Memorandum

MIAMI-DADE COUNTY

Date: January 25, 2007

Amended

Agenda Item No. 8(G)(1)(A)

To: Honorable Chairman Bruno A. Barreiro
and Members, Board of County Commissioners

From: George M. Burgess
County Manager

Subject: Proposed Policies for Mid-Year RFA for Surtax Funds
R#38-07

The item was amended at the January 25, 2007 meeting of the Board of County Commissioners to reflect that the $15 million amount for allocation is a minimum, and to reflect other administrative changes.

RECOMMENDATION

It is recommended that the Board of County Commissioners (Board) approve the attached resolution for the advertisement of a mid-year Request for Application Process and allocating a minimum of $15 million in Documentary Surtax funds. The criteria for a mid-year RFA Process allocating documentary Surtax loans for affordable housing projects is directed toward two categories: (Category 1) threshold applicants who will be applying for 2007 Florida Housing Finance Corporation (FHFC) Housing Credits (a/k/a tax credits) and require a minimum local contribution to qualify, and (Category 2) applicants with projects that have already received public funds and require additional "gap" funding due to increases in projects costs, or as a final supplement to the overall funding package.

BACKGROUND

The Board authorized through Resolution R-670-06 the 2007 Request for Application (RFA) process for Surtax, SHIP, Community Block Development Block Grant (CDBG), and other federal funding sources. It is recommended that implementing a mid-year RFA (mini-cycle) will synchronize timing of the award of Surtax Funding with the Universal Application cycle at Florida Housing Finance Corporation ("FHFC") so that proposed affordable housing developments located in Miami-Dade County can timely compete for FHFC housing credit subsidy. Developers applying for FHFC credits must demonstrate local government support by providing evidence of a local government contribution. Miami-Dade applicants frequently require Surtax loans for this purpose. These developments are considered the "threshold applicants."

In order to be eligible for Housing Credits, a development must set aside a portion of the total units for eligible low- or very low-income residents. Rents for Housing Credit units are restricted as set by the U.S. Department of Treasury in order to ensure that units are affordable to eligible families. The current FHFC rule requires a minimum compliance period of 50 years. Most of the proposed developments can support only a small amount of conventional, market priced debt. Thus, the pairing of Surtax funds with the Housing Credit Program is the most viable means to develop affordable rental projects, and in many cases is the only way to develop a rental project for low-income families. This is especially true given recent increases in the cost of construction, land, insurance, and utilities. These increases have not been matched by increases in restricted rents. In most cases, developers cannot pass on increased operating costs to their renters because the rental rates are restricted by law.

Prior to implementing a mid-year cycle, developers seeking Housing Credits applied for Surtax funds under the County's regular RFA process advertised in June each calendar year. While FHFC's timeline

varies from year to year, applications are usually due in the preceding February, making it necessary for developers to apply in the previous Surtax cycle to show a local government contribution. Tax credit awards are in August or September, 14 months after the County first reviewed the project.

Housing Credits are very competitive; typically more applicants receive perfect scores on their Universal Cycle application than can be funded. It is expected that this will be the case in the 2007 cycle. FHFC uses a lottery system, together with a targeting rule to determine which of the eligible applicants will receive Housing Credits. Accordingly, some projects recommended for threshold funding will not be awarded Housing Credits and thus recaptured by the County. Please note, applicants for Housing Credit in the 2007 cycle will need surtax loan commitments of no more than $300,000 as the initial local government contribution. By utilizing a mid-year cycle, those developers who applied for but do not receive tax credits will have their threshold contribution recaptured.

In addition to the benefit of aligning the County's process with FHFC process, the mid-year cycle also improves the process in which "gap" financing is awarded. Gap financing, by way of definition, is the final funding required to make a project viable. Monies are needed to either finish construction or to finalize the financing package for the projects. Price gaps usually occur due to increase in costs of labor or construction due to time and /or unexpected events like hurricanes. Under the old process, the County waited until the FHFC awarded the tax credits. At which point, developers would request gap financing to finalize the capital investment in the project. Regardless of whether the FHFC awarded tax credits, developers asked for additional funds. Because the surtax dollars were not linked to the tax credit program, the County left open the commitments of surtax funds waiting on the developers to finalize their project financing. In some cases the surtax commitments were left open for years. Gap financing will be considered for only those developers who have already received FHFC (or other public) funding.

Finally, the County will be implementing a Subsidy Layering Review (SLR) process. SLR is the process of utilizing State contracted credit underwriting firms to provide an independent, analytical process for determining the appropriate amount of subsidy for each successful development. It is instrumental in the effort of the new approach to managing Surtax funds. The credit underwriting process will also be utilized during the regular RFA process.

