corporation shall offer all Applicants within the funding range an invitation to enter credit underwriting. The Corporation shall select the Credit Underwriter for each Development.

Exhibit A to RFA 2021-101 Elderly Housing Community Loan

Unless stated otherwise, all information requested pertains to the Development proposed in this Application upon completion of the construction or rehabilitation work.

1. Applicant Certification and Acknowledgement form

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

2. Demographic Commitment

The Applicant irrevocably commits to provide housing to Elderly residents as defined in 420.503(15), F.S.

3. Contact Person and Applicant Information

a. 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.?

[Choose an item.](#)

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

b. Principals Disclosure for the Applicant

- (1) Eligibility Item

Provide a list, as **Attachment 4**, identifying the Principals of the Applicant as outlined in the RFA.

- (2) Advance Review of List of Applicant Principals (**5 points**)

Applicants will receive five points if the uploaded List of Applicant Principals was either (a) stamped “Approved” at least 14 Calendar Days prior to the Application Deadline; or (b) stamped “Received” by the Corporation at least 14 Calendar

Days prior to the Application Deadline AND stamped “Approved” prior to the Application Deadline.

c. 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.](#)
Organization: [Click here to enter text.](#)
Street Address: [Click here to enter text.](#)
City: [Click here to enter text.](#)
State: [Choose a state.](#)
Zip: [Click here to enter text.](#)
Telephone: [Area Code 7 digit number extension](#)
E-Mail Address: [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.](#)
Organization: [Click here to enter text.](#)
Street Address: [Click here to enter text.](#)
City: [Click here to enter text.](#)
State: [Choose a state.](#)
Zip: [Click here to enter text.](#)
Telephone: [Area Code 7 digit number extension](#)
E-Mail Address: [Click here to enter text.](#)

4. General Proposed Development Information

a. Name of the proposed Development

[Click here to enter text.](#)

b. Development Category

Funding under this RFA must be used to provide for life-safety, building preservation, health, sanitation, or security-related rehabilitation, repairs, or improvements.

c. Select the Development Type

[Choose an item.](#)

5. Location of proposed Development

- a. County: [Choose a county.](#)
- b. Development Location
 - (1) Address of Development Site

[Click here to enter text.](#)

- (2) City of Development Site*:

[Click here to enter text.](#)

*If the proposed Development is located in the unincorporated area of a county, provide that information.

- c. Latitude and Longitude Coordinates

For each site, identify the latitude and longitude coordinate, rounded to at least the sixth decimal place:

[Click here to enter text.](#)

6. Number Units and Buildings

- a. Total number of units in the proposed Development: [Click here to enter text.](#)
- b. Is the Development at least 90 percent occupied?
[Choose an item.](#)
- c. Age of Development: [Click here to enter text.](#)

Provide evidence of the age of the Development as **Attachment 5**. To be eligible for funding, Developments must have been completed prior to January 1, 2006. During the selection process, preference will be given to Developments completed prior to January 1, 2001.

- d. Previous Underwriting
 - (1) Is this Development currently being underwritten or has it been underwritten previously by any Credit Underwriter under contract with Florida Housing Finance Corporation?

[Choose an item.](#)

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

[Click here to enter text.](#)

- (2) Is there an existing LURA and/or EUA with the Corporation on any portion of the proposed Development site?

[Choose an item.](#)

If “Yes”, state the name of the Development as reflected in the recorded LURA and/or EUA:

[Click here to enter text.](#)

e. Set-Aside Commitments

- (1) Set-aside at least 20 percent of the total units at or below 50 percent AMI.

- (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

f. Unit Mix Chart

- (1) Complete the chart below:

Number of Bedrooms/Bathrooms per Unit	Number of Units per Bedroom Type	Number of Units that are ELI Set-Aside Units
Choose an item.	Enter Number	Enter Number
Choose an item.	Enter Number	Enter Number
Choose an item.	Enter Number	Enter Number
Choose an item.	Enter Number	Enter Number
Choose an item.	Enter Number	Enter Number
Choose an item.	Enter Number	Enter Number

(2) Answer the following questions:

(a) How many Zero Bedroom Units are described in the unit mix chart?

[Enter Number](#)

(b) How many one-bedroom units are described in the unit mix chart?

