



**PALM BEACH COUNTY
COMMISSION ON AFFORDABLE HOUSING**

HOME OWNERSHIP & MULTI-FAMILY DEVELOPMENT

APPLICATION

PART I. APPLICANT CERTIFICATION & ABILITY TO PROCEED

Applicant must provide a properly executed Applicant Certification and Acknowledgment form behind the tab labeled "EXHIBIT 1".

A. Permanent Lender(s) (attach additional pages if necessary)

Funding Commitment(s)

(a) Firm commitment(s) Attached? Yes No

If yes, list the names and telephone numbers of contact persons for each funding source.

1. Name: _____ Phone Number: _____

2. Name: _____ Phone Number: _____

3. Name: _____ Phone Number: _____

(b) Are any portions of the sources of funds described above financed directly or indirectly with other Federal, State, Municipality or County government funds?

Yes No

If yes, list the amount of funds and the name of the agency providing the funding:

Below market loans:

		Agency Name
CDBG	\$ _____	_____
HOME	\$ _____	_____
State	\$ _____	_____
Tax Credits	\$ _____	_____
Tax Exempt Bonds	\$ _____	_____
SAIL Program	\$ _____	_____
Other	\$ _____	_____

Provide documents behind tab labeled "EXHIBIT 2".

B. Evidence of Site Control:

1. Does the proposed development consist of scattered sites?

Yes No

Applicant must demonstrate site control by providing the following documentation:

2. Provide a fully executed qualified contract for purchase and sale for the subject property or a long term lease behind a tab labeled "EXHIBIT 3".

OR

3. Provide a copy of fully executed lease option behind a tab labeled "EXHIBIT 4".

OR

4. Provide recorded warranty deed or recorded certificate of title (*in the event the property was acquired through foreclosure*) showing the applicant as the sole grantee behind tab labeled “**EXHIBIT 5**”.

C. Site Information:

Property Control Number of site: _____

Seller's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Total Cost of Land: _____ Site Area Size: _____ (acres/Sq. Ft.)

D. Status of Site Plan/Plat Plan Approval:

All applications must include the following:

Provide verification/documentation from the local government on the status of site / plan approval for the development behind tab labeled “**EXHIBIT 6**”.

E. Evidence of Infrastructure Availability:

Are all utilities presently available?

Yes No

If yes, provide letter from provider(s) of utility or proof of waiver behind tab labeled “**EXHIBIT 7**”.

OR

Provide concurrence reservation documentation behind a tab labeled “**EXHIBIT 8**”.

If no, which utilities need to be brought to the site?

Electric Water Phone
 Gas Sewer Other

F. Evidence of Appropriate Zoning:

Is the site properly zoned for the development?

Yes No

If no, is the site currently in the process of obtaining appropriate zoning?

Yes No

New Construction Developments – provide documentation from local planning agency that the development is consistent with zoning and land use regulations (*i.e. zoning confirmation letter*) behind tab labeled “**EXHIBIT 9**”.

OR

Rehabilitation Developments – provide verification that the development is consistent with zoning and land use regulations or verification that permits are not required for this development behind tab labeled “**EXHIBIT 10**”.

G. Environmental Site Assessment (ESA):

1. Phase I ESA – Provide documentation / verification of Environmental Safety Phase I Assessment behind tab labeled “**EXHIBIT 11**”.

OR

2. Phase II ESA Assessment – If applicable; provide documentation/verification of Environmental Safety – Phase II Assessment behind tab labeled “EXHIBIT 12”.

H. Marketing Strategy:

Provide documentation verifying identified marketing plan/strategy behind tab labeled “EXHIBIT 13”.

PART II. APPLICANT and DEVELOPMENT TEAM

A. Applicant

1. Name of Applicant: _____

Address: _____

Telephone: _____

For Additional Information Contact: _____

E-Mail Address: _____

Federal Employer Identification Number: _____

- a. Is applicant a legally formed entity qualified to do business in the state of Florida as of the application deadline?

Yes No

Provide required documentation behind tab labeled “EXHIBIT 14”.

- b. Is applicant applying as a Non-Profit organization?

Yes No

If yes, applicant must provide IRS determination letter, Charter/Articles of Incorporation and the names and addresses of the members of the governing board of the Non-Profit entity behind tab labeled “EXHIBIT 15”.

- c. Is applicant applying as a Community Housing Development Organization (CHDO)?

Yes CHDO Name: _____
 No

If yes, the applicant must provide Charter, or Articles or Incorporation, or By-Laws.