The Affordable Housing Advisory Board held a special meeting on November 29, 2007 as an opportunity to review and comment on the mid year RFA and offer suggestions on scoring criteria. While the board had the opportunity to contribute for this process, they stressed the importance of working on a long term goal of improving the scoring criteria under the regular RFA cycle.

FUNDING AVAILABILITY

In July 2006, the County through the help of consultants, produced a five-year pro forma addressing Surtax cash balances and outstanding commitments. At the time, $50 million was projected for 2007 RFA cycle. The last regular RFA had an estimated commitment level of $35 million, leaving a $15 million balance for the mid-year cycle. As stated in the September 2006 report to the BCC, the pro forma is to be updated every 6 months for at least the next two years in order to get a truer reflection of available funds. It is strongly recommended the pro forma projections be strictly adhered to with modifications bi-annually for corrections.

PROJECT TIME LINE

Applicants will receive the minimum local government contribution if their application is complete and they provide all threshold information. The threshold information requested by the application is consistent with the requirements of FHFC in the 2007 Universal Cycle. An award of minimum local government contribution does not ensure future additional gap financing. Recipients of funds will have to apply through the RFA process for additional gap financing. Staff will continue to coordinate closely with FHFC to ensure that the timing of RFA process works with the FHFC and Housing Credit requirements.

The time line for the minimum local government contribution funding is as follows:

Category I Timeline- Minimum Local Government Contribution

January 25, 2007	RFA Submitted to BCC for approval to advertise
February 1, 2007	Applications available
March 1, 2007	Applications due
March 26, 2007	Complete review of applications for threshold
March 19 – 23, 2007	Public input opportunity
April 2007	Committee action

Gap funding will be made available to those developers who have already received an allocation of Housing Credit or an award of other public funds. These developments have already met the very stringent requirements of the FHFC or of other public funding, and those public investments will leverage the new Surtax Funding.

The Housing Credit program falls under the jurisdiction of the US Department of Treasury and the Internal Revenue Service ("IRS"). The IRS Code and regulatory requirements are rigid and there are very significant financial penalties if developers do not follow those regulations. Timely development is important and delays can result in financial penalties, so each of the developers with an allocation of Housing Credits must secure all their financing and proceed as soon as possible.

Non Housing Credit applicants for "gap financing" will be required to document the need for immediate funding or will otherwise need to wait for the regular RFA process. Applicants will be recommended for gap financing subject to credit underwriting and subsidy layering review if their application is complete and they provide all threshold information.

Category II Timeline-Gap Financing

January 25, 2007	RFA Submitted to BCC for approval to advertise
February 1, 2007	Application Available
March 1, 2007	Applications Due
March 30, 2007	Complete review of applications for completeness and threshold
March 1, 2007	Complete Subsidy Layering Review
May 1 – 7, 2007	Complete SLR reports and finalize amounts of Gap financing
May 21 – 25, 2007	Public input opportunity
June 2007	Committee action

RANKING CRITERIA

It is expected that all developers submitting for the minimum local government contribution will receive a commitment from the County. Understanding that in order for a developer to receive tax credits, they must score 100 percent on their application to the state and then, compete in a lottery. Miami Dade County expects no more than four developments to receive tax credits. All firms not receiving tax credits will have their County minimum contribution recaptured.

The second group, those seeking 'gap' financing will be divided into two (2) groups: a) developments having already received FHFC tax credits and b) developments having already received other public financing. Developments under Group A will be awarded funds first in descending order with highest construction completion percentage the top priority. The intent is to expedite unit availability. Group B will be addressed in the same manner as Group A, subject to available funds. All Group A and B members are subject to Subsidy Layering Review. Only the funds recommended under Subsidy Layering Review will be recommended for award.

LOAN TERMS

It is anticipated that no payments will be required during the first 24 months which is considered the construction/rehabilitation period. At a minimum, all developers will pay no more than 3 percent interest during years one through fifteen of the loan term. It is intended that loans will not amortize during this first 15 year term. Payments will be due from development cash flow projections as defined in Rule 67-48 of the Florida Administrative Code.

COMMITMENT FEE

A non-refundable commitment fee of one percent of the award amount will be charged to the successful applicant(s). Non-profit entities with IRS 501 (c)(3) determination that have a joint venture where the non-profit is a financial beneficiary of 51 percent or more of the development are excluded, in accordance with Resolution R-1174-86. This fee must be paid by the successful applicant(s) to Miami-Dade County within 30 days of contract execution.

Fees associated with credit underwriting will be paid by the developer, for profit and not for profit, directly to the credit underwriter at the direction of the County.

Applicants will receive the minimum local government contribution if their application is complete and they provide all threshold information. The threshold information requested by the application is consistent with the requirements of FHFC in the 2007 Universal Cycle.

