



**PALM BEACH COUNTY
COMMISSION ON AFFORDABLE HOUSING**

MULTI-FAMILY DEVELOPMENT – TAX CREDIT MATCH APPLICATION

PART I. **APPLICANT CERTIFICATION & ABILITY TO PROCEED**

Each applicant is required to submit all Exhibits that will be presented along with the Universal Cycle application to Florida Housing. Those Exhibits can be labeled as listed below. Additionally, please submit all information requested by Palm Beach County whether or not it is an Exhibit or Certification requested by Florida Housing.

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

1. Permanent Lender(s) (attach additional pages if necessary) / Funding Commitment(s):

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

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

List the amount of funds and the name of the agency/source providing the funding and provide the supporting documents behind the tab labeled as “**EXHIBIT 2**”:

FUNDING SOURCES	AMOUNT	STATUS OF FUNDS	FUNIDNG USE
CDBG			
HOME			
SHIP			
STATE:			
TAX CREDITS			
TAX EXEMPT BONDS			
SAIL			
OTHER:			
OTHER:			
OTHER:			

(c) Was quantifiable support received from the municipality in which the project will be located? Please provide a letter from the local municipality regarding its support to this project behind the tab labeled as “**EXHIBIT 3**”.

Yes No

(d) All applicants must complete and attach the following finance documents:

- Detail / Explanation Sheet, if applicable, behind tab labeled “**EXHIBIT 4**”.
- Construction or Rehabilitation Analysis behind tab labeled “**EXHIBIT 5**” (see Attachment B).
- Permanent Analysis behind tab labeled “**EXHIBIT 6**” (see Attachment C).
- Development / Operating Cost Pro Forma behind tab labeled “**EXHIBIT 7**” (see Attachment D).

- Commitment to defer developer fee, if applicable, behind tab labeled **EXHIBIT 8**".

(e) Owner's Equity Investment:

How much Owners Equity will the Applicant/Developer be providing?

_____%, which is equivalent to \$_____

(f) Operating / Development Cost Pro Forma:

The operating pro forma should represent **all** income and expenses and should be projected out for at least five years. The development budget should include **all** project costs associated with the development of the project, regardless of the funding source. Attachment C and D are sample formats for the operating/development pro forma as a reference. Please provide behind tab labeled **"EXHIBIT 9"**.

2. Evidence of Site Control:

a. Does the proposed development consist of scattered sites?

Yes No

Applicant must demonstrate site control by providing the following documentation:

b. Provide a fully executed qualified contract for purchase and sale for the subject property or a long term lease behind a tab labeled **"EXHIBIT 10"**.

OR

c. Provide a copy of fully executed lease option behind a tab labeled **"EXHIBIT 11"**.

OR

d. 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 12"**.

3. Site Information:

Property Control Number of site: _____

Seller's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

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

4. Demographic Commitment:

a. Will your project target any of the following Demographic set-aside categories?

Yes No

b. If so, please select the category your project will be targeting.

Commercial Fishermen

Elderly

Farm Worker

Homeless

5. Minimum Set Aside Requirements:

a. Is the project site located within a "Location A" area of Palm Beach County?

Yes No

- b. If “Yes” to 5 (a), are one hundred percent (100%) of the units designated for one of the Demographic set aside categories?
 Yes No
- c. If “No” to 5 (b), but Yes to 5 (a), are 100% of the projects units designated for 50% at or below the AMI?
 Yes No

6. 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 13**”.

7. 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 14**”.

OR

Provide concurrence reservation documentation behind a tab labeled “**EXHIBIT 15**”.

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

- | | | |
|-----------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> Electric | <input type="checkbox"/> Water | <input type="checkbox"/> Phone |
| <input type="checkbox"/> Gas | <input type="checkbox"/> Sewer | <input type="checkbox"/> Other |

8. 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 16**”.

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 17**”.

9. Environmental Site Assessment (ESA):

- 1. Phase I ESA – Provide the Certification Form as “**EXHIBIT 18**”.

OR

- 2. Phase II ESA Assessment – If applicable, provide the Certification Form as “**EXHIBIT 19**”.

10. Marketing Strategy:

- 1. Provide documentation verifying identified marketing plan/strategy behind tab labeled “**EXHIBIT 20**”.
- 2. Describe your affirmative marketing plan behind tab labeled “**EXHIBIT 21**”.

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 22”**.

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 and the Non-Profit Certification form behind tab labeled **“EXHIBIT 23”**.