Provide an explanation of the CHDO’s role in the proposed development behind tab labeled “EXHIBIT 16”.

- d. Is Applicant applying as a joint venture/syndication?

Yes No

If yes, applicant must attach list of co-partners and or owners of the organization behind tab labeled “EXHIBIT 17”.

Is applicant applying as:	Yes	No
➤ An individual(s) / Sole Proprietor	<input type="checkbox"/>	<input type="checkbox"/>
➤ A Partnership (General / Limited)	<input type="checkbox"/>	<input type="checkbox"/>
➤ A Corporation	<input type="checkbox"/>	<input type="checkbox"/>
➤ A Cooperative	<input type="checkbox"/>	<input type="checkbox"/>

2. Provide a list of general and limited partner(s) and the officers, directors and shareholders of the development as of the application deadline, behind tab labeled **"EXHIBIT 18"**.
3. Contact Person
Name: _____
Address: _____
Telephone Number: _____
E-Mail Address: _____
Relationship to Applicant: _____

B. Development Team Experience

1. Developer or Principal(s) of the Developer
 - a. Name of Developer: _____
 - b. Provide the name, address, telephone number and qualifications of the developer or principal(s) of developer behind tab labeled **"EXHIBIT 19"**.
 - c. Provide the developer's prior experience behind tab labeled **"EXHIBIT 20"**.
2. Management Agent or Principal(s) of Management Agent
 - a. Provide the name, address, telephone number and qualifications of the management agent or principal(s) of management agent behind tab labeled **"EXHIBIT 21"**.
 - b. Provide the management agent's prior experience behind tab labeled **"EXHIBIT 22"**.
3. General Contractor or Principal(s) of the General Contractor
 - a. Provide the name, address, telephone number and qualifications of general contractor or principal(s) of general contractor behind tab labeled **"EXHIBIT 23"**.
 - b. Provide the general contractor's prior experience behind tab labeled **"EXHIBIT 24"**.
4. Architect and Engineer
Provide the name, address, telephone number and qualifications of the Architect and Engineer behind a tab labeled **"EXHIBIT 25"**.
5. Attorney
Provide the name, address, telephone number and qualifications of the Attorney behind a tab labeled **"EXHIBIT 26"**.
6. Marketing
 - a. Provide the name, address, telephone number and qualifications of the marketing representative behind tab labeled **"EXHIBIT 27"**.
 - b. Describe your affirmative marketing plan behind tab labeled **"EXHIBIT 28"**.
7. If applicable, provide the name, address, telephone number and qualifications of the Project Manager and provide additional information for other key entities involved in the development. Identify members of the development team that are minority or woman owned business enterprises if applicable behind tab labeled **"EXHIBIT 29"**.

8. Experience of Applicant

Describe the experience of each member of the development team in developing and/or managing rental and/or low -income housing developments. Include a discussion of the number of years of experience in developing or managing developments of a similar type and size (i.e. new construction, rehabilitation, and acquisition), number or units provided and experience in working with low-income persons. Please list any current properties owned or managed including any that have defaulted. Provide information behind tab labeled "EXHIBIT 30".

PART III. DEVELOPMENT

A. General Development Information

- 1. Name of Development: _____
- 2. Street Address: _____
- 3. City: _____ State: _____ Zip: _____

B. Development Category

- New Construction
- Acquisition
- Special Needs
- Rehabilitation / Conversion
- Elderly
- Acquisition/Rehabilitation
- Cooperative Housing

C. Development Design

- Condominiums
- Townhouses
- Mid-Rise with elevator
- Other – Specify: _____
- Duplexes / Quadraplexes
- High-Rise (*building with 7 or more stories*)
- Single Family

D. Development Summary

Provide a Development Summary that justifies the need and existing market for the proposed development, how the affordability will be created and maintained including discussion on the choice of unit to be subsidized and any specific circumstances of the selected location. Specify how the development will operate including eligibility, verification practices, fund disbursement, and recordkeeping practices. **This summary should also include information regarding any other planned or existing government assisted affordable rental housing development within a seven- (7) mile radius of the project site.** Development Summary must be labeled "EXHIBIT 31".