Attachment

Cynthia W. Curry
Senior Advisor to the County Manager

MEMORANDUM
(Revised)

TO: Honorable Chairman Bruno A. Barreiro
and Members, Board of County Commissioners

DATE: January 25, 2007

FROM: Murray A. Greenberg
County Attorney

SUBJECT: Amended
Agenda Item No. 8(G)(1)(A)

Please note any items checked.

_____ **"4-Day Rule" ("3-Day Rule" for committees) applicable if raised**

_____ **6 weeks required between first reading and public hearing**

_____ **4 weeks notification to municipal officials required prior to public hearing**

_____ **Decreases revenues or increases expenditures without balancing budget**

_____ **Budget required**

_____ **Statement of fiscal impact required**

_____ **Bid waiver requiring County Manager's written recommendation**

_____ **Ordinance creating a new board requires detailed County Manager's report for public hearing**

_____ **Housekeeping item (no policy decision required)**

_____ **No committee review**

Approved _____ Mayor
Veto _____
Override _____

Amended
Agenda Item No. 8(G)(1)(A)
1-25-07

RESOLUTION NO. **38-07**

RESOLUTION APPROVING THE CRITERIA AND USE OF A MID YEAR REQUEST FOR APPLICATION (RFA) PROCESS FOR THE SURTAX LOAN PROGRAM TO APPLICANTS THAT ARE APPLYING FOR TAX CREDITS AND REQUIRE A MINIMUM LOCAL CONTRIBUTION TO QUALIFY AND TO APPLICANTS THAT HAVE RECEIVED TAX CREDITS FROM THE FLORIDA HOUSING FINANCE CORPORATION OR OTHER PUBLIC FUNDS AND REQUIRE ADDITIONAL OR "GAP" FUNDING; AUTHORIZING THE MIAMI-DADE HOUSING AGENCY TO ADVERTISE A REQUEST FOR APPLICATIONS TO SOLICIT APPLICATIONS FOR FUNDING, FOLLOWING APPROVAL BY THE COUNTY ATTORNEY'S OFFICE

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board approves the criteria for and use of a mid year request for application (RFA) process for the Surtax loan program to applicants that are applying for tax credits and require a minimum local contribution to qualify and to applicants that have received tax credits from the Florida Housing Finance Corporation or other public funds and require additional or "gap" funding; authorizing the Miami-Dade Housing Agency to advertise a request for applications to solicit applications for funding, following approval by the County Attorney's Office.

The foregoing resolution was offered by Commissioner , who moved its adoption. The motion was seconded by Commissioner and upon being put to a vote, the vote was as follows:

Bruno A. Barreiro, Chairman
Barbara J. Jordan, Vice-Chairwoman

Jose "Pepe" Diaz
Carlos A. Gimenez
Joe A. Martinez
Dorrin D. Rolle
Katy Sorenson
Sen. Javier D. Souto
Audrey M. Edmonson
Sally A. Heyman
Dennis C. Moss
Natacha Seijas
Rebeca Sosa

The Chairperson thereupon declared the resolution duly passed and adopted this 25th day of January, 2007. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF COUNTY
COMMISSIONERS

HARVEY RUVIN, CLERK

Approved by County Attorney as
to form and legal sufficiency. clsh

By:_____
Deputy Clerk

David Stephen Hope

MIAMI-DADE COUNTY
REQUEST FOR APPLICATIONS
FOR FY 2007 FUNDING FROM
DOCUMENTARY SURTAX (SURTAX)
Mid-Year Cycle

February 1, 2007

GENERAL INFORMATION AND GUIDELINES

MIAMI-DADE COUNTY
REQUEST FOR APPLICATIONS
FOR FY 2007 FOR FUNDING
DOCUMENTARY SURTAX (SURTAX)
Mid-Year Cycle

INTRODUCTION

Miami-Dade County is soliciting applications under a Request For Applications (RFA) process for Documentary Surtax (Surtax) Funds. This RFA is intended to provide threshold applicants with a Local Government Contribution for developments that will be submitted to Florida Housing Finance Corporation ("FHFC") for 2007 Housing Credits and to provide gap financing for developments which have previously received public funding or an allocation of tax credits. Gap financing will be provided, as available, to two sub-groups:

- a) developments that have received surtax funding or awarded tax credits and are under or ready for construction;
- b) Developments that are non-tax credit but have received public funding and are under or ready for construction.

DEFINITIONS

Credit Underwriting – a report indicating the financial feasibility of the development

Gap Financing – additional funding necessary to supplement the funds already received

Subsidy Layering – an analytical process that determines the amount of gap financing necessary

Threshold – any item that must be satisfied for the application not to be non-responsive.

Low Income Tax Credits (LIHTC) – Housing credits: The tax credit issued in exchange for the development of rental housing pursuant to section 42 of the IRC and the provisions of Rule Chapter 67-48, F.A.C.

