

**REQUEST FOR APPLICATIONS 2020-104 SAIL FUNDING FOR  
FARMWORKER AND COMMERCIAL FISHING WORKER HOUSING**

**Issued By:**

**FLORIDA HOUSING FINANCE CORPORATION**

**Issued: April 15, 2020**

**Due: May 19, 2020**

## SECTION ONE INTRODUCTION

This Request for Applications (RFA) is open to Applicants proposing the construction of Commercial Fishing Worker or Farmworker (including Unaccompanied Commercial Fishing Worker or Farmworker as defined in Exhibit B) Developments or the Substantial Rehabilitation or Acquisition and Substantial Rehabilitation of existing Farmworker or Commercial Fishing Worker Developments that are currently in the Corporation's portfolio and/or the United States Department of Agriculture Rural Development (RD) portfolio.

Florida Housing Finance Corporation (the Corporation) expects to offer an estimated \$ \$5,131,050 comprised of the Farmworker/Commercial Fishing Worker Demographic portion of the SAIL funding appropriated by the 2019 Florida Legislature as well as SAIL Program income.

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

## SECTION TWO DEFINITIONS

Capitalized terms within this RFA shall have the meaning as set forth in this RFA, in Exhibit B, Rule Chapters 67-48, F.A.C. (effective July 11, 2019) and 67-60, F.A.C., (effective July 8, 2018) or in applicable federal regulations.

## SECTION THREE PROCEDURES AND PROVISIONS

*Unless otherwise stated within the RFA, the Application package, forms and other information related to this RFA may be found on the RFA Website at <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2020/2020-104> (also available by clicking [here](#)).*

### A. Submission Requirements

#### 1. Application Deadline

The Application Deadline is **3:00 p.m., Eastern Time, on May 19, 2020.**

#### 2. Completing the Application Package

##### a. Downloading and completing the documents provided by the Corporation

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

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

- (3) The Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-2019) (“Principals Disclosure Form”). A Principals Disclosure Form that was approved during the Advance Review Process, which is described in Section Four A.3.c. of the RFA, may be used to satisfy this requirement.

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

b. Creating the All Attachments Document

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

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

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

3. Uploading the Application Package

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

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

- (3) The Principals Disclosure form in Excel format. (If the Applicant received an approved Principals Disclosure Form through the Advance Review Process, the approved form is what should be uploaded);
- (4) The All Attachments Document in a pdf format.

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

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

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

4. Submission to the Corporation

a. Application Fee

By the Application Deadline, provide to the Corporation the required non-refundable \$1,500 Application fee, payable to Florida Housing Finance Corporation (check, money order, ACH, or wire transfer only).

To ensure that the Application Fee is processed for the correct online Application, Applicants should include the Development Name and RFA number on the check or money order or identify through the ACH or wire transfer.

Applicants that submit the Application fee to the Corporation via ACH or wire transfer must use the instructions below.

**ACH Instructions:**

**BANK NAME:** Wells Fargo  
One Independent Drive, 8<sup>th</sup> Floor  
Jacksonville, Florida 32202

**ABA#:** 121000248

**ACCOUNT NAME:** FHFC

**ACCOUNT #:** 4967822909

**Wire Transfer Instructions:**

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

**ABA#:** 21000248

**ACCOUNT NAME:** FHFC

**ACCOUNT #:** 4967822909

**Check or Money Order Instructions:**

**Payable to:** Florida Housing Finance Corporation

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

If a hard copy of the Application Package is submitted to the Corporation, the electronically submitted Application Package will be utilized for scoring purposes. The Corporation will not consider faxed or e-mailed Applications.

b. Assigning Lottery Numbers

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

c. Withdrawing an Application

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

- B. This RFA does not commit the Corporation to award any funding to any Applicant or to pay any costs incurred in the preparation or delivery of an Application.
- C. 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 via e-mail at RFA\_2020-104\_Questions@floridahousing.org (also accessible by clicking [here](#)) with “Questions regarding RFA 2020-104” as the subject of the email. All inquiries are due by 5:00 p.m., Eastern Time, on May 5, 2020. 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 May 8, 2020, and will post a copy of all inquiries received, and their answers, on the RFA Website. The Corporation will also send a copy of those inquiries and answers in writing to any interested party that requests a copy. The Corporation will determine the method of sending its answers, which may include regular United States mail, overnight delivery, fax, e-mail, or any combination of the above. No other means of communication, whether oral or written, shall be construed as an official response or statement from the Corporation.
- E. Any person who wishes to protest the specifications of this RFA must file a protest in compliance with Section 120.57(3), Fla. Stat., and Rule Chapter 28-110, F.A.C. Failure to file a protest within the time prescribed in Section 120.57(3), Fla. Stat., shall constitute a waiver of proceedings under Chapter 120, Fla. Stat.
- F. By submitting this Application, including all applicable attachments thereto, each Applicant agrees to the terms and conditions outlined in the RFA and certifies that:
  - 1. Public Records. Any material submitted in response to this RFA is a public record pursuant to Chapter 119, Fla. Stat. Per Section 119.071(1)(b)2., the Applications received by the Corporation are exempt from disclosure until such time as the Board provides notice of an intended decision or until 30 Calendar Days after the Application Deadline, whichever is earlier.
  - 2. Noninterference. At no time during the review and evaluation process, commencing with the Application Deadline and continuing until the Board renders a final decision on the RFA, may Applicants or their representatives contact Board members or Corporation staff, except Corporation legal staff, concerning their own or any other Applicant’s Application. If an Applicant or its representative does contact a Board or staff member in violation of this section, the Board shall, upon a determination that such contact was made in an attempt to influence the selection process, disqualify the Application.
  - 3. Requirements. Proposed Developments funded under this RFA will be subject to the requirements of the RFA, inclusive of all Exhibits, the Application requirements outlined in Rule Chapter 67-60, F.A.C., the requirements outlined in Rule Chapter 67-48, F.A.C., and the Compliance requirements of Rule Chapter 67-53, F.A.C.

4. Modifications. Any modifications that occur to the Request for Application will be posted on the web site and may result in an extension of the deadline. It is the responsibility of the Applicant to check the website for any modifications prior to the Application Deadline.
- G. The Corporation expects to select one or more Applications to award the funding contemplated by this RFA. Any such Applications will be selected through the Corporation's review of each Application, considering the factors identified in this RFA.

#### **SECTION FOUR INFORMATION TO BE PROVIDED IN APPLICATION**

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

#### **A. Exhibit A Items**

##### **1. Applicant Certification and Acknowledgement**

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

##### **2. Demographic Commitment**

a. Select one of the following Demographic Commitments:

- (1) Farmworker (a household, that meets the definition of Farmworker, as defined by Section 420.503, F.S.)
- (2) Unaccompanied Farmworker, as defined in Exhibit B
- (3) Commercial Fishing Worker (as defined by Section 420.503, F.S.)
- (4) Unaccompanied Commercial Fishing Worker, as defined in Exhibit B

b. Description of the Demographic Population Served

The Applicant must describe the primary demographic population(s), including expected subpopulations, to be served, according to the type of housing/demographic chosen above. For example, a subpopulation might be H-2A farmworkers who are working on nearby farms. Applicants must provide a detailed description of the resident household characteristics, needs and preferences of the intended residents and how the proposed Development will meet these needs and preferences. While this information will not be

scored, it will be considered by the Corporation when reviewing and scoring the Applicant's narrative responses in other sections of the RFA.

The Applicant's description is limited to no more than two typed pages within the text box at question 2.c. of Exhibit A. Note: Although the online Application system allows for more than two pages, any portion of the description that is beyond two pages will not be considered.

### 3. Applicant/Developer/Management Company/Contact Person

#### a. Applicant Information

- (1) State the name of the Applicant.
- (2) The Applicant must be a legally formed entity [i.e., limited partnership, limited liability company, etc.] qualified to do business in the state of Florida as of the Application Deadline. Include, as **Attachment 2** to Exhibit A, evidence from the Florida Department of State, Division of Corporations, that the Applicant satisfies the foregoing requirements. Such evidence may be in the form of a certificate of status or other reasonably reliable information or documentation issued, published or made available by the Florida Department of State, Division of Corporations.

#### (3) Non-Profit Applicant qualifications

Applicants proposing a new construction Development must be a Non-Profit as defined in Section 67-48.002, F.A.C. to be eligible for funding.

Applicants proposing the Substantial Rehabilitation of an existing Development may be either a Non-Profit or for profit Applicant.

An Applicant that indicates that it is applying as a Non-Profit will only be considered a Non-Profit, for purposes of this RFA, if the Applicant (i) answers the question demonstrating that it meets the definition of Non-Profit as set out in Rule Chapter 67-48, F.A.C.; and (ii) provides the required information stated below. Any Applicant proposing the Substantial Rehabilitation of an existing Development that applies as a Non-Profit but is not considered a Non-Profit will still be eligible for funding as a for profit entity. Any Applicant proposing a new construction Development that is not considered a Non-Profit will not be eligible for funding.

The Applicant's Non-Profit status will be verified during credit underwriting. If this cannot be verified, the Applicant will no longer be considered a Non-Profit Applicant and, if the proposed Development is new construction, funding awarded under this RFA may be rescinded.

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



- (a) The IRS determination letter;
- (b) A description/explanation of how the Non-Profit entity is substantially and materially participating in the management and operation of the Development (i.e., the role of the Non-Profit);
- (c) The names and addresses of the members of the governing board of the Non-Profit entity; and
- (d) The articles of incorporation or the IRS Form 990 most recently filed with the IRS, but no earlier than 2018, demonstrating that one of the purposes of the Non-Profit entity is to foster low-income housing.

If the Applicant applies as a Non-Profit entity and meets the requirements outlined above to be considered a Non-Profit for purposes of this RFA, it must remain a Non-Profit entity and the Non-Profit entity must (i) receive at least 25 percent of the Developer's fee; and (ii) contractually ensure that it substantially and materially participates in the management and operation of the Development throughout the Compliance Period.

b. General Developer Information

- (1) State the name of each Developer, including all co-Developers.
- (2) Each Developer entity identified (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.

(3) General Development Experience

To be eligible for funding, at least one natural person Principal of the Developer entity, or if more than one Developer entity, at least one natural person Principal of at least one of the Developer entities, must meet the General Development Experience requirements in (a) and (b) below. The individual meeting the General Development Experience requirements must be disclosed on the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-2019) and must remain with the Development until the release of the operating deficit guarantee set forth in Rule 67-48.0072(18).

(a) General Development Experience

A natural person Principal of at least one experienced Developer entity, which must be disclosed on the Principals of the Applicant and

Developer(s) Disclosure Form (Form Rev. 05-2019) outlined below, must have, since January 1, 2000, completed at least two affordable rental housing developments. At least one of the two completed developments must consist of a total number of units no less than 50 percent of the total number of units in the proposed Development. For purposes of this provision, completed for the two developments means (i) that the temporary or final certificate of occupancy has been issued for at least one unit in one of the residential apartment buildings within the development, or (ii) if funded with Housing Credits, that at least one IRS Form 8609 has been issued for one of the residential apartment buildings within the development. As used in this section, a Housing Credit development that contains multiple buildings is a single development regardless of the number of buildings within the development for which an IRS Form 8609 has been issued.

If the experience of a natural person Principal for a Developer entity listed in this Application was acquired from a previous affordable housing Developer entity, the natural person Principal must have also been a Principal of that previous Developer entity as the term Principal was defined by the Corporation at that time.

(b) Prior General Development Experience Chart

Provide, as **Attachment 4** to Exhibit A, a prior experience chart for each natural person Principal intending to meet the minimum general development experience reflecting the required information for the two completed affordable rental housing developments.

Each prior experience chart must include the following information:

Prior General Development Experience Chart				
Name of the natural person Principal with the required experience:				
Name of Developer Entity (for the proposed Development) for which the above individual 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	Year Completed

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

(1) Eligibility Requirements

To meet the submission requirements, upload the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-2019) (“Principals Disclosure Form”) as outlined in Section Three above. Prior versions of the Principal Disclosure Form will not be accepted.

To meet eligibility requirements, the Principals Disclosure Form must identify, pursuant to Subsections 67-48.002(94), 67-48.0075(8) and 67-48.0075(9), F.A.C.,

the Principals of the Applicant and Developer(s) as of the Application Deadline. A Principals Disclosure Form should not include, for any organizational structure, any type of entity that is not specifically included in the Rule definition of Principals.

(2) Point Item

Applicants will receive 5 points if the uploaded Principal Disclosure Form was stamped "Approved" during the Advance Review Process. The Advance Review Process for Disclosure of Applicant and Developer Principals is available on the RFA Website and also includes samples which may assist the Applicant in completing the required Principals Disclosure Form.

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

(3) For purposes of the following, a material change shall mean 33.3 percent or more of the Applicant, a general partner of the Applicant, or a non-investor member of the Applicant, and a non-material change shall mean less than 33.3 percent of the Applicant, a general partner of the Applicant, or a non-investor member of the Applicant.

The name of the Applicant entity or Developer 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 Applicant has been invited to enter credit underwriting.

The Applicant entity shall be the borrowing entity and cannot be changed in any way (materially or non-materially) until after loan closing. After loan closing, (a) any material change will require review and approval of the Credit Underwriter, as well as approval of the Board prior to the change, and (b) any non-material change will require review and approval of the Corporation, as well as approval of the Board prior to the change. Changes to the Applicant entity (material or non-material) prior to the loan closing or without Board approval after the loan closing may result in disqualification from receiving funding and may be deemed a material misrepresentation. Changes to the officers or directors of a Public Housing Authority or officers or directors of a non-profit entity will not result in disqualification, however, the change must be approved by the Corporation.

The Principals of each Developer identified in the Application, including all co-Developers, may be changed only by written request of an Applicant to Corporation staff and approval of the Board after the Applicant has been invited to enter credit underwriting. In addition, any allowable replacement of an experienced Principal of a Developer entity must meet the experience requirements that were met by the original Principal.

d. General Management Company Information

Identify the Management Company and provide, as **Attachment 5** to Exhibit A, a prior experience chart for the Management Company or a principal of Management Company demonstrating experience in the management of at least two affordable rental housing properties (i.e., properties funded through an affordable housing program such as Housing Credits, Tax-Exempt Bonds, HOME, SAIL, etc.), at least one of which consists of a total number of units no less than 50 percent of the total number of units in the proposed Development, for at least two years each.

The prior experience chart must include the following information:

Prior General Management Experience Chart				
Name of Management Company or a Principal of the Management Company with the Required Experience:				
Name of Development	Location (City & State)	Currently Managing or Formerly Managed	Length of Time (Number of Years)	Total Number of Units

e. Contact Person

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

**4. General Proposed Development Information**

- a. State the name of the proposed Development.
- b. Development Category
  - (1) Select one of the following Development Categories:
    - New Construction
    - Rehabilitation\*
    - Acquisition and Rehabilitation\*

\*For purposes of SAIL funding, this includes Substantial Rehabilitation

- (2) The proposed Development must meet the Development Category requirements for the applicable Development Category as listed below:
  - (a) New Construction
    - (i) At least 50 percent of the total units must be new construction;
    - (ii) The Applicant must qualify as a Non-Profit Applicant;
    - (iii) The Development must be a Garden Apartment (a building comprised of 1, 2 or 3 stories, with or without an elevator);
    - (iv) The Development must qualify as ESS Construction;
    - (v) The one and two-bedroom units within the Development may consist of Shared Housing, as defined in Exhibit B and further outlined in A.6. below;
    - (vi) The Development must consist of Zero Bedroom Units, one-bedroom units and/or two-bedroom units. Up to 50 percent of the Development may consist of Zero Bedroom Units; and
    - (vii) The Development must consist of a minimum of 15 total units and a maximum of 50 total units.
  - (b) Substantial Rehabilitation, with or without Acquisition
    - (i) Less than 50 percent of the total units must be new construction;
    - (ii) The proposed Development must meet the definition of Substantial Rehabilitation in Rule 67-48.002, F.A.C.; and
    - (iii) The Applicant either (A) if not acquiring the Development, is the current owner of the Development and will maintain ownership of the Development after the rehabilitation work is completed; or (B) if acquiring the Development, expects to acquire the existing Development and will maintain ownership of the Development after the rehabilitation work is completed.
    - (iv) The Development must be a property in the Corporation's portfolio and/or RD's portfolio that, as of Application Deadline, meets the applicable qualifying conditions outlined below. The Applicant must indicate at question 4.b. of Exhibit A which qualifying conditions the proposed Development meets.

***The Development is in the Corporation's Portfolio (and may also be in RD's portfolio) and meets the following qualifying conditions:***

- As of the Application Deadline, the existing Development currently has at least 40 percent of its units set aside for Farmworker or Commercial Fishing Worker residents (the same Demographic is selected at question 2. of Exhibit A) pursuant to an active Corporation-issued Land Use Restriction Agreement and does not have any waivers under consideration by the Corporation (either existing or pending) to lower the Demographic set-aside percentage below 40 percent;
- The existing Development must have received an award of funding from the Corporation through an Application submitted in 2005 or earlier under either the SAIL Program or the HOME Investment Partnerships (HOME-Rental) Program, and the applicable loan has closed;
- The existing Development must not have closed on funding from any source after 2010 where the budget was at least \$10,000 per unit for rehabilitation in any year; and
- The existing Development does not have an active award of SAIL funding under RFA 2014-117, 2016-104, 2018-104, or 2019-108.

or

***The Development is in RD's Portfolio, is not also in the Corporation's portfolio, and meets the following qualifying conditions:***

- The Applicant selected the Farmworker Demographic at question 2. of Exhibit A;
- The existing Development must not have closed on funding from any source after 2007 where the budget was at least \$10,000 per unit for rehabilitation in any year; and
- As of the Application Deadline, the existing Development currently has at least 40 percent of its units set aside for farmworker residents, as defined by RD, pursuant to an active agreement through RD Section 514/516, does not have any waivers under consideration by RD (either short-term or permanent, existing or pending) to lower the farmworker set-aside percentage below 40 percent, and has

received an award of RD Section 514/516 financing in 2002 or earlier.

