

NON-COMPETITIVE APPLICATION PACKAGE

When applying for funding for the proposed Development, Applicants shall only utilize the Non-Competitive Application Form to apply for the following new funding when no other new Corporation funding sources, besides the Predevelopment Loan Program (PLP), are being requested:

- Corporation-issued MMRB and Non-Competitive Housing Credits (4 Percent HC). The Non-Competitive Application Form can be submitted to the Corporation any time after the effective date of Rule Chapter 67-21, F.A.C.;

or

- Non-Competitive Housing Credits (4 Percent HC) only, to be used for a Tax-Exempt Bond-Financed Development where the bonds are issued by a County Housing Finance Authority (HFA) established pursuant to Section 159.604, F.S. The Non-Competitive Application Form can be submitted anywhere from the time the Applicant completes Credit Underwriting for the Bonds up until the last Corporation business day of December of the year the Development is placed in service;

or

- Non-Competitive Housing Credits (4 Percent HC) only, to be used for a Tax-Exempt Bond-Financed Development where the bonds are issued by an entity other than the Corporation or a County HFA. The Non-Competitive Application Form can be submitted once the Applicant receives affirmation that the tax-exempt multifamily bond allocation has been reserved or that the entity issuing the bonds has agreed to award the necessary allocation when available, but no later than 14 days after the TEFRA Hearing, and in no event may the Application be submitted after commencement of Rehabilitation or construction.

To access and complete the Non-Competitive Application Form and Development Cost Pro Forma, found at <http://www.floridahousing.org/programs/developers-multifamily-programs/non-competitive>, click on “Download Application Form” and “Principals of the Applicant and Developer(s) Disclosure Form” and save the files to your computer. The Non-Competitive Application Form (which includes the Development Cost Pro Forma), the Principals of the Applicant and Developer(s) Disclosure Form, and the required Exhibits make up the “Application Package”.

To meet threshold, the following information must be received:

- The Application Package must be submitted electronically by clicking the login link found at <http://www.floridahousing.org/programs/developers-multifamily-programs/non-competitive>.

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.

After successfully logging in, click “Upload Application Package.” Enter the Development Name and click “Browse” to locate the completed documents saved on the Applicant’s computer. 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.

- The Applicant Certification and Acknowledgement Form must be executed by the Authorized Principal Representative; and
- The required Application fee must be submitted to the Corporation; and
- If requesting Corporation-issued MMRB, submit the required Tax Equity and Fiscal Responsibility Act (TEFRA) fee.
- The Application fee and, if applicable, TEFRA fee, may be submitted to the Corporation by check or money order, ACH or wire transfer. The ACH and wire transfer instructions are available on the website at <http://www.floridahousing.org/programs/developers-multifamily-programs/non-competitive>. In order to ensure the applicable fee is processed for the correct Application, Applicants must include the name of the proposed Development on the check, money order, ACH, or wire transfer. Checks or money orders must be mailed to the Corporation.

Once the complete Application Package, Application fee and, if applicable, TEFRA fee, is received by the Corporation, an invitation to the Procorem secure portal will be issued to the Applicant.

Part A. Application Instructions

1. Funding Requested:

Indicate the funding requested in this Application.

2. Demographic Commitment

Indicate the Demographic Commitment (Elderly (Non-ALF or ALF), Homeless, Family, or Persons with Special Needs. Note: if Elderly is selected, the Applicant must indicate the type of Elderly Development (Non-ALF or ALF).

3. Contact Person

Provide the requested information for the Authorized Principal Representative and, if desired, the Operational Contact Person.

The Authorized Principal Representative (a) must be a natural person Principal of the Applicant listed on the Principal Disclosure Form; (b) must have signature authority to bind the Applicant entity; (c) must sign the Applicant Certification and Acknowledgement form submitted in this Application; and (d) if funded, will be the recipient of all future documentation that requires a signature.

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. Applicant:

- a. State the name of the Applicant.
- b. Enter Applicant's Federal Employer Identification Number. If the Federal Employer Identification Number has not yet been obtained, provide a copy of the completed, submitted Application for Employer Identification Number (IRS Form SS-4) or, if the Federal Employer

Identification Number has been obtained, provide a copy of the confirmation letter from the IRS assigning the number as “**Exhibit 1**” to the Application form.

- c. If the Applicant applies as a Non-Profit entity it must remain a Non-Profit entity. The Non-Profit entity understands and acknowledges that it is the Non-Profit entity’s responsibility to contractually ensure that it substantially and materially participates in the management and operation of the Development throughout the Compliance Period. If the Applicant is applying as a Non-Profit entity, failure to include the following information for each Non-Profit entity as “**Exhibit 2**” to the Application form will result in disqualification as a Non-Profit entity and failure to meet threshold:
- (1) IRS determination letter;
 - (2) 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). The percentage of the Developer’s fee that will go to the Non-Profit entity must be at least 25 percent;
 - (3) The names and addresses of the governing board of the Non-Profit entity; and
 - (4) The articles of incorporation demonstrating that one of the purposes of the Non-Profit entity is to foster low-income housing.

5. Developer and Management Company:

- a. State the name of each Developer (include all Co-Developers).
- b. Management Company:

State the name, address, and telephone number for the Management Company.

6. Principals Disclosure for the Applicant and for each Developer:

- a. The Principals of the Applicant and Developer(s) Disclosure Form in effect at the time of Application submission (“Principal Disclosure Form”), must be submitted, in Excel format, as part of the Application package.

The Principal Disclosure Form must identify, pursuant to subsections 67-21.002(86) and 67-21.0025(7) and (8), F.A.C., the Principals of the Applicant and Developer(s). For Housing Credits, the investor limited partner of an Applicant limited partnership or the investor member of an Applicant limited liability company must be identified on the Principal Disclosure Form. 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. Pursuant to subsection 67-21.002(86), any Principal that is not a natural person must be a legally formed entity as of the Application Deadline.

In order to assist the Applicant in completing the Principal Disclosure Form, the Corporation offers an Advance Review Process. The Advance Review Process for Disclosure of Applicant and Developer Principals is available on the Non-Competitive Application webpage and also includes samples which may assist the Applicant in completing the required Principals Disclosure Form.

- b. The name of the Applicant entity stated in the Application may be changed only by written request of an Applicant to Corporation staff and approval of the Corporation after the Applicant has been invited to enter Credit Underwriting.

For purposes of (1) and (2) below, 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.

- (1) For Applicants requesting Non-Competitive Housing Credits only:

The Applicant entity shall be the recipient of the Housing Credits, and the ownership structure of the Applicant entity as set forth in the Principal Disclosure Form may only change as set forth below.

Prior to issuance of the Preliminary Determination, any change (materially or non-materially) in the ownership structure of the named Applicant will require review and recommendation of the Corporation, as well as Board approval prior to the change. Once the Preliminary Determination has been issued, (a) any material change in the ownership structure of the named Applicant will require review and recommendation of the Credit Underwriter as well as Board approval prior to the change, and (b) any non-material change in the ownership structure of the named Applicant will require Corporation approval prior to the change. The ownership structure of the Applicant entity may be changed without Corporation or Board approval after a Final Housing Credit Allocation Agreement has been approved and the IRS Forms 8609 have been issued; however, the Corporation must still be notified in writing of the change. The Applicant must comply with Principal disclosure requirements outlined in Rule Chapter 67-21, F.A.C. for the duration of the Compliance Period. Changes to the ownership structure of the Applicant entity without Board approval or Corporation approval, as applicable, prior to the approval of the Final Housing Credit Allocation and issuance of the IRS Forms 8609 shall result in a disqualification from receiving funding and shall be deemed a material misrepresentation. Changes to the limited partner of an investor limited partnership or an investor member of a limited liability company owning the syndicating interest therein will not result in disqualification; however, if a change to the investor limited partner or investor member is made after the closing of the partnership agreement, the amended agreement reflecting the change must be provided to the Corporation. Changes to the officers or directors of a Public Housing Authority or a Non-Profit entity, regardless of when they occur, shall require Corporation approval. Any allowable replacement to the natural person Principals of a Public Housing Authority or officers and/or directors of a non-profit entity will apply to all preliminarily awarded Applications and Applications pending final Board action that include the Public Housing Authority or non-profit entity.

- (2) For Applicants requesting MMRB with Non-Competitive Housing Credits:

The Applicant entity shall be the recipient of the Non-Competitive Housing Credits and the borrowing entity for the MMRB Loan and the ownership structure of the Applicant entity as set forth in the Principal Disclosure Form may only change as set forth below.

Prior to loan closing, any change (materially or non-materially) in the ownership structure of the named Applicant will require review and recommendation of the Corporation, as well as Board approval prior to the change. After loan closing, (a) any

material change in the ownership structure of the named Applicant will require review and recommendation of the Credit Underwriter, as well as Board approval prior to the change, and (b) any non-material change in the ownership structure of the named Applicant will require Corporation approval prior to the change. The Applicant must comply with Principal disclosure requirements outlined in Rule Chapter 67-21, F.A.C. for the duration of the Compliance Period. Changes to the ownership structure of the Applicant entity (material or non-material) without Board or Corporation approval, as applicable, shall result in disqualification from receiving funding and shall be deemed a material misrepresentation. Changes to the limited partner of an investor limited partnership or an investor member of a limited liability company owning the syndicating interest therein will not result in disqualification; however, if a change to the investor limited partner or investor member is made after the closing of the partnership agreement, the amended agreement reflecting the change must be provided to the Corporation. Changes to the officers or directors of a Public Housing Authority or a Non-Profit entity, regardless of when they occur, shall require Corporation approval. Any allowable replacement to the natural person Principals of a Public Housing Authority or officers and/or directors of a non-profit entity will apply to all preliminarily awarded Applications and Applications pending final Board action that include the Public Housing Authority or non-profit entity.

- c. 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 Corporation after the Applicant has been invited to enter Credit Underwriting. Any allowable replacement to the natural person Principals of a Public Housing Authority or officers and/or directors of a non-profit entity will apply to all preliminarily awarded Applications and Applications pending final Board action that include the Public Housing Authority or non-profit entity.

7. **Proposed Development Information:**

- a. State the name of the Development.
- b. Indicate one applicable Development Category:
 - New Construction (where 50% or more of the units are new construction)
 - Rehabilitation (where less than 50% of the units are new construction)
 - Acquisition and Rehabilitation (acquisition and less than 50% of the units are new construction)
 - Redevelopment (where 50% or more of the units are new construction) *
 - Acquisition and Redevelopment (acquisition and 50% or more of the units are new construction)*
 - Preservation (where less than 50% of the units are new construction) *
 - Acquisition and Preservation (acquisition and less than 50% of the units are new construction) *

* If the Development Category of Redevelopment or Preservation (either category with or without acquisition) is selected, in order to determine the proposed Development's eligibility for the selected Development Category, the applicable documentation outlined below must be provided.

- (1) If Redevelopment or acquisition and Redevelopment is selected, in order to qualify for the selected Development Category the following criteria must be met:

- (a) The Development must meet the definition of Redevelopment stated in subsection 67-21.002(95), F.A.C.;
- (b) The Applicant must provide, as “**Exhibit 3**” to the Application form, a letter from HUD or RD, dated within 12 months of the date the Application is submitted, which includes the following information:
 - i. Name of the Development*;
 - ii. Address of the Development;
 - iii. Year built;
 - iv. Total number of units that will receive PBRA and/or ACC if the proposed Development is funded; and
 - v. The HUD or RD program currently associated with the existing development.

*For purposes of this provision, the name of the Development may be the name at the time of the PBRA and/or ACC award.

