

**MIAMI-DADE COUNTY
REQUEST FOR APPLICATION
FY 2016**

**DOCUMENTARY STAMP SURTAX FUNDING
AND
STATE HOUSING INITIATIVES PARTNERSHIP FUNDING**

FY 2016 ELIGIBLE ACTIVITIES:

- **RENTAL HOUSING**
- **HOMEOWNERSHIP**
- **HOMEBUYER COUNSELING**
- **SMALL DEVELOPMENTS**

August 8, 2016

Miami-Dade County
Public Housing and Community Development
701 NW 1st Court, 16th Floor – Miami, FL 33136



***** APPLICATION DISCLAIMER *****

Updates to the FY 2016 RFA will be posted on the Department of Public Housing and Community Development (PHCD) website. Applicants should periodically check the County's website for potential changes in funding availability, submission dates and/or requirements: www.miamidade.gov/housing/

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MIAMI-DADE COUNTY
FY 2016 REQUEST FOR APPLICATIONS (RFA)

DOCUMENTARY STAMP SURTAX FUNDING (SURTAX)
And
STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM FUNDING (SHIP)

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<http://www.miamidade.gov/housing/>

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MIAMI-DADE COUNTY FY 2016 REQUEST FOR APPLICATION SURTAX AND SHIP

INTRODUCTION

Miami-Dade County, through the Department of Public Housing and Community Development is soliciting applications under a Request for Application (RFA) process to fund activities with Documentary Stamp Surtax and State Housing Initiatives Partnership funds. This FY2016 Surtax and SHIP RFA is seeking proposals to address high unmet needs in affordable housing. For purposes of the RFA FY 2016 Surtax and SHIP funding will target *multi-family rental housing, small developments, elderly and workforce housing, home ownership, acquisition/rehabilitation and homebuyer counseling*. Both for-profit and non-profit Developers are encouraged to participate. Miami-Dade County encourages development teams competing for Documentary Stamp Surtax funding to be diversified and aspire to be consistent with and reflect the diversity of the Miami-Dade County community pursuant to policies outlined in Resolution No.1080-14.

A conditional loan commitment approved by the Board of County Commissioners (BCC) for development activity will be provided to awardees based upon the application submitted by awardees in response to the FY 2016 Miami-Dade County Request for Applications. Awardees must close on projects within six months of the issuance of the commitment.

Estimated August 2016 Surtax/SHIP Funding

	Surtax Amount	SHIP Amount	Total Amount
Multi-Family Rental Countywide	\$6,850,000	\$2,900,000	\$9,750,000
Multi-Family Rental-Liberty City 2015 Surtax carryover	\$1,016,018		\$1,016,018
Small Developments	\$1,000,000		\$1,000,000
Small Developments - Liberty City 2015 Surtax carryover	\$162,429		\$162,429
Elderly Housing Developments per Resolution No. R-780-15	\$2,500,000		\$2,500,000
Multi-Family Workforce Housing Developments	\$2,000,000		\$2,000,000
Public Housing Developments	\$3,000,000	\$1,000,000	\$4,000,000
Homeownership Activities			
Acquisition Rehabilitation - Countywide	\$6,000,000		\$6,000,000
Acquisition Rehabilitation - Liberty City 2015 Surtax carryover funding	\$5,448,892		\$5,448,892
Acquisition Rehabilitation - West Little River	\$1,500,000		\$1,500,000
Homebuyer Counseling		\$500,000	\$500,000
Totals	\$29,477,339	\$4,400,000	\$33,877,339

NOTE: Projects will be recommended for funding only up to the total amount published in the FY 2016 RFA. Any funds not allocated in a category can be made available for another category. Any 2016 awarded Surtax/SHIP funds that are subsequently recaptured shall be added to the funds available for the 2017 RFA or a future year dependent on the date of recapture. Please note that additional Surtax funding, not reflected in this RFA, will be made part of a future matching fund RFA specifically for SAIL applications. PHCD continues to work with FHFC on this issue.

There will be \$6,000,000 available as a special set-aside over the next three years for PHCD's Liberty Square Housing Project Redevelopment effort; two million dollars (\$2,000,000) in funds will be available in 2016 and two million dollars (\$2,000,000) available in 2017 and two million (\$2,000,000) in 2018. *This set-aside is in line with the Model City Community Advisory Committee's priorities.

DEFINITIONS

Applicant: Organization submitting a proposal for funding of a housing development project.

Application Checklist: Forms identifying documents required to complete this application. Applications lacking items and/or criteria needed to meet minimum threshold will be deemed non-responsive and will not be scored.

Audited Financial Statements: Financial Statements that have been prepared in accordance with Generally Accepted Accounting Principles (GAAP) and that have been audited by an independent third party certified public accountant in accordance with generally accepted auditing standards.

Bond: Certificate that serves as evidence of a debt and of the terms under which it is undertaken. This includes among others, multi-family housing revenue bonds issued to finance construction of multi-family housing projects where a specified proportion of the units will be rented to moderate-and low-income families.

Certified Financial Statements: Financial statements to include, but not limited to, balance sheet, income statement, and statement of cash flows that have been prepared and certified by an independent third party certified public accountant in accordance with GAAP.

Credit Underwriting (CU): An analytical process that determines the amount of financing necessary for completion of the construction and development of a project under the direction and oversight of PHCD. While the general intent of credit underwriting is to determine the developer's ability to repay debt, the intent of the subsidy layering review is to determine the appropriate amount of "GAP" financing and the reasonableness of cost allocations. Credit underwriting is also for the purpose of determining the terms of financing and determining whether the project is financially feasible. The terms set forth in the underwriting shall be controlling. (Developer will be responsible for the cost of this analysis; however, this is a reimbursable expense).

Deferred Developer Fee: The portion of the Developer Fee that will not be paid to the Developer from the project's funding sources but will be paid to the Developer from the project's cash flow.

Developer: Any individual, association, corporation, joint venture or partnership which possesses the requisite skill, experience, and credit worthiness to successfully produce affordable housing as required in the application.

Developer Fees: Developer fees for all Developer Fee categories (including Developer's overhead, Developer's fees and consultant fees) combined cannot be more than 16% on 9% competitive Low-Income Housing Tax Credits (LIHTC) deals.

Developer fees for all Developer Fee categories (including Developer's overhead, Developer's fees and consultant fees) combined cannot be more than 18% on deals not utilizing LIHTC.

Developer fees for all Developer Fee categories (including Developer's overhead, Developer's fees and consultant fees) combined cannot be more than 18% for 4% Non-Competitive LIHTC deals with FHFC or HFA tax exempt bonds.

Project development costs (including fees and soft costs) should reflect a pro-rata share of the total funding awarded by the County and other funding sources. If the project receives funding from the County from multiple funding years (i.e. 2015 and 2016 funding), Developer fees shall be prorated in accordance with the terms of the respective funding years, the Request for Applications and the respective applications for funding submitted to the County. Developer Fees must be prorated among

funding sources. The County's funds may not be used to pay a greater portion of the Developer Fee than the portion of the County's loan to the overall development cost absent the consent of the County. Developer fees must be reflective of actual construction completed. No part of the Developer fee can be disbursed until all loan closing conditions have been met. Under no condition will Miami-Dade County reimburse Developers for costs incurred on the development prior to an executed written agreement and loan closing with recorded documents in effect.

Development Cash Flow: Development Cash Flow will be considered cash transactions of the Development as calculated in the statement of cash flows prepared in accordance with generally accepted accounting principles, as adjusted for any cash transactions that are subordinate to the loan interest payments including any distribution or payment to the Applicant or Developer, Principal(s) of the Applicant or Developer or any Affiliate of the Principal(s) of the Applicant or Developer, or to the Developer or any Affiliate of the Developer, whether paid directly or indirectly, which was not expressly disclosed in determining debt service coverage in an approved final credit underwriting report.

Development Soft Costs: Includes costs for appraisals, attorney's fees, architectural fees, construction related, engineering fees, and other development costs not associated with the actual hard construction or permanent financing of the development.

Disabled Household: Any moderate, low, very low or extremely low income household that has one or more persons who (a) have a physical impairment or mental impairment that substantially limits one or more major life components; (b) have a record of such impairment; or (c) are regarded as having such an impairment in accordance with the Federal Fair Housing Act and Chapter 11A of the Code of Miami-Dade County.

Elderly Housing: As determined by HUD is a dwelling that is specifically designed for and occupied by elderly person under a Federal, State, or local government; or is occupied solely by persons who are 62 or older; or a dwelling that houses at least one person who is 55 or older in at least 80% of the occupied units, and adheres to a policy that demonstrates intent to house persons who are 55 or older. Miami-Dade County's elderly housing set-aside is for persons age 55 or older per Resolution No. 780-15.

Financial Beneficiary: One who is to receive a financial benefit from the proceeds of 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 (HC) Syndicators, Credit Enhancers who are regulated by a state or federal agency.

Four percent (4%) Tax Credits: Sec 42 U.S.C.§ of IRS tax code. The four (4%) Low Income Housing Tax Credits (LIHTC) like the nine (9%) credits are designed to cover the GAP between the cost of developing affordable rental housing and the amount of financing that may be raised based on the rents that low-income families can afford. The 4% LIHTCs are administered by the Florida Housing Finance Corporation and are not competitive. Any project financed through tax-exempt private activity bonds that serves families with incomes below 60% of the area median income, and meets other eligibility criteria qualifies automatically for the 4% LIHTC.

Firm Commitment: Match/leverage funds must be explicit, in writing and signed by a person authorized to make the commitment, i.e. applicants MUST show proof of subsidy, such as an award letter or invitation to underwriting from FHFC or a board approved allocation. The commitment must indicate the total dollar value of the commitment and must be valid through financial closing of the project. It must be supported by evidence of funding ability from an industry recognized financial institution and show evidence of initial underwriting by the lender or from a financial source determined

through documented evidence to be able to support the commitment. Final decisions on the issue of “firm commitment” shall be made by PHCD.

GAP Funding: Funds that fill the GAP between existing financing commitments to a project and the overall Development Cost of the housing project. Development Cost of the project means the total cost of completing the entire project, from acquisition to issuance of a certificate of occupancy, including but not limited to the cost for acquisition, design and planning, zoning and variances, financing costs, legal costs, construction, permitting, hard costs and development soft costs. The amount of GAP Funding requested cannot be more than as follows: The maximum GAP Funding request on any 9% LIHTC deal will be 15% for new construction of any High-rise, Mid-Rise, Garden Style or Rehabilitation projects. The maximum GAP funding request on any 4% LIHTC deal will be as follows: New construction High-rise 25%; New construction Mid-rise 25%; New construction Garden Style 20%; and Rehabilitation 15%. There will be a 25% maximum cap for GAP funding requests on all Non-LIHTC deals. Resolution 343-15

Green Building: Green building, also known as green construction or a sustainable building is a structure that is designed, built, renovated, operated and reused in an ecological and resource-efficient manner. For proposed developments involving new construction units, regardless of the development category of the application, the applicant must commit that (i) each new construction unit in the proposed development that is eligible for the Energy Star new homes (Florida standard) will achieve a home energy rating system (HERS) index of 75 or below, and (ii) each new construction unit in the proposed development that is not eligible for the Energy Star new homes will include, at a minimum, the energy features outlined in Miami-Dade County Green Code- Ordinance No. 07-65. Applicant is required to designate which certification will be obtained at the time of the application.

Guaranty: An assurance provided by one party that another party will perform under a contract.

Hard Costs: The monetary costs of physically preparing the project site and building the structure.

Income Levels: An individual or family's economic means based on Area Median Income standards (AMI).

- Moderate - above 80% to 140% of AMI
- Workforce – above 65% up to 140% of AMI
- Low - 80% of AMI
- Very Low - 50% of AMI or lower
- Extremely Low - 33% of AMI or lower

Loan Documents or Closing Documents: The County encourages all applicants to review the Loan Documents prior to submitting any application. The County expects awardees of funds to execute the Loan Documents without any substantive revisions or edits. Any substantive changes to the loan documents are at the sole and absolute discretion of the County.