[Enter Number](#)

(c) How many two-bedroom units are described in the unit mix chart?

[Enter Number](#)

(d) How many three-bedroom units are described in the unit mix chart?

[Enter Number](#)

(e) How many four-bedroom units are described in the unit mix chart?

[Enter Number](#)

g. Number of Buildings

Number of residential buildings: [Enter Number](#)

7. First Mortgagee Certification

a. Does the Development currently hold a first mortgage?

[Choose an item.](#)

If “Yes”, demonstrate that the first mortgagee has reviewed and approved the Applicant’s intent to apply for EHCL funding by providing the completed and executed First Mortgagee Certification as **Attachment 6**.

b. Does the Development have existing financing through a HUD program?

[Choose an item.](#)

If “Yes” in order to receive preference during the funding selection process, provide, as **Attachment 6**, the information outlined at Section Four A.7.b. of the RFA.

8. Funding

a. Corporation Funding Amount

(1) Applicant’s EHCL Request Amount: \$ [Click here to enter text.](#)

(2) Other than EHCL funding, has the Development received any other previous Corporation funding?

[Choose an item.](#)

(3) Has the Development received previous EHCL funding?

[Choose an item.](#)

If “Yes” to (2) and/or (3) above, list all previous Corporation funding 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.

(4) Non-Competitive Application Process

To maximize efficiency in processing Applications awarded funding in this RFA, Applicants should indicate whether an Application has been submitted in the Non-Competitive Application process or whether an Application will be submitted in the Non-Competitive Application process for additional funding for the proposed Development by selecting the applicable description below:

- The Applicant will use non-Corporation Tax-Exempt Bonds and 4% Non-Competitive Housing Credits and has applied for the Tax-Exempt Bond financing prior to the Application Deadline in this RFA
- The Applicant will use 4% Non-Competitive Housing Credits with Corporation-issued MMRB and will submit to the Corporation the Non-Competitive Application with the applicable Application fee within 21 Calendar Days after the date the Applicant enters credit underwriting for this RFA.
- The Applicant does not intend to seek funding through the Non-Competitive Application process for the proposed Development

If a Non-Competitive Application has been submitted, what is the Application Number? [Click here to enter text.](#)

b. Applicant Match Funding

Provide, as **Attachment 7**, commitments or approvals, as outlined in Section Four A.8.b. of the RFA.

c. Development Cost Pro Forma

To meet the submission requirements, upload the Development Cost Pro Forma as outlined in Section Three of the RFA.

- d. Provide the estimated expenses and scope of work as **Attachment 8**.

B. Addenda

1. Verifying Application Fee Payment

To ensure that the Application Fee is processed for the correct online Application, the following is ***strongly recommended***: (i) provide the Application Fee at least 48 hours prior to the Application Deadline; and (ii) whether paying by check, money order, ACH or wire transfer, include the Development Name, RFA number with the payment.

Additionally, include the following:

- If submitting a check or money order, provide the check or money order number.
- If submitting an ACH, provide the trace number.
- If submitting a wire transfer, provide the wire service reference number (i.e. Fed/CHIPS/SWIFT Reference Number) and the Fed Wire Transfer Number.

[Click here to enter text.](#)

2. Bookmarking the All Attachments Document before uploading (5 points)

To be awarded 5 points, bookmark the pdf of the All Attachments Document before uploading.

3. Addenda

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.](#)

**RFA 2021-101 Elderly Housing Community Loan
DEVELOPMENT COST PRO FORMA**

- NOTES: (1) The maximum Applicant Overhead is 10% of B. DEVELOPMENT COST. Any consulting or developer fees will be paid from the Applicant Overhead.
- (2) Although the Corporation acknowledges that the costs listed on the Development Cost Pro Forma, Detail/Explanation Sheet, and Funding Sources Analysis are subject to change during credit underwriting, such costs are subject to limitations provided in Rule Chapter 67-48, F.A.C., as applicable.

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.