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

Yes CHDO Name: _____
 No

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

Provide an explanation of the CHDO’s role in the proposed development behind tab labeled **“EXHIBIT 24”**.

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 25”**.

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 26”**.

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 27”.
 - c. Please provide a prior experience chart behind tab labeled “EXHIBIT 28”.
 - d. Please provide the names of all officers, directors and board members “EXHIBIT 29”.
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 30”.
 - b. Please provide a prior experience chart behind tab labeled “EXHIBIT 31”.
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 32”.
 - b. Provide the general contractor’s prior experience behind tab labeled “EXHIBIT 33”.
 - c. Please provide a prior experience chart behind tab labeled “EXHIBIT 34”.
4. Architect and Engineer
 - a. Provide the name, address, telephone number and qualifications of the Architect and Engineer behind a tab labeled “EXHIBIT 35”.
 - b. Please provide a prior experience chart behind tab labeled “EXHIBIT 36”.
5. Attorney
Provide the name, address, telephone number and qualifications of the Attorney behind a tab labeled “EXHIBIT 37”.
6. Memorandum of Understanding (MOU)
Please provide a MOU between the Non-Profit and For-Profit Organization. The MOU should contain a clear delineation of roles for each organization “EXHIBIT 38”. Each non-profit organization should also provide their “Non-Profit’s First Certification “EXHIBIT 39”.

PART III. DEVELOPMENT INFORMATION

A. General Development Information

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

B. Development Category

- | | |
|---|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Rehabilitation / Conversion |
| <input type="checkbox"/> Acquisition | <input type="checkbox"/> Acquisition/Rehabilitation |
| <input type="checkbox"/> Special Needs* | <input type="checkbox"/> Cooperative Housing |

*Special needs is defined as a household that consists of a person considered to be homeless, a survivor of domestic violence, a person with a disability or a youth aging out of foster care.

C. Development Design

- | | |
|--|--|
| <input type="checkbox"/> Garden Style Apartments | <input type="checkbox"/> Duplexes / Quadraplexes |
| <input type="checkbox"/> High-Rise (building with 7 or more stories) with elevator | <input type="checkbox"/> Townhouses |
| <input type="checkbox"/> Mid-Rise with elevator | <input type="checkbox"/> Other: _____ |

D. 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>
a) Number of extremely low-income units:	_____	_____
b) Number of very low-income units:	_____	_____
c) Number of low income units:	_____	_____
d) Number of moderate income units:	_____	_____
e) Number of market rate units:	_____	_____
Total number of units:	_____	_____

f) Total Project Cost: _____

g) Percent of SHIP funds to total Project Cost: _____%

2. Provide a brief narrative description that summarizes the scope of work to be performed behind a tab labeled "EXHIBIT 40".

3. Affordability: Set Aside Very-Low Income Households and Low Income Households.

➤ Select the percent of the units committed to the Very Low Income (50% or below AMI)

_____ 1-30%
 _____ 31-50%

➤ Select the percent of the units committed to the Low Income (60% or below AMI)

_____ 1-30%
 _____ 31-50%

4. Unit Mix:

Size Breakdown	# of Units	Sq. Ft.	Rental Rate
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 _____			
Other, Please Specify _____			

- i. Are the rental rates affordable? Please include rental rates in the above chart for all unit types.
 Yes No
- ii. Are the rental rates consistent with market rate rents (*issued by HUD or Palm Beach County Housing & Community Development*)?
 Yes No
- iii. How long does the project guarantee affordability?
 16 – 20 years
 21 – 25 years
 26 – 30 years
 Other: _____

F. Development Status

- 1. 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 41**”. *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 42**”.
- 3. Is the development located in a flood zone?
 Yes No
- 4. What is the proximity of your project to the following:
 - d. Super market (*please provide the name of the Shopping Center, School(s) and Library, etc.*)

Less than or equal to 1 mile

OR

Greater than 1 mile

e. Medical facilities

Less than or equal to 1 mile

OR

Greater than 1 mile

f. Schools and child care facilities

Less than or equal to 1 mile

OR

Greater than 1 mile

g. Transportation routes

Less or equal to 0.2 miles

OR

Greater than 0.2 miles

H. Construction Features Amenities

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

Yes

No

1. All Units for all Developments:

- Air conditioning in all units;
- Window treatments for each window and glass door inside each unit;
- Termite prevention and pest control throughout the entire affordability period;
- Peek hole on all exterior doors;
- Exterior lighting in open and common areas;
- Cable or satellite TV hook-up in all units;
- Full-size range, oven and refrigerator in all units;
- At least two full bathrooms in all 3 bedroom or larger new construction units;
- Bathtub with shower in at least one bathroom in at least 90% of the new Construction non-Elderly units.