To document that the proposed Development meets the above requirements, the Applicant must provide a letter from RD, dated within six months of the Application Deadline, as **Attachment 6** to Exhibit A, which includes the following information:

- Name of the Development (which may be the name at the time of the award of the RD financing), as well as the name of the proposed Development, if different;
- Address of the Development;
- Year built;
- All RD financing and/or rental assistance programs that will be associated with the proposed Development;
- Loan balance of any existing RD loan(s) on the property;
- Confirmation that there are no waivers under consideration by RD (either short-term or permanent, existing or pending) to lower the set-aside percentage below 40 percent;
- Confirmation that there is an active agreement through RD Section 514/516 for financing awarded in 2002 or earlier; and
- Confirmation that the existing Development has not closed on funding from RD after 2007 where the budget was at least \$10,000 per unit for rehabilitation in any year.

c. Development Type

- (1) For new construction Developments, only Garden Apartments (a building comprised of 1, 2 or 3 stories, with or without an elevator) are allowable under this RFA.
- (2) For Substantial Rehabilitation of an existing Development, select the appropriate Development Type:
  - Garden Apartments (a building comprised of 1, 2 or 3 stories, with or without an elevator)
  - Townhouses
  - Duplex
  - Quadraplex
  - Single Family

d. Enhanced Structural Systems (“ESS”) Construction

Applications for new construction Developments must meet the qualifications outlined below.

For Applications proposing the Substantial Rehabilitation of an existing Development to qualify as “Enhanced Structural Systems Construction” or “ESS Construction”, the proposed Development must meet at least one of the specifications listed below.

For all new construction buildings, and as of the Application Deadline for all existing buildings proposed for rehabilitation, as applicable, all of the following structural elements must consist of 100 percent poured concrete/masonry, 100 percent steel, or a combination adding up to 100 percent of concrete/masonry and steel, as verified during credit underwriting: all exterior walls and other external load-bearing elements, as well as the floor of the lowest story of the building that contains residential, commercial or storage space (other than parking), and any under-floor/under-ground supports for that lowest story’s floor.

Additionally, if the proposed work includes rehabilitation of any structural elements listed above, the structural elements must also meet the above requirements after completion of the rehabilitation work.

These qualifying criteria specifically exclude face brick or brick veneer from qualifying as ESS Construction for purposes of this RFA unless the proposed Development otherwise meets the requirements in (1) or (2) above.

For purposes of this RFA, the Corporation will consider an Application to be ESS Construction if the answer to question 4.d. of Exhibit A is “Yes.” This will be verified during the credit underwriting process. If this cannot be verified the Development will no longer be considered ESS Construction, and funding awarded under this RFA may be rescinded.

**5. Location of Proposed Development**

- a. Indicate the county where the proposed Development will be located.
- b. Provide the Address of the Development site

Indicate (1) the address number, street name, and name of city, and/or (2) the street name, closest designated intersection, and either name of city or unincorporated area of county. If the proposed Development consists of Scattered Sites, this information must be provided for each of the Scattered Sites.

- c. State whether the Development consists of Scattered Sites.



If the proposed Development consists of Scattered Sites, the following conditions must be met:

- (1) For Developments located in a county other than Monroe County, a part of the boundary of each Scattered Site must be located within ½ mile of a part of the boundary of the Scattered Site with the most units. For Developments located in Monroe County, a part of the boundary of each Scattered Site must be located within 20 miles of a part of the boundary of the Scattered Site with the most units;
- (2) Site control and Ability to Proceed must be demonstrated in the Application for all Scattered Sites; and
- (3) All Scattered Sites must be located within the same county.

d. Latitude/Longitude Coordinates

- (1) Provide a Development Location Point stated in decimal degrees, rounded to at least the sixth decimal place. If the proposed Development consists of Scattered Sites, as of Application Deadline the Development Location Point must affirmatively be established on the site with the most units, as outlined in subsection 67-48.002(34), F.A.C., and latitude and longitude coordinates for each Scattered Site must also be provided.
- (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, provide the latitude and longitude coordinates of one point located anywhere on the Scattered Site. The coordinates must be stated in decimal degrees and rounded to at least the sixth decimal place.

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

**6. Number of Units and Buildings**

- a. State the total number of units that will be in the proposed Development upon completion.
  - (1) If new construction, the Development must consist of a minimum of 15 total units and a maximum of 50 total units, prior to any Shared Housing designations described below.
  - (2) If Substantial Rehabilitation, state the number of units in the existing development and the number of units in the proposed Development.

The total number of units in the proposed Development cannot be less than 90 percent of the existing total number of units (rounded up to the next whole unit).

- b. The Applicant must indicate whether the proposed Development consists of (1) 100 percent new construction units (2) 100 percent rehabilitation units or (3) a combination of new construction units and rehabilitation units and state the quantity of each type.
- c. If the Development Category is Rehabilitation, with or without Acquisition, indicate whether there are any existing units on the Development site as of Application Deadline, and if so, the occupancy status of such units. Regardless of the Development Category, if there are existing occupied units and if the Development is funded, a plan for relocation of existing tenants will be required to be provided to the Credit Underwriter, as outlined in Exhibit D.
- d. Set-Aside Commitments
  - (1) Total Income Set-Aside Commitment

100 percent of the proposed Development's total units must be set aside at 60 percent Area Median Income (AMI) or less of which at least 20 percent must be set aside at 50 percent AMI or less (which may include ELI units if required below).
  - (2) Demographic Minimum Set-Aside Requirement

To be eligible to receive funding under this RFA, Applicants must commit to set aside either 40 percent or 80 percent of the proposed Development's total units to serve Farmworkers, Unaccompanied Farmworkers, Commercial Fishing Workers, or Unaccompanied Commercial Fishing Workers. The selected set-aside commitment will be included in the Land Use Restriction Agreement for the SAIL loan awarded under this RFA and must be maintained throughout the affordability period, unless the Board approves a change.

As outlined in Section Four A.9.a. of the RFA, Applicants that commit to the 80 Percent Minimum Set-Aside will be eligible to receive a more favorable interest rate for the SAIL loan requested in this RFA than Applicants that commit to the 40 Percent Minimum Set-Aside.
  - (3) Extremely Low Income (ELI) Set-Aside Requirements
    - (a) Applicants that commit to set aside 40 percent of the proposed Development's total units to serve Farmworkers, Unaccompanied Farmworkers, Commercial Fishing Workers, or Unaccompanied Commercial Fishing Workers must commit to set aside a minimum of 2 units for ELI Households.
    - (b) Applicants that commit to set aside 80 percent of the proposed Development's total units to serve Farmworkers, Unaccompanied Farmworkers, Commercial Fishing Workers, or Unaccompanied Commercial Fishing Workers are not required to set aside any units for ELI Households.

The following chart sets out the ELI AMI for each County.

2019 ELI County Chart					
County	ELI Set-Aside AMI level	County	ELI Set-Aside AMI level	County	ELI Set-Aside AMI level
Alachua	33%	Hardee	40%	Okeechobee	40%
Baker	35%	Hendry	40%	Orange	33%
Bay	35%	Hernando	33%	Osceola	33%
Bradford	40%	Highlands	40%	Palm Beach	28%
Brevard	35%	Hillsborough	33%	Pasco	33%
Broward	28%	Holmes	40%	Pinellas	33%
Calhoun	40%	Indian River	35%	Polk	40%
Charlotte	40%	Jackson	40%	Putnam	40%
Citrus	40%	Jefferson	33%	Saint Johns	30%
Clay	30%	Lafayette	40%	Saint Lucie	35%
Collier	30%	Lake	33%	Santa Rosa	33%
Columbia	40%	Lee	33%	Sarasota	33%
De Soto	40%	Leon	33%	Seminole	33%
Dixie	40%	Levy	40%	Sumter	33%
Duval	30%	Liberty	40%	Suwannee	40%
Escambia	33%	Madison	40%	Taylor	40%
Flagler	35%	Manatee	33%	Union	40%
Franklin	40%	Marion	40%	Volusia	40%
Gadsden	33%	Martin	35%	Wakulla	35%
Gilchrist	33%	Miami-Dade	28%	Walton	35%
Glades	40%	Monroe	25%	Washington	40%
Gulf	40%	Nassau	30%		
Hamilton	40%	Okaloosa	33%		

If the Set-Aside Breakdown Chart reflects more than the applicable required percentage of the total units at the ELI AMI level for the county where the proposed Development is located, during the credit underwriting process the Credit Underwriter will determine whether the Applicant’s ELI Set-Aside unit commitment will need to be reduced by increasing the set aside units at AMI level(s) above the ELI level. Any such reduction in the ELI Set-Aside units would be no lower than the applicable required percentage.

- (4) Total Set-Aside Breakdown Chart
  - (a) Requirements for the Total Set-Aside Breakdown Chart

The Total Set-Aside Breakdown Chart must reflect all income set-aside commitments (required set-asides and additional set-asides, including all required ELI Set-Asides) and the required total set-aside percentage (as further outlined below).

Complete the Total Set-Aside Breakdown Chart by indicating on the chart the percentage of residential units, stated in whole numbers, to be set aside at each selected AMI level. Where reasonably possible, Applicants will be required to keep the unit mix consistent across each committed AMI level.

Income set-aside commitments reflected on the Total Set-Aside Breakdown Chart may not be less restrictive than the income set-aside

commitments currently associated with any exiting Corporation-issued LURA or EUA.

(b) Calculation of Set-Aside Units

- (i) First, calculate of the number of set-aside units for the lowest AMI level commitment.

The percentage associated with the lowest AMI level that the Applicant commits to will be multiplied by the total units, rounded up to the next whole unit. The result will be the number of set-aside units at the lowest AMI level commitment.

- (ii) Then, calculate the number of set-aside units for the second lowest AMI level.

The number of units calculated in (i) above will be subtracted from the results of the following to calculate the number of set-aside units at the second lowest AMI level commitment:

The percentage associated with the second lowest AMI level that the Applicant commits to will be first added to the percentage associated with the lowest AMI level commitment. These percentages, added together, will be multiplied by the total units, rounded up to the next whole unit.

- (iii) Then, calculate the number of set-aside units for each remaining AMI level, if applicable.

Starting with the third lowest AMI level remaining, the number of set-aside units for each of the remaining AMI levels will be calculated using the same methodology described in (ii) above.

Applicants must take the above ELI and all other set-aside commitments into account during any pre-leasing and leasing activities.

e. Unit Mix

(1) Unit Mix limitations

(a) New construction Developments:

- (i) The proposed Development may only consist of Zero Bedroom, one bedroom, and two bedroom units.

- (ii) Up to 50 percent of the units may consist of Zero Bedroom Units.

- (iii) Units in a proposed Development with a demographic commitment of Unaccompanied Farmworker may consist of Shared Housing\*, as defined in Exhibit B, in which no more than two persons may share a bedroom.

\*One or two-bedroom units may consist of Shared Housing. For purposes of the Application, set-aside requirements will be calculated prior to Shared Housing designation. During credit underwriting, the Applicant may designate units as Shared Housing Units. If a unit is designated a Shared Housing Unit, all persons in that Unit shall meet the demographic and income eligibility requirements. For example, a two-bedroom unit is designated as a Shared Housing Unit, has an income set-aside requirement of at or below 50% AMI, and will accommodate 2 persons per bedroom. All four residents must sign a separate lease, must meet the demographic set-aside (Unaccompanied Farmworker) and must also meet the income eligibility requirement (at or below 50% AMI). If the unit is designated as an ELI unit, all four residents must meet the ELI requirement for the county in which the Development is located.

Note: an ELI unit that is also a Shared Housing unit will count as one ELI unit for purposes of ELI requirements outlined above.

- (b) Substantial Rehabilitation of existing Developments:

There are no unit mix limitations.

- (2) Completing the Unit Mix Chart

Complete the Unit Mix Chart listing the total number of bedrooms per unit, the total number of bathrooms per unit (including half-baths, if applicable), the total number of units per bedroom type, and the number of units that are ELI Set-Aside units. All units in the proposed Development must be listed, including all manager/employee units and all market rate units, if applicable.

If additional space is required, enter the information in the Addenda. Note: During credit underwriting, the credit underwriter will verify that the ELI Set-Aside units are distributed across the unit mix on a pro-rata basis.

- f. Number of Buildings

State the anticipated number of residential buildings.

The number of residential buildings stated in the Application may be changed only by written request of an Applicant to Corporation staff after the Applicant has been invited to enter credit underwriting.

g. Compliance Period

(1) New Construction Developments must set aside the units for a minimum length of 30 years.

(2) Substantial Rehabilitation of existing Developments:

(a) If the Development is in the Corporation's Portfolio (and may also be in RD's portfolio):

The Applicant must set aside the proposed units for a minimum length of the greater of 30 years or the remaining term of the existing SAIL or applicable Corporation-issued HOME LURA. All restrictive covenants, inclusive of the income set-asides (except where the Applicant commits to more restrictive income set-asides in the Total Set-Aside Breakdown Chart), that are associated with any existing Corporation-issued LURA or EUA, except for the Farmworker or Commercial Fishing Worker Demographic set-aside commitment, will remain in effect.

or

(b) If the Development is in RD's Portfolio and is not also in the Corporation's portfolio:

The Applicant must set aside the units for a minimum length of 30 years.

The Affordability Period includes the units set aside for the Demographic Commitments and ELI Household commitments made in this RFA.

7. Readiness to Proceed

a. Site Control

Demonstrate site control by providing, as **Attachment 8\*** to Exhibit A, the properly completed and executed Florida Housing Finance Corporation Site Control Certification form (Form Rev. 08-18), which is provided on the RFA Website.

\*Note: Attachment 7 has been intentionally omitted.

For the Site Control Certification form to be considered complete, as an attachment to the form, include the documentation required in Items (1), (2), and/or (3), as indicated below, demonstrating that it is a party to an eligible contract or lease, or is the owner of the subject property. Such documentation must include all relevant intermediate contracts, agreements, assignments, options, conveyances, intermediate leases, and subleases. If the proposed Development consists of Scattered Sites, site control must be demonstrated for all of the Scattered Sites.

(1) An eligible contract must meet all of the following conditions:

- (a) It must have a term that does not expire before October 31, 2020 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 October 31, 2020;
  - (b) It must specifically state that the buyer's remedy for default on the part of the seller includes or is specific performance;
  - (c) The Applicant must be the buyer unless there is an assignment of the eligible contract, signed by the assignor and the assignee, which assigns all of the buyer's rights, title and interests in the eligible contract to the Applicant; and
  - (d) The owner of the subject property must be the seller, or is a party to one or more intermediate contracts, agreements, assignments, options, or conveyances between or among the owner, the Applicant, or other parties, that have the effect of assigning the owner's right to sell the property to the seller. Any intermediate contract must meet the criteria for an eligible contract in (a) and (b) above.
- (2) 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.
- (3) Lease - The lease must have an unexpired term of at least 30 years after the Application Deadline and the lessee must be the Applicant. The owner of the subject property must be a party to the lease, or a party to one or more intermediate leases, subleases, agreements, or assignments, between or among the owner, the Applicant, or other parties, that have the effect of assigning the owner's right to lease the property for at least 30 years to the lessee.

Note: The Corporation will not review the site control documentation that is submitted with the Site Control Certification form during the scoring process unless there is a reason to believe that the form has been improperly executed, nor will it in any case evaluate the validity or enforceability of any such documentation. During scoring, the Corporation will rely on the properly executed Site Control Certification form to determine whether an Applicant has met the requirement of this RFA to demonstrate site control. The Corporation has no authority to, and will not, evaluate the validity or enforceability of any eligible site control documentation that is attached to the Site Control Certification form during the scoring process. During credit underwriting, if it is determined that the site control documents do not meet the above requirements, the Corporation may rescind the award.

b. Ability to Proceed

Within 21 Calendar Days of the date of an invitation to enter credit underwriting, demonstrate the following Ability to Proceed elements, for the entire proposed Development site, including all Scattered Sites, if applicable, as outlined below. The Florida Housing Ability to Proceed Verification forms are provided on the RFA Website. Note: The Applicant may include the Florida Housing Ability to Proceed Verification forms that were included in a previous RFA submission for the same proposed Development, provided (i) the form(s) used for this RFA are labeled Form Rev. 08-18, (ii) the forms are dated within 12 months of the Application Deadline, (iii) none of the information entered on the form and certified to by the signatory has changed in any way, and (iv) the requirements outlined in this RFA are met. If the Applicant provides any prior version of the Florida Housing Ability to Proceed Verification form(s), the form(s) will not be considered.

(1) **Appropriate Zoning.** Demonstrate that the entire proposed Development site is appropriately zoned and consistent with local land use regulations regarding density and intended use or that the proposed Development site is legally non-conforming by providing within 21 Calendar Days of the date of an invitation to enter credit underwriting, the applicable properly completed and executed verification form:

- (a) The Florida Housing Finance Corporation Local Government Verification that Development is Consistent with Zoning and Land Use Regulations form (Form Rev. 08-18); or
- (b) The Florida Housing Finance Corporation Local Government Verification that Permits are Not Required for this Development form (Form Rev. 08-18).

Note: With regard to the terms “Rate of Growth Ordinance (ROGO)” and “Building Permit Allocation System (BPAS),” as used by different jurisdictions within the Florida Keys Area of Critical State Concern, for purposes of the verification forms outlined in (a) and (b) above, all references on these forms to “Rate of Growth Ordinance (ROGO)” shall be considered by the Corporation to have the same meaning as “Building Permit Allocation System (BPAS).”

(2) **Availability of Electricity.** Demonstrate that electricity is available to the entire proposed Development site by providing, within 21 Calendar Days of the date of an invitation to enter credit underwriting, the following :

- (a) The properly completed and executed Florida Housing Finance Corporation Verification of Availability of Infrastructure – Electricity form (Form Rev. 08-18); or
- (b) Documentation from the electricity service provider that contains the Development location and is dated within 12 months of the Application Deadline. The documentation may not be signed by the Applicant, by



any related parties of the Applicant, by any Principals or Financial Beneficiaries of the Applicant, or by any local elected officials.

- (3) Availability of Water. Demonstrate that water is available to the entire proposed Development site by providing, within 21 Calendar Days of the date of an invitation to enter credit underwriting, the following:
  - (a) The properly completed and executed Florida Housing Finance Corporation Verification of Availability of Infrastructure – Water form (Form Rev. 08-18); or
  - (b) Documentation from the water service provider that contains the Development location and the number of units and is dated within 12 months of the Application Deadline. The documentation may not be signed by the Applicant, by any related parties of the Applicant, by any Principals or Financial Beneficiaries of the Applicant, or by any local elected officials.
  
- (4) Availability of Sewer. Demonstrate that sewer capacity, package treatment or septic tank service is available to the entire proposed Development site by providing, within 21 Calendar Days of the date of an invitation to enter credit underwriting, the following:
  - (a) The properly completed and executed Florida Housing Finance Corporation Verification of Availability of Infrastructure – Sewer Capacity, Package Treatment, or Septic Tank form (Form Rev. 08-18); or
  - (b) Documentation from the waste treatment service provider that contains the Development location, the number of units, and is dated within 12 months of the Application Deadline. The documentation may not be signed by the Applicant, by any related parties of the Applicant, by any Principals or Financial Beneficiaries of the Applicant, or by any local elected officials.
  
