

REQUEST FOR APPLICATIONS 2014-109

**HOME FINANCING TO BE USED FOR RENTAL DEVELOPMENTS
IN RURAL AREAS**

Issued By:

FLORIDA HOUSING FINANCE CORPORATION

Issued: May 7, 2014

Due: June 10, 2014

SECTION ONE INTRODUCTION

This Request for Applications (RFA) is open to Applicants proposing the construction of affordable housing utilizing HOME Investment Partnerships (HOME-rental) Program funding for Developments in Rural Areas.

Under this RFA, Florida Housing Finance Corporation (the Corporation) expects to have an estimated \$20 million in HOME funding available for award. Fifteen percent of the total HOME funding available (\$3 million) will be available for Applicants that qualify as HOME Community Housing Development Organization (CHDO) Applicants.

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 Exhibits A and B, applicable laws, rules and regulations, and the Corporation's generally applicable construction and financial standards.

Applicants that are selected to receive funding will be invited to enter credit underwriting and will be expected to complete the credit underwriting process, including Board-approval of the credit underwriting report, and execute a HOME written agreement by June 30, 2015.

SECTION TWO DEFINITIONS

Unless otherwise defined below, capitalized terms within this RFA shall have the meaning as set forth in Rule Chapters 67-48 and 67-60, F.A.C., or in applicable federal regulations.

“Rural” or “Rural Area”

An area of land in Florida recognized, as of Application Deadline, by the United States Department of Agriculture, Rural Development (USDA RD) as an eligible rural area, within which properties are eligible to participate in USDA RD administered single family or multifamily housing programs, as applicable, based on the written determination of USDA RD or which maps as an eligible rural area on the maps and mapping systems established and maintained for that purpose by USDA RD and available at the following link: <http://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do> (also accessible by clicking [here](#)). The Florida offices of the USDA can be contacted using information found at the website: <http://www.rurdev.usda.gov/FL-Contacts.html> (also accessible by clicking [here](#)).

SECTION THREE PROCEDURES AND PROVISIONS

- A. A complete Application consists of Exhibit A of RFA 2014-109 and all applicable attachments, as outlined in Section Four of the RFA. Exhibit A is available online at <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2014-109/> (also accessible by clicking [here](#)). All Applicants must complete the online Exhibit A by **11:00 a.m., Eastern Time**, on June 10, 2014 (Application Deadline). The Corporation must receive (i) the completed online Exhibit A electronically submitted by the Applicant to the Corporation by

clicking the “Submit” button and (ii) a sealed package(s) containing four (4) printed copies of the complete Application (consisting of the submitted online Exhibit A and all applicable attachments), housed in separate 3-ring binders with numbered divider tabs for each attachment, all by the Application Deadline. One (1) of the four (4) printed copies of the complete Application must be labeled “Original Hard Copy”, reflect an original signature (blue ink preferred) at Item 10 of Exhibit A, Applicant Certification and Acknowledgement, and include the required non-refundable \$3,000 Application fee payable to Florida Housing Finance Corporation (check or money order only). The Applicant should label the outside of each shipping box with the applicable RFA number. The Corporation will not consider faxed or e-mailed Applications. After 11:00 a.m., Eastern Time, on the Application Deadline, each Application, for which hard copies are received by the Application Deadline, will be assigned an Application number. In addition, such 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. The printed copies of the complete Application must be addressed to:

Ken Reecy
 Director of Multifamily Programs
 Florida Housing Finance Corporation
 227 N. Bronough Street, Suite 5000
 Tallahassee, FL 32301

If any of the hard copies of Exhibit A are not identical to the online submission of Exhibit A, the online Exhibit A will be utilized for scoring purposes.

Applicants should review subsection 67-48.018 (1), F.A.C., to determine eligibility to apply for the HOME funding offered in this RFA.

Pursuant to subsection 67-60.004(2), F.A.C., an Applicant may request in writing to withdraw its Application at any time prior to a vote by the Corporation’s Board. For funding selection purposes for this RFA, the Corporation shall disregard any Application withdrawal request that is submitted between 5:00 p.m., Eastern Time, the last business day before the date the Committee meets to make its recommendations to the Board and the Board’s vote on the Committee’s recommendations, and such Application shall be included in the funding selection process as if no withdrawal request had been submitted.

- 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. Florida Housing 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 to the Director of Multifamily Programs via e-mail at RFA_2014-109_Questions@floridahousing.org . All inquiries are due by 5:00 p.m., Eastern Time, on _____. 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 _____ and will post a copy

of all inquiries received, and their answers, on the Corporation's Website <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/2014-109/> (also accessible by clicking [here](#)). 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, each Applicant agrees to the terms and conditions outlined in the RFA. By inclusion and execution of Exhibit A of the RFA, along with all applicable attachments thereto, each Applicant 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 sealed 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 opening of the sealed Applications, 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 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 with HOME funds will be subject to the requirements of the RFA, the Application requirements outlined in Rule Chapter 67-60, F.A.C., the HOME credit underwriting and program requirements outlined in Rule Chapter 67-48, F.A.C., the federal requirements of the HOME Program outlined in the Federal Register (accessible by clicking [here](#)), and the Compliance requirements of Rule Chapter 67-53, F.A.C., as amended.
- G. The Corporation expects to select one (1) 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

Each Applicant must provide a completed and executed Application found in Exhibit A to RFA 2014-109, along with all applicable attachments thereto, which includes the following information:

A. Exhibit A Items:

1. Demographic Commitment:

The Applicant must select one of the following Demographic Commitments:

- a. Family
- b. Elderly

2. Applicant Information:

- a. The Applicant must state the name of the Applicant.
- b. 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. The Applicant must include, as **Attachment 1** 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.
- c. The Applicant must indicate whether it is applying as a Non-Profit entity. During the credit underwriting process, if the Applicant answers “Yes” to question 2.c. of Exhibit A, the Applicant will be required to demonstrate that it qualified as a Non-Profit as of the Application Deadline by providing the documentation outlined in Item 11.a.(5) of Exhibit A and that it meets the requirements outlined in Item 11.c.(4) of Exhibit A.
- d. Principals for the Applicant and for each Developer

All Applicants must provide a list, as **Attachment 2** to Exhibit A, identifying the Principals for the Applicant and for each Developer, as follows:

- (1) For a limited partnership, provide a list identifying the following: (i) the Principals of the Applicant as of the Application Deadline, and (ii) the Principals for each Developer as of the Application Deadline. This list must include warrant holders and/or option holders of the proposed Development.
- (2) For a limited liability company, provide a list identifying the following: (i) the Principals of the Applicant as of the Application Deadline, and (ii) the Principals for each Developer as of the Application Deadline. This list must include warrant holders and/or option holders of the proposed Development.
- (3) For a corporation and all other entities, provide a list identifying the following: (i) the Principals of the Applicant as of the Application Deadline, and (ii) the Principals for each Developer as of the Application Deadline.

This eligibility requirement may be met by providing a copy of the list of Principals that was reviewed and approved by the Corporation during the advance-review process.

To assist the Applicant in compiling the listing, the Corporation has included additional information at Item 3 of Exhibit B.

e. Contact Person.

Enter the requested information for the Contact Person. At a minimum, the Applicant must provide the name and e-mail address of the Contact Person.

f. HOME Community Housing Development Organization (CHDO) Funding Set-Aside: Fifteen (15) percent of the total HOME funding will be available for Applicants that qualify as a CHDO.

To qualify as a CHDO and be eligible for the CHDO funding set-aside, the following requirements must be met:

- (1) A properly completed FHFC CHDO Checklist, along with all appropriate exhibits, must be provided as **Attachment 3** to Exhibit A. The CHDO Checklist must be provided by both CHDOs that have been previously designated by the Corporation and by any new organizations seeking CHDO designation. The service area of the CHDO must include the area in which the proposed Development site is to be located. The CHDO checklist is available on the Corporation's Website under the link labeled Multifamily Programs/Related References and Links (also accessible by clicking [here](#)). To be considered a CHDO, all required information must be provided in the Application.

and

- (2) The CHDO must be organized and structured according to the standards provided in the HOME regulations and its role must be to develop, own or sponsor the HOME-assisted housing (24 CFR §92.300), as outlined below. Documentation evidencing the CHDO's role and eligibility will be required during the credit underwriting process.

(a) Developer:

Rental housing is "developed" by the community development housing organization if the community housing development organization is the owner of multifamily or single family housing in fee simple absolute (or has a long term ground lease) and the developer of new housing that will be constructed or existing substandard housing that will be redeveloped for rent to low-income families in accordance with 24 CFR §92.252. To be the "developer," the community development housing organization must be in sole charge of all aspects of the development process, including obtaining zoning, securing non-HOME financing, selecting architects, engineers and general

contractors, overseeing the progress of the work and determining the reasonableness of costs. At a minimum, the community housing development organization must own the housing during development and for a period at least equal to the period of affordability in 24 CFR §92.252.

(b) Owner:

Rental housing is “owned” by the community housing development organization if the community housing development organization is the owner in fee simple absolute of multifamily or single family housing (or has a long term ground lease) for rental to low-income families in accordance with 24 CFR §92.252. If the housing is to be redeveloped or constructed, the community housing development organization hires and oversees the developer that redevelops or constructs the housing. At a minimum, the community housing development organization must hire or contract with an experienced project manager to oversee all aspects of the development, including obtaining zoning, securing non-HOME financing, selecting a developer or general contractor, overseeing the progress of the work and determining the reasonableness of costs. The community housing development organization must own the rental housing during development and for a period at least equal to the period of affordability in 24 CFR §92.252. If the CHDO acquires housing that meets the property standards in 24 CFR §92.251, the CHDO must own the rental housing for a period at least equal to the period of affordability in 24 CFR §92.252.

(c) Sponsor:

Rental housing is “sponsored” by the community development housing organization if it is rental housing “owned” or “developed” by a subsidiary of a community housing development organization, a limited partnership of which the community housing development organization or its subsidiary is the sole general partner, or a limited liability company of which the community housing development organization or its subsidiary is the sole managing member.

3. Developer Information:

- a. The Applicant must state the name of each Developer, including all co-Developers.
- b. Each Developer entity identified at question 3.a. of Exhibit A (that is not a natural person) must be a legally formed entity qualified to do business in the state of Florida as of the Application Deadline. For each stated Developer entity that is not a natural person, provide, as **Attachment 4** to Exhibit A, evidence from the Florida Department of State, Division of Corporations, that the Developer 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.

c. Developer Experience Funding Preferences

(1) Previous Affordable Housing Experience Funding Preference

To qualify for this funding preference, at least one Principal of the Developer entity must demonstrate experience in the completion; i.e., the certificate of occupancy has been issued for at least one building, of at least one affordable rental housing developments consisting of a total number of units no less than 50 percent of the total number of units in the proposed Development, by providing as **Attachment 5** a prior experience chart. If providing experience acquired from a previous affordable housing Developer entity, the person stated in the chart below must have been a Principal or Financial Beneficiary of that Developer entity. The Developer experience chart must include the following information:

Prior General Development Experience Chart			
Name of Principal with the Required Experience: _____			
Name of Developer Entity (for the proposed Development) for which the above Party is a Principal: _____			
Name of Development	Location (City & State)	Affordable Housing Program that Provided Financing (e.g., Housing Credits, Tax-Exempt Bonds, HOME, SAIL, etc.)	Total Number of Units

(2) HOME Funding Experience Preference

To qualify for this funding preference, the prior experience chart outlined in c.(1) above must include at least one development consisting of at least 15 total units that was funded with HOME Funding.

4. General Development Information:

Unless stated otherwise, all information requested in the RFA pertains to the proposed Development.

a. The Applicant must state the name of the proposed Development.

b. Location of Development site:

(1) The Applicant must indicate the county in which the proposed Development will be located.

- (2) The Applicant must provide the Address of the Development Site.

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

- (3) The Applicant must indicate whether the proposed Development consists of Scattered Sites.

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

- (4) The Applicant must confirm that the proposed Development is located in an eligible Rural Area as defined by the United State Department of Agriculture Rural Development (RD) by answering “Yes” at question 4.b.(4) at Exhibit A, AND provide, as **Attachment 6**, evidence dated within six (6) months of the Application Deadline from RD also confirming that the proposed Development is located in an RD-designated Rural Area. This evidence may be in the form of printed information from the website

<http://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do> if the website recognizes and can confirm that the address of the proposed Development stated at question 4.b.(2) of Exhibit A and, if Scattered Sites, all other addresses of the proposed Development are located in a Rural Area. If confirmation of all sites of the proposed Development cannot be obtained through the above referenced website, the Applicant must provide a letter from RD confirming the proposed Development is located in a Rural Area as of the Application Deadline. The Development’s location within a Rural Area is subject to further verification in credit underwriting.

- (5) Limited Development Area (LDA):

- (a) An Application will not be eligible for any funding if the proposed Development qualifies as an LDA Development. A proposed Development will qualify as an LDA Development if any portion of the proposed Development site(s) is within an area described on the LDA Chart set out at Item 6. of Exhibit B

of the RFA and the Applicant selected the applicable Demographic Commitment (Elderly or Family) at question 1. of Exhibit A of the RFA that is associated with the area listed on the chart.

- (b) If the proposed Development is located in a county where only a portion(s) of the county is included on the LDA Chart and the proposed Development’s Demographic Commitment is one of the applicable Demographic Categories on the LDA Chart, the Applicant must provide, as **Attachment 7** to Exhibit A, a letter, executed by a Florida licensed surveyor, that states a Development Location Point.