2. Optional Features and Amenities:

If the proposed Development will consist of Scattered Sites, does the Applicant make a commitment to 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 most units, or combination of both?

Yes

No

a. For New Construction Developments (*select the items that apply to your project*)

- 30 Year expected life roofing on all buildings
- Gated community with "carded" secure entry to building or security guard, or if 2 or more stories, "carded" secure entry to building
- Ceramic tile bathroom floors in all units
- Microwave oven in each unit
- Marble window sills in all units
- Steel exterior entry door frames for all units
- At least 1 1/2 bathrooms (*one full bath and one with at least a toilet and sink*) in all 2-bedroom new construction units NOTE: IN ORDER TO BE ELIGIBLE TO SELECT THIS FEATURE, THE DEVELOPMENT MUST HAVE A LEAST ONE 2 BEDROOM UNIT.
- Double compartment kitchen sink in all units
- Pantry in kitchen area in all units-must be no less than 20 cubic feet of storage space. Pantry cannot be just an under-or-over-the-counter cabinet

- Dishwasher in all new construction units
- Garbage disposal in all new construction units

b. For Rehabilitation Developments (*select the items that apply to your project*)

- New kitchen cabinets and counter top(s) in all units
- 30 Year expected life roofing on all buildings
- Gated community with “carded” secure entry to building or security guard, or if 2 or more stories, “carded” secure entry to building
- Marble window sills in all units
- Microwave oven in each unit
- Dishwasher in all new construction units
- Garbage disposal in all new construction units
- Steel exterior entry door frames for all units
- Double compartment kitchen sink in all units
- New bathroom cabinet(s), excluding medicine cabinet, in all units
- New full-size range and oven in all units
- New plumbing fixtures in kitchen and bathroom(s) in all units

c. For All Developments (*select the items that apply to your project*)

- Emergency call service in all units
- Exercise room with appropriate equipment
- Community center or clubhouse
- Swimming pool
- 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*)
- Car care area (for car cleaning/washing)
- Two or more parking spaces per total number of units
- 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
- Outside recreation facility (*such as shuffleboard court, putting green, tennis court, full basketball court, volleyball court, etc.*). Facility must be identified here: _____
- Library consisting of a minimum of 100 books and 5 current magazine subscriptions
- Computer lab on-site with minimum one computer per 50 units, with basic word processing, spreadsheets and assorted educational and entertainment software programs and at least one printer
- Each unit wired for high speed internet

SELECT ONLY ONE OF THE FOLLOWING TWO ITEMS:

- Laundry hook-ups / space for full-size washer and dryer inside each unit
- Washer and dryer in a dedicated space with hook-ups within each unit, provided at no charge to the resident during the term of any lease

SELECT ONLY ONE OF THE FOLLOWING TWO ITEMS:

- Laundry facilities with full-size washers and dryers available in at least one common area on site
- Laundry facilities with full-size washers and dryers available in at least one common area on every floor if Development consists of more than one story

APPLICANTS THAT SELECTED SINGLE FAMILY RENT, DUPLEXES OR QUADRAPLEXES AT PART III.A.4. (*of the Universal Cycle Application*) MAY SELECT ONE OF THE FOLLOWING:

- Garage for each unit which consist 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

- 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
- Fenced back yard for each unit which consists of a portion of the property behind each unit that is enclosed by 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.

d. Energy Conservation Features for all units in the Developments

(1) Heating- Applicant may select only one of the following three items:

- Heat pump with a minimum HSPF of 8.2 instead of electric resistance
- Heat pump with a minimum HSPF of 8.5 instead of electric resistance
- Gas hydronic combo with HVAC

(2) Cooling- Applicant may select only one of the following three items:

- Air conditioning with a minimum SEER rating of 14
- Air conditioning with a minimum SEER rating of 15
- Air conditioning with a SEER rating of 16 or better

(3) Water Heating-Applicant may select only one of the following three items:

- Gas water heater with energy factor of .61 or better
- Electric water heater with energy factor of .93 or better
- Tankless gas water heater