Financial Beneficiary - one who is to receive a financial benefit of the total development cost (including deferred fees). This definition includes any party which meets the above criteria, such as the developer and its principals and principals of the applicant entity. This definition does not include third party lenders, Housing Credit Syndicators, Credit Enhancers who are regulated by a state or federal agency.

Principal - an applicant, any general partner of an applicant, and any officer, director, or any shareholder of any applicant or shareholder of any general partner of an applicant.

APPLICATION TO THE PROGRAM

This Request for Applications (RFA) is being issued for applicants who are interested in applying for the supplemental cycle of FY 2007 Surtax Funds. All application forms are in this package. Copies are available at www.miamidade.gov/housing or at 2103 Coral Way, Suite 700, Miami, Florida 33145.

Who is eligible to apply?

1) Threshold applicants who will be applying for 2007 Florida Housing Finance Corporation (FHFC) housing tax credits and require a minimum local contribution of not more than $300,000 to qualify.

2) Applicants with projects that have received public funds (including tax credits) in the years 2003, 2004, 2005 and 2006 and require additional "gap" funding in either of the following sub-groups:

    a. Received surtax funding and/or tax credits and are under or ready for construction.
    b. Are non-tax credit but have received public funding and are under or ready for construction.

ESTIMATED FY 2007 SUPPLEMENTAL FUNDING AMOUNTS

PROGRAM	AMOUNT
Documentary Surtax Program (Surtax)	A minimum of $15,000,000
TOTAL	**A minimum of $15,000,000**

NEW POLICIES FOR FY 2007 MID YEAR (MINI) CYCLE RFA SUBMISSION

Local Government Contribution

- Applicants for Local Government Contribution that meet threshold requirements will receive the minimum funding. If Applicant is not successful in receiving an allocation of 2007 Housing Credits from FHFC, the commitment to fund the Local Government Contribution will lapse.

- Threshold requirements include the following:
  - Submission of all required forms and exhibits
  - Ability to Proceed as described in Application Section III C.
  - Demographic Commitment

Gap Financing

- Applicants for gap funding will be subject to a subsidy layering review and a credit underwriting process. In addition to the standard credit underwriting review that analyzes development cash flow, the subsidy layering review is intended to be an analytical review of the following:

  - Development costs;
  - Land cost;
  - Developer fee and deferral of developer fee;
  - Soft costs including financing cost; and,
  - Reserve requirements.

  While the general intent of credit underwriting is to determine the development's ability to repay debt, the intent of the subsidy layering review is to determine the appropriate amount of gap financing.

- Applicants for gap financing must meet threshold in order to be considered for funding. It is the County's intent to provide the appropriate amount of gap financing for each applicant, assuming that applicant (1) has received all other funding necessary to complete the development and (2) meets all other threshold requirements, subject to availability of funds and percent of project completion.

- Threshold requirements include the following:
  - Documentation of an allocation of Housing Credits from FHFC
  - Documentation of a commitment for purchase of Housing Credits
  - Commitment of all other funding sources
  - Construction estimate of project completion

INSTRUCTIONS AND SUBMISSION GUIDELINES

- All Applicants should complete the **sections marked as appropriate (1) Local Government Contribution applicant, (2) Gap Applicants**

- **Proposers/Applicants who obtain copies of this Application from sources other than the Miami Dade Housing Agency risk the potential of not receiving addenda, since their names will not be included on the Applicant list for this solicitation. Such proposers are solely responsible for those risks. The applicant should verify with the designated officer identified herein prior to submitting a proposal that all addenda have been received.**

General Section

- All Applicants must submit an **Application Cover Letter** as the first page of the application. This letter must include the legal name of the developer, EIN (employer identification number), organization type, type of funding request, developer's address, contact person, name, title, phone number and email address. Also included must be the activity title and a brief description of the project.

- All Applicants must submit one (1) original and three (3) copies of the application in 3-ring binders. **Applications must be in separate binders. Do not submit more than one application per binder.** The original application must be submitted in a three ring binder, with the word "ORIGINAL" written on the outside of the binder and each copy (3) must be submitted in separate 3-ring binders, with the appropriate category (either Local Government Contribution or Gap Financing) on the outside of each binder. **ALL Originals and copies of applications must have all required documents. Please do not exclude any document from any copy.**

- Applications not submitted in three (3) ring binders will not be accepted. No pages are to be stapled or clipped.
- **Applications must attach an exact copy of the application on Compact Disk, clearly marked and identified as to the application name, developer name and project title.**

- All proposals must be submitted in the legal name of the limited partnership, corporation or agency.

- All applicants must provide Employer Identification Number (EIN/Federal Identification Number) on the application.