The Corporation will verify whether the Development Location Point is within the boundaries of the area designated as an LDA in order to determine eligibility to apply for funding. To make such determination, Street Atlas USA 2013, published by DeLorme, will be used. If Street Atlas USA 2013 does not recognize the Development Location Point, then the Application will not be eligible for funding.

- c. State the total number of units in the proposed Development. Note: The proposed Development must consist of a minimum of 15 total units. Each county size has a maximum total number of units as follows:

Small Counties:	maximum number of units is 30
Medium Counties	maximum number of units is 40
Large Counties	maximum number of units is 50

- d. Development Category:

Indicate the Development Category that best describes the proposed Development (Note: All units must be new construction):

- New Construction
- Acquisition and New Construction
- Redevelopment
- Acquisition and Redevelopment

- e. State the Development Type for the proposed Development. For purposes of determining the number of stories, each floor in the building should be counted regardless of whether it will consist of retail, parking or residential. For mixed-type Developments, indicate the type that will comprise the majority of the units in the Development.

- Single Family Homes including modular homes that are installed by certified contractors
- Garden Apartments (a building comprised of 1, 2 or 3 stories, with or without an elevator)

- Townhouses
- Duplexes
- Quadraplexes

f. Concrete

For purposes of this RFA, in order for a proposed Development to be considered to be concrete construction, the proposed Development must have the following: poured concrete, concrete masonry or load-bearing masonry elements: all exterior walls and structural elements, not to include roofs; and structural elements at and under the ground floor, as well as the ground floor itself. These qualifying criteria specifically exclude face brick or brick veneer from qualifying for this preference without the benefit of the qualifying material being utilized in the manner prescribed above.

Indicate whether the proposed Development meets the requirements to be considered to be concrete construction. For purposes of this RFA, the Corporation will only consider an Application to be concrete construction if the answer to question 4.f. of Exhibit A is “Yes”.

5. Set-Aside Commitments:

a. Minimum HOME-Assisted Units:

Applicants must calculate the minimum number of HOME-Assisted units required by HUD at question 5.a.(1) – (5) of Exhibit A and the minimum number of HOME-Assisted units as a percentage of the total units at question 5.a.(6) of Exhibit A. The minimum number of HOME-Assisted Units must meet the minimum requirements of 24 CFR Part 92.

In the event of a discrepancy between the amounts entered by the Applicant at question 5.a.(1) and/or 5.a.(4) of Exhibit A and those shown elsewhere within the Application, the HOME loan request amount stated at question 9.a. of Exhibit A shall be deemed to be the requested amount and the total number of units stated at question 4.c. of Exhibit A shall be deemed to be the total number of units for the Development.

b. Total Number of HOME-Assisted Units Committed for HOME:

Low HOME Rent units must be equal to or greater than 20 percent of the total HOME-Assisted units committed to. All remaining HOME-Assisted units will be High HOME Rent units. Calculate the number of Low HOME and High HOME rent units. Round up the number of Low HOME Rent Units to the next whole unit. High and Low HOME Rent charts are available on the Corporation’s Website at <http://www.floridahousing.org/PropertyOwnersAndManagers/RentLimits/> (also accessible by clicking [here](#)).

c. Affordability Period:

All Applicants are required to set aside the units for a minimum length of 50

years.

6. HOME Uniform Relocation Act:

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) is government-wide legislation and compliance begins at the initiation of negotiation for federal assistance. Except for the General Information Notice information, the following required Uniform Relocation Act information must be provided in the Application.

a. Occupied Units:

At question 6.a. of Exhibit A, the Applicant must select "Yes" if any portion of the proposed Development will involve redevelopment work, regardless of the Development Category selected at question 4.d. of Exhibit A.

b. Tenant Relocation Information for Existing Properties:

At question 6.b.(1) through (4) of Exhibit A, the Applicant must answer all applicable questions.

At questions 6.b.(5) through (7) of Exhibit A, the Applicant must provide the following required information:

- (5) Provide in the Application, as **Attachment 8**, a list of all occupied units and tenant income certifications. The income of persons and households who are currently occupying a unit that will receive HOME assistance must be provided to determine whether they are income eligible. For all occupied units, the Applicant must provide a summary list of all residents and income certifications for those residents in occupied units that will be HOME-Assisted Units. If the existing residents and/or Development is/are currently participating in a federally subsidized program (such as Project-based Section 8, Section 8 Existing or Section 8 Voucher Programs), the residents' current income certification forms required for that program may be used instead.
- (6) Provide in the Application, as **Attachment 9**, a brief description of how the Development will meet the HOME set-aside requirements. The description must indicate whether the existing residents are HOME eligible residents, or whether the residents will be evicted and replaced with income eligible residents in order to meet the set-aside requirements committed to in this Application.
- (7) Provide in the Application, as **Attachment 10**, a description of how the cost of relocation will be covered. Detail how the temporary and permanent relocation will be handled.

The HOME General Information Notice information will be required only after the Application is selected for funding, as outlined in Item 10 of Exhibit A and Item 11.a. of Exhibit B. The due date for this information will be included in the invitation to enter credit underwriting.

c. Uniform Relocation Act Acquisition Information (For All Development Categories):

The Applicant must also provide the following information:

- (1) If the Applicant owns the Development site, provide a narrative describing the acquisition as **Attachment 11** to Exhibit A. This narrative must describe how, when, and from whom the property was acquired and whether or not the property was vacant when acquired.
- (2) If the Applicant is a private company and is acquiring the property, the Applicant (buyer) must provide the seller with a notice that the buyer does not have the power of eminent domain to obtain the property and a determination of market value will estimate the value of the property. This must be done prior to execution of the contract or may be attached as an addendum to the contract. A copy of the required notice must be provided as **Attachment 12** to Exhibit A.
- (3) If the Applicant is a public (government) Applicant, respond to all applicable remaining questions in this relocation section.
- (4) Eminent Domain:
 - (a) If the buyer has the power of eminent domain, buyer must notify the seller in writing that it has such power and the determination of market value for the property is being waived. Provide a copy of the required notice as **Attachment 13** to Exhibit A.
 - (b) If the Applicant is a public (government) Applicant and does not have the power of eminent domain, provide the following: (i) notice of interest, (ii) determination of fair market value, (iii) appraisal of the property, and (iv) written offer of just compensation which includes a statement of just value, property description, and identification of buildings. Provide all required documentation as **Attachment 14** to Exhibit A.

7. **Site Control:**

The Applicant must demonstrate site control by providing, as **Attachment 15** to Exhibit A, the documentation required in Items a., b., and/or c., as indicated below. If the proposed Development consists of Scattered Sites, site control must be demonstrated for all of the Scattered Sites.

- a. Eligible Contract - For purposes of the RFA, an eligible contract is one that has a term that does not expire before November 14, 2014 or that contains extension options exercisable by the purchaser and conditioned solely upon payment of additional monies which, if exercised, would extend the term to a date that is not earlier than November 14, 2014; specifically states that the buyer's remedy for default on the part of the seller includes or is specific performance; and the buyer **MUST** be the Applicant unless an assignment of the eligible contract which

assigns all of the buyer's rights, title and interests in the eligible contract to the Applicant, is provided. If the owner of the subject property is not a party to the eligible contract, all documents evidencing intermediate contracts, agreements, assignments, options, or conveyances of any kind between or among the owner, the Applicant, or other parties, must be provided and, if a contract, must contain the following elements of an eligible contract: (i) have a term that does not expire before November 14, 2014 or contain extension options exercisable by the purchaser and conditioned solely upon payment of additional monies which, if exercised, would extend the term to a date that is not earlier than November 14, 2014, and (ii) specifically state that the buyer's remedy for default on the part of the seller includes or is specific performance.

- b. Deed or Certificate of Title – The deed or certificate of title (in the event the property was acquired through foreclosure) must be recorded in the county in which the property is located and show the Applicant as the sole Grantee.
- c. Lease - The lease must have an unexpired term of at least 50 years after the Application Deadline and the lessee must be the Applicant. If the owner of the subject property is not a party to the lease, all documents evidencing intermediate leases, subleases, assignments, or agreements of any kind between or among the owner, the lessor, or any sublessee, assignor, assignee, and the Applicant, or other parties, must be provided, and if a lease, must have an unexpired term of at least 50 years after the Application Deadline.

8. Match Amount:

To be eligible to be considered for HOME funding in this RFA, all Applications must reflect a Match Amount totaling at least 5 percent of the Applicant's HOME Request Amount (stated by the Applicant at question 9.a. of Exhibit A). Neither Corporation-issued MMRB nor forgone Developer fee can be used as Match funding for purposes of this requirement.

24 CFR §92.220 requires that the Corporation match funds for each HOME dollar spent on a Development. For purposes of Match calculation of interest that is forgiven for future years, the value of the Match is the present discounted cash value, based on the discount rate of 5.94 percent.

For a project that is not 100 percent HOME Units, if more than 50 percent of the units in the project are HOME-Assisted, then the contribution to the non-assisted units may be counted as Match. Additionally for mixed-use projects, if at least 51 percent of the floor space in a HOME-Assisted, mixed-use building is residential and at least 50 percent of the residential dwelling units are HOME-Assisted, then the contribution to the commercial space and the non-assisted units may be counted as Match. In all other cases, Match will be calculated on a pro-rata basis on the number of HOME-Assisted units.

The Applicant must list the amount of each source of Match at question 8 of Exhibit A and provide the required documentation as **Attachment 16** to Exhibit A.

For purposes of this RFA, eligible forms of Match are cash contributions from nonfederal external sources (related party Match contributions are not allowed). Cash contributions must be permanently contributed to the HOME project and will be a part of the final

Sources and Uses. Cash contributions may include donations made by individuals (except for owners or Developers or prospective owners or Developers of the HOME project), private entities, or other public entities for the express purpose of affordable housing.

Cash contributions may include, but are not limited to:

- (1) State appropriations;
- (2) State or local general revenues;
- (3) Housing trust funds;
- (4) Foundation grants and private donations; and
- (5) Below-market interest rate loans from private lending institutions.

Because owner equity is not an eligible form of Match, the investment in a project of a Nonprofit organization's general funds will not count as Match. However, funds that a Nonprofit organization obtains from individuals or other entities through fundraising for a specific project are considered private donations and, thus, are eligible as Match.

The documentation for cash contributions must state the source, form and value of the cash contribution. Additionally, the documentation should explicitly state that the cash contribution has not been used for Match for any other program.

For loans that will be counted as Match, the documentation should include the calculation used to determine the value of the Match contribution.

Calculating Match for Below-Market Interest Rate Loans:

The Match contribution is the present discounted cash value of the yield foregone (i.e., the difference between payments received on the below-market interest rate loan and the payments that would have been received had the loan been made at the market interest rate). In determining the yield foregone the discount rate is 5.94 percent.

For example, a private lending institution is providing a loan of \$50,000 for 15 years to the Development with the following interest schedule: Years 1 to 5, 0% interest, Years 6 to 10, 2.5% interest and Years 11 to 15, 3.5% interest. The yield foregone at 5.94% for years 1 through 5 is calculated to be \$2,970 per year, \$1,720 per year for years 6 through 10, and \$1,220 per year for years 11 through 15. The net present value of the yield foregone for the 15 year life of the loan calculated using the discount rate of 5.94% is \$20,860.12. \$20,860.12 is the calculated Match contribution in this example.

9. Funding:

a. HOME Request Amount:

The maximum HOME Request Amount is limited to the lesser of the per unit HOME Rental FHFC Subsidy Limit for the applicable county or \$5 million.

The Applicant must state the amount of HOME funding it is requesting. 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 requested amount. If the Applicant states a request amount at

question 9.a. of Exhibit A that is greater than the allowable limit, the Corporation will reduce the amount down to the maximum amount the Applicant is eligible to request as provided below.

- b. The HOME Request Amount cannot exceed the applicable HOME Rental FHFC Subsidy Limits. The actual dollar amount of these limits is based on the number of bedrooms in each unit and the county in which the Development is located. HOME funds are not available for units that are not set-aside units. See the HOME Rental FHFC Subsidy Limits chart provided at Item 7 of Exhibit B.

The Applicant must show the calculation of the total maximum HOME subsidy the Applicant may request based on the Corporation limits by completing the chart at question 9.b. of Exhibit A. For example, if a proposed Development will consist of 25 total units, 20 of which are set-aside units, and will be located in Baker County, calculate the maximum allowed HOME funding request as follows:

Unit Size (Number of Bedrooms)	Number of Set-Aside Units for each Unit Size		Appropriate Dollar Limit (60%) based on unit size, total number of units in Development, and County in which it is located		HOME Subsidy Allowed
0	0		\$76,367		0
1	15	x	\$87,304	=	\$1,309,560
2	5	x	\$106,453	=	\$532,265
3	0		\$137,716		0
4	0		\$150,929		0
Total Maximum Home Subsidy Allowed				=	\$1,841,825

- c. The Development Cost Pro Forma must include (i) all anticipated sources of funding for the proposed Development and (ii) all anticipated costs of the Development construction and, if applicable, acquisition, including the Developer fee and General Contractor fee, as outlined below. Any amounts that are not an anticipated cost to the Development, such as waived fees or charges, cannot be included in the Development Cost Pro Forma. Note: deferred Developer fees are not considered “waived fees”.

(1) Developer Fee

Developer fee shall be limited to 16 percent of Development Cost. The maximum allowable Developer fee will be tested during the scoring of the Application by multiplying the Development Cost by 16 percent, carried to 2 decimal places and may not be rounded.

