


Public Housing and Community Development
FY 2018 Surtax/SHIP Request for Applications (RFA)

Addendum No. 1

DATE: April 16, 2018

TO: All Prospective Applicants

FROM: Michael Liu, Director 
Public Housing and Community Development

SUBJECT: FY 2018 Request for Applications (RFA) – SURTAX/SHIP

The following questions and comments were received related to the FY 2018 Surtax/SHIP RFA published on April 4, 2018. PHCD's responses below become a part of the guidance for the above listed Request for Applications (although no changes to the RFA documents are being made).

1. Stone Soup Development – At the top of page 24 in your RFA it says to contact PHCD for instructions on how to request REPAID Loan Funds. So what is the procedure?

PHCD: In situations where a Surtax loan is paid in full by the applicant/developer prior to the maturity date, the applicant/developer may submit a request to PHCD in writing for the funds needed for a new development activity. The procedure for refinancing of affordable housing loans made to developers is found in Section 17-02 of the Miami-Dade County Code of Ordinances, which is stated below:

Sec. 17-02. - Refinancing of affordable housing loans made to developers.

(a) Any developer or other entity that has received a loan from Miami-Dade County for the provision of affordable housing and repays such loan in full before the date on which the loan is due in full, may upon approval of the Board of County Commissioners, have the repaid funds loaned to it, or a related entity, for additional eligible affordable housing projects. Developers must be in compliance with all County contracts and regulations.

(b) Notwithstanding any other provision of the Code of Miami-Dade County or of any ordinance, no competitive process shall be required for the loan of funds made pursuant to subsection (a) above.

2. Stone Soup Development – How much funding do you anticipate putting out?

PHCD: The estimated amount of funding available in the RFA is listed on page 5 of the Multi-Family Rental booklet, page 5 of the Homeownership booklet, and page 5 of the Homebuyer Education and Counseling booklet. There are no revisions to the RFA based on this question.

3. South Florida Housing Opportunity Center - Can a HUD MSO or Intermediary whose work plan includes Miami-Dade County apply for this RFA for a satellite office operating in Miami-Dade County? If yes, who would apply the MSO/Intermediary or the satellite office?

PHCD: A HUD Multi-State Organization (MSO) or Intermediary must have a physical address (activity address) within Miami-Dade County. The agency that would perform the homebuyer counseling should be the applicant.

4. South Florida Housing Opportunity Center - What are acceptable forms of proof for the Client Management System? Reference: Application Checklist Page 15 Tab 23

PHCD: The specific forms of proof may vary, but at a minimum should include a screenshot from a client management system showing that the applicant is the licensed user of the system, and demonstrating the system's functionality to report data to meet HUD requirements (i.e. collect, record, track and report data on all clients).

5. South Florida Housing Opportunity Center - Which certification documentation is being referenced: Certified HUD housing counselors or housing counselors being certified in specific housing counseling topics? Reference: Scoring Criteria Page 17 No 5

PHCD: Please see page 5 and Page 10 of the RFA. The agency and the housing counselor providing the education/training must be HUD certified. In order to be certified, an individual must both pass a standardized written examination covering six major topic areas, and work for an agency approved to participate in HUD's housing counseling program. Further information about HUD housing counseling certification can be found at: <https://www.hudexchange.info/programs/housing-counseling/certification/>
<https://www.hudhousingcounselors.com/become-hud-housing-counselor>

6. South Florida Housing Opportunity Center - What considers a participant successfully completing and/or graduating from a program: Obtaining homeownership and or avoiding foreclosure? Reference: Scoring Criteria Page 17 No 7

PHCD: A participant must have successfully completed the curriculum provided by the entity/agency prior to a homebuyer education and counseling certificate being issued. The agency providing the class must successfully cover the topics outlined on Page 10, Section D of the application. The goal for a participant completing the homebuyer education and counseling class is homeownership. This is the desired outcome.

7. South Florida Housing Opportunity Center - Are the homebuyer education and counseling workshops the same as the homebuyer education and counseling class (Homebuyer Counseling Agency) that is required in the Affordable Housing and Homeownership Program Guidelines (Revised 8/25/2016)? Reference: Scoring Criteria Page 18 No 11

PHCD: Yes.

8. South Florida Housing Opportunity Center - What is the percentage of leverage funding that is being covered? Reference: Scoring Criteria Page 18 No 13

PHCD: No specific percent of leveraging is required for this RFA. Page 18, question number 13 asks the applicant to specify an average cost per client for the various categories of services listed. All applicants should be advised that the cost per client provided in the application will become a contract requirement.

9. Atlantic Pacific Communities - I have one request and one question: Would you please send me the scoring detail from last year's Surtax round? Not the total points earned which is available, but how much each applicant earned per scoring criteria.

PHCD: The above listed request can be made available, but will require time for PHCD staff to assemble. Applicants are welcome to submit a public records request, and PHCD will respond accordingly.

10. Atlantic Pacific Communities - When you calculated the total amount of Surtax available for the current RFA, did you take in to account the \$1M commitments given to the SAIL applicants to compete at FHFC? We're trying to get to the \$8M available countywide, any light you could shed would be appreciated.

PHCD: The amount of Miami-Dade County Surtax local match to SAIL applicants competing for Florida Housing Finance Corporation funding is separate and distinct from funds available in this RFA. The amount of funding available in the RFA is listed in the RFA on page 5.