	Total Itemized Cost
DEVELOPMENT COSTS	
<i>Actual Construction Costs</i>	
Life-Safety Repairs/Improvements	_____
Health Repairs/Improvements	_____
Sanitation Repairs/Improvements	_____
Security-Related Repairs/Improvements	_____
*Other (explain in detail)	_____
A1. TOTAL ACTUAL CONSTRUCTION COSTS	\$ _____
<i>General Development Costs</i>	
Professional Fees	_____
Third-Party Reports	_____
FHFC Fees: Application, Commitment, Credit Underwriting	_____
Building Permit(s)	_____
Insurance/Legal/Survey	_____
*Other (explain in detail)	_____
A2. TOTAL GENERAL DEVELOPMENT COST	\$ _____
B. DEVELOPMENT COST (A1+A2)	\$ _____
C. APPLICANT OVERHEAD <small>See Note (1)</small>	\$ _____
(Max. is 10% of B.)	
D. TOTAL DEVELOPMENT COST <small>See Note(2)</small>	\$ _____
(B+C)	

Detail/Explanation Sheet

Provide a description and amount for each item that has been completed on the Pro Forma marked with an asterisk. Totals in the detailed explanations below must agree with the amounts provided in the Pro Forma above.

DEVELOPMENT COSTS

Actual Construction Cost

(as listed within Item A1.1)

Other:

General Development Costs

(as listed within Item A2.)

Other:

NOTE: Consulting fees, Developer fees and any fees for financial or other guarantees required for the financing must be paid out of the Applicant Overhead. Consulting fees include, but are not limited to, payments for Application consultants, construction management or supervision consultants, or local government consultants.

FUNDING SOURCES ANALYSIS

	AMOUNT	LENDER/TYPE OF FUNDS
A. Total Development Costs	\$ _____	
B. Funding Sources:		
1. EHCL Loan Requested	\$ _____	<u>FHFC - EHCL</u>
2. Other Sources (Match funds)	\$ _____	<u><select from menu></u>
3. Other: _____	\$ _____	<u><select from menu></u>
4. Other: _____	\$ _____	<u><select from menu></u>
5. Deferred Applicant Overhead	\$ _____	
6. Total Funding Sources	\$ _____	
C. Funding Sources Surplus		
(B.6. Total Funding Sources, less		
A. Total Development Costs):	\$ _____	(A negative number here represents a funding shortfall.)

Exhibit B – Definitions

"Applicant Overhead"	Not more than 10 percent of Development Cost. Applicant Overhead will be inclusive of any consulting fee or Developer fee paid by the Applicant to a Developer. Any Developer fee shall be part of the Applicant Overhead and shall not be listed as a separate line item on the Development Cost Pro Forma.
"Principal"	(1) With respect to an Applicant that is a corporation, any officer, director or shareholder of the Applicant corporation, and, with respect to any shareholder of the Applicant corporation that is: (a) A corporation, any officer, director or shareholder of the corporation, (b) A limited partnership, any general partner or limited partner of the limited partnership, or (c) A limited liability company, any manager or member of the limited liability company; (2) With respect to an Applicant that is a limited partnership, any general partner or limited partner of the Applicant limited partnership, and, with respect to any general partner or limited partner of the Applicant limited partnership that is: (a) A corporation, any officer, director or shareholder of the corporation, (b) A limited partnership, any general partner or limited partner of the limited partnership, or (c) A limited liability company, any manager or member of the limited liability company; and (3) With respect to an Applicant that is a limited liability company, any manager or member of the Applicant limited liability company, and, with respect to any manager or member of the Applicant limited liability company that is: (a) A corporation, any officer, director or shareholder of the corporation, (b) A limited partnership, any general partner or limited partner of the limited partnership, or (c) A limited liability company, any manager or member of the limited liability company.

Exhibit C – Additional Information

1. Principal Disclosures for Applicants

The Corporation is providing the following charts and examples to assist the Applicant in providing the required list identifying the Principals for the Applicant. The term Principals is defined in Exhibit B.

a. Charts:

(1) For the Applicant:

(a) If the Applicant is a Limited Partnership:

Identify All General Partners	and	Identify All Limited Partners
-------------------------------	-----	-------------------------------

and

For each General Partner that is a Limited Partnership:	For each General Partner that is a Limited Liability Company:	For each General Partner that is a Corporation:
Identify each General Partner	Identify each Manager	Identify each Officer
and	and	and
Identify each Limited Partner	Identify each Member	Identify each Director
		and
		Identify each Shareholder

and

For each Limited Partner that is a Limited Partnership:	For each Limited Partner that is a Limited Liability Company:	For each Limited Partner that is a Corporation:
Identify each General Partner	Identify each Manager	Identify each Officer
and	and	and
Identify each Limited Partner	Identify each Member	Identify each Director
		and
		Identify each Shareholder

For any General Partner and/or Limited Partner that is a natural person (i.e., Samuel S. Smith), no further disclosure is required.