The Corporation will allow up to 100 percent of the eligible Developer fee to be deferred and used as a source on the Development Cost Pro Forma without the requirement to show evidence of ability to fund.

(2) General Contractor Fee

General Contractor fee shall be limited to 14 percent of actual construction cost. The maximum allowable General Contractor fee will be tested during the scoring of the Application by multiplying the actual construction cost by 14 percent, carried to 2 decimal places and may not be rounded.

(3) Contingency Reserves:

The maximum hard and soft cost contingencies allowed cannot exceed 5 percent for Development Categories of New Construction, Redevelopment, or Acquisition/ Redevelopment. The determination of the contingency reserve is limited to the maximum stated percentage of the combined total of total actual construction costs (hard costs) and general development costs (soft costs).

(4) Operating Deficit Reserves:

An operating deficit reserve is not to be included as part of Development Costs and cannot be used in determining the maximum Developer fee. The operating deficit reserve or any other reserves other than contingency reserves as provided above are not permitted in the Application. An operating deficit reserve, if necessary, will be permitted and sized in credit underwriting. Operating deficit reserves include, but are not limited to, operating reserves, debt service reserves, lease-up reserves, rent-restabilization reserves and any pre-funded capital (replacement) reserves.

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

d. Non-Corporation Funding Proposals:

In order for funding to be counted as a source on the Construction/Rehab and/or Permanent Analysis, the Applicant must provide documentation of all financing proposals from both the construction and the permanent lender(s) and other sources of funding. The financing proposals must state whether they are for construction financing, permanent financing, or both, and all attachments and/or exhibits referenced in the proposal must be included. Insert documentation for each source as **Attachment 17** to Exhibit A and continue with sequentially numbered attachments for each additional funding source. Evidence for each funding source must be behind its own sequentially numbered attachment.

For purposes of the Application, neither net operating income nor capital contributions will be considered a source of financing.

Financing proposal documentation, regardless of whether the documentation is in the form of a commitment, proposal, term sheet, or letter of intent, must meet the following criteria.

- (1) Each financing proposal shall contain:
 - (a) Amount of the construction loan, if applicable;
 - (b) Amount of the permanent loan, if applicable;
 - (c) Specific reference to the Applicant as the borrower or direct recipient; and
 - (d) Signature of all parties, including acceptance by the Applicant.

Note: Although Local Government Contributions is not included in this RFA as a point item, eligible Local Government financial commitments can be considered a source of financing without meeting the requirements of (a) through (d) above if the Applicant provides the properly completed and executed Local Government Verification of Contribution – Grant Form (Form Rev. 01-14) and/or the Local Government Verification of Contribution – Loan Form (Form Rev. 01-14) and such grant and/or loan is effective at least through December 31, 2014. The grant and loan forms (Form Rev. 01-14) can be accessed by clicking [here](#). If the loan form is used, the space for entering the net present value of the loan is not applicable to this RFA and will not be considered.

- (2) Financing that has closed:
 - (a) If the financing has closed in the Applicant's name, provide a letter from the lender acknowledging that the loan has closed. The letter must also include the following information:
 - Amount of the construction loan, if applicable;
 - Amount of the permanent loan, if applicable; and
 - Specific reference to the Applicant as the borrower/direct recipient/mortgagee.
 - (b) Except for HUD funding, if the financing involves an assumption of debt not currently in the Applicant's name, as evidence that the lender approves of the proposal of assumption, the Applicant must provide a letter from the lender, dated within six (6) months of the Application Deadline, that includes the following information:
 - Specifically references the Applicant as the assuming party;
 - If a permanent loan, states the amount to be assumed; and
 - If a construction loan, states the maximum amount of funding capacity.

If the debt being assumed is provided by HUD, the Applicant must provide a letter from HUD, dated within six (6) months of the Application Deadline, confirming the funding source. The letter must include the following information:

- Name of existing development;
- Name of proposed Development;
- Loan balance;
- Acknowledgment that property is applying for HOME funding; and
- Applicable HUD program.

- (3) If the financing proposal is not from a regulated Financial Institution in the business of making loans or a governmental entity, evidence of ability to fund must be provided. Evidence of ability to fund includes: (1) a copy of the lender's most current audited financial statements no more than 17 months old; or (2) if the loan has already been funded, a copy of the note and recorded mortgage. The age of all financial statements is as of the Application Deadline. In evaluating ability to fund, the Corporation will consider the entity's unrestricted current assets typically used in the normal course of business. Assets considered restricted include, but are not limited to, pension funds, rental security deposits, and sinking funds. Financing proposals from lenders who cannot demonstrate ability to fund will not count as a source of financing. Financial statements must be included in the Application. Note: This provision does not apply to deferred Developer fee.
- (4) If a financing proposal shows an amount less than the corresponding line item on the pro forma, only the financing proposal amount will be considered as a funding source. However, if a financing proposal shows an amount in excess of the corresponding line item on the pro forma, up to the total amount of the financing proposal amount may be utilized as a funding source, if needed.
- (5) The loan amount may be conditioned upon an appraisal or debt service coverage ratio or any other typical due diligence required during credit underwriting.
- (6) Financing proposals may be conditioned upon the Applicant receiving the funding from the Corporation for which it is applying.
- (7) If a financing proposal has a provision for holding back funds until certain conditions are met, the amount of the hold-back will not be counted as a source of construction financing unless it can be determined that the conditions for the release of the hold-back can be met prior to or simultaneous with the closing of the Development's permanent financing.
- (8) Grant funds are contributions to the Development, other than equity, which carry no repayment provision or interest rate. A commitment for

grant funds will be considered a commitment for scoring purposes if the commitment is properly executed and, if applicable, evidence of ability to fund is provided.

10. Applicant Certification and Acknowledgement:

The Applicant’s signature on Exhibit A indicates the Applicant’s certification and acknowledgement of the provisions and requirements of the RFA. The copy of the Application labeled “Original Hard Copy” must reflect an original signature (blue ink is preferred).

B. Funding Selection:

1. Only Applications that are eligible for funding will be considered for the HOME funding selection processes outlined below. Eligibility requirements include the following:

Eligibility Requirements	Described in RFA at:
Submission Requirements	Section Three A and Section Five
Evidence that proposed Development is located in a Rural Area	Section Four, A.4.b.
Confirmation that proposed Development is not an LDA Development	Section Four, A.4.b.
Match Amount totaling at least 5 percent of the Applicant’s HOME Request Amount	Section Four A.8.
Financial Arrearage Requirements met	Section Five
Previous funding requirements met	Section Five
All Mandatory Items	Section Five

2. Application Sorting Order – All eligible Applications will be sorted in the following order:
 - a. First, preference will be given to Applications proposing Developments located in Small Counties;
 - b. Next, preference will be given to Applications that qualify for the HOME Funding Experience Preference described in Section Four, A.3.(c)(2) of the RFA;
 - c. Next, preference will be given to Applications that qualify for the Previous Affordable Housing Experience Funding Preference described in Section Four, A.3.(c)(1) of the RFA;
 - d. Next, by the HOME Request Amount per Total HOME-Assisted Units, by dividing the Applicant’s HOME Request Amount stated at question 9.a. of Exhibit A by the greater of the Total HOME-Assisted Units stated at question 5.b.(1) of Exhibit A or question 9.b. of Exhibit A, resulting in the HOME-Assisted Unit Leveraging Amount (with Applications with a lower HOME-Assisted Unit Leveraging Amount listed above Applications with a higher HOME-Assisted Unit Leveraging Amount);
 - e. Next, by the percentage of Match compared to the Applicant’s HOME Request Amount, (rounded to 2 decimal places of the percentage), by dividing the total

Match Amount stated at question 8 of Exhibit A by the lesser of the HOME Request Amount (i) as stated by the Applicant at question 9.a. of Exhibit A or (ii) as adjusted by the Corporation as provided in Section Four A.9.a. of the RFA. Applications with a higher percentage of Match will be listed above Applications with a lower percentage;

- f. Next, by the HOME Request Amount per total units, by dividing the Applicant's HOME Request Amount stated at question 9.a. of Exhibit A by the total number of units stated at question 4.c. of Exhibit A, resulting in the Total Unit Leveraging Amount (with Applications with a lower Total Unit Leveraging Amount listed above Applications with a higher Total Unit Leveraging Amount);
- g. Next, by the Application's eligibility for the Florida Job Creation Preference which is outlined in Exhibit B below (with Applications that qualify for the preference listed above Applications that do not qualify for the preference); and
- h. Finally, by lottery number, with Applications that have a lower lottery number listed above Applications with a higher lottery number.

3. CHDO Set-Aside:

In accordance with Section 67-48.014(2), F.A.C., and 24 CFR Part 92, the Corporation shall set aside at least 15 percent of the HOME allocation available for award under this RFA for Applications that qualify as CHDO Applications by meeting the CHDO requirements outlined in Section Four A.2.f. of the RFA.

4. Funding Test –

- a. Within the CHDO Set-Aside, Applications will only be selected for funding if there is enough funding available to fully fund the Applicant's HOME Request Amount, except as outlined in Item 6.a. below.
 - b. Within the Remaining HOME Allocation, Applications will only be selected for funding if there is enough funding available to fully fund the Applicant's HOME Request Amount.
5. County Test – Funding will be limited to one (1) Application per county, unless the only eligible unfunded Applications that can meet the Funding Test are located in a county where an Application has already been tentatively selected for funding, as further outlined below.

6. Selection Process –

- a. CHDO Set-Aside - First, the highest ranked eligible CHDO Application(s) will be selected for funding, subject to the Funding Test and the County Test. If funding remains in the CHDO set-aside, and no eligible unfunded Applications meet both the Funding Test and the County Test, then the highest ranked eligible unfunded CHDO Application that can meet the Funding Test will be tentatively selected for funding, without regard to the County Test. If CHDO Set-Aside funding remains and no eligible unfunded CHDO Application can meet the Funding Test, then the highest ranked eligible unfunded CHDO Application will

receive the remaining CHDO Set-Aside funding with the balance of the funding awarded from the Remaining HOME Allocation amount.

b. Remaining HOME Allocation:

Applications that qualify for the CHDO preference, but were not funded under the CHDO Set-Aside, will compete with all other Applications for the remainder of the total HOME allocation.

The highest ranked eligible unfunded Application(s) will be selected for funding, subject to the Funding Test and the County Test.

If funding remains and no eligible unfunded Applications meet both the Funding Test and the County Test, then the highest ranked eligible unfunded Application(s) that can meet the Funding Test will be tentatively selected for funding, without regard to the County Test. If funding remains and no eligible unfunded Applications can meet the Funding Test, no further Applications will be considered for funding and any remaining funding will be distributed as approved by the Board.

6. Returned Allocation –

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

**SECTION FIVE
EVALUATION 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 Corporation will reject any competitive Application submittal and no action will be taken to score the Application if any of the following submission requirements are not met: (i) the Application is not submitted online by the Application Deadline, (ii) the required number of hard copies are not submitted by the Application Deadline, (iii) the Applicant’s hard copy submission is not contained in a sealed package, (iv) the required Application fee is not submitted as of Application Deadline, or (v) the proposed Development is not eligible for funding under this RFA because it meets the criteria outlined in paragraph 67-48.018(1)(a) and/or (b), F.A.C., and/or it meets the criteria outlined in paragraph 67-48.023(1)(c), F.A.C. and does not meet one of the stated exceptions.

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, either of the following occurs:

- A. An Applicant or Developer or Principal, Affiliate or Financial Beneficiary of the Applicant or Developer has received an award of any funding from Florida Housing

Finance Corporation prior to January 1, 2010, and the funding (i) has not closed; and (ii) has not been returned to the Corporation; and/or

- B. There are 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 posted to the Corporation’s Website under the link Property Owners & Managers/Past Due Reports (also accessible by clicking [here](#)), but not more recently than five (5) business days prior to the date the Committee meets to make a recommendation to the Board.

Applications will be scored based on the following Mandatory items:

Mandatory Items
Demographic Commitment
Name of Applicant
Evidence that Applicant is a legally formed entity
Principals of the Applicant and for each Developer
Contact Information
Name of Each Developer
Evidence that each Developer is a legally formed entity
Name of Proposed Development
County identified
Address of Development Site
Scattered Sites question answered
Total Number of Units
Development Category
Development Type
HOME Set-Asides
Development Location Point (if applicable)
HOME Uniform Relocation Act documentation, if applicable
Evidence of Site Control
Applicant’s HOME Funding Request Amount
Applicant’s HOME Subsidy Calculation Chart
Development Cost Pro Forma (listing expenses or uses) and Construction/Rehab. analysis and Permanent analysis (listing sources) – Sources must equal or exceed uses
Executed Applicant Certification and Acknowledgement (original signature in “Original Hard Copy”

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 from highest total score to lowest total score, applying the funding selection criteria outlined in Section Four B 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, for the HOME funding.

**SECTION SIX
AWARD PROCESS**

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.

Exhibit A to RFA 2014-109 – HOME Financing to be Used for Rental Developments in Rural Areas

1. Demographic Commitment:

The Applicant must select one Demographic Commitment:

- a. Family
- b. Elderly

2. Applicant Information:

a. The Applicant must state the name of the Applicant: _____

b. The Applicant must 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 1**.

