

**MIAMI-DADE COUNTY
REQUEST FOR APPLICATION**

FY 2017

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

**FY 2017 ELIGIBLE MULTI-FAMILY RENTAL AND
HOMEOWNERSHIP NEW CONSTRUCTION, REDEVELOPMENT
AND REHABILITATION ACTIVITIES**

**Countywide Multi-Family Rental Developments
Liberty City Multi-Family Rental Developments
Workforce Housing Multi-Family Rental Developments
Small Multi-Family Rental Developments
Elderly Multi-Family Rental Developments
Public Housing Multi-Family Rental
&
Homeownership Rehabilitation, Redevelopment,
New Construction with or without Acquisition
Countywide**

DUE DATE: June 30, 2017



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



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Mayor

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Abigail Price-Williams
County Attorney

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

Updates to the FY 2017 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/

Miami-Dade County and its Department of Public Housing and Community Development does not discriminate based on race, sex, color, religion, marital status, national origin, disability, ancestry, sexual orientation, age, pregnancy or familial status in the access to, admissions to, or employment in, housing programs or activities. If you need a sign language interpreter or materials in accessible format for this event, call 786-469-2155 at least five days in advance. TDD/TTY users may contact the Florida Relay Service at 800-955-8771.

MIAMI-DADE COUNTY
FY 2017 REQUEST FOR APPLICATIONS (RFA)
DOCUMENTARY STAMP SURTAX FUNDING (SURTAX)
and
STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM FUNDING (SHIP)
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THE COMPLETE FY 2017 RFA CAN BE FOUND ONLINE AT
<http://www.miamidade.gov/housing/>

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**MIAMI-DADE COUNTY
FY 2017 REQUEST FOR APPLICATION
SURTAX AND SHIP**

**SECTION A
Introduction**

Miami-Dade County, through the Department of Public Housing and Community Development (PHCD) is soliciting applications under a Request for Application (RFA) process to fund activities with Documentary Stamp Surtax and State Housing Initiatives Partnership (SHIP) funds. This FY 2017 Surtax and SHIP RFA is seeking proposals to address high unmet needs in affordable housing. For purposes of the 2017 RFA process, FY 2017 Surtax and SHIP funding will target *multi-family rental housing, small developments, elderly and workforce housing, public housing, homeownership, acquisition/rehabilitation and homebuyer counseling* through the issuance of multiple RFAs. 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.R-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 2017 Miami-Dade County Request for Applications. Awardees must close on projects within six months of the issuance of the conditional loan commitment.

Estimated 2017 Surtax/SHIP Funding

Rental and Homeownership Activities cannot be combined unless specifically stated in RFA.

DEVELOPERS WHO HAVE RECEIVED A PREVIOUS AWARD FOR SURTAX FUNDS UNDER A PREVIOUS RFA FOR THE SAME PHASE OF A DEVELOPMENT ARE NOT ELIGIBLE TO APPLY.

Program One Rental Activities	Surtax Amount	SHIP Amount	Total Amount
Multi-Family Rental Countywide	\$11,000,000	\$3,260,000	\$14,260,000
Multi-Family Rental - Liberty City 2015 Surtax carryover	\$1,178,447		\$1,178,447
Multi-Family Workforce Housing Developments	\$3,000,000		\$3,000,000
Small Developments	\$2,000,000		\$2,000,000
Elderly Housing Developments	\$2,500,000		\$2,500,000
Public Housing Developments	\$3,700,000		\$3,700,000
Program Two Homeowner Activities			
Rehabilitation, Redevelopment, New Construction with or without Acquisition – Countywide	\$11,000,000		\$11,000,000
Totals	\$34,378,447	\$3,260,000	\$37,638,447

**LIBERTY CITY HOMEOWNERSHIP will have a separate funding RFA
OPA-LOCKA MAGNOLIA NORTH will have a separate RFA**

NOTE: Projects will be recommended for funding only up to the total amount published in the FY 2017 RFA. Any funds not allocated in a category can be made available for another category. Any 2017 awarded Surtax/SHIP funds that are subsequently recaptured shall be added to the funds available for the 2018 RFA or a future year dependent on the date of recapture.