(4) Insulation

Wall insulation ratings are determined by the insulation material only, not the wall assembly materials. For mixed-type construction, the Applicant may only select the insulation option for the construction type that comprises 51 percent or more of the proposed Development.

i. Frame built construction (Applicant may select only one of the following two items):

- Wall insulation of a minimum of R-13
- Wall insulation of R-15 or better

ii. Masonry/concrete block construction (Applicant may select only one of the following two items):

- Wall insulation of a minimum of R-71
- Wall insulation of R-10 or better

IN ADDITION, APPLICANT MAY SELECT ONLY ONE OF THE FOLLOWING TWO ITEMS:

- Attic insulation of R-30 or better
- Insulation of R-19 with radiant barrier on top floor only

(5) Windows (*excluding windows on doors and sidelights*) Applicant may select only one of the following five items:

- Solar screens on all west and east facing windows
- Double-pane glass on all windows
- All windows double-pane with minimum solar heat gain coefficient of $\leq .50$ and minimum of $.75$ U Value
- All windows single-pane with minimum solar heat gain coefficient of $.58$ or better
- All windows single-pane with shading coefficient of $.67$ or better

(6) Energy Star Appliances:

- Energy Star certified refrigeration and dishwasher in each unit

(7) Other:

- Ceiling fans in all bedrooms and living area in each unit

g. If yes, please describe and label as **EXHIBIT “46”**.

D. Proximity to Targeted Services and Locations

a. Social services and recreational services

Less than or equal to 1 mile

OR

Greater than 1 mile

b. Employment opportunities

Less than or equal to 2 miles

OR

Greater than 2 miles

E. Does any member of your team have specialized experience in serving “special needs” households? Please provide information related to that experience labeled as **EXHIBIT “47”**.

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

* Please note that this is Fiscal Year 2008 Median Family Income Chart, once HUD releases its 2009 Chart, those income levels will apply.

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)	\$

Is document enclosed?	Submitter's initials	<p style="text-align: center;">The threshold requirements below must be met in order to submit an application:</p>
_____	_____	<p>1. Applicant must have a fully executed lease option or contract to purchase or a recorded Warranty Deed or recorded certificate of title.</p>
_____	_____	<p>2. Applicant must submit documentation from the local government on the status of the site plan approval for the development.</p>
_____	_____	<p>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 utilities or a waiver or provide concurrence reservation determination documentation.</p>
_____	_____	<p>4. Applicant must submit evidence the property is appropriately zoned for the development.</p>
_____	_____	<p>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.</p>
_____	_____	<p>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.</p>
_____	_____	<p>7. Projects that have a potential adverse impact on the environment, or that are adversely affected by the surrounding environment must produce evidence of Environmental Phase I or Phase II (if required).</p>
_____	_____	<p>8. Applicant must submit a marketing plan/strategy.</p>
_____	_____	<p>9. All applicable pages and forms including but not limited to all Florida Housing forms and exhibits must be completed and submitted.</p>
_____	_____	<p>10. Applicants must submit one original Application packet labeled "Original" and five photo copies of the original application packet.</p>
_____	_____	<p>11. The Application labeled "Original" must include the Applicant Certification and Acknowledgment Form with original signatures. Original signatures in blue ink preferred.</p>
_____	_____	<p>12. The Application cannot be submitted on forms or pages that have altered.</p>
_____	_____	<p>13. The Applicant must demonstrate that it is a legally formed entity eligible to do business in the State of Florida at the application deadline.</p>
_____	_____	<p>14. If Applicant is a Non-Profit entity, the required documents must be submitted, including but not limited to certification from Non-Profit's First.</p>
_____	_____	<p>15. Experience of the development team must be demonstrated.</p>
_____	_____	<p>16. Applicants must provide the Contractor Certification.</p>
_____	_____	<p>17. Applicants must comply and provide any other items as requested by Palm Beach County.</p>
_____	_____	<p>18. Projects that will cause displacement of persons must adequately addresses a relocation plan meeting all requirements of 24 CFR 570.606 and shows sufficient funding to implement the relocation plan. A relocation plan is required on all projects where displacement will occur. If a plan is not provided, a project would be ineligible for funding considerations.</p>
_____	_____	<p>19. A least ten percent (10%) of all units created must serve households that are up to 28% of AMI (<i>Very-Low Income</i>). The remaining ninety percent (90%) of the units must serve households that are up to 60% of AMI (<i>Low Income</i>).</p>