Loan Terms: The term of the loan may be 30 years, for projects with LIHTC during which there will be a 0% interest during construction years 1-2. Terms are determined based on the proposed project type, (i.e. homeownership, multifamily, homeless and public housing) and the type of entity seeking funds (i.e. Non-Profit or For-Profit). Refer to page 21 for table of Loan Terms and Conditions. **Applicants seeking funds for multifamily projects MUST choose between options Pink OR Purple, however changes to an option will NOT allowed after applications are submitted. Financial underwriting will be based on the option selected.** Selection of either funding option will not impact points for scoring.

Low Income Housing Tax Credits (LIHTC): A tax credit issued in exchange for the development of affordable rental housing pursuant to section 42 of the Internal Revenue Code and the provisions of Rule Chapter 67-48, Florida Administrative Code.

Market Rate Unit: A housing unit that is not subsidized and with rent that is at an amount that is typical of the market rents in the area.

Material Change: Project changes occurring after an initial application has been scored that would affect scoring and have an impact on both ranking and award recommendations.

Minimum Debt Service Ratio: The minimum allowable ratio of net operating income to total debt service obligations in one year.

Minimum Threshold Requirements: Requirements that must be satisfied for the application to be responsive. Per Resolution R-630-13, applicants are required to provide a detailed project budget, sources and uses statement, certifications as to past defaults on agreements with Non-County source and clear a due diligence check (see pg.65) prior to funding commitment. The applicant must have firm commitments of all project funding. A report of Due Diligence findings will be submitted to the Board of County Commissioners. **Applications lacking any items and/or criteria needed to meet minimum threshold will be deemed non-responsive and will not be scored.**

Non-Recourse: No personal liability. Lenders may take the property as collateral to satisfy a debt, but have no recourse to other assets of the borrower. A Non-Recourse Loan is a loan for which the sole source of satisfaction for default thereon is the real property that was given as collateral.

PHCD: Miami-Dade County Department of Public Housing and Community Development or predecessor or successor department.

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.

Recourse: The ability of a lender to claim money from a borrower in default, in addition to the property pledged as collateral.

Rehabilitation: Construction, reconstruction, or the installations of improvements to upgrade substandard electrical, plumbing, roofing, siding, insulation, weatherization, heating systems, hot water heaters and dry rot repairs including the building of newly constructed buildings.

Site Control: Applicants must demonstrate site control (e.g., recorded title, executed lease agreement, firm purchase contract, Option-to-Purchase, or Local Government Resolution) for the site proposed for funding. A letter from a District Commissioner expressing the intent to convey specific County-owned property in that Commissioner's District may be submitted as evidence of site control, and at the discretion of PHCD may be accepted as evidence of site control for purposes of meeting this RFA's threshold requirement for site control. However, prior to financial closing, a formal Board of County Commission Resolution and/or deed naming the application's sponsor or legal representation as the property's controlling entity must be in place.

Small Development: A multi-family development that consists of 40 units or less and includes affordable housing.

Special Needs Population: A resident or a family member that is considered to be homeless, a survivor of domestic violence, a person with an emotional, mental or physical disability or youth aging

out of foster care. These households require initial, intermittent or ongoing supportive services from one or more community based service providers or long term care program.

Shovel Ready: A construction project that is considered to be in the advanced stages of development. Shovel-ready means that the project can be begun by laborers immediately and is past the planning, engineering, and funding stages. More specifically, the Environmental Site Assessment report (Phase I and/or Phase II) are completed with a “No Further Action” recommendation, construction plans and specifications have been completed and approved by all local agencies, full funding of construction phase is available (less the GAP funding requested) and construction is ready within thirty days of closing of financing to start pending the selection and award of the general contractor within one hundred twenty days (120) from the contract execution date with PHCD.

Single Room Occupancy: or “SRO” means housing, consisting of single room dwelling units, that is the primary residence of its occupant or occupants. SRO does not include facilities created for students.

Single Family Units: Single family detached units, condominium units, approved manufactured homes, studios, twin home (must evidence Declaration of Condominium documents recorded in the public records disclosing separate folio numbers), and town homes are eligible properties.

Sponsor: Means any individual, association, corporation, joint venture, partnership, trust, local government, or other legal entity or any combination thereof which, has been approved by the corporation as qualified to own, construct, acquire, rehabilitate, reconstruct, operate, lease, manage or maintain a project; and except for a local government, has agreed to subject itself to the regulatory powers of the corporation.

Subsidy Layering Review (SLR): An analytical process that determines the amount of Government (public) financing necessary and the reasonableness of cost allocations. **(Developer will be responsible for the cost of this analysis).**

Total Development Cost: Total development cost is the total cost of completing the project, from acquisition to the issuance of Certificate of Occupancy, including but not limited to, the cost for design, planning, zoning, variances, financing costs, legal costs and construction and permitting. For construction and rehabilitation projects, the cost of land acquisition shall not be included in the Total Development Costs. In addition, construction costs associated with non-housing features included in the project, or those not deemed to be amenities expected of, typically provided with, or pertinent to affordable housing units, may be deducted from the total development cost by the Mayor or the Mayor's designee. A determination of such a deduction shall be made at the time this project's application is scored by the County.

Total Maximum Development Cost per Unit: For Affordable Housing constructed, rehabilitated or acquired with County funds, except for High Rise new construction which shall have a Maximum Development Cost per Unit as follows:

Rehabilitation Units

- Garden Style \$166,750
- Non-Garden Style \$230,000

New Construction Units

- High-Rise \$287,500
- Mid-Rise \$258,750
- Garden style \$258,750

This policy shall not apply to Affordable Housing projects that have received nine percent low income housing tax credits from FHFC resulting from tax credit applications that were awarded in 2015 and 2016 with maximum total development cost per unit limits approved by FHFC.

Transit Oriented Development (TOD): A residential or commercial area designed to maximize access to public transportation and incorporates features to encourage transit ridership.

Transaction Fees: Customary closing costs for typical financial transactions.

Workforce Housing Income Range: Means households whose income range is established at 65% up to 140% of the most recent area median income for the Miami-Dade County. Chapter 33 Article XXIIA of the Code of Miami-Dade County, Florida.

Workforce Housing Unit: A dwelling unit, for which the sale, rental or pricing of which is restricted to households whose income is within the workforce housing target income range.

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MINIMUM THRESHOLD REQUIREMENTS FOR FY 2016 SURTAX and SHIP

Developments will be recommended for funding in a ranked order meeting criteria including the lowest per unit request for subsidy from the County, including shovel readiness and experience. The ranking criteria are as follows:

- **Leveraging** – Agencies must show with supporting documentation **ALL** sources of funding available for the proposed activity. – ***This is a minimum threshold requirement.***
- **Organizational and Financial Capacity** – Organizations must demonstrate that they are fiscally sound and have the skills and experience required to achieve the proposed activity. Applicant (Developer, Developer Principal or Sponsor) must provide Audited Financial Statements or a Certified Financial Statement, certified by an independent 3rd party auditor, which cannot be performed by an affiliate or staff member. – ***This is a minimum threshold requirement.***
- **Track Record** – Previously funded agencies must be in good standing, with respect to audit findings and/or have a solid track record of submitting progress reports and monitoring findings and completed projects. – ***This is a minimum threshold requirement.***
- **Site Control** – Applications for housing activities must demonstrate site control. – ***This is a minimum threshold requirement.***
- **Subsidy per Unit** – For affordable housing projects, agencies must show that the subsidy per unit does not exceed established standards outlined in Resolution No. 343-15. (page 12). – ***This is a minimum threshold requirement.***

GAP FUNDING

Applicants seeking “GAP” Funding will be subject to Full Credit Underwriting and a Subsidy Layering Review (SLR). A Credit Underwriting review will be performed to assess the financial feasibility and viability of the development as presented in the application and its exhibits at the time of application for funding.

For “GAP” Funding applications with FHFC tax credits, the SLR will be performed subsequently or concurrently with the credit underwriting of FHFC or Miami-Dade County HFA funding. In addition to the standard credit underwriting review that analyzes development cash flow, the SLR is intended to be an analytical review of the following:

- Subsidy Levels
- Developer’s Overhead
- Developer’s Fees
- Consultant Fees for Development
- Soft Cost
- Land Costs
- Reserve requirements
- Feasibility
- Debt Service Coverage Ratio

The intent of the credit underwriting report is to assess the feasibility and viability of the development as presented in the application, and the intent of the SLR is to determine the appropriate amount of “GAP” Funding required, especially as it relates to public funds and reasonableness of cost allocations.

Applications for “GAP” Funding MUST meet threshold in order to be considered for funding. Threshold requirements include the following:

- Documentation of an allocation of Housing Credits from FHFC, SAIL funds, or Miami- Dade County Housing Finance Authority (HFA) or other public funding;
- Documentation of a syndication agreement or commitment for purchase of housing credits;
- Firm commitment of all other funding sources; and
- Estimated construction completion schedule.

FY 2016 Terms for REPAID Loan funds in accordance with Section 17-02 of the Code

- 0% interest during construction years 1-2
- 0.75% interest only payments from Development Cash Flow years 3-30
- Full principal due at maturity

Ordinance 07-65: PHCD will adhere to compliance guidelines pursuant to Ordinance No.07-65 implementing sustainable development practices and measures into building owned, financed and/or operated by Miami-Dade County. Specifically, incorporating wherever practical, green building practices into the planning, design, construction, management, renovation, maintenance and decommissioning of buildings owned, financed and/or operated by the County. Applicant must certify to the Green Certification and specify which certification is being sought at the time of application. **Green Certification is a contractual requirement for receiving SURTAX and SHIP funding. This is a minimum threshold requirement.**

Ordinance 14-26: PHCD will adhere to compliance guidelines pursuant to Ordinance No.14-26 expanding training and employment opportunities for County residents for buildings or public works projects funded completely or partially by Miami-Dade County. Developers shall also execute and submit the Responsible Contractor Affidavit as set forth in Section 2-11.16, et Seq. of the Code of Miami-Dade County. **This is a minimum threshold requirement.**

Resolution 630-13: PHCD will adhere to compliance guidelines pursuant to Resolution No. 630-13 approved by the Miami-Dade County Board of County Commissioners on July 16, 2013, requiring (1) Entities certify that within the past five (5) years, neither Entity nor its directors, partners, principals, member or board members (i) have been sued by a funding source for breach of contract or failure to perform obligations under a contract; or (ii) have been cited by a funding source for non-compliance or default under a contract; or (iii) have been a defendant in a lawsuit based upon a contract with a funding source; and (2) Provide a detailed project budget and sources and uses statement which shall be sufficiently detailed to show (i) total project cost; (ii) the amount of funds used for administrative overhead costs; (iii) amount of funds designated toward the provision of desired services or activities; and (iv) profit to be made by the person or entity. Complete and report a Due Diligence investigation on all applicants using the Due Diligence Checklist. (see page 65) **Unless expressly authorized by the County Mayor, any entity NOT clearing the Due Diligence Investigation will NOT be recommended to the Board for funding. This is a minimum threshold requirement.**

Resolution 343-15: PHCD will adhere to compliance guidelines pursuant to Resolution No. 343-15 establishing a limitation on the total amount of Documentary Stamp Surtax funding awarded to any affordable housing development. Subsidy Caps for 9% and 4% Low Income Housing Tax Credits (LIHTC) are as follows (subsidy cap percentages below are of the total development cost excluding land: **This is a minimum threshold requirement.**

- 9% LIHTC – 15% maximum subsidy for any
 - New construction high rise
 - New construction mid-rise
 - New construction garden style

- Rehabilitation

- 4% LIHTC Deals – maximum subsidy caps
 - New construction high rise -25%
 - New construction mid-rise – 25%
 - New construction garden style – 20%
 - Rehabilitation – 15%

- Non-LIHTC Deals maximum subsidy caps
 - New construction high rise – 25%
 - New construction mid-rise – 25%
 - New construction garden style – 25%
 - Rehabilitation – 25%

Resolution 345-15: PHCD will adhere to compliance guidelines pursuant to Resolution No. 345-15 establishing a cap on the number of additional funding applications that an agency may submit for Documentary Stamp Surtax Funds, if the project has been awarded GAP funding for its first application; and require that all applications for additional funding be approved for funding only under extenuating circumstances. Those extenuating circumstances are at the sole discretion of the County. ***This is a minimum threshold requirement.***