ALL APPLICANTS are required to complete Required Forms & Part I through Part VII

Multifamily - Rental Applicants are required to complete Part VIII

Homeownership Applicants are required to complete Part IX

SECTION B

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.

ALF or Assisted Living Facility: A Florida licensed living facility that complies with Sections 429.01 through 429.54, F.S., and Chapter 58A-5, F.A.C.

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.

Community Land Trust – A community housing development organization;

(1) that is not sponsored by a for-profit organization;

(2) that is established to carry out the activities under paragraph (3);

(3) that (a) acquires parcels of land, held in perpetuity, primarily for conveyance under long-term leases; (b) transfers ownership of any structural improvements located on such leased parcels to the lessees; and (c) retains a preemptive option to purchase such structural improvement at a price determined by formula that is designed to ensure that the improvement remains affordable to low-and moderate-income families in perpetuity;

(4) whose corporate membership that is open to any adult resident of a particular geographic area specified in the bylaws of the organization; and

(5) whose board of directors – (a) includes a majority of members who are elected by the corporate membership; and (b) is comprised of equal numbers of (i) lessees pursuant to paragraph (3)(b), (ii) corporate members who are not lessees, and (iii) any other category of persons described in the bylaws of the organization.

Section 212 of the Housing and Community Development Act of 1992 (H11966 10/5/1992)

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: Fees earned by the Developer for providing developer services and guarantees. Developer Fees must be prorated among funding sources.

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 Housing Finance Authority (HFA) tax exempt bonds.

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.

Diversity: In an effort to provide the Miami-Dade community with a full, fair and meaningful opportunity to participate in County-funded contracting regardless of race, gender or ethnic origin, Resolution R-1080-14 sets forth a request for policy to encourage applicants, that are requesting Surtax funding, to be diversified and aspire to be consistent with the diversity of the population of the Miami-Dade community. Applicants are encouraged to include hiring practices, mentoring programs, job creation and other planning efforts to meet the diversity of the Miami-Dade community within their RFA submissions. Bonus points will be provided for the level of Diversity evidenced in Development Teams.

Elderly Housing: As determined by HUD is a dwelling that is specifically designed for and occupied by an 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. R-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%) LIHTC 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 serve 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.

General Contractor: A person or entity duly licensed in the state of Florida with the requisite skills, experience and credit worthiness to successfully provide the units required in the Application

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’s Green Code - Ordinance No. 07-65. Applicant is required to designate which certification will be obtained at the time of the application.

Guaranty/Guarantee: An assurance provided to one party that another party will perform under a contract. A promise to be answerable for the debt or obligation of another in the event of nonpayment or nonperformance.

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 (AMI) standards.

- Moderate Income is above 80% AMI to 140% of AMI
- Workforce Housing Income levels are 60% to 140% of AMI

- Low – Income is 80% of AMI
- Very Low – Income is 50% of AMI or lower
- Extremely Low - Income - 33% of AMI or lower or as more specifically defined in FHFC RFA.

Loan Closing Costs: Costs directly associated with the loan closings which may include but are not limited to financial and legal fees.

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:

Multi-Family Rental - 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, multi-family, homeless, and public housing) and the type of entity seeking funds (i.e., Non-Profit or For-Profit). Refer to Section G for a table of Loan Terms and Conditions. **Applicants seeking funds for multi-family projects MUST choose between Option 1 OR Option 2. Changes to an option will NOT be 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.

Homeownership - Loan term for Homeownership applications is for the construction period only and is intended as an instrument to pass savings on to the end user. Loan draws will be on a reimbursement basis for work completed. Loans will be repaid at the sale of the homes to eligible and qualified buyers. See chart for actual terms and requirements of this funding.

Low Income: The Adjusted Income for a Family which does not exceed 80 percent of the Area Median Income.

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 market 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 No. 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 sources 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.**

New Construction: Development in which 51 percent or more of the units in the proposed development consist of newly constructed units.