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

- Yes No

d. Principals for the Applicant and for each Developer:

The Applicant must provide the required information for the Applicant and for each Developer as **Attachment 2**.

e. Contact Person for this Application:

First Name: _____ Middle Initial: _____
Last Name: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Facsimile: _____
E-Mail Address: _____
Relationship to Applicant: _____

f. HOME Community Housing Development Organization (CHDO) Funding Set-Aside:

To qualify for the CHDO set-aside, the Applicant must state the CHDO name and provide the required CHDO Checklist along with all appropriate exhibits thereto as **Attachment 3**.

Does the Applicant qualify as a CHDO?

- Yes No

If "Yes", state CHDO Name: _____.

3. Developer Information:

- a. The Applicant must state the name of each Developer (including all co-Developers):

- b. For each Developer entity listed in question 3.a. above (that is not a natural person), the Applicant must 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.

- c. Developer Experience Funding Preferences

1. Does the Applicant meet the requirements to qualify for the Previous Affordable Housing Experience Funding Preference?

Yes No

If “Yes,” in order to qualify for the preference, the Applicant must provide, as **Attachment 5**, the required prior experience chart demonstrating the experience.

2. Does the Applicant meet the requirements to qualify for the HOME Funding Experience Preference?

Yes No

If “Yes,” in order to qualify for the preference, the prior experience chart provided in **Attachment 5** must demonstrate the required HOME funding experience.

4. General Development Information:

- a. The Applicant must state the name of the proposed Development:

- b. Location of Development Site:

- (1) The Applicant must indicate the County: _____

- (2) Address of Development Site:

The Applicant must state (i) the address number, street name, and name of city and/or (ii) the street name, closest designated intersection, and either name of city or unincorporated area of county:

- (3) Does the proposed Development consist of Scattered Sites?
 - Yes No
- (4) Is the proposed Development located in an eligible Rural Area, as defined by the United States Department of Agriculture Rural Development (RD)?
 - Yes No

NOTE: To be eligible for funding, the Applicant must state “Yes,” and must provide, as **Attachment 6**, the required evidence demonstrating that all sites of the proposed Development are located in an eligible Rural Area.

- (5) Limited Development Area (LDA)
 - (a) Does the proposed Development qualify as an LDA Development because it meets both of the following criteria (i) it located in a county or area of a county that is included on the LDA Chart and (ii) its Demographic Commitment is one of the applicable Demographic Categories on the LDA chart for that County or area of the County?
 - Yes No

If “Yes”, the Applicant is not eligible for funding.

- (b) If the answer to question (a) above is “No”, and the proposed Development is located in a county where only a portion(s) of the county is included on the LDA Chart and the proposed Development’s Demographic Commitment is one of the applicable Demographic Categories on the LDA Chart, the Applicant must provide, as **Attachment 7**, a letter, executed by a Florida licensed surveyor, that states a Development Location Point.

- c. The Applicant must state the total number of units: _____
- d. The Applicant must select one applicable Development Category: _____ .

Note: The Applicant should refer to Section Four A.4.d. of the RFA before making a selection.

- e. The Applicant must select one applicable Development Type: _____

Note: The Applicant should refer to Section Four A.4.e. of the RFA before making a selection.

- f. Does the proposed Development meet the requirements to be considered to be concrete construction?

- Yes No

5. Set-Aside Commitments:

- a. Minimum Number of HOME-Assisted Units Required by HUD:
- (1) HOME loan requested: \$ _____
 - (2) Total Development Cost: \$ _____
(as stated on the Development Cost pro forma)
 - (3) Percentage of Total Development Cost provided by HOME Loan: _____%
(Divide (1) by (2) and round up to the next whole percentage number)
 - (4) Total number of units in Development: _____
 - (5) Minimum number of HOME-Assisted Units Required by HUD: _____
(Multiply (4) by (3), round up to the next whole number)
 - (6) Minimum number of HOME-Assisted Units as a percentage: _____%
(Divide (5) by (4) and round percentage to two decimal places)
- b. Total Number of Set-Aside Units Committed for HOME:
- (1) Total HOME-Assisted Low HOME Rent Units _____
(must equal or exceed the answer at 5.a.(5) above)
 - (2) Low HOME Rent Units _____
(must equal or exceed 20 percent of the total units stated at 5.a.(4) above)
 - (3) High HOME Rent Units _____
((1) minus (2))

Any errors in the calculations performed by the Applicant in this section may be corrected by the Corporation.

6. HOME Uniform Relocation Act:

- a. Are there any units occupied?

- Yes No

If “Yes” – Go to question b. below.

If “No” – Go to question c. below.

- b. Tenant Relocation Information for Existing Properties:

- (1) How many total units now exist in the development? _____
- (2) How many units are occupied? _____
- (3) Based on the income information of each tenant, is permanent relocation (displacement) anticipated during or after the construction/redevelopment period?

Yes No

If “Yes”, how many units are affected? _____

- (4) Will temporary relocation of any tenants be required?

Yes No

If “Yes”, how many tenants will require temporary relocation? _____

- (5) Provide the required list of all occupied units and tenant income certifications as **Attachment 8**.
- (6) Provide the required description of how the Development will meet the HOME set-aside requirements as **Attachment 9**.
- (7) Provide the required description of how the cost of relocation will be covered as **Attachment 10**.

c. Uniform Relocation Act (URA) Acquisition Information (For All Development Categories):

- (1) Does the Applicant own the Development site?

Yes No

If “Yes” - Provide a narrative regarding the acquisition as **Attachment 11** and skip questions (2) through (4) below.

If “No” - Answer question (2) below.

- (2) Is Applicant a private company?

Yes No

If “Yes” - Provide a copy of the notice provided to the seller as **Attachment 12** and skip questions (3) and (4) below.

If “No” - Answer question (3) below.

- (3) Is the Applicant a public (government) Applicant?

- Yes No

If “Yes” - Answer question (4) below.

If “No” - Skip question (4) below.

(4) Does the Applicant have eminent domain power?

- Yes No

If “Yes” - Provide a copy of the required notice as **Attachment 13**.

If “No” - Provide the required information as **Attachment 14**.

7. Site Control:

The Applicant must demonstrate site control by providing the following documentation as **Attachment 15**, as outlined at Section Four A.7. of the RFA:

- a. A fully executed eligible contract for purchase and sale for the subject property; and/or
- b. A recorded deed or recorded certificate of title; and/or
- c. A copy of the fully executed long-term lease.

8. Match Amount:

The Applicant must list the amount of each source of Match and provide the required documentation as **Attachment 16**:

- a. Source(s)

	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
- b. Total Match Amount: \$ _____

9. Funding:

- a. HOME Request Amount: \$ _____
- b. The Applicant must complete the chart by including the following information concerning the HOME-Assisted (set-aside) Units:

Unit Size (Number of Bedrooms)	Number of Set-Aside Units for each Unit Size *		Appropriate Dollar Limit (60%) based on unit size, total number of units in Development, and County in which it is located**		HOME Subsidy Allowed
0		x	\$	=	\$

1		x	\$	=	\$
2		x	\$	=	\$
3		<u>x</u>	\$	=	\$
4		<u>x</u>	\$	=	\$
Total Maximum Home Subsidy Allowed				=	\$

*If the total number of set-aside units stated in this chart is not equal to the total number of HOME-Assisted Units stated at question 5.b.(1) above, the Corporation will use the greater of the two.

**The Applicant should use the chart located at Item 7 of Exhibit B of this RFA to assist in the completion of this column.

c. Finance Documents:

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

d. Non-Corporation Funding Proposals:

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

10. Applicant Certification and Acknowledgement:

a. The Applicant acknowledges and certifies that the following information will be provided as outlined in the invitation to enter credit underwriting:

- (1) The required information and documentation relative to the General Information Notice (required by the HOME Uniform Relocation Act), consistency with the Consolidated Plan, conformance with Federal Labor requirements, as well as Debarment/Suspension and Lead Based Paint regulations, as outlined in Item 11 of Exhibit B;
- (2) The unit mix for the proposed Development (number of bedrooms per unit, number of baths per unit, and number of units per bedroom type);
- (3) Confirmation that all features and resident services shall be located on the Development site; and
- (4) Confirmation of the proposed Development’s eligibility for HOME funding in the event that construction has commenced.
- (5) All Applicants that apply as a Non-Profit (i.e., the Applicant’s answer to question 2.c. of Exhibit A is “Yes”), must submit the following required materials to document its Non-Profit status: (i) 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), (ii) the names and addresses of the members of the governing board of the Non-Profit entity, and (iii) the articles of incorporation demonstrating that one of the purposes of the Non-Profit entity is to foster low income housing;

- b. Applicants are required to execute a HOME written agreement by June 30, 2015. To meet this requirement, all Applicants that are invited to enter credit underwriting will be expected to complete the credit underwriting process and receive Board-approval of the credit underwriting report prior to March 31, 2015.
- c. By submitting the Application, the Applicant acknowledges and certifies that:
- (1) The proposed Development will meet all state building codes, including the 2012 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, Section 504 of the Rehabilitation Act of 1973 pursuant to Rule Chapter 67-48, F.A.C., and the Americans with Disabilities Act of 1990 as implemented by 28 CFR Part 35, incorporating the most recent amendments, regulations and rules;
 - (2) If the Elderly Demographic Commitment is selected, the proposed Development must meet all of the requirements for the Elderly Demographic Commitment as outlined in Items 1, 4, and 5 of Exhibit B of the RFA.

If the Family Demographic Commitment is selected, the proposed Development must meet all of the requirements for the Family Demographic Commitment as outlined in Items 4 and 5 of Exhibit B of the RFA;
 - (3) 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 the Carryover Allocation Agreement is in effect;
 - (4) If the Applicant applies as a Non-Profit entity 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) understand that it is the Non-Profit entity's responsibility to contractually ensure that it substantially and materially participates in the management and operation of the Development throughout the Compliance Period;
 - (5) 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 consists of Developer, Management Company, General Contractor, Architect, Attorney, Accountant, and, if applicable, 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;
 - (6) The proposed Development will include all required construction features applicable to the Demographic selected, as outlined in Item 4 of Exhibit B of the

RFA. The quality of the features committed to by the Applicant is subject to approval of the Board of Directors;

- (7) The proposed Development will include all required resident programs applicable to the Demographic selected, as outlined in Item 5 of Exhibit B of the RFA. The quality of the resident programs committed to by the Applicant is subject to approval of the Board of Directors;
- (8) The Applicant irrevocably commits to set aside units in the proposed Development for a minimum of 50 years;
- (9) The Applicant's commitments will be included in the Land Use Restriction Agreement (LURA) and must be maintained in order for the Development to remain in compliance, unless the Board approves a change. In the event the Development is subject to minimum set-aside requirements from any other Corporation funding, inclusive of allocations, the Development must maintain the most restrictive minimum set-aside requirements in order to remain in compliance;
- (10) The applicable fees outlined in Item 10 of Exhibit B of the RFA will be due as outlined in this RFA, Rule Chapter 67-48, F.A.C., and/or as otherwise prescribed by the Corporation and/or the Credit Underwriter; and
- (11) The Applicant agrees and acknowledges that the Application will be subject to the Total Development Cost Per Unit Limitation during the credit underwriting and final allocation process, as outlined in Item 8 of Exhibit B of the RFA.
- (12) 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.
- (13) If preliminary funding is approved, the Applicant will promptly furnish such other supporting information, documents, and fees as may be requested or required. The Applicant understands and agrees that the Corporation is not responsible for actions taken by the undersigned in reliance on a preliminary commitment by the Corporation. The Applicant commits that no qualified residents will be refused occupancy because they have Section 8 vouchers or certificates. The Applicant further commits to actively seek tenants from public housing waiting lists and tenants who are participating in and/or have successfully completed the training provided by welfare to work or self-sufficiency type programs.
- (14) By Certificate of Occupancy, the Applicant commits to participate in the statewide housing locator system, as required by the Corporation.
- (15) 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.

- (16) 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.
- (17) The undersigned understands and agrees that in the event that the Applicant is invited into credit underwriting, the Applicant must submit IRS Form 8821 for all Financial Beneficiaries in order to obtain a recommendation for the HOME funding.
- (18) The undersigned is authorized to bind all Financial Beneficiaries to this certification and warranty of truthfulness and completeness of the Application.

Under the penalties of perjury, I declare and certify that I have read the foregoing and that the information is true, correct and complete.

Signature of Applicant

Name (typed or printed)

Title (typed or printed)

- NOTES:
- (1) Developer fee may not exceed the limits established in Rule Chapter 67-48, F.A.C. Any portion of the fee that has been deferred must be included in Total Development Cost.
 - (2) General Contractor's fee is limited to 14% of actual construction cost (A1.1.) The General Contractor's fee must be disclosed. The General Contractor's fee includes General Conditions, Overhead, and Profit.
 - (3) In reference to impact fees, a tax professional's advice should be sought regarding eligibility of these fees.
 - (4) Except as otherwise provided in Rule Chapter and 67-48, F.A.C., the maximum hard and soft cost contingencies (Contingency Reserves) allowed cannot exceed 5%. The determination of the Contingency Reserve is limited to the maximum stated percentage of the combined total of A1.3. TOTAL ACTUAL CONSTRUCTION COSTS and A2. TOTAL GENERAL DEVELOPMENT COST. Operating Deficit Reserves (ODR) are not to be included in C. DEVELOPMENT COST and cannot be used in determining the maximum Developer fee. An ODR, if necessary, will be sized in credit underwriting and may be different than the Application limit.
 - (6) For Applicants requesting Competitive HC and HOME, the Applicant will be responsible for all applicable HC fees and the Corporation will pay the FHFC multiple program servicing fees and FHFC compliance monitoring fees. For Non-Profit Applicants requesting Competitive HC and HOME, the Corporation will also pay the credit underwriting multiple program fees and the environmental review fees.
 - (5) The Corporation pays the credit underwriting fees, legal fees and environmental review fees of Applicants that qualify as Non-Profit Applicants.
 - (6) The Corporation acknowledges that the costs listed on the Development Cost Pro Forma, Detail/Explanation Sheet, Construction Analysis and Permanent Analysis are subject to change during credit underwriting.