- (5) Availability of Roads. Demonstrate that paved roads either (i) exist and will provide access to the proposed Development site or (ii) will be constructed as part of the entire proposed Development by providing, within 21 Calendar Days of the date of an invitation to enter credit underwriting, the following:
  - (a) The properly completed and executed Florida Housing Finance Corporation Verification of Availability of Infrastructure – Roads form (Form Rev. 08-18); or
  - (b) Documentation from the Local Government that contains the Development location and is dated within 12 months of the Application Deadline. The documentation may not be signed by the Applicant, by any related parties of the Applicant, by any Principals or Financial Beneficiaries of the Applicant, or by any local elected officials.

## 8. Construction Features

All units are expected to meet all requirements as outlined below. If the proposed Development consists of rehabilitation, the proposed Development's ability to provide all construction features will be confirmed as outlined in Exhibit F. The quality of the construction features committed to by the Applicant is subject to approval of the Board of Directors.

All features and amenities committed to and proposed by the Applicant that are not unit-specific shall be located on each of the Scattered Sites, or no more than 1/16 mile from the Scattered Site with the most units, or a combination of both.

### a. Federal Requirements and State Building Code Requirements for all Developments

All proposed Developments must meet all federal requirements and state building code requirements, including the following, incorporating the most recent amendments, regulations and rules:

- 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\*;
- Titles II and III of the Americans with Disabilities Act of 1990 as implemented by 28 CFR 35.

\* All Developments must comply with Section 504 of the Rehabilitation Act of 1973, as implemented by 24 CFR Part 8 ("Section 504 and its related regulations"). All Developments must meet accessibility standards of Section 504. Section 504 accessibility standards require a minimum of 5 percent of the total dwelling units, but not fewer than one unit, to be accessible for individuals with mobility impairments. An additional 2 percent of the total units, but not fewer than one unit, must be accessible for persons with hearing or vision impairments.

To the extent that a Development is not otherwise subject to Section 504 and its related regulations, the Development shall nevertheless comply with Section 504 and its related regulations as requirements of the Corporation funding program to the same extent as if the Development were subject to Section 504 and its related regulations in all respects. To that end, all Corporation funding shall be deemed "Federal financial assistance" within the meaning of that term as used in Section 504 and its related regulations for all Developments.

The above documents are available on the RFA Website.

### b. General 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;

- Washer and dryer hook ups in each of the Development's units or an on-site laundry facility for resident use. If the proposed Development will have an on-site laundry facility, the following requirements must be met:
  - There must be a minimum of one Energy Star certified washer and one Energy Star certified dryer per every 15 units. To determine the required number of washers and dryers for the on-site laundry facility, divide the total number of the Development's units by 15, and then round the equation's total up to the nearest whole number; and
  - If the proposed Development consists of Scattered Sites, the laundry facility shall be located on each of the Scattered Sites, or no more than 1/16 mile from the Scattered Site with the most units, or a combination of both.
- Additional required features for Unaccompanied Farmworker Demographic, regardless of whether the Development consists of Shared Housing:
  - A suitable, separate bed constructed of sturdy and comfortable material must be provided to each occupant.
  - Occupants must be supplied with bedding upon request. A reasonable charge is allowed. This bedding must be maintained in a clean and sanitary manner.
- Additional required features for Unaccompanied Farmworker Demographic, if Shared Housing:
  - One or two-bedroom units may consist of Shared Housing. Zero Bedroom Units are not eligible as Shared Housing.
  - Bedrooms must be separate from other living space with at least 50 square feet of floor space for each occupant. No bunk beds are allowed.
  - Beds must be spaced at least 3 feet apart from each other. No more than two beds per bedroom.
  - Occupants must be supplied with bedding upon request. A reasonable charge is allowed. This bedding must be maintained in a clean and sanitary manner.
  - A lockable storage cabinet or closet must be provided for each resident to store clothing and other personal items.

c. Required Accessibility Features, regardless of the age of Development

Federal and state law and building code regulations requires that programs, activities, and facilities be readily accessible to and usable by persons with disabilities. Florida Housing requires that the design, construction, or alteration of its financed Developments be in compliance with federal and state accessibility requirements. When more than one law and accessibility standard applies, the Applicant shall comply with the standard (2010 ADA Standards, Section 504, Fair Housing Act, or Florida Building Code, Accessibility) which affords the greater level of accessibility for the residents and visitors. Areas required to be made accessible to mobility-impaired residents and their visitors, including those in wheelchairs, shall include, but not be limited to, accessible

routes and entrances, paths of travel, primary function areas, parking, trash bins, mail and package receiving areas for residents, pool and other amenities, including paths of travel to amenities and laundry rooms, including washers and dryers.

(1) Required Accessibility Features in all Units

- Primary entrance doors on an accessible route 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; and
- 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.

(2) All Developments must provide reinforced walls for future installation of horizontal grab bars in place around each tub/shower and toilet, or a Corporation-approved alternative approach for grab bar installation. The installation of the grab bars must meet or exceed the 2010 ADA Standards for Accessible Design.

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 and toilet 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 and toilet, 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.

d. Required Green Building Features in all Developments

(1) All new construction units must have the features listed below and all rehabilitation units are expected to have all of the following required Green Building features unless found to be not appropriate or feasible within the scope of the rehabilitation work utilizing a capital needs assessment as further explained in Exhibit F of this RFA:

- 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: 1.28 gallons/flush or less,
  - Urinals: 0.5 gallons/flush,
  - Lavatory Faucets: 1.5 gallons/minute or less at 60 psi flow rate,
  - Showerheads: 2.0 gallons/minute or less at 80 psi flow rate;
- Energy Star certified refrigerator;
- Energy Star certified dishwasher;
- Energy Star certified ventilation fan in all bathrooms;
- Water heater minimum efficiency specifications:
  - Residential Electric:
    - Up to 55 gallons = .95 EF or .92 UEF; or
    - More than 55 gallons = Energy Star certified; or
    - Tankless = Energy Star certified;
  - Residential Gas (storage or tankless/instantaneous): Energy Star certified,
  - Commercial Gas Water Heater: Energy Star certified;
- Energy Star certified ceiling fans with lighting fixtures in bedrooms;
- Air Conditioning (in-unit or commercial):
  - Air-Source Heat Pumps – Energy Star certified:
    - $\geq 8.5$  HSPF/  $\geq 15$  SEER/  $\geq 12.5$  EER for split systems
    - $\geq 8.2$  HSPF  $\geq 15$  SEER/  $\geq 12$  EER for single package equipment including gas/electric package units
  - Central Air Conditioners – Energy Star certified:
    - $\geq 15$  SEER/  $\geq 12.5$  EER\* for split systems
    - $\geq 15$  SEER/  $\geq 12$  EER\* for single package equipment including gas/electric package units.

NOTE: Window air conditioners and portable air conditioners are not allowed. Package Terminal Air Conditioners (PTACs) / Package Terminal Heat Pumps (PTHPs) are allowed in studio and 1 bedroom units.

- (3) In addition to the required Green Building features outlined in (1) above, select enough additional Green Building features in Exhibit A so that the total point value of the features selected equals at least 10 points. Failure to select at least 10 points worth of the features will result in the Application failing to meet this requirement.

e. Items to be included in the rehabilitation scope of work, as outlined in Exhibit F

- (1) All Applicants will be required to address the following required items:

- (a) Required features outlined in a. and c. above. If the CNA provider determines that the required items cannot be addressed within the contemplated budget, the proposed Development will be deemed infeasible and the Corporation will rescind funding from the proposed Development;

- (b) All items outlined in b. above;
  - (c) Critical repair items as identified in the CNA report that threaten the health and safety of the residents, as well as items identified as being in violation of recorded building and/or fire codes;
  - (d) Green building items outlined in 8.d. above, considering the appropriateness and feasibility of the features and the remaining useful life, as outlined in the CNA provider's final report. For the additional Green Building features selected by the Applicant at question 8.d.(2) of Exhibit A, a total of 10 points must be maintained; and
  - (e) Immediate physical needs identified in the CNA report as having a remaining useful life of 5 years or less.
- (2) Once items in (1) above have been addressed in the Rehabilitation Scope of Work, the following items may be added to the scope, if within the remaining available budget.
- (a) Items identified in the CNA report as having a remaining useful life of 6-15 years.
  - (b) Features and amenities that add to the marketability of the Development.

## 9. Funding

### a. Corporation Funding

#### (1) Eligible SAIL Request Amount

The Applicant must state the amount of SAIL funding it is requesting, as well as on the Development Cost Pro Forma.

(a) The SAIL Request Amount will be based on the lesser of the following:

- \$215,000 per unit for New Construction;
- \$50,000 per unit for Substantial Rehabilitation;
- \$5,131,500 per Development

(b) Adjustments, if applicable

During the scoring process, if the Applicant states an amount that is greater than the amount the Applicant is eligible to request, the Corporation will reduce the amount down to the maximum amount the Applicant is eligible to request. The Applicant's SAIL Request Amount will be reviewed for compliance with the per unit limit and per Development limit, as well as its contribution to the percentage of Total Development Cost limitation in item 2.b. of Exhibit C.

If a reduction in the SAIL Request Amount is needed and a funding shortfall is created in either the Construction/Rehab and/or the Permanent Analysis of the Applicant's Development Cost Pro Forma, the amount of the adjustment(s), to the extent needed and possible, will be offset by increasing the deferred Developer Fee up to the maximum eligible amount as provided below.

(2) Interest Rate

- (a) Applicants that commit to set-aside at least 40 percent, but less than 80 percent of the units for the demographic selected will qualify for a SAIL loan with an interest rate of 0 percent for the percentage of units that are set aside for the demographic selected, and an interest rate of 1 percent for the remaining units. For example, a set-aside commitment of 70 percent of the units for Farmworker households will have 70 percent at 0 percent and 30 percent at 1 percent, or a blended overall interest rate of 0.30 percent.
- (b) Applicants that commit to set aside at least 80 percent of the total units for the demographic selected will qualify for a SAIL loan with an interest rate of 0 percent.

The terms and conditions of the SAIL loan are further outlined in Rule Chapter 67-48, F.A.C.

(3) Other Corporation Funding

- (a) If the Development has received funding from the Predevelopment Loan Program (PLP), the Corporation file number and amount of funding must be listed. Note: PLP funding cannot be used as a source of financing on the Construction/Rehab Analysis or the Permanent Analysis.
- (b) List any other Corporation funding that is intended to be utilized as a source of financing for the proposed Development.

b. Non-Corporation Funding

- (1) If the proposed Development will be assisted with funding under the United States Department of Agriculture RD 515 Program and/or RD 538 Program, the following information must be provided:
  - (a) Indicate the applicable RD Program(s) in Exhibit A.
  - (b) For a proposed Development that is assisted with funding from RD 515, include the following:
    - (i) Include the funding amount at the USDA RD 515 Financing line item on the Development Cost Pro Forma (Construction/Rehab Analysis and/or Permanent Analysis), and

- (ii) Provide a letter from RD, dated within six months of the Application Deadline, as **Attachment 15\*** to Exhibit A, confirming the funding source as outlined below:
- (A) For proposed Developments with the Development Category of Rehabilitation (with or without Acquisition), the RD letter must include the following information:
- Name of existing development;
  - Name of proposed Development;
  - Current RD Loan balance; and
  - Acknowledgment that property will remain in the USDA/RD 515 loan portfolio.

or

- (B) For proposed Developments with the Development Category of New Construction, the RD letter must include the following information:
- Name of Proposed Development;
  - Name of Applicant as borrower or direct recipient; and
  - RD Loan amount.

- (c) If the proposed Development will be assisted with funding under the RD 538 Program, include the following:
- (i) Include the funding amount at the USDA RD 538 Financing line item on the Development Cost Pro Forma (Construction/Rehab Analysis and/or Permanent Analysis); and
- (ii) Provide the letter sent to the Applicant by an RD 538 approved lender certifying that the lender is prepared to make a loan consistent with the program requirements through the Section 538 Guaranteed Rural Rental Housing (“538”) Loan Program as **Attachment 15\*** to Exhibit A. The U.S. Department of Agriculture, Rural Development (RD), list of Section 538 Guaranteed Rural Rental Housing approved lenders is available on the RFA Website.

As outlined in Exhibit D, the Section 538 Selection letter from RD must be provided during credit underwriting.

\*Attachments 9 – 14 are intentionally omitted.



(4) Non-Corporation Funding Proposals

Unless stated otherwise within this RFA, for funding, other than Corporation funding and deferred Developer Fee, to be counted as a source on the Development Cost Pro Forma, provide documentation of all financing proposals from both the construction and the permanent lender(s), equity proposals from the syndicator, 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 provided as **Attachment 16** to Exhibit A.

For purposes of the Application, the following will not be considered a source of financing: net operating income, capital contributions not documented in accordance with financing proposals that are not from a Regulated Mortgage Lender, fee waivers or any portion of any fees that are reimbursed by the local government. Additionally, fee waivers or any portion of any fees that are reimbursed by the local government cannot be considered as Development costs.

(a) Financing Proposal

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. Evidence for each funding source must be behind its own numbered attachment.

Each financing proposal shall contain:

- Amount of the construction loan, if applicable;
- Amount of the permanent loan, if applicable;
- Specific reference to the Applicant as the borrower or direct recipient; and
- Signature of lender.

Note: Eligible Local Government financial commitments (i.e., grants and loans) can be considered a source of financing without meeting the requirements above if the Applicant provides the properly completed and executed Local Government Verification of Contribution – Grant Form (Form 07-2019) and/or the Local Government Verification of Contribution – Loan Form (Form 07-2019) and such grant and/or loan is effective at least through December 31, 2020. A loan with a forgiveness provision (and no accrued interest charges) requiring approval of the Local Government can be treated as a loan or a grant, for scoring purposes. Either the "Loan" or the "Grant" verification forms can be used. The grant and loan forms (Form 07-2019) are available on

the RFA Website. If the loan form is used for a loan with forgiveness provision (and no accrued interest charges), the space for entering the net present value of the loan is not applicable to this RFA and will not be considered.

(b) Financing that has closed:

(i) 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.

(ii) Except for HUD and RD 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, provide a letter from the lender, dated within six 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, provide a letter from HUD, dated within six 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; and
- Applicable HUD program.

If the debt being assumed is provided by RD, the Applicant is only required to provide the information described in Item 9.b.(1)(b) above.

(c) If the financing proposal is not from a Regulated Mortgage Lender in the business of making loans or a governmental entity, evidence of ability to fund must be provided. Evidence of ability to fund includes: (i) a copy of the lender's most current audited financial statements no more than 17 months old; or (ii) 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.

In the case where the seller of the Development's property is providing a seller's note (purchase money mortgage) to help finance the Applicant's acquisition of the property, evidence of its ability to fund the amount of the seller's note is not needed so long as the Application includes a letter from the seller that meets the financing proposal criteria outlined in (4)(a) above and the amount of the seller's note is equal to or less than the purchase price of the property.

- (d) If a financing proposal shows an amount less than the corresponding line item on the Development Cost Pro Forma, only the financing proposal amount will be considered as a funding source. However, if a financing proposal shows an amount greater than the corresponding line item on the Development Cost Pro Forma, up to the total amount of the financing proposal amount may be utilized as a funding source, if needed.
- (e) The loan amount may be conditioned upon an appraisal or debt service coverage ratio or any other typical due diligence required during credit underwriting.
- (f) Financing proposals may be conditioned upon the Applicant receiving the funding from the Corporation for which it is applying.
- (g) 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.
- (h) 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.

c. Development Cost Pro Forma

All Applicants must complete the Development Cost Pro Forma listing the anticipated expenses or uses, the Detail/Explanation Sheet, if applicable, and the Construction or Rehab Analysis and Permanent Analysis listing the anticipated sources (both Corporation and non-Corporation funding). The sources must equal or exceed the uses. During the scoring process, if a funding source is not considered and/or if the Applicant's funding Request Amount is adjusted downward, this may result in a funding shortfall. If the Applicant has a funding shortfall, it will be ineligible for funding.

The Development Cost Pro Forma must include all anticipated costs of the Development construction, rehabilitation and, if applicable, acquisition, including the Developer Fee and General Contractor fee, as outlined below. Waived or reimbursed fees or charges are not considered costs to the Development and therefore, should not be included on the Development Cost Pro Forma. Note: deferred Developer Fees are not considered "waived fees."

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, or contingency reserve that exceeds the stated Application limits, the Corporation will adjust the fee to the maximum allowable. As stated below, Applicants may not enter any amounts pertaining to operating deficit reserves. The Corporation will not consider any operating deficit reserves listed on the Development Cost Pro Forma.

Unless stated otherwise in this RFA, except for deferred Developer Fee, the Application requires complete information on all sources of Development funding and the proposed uses of those funds. All loans, grants, donations, syndication proceeds, etc., should be detailed in the Application as outlined above. The total of monetary funds determined to be in funding proposals must equal or exceed uses.

(1) Developer Fee

Each Developer Fee component listed in (i) and (ii) below shall not exceed the respective amounts described below:

(i) Developer Fee on Acquisition Costs, is limited to 16 percent of the Total Acquisition Cost of Existing Development (excluding land) stated on the Development Cost Pro Forma in Column 3 of Item B, rounded down to the nearest dollar; and

(ii) Developer Fee on Non-Acquisition Costs, is limited to 16 percent of the net amount after deducting Total Acquisition Cost of Existing Development (excluding land) (Column 3 of Item B) from the Development Cost stated on

the Development Cost Pro Forma in Column 3 of Item C, rounded down to the nearest dollar.

If the maximums stated in (i) or (ii) are exceeded, the Corporation will adjust the amount down to the maximum allowed. Additionally, the Corporation may further adjust the Developer Fee on Acquisition Costs, and/or Developer Fee on Non-Acquisition Costs stated on the Development Cost Pro Forma and used to calculate the Developer Fee in Item D of the Development Cost Pro Forma. The conditions for such adjustments are stated below:

- If the amount of Developer Fee on Acquisition Costs is more than the amount allowed in (i) above, AND if the amount of Developer Fee on Non-Acquisition Costs is less than the amount allowed in (ii) above, the Corporation will reduce the amount of Developer Fee on Acquisition Costs to the maximum allowed amount, and increase the amount of Developer Fee on Non-Acquisition Costs by the amount reduced in the Developer Fee on Acquisition Costs, up to the maximum allowed amount.
- If the amount of Developer Fee on Non-Acquisition Costs is more than the amount allowed in (ii) above, AND if the amount of Developer Fee on Acquisition Costs is less than the amount allowed in (i) above, the Corporation will reduce the amount of Developer Fee on Non-Acquisition Costs to the maximum allowed amount, and increase the amount of Developer Fee on Acquisition Costs by the amount reduced in the Developer Fee on Non-Acquisition Costs, up to the maximum allowed amount.