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.

Redevelopment: Development that involves demolition of structures currently existing and New Construction of units on the property.

Rehabilitation: The alteration, improvement or modification of an existing structure where less than 50 percent of the proposed construction work consists of New Construction. This includes but may not be limited to the installations of improvements to upgrade substandard electrical, plumbing, roofing, siding, insulation, weatherization, heating systems, hot water heaters, and dry rot repairs. For Multi-Family Rental the estimated qualified basis in Rehabilitation expenses per set aside unit within one 24-month period for the building(s) being rehabilitated must be at least \$25,000 per set aside unit.

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 planning. Shovel-ready means that the project can commence construction with 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 the 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 (SRO): Housing consisting of single room dwelling units in which each unit is the primary residence of its occupant or occupants. SRO does not include facilities created for students.

Single Family Units: Single family detached units, approved manufactured homes, studios, twin home/ duplexes, condominium units, (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): A financial analysis 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 Multi-Family Rental Affordable Housing constructed, rehabilitated or acquired with County funds 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

Garden includes all Development Types other than Mid-Rise and High-Rise; Non-Garden includes Development Types of Mid-Rise with Elevator (4 stories, 5 stories, or 6 stories) and High-Rise (7 or more stories); Mid-Rise includes Development Types of Mid-Rise with Elevator (4 stories, 5 stories, or 6 stories); and High-Rise includes Development Type of High Rise (7 or more stories)

This policy shall not apply to Affordable Housing projects that have received 9% LIHTCs and other FHFC programs resulting from tax credit applications that were awarded in 2016 and 2017 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 that incorporates features to encourage transit ridership.

Transaction Fees: Customary closing costs for typical financial transactions.

Uniform Federal Accessibility Standards (UFAS): Uniform Federal Accessibility Standards (UFAS), 24 C.F.R. § 40, Appendix A (www.access-board.gov/ufas/ufas.pdf)

Workforce Housing Income Range: Means households whose income range is established at 60% up to 140% of the most recent area median income for 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.

SECTION C

Minimum Threshold Requirements for the FY 2017 SURTAX and SHIP RFA

Developments will be recommended for funding based on applications meeting all required criteria and in a ranked order based on highest score. If a tie breaker is needed during scoring to determine project ranking, the first tiebreaker will be “Ability to Proceed.”

1. Leveraging – Agencies must show with supporting documentation **ALL** sources of funding available for the proposed activity. – ***This is a minimum threshold requirement.***

2. 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. Financial statements can be provided in a separate envelope at time of application submission, however the time frame for which the information remains proprietary is limited per the language in F.S. 119.071(1)b(2). – ***This is a minimum threshold requirement.***

3. Track Record – Previously funded agencies must be in good standing, with respect to audit findings and/or failure to complete projects, have a solid track record of submitting progress reports and monitoring findings and completed projects. – ***This is a minimum threshold requirement.***

4. Site Control – Applications for housing activities must demonstrate site control. – ***This is a minimum threshold requirement.***

5. Subsidy per Unit – For affordable housing projects, agencies/Applicants must show that the subsidy per unit does not exceed established standards outlined in Resolution No. R-343-15. – ***This is a minimum threshold requirement.***

6. Green Certification is a contractual requirement for receiving SURTAX and SHIP funding. - ***This is a minimum threshold requirement. See Ordinance No. 07-65.***

7. Developers shall 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 per Ordinance No. 14-26.***

8. Passing the Due Diligence investigation: Applicants must pass a Due Diligence investigation on all applicants using the Due Diligence Checklist (see page 65). **Unless expressly authorized by the County Mayor or the County Mayor’s designee, any entity NOT clearing the Due Diligence Investigation will NOT be recommended to the Board for funding.** - ***This is a minimum threshold requirement. See Resolution No. R-630-13.***

9. Applicants meet the funding request cap requirements: - ***This is a minimum threshold requirement. See Resolution No. R-343-15.***