USE THE DETAIL/EXPLANATION SHEET FOR EXPLANATION OF * ITEMS. IF ADDITIONAL SPACE IS REQUIRED, ENTER THE INFORMATION ON THE ADDENDA LOCATED AT THE END OF EXHIBIT A.

DEVELOPMENT COSTS	AMOUNT
<i>Actual Construction Costs</i>	
Accessory Buildings	_____
Demolition	_____
New Rental Units	_____
*Off-Site Work (explain in detail)	_____
Recreational Amenities	_____
Site Work	_____
*Other (explain in detail)	_____
A1.1. Actual Construction Cost	\$ _____
A1.2. General Contractor Fee ^{See Note (2)} (Max. 14% of A1.1.)	\$ _____
A1.3. TOTAL ACTUAL CONSTRUCTION COSTS	\$ _____
<i>General Development Costs</i>	
Accounting Fees	_____
Appraisal	_____
Architect's Fee - Site/Building Design	_____
Architect's Fee - Supervision	_____
Builder's Risk Insurance	_____
Building Permit	_____

	AMOUNT
<i>General Development Costs (Cont'd)</i>	
Brokerage Fees - Land/Buildings	_____
Engineering Fees	_____
Environmental Report <small>See Note (5)</small>	_____
FHFC Application Fee	_____
FHFC Compliance Fee <small>See Note (5)</small>	_____
FHFC Credit Underwriting Fees <small>See Note (5)</small>	_____
Green Building Certification/ HERS Inspection Costs	_____
*Impact Fees (list in detail)	_____
Inspection Fees	_____
Insurance	_____
Legal Fees	_____
Market Study	_____
Marketing/Advertising	_____
Property Taxes	_____
Soil Test Report	_____
Survey	_____
Title Insurance & Recording Fees	_____
Utility Connection Fee	_____
*Other (explain in detail)	_____
A2. TOTAL GENERAL DEVELOPMENT COST	\$ _____
<i>Financial Costs</i>	
Construction Loan Origination/ Commitment Fee(s)	_____
Construction Loan Closing Costs	_____
Construction Loan Interest	_____
FHFC Commitment Fee	_____
Permanent Loan Origination/ Commitment Fee(s)	_____
Permanent Loan Closing Costs	_____
Non-Permanent Loan(s) Closing Costs	_____

	AMOUNT
<i>Financial Costs (Cont'd)</i>	
*Other (explain in detail)	_____
A3. TOTAL FINANCIAL COSTS	\$ _____
A4. CONTINGENCY RESERVES <small>See Note (4)</small>	\$ _____
B1. ACQUISITION COST OF EXISTING DEVELOPMENTS (EXCLUDING LAND) Existing Buildings	\$ _____
B2. *Other (explain in detail)	\$ _____
C. DEVELOPMENT COST (A1.3+A2+A3+A4+B1+B2)	\$ _____
D. DEVELOPER'S FEE <small>See Note (1)</small>	\$ _____
E. OPERATING DEFICIT RESERVES <small>See Note (4)</small>	██████████
F. TOTAL LAND COST	\$ _____
G. TOTAL DEVELOPMENT COST (C+D+F)	\$ _____

Detail/Explanation Sheet

Totals must agree with Pro Forma. Provide description and amount for each item that has been completed on the Pro Forma.

DEVELOPMENT COSTS

Actual Construction Cost

(as listed at Item A1.1.)

Off-Site Work: _____

Other: _____

General Development Costs

(as listed at Item A2.)

Impact Fees: _____

Other: _____

Financial Costs

(as listed at Item A3.)

Other: _____

Acquisition Cost of Existing Developments

(as listed at Item B2.)

Other: _____

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

CONSTRUCTION ANALYSIS

	AMOUNT	LOCATION OF DOCUMENTATION
A. Total Development Costs	\$ <u> </u>	
B. Construction Funding Sources:		
1. FHFC's HOME Loan Requested	\$ <u> </u>	
2. First Mortgage Financing	\$ <u> </u>	Attachment <u> </u>
3. Second Mortgage Financing	\$ <u> </u>	Attachment <u> </u>
4. Third Mortgage Financing	\$ <u> </u>	Attachment <u> </u>
5. Deferred Developer Fee	\$ <u> </u>	
6. Grants	\$ <u> </u>	Attachment <u> </u>
7. Other: <u> </u>	\$ <u> </u>	Attachment <u> </u>
8. Other: <u> </u>	\$ <u> </u>	Attachment <u> </u>
9. Total Sources	\$ <u> </u>	
C. Construction Funding Shortfall (A. - B.9.):	\$ <u> </u>	(A positive number here represents a funding shortfall.)

Each Exhibit must be listed behind its own Tab. DO NOT INCLUDE ALL EXHIBITS BEHIND ONE TAB.

**Exhibit B to RFA 2014-109 – HOME Financing to be used
for Rental Developments in Rural Areas**

1. Elderly Demographic Commitment Requirements:

In order for a proposed Development to qualify for the Elderly Demographic, the Development must meet the following requirements:

- a. The Applicant understands, acknowledges and agrees that it will comply with the Federal Fair Housing Act requirements and rent at least 80 percent of the total units to residents that qualify as Elderly pursuant to that Act. Further, the Applicant understands, acknowledges and agrees that all such units are subject to the income restrictions committed to in the Set-Aside Commitment section of this Application.
- b. At least 50 percent of the total units must be comprised of one-bedroom units and no more than 15 percent of the total units can be larger than 2 bedroom units.
- c. A minimum of one elevator per residential building must be provided for all proposed Developments that consist of more than one story if any of the Elderly set-aside units will be located on a floor higher than the first floor.

2. Applicant Requirements:

The HOME Applicant entity shall be the borrowing entity and cannot be changed until after loan closing. Replacement of the Applicant or a material change (33.3 percent or more of the Applicant, a General Partner of the Applicant, or a member of the Applicant) in the ownership structure of the named Applicant prior to loan closing shall result in disqualification from receiving funding and shall be deemed a material misrepresentation. Changes after loan closing require Board approval.

3. Principal Disclosures for Applicants and Each Developer

The Corporation is providing the following charts and examples to assist the Applicant in providing the required list identifying the Principals for the Applicant and for each Developer. The term Principals is defined in Section 67-48.002, F.A.C.

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
-----------------------	-----	------------------------	-----	---------------------------

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.

(2) For Each Developer:

(a) If the Developer 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 Developer 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 Developer is a Corporation:

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

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 or Developer: Acme Properties, LLC

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

➤ Example No. 2:

Applicant or Developer: 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 or Developer: 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

4. Required Construction Features:

- a. All Applicants will be required to provide the following General Features and Accessibility, Universal Design and Visitability Features:
 - (1) The following General Features must be provided for all proposed Developments:
 - Termite prevention;
 - Pest control;
 - Window covering for each window and glass door inside each unit;
 - Cable or satellite TV hook-up in each unit and, if the Development offers cable or satellite TV service to the residents, the price cannot exceed the market rate for service of similar quality available to the Development’s residents from a primary provider of cable or satellite TV;
 - Full-size range and oven in all units;
 - At least two full bathrooms in all 3 bedroom or larger units; and
 - Bathtub with shower in at least one bathroom in at least 90% of the non-Elderly units.
 - (2) Accessibility, Universal Design and Visitability Features:
 - (a) All units of the proposed Development must meet all federal requirements and state building code requirements, including the following:
 - 2012 Florida Accessibility Code for Building Construction as adopted pursuant to Section 553.503, Florida Statutes;

- The Fair Housing Act as implemented by 24 CFR 100;
- Section 504 of the Rehabilitation Act of 1973; and
- Titles II and III of the Americans with Disabilities Act of 1990 as implemented by 28 CFR 35, incorporating the most recent amendments, regulations and rules.

(b) All units that are located on an accessible route must have the following features:

- Primary entrance door shall have a threshold with no more than a ½-inch rise;
- All door handles on primary entrance door and interior doors must have lever handles;
- Lever handles on all bathroom faucets and kitchen sink faucets;
- Mid-point on light switches and thermostats shall not be more than 48 inches above finished floor level;
- Cabinet drawer handles and cabinet door handles in bathroom and kitchen shall be lever or D-pull type that operate easily using a single closed fist.

b. All units must include the following General Features and Green Building Features:

(1) General Features in all Family Demographic Developments:

Provide reinforced walls for future installation of grab bars that meet or exceed 2010 ADA Standards for Accessible Design around each tub/shower unit in each dwelling unit. At the request of and at no charge to a resident household, the Development shall purchase and install grab bars around each tub/shower unit in the dwelling unit. The product specifications and installation must meet or exceed 2010 ADA Standards for Accessible Design. The Development shall inform a prospective resident that the Development, upon a resident household's request and at no charge to the household, will install grab bars around a dwelling unit's tub/shower unit, pursuant to the 2010 ADA Standards. At a minimum, the Development shall inform each prospective lessee by including language in the Development's written materials listing and describing the unit's features, as well as including the language in each household's lease.

(2) Green Building Features in all Family and Elderly Demographic Developments:

- Low or No-VOC paint for all interior walls (Low-VOC means 50 grams per liter or less for flat; 150 grams per liter or less for non-flat paint);
- Low-flow water fixtures in bathrooms—WaterSense labeled products or the following specifications:
 - Toilets: 1.6 gallons/flush or less,
 - Faucets: 1.5 gallons/minute or less,
 - Showerheads: 2.2 gallons/minute or less;
- Energy Star qualified refrigerator;
- Energy Star qualified dishwasher;
- Water heating minimum efficiency specifications (choose gas, electric, gas tankless, or boiler/hot water maker):

- Gas:
 - 30 gal = .63 EF; or
 - 40 gal = .61 EF; or
 - 50 gal = .59 EF; or
 - 60 gal = .57 EF; or
 - 70 gal = .55 EF; or
 - 80 gal = .53 EF; or
 - Electric:
 - 30 gal = .94 EF; or
 - 40 gal = .93 EF; or
 - 50 gal = .92 EF; or
 - 60 gal = .91 EF; or
 - 70 gal = .90 EF; or
 - 80 gal = .89 EF; or
 - Tankless gas water heater: minimum .80 EF; or
 - Boiler or hot water maker:
 - < 300,000 Btu/h: 85% Et (thermal efficiency); or
 - 300,000 Btu/h or higher: 80% Et;
 - Energy Star qualified ceiling fans with lighting fixtures in bedrooms;
 - Air Conditioning minimum efficiency specifications (choose in-unit or commercial):
 - In-unit air conditioning: minimum 14 SEER; or
 - Central chiller AC system—based on size:
 - 0-65 KBtuh: Energy Star certified; or
 - >65-135 KBtuh: 11.3 EER/11.5 IPLV; or
 - >135-240 KBtuh: 11.0 EER/11.5 IPLV; or
 - >240 KBtuh: 10.6 EER/11.2 IPLV.
- c. In addition to the required features outlined in a. and b.. above, all Applications with the Elderly Demographic must also provide the following in all units:
- (1) Fifteen (15) percent of the units must have roll-in showers.
 - (2) In all of the units:
 - Horizontal grab bars in place around each tub and/or shower, the installation of which meets or exceeds 2010 ADA Standards for Accessible Design, Section 609. In addition, the following standards for grab bars are required:
 - If a bathtub/shower combination with a permanent seat is provided, grab bars shall be installed to meet or exceed 2010 ADA Standards for Accessible Design, Section 607.4.1.
 - If a bathtub/shower combination without a permanent seat is provided, grab bars shall be installed to meet or exceed 2010 ADA Standards for Accessible Design, Section 607.4.2.
 - If a roll-in shower is provided, grab bars shall be installed to meet or exceed 2010 ADA Standards for Accessible Design, Section 608.3.2;

- Reinforced walls for future installation of horizontal grab bars in place around each toilet, the installation of which meets or exceeds 2010 ADA Standards for Accessible Design, Section 604.5.1 (Side Wall);
- Roll-out shelving or drawers in all bottom bathroom vanity cabinets;
- Adjustable shelving in master bedroom closets (must be adjustable by resident); and
- In at least one of the kitchen's bottom or base cabinets, there shall be a large drawer that has full extension drawer slides.

5. Required Resident Programs:

a. Applications with the Family Demographic must commit to provide at least two (2) of the following resident programs outlined below. The Applicant will make the actual selection of the specific programs during the credit underwriting process.