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.

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.

(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, rounded down to the nearest dollar.

(3) Contingency Reserves

For Application purposes, the maximum hard and soft cost contingencies allowed cannot exceed (a) 5 percent of hard and soft costs for Development Categories of New Construction or Redevelopment, with or without Acquisition; or (b) 15 percent of hard costs and 5 percent of soft costs for Development Categories of Rehabilitation, with or without Acquisition, as further described in Rule Chapter 67-48, F.A.C. The determination of the contingency reserve is limited to the maximum stated percentage of total actual construction costs (hard costs) and general development costs (soft costs), as applicable.

(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. Applicants may not enter any amounts pertaining to any type of reserve other than the contingency reserve mentioned above on the Development Cost Pro Forma as part of the Application process. A reserve, including an operating deficit reserve, if necessary as determined by an equity provider, first mortgage lender, and/or the Credit Underwriter engaged by the Corporation in its reasonable discretion, will be required and sized in credit underwriting. The inclusion of any reserve is not permitted in the Application (other than the permitted contingency reserve) which may include, but is not limited to, operating deficit reserve, debt service shortfalls, lease-up, rent-re-stabilization, working capital, lender or syndicator required reserve(s), and any pre-funded capital (replacement) reserves. If any reserve other than the permitted contingency reserve can be identified and is included in the Development Cost Pro Forma, the Corporation will remove it during Application scoring.

In exchange for receiving funding from the Corporation, the Corporation reserves the authority to restrict the disposition of any funds remaining in any operating deficit reserve(s) after the term of the reserve's original purpose has terminated or is near termination. Authorized disposition uses are limited to payments towards any outstanding loan balances of the Development funded from the Corporation, any outstanding Corporation fees, any unpaid costs incurred in the completion of the Development (i.e., deferred Developer Fee), the Development's capital replacement reserve account (provided, however, that any operating deficit reserve funds deposited to the replacement reserve account will not replace, negate, or otherwise be considered an advance payment or pre-funding of the Applicant's obligation to periodically fund the replacement reserve account), the reimbursement of any loan(s) provided by a partner, member or guarantor as set forth in the Applicant's organizational agreement (i.e., operating or limited partnership agreement) whereby its final disposition remains under this same restriction. The actual direction of the disposition is at the Applicant's discretion so long as it is an option permitted by the

Corporation. In no event, shall the payment of amounts to the Applicant or the Developer from any operating deficit reserve established for the Development cause the Developer Fee or General Contractor fee to exceed the applicable percentage limitations provided for in this RFA.

- d. Principal of the Applicant is a Public Housing Authority and/or an instrumentality of a Public Housing Authority

The Applicant should state whether any Principals of the Applicant entity are a Public Housing Authority and/or an instrumentality of a Public Housing Authority. To qualify for the "Add-On Bonus" described Section Five, A.1 of the RFA and in Item 1 of Exhibit C, the Public Housing Authority and/or instrumentality of a Public Housing Authority must be reflected on the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-2019). For purposes of the "Add-On Bonus", the Public Housing Authority and/or instrumentality of a Public Housing Authority must not be disclosed as only the Investor Limited Partner of the Applicant or Investor Member of the Applicant.

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

**B. Additional Information**

1. Verifying Application Fee Payment

To ensure that the Application Fee is processed for the correct online Application, include the Development Name and RFA number on the check or money order or identify through the ACH or wire transfer. If submitting a check or money order, provide the check or money order number at question B.1. of Exhibit A. If submitting an ACH or wire transfer, provide the confirmation number at question B.1. of Exhibit A.

2. Addenda

The Applicant may use the Addenda section of Exhibit A to provide any additional information or explanatory addendum for items described in Section Four, A. above. The Addenda section of Exhibit A may not be used to provide any additional information or explanatory addendum for items described in Section Four, C. below. Please specify the particular item to which the additional information or explanatory addendum applies.

**C. Narrative Scoring**

1. Current and Future Need for Farmworker or Commercial Fishing Worker Housing in the Area (Up to 15 Points)

The Corporation recognizes that many farm operations in the state are currently impacted by disease (e.g., citrus canker/greening) and the economy, or now use H-2A workers who are required to be housed by their employers. The fishing industry is also in fluctuation. Taking into consideration the current and changing state of farm and fishing labor needs statewide, the Applicant should describe the current and expected

future need for Farmworkers, whether accompanied or unaccompanied based on the proposed Development, or Commercial Fishing Workers in the area near the Development, with attention to the type of farm labor or fishing labor that is and will be carried out by the residents. The Applicant should describe expectations for the local need for farm or fishing labor into the next 10-15 years.

For Farmworker properties, the description should include information on the location and proximity of farms, packing houses, nurseries and/or other farm labor operations, specific information about the farms, crops and crop seasons; and whether the farm work is seasonal and how the property expects to maintain a healthy occupancy throughout the year.

If there are nearby properties that have received waivers from USDA Rural Development or the Corporation, describe why the proposed Development will flourish serving the Unaccompanied Farmworker demographic over the long term.

For Commercial Fishing Worker properties, the description should include information on the location and proximity of Fishing Worker jobs and whether the fishing work is seasonal and how the property expects to maintain a healthy occupancy throughout the year.

The Applicant's description is limited to no more than three typed pages within the text box at question C.1. of Exhibit A. Note: Although the online Application system allows for more than three pages, any portion of the description that is beyond three pages will not be considered.

2. Experience Operating and Managing Farmworker or Commercial Fishing Worker Housing (Up to 20 Points)

Identify the Management Company and describe its experience in managing Farmworker or Commercial Fishing Worker housing, including the specific demographic(s) served, length of time spent operating and managing such housing and performing operations and management functions specific to the needs of the intended residents. Providing only a list of developments and/or units that the Applicant or management company has managed or manages will not be a sufficient description of experience.

The Applicant's description is limited to no more than three typed pages within the text box at Item C.2. of Exhibit A. Note: Although the online Application system allows for more than three pages, any portion of the description that is beyond three pages will not be considered.

3. Outreach, Marketing and Referral (Up to 30 Points)

The Applicant may receive points by describing outreach and other activities, beyond those required by this RFA, that are currently conducted, and/or will be conducted initially and on a continuing basis to market the Development to the focus population and general public and used to develop and retain an applicant pool of prospective Farmworker or Commercial Fishing Worker residents, with specifics related to the



demographic(s) served. Specify any community organizations, agencies or farming operations that the Development currently works with or will work with to establish and manage a system of referring persons served by these entities to the Development for tenancy.

The Applicant shall develop and implement a plan for tenant outreach, marketing and referral as approved by the Corporation during the credit underwriting process.

The Applicant's description is limited to no more than three typed pages within the text box at Item C.3. of Exhibit A. Note: Although the online Application system allows for more than three pages, any portion of the description that is beyond three pages will not be considered.

The Applicant shall develop and implement a plan for tenant outreach, marketing and referral as approved by the Corporation during the credit underwriting process.

4. Resident Access to Onsite and Offsite Programs, Services and Resources (Up to 30 Points)

Describe the availability of, and proximity to, services, programs, and resources for Farmworker or Commercial Fishing Worker households, with specificity for the demographic(s) to be served, both on the property and offsite, as well as other residents of the property. Describe any partners currently working with the property to provide services or access to services and describe any transportation options to access offsite services or employment. Programs, services and resources might include, but are not limited to, shopping for necessities, education and recreation opportunities, and health care services. Include information on assistance provided to help the intended residents access these opportunities. If the proposed Development will consist of Scattered Sites, describe how access to programs, services and resources will be provided across all units.

The Applicant's description is limited to no more than three typed pages within the text box at Item C.4. of Exhibit A. Note: Although the online Application system allows for more than three pages, any portion of the description that is beyond three pages will not be considered.

**SECTION FIVE  
SCORING AND EVALUATION PROCESS**

**A. Scoring the RFA**

**1. Determining Eligibility**

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

<b>Eligibility Items</b>
Submission Requirements met*
Applicant Certification and Acknowledgement form provided
Demographic Commitment selected
Description of the Demographic population served provided
Name of Applicant provided
Evidence Applicant is a legally formed entity provided
If new construction, qualifies as Non-Profit Applicant
Name of Each Developer provided
Evidence that each Developer entity is a legally formed entity provided
General Development Experience Requirement met
Principals for Applicant and Developer(s) Disclosure Form provided and meets requirements
Information for Management Company provided
Authorized Principal Representative provided and meets requirements
Name of Proposed Development provided
Development Category selected
If Substantial Rehabilitation of existing Development, confirmation that the Development is in the Corporation or RD's portfolio
Development Category Qualifying Conditions met
Development Type provided
County identified
Address of Development Site provided
Question whether a Scattered Sites Development answered
Latitude and Longitude Coordinates for any Scattered Sites provided, if applicable
Total Number of Units provided and within limits
Number of new construction units and rehabilitation units provided
Occupancy status of any existing units provided, if Rehabilitation
Demographic minimum set-aside selected
Total Set-Aside Breakdown Chart properly completed
Unit Mix provided and meets requirements
Number of residential buildings provided
Evidence of Site Control provided
Minimum Additional Green Building Features selected
Applicant's SAIL Request Amount provided
Development Cost Pro Forma provided (listing expenses or uses) and Construction/Rehab analysis and Permanent analysis (listing sources) – Sources must equal or exceed uses
Financial Arrearage Requirements met**
Verification of no prior acceptance to an invitation to enter credit underwriting for the same Development in a previous RFA ***
Previous Funding Requirements met regarding no de-obligations***
Total Development Cost Per Unit Limitation met*****
A total of at least 67 points is achieved

\* Submission Requirement

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

\*\* Financial Arrearage Requirement

An Application will be deemed ineligible for funding if, as of close of business the day before the Committee meets to make a recommendation to the Board, there remains any financial obligations for which an Applicant or Developer or Principal, Affiliate or Financial Beneficiary of the Applicant or Developer is in arrears to the Corporation or any agent or assignee of the Corporation as reflected on the most recently published Past Due Report 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 business days prior to the date the Committee meets to make a recommendation to the Board.

\*\*\* Requirement that there can be no prior acceptance to an invitation to enter credit underwriting for the same Development in a previous RFA

An Application will be deemed ineligible for funding if the Applicant has accepted an invitation to enter credit underwriting for the same Development in a previous RFA (with the exception of funding awarded under the Predevelopment Loan Program (PLP) and/or the Elderly Housing Community Loan (EHCL) program) and, as of Application Deadline for this RFA, the funding has not been returned to the Corporation. If the acceptance to an invitation to enter credit underwriting in a previous RFA occurs after the Application Deadline and before the Review Committee Meeting for this RFA, the proposed Development will be considered ineligible for funding in this RFA. If the acceptance to an invitation to enter credit underwriting in a previous RFA occurs after the Review Committee Meeting for this RFA, the proposed Development will be considered ineligible for funding in this RFA and any funding awarded in this RFA will be rescinded and considered Returned Funding.

\*\*\*\* Previous Funding Requirements

An Application will be deemed ineligible to be considered for funding if, as of the close of business the day before the Committee meets to make a recommendation to the Board, an Applicant or Developer or Principal, Affiliate or Financial Beneficiary of the Applicant or Developer has received an award of any funding from any RFA issued by Florida Housing Finance Corporation but such funding has been de-obligated by the Florida Housing Finance Corporation Board of Directors within the 36 months prior to this RFA Application Deadline, with the exception of de-obligations that resulted from the termination of the Multifamily Energy Retrofit Program (MERP) funding awarded through RFA 2015-115, or de-obligation of National Housing Trust Fund (NHTF) funding.

\*\*\*\*\* Total Development Cost Per Unit Limitation

By submitting its Application, the Applicant agrees and acknowledges that the Application will be subject to the Total Development Cost Per Unit Limitation during the scoring and credit underwriting.

The Corporation shall limit the Total Development Cost (TDC) per unit for all Developments categorized by the construction type of the units as indicated below and this limit is referred to as the TDC Per Unit Limitation. It is a limit based on TDC, but exclusive of land costs and exclusive of any operating deficit reserves that are part of the permanent phase (i.e., non-construction) financing for the Development which have not been included within the Developer Fee, applying any applicable TDC multiplier and/or TDC add-on. The proposed Development's TDC will be tested against the TDC Per Unit Limitation during the scoring of the RFA, utilizing the Development Type, Development Category and ESS Construction determination made by the Applicant in the RFA and it will apply to all units in the proposed Development. During the credit underwriting process, and during the final allocation process, the maximum TDC per unit will be recalculated for each unit type as described in Item 1 of Exhibit C, with consideration given to whether the Development consists one or more Development Types, a mix of both new construction and rehabilitation units, or a mix of wood and ESS Construction units.

Any Application that has an amount that exceeds these limitations during scoring will not be eligible for funding. These TDC Per Unit Base Limitation amounts, inclusive of any applicable TDC multiplier and/or TDC add-on, are effective during the scoring process. Item 1 of Exhibit C provides the TDC Per Unit Base Limitation amounts that account for an escalation factor to be incorporated for the credit underwriting process and final allocation process, as explained in the exhibit.

**Total Development Cost Per Unit Base Limitations to be used during the scoring process**

Measure	New Construction Units	Rehabilitation Units
Maximum TDC Per Unit Limitation * for all counties except Broward and Miami-Dade	\$255,400	\$178,200
Maximum TDC Per Unit Limitation * for Broward and Miami-Dade counties	\$267,800	\$186,400
Applicable TDC Multipliers (to be applied against the Development's TDC) and TDC Add-Ons (to be added to the Maximum TDC Per Unit Limitation)		
TDC Multiplier for Florida Keys Area for all areas north of Plantation Key (i.e., north of Tavernier Creek)		65%
TDC Multiplier for Florida Keys Area for all areas located on or south of Plantation Key (i.e., south of Tavernier Creek)		50%**
TDC Add-On for Applicants that have a PHA/instrumentality of a PHA as a Principal		\$5,000 of additional per unit costs will be added to the above Maximum TDC Per Unit Limitation

\* Exclusive of land costs and exclusive of any approved operating deficit reserves that are part of the permanent phase (i.e., non-construction) financing for the Development which have not been included within the Developer Fee. When the term of operating deficit reserves (ODR) is mentioned in this TDC Per Unit Limitation section, the term shall refer to these particular

operating deficit reserves. Examples of reserves which can be considered part of the operating deficit reserve for this calculation are provided in the Operating Deficit Reserve portion of the Funding section in the RFA. For purposes of property acquisition valuation (land with or without building improvements), the Corporation uses the lesser of the appraised value, or the actual cost of acquisition. The appraised value will be determined during credit underwriting. When land costs are referenced in this TDC Per Unit Limitation section, the reference shall be limited to the amount of the land cost approved by the Corporation to be provided in the final cost certification under the land owned cost line item. For Applicants that have a public housing authority/ instrumentality of a public housing authority listed as a Principal on the Applicant’s Principal Disclosure Form may also exclude demolition costs and tenant relocation costs from TDC PU Limitation calculations. The total amount of costs that are to be excluded from the TDC Per Unit Limitation process are the applicable land costs, operating deficit reserves and certain PHA costs described herein are referred to in Exhibit C in the congregate as applicable qualifying costs.

\*\* If the proposed Development consists of Scattered Sites, the 50% TDC Multiplier applies only if all of the sites are located south of Tavernier Creek.

**2. Awarding Points**

Point Items	Maximum Points
Submission of Principal Disclosure Form stamped by Corporation as “Pre-Approved”	5
Current and Future Need for Farmworker or Commercial Fishing Worker Housing in Area	15
Experience Operating and Managing Farmworker or Commercial Fishing Worker Housing	20
Outreach, Marketing and Referral	30
Resident Access to Onsite and Offsite Programs, Services and Resources	30
<b>Total Possible Points</b>	<b>100</b>

**B. Selection Process**

**1. Application Sorting Order**

Applications will be sorted from highest score to lowest score, with any scores that are tied separated in the following order:

- a. First, by the total points received for the Current and Future Need for Farmworker or Commercial Fishing Worker Housing in the Area narrative at Section Four C.1. above, listed in descending order.
- b. Next, by the Application’s Eligible SAIL Request Amount Per Unit as outlined in Item 2.a. of Exhibit C, (with Applications that have a lower amount of SAIL funds per unit listed above Applications that have a higher amount of SAIL funds per unit);
- c. Next, by the Application’s Eligible SAIL Request Amount as a Percentage of Total Development Cost, as outlined in Item 2.b. of Exhibit C, (with Applications that have an Eligible SAIL Request Amount that is 90 percent of the Total Development Cost or less listed above Applications that have an amount greater than 90 percent);

- d. Next by the Application's eligibility for the Florida Job Creation Funding Preference as outlined in Item 3 of Exhibit C, (with Applications that qualify for the preference listed above Applications that do not qualify for the preference); and
- e. Finally, by lottery number, with Applications that have a lower lottery number listed above Applications with a higher lottery number.

2. Funding Test

Applications will be selected for funding only if there is enough Funding available to fully fund the Eligible Request Amount.

3. County Award Tally

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

4. The Funding Selection Process

- a. The first Application(s) selected for funding will be the highest ranking eligible Application(s) that can meet the Funding Test and County Award Tally.
- b. If funding remains and none of the eligible unfunded Applications can meet the Funding Test, no further Applications will be considered for funding. Any remaining funding will be distributed as approved by the Board.

5. **Returned Funding**

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

**SECTION SIX  
AWARD PROCESS**

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

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

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

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

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

## Exhibit A to RFA 2020-104- SAIL Funding for Farmworker and Commercial Fishing Worker Housing

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

### 1. Applicant Certification and Acknowledgement form

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

### 2. Demographic Commitment

a. Select one of the following:

[Choose an item.](#)

b. Description of the Demographic Population Served

Describe the primary demographic population(s), including expected subpopulations, to be served, as outlined in Section Four A.2.b. of the RFA.

The Applicant's description is limited to no more than two typed pages within the text box below. Note: Although the online Application system allows for more than two pages, any portion of the description that is beyond two pages will not be considered.

[Click here to enter text.](#)

### 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.? **Note: This is required for proposed Developments with the Development Category of New Construction.**

[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

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

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. 05-19) ("Principals Disclosure Form") with the Application and Development Cost Pro Forma, as outlined in Section Three of the RFA, identifying, pursuant to Subsections 67-48.002(94), 67-48.075(8), and 67-48.0075(9), F.A.C., the Principals of the Applicant and each Developer as of the Application Deadline.

- (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

- (1) Information for the Management Company

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) 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. Select the Development Category

[Choose an item.](#)

\*For purposes of SAIL funding, this includes Substantial Rehabilitation. If proposing Substantial Rehabilitation of an existing Development that serves the Farmworker or Commercial Fishing Worker Demographic Commitment, indicate which of the Development eligibility requirements the proposed Development meets:

- The Development is in the Corporation's Portfolio (and may also be in RD's portfolio) and meets the qualifying conditions outlined in Section Four A.4.b. of the RFA.