- Applications submitted after the deadline will not be accepted.
- Faxed or electronic applications will not be accepted.

- Proposals must comply with requirements of this RFA. Proposals that are incomplete, lack required documents or have deficiencies and errors will be rejected.

- No changes or additions to the proposals will be accepted after the application deadline.

- Applications will not be accepted anywhere other than as noted below.

- The Board of County Commissioners reserves the right to waive any informality in, or to reject, any and all such applications.

- Miami-Dade County will not fund an entity with outstanding disallowed costs, defaulted loans, debarment actions or any other legal encumbrances regardless of the merits of the submitted proposal.

- The applicant will be responsible for the Credit Underwriting and Subsidy Layering fees.

- Questions on this application must be submitted in writing to the Miami-Dade Housing Agency by no later than February 20, 2007, attention:

Sheila Martinez
MDHA
Development and Loan Administration Division
2103 Coral Way, 7th floor,
Miami, FL 33145

Responses will be posted on the web site www.miamidade.gov/housing

Applications should be labeled as directed below:

Mr. Harvey Ruvin
Clerk of the Board of County Commissioners
17th Floor, Stephen P. Clark Center
111 N.W. First Street
Miami, Florida 33128

Applications will only be accepted at the Clerk's Office and must be submitted no later than March 1, 2007, 4:00 pm.

SCHEDULE

- Application will be available on Thursday February **1, 2007,** and will be posted on our website at www.miamidade.gov/housing

- A pre-application submittal workshop will be held on February 15, 2007 at 10:30 a.m. located at 1401 N.W. 7th Street, Miami Dad Housing Agency Board Room. (305) 250-5238.

- **The Application submission deadline is March 1, 2007, 4:00 p.m.** Applications must be delivered to the Clerk of the Board of County Commissioners on the 17th floor, Stephen P. Clark Center, 111 NW 1st Street, Miami, Florida.

HOUSING FORMS
Miami-Dade County 2007

Part I. General Information: Local Government Contribution and GAP Applicants must complete this section.
Applicant and Development Team

1. Purpose of this Application **(select one)**:

— Local Government Contribution

— Gap Financing

2. Applicant Information

Name of Applicant: _____

Street Address: _____

City: _____State: _____ Zip Code: _____

Telephone: _____

E-Mail Address: _____

Federal Employer
Identification Number:_____

If not yet obtained, provide a copy of the completed, submitted application for the Federal Employer Identification Number behind a tab labeled "FEIN Number ____."

a. Is Applicant a legally formed entity qualified to do business in the State of Florida as of the Application Deadline?

O Yes O No

Provide required documentation behind a tab labeled and clearly identified.

b. Is the Applicant a limited partnership or limited liability company?

O Limited Partnership
O Limited Liability

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

O Yes O No

If answer is "Yes," Applicant must respond to (I) and (II) below. If answer is "No," skip Non-Profit status questions and proceed to question 3 below.

(I) Provide the following documentation.

- Attorney's opinion letter behind a tab labeled and clearly identified.
- IRS determination letter behind a tab labeled and clearly identified.

(II) Answer the following questions:

- Is the Applicant a public housing authority created by section 421.04, Florida Statutes?

  O Yes O No

- Is the application or one of its general partners a non-profit entity that is an affiliate of a public housing authority created by section 421.04, Florida Statute?

  O Yes O No

- Is the application or one of its general partners a public housing authority or incorporated as a non-profit entity pursuant to Chapter 617, Florida Statue, or similar state statute if incorporated outside Florida?

  O Yes O No

- If "no", is the Applicant or one of its general partners a wholly-owned subsidiary of a Non-Profit entity formed pursuant to Chapter 617, Florida Statutes, or similar state statute if incorporated outside Florida?

  O Yes O No

- Is the applicant or one of its general partners a 501(c)(4) non-profit entity or is the applicant or one of its general partners a wholly-owned subsidiary of a 501(c)(3) or 501(c)(4) Non-Profit entity?

O Yes O No

- If "Yes" to question (a), (b), either question at (c) and/or (d) above, answer the following questions:

O Yes O No

- Does the non-profit entity have an ownership interest, either directly or indirectly, in the general partner or general partnership interest or in the managing member of the managing member's interest in the applicant?

O Yes O No

If "Yes", state the percentage owned in the general partnership interest: _____ %

(i) Percentage of Developer's fee that will go to the Non-Profit entity:

_____ %

(ii) Provide the description/explanation of the role of the Non-Profit entity behind a tab labeled and clearly identified. ____.

(iii) Provide the names and addresses of the members of the governing board of the Non-Profit entity behind a tab labeled and clearly identified. ."

(iv) Provide the articles of incorporation demonstrating that one of the purposes of the Non-Profit entity is to foster low-income housing behind a tab labeled and clearly identified. ____."