Resolution 346-15: PHCD will adhere to compliance guidelines pursuant to Resolution No. 346-15 establishing the Maximum Development Costs per unit to construct, rehabilitate or acquire Affordable Housing with County funds shall be \$225,000 without land, except for construction of High Rise projects for which \$250,000 is the maximum excluding land. High-Rise shall mean affordable housing structures which are seven or more stories in height. ***Note: The limitations set forth in R-346-15 shall not apply to public housing projects owned or operated by Miami-Dade County. This is a minimum threshold requirement.***

CREDIT UNDERWRITING ANALYSIS

All Requests for SURTAX/SHIP funds will undergo a Credit Underwriting Review including new construction and rehabilitation of permanently financed multifamily affordable housing developments. All documents and exhibits presented in the RFA binder will be reviewed and analyzed to complete a final Credit Underwriting Report in favor of or opposed to proceeding with the underwriting of the proposed development. ***Passing credit underwriting with a favorable review is a minimum threshold requirement.***

Development Description

- The location based on the available information within the RFA binder;
- The proposed number of units;
- The proposed unit mix, i.e., AMI, accessibility (type and number, if applicable)
- The targeted demographic; and
- Income restrictions imposed by the financing sources identified within the RFA binder

Development Team

- The Applicant/Borrower, General Partner, Guarantors, Developer, and General Contractor

Economic Feasibility by analyzing the following documents with the RFA binder:

- Executed applications, firm commitments, and letters of intent, as applicable to ensure:
- Financing and equity sources represented in the RFA binder are available to the Applicant;
- The terms of the financing and equity sources meet the County's program requirements;

Applicant's Budget reasonably ensures:

- General Contractor, Developer Fee, hard cost and soft cost contingencies meet County program requirements;
- The represented sources are adequate to complete and permanently finance the development;
- The funds requested from the County meet the program guidelines and limitations based on the information available.
- The funds requested from the County will fully fund the proposed Development within the County program guidelines.

Review of the Operating Pro Forma

- Proposed rents are achievable;
- Economic vacancy is reasonable;
- Additional income is reasonable;
- Operating expenses are reasonable;
- The net operating income represented is sufficient to cover all proposed financing, annual debt service and applicable fees at a level acceptable to the County or other lenders based on the information available;

For the Credit Underwriting the County has imposed an interest rate of 1% for loan repayment. The County will require a minimum of 1.10 - 1.6 (subject to modification at the department's discretion) Repayment of the loan must be a requirement of all successful applications.

POLICIES FOR FY2016 SURTAX AND SHIP RFA APPLICATIONS

The number of developments recommended for funding shall be limited by the funds available for this RFA. There shall be no developments ranked beyond those that are recommended for funding.

The number and amount of awards will be limited and based on credit underwriting and subsidy layering analysis and by the amount of estimated Surtax funds to be received in FY 2016.

Funds for projects that do not meet the funding conditions in FY 2016 shall be made available for 2017 Surtax RFA.

If a tie breaker is needed during scoring to determine project ranking, the first tiebreaker will be "Ability to Proceed." This section of the application will be ranked first. If an additional tiebreaker is needed, those projects with more points in leveraging, i.e. projects that require less total County funding per unit will be ranked higher.

The County reserves the right to determine whether an expense is a "soft cost" or not. Construction will be monitored to determine that progress is made and draws are submitted in a timely manner and ensure that Developer fee is paid based on percent of construction completed.

Development Cash Flow shall be applied to pay the following items in order of priority:

- All superior mortgage fees and debt service
- Development expenses for the Development, plus up to 20% of total Developer fees per year
- Interest payment on loan balance equal to the percentage specified in the applicable competitive solicitation over the life of the loan
- Interest payments on the loan deferred from previous years
- Mandatory payment of subordinate mortgages made from available cash flow

Applications will be scored according to the project information provided in the binder submitted on or before the deadline set forth in this RFA.

PHCD reserves the right to rescind awarded funds for projects that present significant material changes, including but not limited to financing, financing terms and/or development type, after being awarded funds for the project proposed in their initial application.

Applicants may be disqualified from consideration for funding in this RFA based on poor performance or non-compliance on any other projects with PHCD.

Developers are encouraged to include **Loan Closing Costs** in the requested funding amount. It is anticipated that these costs will be absorbed into the project costs, beginning with projects funded through the 2016 RFA process. Cash Flow must be sufficient to meet all repayment obligations for all loans related to the project.

Debt Service Coverage Ratio is subject to waiver or modification at the discretion of PHCD, however **must meet the requirements of all other funding sources.**

Applicants must provide evidence of Green Certification and specify which certification is being sought in the application (In the form of a signed certification by the applicant). Green Certification is a contractual requirement for receiving SURTAX and SHIP funding.

PHCD will adhere to compliance guidelines pursuant to Resolution No. 34-15 requiring developers to provide written notice to the County of the availability of rental or homeownership opportunities,

including but not limited to, the number of available units, bedroom size, and rental or sales prices of such rental or homeownership units; requiring developers to advertise the information described in newspapers of general circulation; and post information contained in such written notice on the County's website.

PHCD will adhere to compliance guidelines pursuant to Ordinance No.14-56 providing an incentive for private developers of affordable housing who compete for funding through the County's Documentary Stamp Surtax and State Housing Incentives Partnership program. As part of any competitive process for the acquisition, construction or rehabilitation of rental Housing Projects or Homeownership Projects, the County shall provide additional incentives, including but not limited to awarding extra points to those developers and applicants who propose additional set-aside units for Disabled Households beyond that which may be required by applicable Federal, state or local fair housing laws or other applicable laws.

PHCD will adhere to compliance guidelines pursuant to Resolution No. 780-15 establishing County policy to set aside no less than \$2,500,000 in Documentary Stamp Surtax Funds on an annual basis for elderly housing developments and award funds that are set aside for the elderly to County Commission Districts with the greatest needs for elderly housing, which include Districts 10, 6, 11, 4, 7, 12, 3, 2, 13, 9, 5, 8 and 1.

Applications must reference units that will be subsidized. Any unit that will be reserved should be noted in the application as a non-subsidized unit, such as for management, security, maintenance, etc. Any requests made after submission of an application will be subject to financial penalties. These financial penalties may be based on a per unit cost relative to the project.

No entity shall be considered for funding where, within the past 5 years, the entity, or any of its directors, partners, principals, members or board members have been found guilty of any crime related to a funding source, been sued by a funding source and been found in breach of contract, or been debarred by a funding source. Such entities shall not be eligible to receive funding.

Pursuant to the terms of Section 17-02 of the Code of Miami-Dade County, any entity that has received loans for affordable housing and repays those loans in full before the maturity date, may upon the approval of the Board of County Commissioners, have those funds re-loaned to it for its other eligible affordable housing projects without the need to compete again for those funds.

PHCD will adhere to compliance guidelines pursuant to Resolution No. 697-13 approved by the Miami-Dade County Board of County Commissioners on September 13, 2013, establishing allocations of Housing and Community Development funds for the purpose of acquiring or improving real property or for paying off debt secured by real property in excess of \$25,000, shall be in the form of a loan. Loans shall be secured by a mortgage or other security instrument, which will be recorded in the public records of Miami Dade County, and may be forgivable, so long as obligations of the recipient are fully performed.

Liberty City Rising” Redevelopment. Starting in 2016, PHCD anticipates launching a rebuilding plan that will take 4-5 years to complete. Main components will include the demolition of the existing 709 dwelling units at the Liberty Square public housing site, a phased rebuilding plan and will encompass the vacant Lincoln Gardens public housing property. Ultimately, the project will consist of public housing units and mixed-income units. The general boundaries of the proposed “Liberty City Rising” redevelopment are: North: NW 71st Street - South: 54th Street – East: Interstate 95 – West: NW 22nd Avenue.

Public Housing Developments: To be considered a public housing project for this RFA, the Developer shall meet the following requirements:

1. Project site must be a PHCD-owned public housing site under a Declaration of Trust (DOT) with HUD.
2. Developers shall have site control provided by PHCD.
3. 100% of the existing ACC units on site must be replaced or substantially rehabbed, or have been already replaced or substantially rehabbed in a prior phase.
4. Vacant public housing sites must fulfill the demolition and/or disposition HUD approval requirements and provide for a unit mix that includes 30% ACC units, unless waived at the sole discretion of the County.
5. Projects incorporating the Rental Assistance Demonstration (RAD) program shall be considered public housing but will not be required to meet items #3 and #4 above.

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SUBMISSION GUIDELINES

- Applicants must submit an **Application Cover Sheet** as the first page of the application. This cover sheet must include the legal name of the Developer, employer identification number (FEIN), organization type, amount of funding request, Developer's address, contact person name, title, phone number and email address.
- Applications must be submitted in 3 ring binders, including (1) original and six (6) copies of each request for funding. Each binder is to include ONE complete application. Applicants submitting binders containing **more than one application may be deemed non-responsive and may not be scored.**
- The original version of each application must be labeled "ORIGINAL" on the outside of the binder and all Binders submitted as copies must each be labeled "COPY" accordingly.
- **Each Application must be labeled with the appropriate category (1) Multi-Family (2) Small Developments (3) Homeownership and (4) Homebuyer Counseling AND include the appropriate sub category of the funding request: Countywide, Liberty City Set-Aside, Elderly Housing, Workforce Housing, West Little River Set-Aside or Homeless.**
- Proposed Multi-Family projects MUST be clearly indicate on the front of EACH submitted Binder "OPTION PINK" or "OPTION PURPLE" (see loan terms, page 21)
- No pages are to be stapled or clipped. Each of the 7 submitted binders must include a COMPLETE application. Do not exclude any documents from binders labeled "Copy".
- All proposals must be submitted in the legal name of the limited partnership, corporation or agency.
- **All applicants are required to review and provide requisite supporting documentation outlined in the Application Checklist on pages 32 and/or page 62.**
- Applications submitted after the (TBD) deadline will **not** be accepted.
- Faxed applications will **not** be accepted.
- Application must comply with all requirements of this RFA. Applications that are incomplete or have deficiencies and errors will be submitted to the County Attorney's Office for legal review and determination of responsiveness.
- Miami-Dade County Disabled Housing Set-Aside Incentive - Developers desirous of building more disabled accessible units may be awarded extra points on applications, however total funding will not be affected.
- No changes or additions to the proposals will be accepted after the application deadline.
- Applications will not be accepted anywhere other than as noted in this application.
- The Board of County Commissioners reserves the right to waive any informality or to reject any and all such applications.
- Miami-Dade County will not fund an entity or an affiliate with outstanding defaulted loans, debarment actions or any other legal encumbrances with the County, State of Florida or federal program regardless of the merits of the submitted proposal.