(b) If the Applicant is a Limited Liability Company:

Identify All Managers	and	Identify All Members
-----------------------	-----	----------------------

and

For each Manager that is a Limited Partnership:	For each Manager that is a Limited Liability Company:	For each Manager that is a Corporation:
Identify each General Partner	Identify each Manager	Identify each Officer
and	and	and
Identify each Limited Partner	Identify each Member	Identify each Director
		and
		Identify each Shareholder

and

For each Member that is a Limited Partnership:	For each Member that is a Limited Liability Company:	For each Member that is a Corporation:
Identify each General Partner	Identify each Manager	Identify each Officer
and	and	and
Identify each Limited Partner	Identify each Member	Identify each Director
		and
		Identify each Shareholder

For any Manager and/or Member that is a natural person (i.e., Samuel S. Smith), no further disclosure is required.

(c) If the Applicant is a Corporation:

Identify All Officers	and	Identify All Directors	and	Identify All Shareholders
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and

For each Shareholder that is a Limited Partnership:		for each Shareholder that is a Limited Liability Company:		For each Shareholder that is a Corporation:
Identify each General Partner		Identify each Manager		Identify each Officer
and		and		and
Identify each Limited Partner		Identify each Member		Identify each Director
				and
				Identify each Shareholder

For any Officer and/or Director and/or Shareholder that is a natural person (i.e., Samuel S. Smith), no further disclosure is required.

b. Examples:

Example No. 1:

Applicant: Acme Properties, LLC

Sole Member/Manager: ABC, LLC
 Manager: Amy Smith
 Sole Member: Patty Jones

Example No. 2:

Applicant: Acme Builders, LLC

Manager: Acme Management Co, Inc.
 Officers: Peter Smith, President/CEO
 Fred Jones, Vice President
 Patty Jones, Vice President
 Bob Brown, Secretary
 Amy Smith, Treasurer

Directors: Peter Smith
 Fred Jones
 Patty Jones

Shareholders: Fred Jones
 Patty Jones

Bob Brown
Amy Smith

Member: Adam Jones
Member: Amy Smith

Example No. 3:

Applicant: Acme Properties, Ltd.

Managing General Partner: ABC, Ltd.
General Partner: XYZ, Inc.
Limited Partner: Fred Jones

Co-General Partner: Acme Homes 3, LLC
Sole Manager/Member: Peter Smith

Co-General Partner: ABC, LLC
Manager: Adam Jones
Manager: Peter Smith
Member: XYZ, LLC
Member: Adam Jones
Member: Peter Smith

Limited Partner: Acme Homes Contractors, Inc.

Officers: Fred Jones, President
Bob Brown, Vice President
Patty Jones, Secretary/Treasurer

Directors: Fred Jones
Bob Brown
Patty Jones

Shareholders: Fred Jones
Bob Brown
Peter Smith
Patty Jones
Adam Jones

2. Florida Job Creation Funding Preference

Each Application will be measured to determine whether it qualifies for the Florida Job Creation Preference. To determine eligibility for the preference, the Corporation will calculate the Application's Florida Job Creation score, which will reflect the number of Florida jobs per \$1,000,000 in EHCL funding. Only Applications with a score equal to or greater than 37.77 will qualify for the Florida Job Creation Preference in Section Five B of the RFA.

Determination of the Florida Job Creation score will be based on the following information:

- The number of units in the Development;
- The applicable Florida job creation rate 2.833 Florida Jobs per unit; and
- The Eligible EHCL Request Amount.

The score for the Florida Rate of Job Creation per \$1,000,000 of EHCL funding will be measured using the following calculation:

Number of units x 2.833 Florida Jobs per unit x \$1,000,000 / Eligible EHCL Request Amount = Florida Jobs per \$1,000,000 of EHCL funding.