E. Project Data

- 1. Number of buildings with dwelling units: _____
- Number of existing dwelling units: _____
- Number of proposed dwelling Units: _____ Parking spaces per unit: _____
- Property Legal Description: _____

	<u>Total number of units</u>	<u>SHIP-assisted units</u>
1) Number of extremely low-income units:	_____	_____
2) Number of very low-income units:	_____	_____
3) Number of low income units:	_____	_____
4) Number of moderate income units:	_____	_____
5) Number of market rate units:	_____	_____
Total number of units:	_____	_____

PROJECT FUNDING SOURCES & USES

FUNDING SOURCES	AMOUNT	STATUS OF FUNDS	FUNIDNG USE
SHIP FUNDS			

Total Project Cost: _____

Percent of SHIP funds to total Project Cost: _____%

- Provide a brief narrative description that summarizes the scope of work to be performed behind a tab labeled “**EXHIBIT 32**”.
- Affordability: Set Aside for Extremely-Low Income (ELI) / Very-Low Income (VLI) Households and Low Income Households.

The maximum sales price for new construction and existing homes is \$280,000

➤ Select the percent of the units committed to ELI and VLI Households.

- _____ 1-20% sold to ELI and VLI
- _____ 21-30% sold to ELI and VLI
- _____ 31-50% sold to ELI and VLI

➤ Select the percent of the units committed to Low Income Households.

- _____ 1-20% sold to low income
- _____ 21-30% sold to low income
- _____ 31-50% sold to low income

AT LEAST 50% OF SHIP SET ASIDE UNITS MUST BE RESERVED FOR EXTREMELY-LOW VERY-LOW AND/OR SPECIAL NEEDS RESIDENTS (see Attachment A).

4. Unit Mix:

Size Breakdown	# of Units	Sq. Ft.	Purchase Price
1 BR/ 1 BA			
2 BR/ 1 BA			
2 BR/1.5 BA			
3 BR/2 BA			
3 BR/ 2.5 BA			
Other, Please Specify			

F. Development Status

- Has rehabilitation or new construction work commenced?

Yes No

a. If “Yes”, and application is for new construction, when were the building permits issued? _____

b. If “Yes”, and Application is for rehabilitation, were permits required?

Yes – when were the building permits issued? _____

No – when did the work commence? _____

2. Is the development complete? Yes No
3. Are any of the units occupied? Yes No
4. If the proposed development is not yet complete, when is the anticipated start date? _____
5. When is the anticipated placed-in service date? _____
6. Is the development located in Palm Beach County, but outside the boundaries of the SHIP Entitlement cities of Boca Raton, Boynton Beach, Delray Beach or West Palm Beach?
 Yes No

If the development is located within a SHIP Entitlement city, please list the city:

G. Development Location

1. Attach a legible map(s) identifying the project site(s), location, surrounding land uses and attach current photographs if available behind tab labeled “**EXHIBIT 33**”. *Please include a map that shows the proximity of the project to locations such as, post office, schools, shopping centers, medical facilities, social and recreational services, etc.*
2. Attach architectural drawing of the proposed site and unit design or detailed description of the proposed rehabilitation behind a tab labeled “**EXHIBIT 34**”.
3. Is the development located in a flood zone?
 Yes No
4. Proximity to Services
Will the proposed development be located within 5 miles of a:
 Shopping center with super market, drug store, etc. (*please provide the name of the Shopping Center, School(s) and Library, etc.*)

 Schools / child care
 Employment opportunities
 Medical facility / services – Name: _____
 Social / recreational services, library, etc.
5. Will the proposed development be located within ½ mile of a city/county public bus or tri-rail stop? Yes No
6. What is the closest development, which shows the same demographic group as the proposed development?
Name: _____
Address: _____
Distance between developments? _____ (miles)

7. Infill / Redevelopment

- a. Will the proposed development be located in an area designed for Redevelopment as established by a CRA/NSA/CDC?

Yes No

If yes, provide labeled map and letter from organization behind tab labeled **EXHIBIT "35"**.

- b. Will the proposed development require the unplanned expenditure of public funds for public facilities / service capacity?

Yes No

- c. Will the proposed development represent infill (*meaning adjacent development on at least two sides of the project*) development within the Urban Service Area?

Yes No

H. Work Plans

Should the applicant have work plans, which have been approved by the city / county building department, these plans, should be attached as **"EXHIBIT 36"**.

I. Construction Features Amenities

Does the applicant commit to provide the following items, as applicable for the proposed development?