- Miami-Dade County will not be responsible for the payment of the Credit Underwriting/SLR fees. The Developer will be responsible for the cost of this analysis.
- An applicant may be disqualified from consideration for funding in this RFA based on poor performance or non-compliance on any other projects with PHCD.
- PHCD will adhere to compliance guidelines pursuant to Resolution No. 630-13 approved by the Miami-Dade County Board of County Commissioners on July 16, 2013, requiring PHCD to complete and report a Due Diligence investigation on all applicants using the Due Diligence Checklist. **Unless expressly authorized by the County Mayor, any entity NOT clearing the Due Diligence Investigation will NOT be recommended to the Board for funding.**
- **Applications lacking any items and/or criteria needed to meet minimum threshold will be deemed non-responsive and will not be scored.**
- Questions pertaining to this application must be submitted in writing to the Miami-Dade County Department of Public Housing and Community Development, no later than (TBD), to the attention of: Michael Liu, Director PHCD. Responses will be posted no later than (TBD), on the website www.miamidade.gov/housing/

**Michael Liu, Director
Miami-Dade County Department of Public Housing and Community Development
Overtown Transit Village North
701 NW 1st Court, 16th floor
Miami, FL 33136
phcdresidentservices@miamidade.gov**

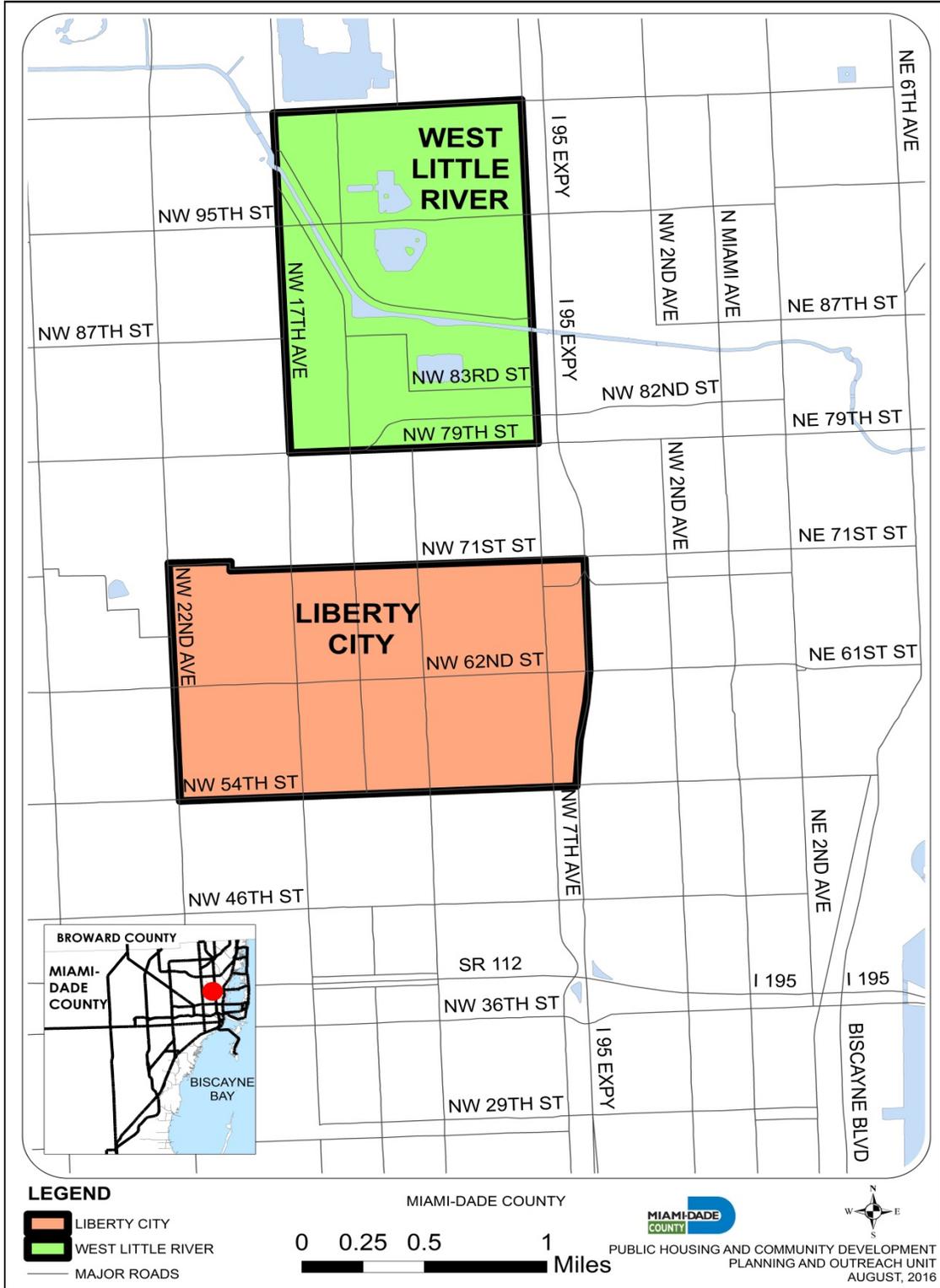
Applications must be labeled as directed below:

**Mr. Harvey Ruvin
Clerk of the Board of County Commissioners
Stephen P. Clark Center
111 N.W. First Street, 17th Floor
Miami, Florida 33128
Miami-Dade County Department of Public Housing and Community Development
Attention: Director's Office**

Applications may be submitted to the Clerk of the Board from (TBD), Monday through Friday, except on Holidays observed by the County. On (TBD), APPLICATIONS WILL **ONLY** BE ACCEPTED DURING THE HOURS OF 9:00 am and 12:00 pm AT:

**Overtown Transit Village North
701 NW 1st Court, 1st floor Training Room
Miami, FL 33136**

LIBERTY CITY AREA BOUNDARIES





**Miami-Dade County Department of Public Housing and Community Development
LOAN TERMS AND CONDITIONS FOR SURTAX and SHIP - FY 2016**

FUNDING SOURCE	TYPE OF DEVELOPMENT	TYPE OF DEVELOPER	RATE	CONSTRUCTION PERMANENT TERMS	AFFORDABILITY	NOTES
SURTAX & SHIP	Multi-family Rental Developments	For Profit	(PINK Option)	Terms	Affordability	Notes
SURTAX & SHIP			<p><u>A. 9% LIHTC deals and market rate deals</u></p> <p>-0% during construction, yrs. 1-2.</p> <p>-Thereafter for 9% LIHTC transactions, 1.5% interest only payments from Development Cash Flow, with another .50% interest accruing and due at maturity; (30 yr. loan term)</p> <p><u>4% LIHTC transactions</u></p> <p>-0% during construction, yrs. 1-2.</p> <p>-1% interest only payments from Development Cash Flow</p> <p>-1% interest accruing and due at maturity; (30 yr. loan term)</p> <p>-Full principal due at maturity</p> <p><u>B. Tax-exempt bond financed projects:</u></p> <p>0% during construction, yrs. 1-2.</p> <p>-1% interest only payments from Development Cash Flow</p> <p>-1% interest accruing and due at maturity; (30 yr. loan term)</p>	2 years for construction completion.	<ul style="list-style-type: none"> - Subject to rental regulatory agreement for set aside units during the entire 30 year term - Subject to Florida Housing Finance Corporation terms. - Subject to subsidy layering review. 	<p>Minimum debt service ratio 1.10 to Maximum 1.6 Applicable to the first 15 years. (Subject to the department's discretion)</p> <p>Payments from Development Cash Flow will be considered payments that are due only from available Cash Flow after the payment of all other property expenses, including debt, operating expenses, and deferred Developer fee.</p> <p>Interest only payments will be simple interest (non-amortizing)</p> <p>Ten percent of the Developer fee must be deferred provided that it can be paid back in 12 years.</p>

			-Full principal due at maturity.			
SURTAX & SHIP	Multi-family Rental Developments	For Profit	RATE (PURPLE Option)	Terms	Affordability	Notes
SURTAX & SHIP			<p><u>For both 4% LIHTC & 9% LIHTC deals.</u></p> <p>-0% interest during construction years 1-2.</p> <p>-1% interest only payments from Development Cash Flow yrs. 3-17.</p> <p>-.5% interest rate. Principal and Interest payments from Development Cash Flow yrs. 18-30 (principal deferred for initial 17 yrs.)</p>	2 years for construction completion.	<ul style="list-style-type: none"> - Subject to rental regulatory agreement for set aside units during the entire 30 year term - Subject to Florida Housing Finance Corporation terms. - Subject to subsidy layering review. 	<p>Minimum debt service ratio 1.10 to Maximum 1.6 Applicable to the first 15 years. (Subject to the department's discretion)</p> <p>Ten percent of the Developer fee must be deferred provided that it can be paid back in 12 years</p> <p>Payments from Development Cash Flow will be considered payments that are due only from available Cash Flow after the payment of all other property expenses, including debt, operating expenses, and deferred Developer fee.</p> <p>Interest only payments will be simple interest (non-amortizing)</p>
SURTAX & SHIP	Multi-family Rental Developments	Not- for- Profit	RATE (PINK Option)	Terms	Affordability	Notes
SURTAX & SHIP			<p><u>A. 9% LIHTC deals and market rate deals</u></p> <p>-0% during construction, yrs. 1-2.</p>	2 years for construction completion.	- Subject to rental regulatory agreement for set aside units during the entire 30 year term	Minimum debt service ratio 1.10 to Maximum 1.6 Applicable to the first 15 years.

			<p>-Thereafter for 9% LIHTC transactions, 1.5% interest only payments from Development Cash Flow, with another .50% interest accruing and due at maturity; (30 yr. loan term)</p> <p><u>4% LIHTC transactions:</u></p> <p>-0% during construction, yrs. 1-2.</p> <p>-1% interest only payments from Development Cash Flow</p> <p>-1% interest accruing and due at maturity; (30 yr. loan term)</p> <p>-Full principal due at maturity</p> <p><u>B. Tax-exempt bond financed projects:</u></p> <p>0% during construction, yrs. 1-2.</p> <p>-1% interest only payments from Development Cash Flow</p> <p>-1% interest accruing and due at maturity; (30 yr. loan term)</p> <p>-Full principal due at maturity.</p>		<p>- Subject to Florida Housing Finance Corporation terms.</p> <p>- Subject to subsidy layering review.</p>	<p>(Subject to the department's discretion)</p> <p>Ten percent of the Developer fee must be deferred provided that it can be paid back in 12 years.</p> <p>Payments from Development Cash Flow will be considered payments that are due only from available cash flow after the payment of all other property expenses, including debt, operating expenses, and deferred Developer fee.</p> <p>Interest only payments will be simple interest (non-amortizing)</p>
SURTAX & SHIP	Multi-family Rental Developments	Not- for- Profit	RATE (PURPLE Option)	Terms	Affordability	Notes
SURTAX & SHIP			<p><u>For both 4% LIHTC & 9% LIHTC deals.</u></p> <p>-0% interest during construction years 1-2.</p> <p>-1% interest only payments from Development Cash Flow yrs. 3-17.</p>	2 years for construction completion.	<p>- Subject to rental regulatory agreement for set aside units during the entire 30 year term</p> <p>- Subject to Florida Housing Finance Corporation terms.</p> <p>- Subject to subsidy layering review.</p>	<p>Minimum debt service ratio 1.10 to Maximum 1.6 Applicable to the first 15 years. (Subject to the department's discretion)</p> <p>Ten percent of the Developer fee must be deferred provided that it can</p>

			- .5% interest rate. Principal and Interest payments from Development Cash Flow yrs. 18-30 (principal deferred for initial 17 yrs.)			be paid back in 12 years. Payments from Development Cash Flow will be considered payments that are due only from available Cash Flow after the payment of all other property expenses, including debt, operating expenses, and deferred Developer Fee. Interest only payments will be simple interest (non-amortizing)
SURTAX & SHIP	Homeless and Public Housing		RATE	CONSTRUCTION PERMANENT TERMS	AFFORDABILITY	NOTES
SURTAX & SHIP	Homeless and Public Housing	For Profit	-0% during construction, yrs. 1-2. -1% interest only payments from Development Cash Flow yrs. 3-30 -Full principal due at maturity.	2 years for construction completion. Public Housing projects can carry debt based on operating subsidy. Not on real estate carrying debt.	- Subject to rental regulatory agreement. - Subject to a 30 year affordability and occupancy restriction period. - Subject to Florida Housing Finance Corporation terms. - Subject to subsidy layering review	If borrower ceases its use of the property as a homeless facility, then or at any time, upon written notice from the County, the loan, including any accrued interest, if any, shall become immediately due and payable.
SURTAX & SHIP	Homeless and Public Housing	Not-for-Profit	-0% during construction, yrs. 1-2. -.5% interest only payments from Development Cash Flow yrs. 3-30 -Full principal due at maturity.		- Subject to rental regulatory agreement. - Subject to a 30 year affordability and occupancy restriction period. - Subject to Florida Housing Finance Corporation terms. - Subject to subsidy layering review.	If borrower ceases its use of the property as a homeless facility, then or at any time, upon written notice from the County, the loan, including any accrued interest, if any, shall become immediately due and payable.

SURTAX & SHIP	Homeownership /Single Family	For Profit & Not-for-Profit	RATE	Terms	Affordability	Notes
SURTAX	Homeownership/ Single Family	Not-for-Profit For Profit	.5%	Principal and .5% interest due at point of sale but, no later than one year; short term construction loan.	20 year restrictive covenant per PHCD Affordable Housing Guidelines.	Must adhere to PHCD Affordable Housing Guidelines.