- The Development is in RD's Portfolio, is not also in the Corporation's portfolio, meets the qualifying conditions outlined in Section Four A.4.b. of the RFA, and the required letter from RD is provided as **Attachment 6**.

c. Development Type

- (1) If the Development Category is new construction, the Development Type must be Garden Apartments.
- (2) For all other Applications, select the Development Type:  
[Choose an item.](#)

d. Enhanced Structural Systems ("ESS") Construction Qualifications

If the Development Category is new construction, the proposed Development must meet the ESS Construction requirements outlined in Section Four, A.4.d. of the RFA. For all other Applications, 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. Development Location

(1) Address of Development Site:

[Click here to enter text.](#)

(2) City 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.](#)

## 6. Units and Number of Buildings

### a. Number of units

- (1) State the total number of units in the proposed Development: [Click here to enter text.](#)
- (2) If Substantial Rehabilitation, state the number of units in the existing Development: [Click here to enter text.](#)

Note: the total number of units in the proposed Development must be within the limits outlined in Section Four, A.6. of the RFA and cannot be less than 90 percent of the existing total number of units (rounded up to the next whole unit).

### b. Number of Units per Development Category

The Applicant must select the applicable item below:

[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 there are existing occupied units and if the Development is funded, a plan for relocation of existing tenants will be required to be provided to the Credit Underwriter, as outlined in Exhibit D.

### d. Set-Aside Commitments

- (1) The Applicant must set aside 100 percent of the proposed Development’s total units at 60 percent Area Median Income (AMI) or less, of which at least 20 percent must be set aside at 50 percent AMI or less.
- (2) Demographic Minimum Set-Aside Commitment

The Applicant must commit to set aside either 40 percent or 80 percent of the proposed Development’s total units to serve the Demographic committed to in question 2.a. above.

Choose an item.

- (3) Extremely Low Income (ELI) Set-Aside Requirements
  - (a) Applicants that commit to the 40 Percent Minimum Set-Aside must commit to set aside a minimum of 2 units for ELI Households.
  - (b) Applicants that commit to the 80 Percent Minimum Set-Aside are not required to set aside any units for ELI Households.
- (4) Total Set-Aside Breakdown Chart

Total Set-Aside Breakdown Chart	
Percentage of Residential Units	AMI Level
<u>Enter Number</u> %	At or Below 25%
<u>Enter Number</u> %	At or Below 28%
<u>Enter Number</u> %	At or Below 30%
<u>Enter Number</u> %	At or Below 33%
<u>Enter Number</u> %	At or Below 35%
<u>Enter Number</u> %	At or Below 40%
<u>Enter Number</u> %	At or Below 45%
<u>Enter Number</u> %	At or Below 50%
<u>Enter Number</u> %	At or Below 60%
<b>100 %</b>	<b>Total Set-Aside Percentage</b>

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
<u>Choose an item.</u>	<u>Enter Number</u>	<u>Enter Number</u>
<u>Choose an item.</u>	<u>Enter Number</u>	<u>Enter Number</u>
<u>Choose an item.</u>	<u>Enter Number</u>	<u>Enter Number</u>
<u>Choose an item.</u>	<u>Enter Number</u>	<u>Enter Number</u>
<u>Choose an item.</u>	<u>Enter Number</u>	<u>Enter Number</u>
<u>Choose an item.</u>	<u>Enter Number</u>	<u>Enter Number</u>

- (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

Note: \*If the Development Category is new construction, the proposed Development must consist of Zero Bedroom Units, one-bedroom units and two-bedroom units only.

- f. Number of Buildings

Number of anticipated residential buildings: Enter Number

- g. Compliance Period

All Applicants are required to set aside the units for at least 30 years as further described in Section Four of the RFA.

## 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

Successful Applicants will be required to demonstrate that the proposed Development met all Ability to Proceed elements (zoning, electricity, water, sewer, or roads) as of Application Deadline, for the entire proposed Development site, including all Scattered Sites, if applicable, in credit underwriting.

## 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) 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. Funding

a. Corporation Funding:

(1) Eligible SAIL Request Amount (annual amount): \$ [Click here to enter text.](#)

(2) Other Corporation Funding

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

<b>Corporation File #</b>	<b>Amount of Funding</b>
<a href="#">Click here to enter text</a>	\$ <a href="#">Click here to enter text</a>

(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	<a href="#">Enter file No.</a>	\$ <a href="#">Enter file No.</a>
HOME-Rental	<a href="#">Enter file No.</a>	\$ <a href="#">Enter file No.</a>
MMRB	<a href="#">Enter file No.</a>	\$ <a href="#">Enter file No.</a>
EHCL	<a href="#">Enter file No.</a>	\$ <a href="#">Enter file No.</a>

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) Non-Corporation Funding Proposals

Attach all funding proposals executed by the lender(s) or by any other source as **Attachment 16**.

c. Development Cost Pro Forma

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

d. 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.](#)

**B. Additional Information**

1. Verifying Application Fee Payment

To ensure that the Application Fee is processed for the correct online Application, include the Development Name and RFA number on the check or money order or identify through the ACH or wire transfer. If submitting a check or money order, provide the check or money order number in the space below. If submitting an ACH or wire transfer, provide the confirmation number in the space below.

[Click here to enter text.](#)

2. Addenda

Use the space below to provide any additional information or explanatory addendum for items described in Section Four, A. above. The Addenda section of Exhibit A may not be used to provide any additional information or explanatory addendum for items described in Section Four, C. below. Please specify the particular item to which the additional information or explanatory addendum applies.

[Click here to enter text.](#)

**C. Narrative Scoring**

**1. Describe the Current and Future Need for Farmworker or Commercial Fishing Worker Housing in the Area, as outlined in Section Four C.1. of the RFA (Up to 15 Points)**

The Applicant's description is limited to no more than three typed pages within the text box below. Note: Although the online Application system allows for more than three pages, any portion of the description that is beyond three pages will not be considered.

[Click here to enter text.](#)

**2. Describe the Experience Operating and Managing Farmworker or Commercial Fishing Worker Housing, as outlined in Section Four C.2. of the RFA (Up to 20 Points)**

The Applicant's description is limited to no more than three typed pages within the text box below. Note: Although the online Application system allows for more than three pages, any portion of the description that is beyond three pages will not be considered.

[Click here to enter text.](#)

**3. Describe Outreach, Marketing and Referral as described in Section Four C.3. of the RFA (Up to 30 Points)**

The Applicant's description is limited to no more than three typed pages within the text box below. Note: Although the online Application system allows for more than three pages, any portion of the description that is beyond three pages will not be considered.

[Click here to enter text.](#)

**4. Describe Resident Access to Onsite and Offsite Programs, Services and Resources as outlined in Section Four C.4. of the RFA (Up to 30 Points)**

The Applicant's description is limited to no more than three typed pages within the text box below. Note: Although the online Application system allows for more than three pages, any portion of the description that is beyond three pages will not be considered.

[Click here to enter text.](#)

- NOTES:
- (1) Developer fee may not exceed the limits established in Rule Chapter 67-48, F.A.C., or this RFA 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 (for Application purposes, this is represented by A1.1. Column 3), rounded down to nearest dollar. The General Contractor's fee must be disclosed. The General Contractor's fee includes General Conditions, Overhead, and Profit.
  - (3) For Application purposes, the maximum hard cost contingency allowed cannot exceed 5% of the amount provided in column 3 for A1.3. TOTAL ACTUAL CONSTRUCTION COSTS for Developments where 50 percent or more of the units are new construction. Otherwise the maximum is 15%. The maximum soft cost contingency allowed cannot exceed 5% of the amount provided in column 3 for A2.1 TOTAL GENERAL DEVELOPMENT COST. Limitations on these contingency line items post-Application are provided in Rule Chapter 67-48, F.A.C.
  - (4) Operating Deficit Reserves (ODR) of any kind are not to be included in C. DEVELOPMENT COST and cannot be used in determining the maximum Developer fee. An ODR is not permitted in this Application. However, one may be included or added during the credit underwriting process where it will be sized.
  - (5) Although the Corporation acknowledges that the costs listed on the Development Cost Pro Forma, Detail/Explanation Sheet, Construction or Rehab Analysis and Permanent Analysis are subject to change during credit underwriting, such costs are subject to the Total Development Cost Per Unit Limitation as provided in the RFA, as well as the other cost limitations provided in Rule Chapter 67-48, F.A.C., as applicable.

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

*What was the Development Category of the Proposed Development:*  
*Indicate the number of total units in the proposed Development:*

(please select from drop-down menu)  
 (enter a value)

\*\*  
 \*\*

	1	2	3 TOTAL COSTS
<b>DEVELOPMENT COSTS</b>			
<i>Actual Construction Costs</i>			
Accessory Buildings			_____
Demolition			_____
New Rental Units			_____
<b>*Off-Site Work (explain in detail)</b>			_____
Recreational Amenities			_____
Rehab of Existing Common Areas			_____
Rehab of Existing Rental Units			_____
Site Work			_____
<b>*Other (explain in detail)</b>			_____
<b>A1.1. Actual Construction Cost</b>			\$ _____
<b>A1.2. General Contractor Fee</b> <small>See Note (3)</small> (Max. 14% of A1.1., column 3)			\$ _____
<b>A1.3. TOTAL ACTUAL CONSTRUCTION COSTS</b>			\$ _____
<b>A1.4. HARD COST CONTINGENCY</b> <small>See Note (4)</small>			\$ _____

	1	2	3 TOTAL 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			_____
Capital Needs Assessment			_____
Engineering Fees			_____
Environmental Report			_____
FHFC Administrative Fee <small>See Note (2)</small>			_____
FHFC Application Fee <small>See Note (2)</small>			_____
FHFC Compliance Fee <small>See Note (2)</small>			_____
FHFC PRL/Credit Underwriting Fees <small>See Note (2)</small>			_____
Green Building Certification/ HERS Inspection Costs			_____
<b>*Impact Fees (list in detail)</b>			_____
Inspection Fees			_____
Insurance			_____
Legal Fees			_____
Market Study			_____
Marketing/Advertising			_____
Property Taxes			_____
Soil Test Report			_____
Survey			_____
Tenant Relocation Costs			_____
Title Insurance & Recording Fees			_____
Utility Connection Fee			_____
<b>*Other (explain in detail)</b>			_____
<b>A2.1. TOTAL GENERAL DEVELOPMENT COST</b>			\$ _____
<b>A2.2. SOFT COST CONTINGENCY <small>See Note (4)</small></b>			\$ _____

	1	2	3 TOTAL COSTS
<i>Financial Costs</i>			
Construction Loan Origination/ Commitment Fee(s)			_____
Construction Loan Credit Enhancement Fee(s)			_____
Construction Loan Interest			_____
Non-Permanent Loan(s) Closing Costs			_____
Permanent Loan Origination/ Commitment Fee(s)			_____
Permanent Loan Credit Enhancement Fee(s)			_____
Permanent Loan Closing Costs			_____
Bridge Loan Origination/ Commitment Fee(s)			_____
Bridge Loan Interest			_____
<b>*Other (explain in detail)</b>			_____
<b>A3. TOTAL FINANCIAL COSTS</b>			<b>\$</b> _____
<i>ACQUISITION COST OF EXISTING DEVELOPMENT (excluding land)</i>			
Existing Building(s)			_____
<b>*Other (explain in detail)</b>			_____
<b>B. TOTAL ACQUISITION COSTS OF EXISTING DEVELOPMENT (excluding land)</b>			<b>\$</b> _____
<b>C. DEVELOPMENT COST</b> (A1.3+A1.4+A2.1+A2.2+A3+B)			<b>\$</b> _____
<i>Developer Fee <sup>See Note (1)</sup></i>			
Developer Fee on Acquisition Costs			_____
Developer Fee on Non-Acquisition Costs			_____
<b>D. TOTAL DEVELOPER FEE</b>			<b>\$</b> _____
<b>E. OPERATING DEFICIT RESERVES <sup>See Note (5)</sup></b>			<b>\$</b> _____
<b>F. TOTAL LAND COST</b>			<b>\$</b> _____
<b>G. TOTAL DEVELOPMENT COST <sup>See Note (6)</sup></b> (C+D+E+F)			<b>\$</b> _____

Detail/Explanation Sheet

Totals must agree with Pro Forma. Provide component descriptions and amounts for each item that has been completed on the Pro Forma that requires a detailed list or explanation.

DEVELOPMENT COSTS

**Actual Construction Cost**

(as listed at Item A1.)

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:

NOTES: Neither brokerage fees nor syndication fees can be included in eligible basis. 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/REHAB ANALYSIS**

	AMOUNT	LENDER/TYPE OF FUNDS
<b>A. Total Development Costs</b>	\$ <u>0.00</u>	
<b>B. Construction Funding Sources:</b>		
1. First Mortgage Financing	\$ _____	<a href="#">&lt;select from menu&gt;</a>
2. Second Mortgage Financing	\$ _____	<a href="#">&lt;select from menu&gt;</a>
3. Third Mortgage Financing	\$ _____	<a href="#">&lt;select from menu&gt;</a>
4. Fourth Mortgage Financing	\$ _____	<a href="#">&lt;select from menu&gt;</a>
5. Fifth Mortgage Financing	\$ _____	<a href="#">&lt;select from menu&gt;</a>
6. Sixth Mortgage Financing	\$ _____	<a href="#">&lt;select from menu&gt;</a>
7. Seventh Mortgage Financing	\$ _____	<a href="#">&lt;select from menu&gt;</a>
8. Eighth Mortgage Financing	\$ _____	<a href="#">&lt;select from menu&gt;</a>
9. Ninth Mortgage Financing	\$ _____	<a href="#">&lt;select from menu&gt;</a>
10. Tenth Mortgage Financing	\$ _____	<a href="#">&lt;select from menu&gt;</a>
11. Other: _____	\$ _____	
12. Other: _____	\$ _____	
13. Deferred Developer Fee	\$ _____	
<b>14. Total Construction Sources</b>	\$ <u>_____</u>	
<b>C. Construction Funding Surplus</b>		
(B.14. Total Construction Sources, less A. Total Development Costs):	\$ <u>_____</u>	(A negative number here represents a funding shortfall.)

**Each Attachment must be listed behind its own Tab. DO NOT INCLUDE ALL ATTACHMENTS BEHIND ONE TAB.**

**PERMANENT ANALYSIS**

	AMOUNT	LENDER/TYPE OF FUNDS
<b>A. Total Development Costs</b>	\$ <u>0.00</u>	
<b>B. Permanent Funding Sources:</b>		
1. First Mortgage Financing	\$ _____	<a href="#">&lt;select from menu&gt;</a>
2. Second Mortgage Financing	\$ _____	<a href="#">&lt;select from menu&gt;</a>
3. Third Mortgage Financing	\$ _____	<a href="#">&lt;select from menu&gt;</a>
4. Fourth Mortgage Financing	\$ _____	<a href="#">&lt;select from menu&gt;</a>
5. Fifth Mortgage Financing	\$ _____	<a href="#">&lt;select from menu&gt;</a>
6. Sixth Mortgage Financing	\$ _____	<a href="#">&lt;select from menu&gt;</a>
7. Seventh Mortgage Financing	\$ _____	<a href="#">&lt;select from menu&gt;</a>
8. Eighth Mortgage Financing	\$ _____	<a href="#">&lt;select from menu&gt;</a>
9. Ninth Mortgage Financing	\$ _____	<a href="#">&lt;select from menu&gt;</a>
10. Tenth Mortgage Financing	\$ _____	<a href="#">&lt;select from menu&gt;</a>
11. Other: _____	\$ _____	
12. Other: _____	\$ _____	
13. Deferred Developer Fee	\$ _____	
<b>14. Total Permanent Funding Sources</b>	\$ <u>_____</u>	
<b>C. Permanent Funding Surplus</b>		
(B.14. Total Permanent Funding Sources, less A. Total Development Costs):	\$ <u>_____</u>	(A negative number here represents a funding shortfall.)

**Each Attachment must be listed behind its own Tab. DO NOT INCLUDE ALL ATTACHMENTS BEHIND ONE TAB.**





**Exhibit B – Definitions**

<p>“Regulated Mortgage Lender”</p>	<p>(a) A state or federally chartered entity authorized to transact business in this state that regularly engages in the business of making mortgage loans secured by real property in this state, whose mortgage lending activities subject it to the jurisdiction of the State of Florida Office of Financial Regulation, the Board of Governors of the Federal Reserve, Office of the Comptroller of the Currency, the National Credit Union Administration, or the Federal Deposit Insurance Corporation; (b) A Fannie Mae-approved lender whose name appears on the Fannie Mae list of Delegated Underwriting and Servicing (DUS®) Lenders*; (c) A HUD-approved lender whose name appears on the U.S. Department of Housing and Urban Development (HUD) list of Multifamily Accelerated Processing (MAP) Approved Lenders*; (d) A RD-approved lender whose name appears on the U.S. Department of Agriculture, Rural Development (RD), list of Section 538 Guaranteed Rural Rental Housing approved lenders*; or (e) A Freddie Mac-approved multifamily lender whose name appears on Freddie Mac’s lists of Program Plus (Florida region) lenders, Targeted Affordable Housing lenders or Seniors Housing lenders*; or (f) a mortgage lender that is a certified Community Development Financial Institution (CDFI) in the State of Florida that has been awarded funding from the CDFI Fund in a cumulative amount of at least \$5,000,000, exclusive of New Market Tax Credit (NMTC) awards, whose name and CDFI awards can be confirmed on the CDFI Fund’s web site (Qualified CDFI, and the affiliate(s) of such Qualified CDFI. As used herein, the affiliate(s) of a Qualified CDFI means the parent, subsidiary or successor of the Qualified CDFI, or an entity that shares common ownership or management with the Qualified CDFI. If the lender is an affiliate of the Qualified CDFI, the funding letter(s) being considered by the Corporation must include the name of the Qualified CDFI and a statement that the lender is an affiliate of the Qualified CDFI.</p> <p>*These documents are available on the RFA Website.</p>
<p>“Shared Housing”</p>	<p>A rental dwelling unit that is shared by residents who are not related or significant others. Each Resident must have non-exclusive access to shared living space, consisting at a minimum of a kitchen and a living/dining area. Each Resident in a Shared Housing Unit shall sign a separate lease and shall be considered a separate household for the purposes of determining compliance with set-aside commitments, income eligibility, and rent payments.</p>
<p>“Unaccompanied Commercial Fishing Worker”</p>	<p>An adult Commercial Fishing Worker as defined by Section 420.503 F.S., and is unaccompanied by a spouse, children, or parents and may include temporary foreign agricultural workers temporarily admitted to the United States on H-2A visas. The Unaccompanied Commercial Fishing Worker shall be the only lessee on the residential lease.</p>
<p>“Unaccompanied Farmworker”</p>	<p>An adult Farmworker as defined by Section 420.503 F.S., and is unaccompanied by a spouse, children, or parents and may include temporary foreign agricultural</p>

	workers temporarily admitted to the United States on H-2A visas. The Unaccompanied Farmworker shall be the only lessee on the residential lease.
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**Exhibit C – Additional Information**

**1. Total Development Cost Per Unit Limitation**

- a. The Total Development Cost Per Unit Limitation was reviewed during the scoring process as outlined in Section Five, A. During credit underwriting and final cost certification, the Total Development Cost Per Unit Limitation will be reviewed again using the values in the chart below.