- (1) After School Program for Children – This program requires the Applicant or its Management Company to provide supervised, structured, age-appropriate activities for children during after school hours, Monday through Friday. Activities must be on-site.
- (2) Literacy Training- Applicant or its Management Company must make available, at no cost to the resident, literacy tutor(s) who will provide weekly literacy lessons to residents in private space on-site. Electronic media, if used, must be used in conjunction with live instruction. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units.
- (3) Employment Assistance Program – Applicant or its Management Company must provide, at no cost to the resident, a minimum of quarterly scheduled Employment Assistance Program workshops/meetings offering employment counseling by a knowledgeable employment counselor. Such a program includes employability skills workshops providing instruction in the basic skills necessary for getting, keeping, and doing well in a job. The instruction must include, but not be limited to, the following:
 - Evaluation of current job skills;
 - Assistance in setting job goals;
 - Assistance in development of and regular review/update of individualized plan for each participating resident;
 - Resume assistance;
 - Interview preparation; and
 - Placement and follow-up services.

b. Applications with the Elderly Demographic:

- (1) All Developments must select at least three (3) of the following resident programs:
 - (a) Literacy Training – Applicant or its Management Company must make available, at no cost to the resident, literacy tutor(s) who will provide

weekly literacy lessons to residents in private space on-site. Training must be held between the hours of 8:00 a.m. and 7:00 p.m. and electronic media, if used, must be used in conjunction with live instruction. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units.

- (b) Computer Training – The Applicant or its Management Company shall make available computer and internet training classes (basic and/or advanced level depending on the needs and requests of the residents). The training classes must be provided at least once a week, at no cost to the resident, in a dedicated space on site. Training must be held between the hours of 8:00 a.m. and 7:00 p.m. and electronic media, if used, must be used in conjunction with live instruction. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units.
- (c) Daily Activities – Applicant or its Management Company must provide on-site supervised, structured activities, at no cost to the resident, at least five days per week which must be offered between the hours of 8:00 a.m. and 7:00 p.m. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units.
- (d) Assistance with Light Housekeeping, Grocery Shopping and/or Laundry – The Applicant or its Management Company must provide residents with a list of qualified service providers for (a) light housekeeping, and/or (b) grocery shopping, and/or (c) laundry and will coordinate, at no cost to the resident, the scheduling of services. The Developer or Management Company shall verify that the services referral information is accurate and up-to-date at least once every six (6) months.
- (e) Resident Assurance Check-In Program – Applicant commits to provide and use an established system for checking in with each resident on a pre-determined basis not less than once per day, at no cost to the resident. Residents may opt out of this program with a written certification that they choose not to participate.

6. Limited Development Areas (LDA):

Use the following LDA Chart to determine whether the proposed Development qualifies as an LDA Development for purposes of this RFA.

LDA Chart

County	Demographic Category	Location Description
Alachua	Family	Beginning at the intersection of CR 241/NW 143 rd Street and SR 232/NW69 th Ave/Millhopper Road, follow SR 232/NW69 th Ave/Millhopper Road east to NW 97 th Street. Follow NW 97 th Street south to NW 97 th Blvd. Follow NW 97 th Blvd northeast to SR 232/NW 63 rd Blvd/Millhopper Road/NW 53 rd Avenue. Follow SR 232/NW 63 rd Blvd/Millhopper Road/NW 53 rd Avenue east to NW 52 nd Terrace. Follow NW 52 nd Terrace north to NW 73 rd Avenue. Follow NW 73 rd Avenue east to NW 43 Street. Follow NE 43 Street north to US 441. Follow US 441 south to N SR 121. Follow N SR 121 north to NW CR 231. Follow NW CR 231 north to NE

		142 nd Avenue/NE 156 th Avenue. Follow NE 142 nd Avenue/NE 156 th Avenue east to CR 225. Follow CR 225 south to NE 77 Avenue/NE 56 Terrence. Follow NE 77 Avenue/NE 56 Terrence east to SR 24/ NE Waldo Road. Follow SR 24/NE Waldo Road Northeast to US 301/ N Main Street. Follow US 301/N Main Street south to SR 26. Follow SR 26 west to CR 234 / CR 2082. Follow CR 234/ CR 2082 south to US 441. Follow US 441 northwest to SE Wacahoota Road. Follow SE Wacahoota Road north to SR121/Williston Road. Follow SR121/Williston Road south to CR 346. Follow CR 346 west to US 41/US 27/SR 45. Follow US 41/US 27/SR 45 northwest to 202nd Street/CR 13. Follow 202nd Street/CR 13 north to NW 46 th Avenue. Follow NW 46 th Avenue east to 170 th St. Follow NW 170 th Street south to NW 32 nd Avenue. Follow NW 32 nd Avenue east to CR 241/NW 143 rd Street. Follow 241/NW 143 rd Street north to intersection with SR 232/NW69th Ave/Millhopper Road.
Bay	Family	Beginning at the intersection of SR 391/E Baldwin Road and US 231/SR 75, follow US 231 / SR 75 northeast to Pipeline Road. Follow Pipeline Road north to CR 2321. Follow CR 2321 southeast to Titus Road. Follow Titus Road east to US 231/SR 75. Follow US 231/SR 75 north to Star Avenue/SR 719. Follow Star Avenue/SR 719 south to East Bay. Follow East Bay southwest as it merges with St. Andrews Bay and North Bay. Follow North Bay north to SR 385 / Frankford Avenue. Follow SR 385 / Frankford Avenue south to SR 390 / Saint Andrews Blvd. Follow SR 390 / Saint Andrews Blvd northeast to SR 391 / Baldwin Road. Follow SR 391 / Baldwin Road east to US 231 / SR 75.
Bradford	Family	Starke
Brevard	Family	Entire County
Charlotte	Family and Elderly	5 mile radius around the following latitude/longitude coordinates: *N 26 59 29.4, W 82 1 45.5 (Hampton Point) - this also affects DeSoto and Sarasota Counties
Citrus	Family	Entire County
Clay	Family	From northeastern corner of county, follow the county line west to State Road 21/Blanding Boulevard. Follow State Road 21 south to State Road 224/Kingsely Avenue east to the county line. Follow the eastern county line north to the northeastern corner.
Collier	Family and Elderly	Beginning at the county line and CR 858/CR S858/Oil Well Road, follow CR 858/CR S858/Oil Well Road west to SR 29. Follow SR 29 north to a point directly east of Ranch One Road. Follow this point to Ranch One Road. Follow Ranch One Road west to Camp Keais Road. Follow Camp Keais Road north to CR 846/Immokalee Road. Follow CR 846 /Immokalee Road west to SR 849 / Sanctuary Road N to the northernmost point. Continue north from this point to the county line. Follow the county line east then south to CR 858 / CR S858/ Oil Well Road. And 5 mile radius around the following latitude/longitude coordinates: *N 26 9 40.7, W 81 41 37.4 (Tuscan Isles)
DeSoto	Family and Elderly	5 mile radius around the following latitude/longitude coordinates: *N 26 59 29.4, W 82 1 45.5 (Hampton Point) - this also affects Charlotte and Sarasota Counties
Duval	Family and Elderly	Beginning at the northern portion of the county line and I-95, follow the county boundary on the western portion of the county to the southern portion of the county boundary and I-95. Follow I-95 north to SR 13/Hendricks Avenue. Follow SR 13/Hendricks Avenue south to Cedar Street. Follow Cedar Street west to the St. John's River. Follow the coast of the St. John's River north to I-95. Follow I-95 northwest to US 90/SR 10/ W Beaver Street. Follow US 90/SR 10/ W Beaver Street west to SR 111/Edgewood Avenue. Follow Edgewood Avenue northeast to I-95. Follow I-95 north to the northern portion of the county line.
	Family	Beginning at the northern portion of the county line and I-95, follow the county boundary on the eastern portion of the county to the southern portion of the county boundary and I-95. Follow I-95 north to Atlantic Blvd. . Follow Atlantic Blvd northeast to Barbara Avenue. Follow Barbara Avenue north to Southhampton Road. Follow Southhampton Road west to Vine Street. Follow Vine Street north to Huntsford Road. Follow Huntsford Road southeast to Alamo Street. Follow Alamo Street north to Utah Avenue. Follow Utah Avenue southeast to the intersection with Bee Street. From this intersection, continue northeast in the same direction of Bee Street to the St. John's River. Follow the St. John's River northeast to the Trout River. Follow the Trout River west to I-95. Follow I-95 north to the northern county line.
	Family and Elderly	Within the 5 mile radius around the latitude/longitude coordinates:

		*N 30 23 .6, W 81 36 13 (Sundance Pointe), the portion of the circle southeast of the eastern and southern boundary of St. John's River.
Escambia	Family and Elderly	Beginning at the western intersection of the county line and US 90/SR 30/Mobile Hwy/ US 90A/ 9 Mile Road / N Davis Hwy, follow US 90 / SR 30/Mobile Hwy/ US 90A/ 9 Mile Road / N Davis Hwy east to the county line. Follow the county line south to Escambia Bay. Follow Escambia Bay as it merges with Pensacola Bay on the eastern portion of the county, Big Lagoon/Perdido Bay around the southern portion of the mainland, and follow Perdido Bay to the western county line. Follow the county line north to US 90/SR 30.
Gadsden	Family and Elderly	Entire County
Hardee	Family and Elderly	Bowling Green and Wauchula
Hendry	Family and Elderly	5 mile radius around the following latitude/longitude coordinates: *N26 35 36.4, W 81 38 29 (Vista Palms) - this also affects Lee County
Highlands	Family and Elderly	Sebring
Indian River	Family	Fellsmere and Sebastian
	Family and Elderly	5 mile radius around the following latitude/longitude coordinates: *N 27 35 11.8, W 80 24 33.2 (Preserve at Oslo) - this also affects St. Lucie County
Lake	Family and Elderly	Entire County, with the exception of the following area where Elderly Developments will be permitted: Beginning at the intersection of CR 44 and CR 452, follow the merged CR 44/CR 452 east to CR 44A/Estes Road. Follow CR 44A / Estes Road south to SR 44 / E Orange Avenue. Follow SR 44 / E Orange Avenue east to CR 44B. Follow CR 44B south to US 441 / SR 500. Follow US 441 / SR 500 west to Mount Homer Road. Follow Mount Homer Road north to David Walker Drive. Follow David Walker Drive north to Kurt Street. Follow Kurt Street north to Taylor Avenue/Clay Blvd. Follow Taylor Avenue/Clay Blvd west to Lake Eustis. Follow Lake Eustis north to SR 19 / CR 44 / N. Bay Street. Follow SR 19 / CR 44 / N. Bay Street north to CR 44. Follow CR 44 to CR 452.
Lee	Family and Elderly	Entire County, which includes: 5 mile radius around the following latitude/longitude coordinates: *N 26 35 36.4, W 81 38 29 (Vista Palms) - this also affects Hendry County *N 26 36 31, W 81 51 3.6 (Westwood)
Leon	Family	Beginning at the intersection of I-10 and Capital Circle NW/SR 263/CR 157, follow Capital Circle NW/SR 263/CR 157 north to Orchard Pond Road. Follow Orchard Pond Road east to CR 155/N Meridian Road. Follow CR 155/N Meridian Road south to CR 154/Bannerman Road/Bradfordville Road/Crump Road southeast to Apalachee Parkway/US 27/SR 20. Follow Apalachee Parkway/US 27/SR 20 east to county line. Follow county line south to SR 260/Natural Bridge Road. Follow SR 260/Natural Bridge Road west to SR 363/Woodville Hwy. Follow SR 363/Woodville Hwy north to SR 260/Oak Ridge Road. Follow SR 260/Oak Ridge Road west to SR 61/Wakulla Springs Road. Follow SR 61/Wakulla Springs Road north to US 319/SR 369/Crawfordville Road. Follow US 319/SR 369/Crawfordville Road northeast to SR 263/SW Capital Circle. Follow SR 263/SW Capital Circle northwest to SR 371/Lake Bradford Road. Follow SR 371/Lake Bradford Road northeast to SR 371/W Orange Ave. Follow SR 371/W Orange Ave west to Eisenhower Street. Follow Eisenhower Street north to Plant Street. Follow Plant Street west to Chipley Street. Follow Chipley Street north to Jackson Bluff Road. Follow Jackson Bluff Road west to Appleyard Drive/Mission Road. Follow Appleyard Drive/Mission Road north to I-10. Follow I-10 west to Capital Circle NW/SR 263/CR 157.
Manatee	Family and Elderly	Entire County
Marion	Family and Elderly	Entire County
Miami-Dade	Family and Elderly	Beginning at the intersection of SW 264 th Street and SW 157 th Avenue, follow SW 264 th Street east to Biscayne Bay. Follow the Bay around the remaining southern portion of the county, then north to a point that is west of the intersection of SW 264 th Street and SW 157 th Avenue. Follow that point east to that intersection.
Palm Beach	Family and Elderly	5 mile radius around the following latitude/longitude coordinates: *N 26 43 8.4, W 80 5 7.7 (Malibu Bay) *N 26 47 58.6, W 80 5 11.1 (Venetian Isles I)