***Debt Ratio may be modified or waived at discretion of PHCD.**

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FEATURES AND AMENITIES

The proposed Development must meet all federal and state building code requirements, including but not limited to the following:

Federal and State Building Code Requirements

- 2012 Florida Accessibility Code for Building Construction as adopted pursuant to Section 553.503, F.S.
- The Fair Housing Act as implemented by 24 CFR 100
- Titles II and III of the Americans with Disabilities Act of 1990 as implemented by 28 CFR35, incorporating the most recent amendments, regulations and rules.

All Units for the proposed Development must include:

- Termite prevention and pest control throughout entire compliance period
- Full size stove/range
- Primary entrance door with a threshold no more than a ½ inch rise
- A clear opening of not less than 32 inches on all exterior doors. This includes the primary entrance door, all sliding glass doors, French doors, other double leaf doors, doors that open onto private decks, balconies, patios, and any other exterior doors
- Lever handles on all door handles on primary entrance door and interior doors
- Lever handles on all bathroom faucets and kitchen sink faucets
- Mid-point on light switches & thermostats not more than 48 inches above finished floor level
- Cabinet drawer handles and cabinet door handles in bathroom and kitchen shall be lever or D-pull type that operates easily using a single closed fist
- Window covering for each window and glass door inside each unit
- ** Energy features outlined in MDC Green Code through Ordinance No. 07-65 (**this Green Building requirement is for Developments using County resources only**)

** Proposed Developments using Florida Housing Finance Corporation resources must include the following Green Building Features:

- Low or No-VOC paint for all interior walls (Low-VOC means 50 grams per liter or less for flat paint; 150 grams per liter or less for non-flat paint)
- Low-flow water fixtures in the bathrooms – WaterSense labeled products or the following specifications
 - Toilets: 1.28 gallons/flush or less
 - Faucets: 1.5 gallons/minute or less
 - Showerheads: 2.0 gallons/minute or less
- Energy Star qualified refrigerator
- Energy Star qualified dishwasher (if provided)
- Energy Star qualified washing machine, if provided
- Energy Star qualified exhaust fans in all bathrooms
- In-unit air conditioning: minimum SEER of 15. Packaged units are allowed in studios and one bedroom units with a minimum of 13 SEER

If the proposed Developments are on Scattered Sites, the following general features must be located on each of the Scattered Sites:

- Washer and dryer hook ups in each of the Development's unit or an on-site laundry facility for resident use. Developments consisting of an on-site laundry facility must have a minimum of one (1) Energy Star qualified washer and one (1) dryer per every 15 units. To determine the required number of washers and dryers for the on-site laundry facility; divide the total number of the Development's units by 15, and then round the equation's total up to the nearest whole number;

Required Features ALL Single Room Occupancy (SRO) Developments:

- Minimum unit size of 110 square feet.
- Each unit must contain a sink
- Each unit must contain at least one full size single bed, a lockable storage compartment or chest of drawers and a vertical clothes closet measuring at least three feet wide.
- At least one set of bathroom facilities for every for every 16 units (each bathroom facility must contain a ratio of a least one sink, one shower with a curtain or door for every four units)
- Community Center or meeting room featuring a television (minimum 40") with cable or satellite hook-up
- Public transportation within 1/2 mile

Optional Features for ALL Developments Excluding SRO Developments

- Gated community with "carded" or "touchpad" entry or security guard, or if 2 or more stories, "carded" or "touchpad" secure entry to each building.
- Car care area (for car cleaning/washing/vacuuming) with Rain Water Supply (Green).
- Swimming pool
- Picnic area with hard cover permanent roof with a design compatible with the Development, open on all side, containing at least three permanent picnic tables with benches and an adjoining permanent outdoor grill.
- Two or more parking spaces per total number of units
- Humidistat in each unit
- Energy Star qualified roofing materials
- Library consisting of a minimum of 100 books and 5 current magazine subscriptions.
- Energy Star rating for all windows in each unit

Optional features and Amenities - Single Family Homeownership/Rental, Duplexes or Quadraplexes

- Garage for each unit which consists 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 a 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 by a door from that unit and no other unit.

Optional Features and Amenities for SRO Developments

- Cable or satellite TV hook-up in each unit and, if the development offers cable or satellite, Or satellite TV service to the residents, the price cannot exceed the market Rate for service of similar quality available to the development's residents from a primary provider of cable or satellite TV.
- Gated community with "carded" or "touchpad" entry or security guard, or if 2 or more stories, "carded" or "touchpad" secure entry to each building.
- Emergency call service in all units.
- Picnic area with hard cover permanent roof with a design compatible with the Development, open on all side, containing at least three permanent picnic tables with benches and an adjoining permanent outdoor grill.
- Library consisting of a minimum of 100 books and 5 current magazine subscriptions.

Waivers may be allowed for particular features and amenities' when determined to be in the best interest of the County.

APPLICATION COVER SHEET

FY 2016 SURTAX/SHIP REQUEST FOR APPLICATION (RFA)

ENTITY / DEVELOPER / APPLICANT INFORMATION:

Legal Name: _____

Organization's Federal Tax or Employer Identification Number (TIN/FEIN): _____

Organization's Dun & Bradstreet D-U-N-S # (Required): _____
To obtain DUNS #, please call 1.866.705.5711 or visit <http://fedgov.dnb.com/webform>

Developer/Applicant Contact Person: _____ Title: _____

Phone: _____ e-mail: _____

Developer/Applicant Mailing Address _____

City _____ State _____ Zip+4 _____

ACTIVITY INFORMATION:

Activity Location/Address: _____

City _____ State _____ Zip+4 _____

If multiple sites are proposed for development, rehabilitation, or homeownership, please attach a separate list including: address, Commission District, and NRSAs located in for each site.

Activity Title: _____ Category: _____

Activity Description: _____

Please use the following link to answer the questions below: <http://gisims2.miamidade.gov/Cservices/CSReport.asp>

County Commission District (s) where activity is located – *Please circle District number(s) or Countywide*

1 2 3 4 5 6 7 8 9 10 11 12 13 Countywide

County Commission District (s) where clients reside – *Please circle District number(s) or Countywide*

1 2 3 4 5 6 7 8 9 10 11 12 13 Countywide

County Commission District (s) where Developer/applicant's business is located – *Please circle District number(s)*

1 2 3 4 5 6 7 8 9 10 11 12 13

Is this Activity located within a Neighborhood Revitalization Strategy Area (NRSA)? Yes / No

If yes, select the appropriate NRSA(s) below:

Biscayne North _____ Cutler _____ Goulds _____ Leisure City/Naranja _____

Model City _____ Opa-Locka _____ Perrine _____ South Miami _____ West Little River _____

APPLICATION COVER SHEET – CONTINUED

Please provide the total amount of funding AND Financing option in the appropriate blanks below.

Multi-Family Rental, Countywide \$ _____ **Financing Terms:** ____ Pink or ____ Purple

Multi-Family Rental, Liberty City \$ _____ **Financing Terms:** ____ Pink or ____ Purple

Multi-Family Rental, Workforce Developments \$ _____ **Financing Terms:** ____ Pink or ____ Purple

Small Developments \$ _____ **Financing Terms:** ____ Pink or ____ Purple

Small Developments Liberty City \$ _____ **Financing Terms:** ____ Pink or ____ Purple

Elderly Housing Developments \$ _____ **Financing Terms:** ____ Pink or ____ Purple

Homeownership Acquisition Rehabilitation Countywide \$ _____

Homeownership Acquisition Rehabilitation Liberty City \$ _____

Homeownership Acquisition Rehabilitation West Little River \$ _____

Homebuyer Counseling \$ _____

With my signature below, I attest to the accuracy of the information provided on this cover page. The information above summarizes my RFA 2016 application submission.

Name: _____ Title: _____ Date: _____



PUBLIC HOUSING AND COMMUNITY DEVELOPMENT

DUE DILIGENCE AFFIDAVIT

Applicant Name: _____

Address: _____

Telephone Number: _____

Pursuant to Miami-Dade County Resolution No. R-630-13, the undersigned certifies, to the best of his or her knowledge and belief, that:

- 1. Within the past five (5) years, neither the Entity nor its directors, partners, principals, members or board members:
i. Have been sued by a funding source for breach of contract or failure to perform obligations under a contract;
ii. Have been cited by a funding source for non-compliance or default under a contract;
iii. Have been a defendant in a lawsuit based upon a contract with a funding source;
iv. Have been charged with a crime that is unresolved at the time of signing this document; have been convicted at any time of a crime of fraud or bribery; or have been convicted at any time of a criminal act in connection with any County program.

Please list any matters which prohibit the Entity from making certifications required and explain how the matters are being resolved (use separate sheet if necessary):

This is certified by my signature:

Applicant's Signature _____ Print Name _____ Date _____

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20____ by _____ He/she is personally known to me or has presented _____ as identification number: _____.

(Print or Stamp of Notary): _____ Expiration Date: _____

Notary Public – State of _____ Notary Seal:





**Public Housing and Community Development
FY 2016 Surtax and SHIP Funding
Certification of Accuracy**

This page must be signed by the authorized representative of the Applicant/Developer as to the accuracy and completeness of this 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.

Name of Applicant/Developer: _____

Authorized Representative: _____ (print name)

Title: _____

Signature: _____ Date: _____



APPLICATION CHECKLIST

**COPIES OF ALL DOCUMENTS MUST BE INCLUDED IN EACH SUBMITTED BINDER
IN THE ORDER THEY APPEAR IN THE LIST BELOW LABELED BY CORRESPONDING TAB, TITLE
AND PAGE NUMBER WHERE DOCUMENT IS FOUND.**

ALL DOCUMENTS MUST HAVE PAGE NUMBERS

ALL Items listed in the following checklist are REQUIRED and must be included with your application

Tab	Document	Developer Proposal- Including Page Number where document is located
1.	Application Cover Sheet	
2.	Due Diligence Affidavit	
3.	Certification of Accuracy	
4.	Application Checklist/Table of Contents	
5.	Application: General Section	
6.	Development Team – include name and prior experience for each principal.	
7.	Development (Scope of Project) – Including a Description, Location, Proposed Project Site and Features and Amenities.	
8.	Ability to Proceed	
9.	Site Control - One of the following is required: Recorded Deed, Fully Executed long-term lease or Fully Executed Contract for purchase and sale dated through financial closing of deal.	
10.	Financing (Budget) – The applicant shall submit a total budget including a sources and uses statement and leverage funds Sources (Award Letters, Signed Affidavits, and/or Letters of Firm Commitment). Must indicate Pink or Purple financing options where applicable	
11.	Tax Exempt Status Letter* - Evidence of not-for-profit status. (if applicable)	
12.	IRS 990 - Description of the not-for-profit status. (if applicable)	
13.	Governing Board - Names and addresses.	
14.	Current Articles of Incorporation and Corporate Documents - Please label and include page numbers for each of the sections listed below.	
15.	Current By-Laws (if applicable)	
16.	Résumés and Organizational Chart	
17.	Appeals or Other Pending Issues	
18.	Historical Data on Previous Completed Projects	
19.	Trade and Banking References	

HOUSING FORMS
Miami-Dade County FY 2016 Surtax and SHIP RFA

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Miami-Dade County FY 2016 Surtax and SHIP RFA

Part I. General Information

Applicant/Developer

1. Applicant Information

Name of Applicant: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Facsimile: _____

E-Mail Address: _____

FEIN: _____

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

a. Is the Applicant a legally formed entity qualified to do business in the State of Florida as of the Application Deadline? *Provide the required documentation behind a tab labeled and clearly identified.*

- Yes No

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

- Limited Partnership
 Limited Liability Company

c. Is the Applicant applying as a not-for-profit organization?

- Yes No

If the answer is "Yes," the Applicant must respond to (I) and (II) below. If the answer is "No," skip not-for-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?