**Total Development Cost Per Unit Base Limitations with Escalation Factors, to be used for Total Development Cost Per Unit Limitation Tests in Credit Underwriting**

Measure	New Construction Units	Rehabilitation Units
<b>Maximum TDC Per Unit Limitation * for all counties except Broward and Miami-Dade</b>	\$255,400	\$178,200
<b>Maximum TDC Per Unit Limitation * for Broward and Miami-Dade counties</b>	\$267,800	\$186,400
Applicable TDC Multipliers (to be applied against the Development’s TDC) and TDC Add-Ons (to be added to the Maximum TDC Per Unit Limitation)		
TDC Multiplier for Florida Keys Area for all areas north of Plantation Key (i.e., north of Tavernier Creek)		65%
TDC Multiplier for Florida Keys Area for all areas located on or south of Plantation Key (i.e., south of Tavernier Creek)		50%**
TDC Add-On for Applicants that have a PHA/instrumentality of a PHA as a Principal		\$5,000 of additional per unit costs will be added to the above Maximum TDC Per Unit Limitation

\* Exclusive of land costs and exclusive of any approved operating deficit reserves that are part of the permanent phase (i.e., non-construction) financing for the Development which have not been included within the Developer Fee. When the term of operating deficit reserves (ODR) is mentioned in this TDC Per Unit Limitation section, the term shall refer to these particular operating deficit reserves. Examples of reserves which can be considered part of the operating deficit reserve for this calculation are provided in the Operating Deficit Reserve portion of the Funding section in the RFA. For purposes of property acquisition valuation (land with or without building improvements), the Corporation uses the lesser of the appraised value, or the actual cost of acquisition. The appraised value will be determined during credit underwriting. When land costs are referenced in this TDC Per Unit Limitation section, the reference shall be limited to the amount of the land cost approved by the Corporation to be provided in the final cost certification under the land owned cost line item. For Applicants that have a public housing authority/ instrumentality of a public housing authority listed as a Principal on the Applicant’s Principal Disclosure Form may also exclude demolition costs and tenant relocation costs from TDC PU Limitation calculations. The total amount of costs that are to be excluded from the TDC Per Unit Limitation process are the applicable land costs, operating deficit reserves and certain PHA costs described herein are referred to in Exhibit C in the congregate as applicable qualifying costs.

\*\* If the proposed Development consists of Scattered Sites, the 50% TDC Multiplier applies only if all of the sites are located south of Tavernier Creek.

- b. Any Applicant that has the Credit Underwriter present a credit underwriting report with an amount that exceeds these limitations by more than 5 percent, after taking into consideration an escalation factor for development costs rising after the Application Deadline of either (i) 3.0 percent for any Development with the Development Category of New Construction, Redevelopment, or Acquisition and Redevelopment, or (ii) 2.3 percent for any Development with the Development Category of Rehabilitation or Acquisition and Rehabilitation, 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 will require staff to review the credit underwriting report for compliance to the TDC reduction and adjustment procedure provided below:

- (1) A TDC Per Unit Limitation is the maximum allowable and is determined by adding the applicable TDC Per Unit Base Limitation from the table above with respect to the Development as provided in this RFA to any applicable TDC add-on and multiplying that sum by the appropriate escalation rate, and then dividing by any applicable TDC multiplier and finally taking the resulting amount and multiplying it by the number of total units in the Development. If there are multiple unit types, this process is done for each unique unit type and then they are all added together.

The Developer Fee will be limited to the maximum allowable within the TDC Per Unit Limitation, in all instances. A Developer Fee can be earned on Development Cost as defined by Rule Chapter 67-48, F.A.C., up to the maximum allowed within the TDC Per Unit Limitation, 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 Limitation, then the maximum allowable Developer Fee will be adjusted as outlined below. The maximum allowable Developer Fee limit can be determined by taking the TDC Per Unit Limitation amount and dividing by 1.16\* and then multiply the result by 16 percent\*. This will yield the maximum allowable Developer Fee within the TDC Per Unit Limitation.

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.b.(1) above, the stated Developer Fee will be reduced to said maximum allowable Developer Fee, and the TDC will be equally reduced to incorporate the cost reduction.

- (2) Subsequent to reducing the stated Developer Fee to the maximum allowable amount provided above, additional adjustments may be necessary if the TDC Per Unit Limitation remains exceeded. An adjustment to the maximum allowable Developer Fee limit shall be determined by reducing the maximum allowable Developer Fee, as determined in 1.b.(1) above, dollar-for-dollar, for any costs in excess of the amount allowed by the TDC Per Unit Limitation, up to the lesser of (a) the actual amount of costs in excess of the amount allowed by the TDC Per Unit Limitation, (b) \$500,000, or (c) 25 percent of the initial maximum allowable Developer Fee limit. If the stated Developer Fee, inclusive of any necessary adjustments incorporated above, exceeds the maximum allowable Developer Fee limit as adjusted herein, the stated Developer Fee, inclusive of any necessary adjustments incorporated above shall be further adjusted to not exceed the new maximum allowable Developer Fee limit, and the Applicant's TDC will be equally reduced to incorporate the cost reduction. If after following this Developer Fee limitation process, the Applicant's TDC exclusive of the applicable qualifying costs is reduced to be within the amount allowed by the TDC Per Unit Limitation, then the Developer Fee adjustment calculation is complete. If the Applicant's TDC exclusive of the applicable

qualifying costs remains above the amount allowed by the TDC Per Unit Limitation, then there is an additional Developer Fee adjustment process, as outlined in (3) below.

- (3) An additional Developer Fee limitation adjustment will be initiated to further reduce the allowable maximum Developer Fee limit in the event the Applicant's TDC exclusive of the applicable qualifying costs (as adjusted above) exceeds the TDC Per Unit Limitation. The reduction will be determined by deriving a percentage amount that the Applicant's TDC exclusive of the applicable qualifying costs (as adjusted above) exceeds the TDC Per Unit Limitation, 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 Applicant's adjusted TDC exclusive of the applicable qualifying costs exceeds the limitation by 4 percent, then the maximum allowable Developer Fee limit is further reduced by 4 percent. If the stated Developer Fee is greater than this limit, it must be reduced to be equal to the new limit. Once this step is complete, there is no further Developer Fee adjustment or corresponding cost savings mandated to be incorporated into the Applicant's TDC for this process.

It is at this point that the Applicant's adjusted TDC exclusive of the applicable qualifying costs are compared to the TDC Per Unit Limitation, and if the TDC Per Unit Limitation is exceeded by more than 5 percent (as presented in the opening paragraph of 1.b above), the credit underwriting report shall be presented with a negative recommendation by the Credit Underwriter.

As a note, if the Developer Fee in the credit underwriting report is already at or below the maximum allowable Developer Fee limit, then there is no additional adjustment mandated to be incorporated into the Developer Fee. This also means there are no corresponding cost savings to reduce the Applicant's 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 Applicant's TDC in order to incorporate the reduced Developer Fee cost.

For example:

A 35-unit Development located in Highlands County with a Development Category of new construction and a Development Type of Garden ESS (NC) with 35 units. The credit underwriter initially reports the Applicant's TDC of \$9,430,000, inclusive of the Applicant's stated Developer Fee of \$1,300,000, but exclusive of applicable qualifying costs at time of credit underwriting, and also prior to any adjustment. The Applicant does not qualify for a TDC Add-On or a TDC Multiplier.

**Calculate TDC Limitation for the Development and Maximum Allowable Developer Fee**

- 1.(a) TDC Per Unit Base Limitation, inclusive of any applicable TDC Add-On (\$0), any applicable TDC Multiplier (100%), and the credit underwriting escalation rate (3.0%):  $[(\$248,000.00 \text{ Per Unit} + \$0 \text{ TDC Add-On}) \times 35 \text{ Garden ESS (NC) Units}] \times (1 + 3.0\%) / 100\% \text{ TDC Multiplier} = \$8,940,400$ . (To determine the final TDC PU

Limitation, divide by total units:  $\$8,940,400 / 35 \text{ Total Units} = \$255,440.00 \text{ Per Unit.}$ )

- 1.(b) Implied maximum Development Cost per the limitation:  $\$8,940,400 \div 1.16 = \$7,707,242.$
- 1.(c) Determine maximum allowable Developer Fee limit within the TDC limitation (prior to any applicable Developer Fee adjustment):  $\$7,707,242 \times 16\% = \$1,233,158.$

*(Note: The calculations in both 1.(b) and 1.(c) incorporates the requirement to round down the Developer Fee to the next lower whole dollar.)*

**First Developer Fee/TDC adjustment Calculation Methodology (If necessary)**

- 2.(a)(i) Is the Applicant's initial Developer Fee (\$1,300,000) greater than the maximum allowable of \$1,233,158?  $\$1,300,000 > \$1,233,158$ ; Yes.
- 2.(a)(ii) If the response to 2.(a)(i) is "Yes", then determine the excess:  $\$1,300,000 - \$1,233,158 = \$66,842$  (initial excess Developer Fee).
- 2.(b) Reduce the Applicant's initial Developer Fee to the lesser of either the maximum allowable (\$1,233,158) or the Applicant's initial fee (\$1,300,000) and reduce the Applicant's initial TDC by an equal amount:  $\$1,300,000 - \$66,842 = \$1,233,158$  (Applicant's initial adjusted fee);  $\$9,430,000 - \$66,842 = \$9,363,158$  (Applicant's initial adjusted TDC).
- 2.(c) If the response to 2.(a)(i) is "No" or once the adjustment of 2.(b) has been completed, then determine if the Applicant's (adjusted) TDC remains in excess of the limitation and if so, the amount of the excess:  $\$9,363,158$  (initial adjusted TDC)  $> \$8,940,400$  (TDC limitation);  $\$9,363,158 - \$8,940,400 = \$422,758$  (excess).
- 2.(d) Determine the components used to calculate an adjusted maximum allowable Developer Fee. Any adjustment will be the lesser of either (i) 100% of the excess TDC (\$422,758), (ii) \$500,000, or (iii) 25 percent of the maximum allowable Developer Fee limit ( $25\% \times \$1,233,158 = \$308,290$ ):  $\$308,290 < \$422,758 < \$500,000.$
- 2.(e) Apply the least amount of the three components in 2(d) above (\$308,290) to determine the maximum allowable Developer Fee limit, subject to this adjustment:  $\$1,233,158 - \$308,290 = \$924,868$  (maximum fee limit at this stage).
- 2.(f) Determine if the Applicant's initial adjusted Developer Fee (as provided in 2.(b) above) is greater than the new maximum allowable Developer Fee limit (from 2.(e) above) and, if so, reduce the Applicant's initial adjusted fee appropriately:  $\$1,233,158$  (Applicant's initial adjusted fee)  $> \$924,868$  (maximum fee limit at this stage); Adjust the fee appropriately: Applicant's interim adjusted fee = \$924,868.

- 2.(g) Determine the Applicant's TDC reduction due to the Developer Fee adjustment in 2.(f) above and apply the adjustment accordingly:  $\$1,233,158$  (Applicant's initial adjusted fee) -  $\$924,868$  =  $\$308,290$  (Applicant's TDC reduction);  $\$9,363,158$  -  $\$308,290$  =  $\$9,054,868$  (Applicant's interim adjusted TDC).

(As a note, this TDC is still greater than the TDC Per Unit Limitation so an additional adjustment to the maximum allowable Developer Fee will need to be calculated.)

**Second Developer Fee/TDC adjustment Calculation Methodology (If necessary)**

- 3.(a) Determine the percentage the Applicant's (adjusted) TDC without the applicable qualifying costs (as adjusted above in 2.(g)) that exceeds the amount allowed by the TDC Per Unit Limitation: Amount of excess TDC:  $\$9,054,868$  (Applicant's interim adjusted TDC) -  $\$8,940,400$  (TDC limitation) =  $\$114,468$  (excess TDC); Excess TDC as a percentage of TDC Limitation:  $\$114,468 \div \$8,940,400 = 1.28\%$ . (Note: This number is only rounded here for illustrative purposes. The actual calculation will not be rounded.)
- 3.(b) Determine the final maximum Developer Fee limit:  $1.28\% \times \$924,868$  (maximum fee limit from 2.(e) above) =  $\$11,841$ ;  $\$924,868 - \$11,841 = \$913,027$  (final maximum allowable Developer Fee limit).
- 3.(c) Determine if the Applicant's interim adjusted Developer Fee (from 2.(f) above) is greater than the final maximum allowable Developer Fee limit (from 3.(b) above) and, if so, reduce the Applicant's interim adjusted Developer Fee appropriately:  $\$924,868$  (Applicant's interim adjusted fee) >  $\$913,027$  (final fee limitation);  $\$924,868 - \$11,841 = \$913,027$  (Applicant's final adjusted Developer Fee).
- 3.(d) Determine the Applicant's final adjusted TDC at time of credit underwriting by taking the Applicant's interim adjusted TDC (as provided in 2.(g) above) and subtracting any adjustment to the Applicant's final adjusted Developer Fee (from 3.(c) above):  $\$9,054,868 - \$11,841 = \$9,043,027$  (Applicant's final adjusted TDC).
- 3.(e) Verify the status of the 5% variance test:  $(\$9,043,027 - \$8,940,400) / \$8,940,400 = 1.15\%$ , which falls within the criteria of being less than or equal to 5% above of the amount allowed by the TDC Per Unit Limitation.

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

**2. Leveraging Classification**

- a. SAIL Request Amount per Unit:

During the funding process outlined in Section Five B of the RFA, the Application with the lower amount of SAIL funds per unit will receive preference. This amount will be calculated by dividing the Applicant's SAIL Request Amount (stated at question 9.a.(1) of



Exhibit A) by the total number of proposed units. If the Applicant's SAIL Request Amount is adjusted by the Corporation during the scoring process, the adjusted amount will be used for this calculation.

b. SAIL Request Amount as a Percentage of Total Development Cost (TDC):

During the funding process outlined in Section Four B of the RFA, an Application with an Eligible SAIL Request Amount as a percentage of TDC of 90 percent or less will receive preference over an Application with an Eligible SAIL Request Amount as a percentage of TDC of more than 90 percent.

For purposes of this calculation, the Corporation will use the SAIL Request Amount stated by the Applicant at question 9.a.(1) of Exhibit A. However, if the Applicant's SAIL Request Amount and/or the Total Development Cost stated on the Development Cost Pro Forma is adjusted by the Corporation during the scoring process, the Corporation will use the adjusted amount(s) for this calculation. An Application that does not include a Total Development Cost on the Development Cost Pro Forma will not receive the preference.

**3. Florida Job Creation Funding Preference**

Each Application will be measured to determine whether it qualifies for the Florida Job Creation Funding 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 implied eligible SAIL funding. To qualify for the Florida Job Creation Funding Preference in Section Five of the RFA, all Applications must earn a Florida Job Creation score equal to or greater than 18.4.

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

- The number of new construction and rehabilitation units committed to by the Applicant (as stated by the Applicant in Exhibit A);
- The applicable Florida job creation rate for the type of units:
  - Rate of 3.974 Florida Jobs per unit for proposed new construction units;
  - Rate of 1.910 Florida Jobs per unit for proposed rehabilitation units; and
- The Eligible SAIL Request Amount.

The score for the Florida Rate of Job Creation per \$1 million of implied eligible SAIL funding will be measured using one of the following calculations:

a. Developments consisting of only new construction units

Number of new construction units x 3.974 Florida Jobs per unit x 1,000,000 / (the Eligible SAIL Request Amount) = Florida Jobs per \$1 million of SAIL funding.

For example:

Application A consists of 15 new construction units and has an Eligible SAIL Request Amount of \$3,000,000.

$15 \times 3.974 \times 1,000,000 / (3,000,000) = \text{Florida Job Creation score of } 19.87.$

b. Developments consisting of only rehabilitation units

Number of rehabilitation units x 1.910 Florida Jobs per unit x 1,000,000 / (the Eligible SAIL Request Amount) = Florida Jobs per \$1 million of SAIL funding.

For example:

Application B consists of 30 rehabilitation units and has an Eligible SAIL Request Amount of \$1,200,000.

$30 \times 1.910 \times 1,000,000 / (1,200,000) = \text{Florida Job Creation score of } 47.75.$

In above examples, all Applications will qualify for the Job Creation Funding Preference because each has a Florida Job Creation score that is at least 18.4.

**4. 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 this RFA. Failure to pay any fee shall cause the funding awarded to be withdrawn as outlined in the credit underwriting and program requirements outlined in Rule Chapter 67-48, F.A.C.

All fees set forth below with respect to the SAIL Loan amount, except for Compliance Monitoring Fees and Permanent Loan Servicing Fees, are part of Development Cost and can be included in the Development Cost Pro Forma and paid with loan proceeds.

a. Application Fee

All Applicants requesting funding in this RFA shall submit to the Corporation as a part of the Application submission a non-refundable Application fee of \$1,500.

b. Credit Underwriting Fees

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

(1) Initial fee: \$14,307

(2) Re-underwriting fee: \$184 per hour, not to exceed \$8,118.

Any Development requiring further analysis by the Credit Underwriter 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. If the Development involves Scattered Sites of units within a single market area, a single credit underwriting fee shall be charged.

(3) Extraordinary Services fee (which includes the Capital Needs Assessment Review, if applicable): \$184 per hour.

(4) Credit Underwriting Extension Fees

Credit underwriting extension fees are outlined in subsection 67-48.0072(21), F.A.C.

c. Compliance Monitoring Fees

The following fees are not the fees that will be charged but are listed below for estimation purposes of completing the Development Cost Pro-Forma in the Application. The actual fees and percentage increases will be determined based on the current contract, including any addendum, for services between the Corporation and the Compliance Monitor(s).