Yes No

1. Energy Conservation Features

- Energy efficient heating and cooling
- Awnings, blinds, sun screening or similar
- Roof ventilation by mechanical means
- High efficiency appliances above 8 SEER
- High efficiency water heater
- Wall insulation R-13 or better (wood), or R-7 or better (CBS)
- Water- conserving irrigation system
- Xeriscope vegetation

2. Design/ Family Development Features

- Safe pedestrian paths, bicycle paths
- Outdoor living area attached to units-porches
- Maximize open space (25% or more of site))

PART IV: FINANCING

1. All applicants must complete and attach the following finance documents:

- Detail / Explanation Sheet, if applicable, behind tab labeled **"EXHIBIT 37"**.
- Construction or Rehabilitation Analysis behind tab labeled **"EXHIBIT 38"** (*see Attachment B*).
- Permanent Analysis behind tab labeled **"EXHIBIT 39"** (*see Attachment C*).
- Development / Operating Cost Pro Forma behind tab labeled **"EXHIBIT 40"** (*see Attachment D*).
- Commitment to defer developer fee, if applicable, behind tab labeled **EXHIBIT 41"**.

APPLICANT THRESHOLD REQUIREMENTS

The threshold requirements below must be met in order to submit an application:

1. Applicant must have a fully executed lease option or contract to purchase or a recorded Warranty Deed or recorded certificate of title.
2. Applicant must submit documentation from the local government on the status of the site plan approval for the development.
3. Applicant must document the presence or availability of utilities on the site. If utilities need to be brought to the site, submit a letter from the provider of the utility (ies) or a waiver or provide concurrence reservation determination documentation.
4. Applicant must submit evidence the property is appropriately zoned for the development.
5. For new construction projects, the applicant must provide documentation from the local planning agency showing the development is consistent with zoning and land use regulations.
6. For rehabilitation projects, the applicant must provide documentation the development is consistent with zoning and land use regulations or show permits aren't required for the development.
7. Submit an Environmental Safety-Phase 1 Assessment or A Phase II Environmental Safety Assessment
8. Applicant must submit a marketing plan/strategy.
9. All applicable pages and forms must be completed.
10. Applicants **must** submit one original Application packet labeled "Original" and five photo copies of the original application packet.
11. The Application labeled "Original" must include the Applicant Certification and Acknowledgment Form with original signatures. Original signatures in blue ink preferred.
12. Funding for this program is provided on a competitive basis and it is first approved, first served. Applications will be first reviewed by staff and must score a minimum of seventy percent (70%) in order to be considered for funding considerations. Applications that score at least seventy percent will be scheduled for discussion and a final recommendation by the Commission on Affordable Housing Advisory Committee. Applications that are recommended for approval by the Commission on Affordable Housing Advisory Committee will then be set for a "conceptual approval" by the Board of County Commissioners.
13. The Application cannot be submitted on form or pages contained in the Application Package that have been scanned, imaged, or retyped or otherwise altered.
14. The Applicant must demonstrate that it is a legally formed entity eligible to do business in the State of Florida at the application deadline.
15. If Applicant is a Non-Profit entity, the required documents must be submitted.
16. Experience of the development team must be demonstrated.
17. Applicant must commit to a minimum set-aside for Extremely-low / Very-low and Low income households.
18. Financing documents must reflect the following: All commitments must be considered firm; and total sources must equal or exceed uses.
19. Applicant must provide Contractor Certification.
20. Applicant must comply and provide any other items as requested by the Commission on Affordable Housing.

CERTIFICATION

APPLICANT

The Applicant certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining financial assistance under the Commission on Affordable Housing's (CAH), affordable housing program and is true and complete to the best of the applicant's knowledge and belief.

The Applicant understands and agrees that if false information is provided in its application which has the effect of increasing the applicant's competitive advantage, the County may hold the applicant ineligible and may terminate the applicant's contract and recapture all funds expended.

The Applicant shall not, in the provision of services, or in any other manner, discriminate against any person on the basis of race, color, creed, religion, sex, national origin, age, financial status or handicap.

Verification of any of the information contained in this application may be obtained from any source herein. CAH reserves the right to require audited resumes and financial statements of each development team member as part of its underwriting process.

The Applicant will at all times indemnify and hold harmless Palm Beach County against all losses, costs, damages, expenses and liabilities of any nature directly or indirectly resulting from, arising out of or relating to CAH's acceptance, consideration, approval, or disapproval of this request and the issuance or non-issuance of County funds herewith.

The Applicant further certifies that he/she nor its principals is presently debarred, suspended, proposed for disbarment, declared ineligible or voluntarily excluded from CAH or any other Palm Beach County program.

KNOW ALL MEN BY THESE PRESENTS,

That we, the undersigned, _____ (hereinafter referred to as the "Principal"), whose office and principal place of business is at _____, being a _____, organized under the laws of the State of _____, are hereby held and firmly bound unto Palm Beach County, a POLITICAL SUBDIVISION OF THE STATE OF FLORIDA, by the submittal of this proposal in response to the County's that this proposal is legally made in accordance with all of the County's requirements contained herein, with the exception of those variations noted.