Subsidy Caps % of TDC excluding land	Competitive 9% LIHTC	Non-Competitive 4% LIHTC	Without LIHTC
New Construction High-Rise	15%	25%	25%
New Construction Mid-Rise	15%	25%	25%
New Construction Garden Style	15%	20%	25%
Rehabilitation	15%	15%	25%

10. Must meet the Total Development Cost Limitations: Maximum Development Costs per unit to construct rehabilitate or acquire Affordable Housing with County funds must be met per **Resolution No. R-346-15.** - *This is a minimum threshold requirement. Note: The limitations set forth in Resolution No. R-346-15 shall not apply to public housing projects owned or operated by Miami-Dade County.*

11. Receive a positive Credit Underwriting recommendation: - *This is a minimum threshold requirement.*

12. Meet the funding application cap per agency: See Resolution No. R-345-15. - *This is a minimum threshold requirement.*

SECTION D

Credit Underwriting Analysis

Scoring Process: All Requests for SURTAX/SHIP funds under this RFA will undergo a Credit Underwriting analysis during the scoring process to determine completeness and financial feasibility based on the documents and exhibits presented in the RFA binder. This analysis will assist in determining if the Applicant is eligible or ineligible to proceed.

PHCD shall make award recommendations to the BCC for approval, such awards shall be contingent upon a favorable final Credit Underwriting Report. All recommendations for contingent awards will undergo a full Credit Underwriting Review. Requests for SURTAX/SHIP funds including new construction and rehabilitation of permanently financed multi-family affordable housing developments, tentatively awarded funding, will undergo a full Credit Underwriting Review. All documents and exhibits presented in the RFA binder as well as any additional requests from the underwriter will be reviewed and analyzed to complete a final Credit Underwriting Report in favor of or opposed to proceeding with the proposed project. ***Passing credit underwriting with a favorable review is required to effectuate awards.***

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 within 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.

Credit Underwriting Analysis for 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 minimum threshold requirements 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.

SECTION E

Policies for FY 2017 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.

Only Applications meeting Minimum Threshold requirements will be scored. Only Applications that have been scored will be ranked for funding. Applications that have not been scored or ranked will be considered ineligible 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/SHIP funds to be received in FY 2017.

Funds for projects that do not meet the funding conditions in FY 2017 shall be made available for the FY 2018 Surtax/SHIP RFA.

PHCD reserves the right to reallocate underutilized/undersubscribed funds in one Homeownership RFA to another Homeownership RFA that has need for additional funding in order to meet the Homeownership funding goals for the Surtax program.

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 higher 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 the Developer fee is paid based on the percent of construction completed.

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

- Operational expenses, taxes and insurance;
- All superior mortgage fees and debt service;
- Other 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 and other relevant information that is available.

PHCD reserves the right to rescind or reduce awarded funds for projects that present significant material changes, including but not limited to financing, financing terms and/or development type or a reduction in the number of units, after being awarded funds for the project proposed in their 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 2017 RFA process. Cash Flow/Purchase prices must be sufficient to meet all repayment obligations for all loans related to the project.

The applicant's 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 specify which Green 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. R-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. R-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. The order of need based on PHCD's analysis of census data is as follows: (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. R-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, that shall be in the form of a loan. Loans shall be secured by a mortgage or other security instrument, which will be recorded in Miami-Dade County public records, and may be forgivable, so long as obligations of the recipient are fully performed.

“Liberty City Rising” Redevelopment: Starting in 2017, 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 boundaries of the Liberty City area, as shown on the map, are as follows: North: NW 79th Street (west of NW 2nd Avenue) and Little River Canal (east of NW 2nd Avenue); East: Little River Canal and NE 4th Court; South: State Road 112/Airport Expressway (west of Interstate 95) and NW 54th Street (east of Interstate 95); and West: NW 32nd 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 Annual Contributions Contract (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 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.

Applicants seeking funds for Homeownership activities must adhere to PHCD Affordable Housing Guidelines, which can be found at <http://www.miamidade.gov/housing/homebuyer-opportunity.asp>. Eligible participants in the Homeownership program must be at or below 140% AMI.