If the Application does not qualify for the Development Category of Redevelopment or acquisition and Redevelopment, the Application will fail threshold.

- (2) If Preservation or acquisition and Preservation is selected, in order to qualify for the selected Development Category the following criteria must be met:
 - (a) The proposed Development must consist of 250 total units or less;
 - (b) The Development must meet the definition of Preservation stated in subsection 67-21.002(85), F.A.C.;
 - (c) The Development must also meet the definition of Rehabilitation stated in subsection 67-21.002(96), F.A.C.;
 - (d) The Applicant must provide, as “**Exhibit 3**” to the Application form, a letter from HUD or RD, dated within 12 months of the date the Application is submitted, which includes the following information:
 - i. Name of the Development*;
 - ii. Address of the Development;
 - iii. Year built;
 - iv. Total number of units that currently receive PBRA and/or ACC;
 - v. Total number of units that will receive PBRA and/or ACC if the proposed Development is funded (this must equal or exceed the number of units that currently receive PBRA and/or ACC);
 - vi. The type of HUD or RD rental assistance that will be associated with the proposed Development; and
 - vii. Confirmation that the Development either (A) has not received any financing from HUD or RD for rehabilitation work within the 20 years prior to when the Application is submitted to the Corporation, or (B) has received financing from HUD or RD for rehabilitation work within the 20 years prior to when the Application is submitted to the Corporation, but the budget for the rehabilitation work did not exceed \$10,000 per unit in any single year.

*For purposes of this provision, the name of the Development may be the name at the time of the PBRA and/or ACC award.

If the Application does not qualify for the Development Category of Preservation or acquisition and Preservation, the Application will fail threshold.

Redevelopment and Preservation Developments that are tentatively funded will be required to provide to the Credit Underwriter a plan for relocation of existing tenants.

During Credit Underwriting, all funded Applications will be held to the number of rental assistance units stated in the applicable letter provided by the Applicant as Exhibit 3 to the Application form. This requirement will apply throughout the entire Compliance Period, subject to Congressional appropriation and continuation of the rental assistance program.

- c. The Applicant must select the Development Type for the proposed Development. For purposes of determining the number of stories, each floor in the building(s) should be counted regardless of whether it will consist of retail, parking, or residential. For mixed-type Developments, indicate the type that will comprise the majority of the units in the Development.
- Garden Apartments (a building comprised of 1, 2, or 3 stories, with or without an elevator)
 - Townhouses
 - Duplexes
 - Quadraplexes
 - Mid-Rise 4-stories (a building comprised of 4 stories and each residential building must have at least one elevator)
 - Mid-Rise 5 to 6-stories (a building comprised of 5 or 6 stories and each residential building must have at least one elevator)
 - High Rise (a building comprised of 7 or more stories and each residential building must have at least one elevator)

For mixed-type Developments, the Applicant will be required to provide the number of units in each type during Credit Underwriting.

- d. Previous Underwriting:
- (1) Indicate whether the proposed Development is currently being underwritten or has been underwritten previously by any Credit Underwriter under contract with the Corporation and, if known, identify the name of the Credit Underwriter.
 - (2) Indicate whether there is an existing Corporation-issued LURA and/or EUA on any portion of the Development site.
- e. State the anticipated placed-in-service date.

8. Location of Development Site:

- a. State the County where the Development is located.
- b. State the (1) address number, street name, and name of city, and/or (b) the street name, closest designated intersection, and either name of city or unincorporated area of county.
- c. Indicate whether the proposed Development consists of Scattered Sites, as defined in subsection 67-21.002(98), F.A.C. This will be verified during Credit Underwriting.
- d. Latitude/Longitude Coordinates:

- (1) All Applicants must 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 67-21.002(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 the Applicant must 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.

- e. Provide the requested information regarding the local jurisdiction.

9. Units and Buildings:

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

Note: The following unit limit applies only to Applications requesting Corporation-issued MMRB with 4 percent HC:

- Proposed Developments with a Development Category of new construction, Redevelopment, or acquisition and Redevelopment may not exceed 300 total units.

- b. State the total number of new construction and rehabilitation units in the proposed Development.

- c. State whether any of the existing units are currently occupied.

- d. State the total number of units that will have each of the following types of rental assistance: PBRA, ACC, and/or other federal assistance. If none, enter "0" or "N/A".

- e. State the total number of residential buildings in the proposed Development.

Note: Applications requesting Corporation-issued MMRB with 4 percent HC, must be for a proposed Development consisting of two (2) or more dwelling units in each residential building.

- f. 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), and the total number of units per bedroom type. All units in the proposed Development must be listed, including all manager/employee units and all market rate units, if applicable.

10. Set-Aside Commitment and Compliance Period

- a. Indicate the minimum set-aside (20% of units at 50% Area Median Income (AMI) or less, 40% of units at 60% AMI or less, or Average Income Test, as defined in Section 42, IRC, as amended).

Note: Choosing the 20 percent at 50 percent AMI or less minimum set-aside will restrict ALL set-aside units at 50 percent or less of the AMI. Applicants may choose the 40 percent at 60 percent AMI or less minimum set-aside without committing to setting aside any of the units at the 60 percent AMI level. For example, an Applicant may commit to setting aside 40 percent at 50 percent AMI and this would also be considered 40 percent at 60 percent AMI or less. The Average Income Test requires that (a) forty percent or more of the residential units in the Development be both rent-restricted and occupied by individuals whose income does not exceed the imputed income limitation designated by the Owner with respect to the respective unit, subject to the special rules relating to income limitation which (b) require the Owner to designate the imputed income limitation of each unit taken into account under (a) above, such that the average of the imputed income limitations as designated by the Owner shall not exceed 60 percent of the area median income. The designated imputed income limitation of any such unit shall be in 10-percent increments as follows: 20 percent, 30 percent, 40 percent, 50 percent, 60 percent, 70 percent, or 80 percent of the AMI. Applicants that select the Average Income Test must also satisfy the set-aside elections applicable to the tax-exempt bond financing.

- b. Set-Aside Breakdown Chart

- (1) For Applicants NOT committing to the Average Income Test

Complete the applicable column(s) of the Set-Aside Breakdown Chart by listing 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.

Note: If the MMRB Development has a previous award of Housing Credits with an existing EUA, the Applicant should consider the income levels of the occupied units when selecting the MMRB set-aside commitments. Section 42 IRC allows residents whose income levels have risen above AMI subsequent to initial occupancy to remain in their units even though they would no longer qualify if applying for residency today. The income of these existing occupants may currently exceed 60 percent AMI and thus, these units cannot be counted toward meeting the committed MMRB Total Set-Aside Percentage. In the event an MMRB Applicant commits to a total set-aside percentage which is higher than a percentage that can be actually met due to the “grandfathering” of occupants associated with an existing EUA, the MMRB set-aside percentage can be adjusted by the Corporation during the scoring of the Application.

- (2) For Applicants committing to the Average Income Test

Complete the Set-Aside Breakdown Chart by listing the number of Set-Aside Units, stated in whole numbers, to be set aside at each selected AMI level.

The Average AMI of all Set-Aside units may not exceed 60 percent.

The Development Cost Pro Forma includes an Average Income Test worksheet to assist Applicants in this calculation, which may display the percentage of total units with numbers represented with decimal places instead of whole numbers. This is acceptable for the Average Income Test Calculation.

Calculation of the average AMI of all Set-Aside Units for the Average Income Test:

- (i) First, calculate the total number of Set-Aside Units.
- (ii) Then, at each AMI commitment, multiply the number of Set-Aside Units by the AMI percentage (e.g., a commitment of 13 Set-Aside Units at 30 percent AMI would be calculated as 3.9).
- (iii) Repeat this calculation at each AMI level. Then add the results together.
- (iv) Divide the number calculated in (iii) by the total number of Set-Aside Units calculated in (i).
- (v) This number must be equal to or less than 60 percent to meet the requirement.

For MMRB Developments, the MMRB Set-Aside commitment elected will be either 20 percent of the total units at or below 50 percent AMI or 40 percent of the total units at or below 60 percent AMI.

- c. Indicate the total affordability period (the total length of time the units will be set-aside – minimum length is 30 years). Before making a commitment, the Applicant should refer to Item j. of the Applicant Certification and Acknowledgement Form included in the Application form.
- d. Tenant Selection Plan

Unless the Development meets an exception outlined in (1) below, a Tenant Selection Plan must be submitted to the Corporation for approval within 21 Calendar Days of the date of the invitation to enter credit underwriting. The Tenant Selection Plan must be approved by the Corporation and, if required, HUD prior to the completion of the final credit underwriting report.

- (1) Exceptions to Tenant Selection Plan requirements
 - Developments financed with HUD Section 811;
 - Developments financed with a United States Department of Agriculture RD program; or
 - Applicants that select the Elderly ALF Demographic Commitment.

All other Applications must achieve Corporation approval and, if required, HUD approval prior to the completion of the final credit underwriting report.

- (2) Achieving Corporation approval

To achieve approval by the Corporation, the Tenant Selection Plan must be submitted by the owner to the Corporation for approval within 21 Calendar Days of the date of the invitation to enter credit underwriting.

The Tenant Selection Plan Guidelines and Tenant Selection Plan Checklist can be found on the webpage <https://www.floridahousing.org/programs/developers-multifamily-programs/non-competitive>. Part D of this Application also describes requirements for tenant selection policies.

(3) Achieving HUD approval, if required

In addition to the Corporation's approval, if HUD approval is required because a Development has a Housing Assistance Payment and/or an Annual Contributions Contract with HUD, HUD approval of the Tenant Selection Plan must be demonstrated to the Corporation prior to the completion of the final credit underwriting report.

HUD's approval process may take several months. Owners should send the Corporation-approved Tenant Selection Plan to HUD for approval as soon as possible to meet this requirement.

11. Features and Amenities

a. Federal Requirements, State Building Code Requirements, and Accessibility Requirements

(1) 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*; and
- 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. All of the accessible units must be equally distributed among different unit sizes and Development types and must be dispersed on all accessible routes throughout the Development.

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.

- (2) Accessibility Requirements for Applicants requesting (i) Corporation-issued MMRB with 4 percent HC, or (ii) 4 percent HC only to be used with bonds issued by an entity other than the Corporation or a County HFA.

Federal and state law and building code regulations requires that programs, activities, and facilities be readily accessible to and usable by persons with disabilities. The Corporation 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) whichever 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.

(a) 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.

- (b) In addition to the 5 percent mobility requirement outlined above, all Family Demographic 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.

- (c) Accessibility Features in all Developments with the Elderly (ALF or Non-ALF) Demographic must also provide the following features:

- 20 percent of the new construction units must have roll-in showers.

- Horizontal grab bars in place around each tub and/or shower, 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, Section 609. In addition, the following standards for grab bars are required:
 - o If a bathtub/shower combination with a permanent seat is provided, grab bars shall be installed to meet or exceed the 2010 ADA Standards for Accessible Design, Section 607.4.1.
 - o If a bathtub/shower combination without a permanent seat is provided, grab bars shall be installed to meet or exceed the 2010 ADA Standards for Accessible Design, Section 607.4.2.
 - o If a roll-in shower is provided, grab bars shall be installed to meet or exceed the 2010 ADA Standards for Accessible Design, Section 608.3.2;
 - Reinforced walls for future installation of horizontal grab bars in place around each 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;
 - All bathrooms in all new construction units must have vanity cabinets with at least one roll-out shelf or drawer in bottom of cabinet.;
 - Adjustable shelving in master bedroom closets (must be adjustable by resident); and
 - In one of the kitchen’s base cabinets, there shall be a large bottom drawer that opens beyond full extension, also referred to as an “over-travel feature.” Drawers with the over-travel feature allow drawers to extend completely past the cabinet front so all the contents can be accessed. The drawer shall be deep and wide enough to store pots and pans and the drawer slides shall have a weight load rating of a minimum of 100 pounds. The drawers shall be mounted on a pair of metal side rails that are ball-bearing.
- b. Required Features and Amenities Commitments are outlined below for Applicants requesting (i) Corporation-issued MMRB with 4 percent HC, or (ii) 4 percent HC only to be used with bonds issued by an entity other than the Corporation or a County HFA.