(v) Year Non-Profit entity was incorporated.
_____ (yyyy)

(vi) Is the Non-Profit entity affiliated with or controlled by a for-profit entity within the meaning of Section 42(h), Internal Revenue Code?

O Yes O No

If "Yes," state name of the for-profit entity and what is the percentage of partnership.
_____ _____%

3. General and Limited Partner(s), Officers, Directors and shareholders

For a Limited Partnership, provide a list of the limited partner(s), and the officers, directors, members, and shareholders of the general partner(s) as of the application deadline, behind a tab labeled and clearly identified.

For a Limited Liability Company, provide a list of the member(s), and the officers, directors, members, and shareholders of majority-in-interest or elected managing member(s) as of the application deadline, behind a tab labeled and clearly identified. This list must include warrant holders and/or option holders of the proposed development.

For all other entities, provide a list of the officers and directors as of the application deadline, behind a tab labeled and clearly identified.

4. Contact Person for this Application

First Name: _____ MI: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Facsimile: _____

E-Mail Address: _____

Relationship to
Applicant: _____

General Information
Part II. Development Team
GAP Applicants must complete entire section; Local Government Contribution applicants to complete 1(a) and 1(b)

1. Developer or principal of developer

    a. Corporate name of each developer (include all co-developers):

    _____

    _____

    _____

    _____

    b. Provide the prior experience for each developing entity in a chart behind a tab labeled and clearly identified.

2. Management agent or principal of management agent

    a. Provide the management agent's prior experience chart behind a tab labeled and clearly identified.

3. General contractor or principal of general contractor

    a. Provide the General Contractor's name and prior experience chart behind a tab labeled and clearly identified.

    b. Is the construction company a subsidiary of the developing entity or does the developer have an ownership interest in the construction company?

    O Yes O No

4. Architect or Engineer:
Provide the executed Architect or Engineer Certification from behind a tab labeled and clearly identified.

5. Attorney
    a. HC Applicants – provide the executed Attorney (HC) Certification form behind a tab labeled and clearly identified.

6. Accountant:

   a. Provide the executed Accountant Certification form behind a tab labeled and clearly identified.

7. Service Provider (Assisted Living Facility (ALF) Development only:

   a. Provide the executed Service Provider or Principal of Service Provider Certification form behind a tab labeled and clearly identified.

   b. Provide the Service Provider's or principal of Service Provider's Prior Experience Chart behind a tab labeled and clearly identified.

General Information
Part III. Development
Local Government Contribution and Gap Applicants to complete this section

A. General Development Information

1. Name of Development:

_____

2. Location of Development Site:

a. Address of Development Site:

Street Address: _____

City: _____ State: _____ Zip Code: _____

Folio # _____

a. Will the development consist of scattered sites?

O Yes O No

If "Yes," for each of the sites provide the address, total number of units, and a latitude and longitude coordinate behind a tab labeled and clearly identified.

b. Local Jurisdiction:

a. Name of local jurisdiction where development is located:

_____

3.. Will this development require rehabilitation as a historic building?

O Yes O No

If "Yes" answer questions (a) through (b) below:

a. Date the development originally placed in service:

_____ (mm/dd/yyyy)

b. Date and cost of last rehabilitation:

_____ (mm/dd/yyyy) Cost: $ _____

4. Development Category

a. Select one category

- O New Construction (where 100% of the units are new construction)
- O Rehabilitation
- O Acquisition and rehabilitation

5. Development Type

- —— Garden Apartment
- —— Townhouses
- —— High-Rise (a building comprised of 7 or more stories
- —— Duplexes/Quadruplexes
- —— Mid-Rise with Elevator (a building comprised of 4 stories)
- —— Single Room Occupancy (SRO)
- —— Other – Specify:

_____

a. Total number of units

_____

Total number of buildings

_____

b. Unit Mix:

# of Bedrooms per unit	# of Baths per unit	# of Units per bedroom type

6. Development Status

a. Has rehabilitation or new construction work commenced?

O Yes O No

(1) If "Yes" and application is for new construction or rehabilitation, what is the estimated date of completion? _____

(2) If "Yes" and application for new construction, when were the building permits issued? _____ (mm/dd/yyyy)

(3) If "Yes" and application is for rehabilitation, were building permits required?

O Yes O No

If "Yes" and when were the building permits issued? _____ (mm/dd/yyyy)

If "No" when did the work commence? _____ (mm/dd/yyyy)

b. Do any of the buildings in the development have certificates of occupancy?

O Yes O No

If "Yes" when were the certificates of occupancy issued? _____ (mm/dd/yyyy)

c. Are any of the units occupied?