- Yes No

- Is the applicant or one of its general partners a not-for-profit entity that is an affiliate of a public housing authority created by Section 421.04, Florida Statutes?
 - o Yes
 - o No
- Is the applicant or one of its general partners a Public Housing Authority or incorporated as a not-for-profit entity pursuant to Chapter 617, Florida Statutes, or similar state statutes 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 not-for-profit entity formed pursuant to Chapter 617, Florida Statutes, or similar state statutes if incorporated outside Florida?
 - o Yes
 - o No
- Is the applicant or one of its general partners a 501(c)(4) not-for-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) not-for-profit entity?
 - o Yes
 - o No
- Does the not-for-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 not-for-profit entity:

_____ %

(ii) Provide the description/explanation of the role of the not-for-profit entity behind a tab labeled and clearly identified as tab _____.

(iii) Provide the names and addresses of the members of the governing board of the not-for-profit entity behind a tab labeled and clearly identified as tab _____.

(iv) Provide the Articles of Incorporation demonstrating that one of the purposes of the not-for-profit entity is to foster low-income housing behind a tab labeled and clearly identified as tab _____.

(v) Year not-for-profit entity was incorporated.

_____ (yyyy)

(vi) Is the not-for-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: _____

Part II. DEVELOPMENT TEAM

1. Developer or principal of Developer

Name of Developer: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Facsimile: _____

E-Mail Address: _____

Federal Employer Identification Number: _____

a. Corporate name(s) 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?

Yes No

4. Architect or Engineer

a. Provide the executed Architect or Engineer Certification form behind a tab labeled and clearly identified. Non-Housing Credit (NHC) Applicants shall provide a copy of a current license of the Architect or Engineer.

5. Attorney

a. Housing Credit (HC) Applicants – provide the executed Attorney HC Certification form behind a tab labeled and clearly identified. NHC Applicants shall provide a copy of a current license of the Attorney.

6. Accountant:

a. Provide the executed Accountant Certification form behind a tab labeled and clearly identified. NHC Applicant shall provide a copy of a current license of the Accountant.

7. Service Provider for 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.

8. Developer Experience

- a. Please provide a list of all completed housing developments.
- b. Include name of Developer and development, complete address, folio number, year completed, number of units.
- c. Provide color photographs of all completed developments.

Part III. DEVELOPMENT (Scope)

1. Name of Development and description of the proposed project:

2. Location of Development Site: (if there are multiple sites, please attached a separate list with address and folio numbers).

Street Address: _____

City: _____ State: _____ Zip Code: _____

Folio # _____

- a. Will the development consist of scattered sites?
 - Yes
 - 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:

1. Name of local jurisdiction where development is located:

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

- Yes
- No

If "Yes," answer questions (a) and (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

- New Construction (where 100% of the units are new construction)
- Rehabilitation

5. Development Type

- | | |
|--|--|
| <input type="checkbox"/> Garden Apartment | <input type="checkbox"/> Duplexes/Quadraplexes |
| <input type="checkbox"/> Townhouses | <input type="checkbox"/> Mid-Rise with Elevator (a building comprised of 4, 5, or 6 stories) |
| <input type="checkbox"/> High-Rise (a building comprised of 7 or more stories) | <input type="checkbox"/> Single Room Occupancy (SRO) |
| | <input type="checkbox"/> Other Specify: _____ |
| | _____ Homeownership |
| | _____ Model Type |
| | (Duplex, single-family etc.) |

ABILITY TO PROCEED

1. In this section, please include, label and tab, Approved Construction Plans and Specifications, an accompanying Soils Report and accompanying Phase I Environmental Site Assessment.

2. Evidence of Site Control. Does the organization/applicant have documented site control? **Site control is a minimum threshold requirement to receive funding.** Applicant must demonstrate site control by providing one of 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 dated and fully executed long-term lease behind a tab labeled _____ and clearly identified; or
- Provide a dated and fully executed contract for purchase and sale for the subject property behind a tab labeled and clearly identified; or
- Other indications of site control such as an executed Option to Purchase or Clerk certified local government resolution. However, it is the responsibility of the Developer to meet all minimum threshold requirements of FHFC.

DEMOGRAPHIC COMMITMENT

1. Demographic Targets

a. Elderly

Will the proposed Developments serve Elderly residents 55 or over?

Yes No

b. Homeless

Will the proposed Development set aside units for homeless persons?

Yes No

SINGLES ONLY

FAMILIES ONLY

SINGLES AND FAMILIES

c. Family – Development will serve the general population.

Yes No

2. Income Targeting. **Points will not be awarded if requested documentation is not included in application and if items are not checked.**

Project will result in (check all that apply):

_____ Mixed-income residential housing, which includes units affordable to persons with incomes of 80% or less of AMI. Indicate % you will be providing:

- Market rate units _____%
- Workforce units _____%
- Moderate income units _____%
- Low Income units _____%
- Very low income units _____%
- Extremely low income units _____%

_____ Housing units located within 1/2 mile of rapid transit facilities, (i.e. Metrorail); or if project is located within 1/2 mile of the South Miami-Dade busway; and/or if project is located within 1/2 mile of a corridor shown on the Strategic Miami Area Rapid Transit Corridors (SMART) Plan. Include a map indicating that the project is within 1/2 mile of transit stop.

SET-ASIDE COMMITMENTS

_____ A set-aside of 10% or more of units that is affordable to households at 33% or less of AMI. Units at 33% rents must be identified and included in 30-year pro forma.

_____ An operating reserve for rental assistance for projects that set aside 10% or more of the units for households at 33% or less of AMI (the operating reserve must be shown in project's capital budget with an allowed source to fund the reserve. Funding from this RFA cannot be utilized for an operating reserve).

Part IV. FINANCING

Applicants must submit a total budget including a list of all committed funds for the proposed project. Budget section must include a sources and uses statement; evidence of leveraged funding, such as award letters, signed affidavits, and/or letters of firm commitment; and utility allowance chart.

Applicants may use this section OR use the FHFC form for operating budgets and pro-formas.

DEVELOPMENT COST PRO FORMA

PROJECT COST	Costs
<i>Actual Construction Cost</i>	
Demolition	
New Units	
Rehab of Existing Homeownership/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	

<i>Financial Cost</i>	
Construction Loan Credit Enhancement	
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	

<i>General Development Cost</i>	
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	
---------------------------	--

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

<i>LAND COST</i>	
E. Total Land Cost	

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

CONSTRUCTION OR REHABILITATION ANALYSIS

	Amount	Documentation Attached
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:		

Rental and Homeownership Forms

Complete this section, if applicable.

**Rents and Operating Pro Forma
Units and Rental Rates**

Miami-Dade County Assisted Units

	A	B	C	D	E	F	G	H	I
% of Median Income	Target Tenant *	# of Bedrooms	# of Units	Sq. Ft. of Living Area**	Rent	Tenant Paid Utility Allow.	Proposed Net Rent	Net Rent/Sq. Ft.	Sales Price per square ft.*
		0			\$	\$	\$		\$
		1			\$	\$	\$		\$
		2			\$	\$	\$		\$
		3			\$	\$	\$		\$
		4			\$	\$	\$		\$
		5			\$	\$	\$		\$
		TOTAL			\$	\$	\$		\$
					Annual	Income	\$		

*Homeownership only

Non Miami-Dade County Assisted Units

	A	B	C	D	E	F	G	H	I
% of Median Income	Target Tenant *	# of Bedrooms	# of Units	Sq. Ft. of Living Area	Rent	Tenant Paid Utility Allow.	Proposed Net Rent	Net Rent/Sq. Ft.	Sales Price per square ft.*
		0			\$	\$	\$	\$	
		1			\$	\$	\$	\$	
		2			\$	\$	\$	\$	
		3			\$	\$	\$	\$	
		4			\$	\$	\$	\$	
		5			\$	\$	\$	\$	
		TOTAL			\$	\$	\$	\$	
					Annual	Income	\$		

*Codes for Target Tenant: H = Homeless; LWA = Living with AIDS; E = Elderly; D Disabled (other than LWA); F = Exiting Foster Care Youth.

\$

**Living area should be defined as only air-conditioned spaces.

NOTE: The information provided on this page will be used as the basis for contract compliance, should the development be funded.

Rental Forms

Rents and Operating Pro forma

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 tabbed, 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 with the funding source guidelines.

USE THE FOLLOWING ASSUMPTIONS IF ALL SOURCES OF FUNDING ARE NOT FIRMLY COMMITTED WITH CORRESPONDING INTEREST RATE: (FOR RENTAL ONLY)

1. Mortgage Rate: 6% (includes servicing fees)
2. Mortgage Term: 30 year amortization
3. Vacancy Rate: 6%
4. Annual Rental Income Increase Rate: 3%
5. Operating Reserves of 3%
6. Replacement Reserves of a minimum amount of \$300 per unit per annum; must be used for all developments
7. Minimum Operating Expenses are \$4,500 and the maximum operating expenses are \$6,250
8. Annual Expense Increase Rate is 4%

SEE PAGE 25 FOR HOMEOWNERSHIP RATES.

Rental Forms

Rents and Operating Pro Forma

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 should be placed directly behind this form with a 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. *The detailed explanation of all projections should be placed directly behind this form at tab labeled and clearly identified.*

Rental Forms

Rents and Operating Pro Forma (“GAP” funding applications may use pro forma included in FHFC submittal).

INCOME

Gross Rental Income
(Attach rent schedule) \$ _____
Other Income (specify source) \$ _____
_____ \$ _____
Subtotal \$ _____
Minus Vacancy (6% 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) should be placed directly behind this form at tab labeled "Form ____" and clearly identified.*

SCORING CRITERIA - Multi-Family Rental GAP Funding

1. Ability to Proceed

(45 points)

a. Does the organization/applicant have documented site control?

Yes (15 points)

No (0 points)

b. Has public approval, such as land use, zoning and variances been obtained to carry out the project?

Yes (10 points)

No (0 points)

c. Is there appropriate infrastructure or access to infrastructure for this project?
(i.e. water and sewer connections, roadway access, and electric service)

Yes (10 points)

No (0 points)

d. Permit Documents (New Construction only)

(10 points)

Permit Issuance or (10 points)

Permit ready letter w/approved construction plans or (8 points)

Copy of building process number (6 points)

d. Permit Documents (Rehabilitation of Existing Structures)

(8 points)

Permit Issuance or (8 points)

Permit ready letter w/approved construction plans or (6 points)

Copy of building process number (4 points)

e. Executed GC Documents

(2 Points)

Copy of fully executed GC contract (2 points)

2. County subsidy including Surtax, CDBG, HOME, GOB or other County resources and funding requested in current application on a per unit basis?

(15 points)

Less than or equal to \$25,000 (15 points)

\$25,001 - \$40,000 (10 points)

\$40,001 - \$50,000 (5 points)

Greater than \$50,001 (1 points)

3. Mixed Income Projects _ (10 points)

Ratio of low-moderate to market rate rentals provided.

	<u>Market</u>	<u>Moderate/Low</u>	<u>Very low</u>	
<input type="checkbox"/>	50% -59%	41%-50%	5%	(10 Points)
<input type="checkbox"/>	60%-69%	26%-35%	5%	(8 Points)
<input type="checkbox"/>	70%-80%	15%-25%	5%	(6 Points)
<input type="checkbox"/>	20%-49%	41%-70%	10%	(4 Points)
<input type="checkbox"/>	95% at or below 60% AMI			(3 Points)
<input type="checkbox"/>	100% at or below 60% AMI			(3 Points)

Miami-Dade Area Median Income (AMI) for a family of 4 is:

\$23,430 for extremely low income (33%)

\$35,500 for very low income (50%)

\$56,800 for low income (80%)

\$46,150 - \$99,400 workforce income (above 65% up to 140%)

\$56,801 - \$99,400 moderate (above 80% up to 140%)

4. Experience of Development Team (based on RFA Submittal) (15 points)

Units Completed with Certificate of Occupancy

a.