All selected features and amenities must be located on the Development site. In addition, if the proposed Development will consist of Scattered Sites, the Applicant must locate each selected feature and amenity that is not unit-specific on each of the Scattered Sites, or no more than 1/16 mile from the site with the most units, or a combination of both.

- (1) At question 11.b.(1) of the Application form, Applicants requesting Corporation-issued MMRB with 4 percent HC, must select enough of the Optional Features and Amenities for All Developments (set out in Item (3)(a) below) to achieve a total point value of at least 6 points.
- (2) At questions 11.b.(1) and (2) of the Application form, Applicants requesting 4 percent HC only to be used with bonds issued by an entity other than the Corporation or a County HFA must select enough of the features and amenities to achieve a total point value of at least 21 points (at least 12 points from the list of Optional Features and Amenities for All Developments set out in Item (3)(a) below, and at least 9 points from the list of Optional General Features and Amenities set out in Item (3)(b) below).

(3) Features and Amenities:

(a) Optional Features and Amenities for All Developments:

- 30 Year expected life roofing on all buildings (2 points)
- Emergency call service in all units (3 points)
- Exercise room with appropriate equipment. The exercise room must have secured entry. (1 point)
- Community center or clubhouse (3 points)
- Swimming pool (2 points)
- Playground/tot lot, accessible to children with disabilities (must be sized in proportion to Development's size and expected resident population with age-appropriate equipment) (2 points)
- Car care area (for car cleaning/washing/vacuuming) (1 point)
- Two or more parking spaces per total number of units (1 point)
- Picnic area with hard cover permanent roof of a design compatible with the Development, open on all sides, containing at least three permanent picnic tables with benches and an adjoining permanent outdoor grill (1 point)
- Computer lab on-site with minimum one computer per 20 units, with internet access, basic word processing, spreadsheets and assorted educational and entertainment software programs and at least one printer (1 point)
- Each unit wired for high speed internet (1 point)

The Applicant may select only one of the following two items:

- One outside recreation facility consisting of shuffleboard court and appropriate equipment, bocce ball court or lawn bowling court and appropriate equipment, tennis court, full basketball court or volleyball court. (Specific facility will be committed to during Credit Underwriting) (2 points)
- Two outside recreation facilities. (Applicant must provide two separate facilities which must be approved by Corporation staff and servicers during Credit Underwriting) (2 points)

The Applicant may select only one of the following two items:

- Laundry hook-ups and space for full-size washer and dryer inside each unit (1 point)
- Dryer and Energy Star qualified washer in a dedicated space with hook-ups within each unit, provided at no charge to the resident during the term of any lease (3 points)

The Applicant may select only one of the following two items:

- Laundry facilities with full-size dryers and Energy Star qualified washers available in at least one (1) common area on site – minimum 1 washer and 1 dryer for every 12 units (1 point)
- Laundry facilities with full-size dryers and Energy Star qualified washers available in at least one (1) common area on every floor in each building of the Development if Development consists of more than one (1) building and/or more than one (1) story – minimum 1 washer and 1 dryer for every 12 units (2 points)

Applicants that selected Duplexes, or Quadraplexes at question 7.c. of the Application form may select any of the following:

- Garage for each unit which consists of a permanent, fully enclosable structure designed to accommodate one or more automobiles, either attached to the unit or detached but located on the same property, provided at no charge to the resident (3 points)
- Carport for each unit which consists of a permanent covered and paved area, attached to the unit and designed to accommodate one or more automobiles, provided at no charge to the resident (2 points)
- Fenced back yard for each unit which consists of a portion of the property behind each unit that is enclosed by a wood, privacy or chain link fence of a minimum height of 48". Direct access to the fenced back yard for each unit must be afforded solely by a door from that unit and no other unit (2 points)

(b) Optional General Unit Features and Amenities for all new construction units and all rehabilitation units:

- Ceramic tile bathroom floors in all units (2 points)
- Microwave oven in each unit (1 point)
- Marble windowsills in all units (1 point)
- Steel exterior door frames for all exterior doors for all units (1 point)
- At least 1½ bathrooms (one full bath and one with at least a toilet and sink) in all 2-bedroom new construction units (2 points) Note: In order to be eligible to select this feature, the Development must have at least one 2-bedroom new construction unit.
- Double compartment kitchen sink in all units (1 point)
- Pantry in kitchen area in all new construction units - must be no less than 20 cubic feet of storage space. Pantry cannot be just an under- or over-the-counter cabinet. (2 points)
- Garbage disposal in all units (1 point)
- New kitchen cabinets and countertop(s) in all rehabilitation units (3 points)
- New bathroom cabinet(s), excluding medicine cabinet, in all rehabilitation units (1 point)
- New plumbing fixtures in kitchen and bathroom(s) in all rehabilitation units [minimum of new sink and new faucets in kitchen and minimum of new tub, new toilet, new sink and new faucets in bathroom(s)] (3 points)

Note: Applicants requesting 4 percent HC only to be used with bonds issued by a County HFA are not required to make a features and amenities commitment.

c. Green Building Features:

- (1) At question 11.c. of the Application form, Applicants requesting Corporation-issued MMRB with 4 percent HC, must select at least five (5) of the Green Building Features outlined in Item (3) below.
- (2) At question 11.c. of the Application form, Applicants requesting 4 percent HC only to be used with bonds issued by an entity other than the Corporation or a County HFA must select at least eight (8) of the Green Building Features outlined in Item (3) below.
- (3) Green Building Features:
 - Programmable thermostat in each unit;

- Energy Star qualified ceiling fans with lighting fixtures in all bedrooms and living areas;
- Energy Star qualified roofing material or coating;
- Energy Star qualified ventilation fans in all bathrooms;
- Energy efficient windows in each unit, as follows:
 - 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 or 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);
- Water heaters installed with the following minimum efficiency specifications:
 - Residential Electric:
 - Up to 55 gallons = 0.95 EF or 0.92 UEF; or
 - More than 55 gallons = Energy Star certified; or
 - Tankless = 0.97 EF and Max GPM of ≥ 2.5 over a 77° rise or 0.87 UEF and GPM of ≥ 2.9 over a 67° rise;
 - Residential Gas (storage or tankless/instantaneous): Energy Star certified,
 - Commercial Gas Water Heater: Energy Star certified;
- Install daylight sensors, timers or motion detectors on all outdoor lighting attached to buildings;
- FL Yards and Neighborhoods certification on all landscaping;
- Eco-friendly flooring -- Carpet and Rug Institute Green Label certified carpet and pad, FloorScore certified flooring, bamboo, cork, 80% recycled content tile, and/or natural linoleum;
- Eco-friendly cabinets – formaldehyde free 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;
- 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, and
 - Showerheads: 2.0 gallons/minute or less at 80 psi flow rate;
- Low-VOC paint for all interior walls (50 grams per liter or less for flat paint; 150 grams per liter or less for non-flat paint);
- Energy Star qualified refrigerators, dishwashers and washing machines that are provided by the Applicant;
- Air Conditioning (in-unit or commercial):
 - Air-Source Heat Pumps – Energy Star certified:
 - ≥ 7.8 HSPF/ ≥ 15.2 SEER2/ ≥ 11.7 EER for split systems
 - ≥ 7.2 HSPF ≥ 15.2 SEER2/ ≥ 10.6 EER for single package equipment including gas/electric package units
 - Central Air Conditioners – Energy Star certified:
 - ≥ 15.2 SEER/ ≥ 12.0 EER2 for split systems

- ≥ 15.2 SEER/ ≥ 11.5 EER2* 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 one-bedroom units.

Note: Applicants requesting 4 percent HC only to be used with bonds issued by a County HFA are not required to make a green building features commitment.

- (4) Applicants proposing New Construction and requesting either Corporation-issued MMRB with 4 percent HC, or 4 percent HC only to be used with bonds issued by an entity other than the Corporation or a County HFA, must select one of the following Green Building Certification programs:
- Leadership in Energy and Environmental Design (LEED);
 - Florida Green Building Coalition (FGBC);
 - Enterprise Green Communities; or
 - ICC 700 National Green Building Standard (NGBS).
- d. For Applicants requesting Items to be included in the rehabilitation scope of work (Capital Needs Assessment or “CNA”), as outlined in Part F. The FHFC Rehabilitation Standards are outlined in Part E and are incorporated as part of the CNA.
- (1) All Applicants requesting Corporation-issued MMRB and 4% Housing Credits will be required to address the following required items:
- (a) Required features outlined in a. 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) Immediate 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;
 - (c) Critical repair items identified in the CNA report that require immediate remediation to prevent additional substantial deterioration to a particular system, address an immediate need observed by the CNA consultant, or extend the life of a system critical to the operation of the property; and
 - (d) Items 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.

12. Resident Programs:

- a. At question 12.a. of the Application form:
- (1) Applicants requesting Corporation-issued MMRB with 4 percent HC, must select at least one (1) of the Qualified Resident Programs for All Applicants (outlined in Item c.(1) below).
 - (2) Applicants requesting 4 percent HC only to be used with bonds issued by an entity other than the Corporation or a County HFA must select at least four (4) of the Qualified Resident Programs for All Applicants (outlined in Item c.(1) below)
- b. At question 12.b. of the Application form, Applicants requesting 4 percent HC only to be used with bonds issued by an entity other than the Corporation or a County HFA must also select enough of the Additional Qualified Resident Programs (outlined in Item c.(1)(2),(3),(4) or (5) below) for the applicable Demographic Commitment (selected by the Applicant at Section 2 of the Application) to achieve a total point value of at least 6 points.
- c. Qualified Resident Programs:
- (1) Qualified Resident Programs for All Applicants:

- Health and Wellness

The following resident programs are available for All Developments Except Elderly ALF Developments:

- Health Care – At least quarterly visits by health care professionals such as nurses, doctors, or other licensed care providers. At a minimum, the following services must be provided: health screening, flu shots, vision and hearing tests. Regularly scheduled is defined as not less often than once each quarter. On-site space must be provided. Service must be provided at no cost to the residents, with the exception that the residents may be charged for medications. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units.
- Health and Nutrition Classes – At least 8 hours per year, provided on site at no cost to the residents. Classes must be held between the hours of 8:00 a.m. and 7:00 p.m. and electronic media, if used, must be used in conjunction with live instruction. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units.
- Mentoring – Establish a partnership with a primary or secondary education institution to encourage mentoring, tutoring and/or financial support that will benefit the residents of the proposed affordable housing community. This service must be provided at no cost to the resident. The mentoring service must be offered between the hours of 8:00 a.m. and 7:00 p.m. and electronic media, if used, must be used in conjunction with live instruction.

The following resident programs are available for Elderly ALF Developments only:

- Health and Wellness Services and Activities – The Applicant or its Management Company shall make available, at no cost to the resident, an on-site facility(s) to provide individual and group health and wellness activities provided by organizations or staff licensed, certified or trained to conduct the activities. Electronic media, if used, must be used in conjunction with live instruction.