ATTACHMENT A

FY 2008 Median Family Income

\$66,000.00

Number of Persons in Household	Extremely Low Income (30%)	Very Low Income (50%)	Low Income (80%)	Moderate Income (120%)
1	\$ 14,550.00	\$ 24,200.00	\$ 38,750.00	\$ 58,080.00
2	\$ 16,600.00	\$ 27,700.00	\$ 44,300.00	\$ 66,480.00
3	\$ 18,700.00	\$ 31,150.00	\$ 49,800.00	\$ 74,760.00
4	\$ 20,750.00	\$ 34,600.00	\$ 55,350.00	\$ 83,040.00
5	\$ 22,400.00	\$ 37,350.00	\$ 59,800.00	\$ 89,640.00
6	\$ 24,050.00	\$ 40,150.00	\$ 64,200.00	\$ 96,360.00
7	\$ 25,750.00	\$ 42,900.00	\$ 68,650.00	\$ 102,960.00
8	\$ 27,400.00	\$ 45,650.00	\$ 73,050.00	\$ 109,560.00

ATTACHMENT B

CONSTRUCTION OR REHABILITATION ANALYSIS	
TOTAL DEVELOPMENT BUDGET	AMOUNT
Total Development Cost:	\$
Less: CAH Loan Amount Requested	\$
A. AMOUNT TO BE FINANCED	\$
During Construction Period	\$
SOURCES (OTHER THAN CAH):	
First Mortgage	\$
Second Mortgage	\$
Third Mortgage	\$
Deferred Developer's Fee	\$
Grants	\$
Equity- Partner's Contribution	\$
Other:	\$
Other:	\$
B. TOTAL SOURCES	\$
C. FINANCING SHORTFALL (A-B)	\$

ATTACHMENT C

PERMANENT ANALYSIS	
	AMOUNT
Total Development Cost:	\$
Less: CAH Loan Amount Requested	\$
A. AMOUNT TO BE FINANCED	\$
During Construction Period	\$
SOURCES (OTHER THAN CAH):	
First Mortgage	\$
Second Mortgage	\$
Third Mortgage	\$
Deferred Developer's Fee	\$
Grants	\$
Equity- Partner's Contribution	\$
Other:	\$
Other:	\$
B. TOTAL SOURCES	\$
C. FINANCING SHORTFALL (A-B)	\$

ATTACHMENT D

DEVELOPMENT COST PRO FORMA	
PROJECT COST	AMOUNT
Actual Construction Cost Demolition	\$
*Off-site (explain in detail)	\$
New Rental Units	\$
Rehab of Existing Rental Units	\$
Accessory Buildings	\$
Recreational Amenities	\$
Rehab of Existing Common Area	\$
* Other (explain in detail)	\$
*Contingency (explain in detail)	\$
Actual Construction Cost (A1)	\$
General Contractor's Fee (A1.1)	\$
Total Actual Construction Cost (A1.2)	\$
Financing Cost for Construction Loan	\$
FINANCING SHORT FALL (A-B)	\$
Construction Loan Interest	\$
Construction Loan Origination Fee	\$
Bridge Loan Interest	\$
Permanent Loan Credit Enhancement	\$
Permanent Loan Origination Fee	\$
Reserves Required by Lender	\$
Total Financial Cost: (A2)	\$
General Development Cost Accounting Fees	\$
Appraisal	\$
Architect's Fee	\$
Architect's Fee-Supervision	\$
Builder's Risk Insurance	\$
Building Permit	\$

Brokerage Fees-Land	\$
Brokerage Fees- Building	\$
Closing Cost-Construction Loan	\$
Closing Costs-Permanent Loan	\$
Engineering Fee	\$
Environmental Report	\$
Impact Fee	\$
Insurance	\$
Legal Fees	\$
Market Study	\$
Marketing/Advertising	\$
Property Taxes	\$
Soil Test Report	\$
Survey	\$
Title Insurance	\$
Utility Connection Fee	\$
*Other (explain in detail)	\$
*Contingency (explain in detail)	\$
Total General Development Cost (A3)	\$
Development Cost (A1.2 +A2+ A3)	\$
Developer's Fee (1)	\$
Acquisition Cost of Existing Developments (excluding land)	\$
Existing buildings	\$
*Other (explain in detail)	\$
D. Total Acquisition Cost	\$
LAND COST	\$
LAND	\$
E. TOTAL LAND COST	\$
C.TOTAL DEVELOPMENT COST (B+C+D+E)	\$