- More than 1000 units (13 points)
- 999-700 units (10 points)
- 699-500 units (7 points)
- 499-201 units (5 points)
- 201-100 (3 points)
- 99-50 (2 points)
- 49-25 (1 points)
- Less than 25 (0 points)

* Specify whether your experience is for multi-family or homeownership

b. Timely Completion- Projects completed within the last 4 years (evidenced by notice to proceed or temporary certificate of occupancy)

- Yes (2 points)
- No (0 points)

5. Set-asides for extremely low income (ELI*)? (5 points)

- 16% - 20% (5 points)
- 11% - 15% (3 points)
- 10% or fewer (0 points)

*At or below 33% of area median income

**6. Not-for-Profit Partners and/or Public Housing projects as member of development team?
Not-for-Profit member must be a minimum of 51% owner. (5 points)**

- Yes (5 points)
- No (0 points)

7. Construction Features and Amenities: Does the development commit to providing Green Certification? (5 points)

- Green Certified (LEED, FGBC, NGBS, Energy Star, etc.) (5 points)

8. Disability Set-Aside: Does the Development provide additional set-aside units for disabled households, beyond what is required by federal, State or local fair housing laws? (Evidence at contract execution is required) (5 points)

- 6% or greater additional set aside units for disabled households (5 points)

BONUS POINTS

Proximity to Community Services or Rapid Transit Systems (10 points)

- Located within 1/2 mile of the Strategic Miami Area Rapid Transit Corridors (2 points)
or
- Located within 1/2 mile of rapid transit Metrorail or South Miami-Dade Busway (5 points)
- Accesses recreation and health facilities (within one mile) (5 points)

Projects associated through ownership, with projects that have been in progress for two years prior to this application and are contiguous to such previously initiated projects. (6 points)

- Completed the initial project on schedule (2 points)
- Completed the initial project within the original budget (2 points)
- Completed the initial project and is currently in compliance (2 points)
or
- The initial project, if still in progress and if awarded Surtax/SHIP funding is currently in compliance (2 points)

Projects with FHFC Firm financial commitments (22 points)

- 9% LIHTC Projects with letter of firm financial commitment from FHFC (12 points)
- Applicants with a firm commitment of SAIL funds (10 points)

SCORING CRITERIA GAP Funding – WORKFORCE Projects

1. Ability to Proceed

(45 points)

a. Does the organization/applicant have documented site control?

Yes (15 points)

No (0 points)

b. Has public approval, such as land use, zoning and variances been obtained to carry out the project?

Yes (10 points)

No (0 points)

c. Is there appropriate infrastructure or access to infrastructure for this project?
(i.e. water and sewer connections, roadway access, and electric service)

Yes (10 points)

No (0 points)

d. Permit Documents (New Construction only)

(10 points)

Permit Issuance or (10 points)

Permit ready letter w/approved construction plans or (8 points)

Copy of building process number (6 points)

d. Permit Documents (Rehabilitation of Existing Structures)

(8 points)

Permit Issuance or (8 points)

Permit ready letter w/approved construction plans or (6 points)

Copy of building process number (4 points)

e. Executed GC Documents

(2 Points)

Copy of fully executed GC contract (2 points)

2. County subsidy including Surtax, CDBG, HOME, GOB or other County resources and funding requested in current application on a per unit basis?

(15 points)

Less than or equal to \$25,000 (15 points)

\$25,001 - \$40,000 (10 points)

\$40,001 - \$50,000 (5 points)

Greater than \$50,001 (1 points)

3. Mixed Income Projects (MARKET/WORKFORCE) (10 points)

Ratio of low-moderate to market rate rentals provided.

	<u>Market</u>	<u>Workforce</u>	<u>Moderate</u>	
<input type="checkbox"/>	50% -59%	41%-50%	0%	(10 Points)
<input type="checkbox"/>	60%-69%	26%-35%	5%	(8 Points)
<input type="checkbox"/>	70%-80%	15%-25%	5%	(6 Points)
<input type="checkbox"/>	81% or more	10%-14%	5%	(4 Points)

Miami-Dade Area Median Income (AMI) for a family of 4 is:

\$23,430 for extremely low income (33%)

\$35,500 for very low income (50%)

\$56,800 for low income (80%)

\$46,150 - \$99,400 workforce income (above 65% up to 140%)

\$56,801 - \$99,400 moderate (above 80% up to 140%)

4. Experience of Development Team (based on RFA Submittal) (15 points)

Units Completed with Certificate of Occupancy

- More than 1000 units (13 points)
- 999-700 units (10 points)
- 699-500 units (7 points)
- 499-201 units (5 points)
- 201-100 (3 points)
- 99-50 (2 points)
- 49-25 (1 points)
- Less than 25 (0 points)

b. Timely Completion- Projects completed within the last 4 years (evidenced by notice to proceed or temporary certificate of occupancy)

- Yes (2 points)
- No (0 points)

5. Set-asides for extremely low income? *At or below 33% of AMI (5 points)

- 16% - 20% (5 points)
- 11% - 15% (3 points)
- 10% or fewer (0 points)

6. Not-for-Profit Partners and/or Public Housing projects as member of development team? (5 points)
Not-for-Profit member must be a minimum of 51% owner.

- Yes (5 points)
- No (0 points)

7. Construction Features and Amenities: Does the development commit to providing Green Certification? (5 points)

- Green Certified (LEED, FGBC, NGBS, Energy Star, etc.) (5 points)

8. Disability Set-Aside: Does the Development provide additional set-aside units for disabled households, beyond what is required by federal, State or local fair housing laws? (Evidence at contract execution is required) (5 points)

- 6% or greater additional set aside units for disabled households (5 points)

BONUS POINTS

Proximity to Community Services or Rapid Transit Systems (10 points)

- Located within 1/2 mile of the Strategic Miami Area Rapid Transit Corridors (2 points)
or
 Located within 1/2 mile of rapid transit Metrorail or South Miami-Dade Busway (5 points)
 Accesses recreation and health facilities (within one mile) (5 points)

Projects associated through ownership, with projects that have been in progress for two years prior to this application and are contiguous to such previously initiated projects. (6 points)

- Completed the initial project on schedule (2 points)
 Completed the initial project within the original budget (2 points)
 Completed the initial project and is currently in compliance (2 points)
or
 The initial project, if still in progress and if awarded Surtax/SHIP funding is currently in compliance (2 points)

Projects with FHFC Firm financial commitments (22 points)

- 9% LIHTC Projects with letter of firm financial commitment from FHFC (12 points)
 Applicants with a firm commitment of SAIL funds (10 points)

SCORING CRITERIA for Elderly Housing Developments

1. Ability to Proceed

(45 points)

a. Does the organization/applicant have documented site control?

Yes (15 points)

No (0 points)

b. Has public approval, such as land use, zoning and variances been obtained to carry out the project?

Yes (10 points)

No (0 points)

c. Is there appropriate infrastructure or access to infrastructure for this project? *(i.e. water and sewer connections, roadway access, and electric service)*

Yes (10 points)

No (0 points)

d. Permit Documents (New Construction only)

(10 points)

Permit Issuance or (10 points)

Permit ready letter w/approved construction plans or (8 points)

Copy of building process number (6 points)

d. Permit Documents (Rehabilitation of Existing Structures)

(8 points)

Permit Issuance or (8 points)

Permit ready letter w/approved construction plans or (6 points)

Copy of building process number (4 points)

e. Executed GC Documents

(2 Points)

Copy of fully executed GC contract (2 points)

2. County subsidy including Surtax, CDBG, HOME, GOB or other County resources and funding requested in current application on a per unit basis? (15 points)

Less than or equal to \$25,000 (15 points)

\$25,001 - \$40,000 (10 points)

\$40,001 - \$50,000 (5 points)

Greater than \$50,001 (1 points)

3. Districts with the Highest Need

(10 points)

- District 10 (10 points)
- District 6 (9 points)
- District 11 (8 points)
- District 4 (7 points)
- District 7 (6 points)
- District 12 and 3 (5 points)
- District 2 and 13 (4 points)
- District 9 and 5 (3 points)
- District 8 or 1 (2 points)

4. Experience of Development Team (based on RFA Submittal)

(15 points)

a. Units Completed with Certificate of Occupancy

- More than 1000 units (13 points)
- 999-700 units (10 points)
- 699-500 units (7 points)
- 499-201 units (5 points)
- 201-100 (3 points)
- 99-50 (2 points)
- 49-25 (1 points)
- Less than 25 (0 points)

(Specify whether your experience is for multi-family or homeownership)

b. Timely Completion- Projects completed within the last 4 years (evidenced by notice to proceed or temporary certificate of occupancy)

- Yes (2 points)
- No (0 points)

5. Set-asides for extremely low income (ELI)*?

(5 points)

- 16% - 20% (5 points)
- 11% - 15% (3 points)
- 10% or fewer (0 points)

*At or below 33% of area median income

6. Not-for-Profit Partners and/or Public Housing projects as member of development team?

(5 points)

Not-for-Profit member must be a minimum of 51% owner.

- Yes (5 points)
- No (0 points)

7. Construction Features and Amenities: Does the development commit to providing Green Certification? (5 points)

- Green Certified (LEED, FGBC, NGBS, Energy Star, etc.) (5 points)

8. Disability Set-Aside: Does the Development provide additional set-aside units for disabled households, beyond what is required by federal, State or local fair housing laws? (Evidence at contract execution is required) (5 points)

- 6% or greater additional set aside units for disabled households (5 points)

BONUS POINTS

Proximity to Community Services or Rapid Transit Systems (10 points)

- Located within 1/2 mile of the Strategic Miami Area Rapid Transit Corridors (2 points)
or
 Located within 1/2 mile of rapid transit Metrorail or South Miami-Dade Busway (5 points)
- Accesses recreation and health facilities (within one mile) (5 points)

Projects associated through ownership, with projects that have been in progress for two years prior to this application and are contiguous to such previously initiated projects. (6 points)

- Completed the initial project on schedule (2 points)
 Completed the initial project within the original budget (2 points)
 Completed the initial project and is currently in compliance (2 points)
or
 The initial project, if still in progress and if awarded Surtax/SHIP funding is currently in compliance (2 points)

Projects with FHFC Firm financial commitments (22 points)

- 9% LIHTC Projects with letter of firm financial commitment from FHFC (12 points)
 Applicants with a firm commitment of SAIL funds (10 points)

**Miami-Dade County Request for Applications (RFA) for
FY 2016 Surtax and SHIP Funding Program**

SCORING CRITERIA for HOMEOWNERSHIP and SMALL DEVELOPMENTS

1. Ability to Proceed

(45 points)

a. Does the organization/applicant have documented site control?

- Yes (15 points)
 No (0 points)

b. Has public approval, such as land use, zoning and variances been obtained to carry out the project?

- Yes (10 points)
 No (0 points)

c. Is there appropriate infrastructure or access to infrastructure for this project? (*i.e. water and sewer connections, roadway access, and electric service*)

- Yes (10 points)
 No (0 points)

d. Permit Documents (New Construction only)

(10 points)

- Permit Issuance or (10 points)
 Permit ready letter w/approved construction plans or (8 points)
 Copy of building process number (6 points)

d. Permit Documents (Rehabilitation of Existing Structures only)

(8 points)

- Permit Issuance or (8 points)
 Permit ready letter w/approved construction plans or (6 points)
 Copy of building process number (4 points)

e. Executed GC Documents

(2 points)

- Copy of fully executed GC contract (2 points)

2. Mixed Income Projects, Ratio of low-moderate to market rate rentals provided. (10 points)

<input type="checkbox"/>	<u>Market</u>	<u>Moderate/Low</u>	<u>Very low</u>	
<input type="checkbox"/>	50% -59%	41%-50%	5%	(10 Points)
<input type="checkbox"/>	60%-69%	26%-35%	5%	(8 Points)
<input type="checkbox"/>	70%-80%	15%-25%	5%	(6 Points)
<input type="checkbox"/>	20%-49%	41%-70%	10%	(4 Points)
<input type="checkbox"/>	95% at or below 60% AMI			(3 Points)

Miami-Dade Area Median Income (AMI) for a family of 4 is:
 \$23,430 for extremely low income (33%)
 \$35,500 for very low income (50%)
 \$56,800 for low income (80%)
 \$46,150 - \$99,400 workforce income (above 65% up to 140%)
 \$56,801 - \$99,400 moderate (above 80% up to 140%)

3. Experience of Development Team (based on RFA Submittal) (10 points)

a. Units Completed with Certificate of Occupancy?