BONUS POINTS AS APPLICABLE BY FUNDING CATEGORY (see scoring sheet for your project type to determine which points your project may be eligible for)

Bonus Points for Proximity to Community Services or Rapid Transit: Applicants may be eligible for bonus points depending on the project’s proximity to available Rapid Transit or Community Service. Applicants submitting proposals with scattered sites must be able to demonstrate that 50% or more of the proposed sites will be located within approximately ½ mile of rapid transit, i.e., Tri- Rail, Metrorail, South Miami-Dade Busway or the Strategic Miami Area Rapid Transit Corridors to receive bonus points in this section.

Bonus Points for “Other Funding” may be achieved by the amount of funding, other than County funds, available and committed to the project.

Bonus Points for Project Completion and Compliance may be achieved, by level of completeness, for projects associated, through ownership, to projects that have been in progress for two years prior to this application, are contiguous to such previously initiated projects and have been in compliance with applicable funding programs.

Bonus points for Diversity may be achieved by providing evidence of your Development Team’s Diversity.

Bonus points may be achieved for qualifying Community Land Trusts.

Bonus Points for Disability Set-asides: Under the Homeownership criteria, PHCD wants to encourage applicants to be responsive to persons with disabilities. To that end, if the application includes units (UFAS) constructed for mobility, hearing and/or visual impairments, applicants will receive 2 points for each UFAS unit with evidence of a prequalified buying household.

SECTION F

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) Homeownership; AND include the appropriate sub category of the funding request: Countywide, Liberty City Set-Aside, Elderly Housing, Workforce Housing, Small Developments or Homeless.**
- Proposed Multi-Family projects MUST be clearly indicated on the front of EACH submitted Binder "OPTION 1" or "OPTION 2" (see loan terms, page).
- 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 included in the Application.**
- For purposes of this RFA, the application period is May 31, 2017 through June 30, 2017, Monday through Friday excluding County Holidays. Any applications submitted after the June 30, 2017 deadline will **not** be accepted.
- Faxed applications will **not** be accepted.
- Applications 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 programs 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 which is reimbursable through the inclusion of the cost in the development budget.
- 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. R-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 or the Mayor's designee, 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 June 5, 2017, to the attention of: Michael Liu, Director PHCD. Responses will be posted no later than June 7, 2017 on the website www.miamidade.gov/housing/