For example:

Application A consists of 98 units and has an Eligible EHCL Request Amount of \$750,000.

$$98 \times 2.833 \times \$1,000,000 / \$750,000 = \text{Florida Job Creation score of } 370.18$$

In the above example, Application A will qualify for the Job Creation Preference because it has a Florida Job Creation score that is at least 37.77.

3. Fees

The Corporation and, if applicable, the Credit Underwriter shall collect via check or money order from the Applicant the following fees and charges in conjunction with the EHCL Program. Failure to pay any fee shall cause the funding to be withdrawn as outlined in the credit underwriting and program requirements outlined in Rule Chapter 67-48, F.A.C.

a. Application Fee

All Applicants requesting EHCL funding shall submit to the Corporation as a part of the Application submission a non-refundable Application fee of \$500.

b. Credit Underwriting Fees

The following fees are not the fees that will be charged but are listed below for estimation purposes of completing the Development Cost Pro Forma in the Application. The actual fees will be determined based on the current contract, including any addendum for services between the Corporation and the Credit Underwriter(s) in effect at the time underwriting begins.

(1) Initial fee: \$4,023

- (2) Re-underwriting fee: \$186 per hour, not to exceed \$2,195

Any EHCL Development requiring further analysis by the Credit Underwriter pursuant to this RFA 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.

- (3) Extraordinary Services fee: \$186 per hour.

c. Commitment Fees

With respect to the EHCL Program funding, each Applicant to which a firm commitment is granted shall submit to the Corporation a non-refundable commitment fee of \$1,000 upon acceptance of the firm commitment.

- (1) 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.
- (2) All Applicants shall remit the commitment fee payable to the Florida Housing Finance Corporation.

d. Credit Underwriting and Loan Closing Extension Fees

In the event the firm loan commitment is not issued or the EHCL loan does not close within the timeframe(s) prescribed in this RFA, extension fees will be assessed.

e. Loan Servicing 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 the Corporation and the Servicer(s).

- (1) Construction Loan Servicing Fees

EHCL 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, including any addendum for services between the Corporation and Servicer(s).

- \$186 per hour for an in-house review of a draw request
- \$186 per hour for on-site inspection fees, up to a maximum of \$1,844 per draw.
- \$186 per hour for extraordinary services

- (2) Permanent Loan Servicing Fees

EHCL 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, including any addendum for services between the Corporation and Servicer(s).

Annual fee of 25 bps of the outstanding loan amount, with a minimum monthly fee of \$222 and a maximum monthly fee of \$883, and an hourly fee of \$186 for extraordinary services.

f. Additional EHCL Fees

EHCL Applicants will be responsible for all fees associated with the Corporation's legal counsel related to the EHCL Program based on the current contract for services between the Corporation and the legal counsel.

g. Development Cost Pro Forma

All fees set forth above with respect to the EHCL Program are part of Development Cost and can be included in the Development Cost Pro Forma and paid with loan proceeds.

h. Additional fees

If the Applicant applies for Non-Competitive funding as outlined in this RFA, the Applicant will be responsible for the fees outlined in the Non-Competitive Application Package.**4. Additional Program Requirements**

- a. The firm loan commitment must be issued within twelve months of the Applicant's acceptance to enter credit underwriting. Unless an extension is approved by the Board, failure to achieve credit underwriting report approval and issuance of a firm loan commitment by the specified deadline shall result in withdrawal of the preliminary commitment. Applicants may request one extension of up to six months to secure a firm loan commitment. All extension requests must be submitted in writing to the program administrator and contain the specific reasons for requesting the extension and shall detail the time frame to achieve a firm loan commitment. In determining whether to grant an extension, the Board shall consider the facts and circumstances of the Applicant's request, inclusive of the responsiveness of the Development team and its ability to deliver the Development timely. The Corporation shall charge a non-refundable extension fee of one-half of one percent of each loan amount if the request to extend the credit underwriting and firm loan commitment process beyond the initial twelve month deadline is approved. If an approved extension is utilized, Applicants must pay the extension fee not later than seven Calendar Days after the original deadline. Any such request must be made in writing to the Corporation. If, by the end of the extension period, the Applicant has not received a firm loan commitment, then the preliminary commitment shall be withdrawn.
- b. The loan must close within 180 Calendar Days of the date of the firm loan commitment(s). Unless an extension is approved by the Board, failure to close the loan