- More than 250 units (8 points)
- 249-150 units (6 points)
- 149-50 units (4 points)
- Less than 50 units (0 points)

b. Timely Completion- Projects completed within the last 5 years (evidenced by notice to proceed or temporary certificate of occupancy)

- Yes (2 points)
- No (0 points)

4. Set-asides for extremely low income (ELI)*? (5 points)

- 16-20% and greater (5 points)
- 11-15% (3 points)
- 10% or fewer (0 points)

*At or below 33% of area median income

5. Not-for-Profit partners as members of development team or public Housing projects? Not-for-Profit member must have 51% ownership (5 points)

- Yes (5 points)
- No (0 points)

6. Construction Features and Amenities? Does the Development commit to providing Green Certification? (5 points)

- Green Certified (LEED, FGBC, NGBS, Energy Star, etc.) (5 points)

7. Total subsidy per unit based on Total Development Cost (10 points)

- Less than \$60,000 _____ (10 points)
- \$60,001-\$80,000 _____ (7 points)
- \$80,001 -\$100,000 _____ (5 points)

- \$100,001-\$120,000 _____ (3 points)
- Greater than \$120,001 _____ (1 points)

8. Disability Set-Aside: Does the Development provide additional set aside units for Disabled households, beyond that which is required by federal, state or local fair Housing laws? (5 points)

- 6% or greater additional set aside units for disabled households (5 points)

BONUS POINTS

Proximity to Community Services or Rapid Transit Systems (10 points)

- Located within 1/2 mile of the Strategic Miami Area Rapid Transit Corridors (2 points)
- or
- Located within 1/2 mile of rapid transit Metrorail or South Miami-Dade Busway (5 points)
- Accesses recreation and health facilities (within one mile) (5 points)

HOMEBUYER COUNSELING

DRAFT

HOMEBUYER COUNSELING

The Department of Public Housing and Community Development is soliciting applications for Homebuyer Counseling services from qualified U. S. Department of Housing and Urban Development approved agencies. Education and Counseling services must include the following topics:

- Financing
- Fair housing practices
- Credit counseling
- Budget and Money management
- Financial literacy
- Selecting a Neighborhood (schools, employment, transportation)
- Finding a home
- Negotiating a purchase price
- Home maintenance
- Mortgage approval process
- Post-closing education and Counseling
- Inspections and Repairs

Applicants with a demonstrated ability to provide educational and counseling services to prospective homebuyers are encouraged to apply to perform those services in accordance with the instructions provided.

Minimally, all applicants must be a U.S. HUD approved Homebuyer Education and Counseling Agency. Proof of this required designation must be provided at the time of application to be considered for funding.

Housing Counselor(s) administering the workshops must have approved U.S. HUD certification. The Agency must have a reporting system that tracks the number of homeowners funded by Miami-Dade County resources. Documentation of monthly reports will be required for reimbursement requests.

The County will endeavor to distribute these funds in a ***geographically equitable*** manner, such that residents in the North, Central, and South shall have reasonable access to such services. This policy seeks to achieve greater efficiencies in the provision of these services and the expenditure of funds by eliminating the funding of multiple agencies that provide duplicative services in the same market area.

All recipients of homeownership assistance must participate in a financial literacy program in conjunction with the existing required homebuyer counseling curricula.

Supporting documentation for the agency's experience, professional affiliations, employee certifications, training materials, funding sources, program costs, marketing plan and client management system is required to receive points in this application.

Applications lacking items and/or criteria needed to meet minimum threshold will be deemed non-responsive and will not be scored.

APPLICATION CHECKLIST

**COPIES OF ALL DOCUMENTS MUST BE INCLUDED IN EACH SUBMITTED BINDER
IN THE ORDER THEY APPEAR IN THE LIST BELOW LABELED BY CORRESPONDING TAB, TITLE
AND PAGE NUMBER WHERE DOCUMENT IS FOUND.**

ALL DOCUMENTS MUST HAVE PAGE NUMBERS

Homebuyer Counseling Services

Tab	Document	Required	Include Page Number where document is located
1.	Application Cover Sheet	Required	
2.	Application Checklist/Table of Contents	Required	
3.	Application Activity Submission Form	Required	
4.	Application: General Section	Required	
5.	Application:	Required	
	Abbreviated Activity Description	Required	
	Activity Location and Description of Service Area (Include interior and exterior pictures of activity location.)	Required	
	Statement of Metropolitan Significance (Only for activities in Entitlement Cities.)	Only If Applicable	
6.	Scope of Services – Including Detailed Activity Description, Location, Proposed Accomplishments, and Action Steps	Required	
7.	Budget – The applicant shall submit a full and complete total budget including a listing of all funds, which are expected to be utilized as a match or to partially fund the project or program including funds requested in this proposal	Required	
	Entity Budget	Required	
	Entity Assets and Liabilities	Required	
	Audited Financial Statements or a Certified Financial Statement, certified by an independent 3 rd party auditor.	Required	
	Detailed Activity Budget	Required	
	Five-Year Operating Pro-Forma	Only If Applicable	
	Sources & Uses Statement for Proposed Activity	Required	
	Leveraged Sources (Award Letters, Signed Affidavits, and/or Letters of Commitment)	Required	
8.	Due Diligence Affidavit	Required	
9.	W-9 Form - Request for Taxpayer Identification Number & Certification	Required	
10.	Certification of Accuracy	Required	
11.	Tax Exempt Status Letter - Evidence of the not-for-profit status.	Only If Applicable	
12.	IRS 990 - Description of the not-for-profit status.	Required	
13.	Governing Board - Names and addresses.	Required	
14.	Current Articles of Incorporation and Corporate Documents - Please label and include page numbers for each of the sections listed below.	Required	

Tab	Document	Required	Include Page Number where document is located
	Articles of Incorporation/Corporate Certification	Required	
	Current Certificate of Good Standing or Certificate of Status – From the State of Florida	Required	
	Business License		
	Partnership Agreement	Only if Applicable	
	Board Resolutions (If applicable)	Only if Applicable	
15.	Current By-Laws	Required	
16.	Contact Information for All Partners – Names of the organizations, individuals and the specific governmental agencies involved in the partnership, to include contact person(s), addresses and telephone numbers for each and their role in the project. Identify not-for-profit versus for-profit organizations and include DUNS numbers for each organization.	Required	
17.	Résumés and Organizational Chart	Required	
18.	Appeals or Other Pending Issues	Only if Applicable	
19.	Collaborative Agreements with Service Providers (signed and dated)	Required	
20.	Marketing and Outreach Plan	Required	
21.	Comprehensive Training Curriculum	Required	
22.	Past Experience as Homebuyer Counseling (HC) provider	Required	
23.	Proof of a Client Management System	Required	
24.	Corporate Affiliations	Required	
25.	HC Track Record (documentation of successful graduates)	Required	

HOMEBUYER COUNSELING ORGANIZATIONAL CAPACITY AND SOUNDNESS OF APPROACH (100 Points)

1.	<p>How many years has the organization provided homebuyer education and counseling services? <i>Must provide proof receive points.</i></p> <p><input type="checkbox"/> 1-4 years (4 pts.) <input type="checkbox"/> 5-7 years (6 pts.) <input type="checkbox"/> 8 or more years (10 pts.)</p>
2.	<p>Is the homebuyer counseling entity a member of the National Industry Standards for Homeowner Education and Counseling? <i>Must include documented proof to receive points.</i></p> <p><input type="checkbox"/> No (0 pts.) <input type="checkbox"/> Yes (10 pts.)</p>
3.	<p>Does the homebuyer counseling entity utilize a HUD compliant Client Management System for data collection and reporting? <i>Must include documented proof to receive points. (proof of purchase and/or lease of system)</i></p> <p><input type="checkbox"/> No (0 pts.) <input type="checkbox"/> Yes (5 pts.)</p>
4.	<p>How many years of experience do the homebuyer counselors have? <i>Must include documented proof to receive points.</i></p> <p><input type="checkbox"/> 1-5 years (1 pt.) <input type="checkbox"/> 6-10 years (2 pts.) <input type="checkbox"/> 11 or more years (5 pts.)</p>
5.	<p>What is the percentage of homebuyer counselors that are currently certified? <i>Select one. Must include documented proof to receive points. (copies of certifications)</i></p> <p><input type="checkbox"/> 69% or less than (0 pts.) <input type="checkbox"/> 70-79% (1 pt.) <input type="checkbox"/> 80-89% (2 pts.) <input type="checkbox"/> 90-100% (3 pts.)</p>
6.	<p>Has your organization received other funding for counseling services? <i>Must include documentation to receive points</i></p> <p><input type="checkbox"/> No (0 pts.) <input type="checkbox"/> Yes (7 pts.)</p>
7.	<p>How many participants successfully completed and/or graduated from your program in the last 12 months? <i>Must include documented proof to receive points. (participant verification)</i></p> <p><input type="checkbox"/> less than 100 (0 pts.) <input type="checkbox"/> 100 (2 pts.) <input type="checkbox"/> 200 (5 pts.) <input type="checkbox"/> 300 (10 pts.) <input type="checkbox"/> 500 or more (15 pts.)</p>
8.	<p>How many participants successfully achieved homeownership in the last 12 months? <i>Must include documented proof to receive points.(participant verification)</i></p> <p><input type="checkbox"/> Less than 25 (0pts.) <input type="checkbox"/> 26-49 (5 pts.) <input type="checkbox"/> 50 or more (10 pts.)</p>
9.	<p>Does the applicant have a comprehensive training curriculum? <i>Must include training curriculum to receive points.</i></p> <p><input type="checkbox"/> Marginal (2 pts.) <input type="checkbox"/> Moderate (6 pts.) <input type="checkbox"/> Comprehensive (10 pts.)</p>
10.	<p>Number of training locations within 1/3 mile accessible to public transportation? <i>Must include documented proof to receive points including location addresses.</i></p> <p><input type="checkbox"/> No locations within 1/3 mile (0 pts.) <input type="checkbox"/> 1 location within 1/3 mile (3 pts.) <input type="checkbox"/> 2 or more locations within 1/3 mile (5 pts.)</p>
11.	<p>Is there a cost to participants for the homebuyer education and counseling workshops <i>(exclusive of required fees for credit reports) Must include documented proof to receive points.</i></p> <p><input type="checkbox"/> \$50 or more (0 pts.) <input type="checkbox"/> \$1-\$50 (5 pts.) <input type="checkbox"/> \$0 (15 pts.)</p>
12.	<p>Has the agency provided post purchase homeownership workshops for persons previously served by your organization? <i>Must include documented proof of previous workshops to receive points.</i></p> <p><input type="checkbox"/> No (0 pts.) <input type="checkbox"/> Yes (5 pts.)</p>
13	<p>Please indicate the cost per client for the following services:</p> <p>Homebuyer Education \$ _____ Financial Literacy \$ _____ Homebuyer Counseling \$ _____ All inclusive \$ _____</p>

Due Diligence Check List

PHCD will adhere to compliance guidelines pursuant to Resolution No. 630-13 approved by the Miami-Dade County Board of County Commissioners on July 16, 2013, requiring a Due Diligence investigation on all applicants using the following websites and/or reports:

Miami-Dade Office of the Inspector General

Vendor registration documents, affidavits and applicable licenses

Florida Department of Business and Professional Regulation

Insurance and/or bonds as applicable

SBD Violations Reports

Florida Convicted Vendor List

Contractor Debarment Report

Delinquent Contractors

Goal Deficit Mark-Up Report

Suspended Contractors

Florida Suspended Contractors

Federal Excluded Parties List System

Sudan-Iran Affidavit

State of Florida Corporations

Capital Improvements Information System

A&E Technical Certification Report

Pre-Qualification Report

Web search for compliance and performance (Better Business Bureau and other jurisdictions)

Reference checks for contracts with similar scope (other County departments, agencies and firms)

Tax Returns, Financial Statements (Audited), Pro Forma statements, and other financial documents

Local Public Records Search (Miami-Dade Clerk of Courts)

Dun & Bradstreet Financial Reports

Public Access to Court Electronic Records (PACER)

Carlos A. Gimenez
Mayor

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