These activities must include: at least monthly scheduled and structured health care related screenings such as hearing, vision, dental, nutrition, mobility and mental health provided by licensed or certified professionals relevant to the activity; at least weekly scheduled and structured health and wellness educational activities providing information and instruction on topics such as nutrition and diet, medications, mobility and exercise, good mental health and health care self-advocacy; and at least daily activities related to resident appropriate exercise and physical movement.

- Mentoring and Intergenerational– The Applicant or its Management Company shall establish and maintain partnership(s) with a primary or secondary education institution(s) to encourage and coordinate structured mentoring, tutoring and other intergenerational activities among the residents and community’s students. Other examples include foster grandparents, volunteer companion and chore programs. Electronic media, if used, must be used in conjunction with live instruction.
- Resident Activities - These specified activities are planned, arranged, provided and paid for by the Applicant or its Management Company and held between the hours of 9:00 a.m. and 9:00 p.m. These activities must be an integral part of the management plan. The Applicant must develop and execute a comprehensive plan of varied activities that brings the residents together and encourages community pride. The goal here is to foster a sense of community by bringing residents together on a regularly scheduled basis by providing activities such as holiday and special occasion parties, community picnics, newsletters, children’s special functions, etc.
- Financial Counseling - This service must be provided by the Applicant or its Management Company, at no cost to the resident, and must include the following components: must be regularly scheduled at least once each quarter; must include tax preparation assistance by qualified professionals; must include educational workshops on such topics as “Learning to Budget”, “Handling Personal Finances”, “Predatory Lending”, or “Comparison Shopping for the Consumer”. Counseling sessions must be held between the hours of 9:00 a.m. and 8:00 p.m. and electronic media, if used, must be used in conjunction with live instruction.
- English as a Second Language – The Applicant or its Management Company must make available, at no cost to the resident, literacy tutor(s) who will provide weekly English lessons to residents in private space on-site. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units. Lessons must be offered between the hours of 9:00 a.m. and 8:00 p.m. and electronic media, if used, must be used in conjunction with live instruction.

- Resident Assistance Referral Program - The Applicant or its Management Company will make available to the residents information about services such as crisis intervention, individual and family needs assessment, problem solving and planning, appropriate information and referral to community resources and services based on need, monitoring of ongoing ability to retain self-sufficiency, and advocacy to assist clients in securing needed resources. This service must be provided at no cost to the resident. Electronic media, if used, must be used in conjunction with live instruction. The Developer or Management Company shall verify that the services referral information is accurate and up-to-date at least once every six (6) months.
 - Swimming Lessons – The Applicant or its Management Company must provide on-site swimming lessons for children or adults, at no cost to the resident, at least twice each year.
 - Life Safety Training – The Applicant or its Management Company must provide courses such as fire safety, first aid (including CPR), etc., on-site, at least twice each year, at no cost to the resident. Electronic media, if used, must be used in conjunction with live instruction. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units.
- (2) Additional Qualified Resident Programs for Family Developments (to be eligible to select these programs, the Applicant must have selected the Family Demographic Commitment at question 2 of the Application form):
- After School Program for Children - This program requires the Applicant or its Management Company to provide supervised, structured, age-appropriate activities for children during the after school hours, Monday through Friday. Activities must be on-site and at no charge to the residents. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units. (3 points)
 - First Time Homebuyer Seminars - Applicant or its Management Company must arrange for and provide, at no cost to the resident, in conjunction with local realtors or lending institutions, semiannual on-site seminars for residents interested in becoming homeowners. Seminars must be held between the hours of 9:00 a.m. and 9:00 p.m. and electronic media, if used, must be used in conjunction with live instruction. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units. (1 point)
 - Adult Literacy - Applicant or its Management Company must make available, at no cost to the resident, literacy tutor(s) who will provide weekly literacy lessons to residents in private space on-site. Training must be held between the hours of 9:00 a.m. and 9:00 p.m. and electronic media, if used, must be used in conjunction with live instruction. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units. (2 points)
 - Employment Assistance Program - Applicant or its Management Company must provide, at no cost to the resident, a minimum of quarterly scheduled

Employment Assistance Program workshops/meetings offering employment counseling by a knowledgeable employment counselor. Such a program includes employability skills workshops providing instruction in the basic skills necessary for getting, keeping, and doing well in a job. The instruction must be offered between the hours of 9:00 a.m. and 9:00 p.m. and must include, but not be limited to, the following:

- Evaluation of current job skills;
- Assistance in setting job goals;
- Assistance in development of and regular review/update of an individualized plan for each participating resident;
- Resume assistance;
- Interview preparation; and
- Placement and follow-up services.

If the Development consists of Scattered Sites and the training is provided on site, it must be provided on the Scattered Site with the most units. If the training is not provided on-site, transportation at no cost to the resident must be provided. Electronic media, if used, must be used in conjunction with live instruction. (2 points)

- (3) Additional Qualified Resident Programs for Homeless Developments (to be eligible to select these programs, the Applicant must have selected the Homeless Demographic Commitment at question 2 of the Application form):

Note: All Applicants selecting the Homeless Demographic Commitment in this Application will be required to provide a Case Management Program whereby the Applicant or its Management Company must provide, at no cost to the resident, a Case Manager (at least one for every 25 Homeless or formerly Homeless resident families) whose activities are aimed at assessing resident needs, planning services, linking the service system to a resident, coordinating the various system components, monitoring service delivery, and evaluating the effect of service delivery. Case Managers must possess at least a bachelor's degree in human services or a related field.

- After School Program for Children - This program requires the Applicant or its Management Company to provide supervised, structured, age-appropriate activities for children during the after school hours, Monday through Friday. Activities must be on-site and at no charge to the residents. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units. (3 points)
- First Time Homebuyer Seminars - Applicant or its Management Company must arrange for and provide, at no cost to the resident, in conjunction with local realtors or lending institutions, semiannual on-site seminars for residents interested in becoming homeowners. Seminars must be held between the hours of 9:00 a.m. and 9:00 p.m. and electronic media, if used, must be used in conjunction with live instruction. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units. (1 point)

- Adult Literacy - Applicant or its Management Company must make available, at no cost to the resident, literacy tutor(s) who will provide weekly literacy lessons to residents in private space on-site. Training must be held between the hours of 9:00 a.m. and 9:00 p.m. and electronic media, if used, must be used in conjunction with live instruction. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units. (2 points)
- Employment Assistance Program - Applicant or its Management Company must provide, at no cost to the resident, a minimum of quarterly scheduled Employment Assistance Program workshops/meetings offering employment counseling by a knowledgeable employment counselor. Such a program includes employability skills workshops providing instruction in the basic skills necessary for getting, keeping, and doing well in a job. The instruction must be offered between the hours of 9:00 a.m. and 9:00 p.m. and must include, but not be limited to, the following:
 - Evaluation of current job skills;
 - Assistance in setting job goals;
 - Assistance in development of and regular review/update of an individualized plan for each participating resident;
 - Resume assistance;
 - Interview preparation; and
 - Placement and follow-up services.

If the Development consists of Scattered Sites and the training is provided on site, it must be provided on the Scattered Site with the most units. If the training is not provided on-site, transportation at no cost to the resident must be provided. Electronic media, if used, must be used in conjunction with live instruction. (2 points)

- Supported Employment Program (4 points) -

The Applicant or its Management Company must provide, at no cost to the resident, a supported employment program. The supported employment program provided must be an approach to vocational rehabilitation for persons with disabilities that emphasizes helping them obtain competitive work in the community and providing the supports necessary to ensure their success in the workplace. The program must help its consumers obtain competitive jobs, specifically competitive jobs are part-time or full-time jobs that exist in the open labor market and pay at least a minimum wage, and that anyone could qualify for regardless of their disability status. The following are the basic components of supported employment:

 - Paid Employment - Wages are a major outcome of supported employment. Work performed must be compensated with the same benefits and wages as other workers in similar jobs receive. This includes sick leave, vacation time, health benefits, bonuses, training opportunities, and other benefits. Employment must be for at least 18 hours per week; and
 - Integrated Work Sites - Integration is one of the essential features of supported employment. Individuals with disabilities should have the same

opportunities to participate in all activities in which other employees participate and to work alongside other employees who do not have disabilities; and

- Ongoing Support - A key characteristic which distinguishes supported employment from other employment programs is the provision of ongoing support for individuals with severe disabilities to maintain employment.
 - Effective Communication for Conflict Resolution – The Applicant or its Management Company must provide, at no cost to the resident, quarterly on-site seminars for residents interested in developing skills in managing conflicts. The program must have components that help residents develop communication skills that will be effective in resolving disagreements before they escalate into full-blown conflicts. The program must provide opportunities for residents to practice ways of speaking and listening that lead to mutually beneficial problem solving. (2 points)
 - Safety Awareness Program – The Applicant or its Management Company must provide, at no cost to the resident, at least quarterly, on-site seminars on safety awareness by organizations and/or persons with community and/or personal safety training expertise. The Safety Awareness program must cover strategies for staying safe in the home, neighborhood, workplace or school. (2 points)
 - Stress Management – The Applicant or its Management Company must provide, at no cost to the resident, at least monthly, on-site seminars for residents interested in learning stress management techniques. The components of the seminars must cover the science of stress, including stress-related health problems, such as heart disease, high blood pressure, and metabolic syndrome. The seminars must cover strategies to help cope with stress and make residents less vulnerable to stress. (2 points)
- (4) Additional Qualified Resident Programs for Elderly Developments – Non-ALF and ALF (to be eligible to select these programs, the Applicant must have selected the Elderly Demographic Commitment at question 2 of the Application form):

Note: All Applicants selecting the Elderly Demographic Commitment in this Application that will be providing an Assisted Living Facility (ALF) will be required to provide a Case Management Program whereby the Applicant, Management Company, or its Service Provider must provide, at no cost to the resident, a Case Manager (at least one for every 25 residents) whose activities are aimed at assessing resident needs, planning services, linking the service system to a resident, coordinating the various system components, monitoring service delivery, and evaluating the effect of service delivery. Case Managers must possess at least a bachelor's degree in human services or a related field.

- The following resident programs are available for Elderly Non-ALF Developments only:
 - Daily Activities - Applicant or its Management Company must provide on-site supervised, structured activities, at no cost to the resident, at least five days per week which must be offered between the hours of 8:00 a.m. and 7:00 p.m. If the Development consists of Scattered Sites, this resident

program must be provided on the Scattered Site with the most units. (3 points)

- Assistance with Light Housekeeping, Grocery Shopping and/or Laundry - The Applicant or its Management Company must provide residents with a list of qualified service providers for (a) light housekeeping, and/or (b) grocery shopping, and/or (c) laundry and will coordinate, at no cost to the resident, the scheduling of services. The Developer or Management Company shall verify that the services referral information is accurate and up-to-date at least once every six (6) months. (1 point)
- Resident Assurance Check-In Program – Applicant commits to provide and use an established system for checking in with each resident on a pre-determined basis not less than once per day, at no cost to the resident. Residents may opt out of this program with a written certification that they choose not to participate. (2 points)
- 24 Hour Support to Assist Residents In Handling Urgent Issues

An important aging in place best practice is providing the residents access to property management support 24 hours per day, 7 days a week to assist them to appropriately and efficiently handle urgent issues or incidents that may arise. These issues may include, but are not limited to, an apartment maintenance emergency, security or safety concern, or a health risk incident in their apartment or on the property. The management’s assistance will include a 24/7 approach to receiving residents’ requests for assistance that will include a formal written process for relevant property management staff to effectively assess and provide assistance for each request.