by the specified deadline outlined above shall result in the firm loan commitment being deemed void and the funds shall be de-obligated. Applicants may request one extension of the loan closing deadline outlined above for a term of up to 90 Calendar Days. All extension requests must be submitted in writing to the program administrator and contain the specific reasons for requesting an extension and shall detail the time frame to close the loan. The Board shall consider the facts and circumstances of each Applicant's request, inclusive of the Applicant's ability to close within the extension term and any credit underwriting report, prior to determining whether to grant the requested extension. The Corporation shall charge an extension fee of one half of one percent of each Corporation loan amount if the Board approves the request to extend the loan closing deadline beyond the 180 Calendar Day period outlined above. If an approved extension is utilized, Applicants must pay the extension fee not later than seven Calendar Days after the original loan closing deadline. Any such request must be made in writing to the Corporation. In the event the Corporation loan(s) does not close by the end of the extension period, the firm loan commitment(s) shall be deemed void and the funds shall be de-obligated.

- c. Applicant Overhead shall be limited to 10 percent of Development Cost.
- d. By submitting its Application, the Applicant acknowledges and agrees that it will conform to the following requirements:

(1) Financial Reporting Form SR-1:

Pursuant to subsection 67-48.041(2), F.A.C., annually, within 151 Calendar Days following the Applicant's fiscal year end, the Applicant shall provide the Corporation with an audited financial statement and a fully completed and executed Financial Reporting Form SR-1, Rev. 01-21, which is available by clicking [here](#). The audited financial statement and a copy of the signed Form SR-1, with Parts 1, 2, and 5 completed, shall be submitted in both PDF format and in electronic form as a Microsoft Excel spreadsheet to the Corporation at the following web address: financial.reporting@floridahousing.org.

(2) Part IIIA, Sections 401 through 408 and 410, of the Fannie Mae Multifamily Selling and Servicing Guide, in effect as of June 10, 2015:

The financial statements and information provided for review should be in satisfactory form (inclusive of the substitution of the Multifamily Underwriting Certificate referenced in Section 407 with a similar certification meeting the same criteria) and shall be reviewed in accordance with Part IIIA, Sections 401 through 408 and 410, of Fannie Mae's Multifamily Selling and Servicing Guide, in effect as of June 10, 2015, which is available on the RFA Webpage.

When referring to the Multifamily Selling and Servicing Guide, any references to "Lender" means the "Corporation-assigned Credit Underwriter" and any references to "Fannie Mae" means "Florida Housing Finance Corporation."

- (3) The Applicant will comply with the requirements and guidelines of the U.S. Department of Housing and Urban Development mortgages for section 202 and section 811 projects. The requirements for approval of subordinate second loan mortgages for 202 or 811 projects is available on the RFA Webpage.

Exhibit D – Timeline

The Applicant acknowledges and certifies that the following information will be provided by the due date outlined below, or as otherwise outlined in the invitation to enter credit underwriting. Failure to provide the required information by the stated deadline may result in the withdrawal of the invitation to enter credit underwriting, unless an extension is approved by the Corporation:

1. Within seven Calendar Days of the date of the invitation to enter credit underwriting:
 - a. Respond to the invitation by accessing the development work center through the Procorem secure portal and submit the credit underwriting fee(s) as outlined in Item 3 of Exhibit C, pursuant to subparagraph 67-48.0072(4)(a) and (b), F.A.C.;
 - b. Provide the Applicant's Federal Identification Number.
2. Within 14 Calendar Days of the date of the invitation to enter credit underwriting, if requested by the Corporation, submit IRS Form 8821 for all Financial Beneficiaries as defined in Rule Chapter 67-48, F.A.C.
3. Within 21 Calendar Days of the date of the invitation to enter credit underwriting, submit all of the following. Submission of all documents should be provided electronically to the Corporation at one time:
 - a. Submission of the plan for relocation of existing tenants, as outlined in the RFA, if applicable;
 - b. Submission of the current rent roll for the Development verifying that, as of Application Deadline, the Development is at least 90 percent occupied, as outlined in the RFA;
 - c. Provide notification of the percentage of ownership of the Principals of the Applicant. Upon the Applicant's acceptance of the invitation to enter credit underwriting, the Corporation will return the List of Applicant Principals. The Applicant will be required to enter the applicable percentages on the form and return the completed form to the Corporation;
 - d. If the Applicant intends to apply for Corporation-issued tax-exempt bonds with 4% Housing Credits, submission of the Non-Competitive Application Package.
4. The credit underwriting process must be complete within the timeframe outlined in Rule Chapter 67-48, F.A.C. and this RFA.
5. The EHCL loan must close as outlined in Rule Chapter 67-48, F.A.C. and this RFA; and
6. By Certificate of Occupancy, the Applicant commits to participate in the statewide housing locator system, as required by the Corporation.