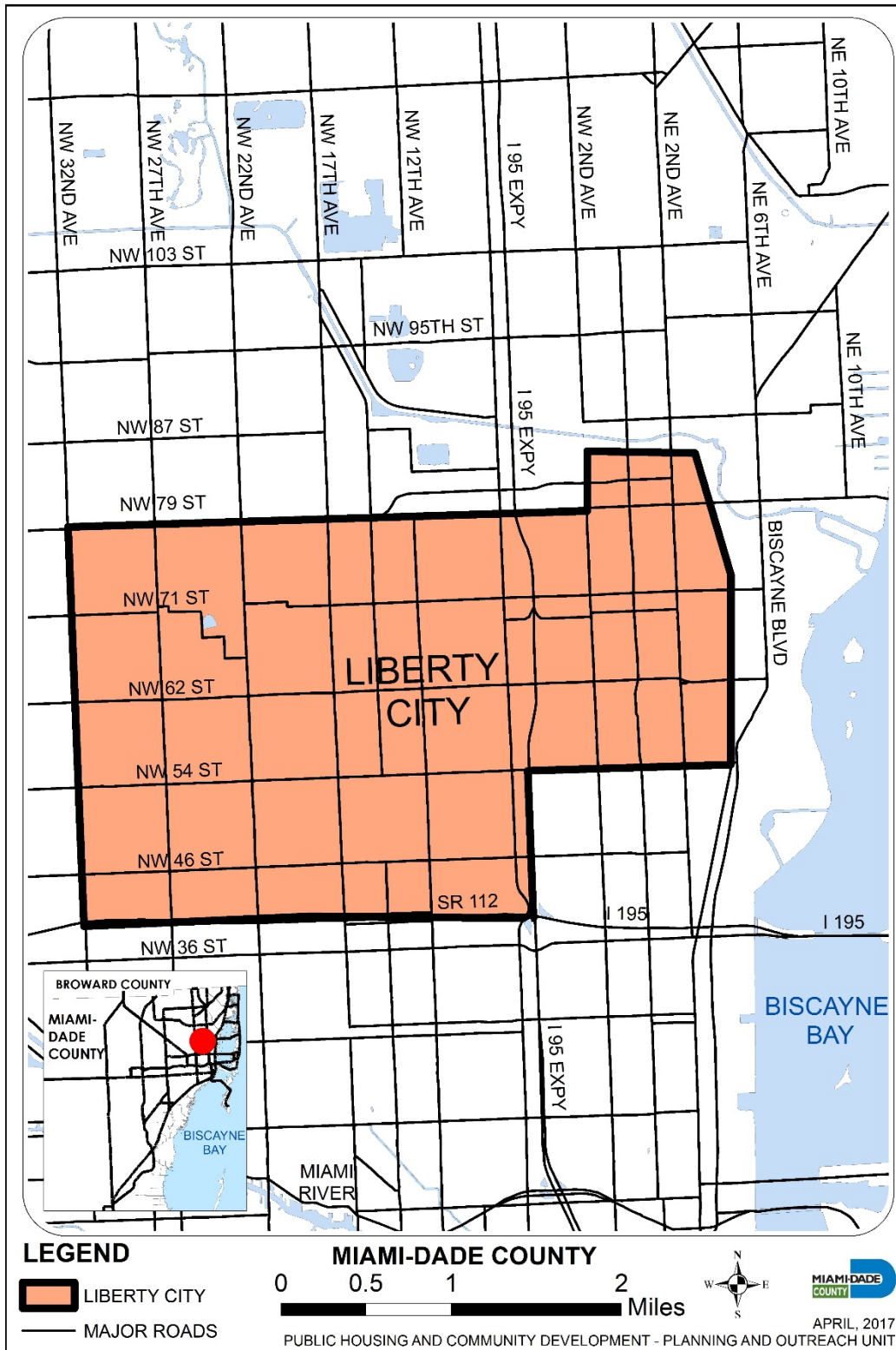
**Michael Liu, Director
Miami-Dade County Department of Public Housing and Community Development
Overtown Transit Village North
701 NW 1st Court, 16th Floor
Miami, FL 33136
phcdresidentservices@miamidade.gov**

Applications submitted prior to the June 30, 2017 deadline can be submitted to the Clerk of the Board from June 1 through June 29, 2017. Monday through Friday, except on Holidays observed by the County. Applications must be labeled as directed below.

**Mr. Harvey Ruvlin
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**

On Friday, June 30, 2017, APPLICATIONS WILL **ONLY** BE ACCEPTED DURING THE HOURS OF 9:00 am and 12:00 pm at the **Department of Public Housing and Community Development located in the Overtown Transit Village North building, 701 NW 1st Court, 1st Floor Training Room, Miami, FL 33136.**

LIBERTY CITY AREA BOUNDARIES



The boundaries of the Liberty City area, as shown on the map, are as follows: North: NW 79th Street (west of NW 2nd Avenue) and Little River Canal (east of NW 2nd Avenue); East: Little River Canal and NE 4th Court; South: State Road 112/Airport Expressway (west of Interstate 95) and NW 54th Street (east of Interstate 95); and West: NW 32nd Avenue.



SECTION G

Miami-Dade County Department of Public Housing and Community Development

Loan Terms and Conditions for SURTAX and SHIP – FY 2017

FY 2017 Terms for REPAID Loan funds in accordance with Section 17-02 of the Code

Multi-Family Rental Applicants

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

Homeownership Applicants

- 0.5% interest during construction years - 1 year with an additional 1 year from C.O. until sale
- Full principal due at sale to qualified and eligible buyer

All Applicants using repaid loan funds

- Proposed development must meet Minimum Threshold requirements.
- REPAID loan funds will be included in the total County funding for the leveraging calculation.

