**Exhibit A to RFA 2019-114- Housing Credit Financing for Affordable Housing Developments Located in Broward, Duval, Hillsborough, Orange, Palm Beach, and Pinellas Counties**

**1.** **Applicant Certification and Acknowledgement form**

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

**2. Demographic Commitment**

Select one (1) of the following Demographic Commitments:

Choose an item.

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

a. Applicant

(1) Name of Applicant

Click here to enter text.

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

(3) Non-Profit Applicant qualifications

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

Choose an item.

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

b. General Developer Information

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

Click here to enter text.

Click here to enter text.

Click here to enter text.

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

(3) General Development Experience (5 Points)

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

(b) To receive five (5) points, the Applicant must meet the Development Experience Withdrawal Disincentive criteria outlined in Section Four A.3.b.(3)(c) of the RFA.

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

(1) Eligibility Requirement

To meet the submission requirements, the Applicant must upload the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-2019) (“Principals Disclosure Form”) with the Application and Development Cost Pro Forma, as outlined in Section Three of the RFA.

To meet eligibility requirements, the Principals Disclosure Form must identify, pursuant to Subsections 67-48.002(94), and 67-48.0075(8) and (9) F.A.C., the Principals of the Applicant and Developer(s) as of the Application Deadline. For Housing Credits, the investor limited partner of an Applicant limited partnership or the investor member of an Applicant limited liability company must be identified.

(2) Point Item

Applicants will receive 5 points if the uploaded Principal Disclosure Form was stamped “Approved” during the Advance Review Process.

d. General Management Company Information

(1) Name of the Management Company

Click here to enter text.

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

e. Contact Person

(1) Authorized Principal Representative contact information (required)

Name: Click here to enter text.

Organization: Click here to enter text.

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

City: Click here to enter text.

State: Click here to enter text.

Zip: Click here to enter text.

Telephone: Click here to enter text.

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

(2) Operational Contact Person information (optional)

Name: Click here to enter text.

Organization: Click here to enter text.

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

City: Click here to enter text.

State: Click here to enter text.

Zip: Click here to enter text.

Telephone: Click here to enter text.

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

**4. General Proposed Development Information**

a. Name of the proposed Development

Click here to enter text.

b. Development Category/Rental Assistance (RA) Level

(1) Select the Development Category

Choose an item.

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

(3) Rental Assistance (RA) Level

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

(4) Development Category Funding Preference

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

Choose an item.

Note: If an Applicant selects the Development Category of Rehabilitation, with or without Acquisition, and either (i) does not answer this question or (ii) selects “Yes” as the answer to this question, the Application will NOT qualify for the Development Category Funding Preference.

c. Select the Development Type

Choose an item.

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

Choose an item.

d. Enhanced Structural Systems (“ESS”) Construction Qualifications

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

Choose an item.

**5. Location of proposed Development**

a. County: Choose a county.

b. Location of Development Site

Click here to enter text.

c. Does the proposed Development consist of Scattered Sites?

Choose an item.

d. Latitude and Longitude Coordinates

(1) Development Location Point

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

Click here to enter text.

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

Click here to enter text.

(2) If the proposed Development consists of Scattered Sites, for each Scattered Site that is in addition to the Development Location Point information provided in (1) above, identify the latitude and longitude coordinate, rounded to at least the sixth decimal place:

Click here to enter text.

e. Proximity

(1) PHA or RD 515 Proximity Point Boost

(a) Does the proposed Development qualify for the PHA Proximity Point Boost?

Choose an item.

If “Yes”, provide the required letter as **Attachment 7.**

(b) Does the proposed Development qualify for the RD 515 Proximity Point Boost?

Choose an item.

If “Yes”, provide the required letter as **Attachment 15.**

(2) Transit Services

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

(a) Does the Applicant commit to provide Private Transportation?

Choose an item.