(1) Initial Fee

A total annual fee comprised of a base fee of \$171 per month + an additional fee per set-aside unit of \$10.46 per year, subject to a minimum of \$267 per month, and subject to an automatic annual increase of 3 percent of the prior year's fee

(2) Follow-up Reviews/Extraordinary Services fee: \$184 per hour

d. Commitment Fees

With respect to the SAIL Program funding, each Applicant to which a firm commitment is granted shall submit to the Corporation a non-refundable commitment fee of 1 percent of the SAIL loan amount upon acceptance of the firm commitment.

(1) Non-Profit sponsors who provide a certification indicating that funds will not be available prior to closing shall be permitted to pay the commitment fee at closing.

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

e. Credit Underwriting and Loan Closing Extension Fees

In the event the SAIL loan does not close within the timeframes prescribed, extension fees will be assessed as outlined in subsections 67-48.072(21) and 67-48.072(26), F.A.C.

The firm loan commitment(s) must be issued as set out in Rule Chapter 67-48.0072(21), F.A.C.

The loan(s) must close as set out in Rule Chapter 67-48.0072(26), F.A.C.

f. Loan Servicing Fees

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

(1) Construction Loan Servicing Fees

The following fees are listed for estimation purposes only; the actual fees will be determined based on the current contract, including any addendum, for services between the Corporation and Servicer(s) in effect at the time of loan closing.

- \$184 per hour for an in-house review of a draw request
- \$184 per hour for on-site inspection fees, up to a maximum of \$1,822 per draw
- \$184 per hour for extraordinary services

(2) Permanent Loan Servicing Fees

The following fee is listed for estimation purposes only; the actual fees will be determined based on the current contract, including any addendum, for services between the Corporation and Servicer(s) in effect at the time of loan closing.

- Annual fee of 25 bps of the outstanding loan amount, with a minimum monthly fee of \$219 and a maximum monthly fee of \$873, and an hourly fee of \$184 for extraordinary services.

g. Additional SAIL Loan Fees

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

h. Construction Inspection Fees

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

On-site construction inspection - \$184 per hour, not to exceed \$1,822 per inspection.

i. Assumption/Renegotiation Fees

For all loans where 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.

For all loans where 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.

For all loans where 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.

**5. Additional Requirements**

By submitting its Application, the Applicant acknowledges and agrees that it will conform to the following requirements:

a. Eligible Reserve for Replacement Items

The replacement reserve funds required by section 67-48.0072(13), F.A.C., are not to be used by the Applicant for normal maintenance and repairs, but shall be used for structural building repairs, major building systems replacements and other items included on the Eligible Reserve for Replacement Items list, effective October 15, 2010.

The list is available on the RFA Website.

b. Financial Reporting Form SR-1

Pursuant to paragraph 67-48.010(8)(a), F.A.C, by the date that is 151 Calendar Days after the Applicant's fiscal year end of each year of the SAIL loan term, the Applicant shall provide the Corporation's servicer with a certification detailing the information needed to determine the annual payment to be made. The Applicant shall complete and execute the annual reporting form, Financial Reporting Form SR-1, Rev. 05-14, and shall submit the form to the Corporation's servicer in both PDF format and electronic form as a Microsoft Excel spreadsheet.

The Financial Reporting Form SR-1 is available on the Corporation's Website <http://www.floridahousing.org/owners-and-managers/compliance/forms> (also accessible by clicking [here](#)).

c. Part IIIA, Sections 401 through 408 and 410, of the Fannie Mae Multifamily Selling and Servicing Guide, in effect as of June 10, 2015

The financial statements and information provided for review (pursuant to paragraph 67-48.0072(14)(b), F.A.C. for SAIL, and, if applicable, sub-paragraph 67-21.014(2)(j)2., F.A.C. for MMRB) should be in satisfactory form (inclusive of the substitution of the

Multifamily Underwriting Certificate referenced in Section 407 with a similar certification meeting the same criteria) and shall be reviewed in accordance with Part IIIA, Sections 401 through 408 and 410, of Fannie Mae's Multifamily Selling and Servicing Guide, in effect as of June 10, 2015, which is available on the RFA Website.

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

d. Florida Housing Finance Corporation (FHFC) Insurance Guide

Pursuant to subsection 67-48.010(13), F.A.C, the Corporation shall require adequate insurance to be maintained on the Development as determined by the first mortgage lender, the Corporation, or the Corporation's servicer, sufficient to meet the standards established in the Florida Housing Finance Corporation (FHFC) Insurance Guide (and as amended from time to time). The most recently published FHFC Insurance Guide is available on the Corporation's Website <http://www.floridahousing.org/owners-and-managers/compliance/forms> (also accessible by clicking [here](#)).

## Exhibit D – Timeline

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

1. Within seven Calendar Days of the date of the invitation to enter credit underwriting:
  - a. Respond to the invitation by accessing the development work center through the Procorem secure portal and submit the credit underwriting fee(s) as outlined in Item 4 of Exhibit C, pursuant to subparagraph 67-48.0072(4)(a)1, F.A.C.; and
2. Within 14 Calendar Days of the date of the invitation to enter credit underwriting, if requested by the Corporation, submit IRS Form 8821 for all Financial Beneficiaries as defined in Rule Chapter 67-48, F.A.C. and all natural person Principals disclosed on the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-19).
3. Within 21 Calendar Days of the date of the invitation to enter credit underwriting, submit all of the following. Submission of all documents should be provided electronically to the Corporation at one time
  - a. Provide the Applicant’s Federal Identification Number and the Employer Identification Number (“EIN”) Certificate. If the number has not yet been obtained, the Applicant will be required to provide a copy of the completed, submitted application for that number.
  - b. Provide the completed and executed Florida Housing Finance Corporation Verification of Environmental Safety Phase I Environmental Site Assessment form and, if applicable, the completed and executed Florida Housing Finance Corporation Verification of Environmental Safety Phase II Environmental Site Assessment form (Forms Rev. 11-14). Note: If a Phase II ESA is required, but has not been completed by the stated deadline, contact Corporation staff to request an extension for submission of the Phase II ESA form;
  - c. Provide the identity of the remaining members of the Development Team (i.e., inexperienced co-Developer(s), General Contractor, Architect, Attorney, and Accountant), as outlined below. The team members so identified, and any future replacement thereof, must be acceptable to the Corporation and the Credit Underwriter;
    - (1) Identify any inexperienced co-Developer(s) by providing the name, address, telephone and facsimile numbers, e-mail address, and the relationship of the co-Developer to the Applicant.
    - (2) Identify the General Contractor by providing the completed and executed Florida Housing Finance Corporation General Contractor or Qualifying Agent of General Contractor Certification form\*. Note: provide the prior experience chart, as outlined in the form.

- (3) Identify the Architect by providing the completed and executed Florida Housing Finance Corporation Architect Certification form\*.
- (4) Identify the Attorney by providing the completed and executed Florida Housing Finance Corporation Attorney Certification For MMRB, SAIL, HOME, And-Or Other Gap Loans form \*.
- (5) Identify the Accountant by providing the completed and executed Florida Housing Finance Corporation Certification of Accountant form\*.

\* The certification forms (Forms Rev. 07-2019) which are available on the RFA Website. Note: The use of any prior version of these forms will not be acceptable to meet this requirement.

- d. Provide confirmation that all construction features committed to and proposed by the Applicant shall be located on the Development site;
  - e. Confirmation that, if the proposed Development meets the definition of Scattered Sites, all Scattered Sites requirements that were not required to be met in the Application will be met, including that all features and amenities committed to and proposed by the Applicant that are not unit-specific shall be located on each of the Scattered Sites, or no more than 1/16 mile from the Scattered Site with the most units, or a combination of both. If the Applicant indicates that the proposed Development does not consist of Scattered Sites, but it is determined during credit underwriting that the proposed Development does meet the definition of Scattered Sites, all of the Scattered Sites requirements must have been met as of Application Deadline and, if all Scattered Sites requirements were not in place as of the Application Deadline, the Applicant's funding award will be rescinded;
  - f. Provide notification of the percentage of ownership of the Principals of the Applicant. Upon the Applicant's acceptance of the invitation to enter credit underwriting, the Corporation will return the Principals of the Application and Developer(s) Disclosure Form that was part of the Applicant's uploaded Application. The Applicant will be required to enter the applicable percentages on the form and return the completed form to the Corporation; and
  - g. If there are existing occupied units as of Application Deadline, provide to the Credit Underwriter a plan for relocation of existing tenants. The plan shall provide information regarding the relocation site; accommodations relevant to the needs of the residents and length of time residents will be displaced; moving and storage of the contents of a resident's dwelling units; as well as the approach to inform and prepare the residents for the rehabilitation activities.
4. The credit underwriting process must be complete within the timeframe outlined in Rule Chapter 67-48, F.A.C.;
  6. The SAIL loan must close within the timeframe outlined in Rule Chapter 67-48, F.A.C.;



7. By Certificate of Occupancy, the Applicant commits to participate in the statewide housing locator system, as required by the Corporation; and
8. The Credit Underwriter will provide an itemized list for additional documentation including, but not limited to, the following:
  - a. Information outlined in Rule Chapter 67-48.0072, F.A.C.;
  - . The Construction Consultant engaged by the Corporation's credit underwriter must provide the properly completed and executed Americans with Disabilities Act Certification forms certifying that the design of the proposed Development and the completed Development includes the applicable accessibility, adaptability, Visitability and universal design features required by the Corporation and proposed by the Applicant (Forms Rev. 10-14) which are available on the RFA Website; and
9. The Credit Underwriter will also verify information submitted by the Applicant, including, but not limited to the following:
  - a. The Applicant's Non-Profit status;
  - b. Each Scattered Site meets the requirements of this RFA, if applicable;
  - c. The proposed Development's ability to meet the Enhanced Structural Systems Construction qualifications;
  - d. Verification that the ELI units are proportionately distributed across the unit mix. If the units are not, the ELI units will be adjusted;
  - e. Review of the Total Development Cost and its effect on the Total Development Cost Per Unit Limitation and, if applicable, the SAIL Request amount.

If any of these cannot be verified, all funding awarded under this RFA may be reduced or may be rescinded if the award or the Application's eligibility status was based on such information, and/or the Applicant may be determined to have made a material misrepresentation.

**Exhibit E – Intentionally Omitted**

## **Exhibit F - Rehabilitation Scoping Process with a Capital Needs Assessment**

The following is the procedure by which the scope of the rehabilitation will be determined for Applicants rehabilitating units as part of the proposed Application. This may include those with the Development Category of New Construction or Redevelopment (with or without acquisition), if the plan includes rehabilitation of at least one existing unit.

The Flowchart attached to this Exhibit has been designed to graphically illustrate the steps described below.

### **1. The Pre-Application Stage (Steps 1-2)**

Prior to submitting an Application, Applicants should conduct appropriate due diligence to determine whether it is physically and financially feasible to comply with the minimum requirements contained in Section Four A.8., for proposed Developments with at least one rehabilitation unit. Applicants receiving a preliminary award who are found (through the Capital Needs Assessment and Rehabilitation scoping process further described below) to be unable to meet all of the requirements of Section Four A.8.a. and c. with the sources available for the Rehabilitation, will have their preliminary award of funding rescinded.

At the time of Application, Applicants proposing any rehabilitation of units will be required to certify that the contemplated budget and available sources are adequate to meet all requirements outlined in Section Four A.8. of this RFA.

### **2. The Capital Needs Assessment (CNA) Stage (Steps 3-7)**

- a. Once the invitation to Credit Underwriting has been accepted, all Developments with at least one rehabilitation unit shall have a CNA prepared. Due to closing deadlines outlined in Rule Chapters 67-48 and 67-21, F.A.C., the CNA process will run concurrently with the Credit Underwriting process (which includes the market study and PRL, if applicable).
- b. The CNA shall be ordered by the Credit Underwriter, no later than 7 Calendar Days after receiving the credit underwriting fee(s) and CNA fee. The choice of the CNA provider will be left solely up to the Credit Underwriter, and shall be chosen from the Corporation's approved list of qualified providers.
- c. Once the CNA has been ordered, the CNA provider will contact the Applicant to obtain basic information regarding the current physical condition of the property. The Applicant (or designee) shall answer the CNA provider's request for information within 7 Calendar Days of receipt. Further, a physical inspection of the property shall be scheduled to take place between the CNA provider, the Applicant (or designee), the Corporation (if desired) and the Credit Underwriter (if desired), no later than 30 Calendar Days from the ordering of the CNA. No less than 7 Calendar Days prior to the physical inspection, the Applicant shall ensure that original construction plans, if available, and a history of major repair expenditures covering at least the most recent 5 years, have been delivered to the CNA provider.

- d. At a minimum, the CNA provider will:
- (1) Review available documentation from the original construction and previous rehabilitations and current or planned improvements to the greatest extent possible:
    - Site survey;
    - Appraisals;
    - As-built drawings or record drawings;
    - Previous accessibility surveys;
    - Planned Capital Improvements;
    - Planned maintenance or replacement;
    - Previous reports on Property condition;
    - Existing Physical Deficiencies and pending work;
    - Warranties for construction products, appliances and equipment;
    - Preventative maintenance requirements;
    - Operations and maintenance plans;
    - Maintenance reports and contracts; and
    - Previous repairs, improvements or replacements.
  
  - (2) Make all appropriate inquiries to obtain and review any relevant information relating to the Property from the local governmental agencies and departments having jurisdiction over the Property. Documentation should include, to the greatest extent possible:
    - Certificates of Occupancy;
    - Inspection records and certificates;
    - Reports of existing building / fire code violations;
    - Reports of existing regulatory, health or zoning violations; and
    - Documentation of ongoing or pending litigation on Physical Conditions of the Property.
  
  - (3) Interview Applicant's point of contact and/or maintenance staff via a Pre-Site Visit questionnaire (Appendix E of the CNA Guide) to acquire information about preceding or pending repairs, replacements and their costs, level of preventive maintenance exercised;
  
  - (4) Conduct a review of the expected useful life of all equipment and building components using the Corporation's Estimated Useful Life Tables (Appendix F of the CNA Guide);
  
  - (5) Physically inspect the property via visual observation unless specified otherwise;
  
  - (6) Develop a 15-year replacement reserve table to be used in credit underwriting and post-rehabilitation asset management in the prescribed format indicated in Appendix K of the CNA Guide;

- (7) Review the Corporation requirements in Section Four A.8. of the RFA; and
  - (8) Consider the Applicant's scope of work preferences. (Note: The CNA provider will use his/her professional judgement in the appropriateness of items included in the Applicant's scope.)
- e. At a minimum, the physical inspection will include:
- (1) All vacant and out-of-service units;
  - (2) At least 25% of all occupied units;
  - (3) All units set aside to meet Section 504 of the Rehabilitation Act of 1973, as outlined in Section Four, A.8.a. of the RFA;
  - (4) At least one unit in each building;
  - (5) At least one unit of each bedroom-size configuration;
  - (6) All common areas; and
  - (7) For scattered sites, at least one unit from each site, but no less than the percentages specified above.
- f. The CNA provider will independently evaluate every aspect of the property including basic development information, evaluation of the Corporation's required construction features (if present), site conditions, building components and systems, amenities and program features and hazardous materials and conditions as indicated in Appendix A of the CNA Guide. The CNA provider should document representative conditions with photographs as prescribed in the CNA Guide and use reasonable efforts to document typical conditions present including material physical deficiencies, if any.
- g. The CNA provider shall also identify any known or observed deficiencies with the property, considering both individual units and common areas. The CNA provider should separately list in the CNA any existing conditions which threaten the life and safety of residents. Exigent needs of this nature should be brought to the attention of the property management, the Credit Underwriter, and the Corporation through the CNA report.
- h. The CNA Provider shall conduct an accessibility survey using the format prescribed in Appendix B of the CNA Guide and the FHFC Accessibility requirements outlined in Section Four A.8.a. and c. of the RFA.
- i. After the inspection and evaluation is complete, the CNA provider will deliver a CNA report to the Credit Underwriter and the Corporation. The CNA report shall follow the requirements and content as described in section 3.3 of the CNA Guide, and will reflect the CNA provider's independent professional opinion in regard to:
- (1) A summary of all exigent needs which threaten health or life safety;

- (2) A summary of all known or observed deficiencies pursuant to the FHFC Accessibility requirements outlined in Section Four A.8.a. and c. of the RFA, FHA, and/or ADA requirements, as well as outstanding and/or recorded building or fire code violations;
- (3) Confirmation that all items committed to in the Application (including all items required by the Corporation as outlined in Section Four A.8. of the RFA) are physically and financially feasible within the contemplated budget, which shall include the appropriateness of the rehabilitation measures selected by the Applicant, considering the remaining useful life and the current condition of the subject features;
- (4) A list of and associated costs **immediate** repair items, critical repair items and deferred maintenance items for needs to be addressed in less than 12 months from the completion of the CNA in a format prescribed in Appendix J of the CNA Guide;
- (5) A list and associated costs of all long-term physical needs between years 1 and 15 from completion of the CNA in a format prescribed in Appendix K of the CNA Guide. The cost estimate will include both current replacement cost and inflation adjusted replacement costs using a 3% annual inflation factor;
- (6) An estimate of the “reserves necessary for replacements”;
- (7) An estimate of the cost of rehabilitation based on one or more of the following sources :
  - (a) Applicant or Owner provided unit costs;
  - (b) Owner’s historical experience costs;
  - (c) Consultant’s cost database or cost files;
  - (d) Commercially available cost information or published commercial data;
  - (e) Third-party cost information from contractors, vendors, or suppliers; and/or
  - (f) Other qualified sources that the Corporation determines appropriate.
- (8) An executive summary as described in section 3.3 of the CNA Guide:
- (9) An evaluation of site conditions (as applicable) as indicated in Appendix A section III of the CNA guide;
- (10) An evaluation of building components and systems conditions (as applicable) as indicated in Appendix A section IV of the CNA guide;
- (11) An evaluation of conditions of any existing FHFC required construction features as indicated in Appendix A section II of the CNA guide;
- (12) An evaluation of fixtures, casework and equipment conditions (as applicable) as indicated in Appendix A section V of the CNA guide;