Contact PHCD for instruction on how to request these funds.

Surtax and SHIP financing options	
Multi-family Rental	
Option 1 For-Profit and Non- Profit Developers	
Rate	<u>A. 9% LIHTC deals and market rate deals</u> <u>Construction</u> -0% during construction, yrs. 1-2. <u>Permanent</u> - 1.5% interest only payments from Development Cash Flow, with another .50% interest accruing and due at maturity; (30 yr. loan term) <u>B. Tax-exempt bond financed projects with 4% LIHTC transactions</u> <u>Construction</u> -0% during construction, yrs. 1-2. <u>Permanent</u> -1% interest only payments from Development Cash Flow -1% interest accruing and due at maturity; (30 yr. loan term) -Full principal due at maturity
Term	1-2 year construction – 30 year perm
Affordability	- Subject to rental regulatory agreement for set aside units during the entire 30 year term - Subject to Florida Housing Finance Corporation terms, if applicable. - Subject to subsidy layering review.
Notes	- Minimum debt service ratio 1.10 to Maximum 1.6 Applicable to the first 15 years. (Subject to the department's discretion) - 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) - Ten percent of the Developer fee must be deferred provided that it can be paid back in 10 years.
Multi-family Rental	
Option 2 For-Profit and Non- Profit Developers	
Rate	<u>For both 4% LIHTC & 9% LIHTC deals.</u> <u>Construction</u> -0% interest during construction years 1-2. <u>Perm</u> -1% interest only payments from Development Cash Flow yrs. 3-17. -0.5% interest rate. Principal and Interest payments from Development Cash Flow yrs. 18-30 (principal deferred for initial 17 yrs.) -Full principal due at maturity
Version 5/31/2017	25

Term	1-2 year construction – 30 year perm
Affordability	- Subject to rental regulatory agreement for set aside units during the entire 30 year term - Subject to Florida Housing Finance Corporation terms, if applicable. - Subject to subsidy layering review.
Notes	-Minimum debt service ratio 1.10 to Maximum 1.6 Applicable to the first 15 years. (Subject to the department's discretion) -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) -Ten percent of the Developer fee must be deferred provided that it can be paid back in 10 years.
Multi-family Rental Homeless and Public Housing For-Profit Developers	
Rate	Construction-0% during construction, yrs. 1-2. Perm -1% interest only payments from Development Cash Flow yrs. 3-30 -Full principal due at maturity.
Term	1-2 year construction – 30 year perm Public Housing projects can carry debt based on operating subsidy not on real estate debt.
Affordability	- Subject to rental regulatory agreement. Subject to a 30 year affordability and occupancy restriction period. - Subject to Florida Housing Finance Corporation terms, if applicable. - Subject to subsidy layering review.
Notes	- 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.
Multi-family Rental Homeless and Public Housing Non-Profit Developers	
Rate	Construction-0% during construction, yrs. 1-2. Perm - 0.5% interest only payments from Development Cash Flow yrs. 3-30 -Full principal due at maturity.
Term	1-2 year construction – 30 year perm Public Housing projects can carry debt based on operating subsidy not on real estate debt.
Affordability	- Subject to rental regulatory agreement. Subject to a 30 year affordability and occupancy restriction period. - Subject to Florida Housing Finance Corporation terms, if applicable. - Subject to subsidy layering review.
Notes	- 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 Financing Options	
Homeownership/Single Family For-Profit & Non-Profit	
Rate	Construction- 0.5% interest only during construction, yrs. 1. Perm - 0.5% interest and Principle due at point of sale but no later than one year from C.O.
Term	1-year construction with 1 year carryover for sale
Affordability	- Subject to 20 year restrictive covenant per PHCD Affordable Housing Guidelines.
Notes	- Must adhere to PHCD Affordable Housing Guidelines found at http://www.miamidade.gov/housing/homebuyer-opportunity.asp

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

SECTION H

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

- Florida Building Code (5th Edition 2014) 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.
- For Public Housing the Uniform Federal Accessibility Standards (UFAS)

All Units for the proposed Development must include:

- Termite prevention and pest control throughout entire compliance period or construction and presale period
- Full size stove/range – unless ALF where meals are provided and units have more limited kitchens.
- 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**) and any other applicable requirements of other funding programs included in the Applicant's submission.