Applicant Certification and Acknowledgement Form

1. The Applicant certifies that the proposed Development can be completed and operating within the development schedule and budget submitted to the Corporation.
2. The Applicant acknowledges and certifies that the information outlined in Exhibit D will be provided by the due date outlined, or as otherwise outlined in the invitation to enter credit underwriting. Failure to provide the required information by the stated deadline may result in the withdrawal of the invitation to enter credit underwriting, unless an extension is approved by the Corporation.
3. By submitting the Application, the Applicant acknowledges and certifies that the proposed Development will meet all state building codes, including the Florida Accessibility Code for Building Construction, adopted pursuant to Section 553.503, F.S., the Fair Housing Act as implemented by 24 CFR Part 100, including the Affirmative Fair Housing Marketing Plan; Violence Against Women Act Reauthorization Act of 2013; Section 504 of the Rehabilitation Act of 1973 as outlined in the RFA; and the Americans with Disabilities Act of 1990 as implemented by 28 CFR Part 35, incorporating the most recent amendments, regulations and rules.
4. The Applicant acknowledges that any funding preliminarily secured by the Applicant is expressly conditioned upon any independent review, analysis and verification of all information contained in this Application that may be conducted by the Corporation, the successful completion of credit underwriting, and all necessary approvals by the Board of Directors, Corporation or other legal counsel, the Credit Underwriter, and Corporation staff.
5. 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 authority 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.
6. 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. The past performance record, financial capacity, and any and all other matters relating to the Development Team, which may consist of Applicant, Management Company, General Contractor, Architect, Attorney, Accountant, and, if applicable, Developer or 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;

7. The Applicant and all Financial Beneficiaries have read all applicable Corporation rules governing this RFA and have read the instructions for completing this RFA and will abide by the applicable Florida Statutes and the credit underwriting and program provisions outlined in Rule Chapter 67-48, F.A.C. and this RFA.
8. The Applicant shall comply with all provisions of this RFA, inclusive of all Exhibits, Rule Chapter 67-48, F.A.C., Section 420.5087, F.S., and Section 420.503, F.S.
9. The Applicant's commitments will be included in the Land Use Restriction Agreement for the EHCL funding and must be maintained in order for the Development to remain in compliance, unless the Board approves a change;
10. The Applicant, the Developer and all Principals are in good standing among all other state agencies and have not been prohibited from applying for funding.
11. In eliciting information from third parties required by and/or included in this Application, the Applicant has provided such parties information that accurately describes the Development as proposed in this Application. The Applicant has reviewed the third-party information included in this Application and/or provided during the credit underwriting process and the information provided by any such party is based upon, and accurate with respect to, the Development as proposed in this Application.
12. By submitting this RFA, the Applicant acknowledges and certifies that all requirements of the RFA and commitments made by the Applicant will be provided for the proposed Development and its Residents. Failure to do so shall result in the withdrawal of the invitation to enter credit underwriting.
13. The Applicant understands and agrees to cooperate with any audits conducted in accordance with the provisions set forth in Section 20.055(5), F.S.
14. The undersigned is authorized to bind the Applicant entity 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 Authorized Principal Representative

Name (typed or printed)

Title (typed or printed)

NOTE: Provide this form as Attachment 1 to the RFA. This form must be signed by the Authorized Principal Representative stated in Exhibit A.