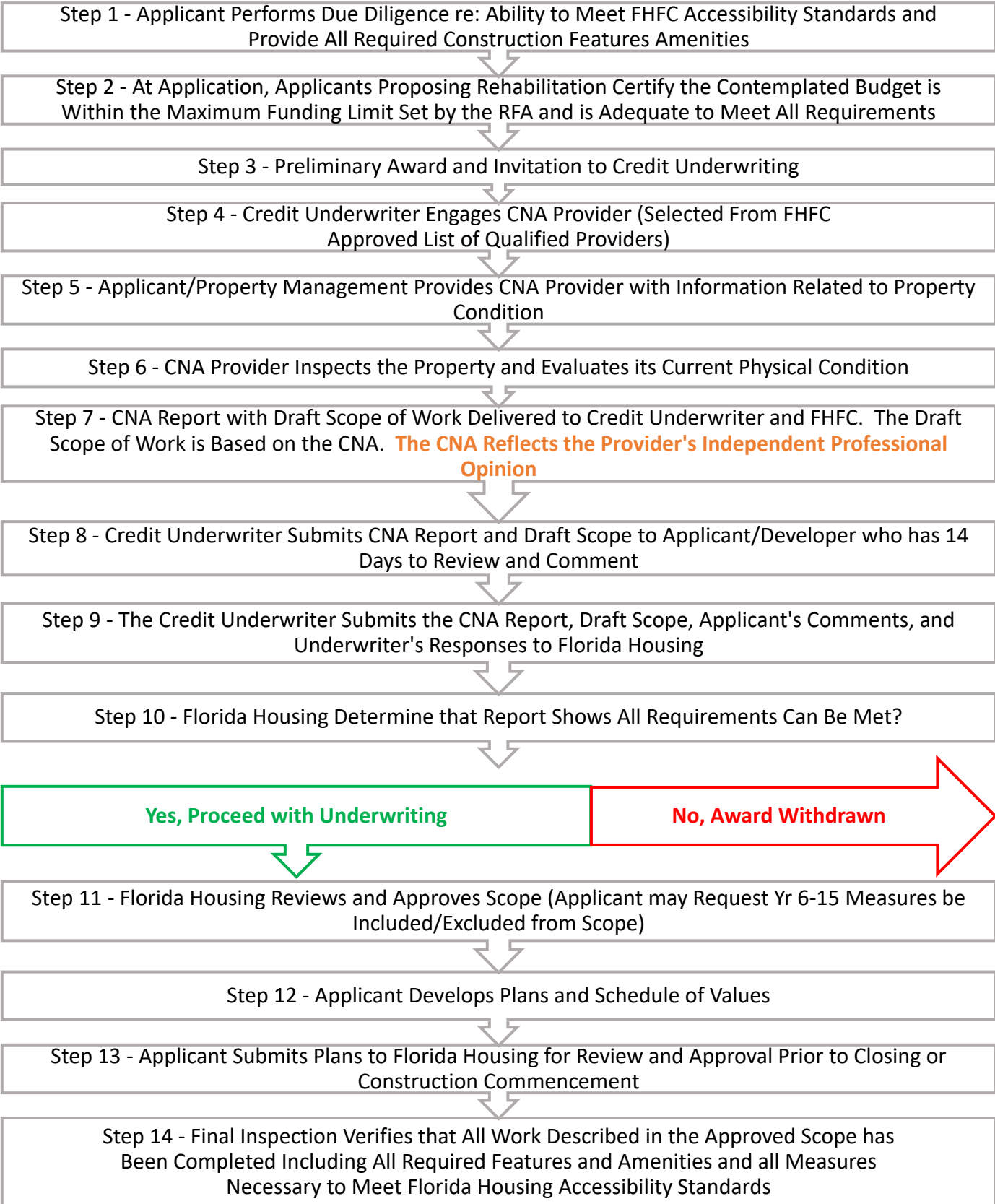
- (13) Evaluation of conditions of any amenities and program features on the property as indicated in Appendix A section VI of the CNA guide;
  - (14) A description of directly observed or potential on-site hazardous materials and conditions as indicated in Appendix A section VII of the CNA guide;
  - (15) An analysis of the estimated remaining useful life of the property, which shall be in the format prescribed by Appendices H and I of the CNA Guide;
  - (16) The basis for identifying any item for repair or replacement;
  - (17) Appendices (photographs, site plans, maps, etc.); and
  - (18) Certification of the CNA provider's qualifications and acknowledgments of who prepared the report, when the report was prepared, and for whom the report was prepared.
- j. The CNA provider will confirm that it is physically feasible to meet the requirements of Section Four. A.8.a., and A.8.c. of the RFA within the contemplated budget, and provide an estimated cost for meeting those requirements.
  - k. The CNA provider shall include supporting documentation (plan sketch with dimensions, photographs, etc.) that support their conclusion.
  - l. The CNA provider will opine as to the physical and financial feasibility of all of the Green Features required in Section Four A.8.d. of the RFA.
  - m. Where appropriate, the CNA provider will comment on the proportions of physical needs that have resulted from accumulated deferred maintenance, and from ordinary use and decline of a properly maintained property. If, in the CNA provider's expert opinion, the deterioration of the property has been accelerated by poor management practices, that information must be disclosed to the Credit Underwriter and the Corporation.
  - n. The CNA provider will also comment on whether rehabilitation of a particular feature ordinarily requires relocation of the tenant.
3. The Scoping Stage (Steps 8-11)
- a. Once the CNA report is completed by the CNA provider, the report will be sent to the Credit Underwriter and the Corporation as soon as practicable. From this CNA report, the Provider will prepare the draft Rehabilitation Scope of Work using the Worksheet (rev. 8-2017) attached to this Exhibit.
  - b. Each Rehabilitation Scope of Work must include the measures listed below.
    - (1) A minimum per unit hard cost budget of non-luxury improvements as specified in the RFA.
    - (2) Corrective actions for all exigent needs noted in the CNA including all deficiencies which threaten health and life safety, as well as observed and recorded building or fire code issues.

- (3) The replacement of any component of the building or site with an effective remaining useful life, according to the Corporation's Estimated Useful Life Tables (Appendix F of the CNA Guide, of less than 5 years. The CNA will be used to determine which components meet this criterion.
  - (4) The replacement of any component of the building or site with an effective remaining useful life, according to the Corporation's Estimated Useful Life Tables (Appendix F of the CNA Guide, of less than 15 years, if determined appropriate for this rehabilitation and if there is remaining funding available. The CNA will be used to determine which components meet this criterion.
  - (5) Substantially the same scope of work in all units of the same type.
  - (6) Compliance with this Exhibit, the requirements of the applicable RFA, the Florida Administrative Code, and any other Florida Housing guidance upon completion of work.
  - (7) Compliance with applicable Florida building code and local fire code regulations, as well as FHA and ADA requirements upon completion of work.
  - (8) Compliance will all applicable Florida Housing accessibility requirements upon completion of work.
  - (9) Compliance with Uniform Physical Condition Standards (UPCS) upon completion of work.
- c. The CNA Provider will populate the Scope of Rehabilitation Worksheet with the measures identified in the CNA in the following order:
- (1) All exigent needs noted in the CNA including all deficiencies which threaten health and life safety (Exigent Needs in the template), needs required to conform with applicable Florida building code and local fire code regulations, as well as FHA and ADA requirements;
  - (2) All work required to meet FHFC accessibility requirements (Accessibility Requirement in the worksheet);
  - (3) Any item required in the applicable RFA, or promised by the Applicant at the time of Application (RFA Requirement in the worksheet);
  - (4) Any component of the building or site with an effective remaining useful life of less than 5 years (5 yr Need in the worksheet);
  - (5) To the extent that funding is available, replacement of any component of the building or site with an effective remaining useful life of less than 15 years (6-15 yr Need in the worksheet); and
  - (6) Enhancements required to make the property marketable (Marketability in the worksheet).



- d. Systems and components with more than 5, but less than 15 years of remaining useful life should be prioritized in the following order:
    - (1) Site improvements;
    - (2) Structural components and building envelope;
    - (3) Mechanical, electrical, and plumbing systems;
    - (4) Unit improvements including fixtures and finishes;
    - (5) Common area improvements; and
    - (6) Other improvements.
  - e. Upon reception of the draft Scope of Work, the Applicant shall have a 14 Calendar Day review period in which the Applicant may provide addition information and comment on the draft Scope of Work.
  - f. Upon the close of the Applicant's 14 Calendar Day review and comment period, the Credit Underwriter shall have a 7 Calendar Day review period in which the Credit Underwriter may craft opinions and recommendations to the Corporation regarding the Applicant's comments on the Draft Scope of Work. No later than the end of this 7 Calendar Day period, the Credit Underwriter shall submit the CNA report, the draft Scope of Work, the Applicant's comments (on the draft scope) and the Credit Underwriter's opinions and recommendations to the Corporation.
  - g. The Corporation shall review the material provided by the Credit Underwriter to first determine that all of the requirements of Section Four A.8.a.and c. have been met within available sources for the proposed Rehabilitation of the Development. If the Corporation determines the above requirements cannot be met with available sources, the preliminary award will be rescinded.
4. Credit Underwriting and Beyond (Steps 12–15)
- a. If the Corporation determines that all of the requirements of Section Four A.8.a. and c. can be met, and that there are no other issues that would disqualify the Applicant, then the Credit Underwriting process may proceed.
  - b. During the Credit Underwriting process, the Corporation will review and approve the final Scope of Work for the project.
  - c. Once the Corporation has approved the final Scope of Work for the Development, develop construction plans and the schedule of values for the Development. These construction plans shall be submitted to the Corporation for review and approval during the credit underwriting process.
  - d. As with any funding, the Corporation will conduct a final inspection to verify that all work in the approved Scope of Work has been completed, including delivery of all required features, amenities and measures needed to meet the Corporation's Housing Accessibility Standards.

Flowchart



Scope of Rehabilitation Worksheet

INSERT LINES AS NECESSARY & Copy formula in column G Copy formula in column G

2017 REHABILITATION WORK SCOPE

LINES AS AS AS AS

APPLICATION NUMBER:

RFA NUMBER:

DEMOGRAPHIC:

DEVELOPMENT NAME:

DEVELOPMENT LOCATION:

DEVELOPER:

APPLICANT NAME:

YEAR BUILT:

RESIDENTIAL UNIT COUNT:

GROSS SQUARE FOOTAGE:

NUMBER OF LINK UNITS:

TRADE ITEM	Need Category (Select from drop-down menu)	Describe scope: materials, performance specifications	QUANTITY (Enter # of Units)	UNIT DESCRIPTION (sf, ea, etc.)	UNIT COST (Enter Cost Per Unit)	TOTAL COSTS (quantity * unit cost)
<b>Accessibility</b>						
convert existing units to UFAS-complaint units						\$0.00
retrofit existing units for Fair Housing compliance						\$0.00
retrofit existing common areas to meet UFAS, Fair Housing, & ADA						\$0.00
retrofit existing site to meet Fair Housing, ADA						\$0.00
additional Florida Housing accessibility requirements						\$0.00
<b>Total (Accessibility)</b>						
<b>Demolition</b>						
site						\$0.00
bdg interiors: ceilings, walls, floor, plumbing, HVAC, elec						\$0.00
bdg exteriors: siding, roofing, patios, decks, stairs, breezeways						\$0.00
<b>Total (Demolition)</b>						
<b>Unusual site conditions (such as lead, asbestos, mold abatement)</b>						
lead abatement						\$0.00
asbestos abatement						\$0.00
mold abatement						\$0.00
<b>Total (Unusual site conditions (such as lead, asbestos, mold abatement))</b>						
<b>Site Improvements</b>						
lighting						\$0.00
parking Surfaces						\$0.00
fencing						\$0.00
retaining walls						\$0.00
<b>Total (Site Improvements)</b>						
<b>Landscaping &amp; Irrigation</b>						
<b>Total (Landscaping &amp; Irrigation)</b>						
<b>Structure &amp; Building Envelope</b>						
<b>Total (Structure &amp; Building Envelope)</b>						
<b>Mechanical, Electrical, Plumbing</b>						
DHW						\$0.00
HVAC						\$0.00
<b>Total (Mechanical, Electrical, Plumbing)</b>						
<b>Utilities</b>						
water service						\$0.00
fire service						\$0.00
storm water piping						\$0.00
sewer service						\$0.00
electrical service						\$0.00
gas service						\$0.00
<b>Total (Utilities)</b>						
<b>Common Area Interior Elements</b>						
<b>Total (Common Area Interior Elements)</b>						
<b>Unit Interior Elements</b>						
<b>Total (Unit Interior Elements)</b>						
<b>Total Costs</b>						
<b>Total Costs Per Residential Unit</b>						\$0.00
<b>Total Costs Per Gross Square Foot</b>						\$0.00
<b>Total Costs for Specific Need Category</b>						
<b>Total Costs for Specific Need Category</b>		<b>Exigent Need</b>			0.0%	\$0
<b>Total Costs for Specific Need Category</b>		<b>RFA Requirement</b>			0.0%	\$0
<b>Total Costs for Specific Need Category</b>		<b>Accessibility Requirement</b>			0.0%	\$0
<b>Total Costs for Specific Need Category</b>		<b>Need in Years 1-5</b>			0.0%	\$0
<b>Total Costs for Specific Need Category</b>		<b>Need in Years 6-15</b>			0.0%	\$0
<b>Total Costs for Specific Need Category</b>		<b>Marketability</b>			0.0%	\$0
<b>Total Costs for Specific Need Category</b>		<b>Other</b>			0.0%	\$0

## **Exhibit G - Tenant Application and Selection Requirements**

### Extremely Low Income (ELI) Household's Tenant Selection Criteria

The Applicant must adhere to the following tenant selection criteria when evaluating the eligibility of a household applying for tenancy in a unit set aside for Extremely Low Income (ELI) Households:

- The credit history related to medical expenses, cable and internet services will not be taken into consideration when conducting credit checks.
- ELI Household's Income Requirement Policy – The household monthly income must not be required to be more than two times the monthly rent. (e.g., If the monthly rent is \$500, the household monthly income will not be required to exceed \$1,000.)
- The eviction history look-back period must not be more than 5 years. A household is permitted one eviction during the 5-year look-back period, unless the eviction was due to causing physical harm to development staff, tenants or intentional property damage.

### Additional Tenant Selection Criteria for All Households

The Applicant must adhere to the following tenant selection criteria when evaluating the eligibility of all households applying for tenancy.

- The arrest record of a household member will not be considered when determining any household's application for tenancy.
- For households with publicly funded rental assistance, the income requirement will be based on the household's paid portion of the rent.

### Tenant Application Fees and Deposits

The Applicant must adhere to the following tenant application fees and deposits requirements for a household applying for tenancy in a unit set aside for extremely low income households:

- It is prohibited to charge a fee to a household that is applying for tenancy in a unit that is set aside for extremely low-income households for the purposes of reserving or holding a unit.
- The application for tenancy fee will be no more than \$35 per adult in a household.
- A security deposit for new tenant households will be not more than the amount of one month's rent.

### Application for Tenancy

The Applicant must include and prominently place the following information in the Development's application for tenancy packet that is provided to all interested households:

- The tenant selection approach and criteria used to evaluate and determine a household's application for tenancy. The criteria under which a household was screened and evaluated, as well as the determination, must be included in each tenant household's file.

The approach regarding a household's notification and appeal process and timeline, if the household's application is rejected or determined ineligible.

- A description of reasonable accommodations or reasonable modifications for persons with disabilities, pursuant to Section 504 of the Rehabilitation Act of 1973. The description shall include accommodations that must be considered by the Development such as physical dwelling unit modifications for greater accessibility and use, as well as individualized assessments of mitigating factors related to a disability that adversely affected a household's credit, eviction or criminal history. The description shall also include the process for requesting a reasonable accommodation, the determination approach, and decision-making timelines.

A description of an applying household's or existing tenant's housing protections pursuant to the Violence Against Women Reauthorization Act of 2013 (VAWA). The description will include that applying households may request that the Development conduct an individualized assessment of mitigating factors related to being a victim of domestic violence, dating violence, sexual assault, and stalking that adversely affected the household's credit, eviction, or criminal history.

#### Notification of Rejection or Ineligibility for Tenancy

The Applicant must, at a minimum, notify any household that their application for tenancy was rejected or determined ineligible through a documented process such as a written letter or email to the address provided by the household.

The notification will be provided to a household within 5 business days from the day the determination is made.

The notice must include information regarding:

- The reasons a household's application for tenancy was rejected or determined ineligible.
- A household's right to appeal the Development's decision, as well as complete instructions regarding how a household may appeal the decision.

### **Applicant Certification and Acknowledgement Form**

1. 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. The Applicant and all Financial Beneficiaries have read, understand and will comply with Section 42 of the Internal Revenue Code, as amended, and all related federal regulations.
2. The Applicant has reviewed subsection 67-48.009(5), F.A.C., and certifies to its eligibility to apply for the funding offered in this RFA.
3. The Applicant certifies that the proposed Development can be completed and operating within the development schedule and budget submitted to the Corporation.
4. The Applicant acknowledges and certifies that it will abide by all commitments, requirements, and due dates outlined in the RFA, inclusive of all exhibits. Failure to provide the required information by any stated deadlines may result in the withdrawal of the invitation to enter credit underwriting, unless an extension is approved by the Corporation.
5. By submitting the Application, the Applicant acknowledges and certifies that the proposed Development will meet all state building codes, including the Florida Accessibility Code for Building Construction, adopted pursuant to Section 553.503, F.S., the Fair Housing Act as implemented by 24 CFR Part 100, including the Affirmative Fair Housing Marketing Plan; Violence Against Women Act Reauthorization Act of 2013; Section 504 of the Rehabilitation Act of 1973 as outlined in Section Four, A.8. of the RFA; and the Americans with Disabilities Act of 1990 as implemented by 28 CFR Part 35, incorporating the most recent amendments, regulations and rules.
6. 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.
7. 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.
8. 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, and Accountant) 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.

- 9. The Applicant’s commitments will be included in a Land Use Restriction Agreement(s) for the SAIL loan(s) and must be maintained in order for the Development to remain in compliance, unless the Board approves a change.
- 10. The Applicant understands and agrees that it will ensure that (i) none of the General Contractor duties to manage and control the construction of the Development are subcontracted; (ii) none of the construction or inspection work that is normally performed by subcontractors is performed by the General Contractor; (iii) no construction cost is subcontracted to any entity that has common ownership or is an Affiliate of the General Contractor or the Developer, as further described in subsection 67-48.0072(17); and (iv) a provision is provided in the contract with General Contractor that it will comply with subsection 67-48.0072(17).
- 11. The Applicant, the Developer and all Principals are in good standing among all other state agencies and have not been prohibited from applying for funding.
- 12. 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.
- 13. The Applicant understands and agrees to cooperate with any audits conducted in accordance with the provisions set forth in Section 20.055(5), F.S.
- 14. The Applicant has read, understands, and will comply with the Capital Needs Assessment requirements outlined in Exhibit F.
- 15. The Applicant has read, understands and will comply with the Lowering Barriers to Entry requirements outlined in Exhibit G.
- 16. The undersigned is authorized to bind the Applicant entity to this certification and warranty of truthfulness and completeness of the Application.

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

\_\_\_\_\_  
Signature of Authorized Principal Representative

\_\_\_\_\_  
Name (typed or printed)

\_\_\_\_\_  
Title (typed or printed)

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