O Yes O No

B. General Features and Amenities:
Not required of Local Government Contribution applicants. Applicants for Gap Financing should submit the General features and Amenties Form that was submitted to FHFC with their application for tax credits. For Applicants who are seeking Gap financing, but have not received FHFC tax credits, you must submit a description of general features and amenities.

C. Ability to Proceed: GAP applicants must complete this section. Local Government Contribution applicants must complete C(1) Evidence of Site Control only.

1. Evidence of Site Control:

Applicant must demonstrate site control by providing the following documents:

- Provide a recorded deed or recorded certificate of title behind a tab labeled and clearly identified; or
- Provide a copy of the fully executed long-term lease behind a tab labeled and clearly identified; or
- Provide a fully executed qualified contract for purchase and sale for the subject behind a tab labeled and clearly identified.

2. Evidence of Infrastructure Availability. Gap Financing Applicants may submit copies of the forms submitted to FHFC]

- Electricity – Provide a letter from the provider or the Verification of Availability of Infrastructure Electricity Form behind a tab labeled and clearly identified. ___
- Water – Provide a letter from the provider or the Verification of Availability of Infrastructure Water Form behind a tab labeled and clearly identified. _____ ___"
- Sewer, Package Treatment or Septic Tank – Provide a letter from the provider or the Verification of Availability of Infrastructure – Sewer Capacity, Package Treatment, or Septic Tank Form behind a tab labeled and clearly identified.

- Roads – Provide a letter from the appropriate Local Government or the Verification of Availability of Infrastructure – Roads Form behind a tab labeled and clearly identified. ___

3. Evidence of Appropriate Zoning:

- New Construction Development – Provide a properly completed and executed Local Government Verification That Development Is Consistent With Zoning And Land Use Regulations Form behind a tab labeled and clearly identified.

  OR

- Rehabilitation/Substantial Rehabilitation Developments – Provide a properly completed and executed Local Government Verification that development Is consistent with zoning and land use regulations form or a properly completed and executed Local Government Verification that permits are not required for this development form behind a tab labeled and clearly identified.

D. Demographic Commitment
Not required for Local Government Contribution applicants. Gap financing applicants should submit copies of the demographic commitment submitted to FHFC or other government funding source.

Part IV. General Forms. This section must be completed by Gap and Local Government Contribution applicants.

Financing – Select only one

___ A. Funding Requested for Minimum Local Government Contribution
___ B. Gap Financing Funding Request

Gap Financing Applicants may submit copies of the pro forma submitted to FHFC

Total Development Costs: $_____

DEVELOPMENT COST PRO FORMA

PROJECT COST	**County Funds Requested**
Actual Construction Cost	
Demolition	
New Units	
Rehab of Existing Rental Units	
Accessory Buildings	
Recreational Amenities	
Rehab of Existing Common Areas	
***Other (explain in detail)**	
A1. Actual Construction Cost	
Contingency (explain in detail)	
A1.1 Sub-Total	
A1.2 General Contractor Fee	
A1.3 Total Actual Construction Cost	

Financial Cost	
Construction Loan Credit Enhancement	
Cons	
Construction Loan Interest	

Construction Loan Origination Fee	
Bridge Loan Interest	
Bridge Loan Origination Fee	
Permanent Loan Credit Enhancement	
Permanent Loan Origination Fee	
Reserves Required By Lender	
A2. Total Financial Cost	

General Development Cost	
Accounting Fees	
Appraisal	
Architect's Fee – Design	
Architect's Fee – Supervision	
Builder's Risk Insurance	
Building Permit	
Brokerage Fees – Land	
Brokerage Fees – Building	
Closing Costs – Construction Loan	
Closing Costs – Permanent Loan	
Engineering Fee	
Environmental Fee	
Environmental Report	
***Impact Fees (list in detail)**	
Inspection Fees	
Insurance	
Legal Fees	
Market Study	
Marketing/Advertising	

Property Taxes	
Soil Test Report	
Survey	
Title Insurance	
Utility Connection Fee	
***Other (explain in detail)**	
***Contingency (7) (explain in detail)**	
A3. Total General Development Cost	

B. Development Cost (A1.3+A2+A3)	

C. Developer's Fee	

ACQUISITION COST OF EXISTING DEVELOPMENTS (EXCLUDING LAND)	
Existing Buildings	
Developer Fee on Existing Buildings	
***Other (explain in detail)**	
D. Total Acquisition Cost	

LAND COST	
E. Total Land Cost	

F. Total Development Cost (B+C+D+E)	

CONSTRUCTION OR REHAB ANALYSIS

	Amount	Documentation must be attached and marked as an exhibit
A. Total Development Cost		
B. Sources		
County Funds		
First Mortgage Financing		
Second Mortgage Financing		
Third Mortgage Financing		
Deferred Developer Fee		
Grants		
Equity – Partner's Contribution		
Other:		
Other:		
Total Sources		
C. Financing Shortfall (A minus B:		

PERMANENT ANALYSIS

	Amount	Documentation Attached and marked as an exhibit
A. Total Development Cost		
B. Sources		
County Funds Requested		

Part V. General Forms Must be completed by both Local Government Contribution and Gap applicants

A. Financial Beneficiaries

FINANCIAL BENEFICIARIES DISCLOSURE: This application must fully disclose any person or entity defined as a financial beneficiary pursuant to Rule 67-48.002, F.A.C.