(b) Other Transit Services

|  |  |  |  |
| --- | --- | --- | --- |
| Service | Latitude | Longitude | Distance (rounded up to the nearest hundredth of a mile) \* |
| Public Bus Stop 1 | Latitude Coordinates | Longitude Coordinates | Distance |
| Public Bus Stop 2 | Latitude Coordinates | Longitude Coordinates | Distance |
| Public Bus Stop 3 | Latitude Coordinates | Longitude Coordinates | Distance |
| Public Bus Transfer Stop | Latitude Coordinates | Longitude Coordinates | Distance |
| Public Bus Rapid Transit Stop | Latitude Coordinates | Longitude Coordinates | Distance |
| SunRail Station, MetroRail Station, or TriRail Station | Latitude Coordinates | Longitude Coordinates | Distance |

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

(3) Community Services

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

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

f. Mandatory Distance Requirement

Does the propose Development meet the Mandatory Distance Requirement automatically?

Choose an item.

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

Choose an item.

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

Click here to enter text.

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

g. Racially and Ethnically Concentrated Areas of Poverty (RECAP)

Is any part of the proposed Development located in a RECAP designated area?

Choose an item.

**6. Number of Building and Units**

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

b. Provide the number of new construction units and rehabilitation units

Choose an item.

If “Combination of new construction and rehabilitation units” is selected, state the quantity of each type:

Click here to enter text. new construction units

Click here to enter text. rehabilitation units

c. If the Development Category committed to is Rehabilitation, with or without Acquisition, indicate which of the following applies to the Development site as of Application Deadline:

Choose an item.

d. Set-Aside Commitments

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

Choose an item.

(2) Total Set-Aside Breakdown Chart

(a) Applicants committing to the minimum set-aside commitment of 20 percent of the total units at 50 percent of the Area Median Income or less or 40 percent of the total units at 60 percent of the Area Median Income or less must complete the following chart:

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

(b) Applicants committing to the Average Income Test must complete this chart:

|  |
| --- |
| Total Set-Aside Breakdown Chart |
| Number of Residential Units | AMI Level |
| Enter Number | At or Below 20% |
| Enter Number | At or Below 30% |
| Enter Number | At or Below 40% |
| Enter Number | At or Below 50% |
| Enter Number | At or Below 60% |
| Enter Number | At or Below 70% |
| Enter Number | At or Below 80% |
| Enter Number | Market Rate Units |
| **Enter Number %****(Total Set-Aside Percentage)** |  |

Note: The Development Cost Pro Forma includes an Average Income Test worksheet to assist Applicants in this calculation. If the Total Set-Aside Breakdown Chart reflects that the Average AMI of all Set-Aside Units exceeds 60 percent, and/or if the number of Set-Aside Units set aside at 30 percent AMI or less, is not equal to or greater than the required ELI commitment, and/or the overall Set-Aside Commitment requirement is not met, the Application will not be eligible for funding.

e. Unit Mix Chart

(1) Complete the chart below:

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

(2) Answer the following questions:

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

Enter Number

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

Enter Number

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

Enter Number

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

Enter Number

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

Enter Number

f. Number of Buildings

Number of anticipated residential buildings: Enter Number

**7. Readiness to Proceed**

a. Site Control

The properly completed and executed Florida Housing Finance Corporation Site Control Certification form (Form Rev. 08-18) and attachments must be provided as **Attachment 8** to demonstrate site control as of Application Deadline.

b. Ability to Proceed documents

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

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

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

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

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

**8. Construction Features**

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

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

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

d. Green Building Features:

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

(2) Applicants for proposed Developments with a Development Category of new construction or Redevelopment must commit to achieve one of the Green Building Certification programs described in Section Four during credit underwriting.