This assistance may include staff:

- visiting or coordinating a visit to a resident’s apartment to address an urgent maintenance issue;
- responding to a resident being locked out of their apartment;
- contacting on-site security or the police to address a concern;
- providing contact information to the resident and directing or making calls on a resident’s behalf to appropriate community-based emergency services or related resources to address an urgent health risk incident;
- calling the resident’s informal emergency contact; or
- addressing a resident’s urgent concern about another resident.

Property management staff shall be on site at least 8 hours daily, but the 24 hour support approach may include contracted services or technology to assist the management in meeting this commitment if these methods adequately address the intent of this service. The Development’s owner and/or designated property management entity shall develop and implement policies and procedures for staff to immediately receive and handle a resident call and assess the call based on a resident’s request and/or need.

At a minimum, residents shall be informed by the property management, at move-in and via a written notice(s)/instructions provided to each resident and displayed in the Development’s common or public areas, that staff are

available to receive resident calls at all times. These notices shall also provide contact information and direction to first contact the community-based emergency services if they have health or safety risk concerns. (3 points)

- The following resident programs are available for Elderly ALF Developments only:
 - Medication Administration – The Applicant or its Management Company shall provide, pursuant to ALF licensure requirements, staff to administer medications in accordance with a health care provider’s order or prescription label. (3 points)
 - Services for Persons with Alzheimer’s Disease and Other Related Disorders – The Applicant or its Management Company shall advertise and provide supervision and services to persons with Alzheimer’s disease and other related disorders that are specific to each affected resident and pursuant to ALF licensure requirements. (3 points)
 - The following resident programs are available for both Elderly Non-ALF and Elderly ALF Developments:
 - Private Transportation – The Applicant or its Management Company must make available a safe and serviceable vehicle that can transport residents to off-site locations for such things as medical appointments, public service facilities, and/or educational or social activities, at no cost to the resident. A nearby bus stop or access to programs such as “Dial-A-Ride” will not be acceptable for purposes of this program. (3 points)
 - Adult Literacy - Applicant or its Management Company must make available, at no cost to the resident, literacy tutor(s) who will provide weekly literacy lessons to residents in private space on-site. Training must be held between the hours of 8:00 a.m. and 7:00 p.m. and electronic media, if used, must be used in conjunction with live instruction. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units. (2 points)
 - Computer Training – The Applicant or its Management Company shall make available computer and internet training classes (basic and/or advanced level depending on the needs and requests of the residents). The training classes must be provided at least once a week, at no cost to the resident, in a dedicated space on site. Training must be held between the hours of 8:00 a.m. and 7:00 p.m. and electronic media, if used, must be used in conjunction with live instruction. If the Development consists of Scattered Sites, this resident program must be provided on the Scattered Site with the most units. (2 points)
- (5) Additional Qualified Resident Programs for Persons with Special Needs (to be eligible to select these programs, the Applicant must have selected the Persons with Special Needs Demographic Commitment at question 2 of the Application form):

Note: All Applicants selecting the Persons with Special Needs Demographic Commitment in this Application will be required to provide a Case Management

Program whereby the Applicant, Management Company, or its supportive services provider must provide, at no cost to the resident, a Case Manager (at least one for every 25 Persons with Special Needs households) whose activities are aimed at assessing resident needs, planning services, linking the service system to a resident, coordinating the various system components, monitoring service delivery, and evaluating the effect of service delivery. Case Managers must possess at least a bachelor's degree in human services or a related field.

- Private Transportation - The Applicant or its Management Company must make available a safe and serviceable vehicle that can transport residents to off-site locations for such things as medical appointments, public service facilities, and/or educational or social activities, at no cost to the resident. A nearby bus stop or access to programs such as "Dial-A-Ride" will not be acceptable for purposes of this program. (3 points)
- 24 Hour Support to Assist Residents In Handling Urgent Issues (3 points)

An important aging in place best practice is providing the residents access to property management support 24 hours per day, 7 days a week to assist them to appropriately and efficiently handle urgent issues or incidents that may arise. These issues may include, but are not limited to, an apartment maintenance emergency, security or safety concern, or a health risk incident in their apartment or on the property. The management's assistance will include a 24/7 approach to receiving residents' requests for assistance that will include a formal written process for relevant property management staff to effectively assess and provide assistance for each request.

This assistance may include staff:

- visiting or coordinating a visit to a resident's apartment to address an urgent maintenance issue;
- responding to a resident being locked out of their apartment;
- contacting on-site security or the police to address a concern;
- providing contact information to the resident and directing or making calls on a resident's behalf to appropriate community-based emergency services or related resources to address an urgent health risk incident;
- calling the resident's informal emergency contact; or
- addressing a resident's urgent concern about another resident.

Property management staff shall be on site at least 8 hours daily, but the 24 hour support approach may include contracted services or technology to assist the management in meeting this commitment if these methods adequately address the intent of this service. The Development's owner and/or designated property management entity shall develop and implement policies and procedures for staff to immediately receive and handle a resident call and assess the call based on a resident's request and/or need.

At a minimum, residents shall be informed by the property management, at move-in and via a written notice(s)/instructions provided to each resident and displayed in the Development's common or public areas, that staff are available to receive resident calls at all times. These notices shall also provide contact

information and direction to first contact the community-based emergency services if they have health or safety risk concerns.

- Supported Employment Program (4 points) -

The Applicant or its Management Company must provide, at no cost to the resident, a supported employment program. The supported employment program provided must be an approach to vocational rehabilitation for persons with disabilities that emphasizes helping them obtain competitive work in the community and providing the supports necessary to ensure their success in the workplace. The program must help its consumers obtain competitive jobs, specifically competitive jobs are part-time or full-time jobs that exist in the open labor market and pay at least a minimum wage, and that anyone could qualify for regardless of their disability status. The following are the basic components of supported employment:

- Paid Employment - Wages are a major outcome of supported employment. Work performed must be compensated with the same benefits and wages as other workers in similar jobs receive. This includes sick leave, vacation time, health benefits, bonuses, training opportunities, and other benefits. Employment must be for at least 18 hours per week; and
 - Integrated Work Sites - Integration is one of the essential features of supported employment. Individuals with disabilities should have the same opportunities to participate in all activities in which other employees participate and to work alongside other employees who do not have disabilities; and
 - Ongoing Support - A key characteristic which distinguishes supported employment from other employment programs is the provision of ongoing support for individuals with severe disabilities to maintain employment.
- Effective Communication for Conflict Resolution – The Applicant or its Management Company must provide, at no cost to the resident, quarterly on-site seminars for residents interested in developing skills in managing conflicts. The program must have components that help residents develop communication skills that will be effective in resolving disagreements before they escalate into full-blown conflicts. The program must provide opportunities for residents to practice ways of speaking and listening that lead to mutually beneficial problem solving. (2 points)
 - Safety Awareness Program – The Applicant or its Management Company must provide, at no cost to the resident, at least quarterly, on site seminars on safety awareness by organizations and/or persons with community and/or personal safety training expertise. The Safety Awareness program must cover strategies for staying safe in the home, neighborhood, workplace or school. (2 points)
 - Stress Management – The Applicant or its Management Company must provide, at no cost to the resident, at least monthly, on site seminars for residents interested in learning stress management techniques. The components of the seminars must cover the science of stress, including stress-related health problems, such as heart disease, high blood pressure, and metabolic syndrome.

The seminars must cover strategies to help cope with stress and make residents less vulnerable to stress. (2 points)

Note: Applicants requesting 4 percent HC only to be used with bonds issued by a County HFA are not required to make a resident programs commitment.

13. Funding

a. Funding Request:

State the amount of MMRB and/or Non-Competitive Housing Credits requested in this Application.

Note: MMRB Loans are issued in increments of \$5,000.

b. DDA / QCT / Multiphase Development:

With regard to Housing Credits, HUD provides regulatory guidance on the effective date of Difficult Development Area (DDA) and Qualified Census Tract (QCT) lists for the purpose of determining whether a Development qualifies for an increase in eligible basis (i.e. basis boost) in accordance with Section 42(d)(5)(B) of the IRC.

The applicable HUD mapping software is available at https://www.huduser.gov/portal/sadda/sadda_qct.html. If the proposed Development is located in a metropolitan area and consists of Scattered Sites, the DDA designation will only apply to the Scattered Site(s) that are located within a HUD-designated DDA ZCTA.

(1) DDA –

If the proposed Development is located in a HUD-designated DDA, identify the Small Area Zip Code Tabulation Area(s) (ZCTA) or County (if in a non-metropolitan area), as applicable.

(2) QCT –

If the proposed Development is not located in a HUD-designated DDA, in order to be classified as a Development located in a QCT for purposes of this Application, the proposed Development must be located in one of the QCTs based on the current census, as determined by HUD, and the Applicant must indicate the HUD-designated QCT in the Application form.

(3) Multiphase Development –

HUD's notice published in the Federal Register (found at <http://www.huduser.org/portal/datasets/qct.html>) that is in effect at the time the Applicant submits the Non-Competitive Application shall govern the eligibility for a basis boost for the proposed Development.

If the proposed Development is eligible for the multiphase status, the Applicant must indicate whether the proposed Development qualifies as a first phase or a subsequent phase, as outlined below:

(a) First Phase of a Multiphase Development:

For purposes of this Non-Competitive Application, a first phase is one where the Applicant is requesting Non-Competitive Housing Credits which will be used with Tax-Exempt Bonds awarded under a County HFA's competitive application process.

Select question 13.b.(3)(a) of the Application form if the proposed Development qualifies as the first phase of a multiphase Development. During the credit underwriting process, the Applicant will be required to submit to the Corporation an attorney opinion letter describing the subsequent phases, as required by the Federal Register. The invitation to enter credit underwriting will outline the information that, at a minimum, must be included in the attorney opinion letter.

or

(b) Subsequent Phase of a Multiphase Development:

For purposes of this Non-Competitive Application, a subsequent phase is one where the initial phase was appropriately identified as such in an Application awarded funding under one (1) of the following competitive application processes: (i) the 2011 Universal Application Cycle, (ii) any subsequent Housing Credit competitive solicitation issued prior to the date the Applicant's Non-Competitive Application was deemed complete, or (iii) a Non-Competitive Housing Credit Application (i.e., a Non-Competitive Housing Credit allocation awarded within the 730 day period following the date the competitive Bond application for Tax-Exempt Bonds awarded through a Corporation competitive RFA process or through a County HFA's competitive application process) was deemed complete by the Bond-issuing agency for which the Non-Competitive Housing Credit allocation was awarded, provided the 730 day period did not end prior to the submission deadline for the Corporation's competitive RFA or County HFA's competitive application. After the initial award, the Applicant must have submitted an Application for Housing Credits in immediately consecutive years, per the HUD requirements.

Select question 13.b.(3)(b) of the Application form if the proposed Development qualifies as a subsequent phase of a multiphase Development. During the credit underwriting process, the Applicant will be required to submit to the Corporation an attorney opinion letter which, among other things, identifies the Application in which the first phase was declared, and includes information on the subsequent phase(s) illustrating that the proposed Development is eligible for the basis boost. The invitation to enter credit underwriting will outline the information that, at a minimum, must be included in the attorney opinion letter.

(4)–(6) The responses to questions 13.b.(1) through (3) of the Application form must be in accordance with Section 42, IRC, as amended.