FAILURE TO ACCURATELY AND FULLY DISCLOSE ALL INFORMATION REQUESTED BELOW WILL RESULT IN REJECTION OF THE APPLICATION.

Financial Beneficiary Disclosure for the proposed development:
On the chart below list the names of all persons or entities that are financial beneficiaries as defined by Rule 67-48, F.A.C. in the proposed development excluding limited partner investors through housing credit syndication, third-party lenders, and third-party management agents for each application submitted in this cycle.

Name of Financial Beneficiary

B. Rental Forms
Must be completed by Gap and Local Government Contribution applicants

Rents and Operating Pro-Forma
Form 1

Units and Rental Rates

% of Median Income	A # of Bedrooms	B # of Units	C Sq. Ft. of Living Area*	D Tenant Paid Utility Allow.	E Proposed Net Rent
	0			$	$
	1			$	$
	2			$	$
	3			$	$
	4			$	$
	5			$	$
	TOTAL			$	$

* Living Area should be defined as only air conditioned spaces.

Rental Forms

Rents and Operating Pro-Forma
Page 2

I. OPERATING PRO FORMA

A. Submit an Operating Pro Forma for the proposed development with projects operating expenses and income. The Operating Pro Forma must be tab, labeled and clearly identified.

B. If loan or other funding approval is in place, insert the actual interest rate(s), terms and assumptions used in obtaining the commitment.

C. Evidence of the figures used to obtain the commitment must be located directly behind this form, labeled and clearly identified.

USE THE FOLLOWING ASSUMPTIONS IF ALL SOURCES OF FUNDING ARE NOT FIRMLY COMMITTED.

Mortgage Rate: 8% (includes servicing fees)

1. Mortgage Term: 30 year amortization
2. Vacancy Rate: 5%
3. Annual Rental Income Increase Rate: 3%
4. Operating Reserves of 3%
5. Replacement Reserves of $300 per unit
6. Operating Expenses of $3,000 per unit per year

Rental Forms

Rents and Operating Pro-Forma
Page 3

NOTE: Variances from the above assumptions may be made only if adequate data are attached hereto as an Exhibit to justify the exception. If anticipated vacancy rates or annual expenses for a particular market area are higher, then the higher numbers should be used.

If applicable, justification can be found directly behind this form at tab labeled and clearly identified.

II. PRO FORMA FORMAT

Complete the Pro Forma Form shown below and project figures for construction and rehabilitation developments for **30 years**. Attach a detailed explanation of all projections. *A detailed explanation of all projections can be found directly behind this form at tab labeled and clearly identified.*

Rental Forms

Rents and Operating Pro Forma (Gap financing applications may use proforma included in FHFC submittal)

INCOME (must agree with total income from page 2 of this form)

Gross Rental Income (Attach rent schedule)	$_____
Other Income (specify source)	$_____
_____	
Subtotal	$_____
Minus Vacancy (5% of Subtotal)	$(_____)
(A) INCOME	$_____

OPERATING EXPENSES

Salaries	$_____
Repair and Maintenance	$_____
Utilities	$_____
Administration	$_____
Contract Services	$_____
Management Fees	$_____
Insurance	$_____
Miscellaneous	$_____

Real Estate Taxes	$_____	
Replacement Reserve	$_____	
(B) EXPENSES		$_____

NET OPERATING INCOME

(A) Income	$_____
(B) Expenses	$(_____)
Net Operating Income	$_____

DEBT SERVICE COVERAGE

(A) Net Operating Income	$_____
(B) Annual Debt Service for all mortgages	$_____
(C) Debt Service Ratio [divide (A) by (B)]*	$_____

If debt service coverage relies on other sources of funds in addition to net operating income, attach separate sheet(s) describing source of funds. *The attachment(s) can be found directly behind this form at tab labeled "Form____ " and clearly identified.*

FY 2007 SURTAX FUNDS
Mid-Year Cycle
Certification Form

This page must be signed by the authorized representative of the agency /developer as to the accuracy and completeness of the proposal. No proposals will be accepted without this document.

I hereby certify that this proposal is complete and all information included herein is true and accurate.

Developer: _____ Title: _____

Signature: _____ Date: _____