



**Department of Community Services
Housing Finance Authority**

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*"An Equal Opportunity
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February 25, 2009

To: Prospective applicants

RE: Surplus Funds Loan Program – submission of applications

Posted to website – February 25, 2009

The "Housing Finance Authority of Palm Beach County, Florida, Policies, Procedures and Process for Loan Applications using Surplus Funds" document (the "Policy") can be viewed and downloaded from the Authority's website www.pbchfa.org by clicking the link to the "Developers' Page" and then the Policy document link in the text under "Not-for Profit Developer Program".

"Not-for-Profit" applicants are required to submit 10 copies of the application attached as "Exhibit A" to the Policy document. Any for-profit developer seeking funding must have a lending institution submit an application in the form as outlined on pages 5 and 6 of the Policy document. An electronic file or fax of the application must also be provided to Authority general counsel, Christy Evans, Esq., at EvansCS@GTlaw.com or F: 561 838-8875. As previously posted to the website, a check payable to the Authority in the amount of \$1,500 for the application fee must be submitted with an application package.

Applications to be considered at the next Authority board meeting (March 13, 2009) must be received by the Authority office in accordance with the Policy not later than 5PM, Monday, March 2, 2009. Applications so submitted that meet the requirements of the Policy will be included on the agenda for the upcoming meeting for initial review and consideration by the Authority board.