If the Applicant is requesting 4 percent HC only in this Application and indicates at question 13.b.(1), (2), and/or (3) of the Application form that the proposed Development is eligible for the basis boost, then the Applicant must also provide as “**Exhibit 4**” to the Application form a letter from the Development’s bond-issuing agency certifying the date the bond application was deemed complete and stating whether the bond application process was competitive or non-competitive. A “complete application” means that no more than de minimis clarification of the application is required for the agency to make a decision about the issuance of bonds requested in the application. Non-competitive HC Applicants must also comply with Section 42, IRC, regarding DDA/QCT qualifying date.

c. Finance Documents:

The total amount of monetary funds determined to be in funding proposals must equal or exceed uses.

If requesting Corporation-issued MMRB and 4 percent HC, provide the information outlined in Sections (1), (4) and (5) below.

If requesting 4 percent HC only to be used with bonds issued by a County HFA, provide the information outlined in Sections (2)(a) or (2)(b), as applicable, (4) and (5) below.

If requesting 4 percent HC only to be used with bonds issued by an entity other than the Corporation or a County HFA, provide the information outlined in Sections (3) through (5) below.

(1) If requesting Corporation-issued MMRB:

- (a) Indicate the Credit Enhancer’s or Bond Purchaser’s name and the term and expected rating. Provide the Credit Enhancer’s Commitment or Bond Purchaser’s Letter of Interest with a contact person’s name, address and telephone number, credit underwriting standards and an outline of proposed terms as “**Exhibit 5**” to the Application form. The stated amount of the Commitment or Letter of Interest shall not be less than the proposed principal amount of the bonds (including any proposed Taxable Bonds); and
- (b) Provide the completed Development Cost Pro Forma, the Detail/Explanation Sheet, if applicable, the Construction or Rehab Analysis and the Permanent Analysis as part of the Application form.

(2) If requesting 4 percent HC only to be used with bonds issued by a County HFA:

- (a) If the Credit Underwriting for the bonds was prepared by a Credit Underwriter under contract with the Corporation, provide a complete copy of the final Credit Underwriting Report as “**Exhibit 6**” to the Application form.

or

- (b) If the Credit Underwriting for the bonds was completed by a credit underwriter not under contract with the Corporation, provide a copy of the complete Credit Underwriting report, along with the following information as “**Exhibit 6**” to the Application form:

(i) Provide the completed Development Cost Pro Forma, the Detail/Explanation Sheet, if applicable, the Construction or Rehab Analysis and the Permanent Analysis as part of the Application form;

(ii) For the bond financing:

- State the name of the assigned Credit Underwriter; and
- Provide a copy of the inducement resolution or acknowledgement resolution awarding the bonds; and

(iii) Provide the information outlined in Sections (4) and (5) below.

(3) If requesting 4 percent HC only to be used with bonds issued by an entity other than the Corporation or a County HFA:

If the first mortgage financing is to come from tax-exempt multifamily bonds issued by an entity other than the Corporation or a County HFA, indicate the source and amount of the bonds and provide evidence of the following items as “**Exhibit 7**” to the Application form in order to meet threshold:

(a) Provide the completed Development Cost Pro Forma, the Detail/Explanation Sheet, if applicable, the Construction or Rehab Analysis and the Permanent Analysis as part of the Application form; and

(b) For the bond financing:

(i) If the financing has not closed, provide a copy of the signed TEFRA letter which is Development-specific.

or

(ii) If the financing has closed, provide a copy of the executed note or executed loan agreement, which shows the Applicant as the borrower/direct recipient/mortgagee and contains the terms and interest rate, as well as a copy of the recorded mortgage, if applicable. If the proper documentation is provided, financing that has closed will count as a commitment, but in order for it to count as a permanent financing source, it must have a remaining term of at least 10 years.

Note: Any commitment for financing containing a contingent FNMA or similar takeout provision will not be considered a commitment unless the agreement to purchase the loan executed by all parties is attached.

(4) Housing Credit Equity:

All Applicants requesting HC must provide the following documentation, as applicable, as “**Exhibit 8**” to the Application form:

(a) If the equity agreement has closed, provide a copy of the closed limited partnership agreement or limited liability company operating agreement;

or

- (b) If the equity agreement has not closed, provide a copy of the equity proposal, executed by the syndicator.

Note: The equity agreement must meet the “15% criteria” described in the Applicant Certification and Acknowledgement Form.

(5) Other Non-Corporation Financing:

All Applicants must provide a copy of all other funding proposals that will be used as a source of financing for the proposed Development as “**Exhibit 9**” to the Application form.

14. Verifying Application Fee Payment

To ensure that the Application Fee is processed for the correct Application, include the Development Name 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 provided. If submitting an ACH or wire transfer, provide the confirmation number and Federal Wire Transfer Number in the space provided.

15. Addenda:

The Applicant may use the Addenda section of the Application form to provide any additional information or explanatory addendum for items in the Application. Please specify the particular Item to which the additional information or explanatory addendum applies.

16. Applicant Certification:

The Applicant Certification and Acknowledgement Form included in the Application form must be executed by the Authorized Principal Representative to indicate the Applicant’s certification and acknowledgement of the provisions and requirements of this Application.

Part B. Credit Underwriting Review, Rule and Section 42, IRC Requirements, and Fees

1. If requesting 4 percent HC only to be used with bonds issued by a County HFA:

a. Credit Underwriting Review:

Applications that meet threshold will be subjected to the applicable Credit Underwriting process outlined in (1) or (2) below:

(1) If the final Credit Underwriting Report (CUR) for the bonds was prepared by a Credit Underwriter under contract with the Corporation and was provided as outlined in Section A.13.c. above, the Corporation will issue an invitation to enter Credit Underwriting and upon acceptance and payment of the required Credit Underwriting fee, the Credit Underwriter will prepare an update to the final bonds CUR to ensure compliance with the requirements of Section 42 of the IRC, as amended. The Preliminary Determination for the 4 percent HC will be issued upon completion of a satisfactory CUR update.

or

(2) If the Credit Underwriting Report (CUR) for the bonds has been completed by a credit underwriter not under contract with the Corporation and the required information was provided as outlined in Section A.13.c. above, the Corporation will issue an invitation to enter Credit Underwriting and upon acceptance and payment of the required Credit Underwriting fee, the Credit Underwriter will prepare a CUR in accordance with the requirements of paragraph 67-21.028(2)(d), F.A.C. The Preliminary Determination for the 4 percent HC will be issued upon completion of a satisfactory CUR.

b. Rule Requirements:

The proposed Development will be subjected to paragraphs 67-21.028(2)(a) through (c) and (e) through (n), F.A.C. Applications that meet the criteria outlined in Section B.1.a.(2) above will also be subjected to paragraph 67-21.028(2)(d), F.A.C.

c. Fees:

The proposed Development will be subjected to the fee requirements of Rule Chapter 67-21, F.A.C. In addition, the fees outlined in Part C below that pertain to Housing Credits will apply to this Application.

2. If requesting Corporation-issued MMRB with 4 percent HC:

The proposed Development will be subjected to the Credit Underwriting, rule and fee requirements that pertain to MMRB and Housing Credits, as set out in Rule Chapter 67-21, F.A.C., as well as the fees outlined in Part C below that pertain to MMRB and Housing Credits.

3. If requesting 4 percent HC only to be used with bonds issued by an entity other than the Corporation or a County HFA:

The proposed Development will be subjected to the Credit Underwriting, rule and fee requirements that pertain to Housing Credits, as set out in Rule Chapter 67-21, F.A.C., as well as the fees outlined in Part C below that pertain to Housing Credits.

4. Other Information

a. Gross Rent Floor Election

The Gross Rent Floor described in Section 42(g)(2)(A) of the IRC will take effect on the date the Corporation initially issues a determination letter unless the owner designates that the placed-in-service dated should be used. In order to make this election, the Gross Rent Floor Election form must be completed and returned to the Corporation prior to the placed-in-service date of the building. The form may be found on the Corporation's Website <https://www.floridahousing.org/programs/developers-multifamily-programs/non-competitive/related-references-and-links>.

b. Other Related Forms, References and Links

Other information related to the Housing Credit and MMRB programs may be found on the Corporation's Website at <https://www.floridahousing.org/programs/developers-multifamily-programs/non-competitive>.

Part C. Fees

The Corporation and, if applicable, the Credit Underwriter shall collect, via check, money order, or electronic funds transfer from the Applicant, the following fees and charges in conjunction with the MMRB and/or HC Programs. Failure to pay any fee shall cause the firm loan commitment under any program to be terminated or shall constitute a default on the respective loan documents and/or shall cause the HC allocation to be rescinded.

Fees will be determined based on the current contract, including any addendum, for services between Florida Housing Finance Corporation and the Credit Underwriter(s) in effect at the time underwriting begins. All Credit Underwriting fees shall be paid by the Applicant prior to the performance of any work by the Credit Underwriter. Current fees may be found on the Corporation's Website at <https://www.floridahousing.org/programs/developers-multifamily-programs/non-competitive> and include the following:

1. Application Fee:

All Applicants requesting MMRB and/or HC shall submit to the Corporation as a part of the Application submission a non-refundable Application fee of \$3,000.

2. TEFRA Fee:

Applicants requesting MMRB must submit to the Corporation as a part of the Application submission a non-refundable TEFRA fee of \$1,000 per Application.

3. Credit Underwriting Fees:

a. Initial Credit Underwriting fee

For Applications utilizing both Corporation-Issued MMRB and Non-Competitive Housing Credits, the fee will be the MMRB fee plus the multiple program fee.

b. MMRB Subsidy Layering Review

c. Re-underwriting fee

If a Housing Credit Development involves Scattered Sites of units within a single market area, a single Credit Underwriting fee shall be charged. Any Housing Credit Development requiring further analysis by the Credit Underwriter pursuant to Section 42(m)(2) of the IRC will be subject to an hourly fee as set out on the current fee schedule.

4. Administrative Fees:

With respect to the HC Program, each for-profit Applicant shall submit to the Corporation a non-refundable administrative fee in the amount of 9 percent of the annual Housing Credit Allocation amount stated in the Preliminary Determination. The administrative fee shall be 5.5 percent of the stated annual Housing Credit Allocation for Non-Profit Applicants. The administrative fee must be received by the Corporation as stated in the Preliminary Determination. If the Housing Credit Allocation is in conjunction with Corporation-issued MMRB, the administrative fee may be paid at MMRB Loan Closing. In the event the Final Housing Credit Allocation amount exceeds the annual Housing Credit Allocation amount stated in the Preliminary Determination, the Applicant is responsible for paying the applicable administrative fee on the excess amount before IRS Forms 8609 are issued for the Development.

5. Compliance Monitoring Fees:

a. HC:

- (1) All Developments other than RD – The annual fee to be comprised of a base fee per month + an additional fee per set-aside unit per year, subject to a minimum monthly fee, and includes an automatic annual increase of 3 percent of the prior year’s fee. Since fees for the full Housing Credit Extended Use Period will be collected at final allocation, the fee amount is discounted at a rate of 2 percent and based upon the payment stream from the Corporation to the monitoring agent.
- (2) RD Developments – The annual fee is \$450 per year. Since fees for the full Housing Credit Extended Use Period will be collected at final allocation, the fee amount is discounted at a rate of 2 percent and based upon the payment stream from the Corporation to the monitoring agent.

NOTE: Upon prepayment or repayment of the RD loan, the previously identified RD Development will be identified as a non-RD Development and the annual compliance monitoring fee will be adjusted accordingly. The compliance monitoring fee as described in (1) above for the remaining Housing Credit Extended Use Period will be due and payable in full upon billing sent directly to the Development.