		*N 26 48 3.3,W 80 5 6.4 (Venetian Isles II) With the exception of 0.25 mile radius around each of the following latitude/longitude coordinates where all Demographics will be permitted: N 26 42 44.3, W 80 03 44.2
Pinellas	Elderly	Beginning at the intersection of 13 th Avenue N and 28 th Street N, follow 13 th Avenue N east to Tampa Bay. Follow Tampa Bay south to a point directly east of 19 th Avenue S. Follow that point west to 19 th Avenue S. Follow 19 th Avenue S west to 4 th Street S. Follow 4 th Street S north to Tangerine Avenue S./18 th Avenue S. Follow Tangerine Avenue S/18 th Avenue S west to 28 th Street S. Follow 28 th Street S north to 13 th Avenue N.
Sarasota	Family and Elderly	5 mile radius around the following latitude/longitude coordinates: *N 26 59 29.4, W 82 1 45.5 (Hampton Point) - this also affects DeSoto and Charlotte Counties
Seminole	Family and Elderly	5 mile radius around the following latitude/longitude coordinates**: *N 28 47 1.7,W 81 17 40.6 (Windchase) - this also affects Volusia County **An exception of a 2 mile radius around the following Latitude/Longitude coordinates will permit Elderly Developments: N 28 42 4.1, W 81 20 43.4 (Longwood Station)
St. Johns	Family and Elderly	Entire County, which includes: 5 mile radius around the following latitude/longitude coordinates: *N 29 52 14.5, W 81 20 32.7 (Whispering Woods)
St. Lucie	Family and Elderly	5 mile radius around the following latitude/longitude coordinates: *N 27 20 46.4, W 80 22 56.6 (Peacock Run) *N 27 25 27.6 W 80 22 33.5 (Sabal Chase) *N 27 35 11.8, W 80 24 33.2 (Preserve at Oslo) - this also affects Indian River County
Volusia	Family and Elderly	5 mile radius around the following latitude/longitude coordinates: *N 28 47 1.7,W 81 17 40.6 (Windchase) - this also affects Seminole County
Walton	Family and Elderly	Beginning at the intersection of SR 83, US 331 S, and Owls Head Road, follow Owls Head Road east to a point that is directly north over JW Hollington Road. Follow that point south to JW Hollington Road. Follow JW Hollington Road to the southernmost point. Follow that point west to Joe Dugger Road. Follow Joe Dugger Road south to SR 20 E. Follow SR 20 E west to US 331 S/SR 83. Follow US 331 S/SR 83 south to Lagrange Road. Follow Lagrange Road south Old Oak Road. Follow Old Oak Road north to Holly Point Road. Follow Holly Point Road west to LaGrange Bayou. Follow LaGrange Bayou south into Choctowhatchee Bay. Follow the northern boundary of the Choctowhatchee Bay west around the southern portion of the mainland and into Alaqua Bayou. Follow the northern boundary of Alaqua Bayou to Whitfield Road. Follow Whitfield Road north to SR 20 W. Follow SR 20 W east to Ben King Road as it merges into Segrest Road. Follow Segrest Road/Ben King Road as Ben King Road splits and moves east. At the easternmost point of Ben King Road, follow the point east to SR 83/Madison Street. Follow SR 83/Madison Street to the intersection of US 331 S and Owls Head Road.

*These areas surround Guarantee Fund Developments. In the event that both the loan guaranteed under the Guarantee Fund Program and any SMI loan for one of these Developments are paid off prior to the Application Deadline, the Corporation will treat the LDA restriction around that Development as if it was never included on the LDA chart and the LDA restriction related to that Guarantee Fund Development will no longer apply.

7. HOME Rental FHFC Subsidy Limits

	FHFC Maximum Subsidy				
	0 BR	1BR	2 BR	3 BR	4BR
Baker, Bradford, Clay, Columbia, Duval, Flagler, Nassau, St Johns, Union	\$76,367	\$87,304	\$106,453	\$137,716	\$150,929

Alachua, Dixie, Gilchrist, Levy, Marion, Putnam	\$74,707	\$85,641	\$104,139	\$134,722	\$147,883
Franklin, Gadsden, Hamilton, Jefferson, Lafayette, Leon, Liberty, Madison, Suwannee, Taylor, Wakulla	\$75,371	\$86,402	\$105,064	\$135,919	\$149,197
Bay, Calhoun, Gulf, Holmes, Jackson, Walton, Washington	\$64,747	\$74,222	\$90,254	\$116,759	\$128,165
Escambia, Santa Rosa, Okaloosa	\$67,070	\$76,886	\$93,493	\$120,950	\$132,766
Hillsborough, Pasco, Hernando, Sumter, Citrus, Pinellas	\$79,688	\$91,351	\$111,082	\$143,703	\$157,742
Sarasota, Manatee, Hardee, DeSoto	\$79,688	\$91,351	\$111,082	\$143,704	\$157,742
Polk, Highlands	\$78,692	\$90,209	\$109,693	\$141,907	\$155,770
St. Lucie, Okeechobee, Indian River	\$74,707	\$85,641	\$104,139	\$134,722	\$147,883
Brevard	\$75,703	\$86,783	\$105,527	\$136,518	\$149,855
Volusia	\$74,707	\$85,641	\$104,139	\$134,722	\$147,883
Orange, Seminole, Lake, Osceola	\$77,032	\$88,306	\$107,378	\$138,913	\$152,483
Dade	\$76,367	\$87,544	\$106,453	\$137,716	\$151,169
Broward	\$77,032	\$88,306	\$107,378	\$138,913	\$152,483
Palm Beach, Martin	\$77,696	\$89,066	\$108,304	\$140,110	\$153,798
Monroe	\$79,688	\$91,351	\$111,082	\$143,703	\$157,742
Charlotte, Glades, Hendry, Lee, Collier	\$76,367	\$87,544	\$106,453	\$137,716	\$151,169

FHFC's subsidy limits are based on 60% of HUD's 2012 maximum subsidy limits

8. Total Development Cost Per Unit Limitation:

The Corporation shall limit the Total Development Cost (TDC) per unit for all Developments. The maximum amounts are provided on the TDC Per Unit Limitation chart set out below (the maximum TDC per unit exclusive of land costs) and will be tested during the credit underwriting process and during the final allocation process, as outlined below.

These TDC Per Unit Base Limitation amounts are effective from the Application Deadline through Final Cost Certification.

	Non-Concrete Developments	Concrete Developments
Maximum TDC Per Unit exclusive of Land Costs	\$170,900	\$204,500

- a. Any Applicant that has the Credit Underwriter present a credit underwriting report with an amount that exceeds these limitations by more than 5 percent, taking into consideration an escalation factor for construction costs rising after the Application Deadline of 1.8 percent and incorporating any applicable TDC reduction and adjustments processes provided below will receive a negative recommendation by the Credit Underwriter.

Any Applicant that has the Credit Underwriter present a credit underwriting report with an amount that exceeds these limitations, taking into consideration the applicable escalation factor outlined above, will require staff to review the credit underwriting report for compliance to the TDC reduction and adjustment procedure provided below:

- (1) The Developer fee will be limited to the maximum allowable within the TDC Per Unit Base Limitation, inclusive of any applicable escalation factor, in all instances. A Developer fee can be earned on qualifying TDC (which does not include operating reserves) exclusive of land up to the TDC Per Unit Base Limitation, inclusive of any applicable escalation factor, but it cannot be earned on costs in excess of said limitation. If the Development costs exceed the amount allowed by the TDC Per Unit Base Limitation, inclusive of any applicable escalation factor, then the maximum allowable Developer fee will be adjusted as outlined below. The maximum allowable Developer fee can be determined by multiplying the applicable TDC Per Unit Base Limitation with respect to the Development as provided in this RFA, inclusive of any applicable escalation factor, by the number of total units in the Development. Second, divide this product by 1.16 and then multiply the result by 16 percent. This will yield the maximum allowable Developer fee within the TDC Per Unit Base Limitation, inclusive of any applicable escalation factor.
- (2) Prior to determining any necessary adjustment, if the Developer fee initially stated by the Applicant or Credit Underwriter is in excess of the maximum allowable Developer fee as provided in (1) above, the Developer fee will be reduced to said maximum allowable Developer fee and the TDC will be equally reduced to incorporate the cost reduction.

Subsequent to reducing the Developer fee to the maximum allowable amount, additional adjustments may be necessary if the TDC Per Unit Base Limitation remains exceeded. An adjustment shall be determined by reducing the maximum allowable Developer fee as determined in (1) above dollar-for-dollar for any costs in excess of the amount allowed by the TDC Per Unit Base Limitation, inclusive of any applicable escalation factor, up to the lesser of (a) the actual amount of costs in excess of the amount allowed by the TDC Per Unit Base Limitation, inclusive of any applicable escalation factor, (b) \$500,000, or (c) 25 percent of the maximum allowable Developer fee. If after following this Developer fee limitation process, the TDC exclusive of land costs is reduced to be within the amount allowed by the TDC Per Unit Base Limitation, inclusive of any applicable escalation factor, then the Developer fee adjustment calculation is complete. If the TDC exclusive of land costs remains above the amount allowed by the TDC Per Unit Base Limitation, inclusive of any applicable escalation

factor, then there is an additional Developer fee adjustment, as outlined in (3) below.

- (3) An additional Developer fee adjustment will be initiated to further reduce the allowable Developer fee in the event the TDC exclusive of land (as adjusted above) exceeds the TDC Per Unit Base Limitation. The reduction will be determined by deriving a percentage amount that the TDC exclusive of land costs (as adjusted above) exceeds the TDC Per Unit Base Limitation, inclusive of any applicable escalation factor, and multiplying this excess percentage by the amount of the adjusted Developer fee, resulting in a product that is the additional adjustment to the Developer fee. For instance, if the Development's adjusted TDC exclusive of land costs exceeds the limitation, inclusive of any applicable escalation factor, by 4 percent, then the allowable Developer fee is further reduced by 4 percent. Once this step is complete, there is no further Developer fee adjustment or corresponding cost savings to be incorporated into the TDC as a result of having a TDC exclusive of land costs that exceeds the limitation.

As a note, if the Developer fee in the credit underwriting report is already at or below this allowable Developer fee, then there is no additional adjustment to be incorporated into the Developer fee. This also means there are no corresponding costs savings to reduce the TDC since all TDC cost reductions stemming from this process are coming from reducing the Developer fee. If the Developer fee in the credit underwriting report needs to be reduced to incorporate any adjustment as provided above, then as the Developer fee is reduced, so is the TDC in order to incorporate the reduced Developer fee cost.

For example:

A 45-unit development with a Development Category of New Construction and a Development Type of Garden Concrete reports a TDC of \$9,840,000, inclusive of a stated Developer fee of \$1,340,000, and exclusive of land at time of credit underwriting, and also prior to any adjustment:

Calculate TDC Limitation for the Development and Maximum Allowable Developer fee

- 1.(a) TDC Per Unit Base Limitation, inclusive of any applicable escalation factor:
\$204,500 Per Unit x (1 + 1.8%) = \$208,181 Per Unit.
- 1.(b) Determine TDC Limitation for the Development: \$208,181 Per Unit x 45 units = \$9,368,145.
- 1.(c) Implied maximum Development Cost per the limitation: \$9,368,145 ÷ 1.16 = \$8,075,987 (assumes no operating reserves).
- 1.(d) Determine maximum allowable Developer fee within the limitation (prior to any developer fee adjustment): \$8,075,987 x 16% = \$1,292,157.

First Developer fee/TDC adjustment Calculation Methodology (If necessary)

- 2.(a)(i) Is the stated Developer fee greater than the maximum allowable? \$1,340,000 > \$1,292,157.
- 2.(a)(ii) If the response to 2.(a)(i) is yes, then determine the excess: \$1,340,000 - \$1,292,157 = \$47,843 (excess Developer fee and excess TDC).

- 2.(b) Reduce the stated Developer fee to the lesser of maximum allowable or stated fee and reduce the stated TDC by an equal amount: $\$1,340,000 - \$47,843 = \$1,292,157$; $\$9,840,000 - \$47,843 = \$9,792,157$.
- 2.(c) Determine if the TDC remains in excess of the limitation and if so, the amount of the excess: $\$9,792,157 - \$9,368,145 = \$424,012$.
- 2.(d) Determine the lesser of either (i) \$500,000, (ii) 25 percent of the maximum allowable Developer fee, or (iii) 100% of the excess TDC: $25\% \times \$1,292,157 = \$323,039$; $\$323,039 < \$424,012 < \$500,000$.
- 2.(e) Apply the lesser of 2(d) above to determine the Maximum allowable Developer fee, subject to the first adjustment: $\$1,292,157 - \$323,039 = \$969,118$.
- 2.(f) TDC reduction due to Developer fee adjustment: $\$9,792,157 - \$323,039 = \$9,469,118$.

(As a note, this TDC is still greater than the TDC Per Unit Base Limitation, inclusive of any applicable upward adjust so an additional Developer fee adjustment will need to be calculated.)

Second Developer fee/TDC adjustment Calculation Methodology (If necessary)

- 3.(a) The percentage the TDC without land (as adjusted above for first adjustment) that exceeds the amount allowed by the TDC Per Unit Base Limitation, inclusive of any applicable escalation factor: $\$9,469,118 - \$9,368,145 = \$100,973$; $\$100,973 \div \$9,368,145 = 1.08\%$.
 - 3.(b) Additional adjustment: $1.08\% \times \$969,118 = \$10,445$.
 - 3.(c) Final maximum Developer fee, after adjustments: $\$969,118 - \$10,445 = \$958,673$.
 - 3.(d) Final adjusted TDC at time of credit underwriting: $\$9,469,118 - \$10,445 = \$9,458,673$.
 - 3.(e) Verify status of the 5% variance test: $(\$9,458,673 - \$9,368,145) / \$9,368,145 = 0.97\%$, which falls under criteria of being less than or equal to 5% above of the TDC Per Unit Base Limitation, inclusive of any applicable escalation factor.
- b. Any Applicant that presents a Final Cost Certification Application (FCCA) that has amounts that exceed the TDC Per Unit Base Limitation, subject to an escalation factor of 1.8 percent, will require staff to review the FCCA for compliance to the procedure provided below. If the Development has already had its Developer fee adjusted at credit underwriting as provided in 8.a. above and the TDC without land in the FCCA exceeds the TDC without land provided in the credit underwriting report, then the Developer fee will have an additional adjustment to be incorporated as provided in (4) below.
- (1) The Developer fee will be limited to the maximum allowable within the TDC Per Unit Base Limitation, inclusive of any applicable escalation factor, in all instances. A Developer fee can be earned on qualifying TDC exclusive of land up to the TDC Per Unit Base Limitation, inclusive of any applicable escalation factor, but it cannot be earned on costs in excess of said limitation. If the Development costs exceed the amount allowed by the TDC Per Unit Base Limitation, inclusive of any applicable escalation factor, then the maximum allowable Developer fee will be adjusted as outlined below. The maximum allowable Developer fee can be determined by multiplying the applicable TDC Per Unit Base Limitation with respect to the Development as provided in this RFA, inclusive of any applicable escalation factor, by the number of total units in the Development. Second, divide this product by 1.16 and then multiply the

result by 16 percent. This will yield the maximum allowable Developer fee within the TDC Per Unit Base Limitation, inclusive of any applicable escalation factor.