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

[ ]  Programmable thermostat in each unit (2 points)

[ ]  Humidistat in each unit (2 points)

[ ]  Water Sense certified dual flush toilets in all bathrooms (2 points)

[ ]  Light colored concrete pavement instead of or on top of asphalt to reduce the heat-island effect (2 points)

[ ]  Energy Star certified roof coating (2 points) \*

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

[ ]  Eco-friendly cabinets – no added urea formaldehyde and material must be certified by the Forest Stewardship Council, the Environmental Stewardship Program, or a certification program endorsed by the Programme for the Endorsement of Forest Certification (3 points)

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

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

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

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

[ ]  Florida Yards and Neighborhoods certification on all landscaping (2 points)

[ ]  Install daylight sensors, timers or motion detectors on all outdoor lighting attached to buildings (2 points)

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

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

**9. Resident Programs:**

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

[ ]  After School Program for Children

[ ]  Adult Literacy

[ ]  Employment Assistance Program

[ ]  Family Support Coordinator

[ ]  Financial Management Program

[ ]  Homeownership Opportunity Program

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

(1) Required Resident Programs for all Applicants that select the Elderly Demographic (ALF or Non-ALF) are outlined in Section Four.

(2) Additional required Resident Programs for all Applicants who select the Elderly ALF Demographic Commitment are outlined in Section Four.

(3) Applicants that select the Elderly (ALF or Non-ALF) Demographic must commit to at least three (3) of the following resident programs, in addition to the required resident programs stated in Section Four:

[ ]  Adult Literacy

[ ]  Computer Training

[ ]  Daily Activities

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

[ ]  Resident Assurance Check-In Program

**10. Funding**

a. Corporation Funding

(1) Competitive Housing Credits

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

The Maximum Housing Credit Request Chart is provided in Section Four A.10. of the RFA.

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

Choose an item.

(c) Basis Boost Qualifications

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

Choose an item.

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

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

Choose an item.

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

(The Applicant should separate multiple SADDA ZCTA Numbers by a comma.)

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

Choose an item.

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

Choose an item.

If “Yes”, indicate the HUD-designated QCT census tract number: Click here to enter text.

(v) Are any buildings in the proposed Development located in a Geographic Areas of Opportunity?

Choose an item.

If “Yes”, the Applicant must enter the Geographic Areas of Opportunity Census Tract Number(s): Click here to enter text.

(The Applicant should separate multiple Geographic Areas of Opportunity Census Tract Numbers by a comma.)

(vi) Does the proposed Development qualify as a Local Government Area of Opportunity as outlined in Section Four A.10.c.(2)(b)?

Choose an item.

(d) The HC equity proposal must be provided as **Attachment 14**.

(2) Other Corporation Funding

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

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

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

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

b. Non-Corporation Funding

(1) If the proposed Development is assisted with funding under the United States Department of Agriculture RD 515 Program and/or the RD 538 Program, indicate the applicable program(s) below and provide the required documentation as **Attachment 15** to Exhibit A.

[ ]  RD 515 [ ]  RD 538

 (2) Local Government Support

How does the proposed Development qualify for Local Government Support as outlined in Section Four A.10.c.(2) of the RFA?

Choose an item.

For Developments with the Development Category of Rehabilitation, with or without Acquisition, the Application will automatically qualify for the Local Government Contribution. For all other Applications, provide the required information as **Attachment 16**.

(3) Non-Corporation Funding Proposals

Attach all funding proposals executed by the lender(s) or by any other source as **Attachment 17**.

c. Development Cost Pro Forma

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

d. Per Unit Construction Funding Preference

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

Choose an item.

e. Public Housing Authority / instrumentality of a Public Housing Authority as a Principal of the Applicant Entity

Is a Principal of the Applicant Entity a Public Housing Authority or an instrumentality of a Public Housing Authority?

Choose an item.

If the Principal of the Applicant Entity is an instrumentality of a Public Housing Authority, state the name of the Public Housing Authority:

Click here to enter text.

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

**11. Funding Goals**

a. Local Government Areas of Opportunity Funding Goal (Broward, Hillsborough, Orange and Pinellas Counties)

 Is the proposed Development eligible to be considered for the Local Government Areas of Opportunity Funding Goal?

 Choose an item.

b. Is the proposed Development eligible to be considered for the Geographic Areas of Opportunity Funding Goal (Duval and Palm Beach Counties)?

Choose an item.

If “Yes”, to qualify for the Goal, the Applicant must indicate which of the criteria has been met for the entire proposed Development site, including any Scattered Sites:

Choose an item.

**B. Addenda**

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

Click here to enter text.