- b. MMRB (with HC) – Annual fee is comprised of a base fee per month + an additional fee per set-aside unit per year, subject to a minimum monthly fee, and includes an automatic annual increase of 3 percent of the prior year’s fee. Where a difference exists between set-aside requirements for MMRB and HC, the fees collected will be based upon the higher number of set-aside units.

c. Follow-up Review

6. Tax-Exempt Mortgage Loan Servicing Fees:

a. Annual Permanent Loan Servicing Fees:

- 2.3 bps of the outstanding bond balance annually, subject to a minimum per month.

b. Construction Loan Servicing Fees:

Fees will be determined based on the current contract, including any addendum, for services between Florida Housing Finance Corporation and Servicer(s) in effect at the time of loan closing.

Additional legal, cost of issuance, bond underwriting, credit enhancement, liquidity facility and servicing fees associated with the financing shall also be paid by the Applicant.

7. Additional MMRB Fees:

MMRB Applicants shall be responsible for all MMRB fees as outlined in Rule Chapter 67-21, F.A.C., and in the loan documents signed by the Applicant and Florida Housing Finance Corporation, which includes short-term bond redemption fees and program administration fees.

8. Additional HC Fees:

HC Applicants shall be responsible for all processing fees or extension fees related to the HC Program, as outlined in the Preliminary Determination.

Part D - Tenant Application and Selection Requirements

Extremely Low Income (ELI) Household's Tenant Selection Criteria, if applicable

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.

Tenant Application Fees and Deposits (ELI Households Only, if applicable)

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.

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.

Application for Tenancy (All Households)

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.

Part E – FHFC Rehabilitation Standards

Purpose

These Rehabilitation Standards are designed to outline the requirements for rehabilitation of all Florida Housing Finance Corporation (FHFC) financed projects. The Rehabilitation Standards are written to provide guidance to all relevant members of a project development team.

Goals & Objectives

The goal and intent of these Rehabilitation Standards is to provide high-quality, safe, affordable housing that meets the needs of the tenants and communities in which the housing is located. The purpose is to ensure that development rehabilitation puts each project in the best possible position to meet this goal over its extended life and that, at a minimum, all health and safety deficiencies are addressed.

The goal of these Rehabilitation Standards is to ensure every owner of an affordable multifamily development in Florida who accesses FHFC financing for rehabilitation work incorporates cost-effective, energy efficient, water conservation, and health-related improvements into the Capital Needs Assessment (CNA) process to enhance the health, safety, and comfort of residents, reduce maintenance and operating expenses, and reduce energy use and greenhouse gas emissions through compliance with Florida energy audit regulations.

Quality of Work

Rehabilitation projects shall ensure that all work is completed in a thorough and workmanlike manner in accordance with industry practice and contractually agreed upon plans and specifications as well as subsequent mutually agreed upon change orders during the construction process. These projects will employ best practice industry standards (e.g., International Code Council Standards, National Green Building Standards, etc.) relating to quality assurance to verify all work completed.

Project Design Professionals

1. Projects will be designed by licensed professionals where required by the statutes of the jurisdiction in which the project is to be constructed.
2. The project developer will formally contract with licensed architectural and engineering design professionals to provide appropriate professional services for each project. It is the responsibility of each licensed professional to assure that the scope of work is done in accordance with the generally accepted practices in their discipline, as well as designing the project to be in full conformance with all the applicable FHFC requirements, Federal, State and local codes.
3. In addition, the architect or engineer will provide contract specifications which stipulate quality standards, materials choices and installation methods and standards. Such specifications may reference other appropriate standards set by different trades associations and testing agencies such as ASTM, Underwriters Laboratory (U/L), Tile Council of America, Gypsum National Roofing Contractors Association (NRCA) Architectural Woodwork Institute, SMACNA, AFME, etc.

By meeting the various code requirements as a minimum standard, together with the other standards herein or in attendant FHFC policies, each building rehabilitation project is assured to be brought up to an acceptable level of rehabilitation.

Warranties shall be required per the standard construction contracts on all materials, equipment and workmanship.

Rehabilitation Standards

Health & Safety

If the housing is occupied at the time of rehabilitation, any life-threatening deficiencies must be identified and addressed immediately. A list of Inspectable Items and Observable Deficiencies shall include but not be limited to the identification of life-threatening deficiencies for the property site, building exterior, building systems, common areas, and units, can be viewed here:

https://www.floridahousing.org/docs/default-source/programs/competitive/capital-needs-assessment-guide/cna-appendix-d---problematic-materials-and-design-issues.pdf?sfvrsn=10b61e7b_2.

Construction Documents & Cost Estimates

The project developers are encouraged to draft an architectural program document outlining the goals for the project.

Access to a building shall be safe, logical, readily identifiable, sheltered from the weather, and meet the exit requirements to a public way. Pathways of circulation within a building shall also be safe and logical. Means of egress components shall be in conformance with Chapter 7 of National Fire Protection Agency (NFPA) 101, including complete layout of the exits, corridor and stair dimensional requirements and arrangement, doors sizes and swings, door hardware, panic exit devices, door self-closers, interior finishes, walking surfaces, fire separations, stair enclosures, guards and railings, ramps, occupant load calculations, illumination, and signage.

Capital Needs Assessment & Major Systems Repairs

The scope of work on housing rehabilitation projects will be determined by the CNA Report, conducted by a Corporation-approved CNA Provider. The CNA Report is a comprehensive evaluation of the overall physical condition of multifamily residential property at a specific point in time, and the anticipated capital expenditures required at the property over a specified affordability period. The full FHFC CNA Guide can be viewed here: <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/florida-housing-finance-corporation-capital-needs-assessment-guide>. In accordance with current FHFC CNA guidelines and the applicable period of affordability, the CNA Report must provide a summary of findings stating whether the Estimated Useful Life (EUL) after rehabilitation for the buildings and their components will be at least 35 additional years. Items identified in the CNA to determine the rehabilitation scope of work must, at minimum include the following.

- Identify life-threatening deficiencies that must be addressed immediately
- Evaluate accessibility and determine if the following measures are necessary to ensure compliance with accessibility-related requirements upon completion of work:
 - Convert existing units to UFAS-compliant units
 - Retrofit existing units for Fair Housing compliance
 - Retrofit existing common areas to meet UFAS, Fair Housing & ADA
 - Retrofit existing site to meet Fair Housing, ADA
- Address, at a minimum, the following major systems:
 - Site Systems (storm water drainage, access and egress, paving curbing and parking, flatwork, landscape appurtenances, water, electrical, fuel gas, sanitary sewer, trash)
 - Building Frame and Envelope
 - Interior Elements
 - Mechanical (Heating, Ventilation, and Air Conditioning)
 - Electrical
 - Plumbing
 - Data and Communications

- Vertical Transportation
- Life Safety and Fire Protection
- Amenities

If the effective remaining useful life of a component of one or more major systems is less than the project's period of affordability (at least 30 years), a replacement reserve with monthly payments of adequate size must be established to repair and replace systems as needed.

Each rehabilitation scope of work must also include the measures listed below.

- (1) A minimum per unit hard cost budget of non-luxury improvements as specified in the Non-Competitive Application.
- (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 Part E, the requirements of the Non-Competitive Application, 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 upon completion of work with all accessibility requirements, as described in the Florida Housing financing application and subsequent closing documents for the Development.
- (9) Compliance with Uniform Physical Condition Standards (UPCS) upon completion of work.

In addition to the minimum required items to be identified to determine the rehabilitation scope of work,

Lead-based Paint

Federal regulations related to lead-based paint apply to target housing, which is defined as any housing constructed prior to 1978, except housing for the elderly or persons with disabilities (unless a child of less than 6 years of age resides or is expected to reside in such housing for the elderly or persons with disabilities) or any zero-bedroom dwelling. Rehabilitation of target housing must be completed in a manner that insures the health and safety of workers and residents, especially children. A number of regulations apply when lead painted surfaces are disturbed in residential properties, primarily requiring the appropriate training of workers and the use of safe work practices. In some cases, use of federal funds for rehabilitation will trigger a higher level of lead paint treatments based on the amount of federal money being used. The following regulations must be adhered to during all rehabilitation of target housing:

1. HUD Lead Safe Housing Rule (Title 24, Part 35) requires various levels of evaluation and treatment of lead paint hazards when federal money is used for rehabilitation of target housing. http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/enforcement/lshr
2. EPA Renovation Repair and Painting Rule (40 CFR Part 745) – Requires contractors conducting renovation, repair or maintenance that disturbs paint in "target" housing be licensed by EPA and use lead-safe work practices to complete the work. Developers must ensure contractors are properly trained and licensed. More information is available at <http://www2.epa.gov/lead>

3. HUD/EPA Disclosure Regulations (Title 24, Part 35, Subpart A) – Requires owners of target housing to disclose all lead paint records and related information to potential buyers and/or tenants. More information is available at:
http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_12347.pdf
4. OSHA Lead in Construction Rule (29 CFR Part 1926.62) - Prescribes personal protection measures to be taken when workers are exposed to any lead during construction projects. More information is available at:
https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10641

Accessibility

Housing that is rehabilitated must meet all Florida Housing accessibility requirements for persons with disabilities. Projects shall comply with the Americans with Disabilities Act (ADA), Title II (for public entities) and Title III (for places of public accommodations) implemented at 24 CFR parts 35 and 36, and 2010 ADA Standard for Accessible Design and attendant Design Guide (DOJ), and the accessibility standards of Section 504 of the Rehabilitation Act of 1973. Projects shall comply with the Fair Housing Act, which states in part that covered multifamily dwellings as defined by HUD’s implementing regulations at 24 CFR 100.201 must meet the design requirements at 24 CFR 100.205. Additional standards may apply based on other funding incorporated. 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, shall include but not be limited to those in wheelchairs, accessible routes and entrances, paths of travel, primary function areas, parking, trash bins, mail and package receiving areas for residents, pool and other amenities, washers and dryers including paths of travel to amenities and laundry rooms.

Disaster Mitigation

To the extent applicable, the housing must be improved to mitigate the potential impact of potential disasters (e.g. earthquakes, hurricanes, floods, wildfires, wind) in accordance with state or local codes, ordinances, and requirements, or such other requirements that HUD may establish.

Specifically, regarding flood hazards:

1. Projects shall meet FEMA federal regulation, and HUD's floodplain management requirements at 24 CFR 55, including the 8-Step Floodplain Management Process (when applicable) at 24 CFR 55.20.
2. Projects shall meet fluvial erosion prevention requirements per local municipality regulations.

Specifically, regarding wind hazards:

1. Projects shall meet FEMA key wind retrofit guidelines for buildings located in hurricane-prone regions
2. Projects shall adhere to the Wind Mitigation Retrofitting provisions set forth in the Florida Building Code
3. Projects shall provide minimum wind design loads set forth in the Florida Building Code

State & Local Codes, Ordinances, Zoning Requirements, & Uniform Physical Conditions Standards

All work shall comply with all applicable Florida state and local codes, ordinances, and zoning requirements in effect at the time of Application submission.

Applicable state codes include but are not limited to:

- Florida Building Code, Building
- Florida Building Code, Residential
- Florida Test Protocols for High-Velocity Hurricane Zones
- ICC, International Building Code (IBC)
- Florida Building Code, Accessibility
- Florida Building Code, Energy Conservation
- Florida Building Code, Plumbing
- Florida Building Code, Mechanical
- Florida Building Code, Fuel Gas
- Florida Building Code, Existing Building

Please note that the FHFC financed project must demonstrate compliance with all state and local codes through project affiliation with professional design team drawing certifications (e.g. architectural design stamp) and/or other approved methods such as state inspector certification.