- (2) Prior to determining any necessary adjustment, if the Developer fee initially stated by the FCCA is in excess of the maximum allowable Developer fee as provided in (1) above, the Developer fee will be reduced to said maximum allowable Developer fee and the TDC will be equally reduced to incorporate the cost reduction.

Subsequent to reducing the Developer fee to the maximum allowable amount, additional adjustments may be necessary if the TDC Per Unit Base Limitation remains exceeded. An adjustment shall be determined by reducing the maximum allowable Developer fee as determined in (1) above dollar-for-dollar for any costs in excess of the amount allowed by the TDC Per Unit Base Limitation, inclusive of any applicable escalation factor, up to the lesser of (a) the actual amount of costs in excess of the amount allowed by the TDC Per Unit Base Limitation, inclusive of any applicable escalation factor, (b) \$250,000, or (c) 10 percent of the maximum allowable Developer fee. If after following this Developer fee limitation process, the TDC exclusive of land costs is reduced to be within the amount allowed by the TDC Per Unit Base Limitation, inclusive of any applicable escalation factor, then the Developer fee adjustment calculation is complete. If the TDC exclusive of land costs remains above the amount allowed by the TDC Per Unit Base Limitation, inclusive of any applicable escalation factor, then there is an additional Developer fee adjustment, as outlined in (3) below.

- (3) An additional Developer fee adjustment will be initiated to further reduce the allowable Developer fee in the event the TDC exclusive of land costs (as adjusted above) exceeds the TDC Per Unit Base Limitation. The reduction will be determined by deriving a percentage amount that the TDC exclusive of land costs (as adjusted above) exceeds the amount allowed by the TDC Per Unit Base Limitation, inclusive of any applicable escalation factor and multiplying this excess percentage by the amount of the adjusted Developer fee, resulting in a product that is the additional adjustment to the Developer fee. For instance, if the Development's adjusted TDC exclusive of land costs exceeds the limitation, inclusive of any applicable escalation factor, by 4 percent, then the allowable Developer fee is further reduced by 4 percent. Once this step is complete, there is no further Developer fee adjustment or corresponding cost savings to be incorporated into the TDC as a result of having a TDC exclusive of land costs that exceeds the limitation.

As a note, if the Developer fee in the FCCA is already at or below this allowable Developer fee, then there is no additional adjustment to be incorporated into the Developer fee. This also means there are no corresponding costs savings to reduce the TDC since all TDC cost reductions stemming from this process are coming from reducing the Developer fee. If the Developer fee in the FCCA needs to be reduced to incorporate any penalties provided above, then as the Developer fee is reduced, so is the TDC in order to incorporate the reduced Developer fee cost.

- (4) For those Developments that have already had its Developer fee adjusted at credit underwriting as provided in 8.b. above and whose TDC without land in the FCCA exceeds the TDC without land provided in the credit underwriting report, the allowable Developer fee will incorporate an additional adjustment. This additional Developer fee adjustment will be the lesser of (a) the difference between the amount of TDC exclusive of land costs as reported in the FCCA that is in excess of the TDC exclusive of land costs provided in the credit underwriting report, (b) \$250,000, or (c) 10 percent of the allowable Developer fee reported in the credit underwriting report. If the Developer fee in the FCCA is already equal to or less than the allowable Developer fee as determined with the incorporation of this additional Developer fee adjustment, then neither the Developer fee nor the TDC is further reduced.

For example:

Assuming the Development in the example provided in 8.b. above provides a FCCA with a TDC exclusive of land costs of \$295,000 higher than the TDC exclusive of land costs provided in the credit underwriting report, but the Developer fee is the same as provided in the credit underwriting report of \$958,673. The additional Developer fee adjustment will be the lesser of (a) \$500,000 (the new excess costs), (b) \$250,000 (the maximum dollar limit of this additional Developer fee adjustment), or (c) \$95,867 (10% of the allowable Developer fee reported in the credit underwriting report).

Since (c) is the lowest of the three options, the allowable Developer fee and the TDC will both be lowered by \$95,867. The allowable Developer fee will be \$862,806 (the allowable Developer fee reported in the credit underwriting report of \$958,673, less the adjustment of \$95,867). The TDC exclusive of land costs in the FCCA would be adjusted to \$9,657,806 (\$9,458,673 from the credit underwriting report plus \$295,000 of new additional costs less \$95,867 for the reduction in allowable Developer fee).

*These figures represent the applicable Developer fee percentage for the Development (16%) and one plus the applicable Developer fee percentage for the Development (1+16%).

9. Florida Job Creation 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 million of HOME funding. Only Applications with a score equal to or greater than 25 will qualify for the Florida Job Creation Preference in Section Four B of the RFA.

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

- The number of total units committed to by the Applicant (as stated by the Applicant at question 4.c. of Exhibit A);
- The Florida job creation rate of 3.376 Florida Jobs per Unit;
- The HOME Request Amount.

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

Number of units x 3.376 Florida Jobs per Unit x 1,000,000 / HOME Request Amount = Florida Jobs per \$1 million of HOME funding.

For example:

Application A consists of 45 units and has a HOME Request Amount of \$4,500,000.

$45 \times 3.376 \times 1,000,000 / 4,500,000 =$ Florida Job Creation score of 33.76.

In above example, the Application will qualify for the Job Creation Preference because it has a Florida Job Creation score that is at least 25.

10. 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 HOME 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 HOME funding shall submit to the Corporation as a part of the Application submission a non-refundable Application fee of \$3,000.00.

b. Credit Underwriting Fees:

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

(1) Initial Fee: \$12,790

(2) Re-underwriting Fee: \$167 per hour, not to exceed \$7,417

Any HOME Development* requiring further analysis by the Credit Underwriter pursuant to Rule Chapter 67-48, F.A.C., and 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.

*HOME Applicants that do not qualify as a Non-Profit entity under Rule 67-48.002, F.A.C. (at least by the due date for the credit underwriting fees), will be responsible for the fees set out in (1) and (2) above, as well as fees resulting from further analysis pursuant to Rule Chapter 67-48, F.A.C., and this RFA.

c. Compliance Monitoring Fees:

The following fees are not the fees that will be charged, but are listed below for estimation purposes. The actual fees will be determined based on the current contract and any addendum for services between the Corporation and the Compliance Monitor(s).

A total annual fee comprised of a base fee of \$156 per month + an additional fee per set-aside unit of \$9.56 per year, subject to a minimum of \$244 per month, and subject to adjustment annually, but not decreased, based on the South Region Consumer Price Index for the twelve month period ending each November 30th, which this automatic increase shall not exceed 3 percent of the prior year's fee.

d. Loan Closing Extension Fees:

In the event the HOME loan does not close within the timeframes prescribed, an extension fee will be assessed. The loan must close within 12 months of the date of the invitation to enter credit underwriting (preliminary loan commitment). Applicants may request one (1) extension of up to 12 months related to this closing deadline. The Corporation shall charge a non-refundable extension fee of 1 percent of the loan amount if the Board approves the request to extend the preliminary commitment beyond the initial 12 month closing deadline. In addition, the loan related to the construction of the Development must close within 120 Calendar Days of the date of the firm loan commitment(s). A request for an extension of the firm loan commitment(s) may be considered by the Board for an extension term of up to 90 Calendar Days. The Corporation shall charge an extension fee of one-half of one percent of each loan amount if the Board approves the request to extend the firm commitment.

e. Permanent Loan Servicing Fees:

The Permanent Loan Servicing Fee is to be paid annually. The following fee is listed for estimation purposes whereby the actual fee will be determined based on the current contract and 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 \$200 and a maximum monthly fee of \$798, and an hourly fee of \$167 for extraordinary services.

f. Additional HOME Fees:

HOME Applicants that do not qualify as a Non-Profit entity will be charged fees for environmental review and legal counsel based on the current contract for services between the Corporation, the Environmental Provider(s), and legal counsel.

g. Assumption/Renegotiation Fees:

If the Applicant is requesting a sale and/or transfer and assumption of the loan, the borrower or purchaser shall submit to the Corporation a non-refundable assumption fee of one-tenth of one percent of the loan amount.

If the Applicant is requesting a renegotiation of the loan, the borrower shall submit to the Corporation a non-refundable renegotiation fee of one-half of one percent of the loan amount.

If the Applicant is requesting an extension of the loan term, the borrower shall submit to the Corporation a non-refundable extension fee of one-tenth of one percent of the loan amount. If the extension is associated with a renegotiation of the loan, then only the renegotiation fee will be charged.

11. Additional HOME Requirements:

If awarded HOME funding under this RFA, the Applicant will be required to comply with the following HOME requirements and provide the following information:

- a. General Information Notice - In accordance with the Uniform Relocation Act (URA), as part of 24 CFR Part 92, a Development receiving HOME funds must provide a notice to all tenants informing them of their rights under the URA in accordance with Chapter 2 of the HUD Handbook 1378. The Handbook is available on the Corporation's Website under the link labeled Multifamily Programs/Related References and Links (also accessible by clicking [here](#)). The proper manner of notice is provided in this Handbook. A copy of each General Information Notice must be provided to each tenant, not just tenants in HOME-Assisted Units. By the due date outlined in the invitation to enter credit underwriting, the Applicant must provide to the Corporation a copy of each General Information Notice for each occupied unit. Each notice must include proof of delivery by certified letter or by signed copy of the notice when hand delivered.

- b. HOME Certification of Consistency with the Consolidated Plan:

In order to be eligible for HOME funding, during the credit underwriting process the Applicant will be required to provide evidence demonstrating that the proposed Development is consistent with the applicable Consolidated Plan. Developments located in entitlement jurisdictions should request a certification of consistency letter from the appropriate authorities in that jurisdiction (typically, the community development staff). Developments located in non-entitlement jurisdictions (e.g. small non-entitlement cities or unincorporated areas of counties) should request a certification of consistency letter from the state. To request a certification of consistency letter from the state (or if you are not sure which Consolidated Plan applies to the location of your proposed HOME Development), please contact:

Eddie Hutton (or his successor)
 CDBG Operations Unit Program Manager
 Florida Department of Economic Opportunity
 850-717-8406

- c. HOME Other Federal Requirements
 - (1) Federal Labor Requirements - Owners of a building or buildings which consist of 12 or more HOME-Assisted Units which are to be constructed or redeveloped by the same contractor under a single contract (including Scattered Site Developments) must comply with the Federal Labor Standards requirements as identified in 24 CFR Part 92 and Rule Chapter 67-48, F.A.C.

Federal Labor Standards require that all persons working on the site be paid an hourly rate not less than the minimum rate specified in the Wage Determination issued by HUD for each particular property. The owner will be required to

submit to the Corporation, or its representative servicer, payroll reports and certifications to verify wage payments. Conformance with Labor Standards will be monitored during the construction/redevelopment period in conjunction with the draw inspections by the consulting engineer/architect engaged by the underwriter/servicer.

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

- (2) HUD Environmental Requirements – Applicant will be required to comply with the HUD environmental requirements as provided in 24 CFR Part 92 and 24 CFR Part 58.
- (3) Debarment and Suspension - Owners and contractors are prohibited from employing, awarding contracts, or funding any contractors or subcontractors that have been debarred, suspended, proposed for debarment or placed on ineligibility status by HUD. In addition, any owners who are debarred, suspended, proposed for debarment, or ineligible will be prohibited from participating in the HOME Program. Therefore, a certification must be executed by the contractor for compliance with debarment and suspension regulations. In order to be eligible for HOME funding, during the credit underwriting process the Applicant will be required to provide the executed certification form, available on the Corporation's Website under the link labeled Multifamily Programs/Related References and Links (and also accessible by clicking [here](#)).
- (4) Lead Based Paint - If the Development was built before 1978, Lead Based Paint Regulations may apply. See 24 CFR Part 35 for exemptions. In order to be eligible for HOME funding, during the credit underwriting process the Applicant must certify that it understands the requirements of the current HUD lead based paint regulations as identified in 24 CFR Part 92 and Rule Chapter 67-48, F.A.C.

If the Applicant is purchasing the property and the Development was built before 1978, provide a copy of the executed Disclosure of Information on Lead Based Paint and Lead Based Paint Hazards form, signed by both the buyer and the seller. This form is available on the Corporation's Website under the link labeled Multifamily Programs/Related References and Links (and also accessible by clicking [here](#)). In order to be eligible for HOME funding, the Applicant must provide a copy of the executed disclosure form, if applicable.