A code review analysis will be produced by the project's design professionals itemizing the applicable codes for each area of discipline.

The Rehabilitation Standards are designed to exceed the Uniform Physical Condition Standards (UPCS) and ensure that upon completion, the project and units will be high-quality, safe, sanitary, and in good repair as described in 24 CFR 5.703. A list of Inspectable Items and Observable Deficiencies shall include but not be limited to descriptions of the type and degree of deficiency for each item that any FHFC-financed rehabilitation project must address, at a minimum, can be found here:

https://www.floridahousing.org/docs/default-source/programs/competitive/capital-needs-assessment-guide/cna-appendix-d---problematic-materials-and-design-issues.pdf?sfvrsn=10b61e7b_2.

Broadband Infrastructure

To ensure equity and access to broadband infrastructure across all communities in Florida, FHFC requires broadband infrastructure which includes cables, fiber optics, wiring, or other infrastructure, so that the installation results in accessibility for each unit.

Frequency of Inspections

To verify that rehabilitation projects are complying with the requirements of the CNA Report, the features and amenities committed to during the application process, and applicable unit mix requirements, a series of at least four (4) separate physical site inspection reports are to be submitted by the assigned servicer to FHFC staff for review. The site inspections are to be conducted by an FHFC-approved construction inspector at designated construction completion intervals. The Servicer will notify FHFC of any deficiencies found and recommend correction. The minimum of four (4) separate physical site inspections will be conducted in addition to the physical inspections needed for processing draw requests.

Part 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 the Non-Competitive Application, 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 the Non-Competitive Application 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 the Non-Competitive Application.

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. 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. Due to closing deadlines outlined in Rule Chapter 67-21, F.A.C., the CNA process will run concurrently with the Credit Underwriting process (which includes the market study).
- b. Upon receipt of the credit underwriting fee(s) and the CNA review fee, the Credit Underwriter shall obtain quotes for the CNA, and invoice the Applicant. The CNA shall be ordered by the Credit Underwriter no later than 7 Calendar Days after receiving the CNA fee deposit. 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.
 - (3) 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 the Non-Competitive Application; 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 the Non-Competitive Application;
 - (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. Immediate 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 the Non-Competitive Application.
- 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 Immediate needs which threaten health or life safety;
 - (2) A summary of all known or observed deficiencies pursuant to the FHFC Accessibility requirements outlined in the Non-Competitive Application, 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 the Non-Competitive Application) 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;

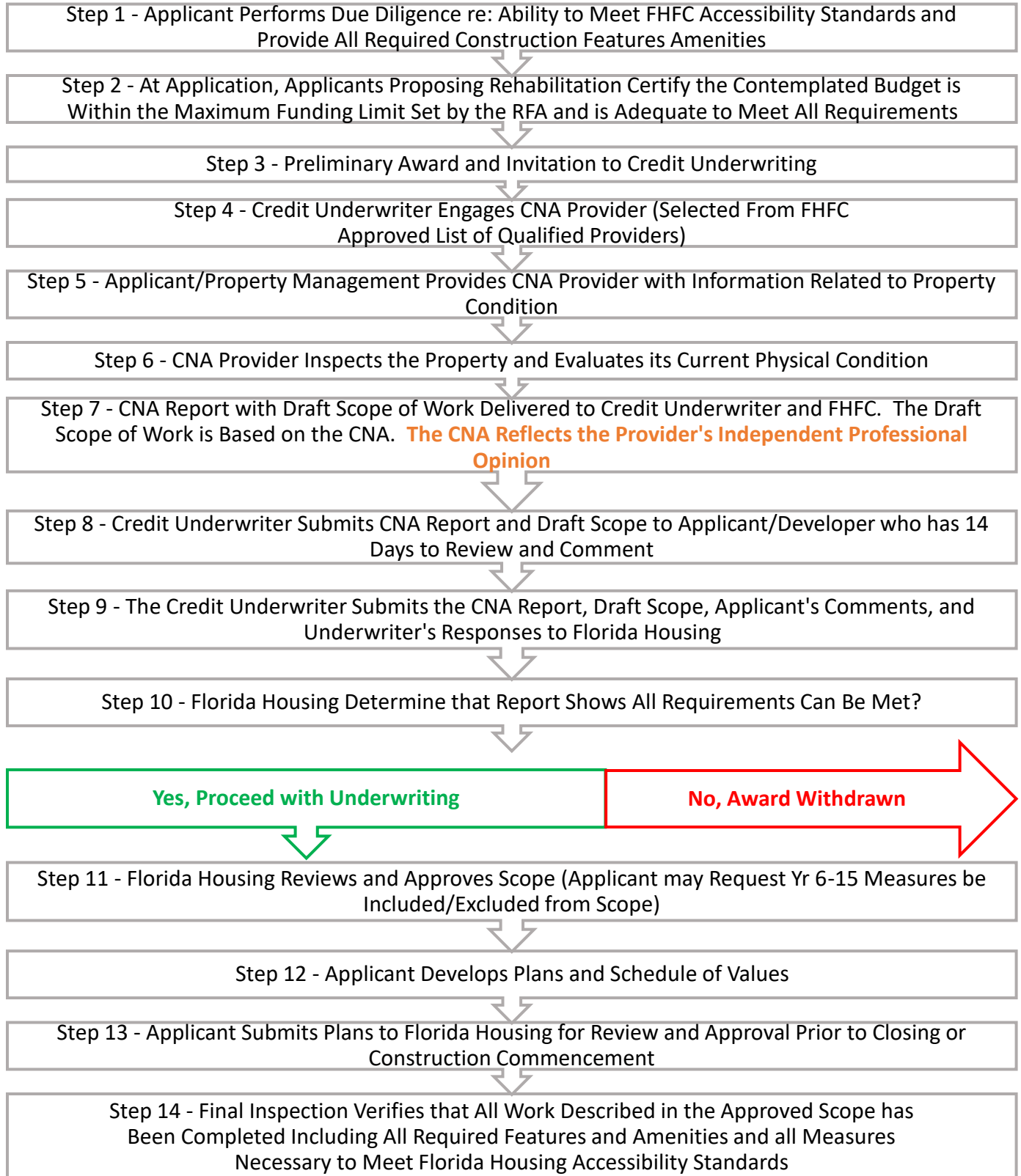
- (4) A list and associated costs of **immediate** repair items, critical repair items, deferred maintenance items for needs to be addressed in less than 12 months from the completion of the CNA, required accessibility items, and other items required by the Non-Competitive Application, in a format prescribed 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 the Non-Competitive Application within the contemplated budget, and provide an estimated cost for meeting those requirements.
 - k. The CNA provider will opine as to the physical and financial feasibility of the inclusion of full-size ranges and ovens in all rehabilitation units. 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 the Non-Competitive Application.

- 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. The CNA provider will complete a draft of the Rehabilitation Scope of Work spreadsheet, utilizing the information gathered from steps 3-7 above and each Rehabilitation Scope of Work must include the measures listed below. The Rehabilitation Scope of Work spreadsheet is included in this Part F.
 - (1) A minimum per unit hard cost budget of non-luxury improvements as specified in the Non-Competitive Application.
 - (2) Corrective actions for all Immediate and Critical 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 Part F, the requirements of the Non-Competitive Application, 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 with all applicable Florida Housing accessibility requirements upon completion of work.
 - (9) Compliance with Uniform Physical Condition Standards (UPCS) upon completion of work.
 - b. The CNA Provider will populate the Scope of Rehabilitation Worksheet with the measures identified in the CNA in the following order:
 - (1) All Immediate needs noted in the CNA including all deficiencies which threaten health and life safety (Immediate 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 Critical needs noted in the CNA (Critical Needs in the template);
 - (3) All work required to meet FHFC accessibility requirements (Accessibility Requirement in the worksheet);
 - (4) Any item required in the Non-Competitive Application, or promised by the Applicant at the time of Application;
 - (5) Any component of the building or site with an effective remaining useful life of less than 5 years (5 yr Need in the worksheet);

- (6) 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
 - (7) Enhancements required to make the property marketable (Marketability in the worksheet).
- c. 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.
 - d. Once the CNA report is completed by the CNA provider, the report will be sent to the Credit Underwriter and the Corporation, with the draft Rehabilitation Scope of Work spreadsheet, as soon as practicable, but no later than 30 days after the completion of the site inspection.
 - e. Upon receipt of the CNA report and draft Scope of Work, the Credit Underwriter will forward the documents to the Applicant. The Applicant shall then have a 14 Calendar Day review period in which the Applicant may provide additional 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. At 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 the Non-Competitive Application 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 the Non-Competitive Application 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, the Applicant shall 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*

REHABILITATION WORK SCOPE

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 (cf. ea. etc.)	UNIT COST (Enter Cost Per Unit)	TOTAL COSTS (quantity * unit cost)
Accessibility						
convert existing units to UFAS-compliant 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
Total (Accessibility)						
Demolition						
site						\$0.00
bdg interiors: ceilings, walls, floor, plumbing, HVAC, elec						\$0.00
bdg exteriors: siding, roofing, patios, decks, stairs, breezeways						\$0.00
Total (Demolition)						
Unusual site conditions (such as lead, asbestos, mold abatement)						
lead abatement						\$0.00
asbestos abatement						\$0.00
mold abatement						\$0.00
Total (Unusual site conditions (such as lead, asbestos, mold abatement))						
Site Improvements						
lighting						\$0.00
parking Surfaces						\$0.00
fencing						\$0.00
retaining walls						\$0.00
Total (Site Improvements)						
Landscaping & Irrigation						
Total (Landscaping & Irrigation)						
Structure & Building Envelope						
Total (Structure & Building Envelope)						
Mechanical, Electrical, Plumbing						
DHW						\$0.00
HVAC						\$0.00
Total (Mechanical, Electrical, Plumbing)						
Utilities						
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
Total (Utilities)						
Common Area Interior Elements						
Total (Common Area Interior Elements)						
Unit Interior Elements						
Total (Unit Interior Elements)						
Total Costs						
Total Costs Per Residential Unit						\$0.00
Total Costs Per Gross Square Foot						\$0.00
Total Costs for Specific Need Category						
Total Costs for Specific Need Category		Immediate Need			0.0%	\$0
Total Costs for Specific Need Category		Critical Needs			0.0%	\$0
Total Costs for Specific Need Category		RFA Requirement			0.0%	\$0
Total Costs for Specific Need Category		Accessibility Requirement			0.0%	\$0
Total Costs for Specific Need Category		Deferred Maintenance			0.0%	\$0
Total Costs for Specific Need Category		Need in Years 1-5			0.0%	\$0
Total Costs for Specific Need Category		Need in Years 6-15			0.0%	\$0
Total Costs for Specific Need Category		Marketability			0.0%	\$0
Total Costs for Specific Need Category		Other			0.0%	\$0

*To Insert Rows, select a cell on the blank row immediately above the applicable subsection total row (for instance, row 20). Then, while in the "Home" tab of the menu ribbon at the top, click open the "Insert" icon within the Cells Menu Group and choose the "Insert Sheet Rows" menu option. This will insert one new row. If you want to insert more than one row, highlighting as many rows as you need to insert, but the first row must be the blank row identified above and follow the remaining instructions. Once you have inserted the number of rows needed, copy the cell in total column (column G) from the last row that has a row total (for instance, cell G19) onto column G of the newly inserted rows.