Proposed Developments using Florida Housing Finance Corporation resources must include the features agreed to in the FHFC RFA for which the Applicant is receiving funding or features agreed to in the FHFC Non-Competitive Application for 4% LIHTCs as well as features agreed to in the local HFA application for tax exempt bond financing. Pages from that RFA or other applicable applications will be included in this application submission as evidence of this provision. If applicable this documentation may be found at tab 14. If the successful applicant applies for FHFC funding after a County award, all features and amenities must be consistent with both the County and FHFC requirements and the proposed development costs must be within the costs previously approved by the County.

- Developers are encouraged to provide laundry hook ups in each unit. However, if individual laundry hook ups are not provided, then an on-site laundry facility for resident use must be provided.

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 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

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

APPLICATION
Miami-Dade County FY 2017 SURTAX and SHIP RFA

**ALL APPLICANTS
REQUIRED FORMS
&
PART I THROUGH PART VII**

APPLICATION COVER SHEET

FY 2017 SURTAX/SHIP REQUEST FOR APPLICATION (RFA)
ALL APPLICANTS

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):
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://gisweb.miamidade.gov/communityservices/
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_____

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

Multi-Family Rental - Countywide \$_____ **Financing Terms:** ____ Option 1 or ____ Option 2

Multi-Family Rental - Liberty City \$_____ **Financing Terms:** ____ Option 1 or ____ Option 2

Multi-Family Rental - Workforce Developments \$_____ **Financing Terms:** ____ Option 1 or ____ Option 2

Small Developments \$_____ **Financing Terms:** ____ Option 1 or ____ Option 2

Small Developments - Liberty City \$_____ **Financing Terms:** ____ Option 1 or ____ Option 2

Elderly Housing Developments \$_____ **Financing Terms:** ____ Option 1 or ____ Option 2

Public Housing Developments \$_____ **Financing Terms:** ____ Option 1 or ____ Option 2

Homeownership Acquisition/ Rehabilitation - Countywide \$_____

With my signature below, I attest to the accuracy of the information provided on this cover page. The information above summarizes my RFA 2017 application submission.

Signature: _____

Name (Print): _____

Date: _____

Applicant Certification and Acknowledgement Form

By submitting the Application, the Applicant acknowledges and certifies that:

1. The proposed Development can be completed and operating within the development schedule and budget submitted to PHCD.
2. The name of the Applicant entity stated in the Application may be changed only by written request of an Applicant to PHCD staff and approval of the Board after the Allocation Agreement is in effect.
3. The success of an Applicant in being selected for funding is not an indication that the Applicant will receive a positive recommendation from the Credit Underwriter or that the Development Team's experience, past performance or financial capacity is satisfactory. The past performance record, financial capacity, and any and all other matters relating to the Development Team, which consists of Developer, Management Company, General Contractor, Architect, Attorney, Accountant, and Service Provider (if the proposed Development is an Elderly Assisted Living Facility), will be reviewed during credit underwriting. The Credit Underwriter may require additional information from any member of the Development Team including, without limitation, documentation on other past projects and financials. Development Teams with an unsatisfactory past performance record, inadequate financial capacity or any other unsatisfactory matters relating to their suitability may result in a negative recommendation from the Credit Underwriter.
4. Applicant shall timely provide PHCD with any changes in funding sources or amounts. Changes in funding sources or amounts may result in a reduction in PHCD funding and/or the need to reassess the project through additional Credit Underwriting.
5. The Principals of each Developer identified in the Application, including all co-Developers, may be changed only by written request of an Applicant to PHCD staff and approval of the PHCD after the Applicant has been invited to enter credit underwriting. In addition, any allowable replacement of an experienced Principal of a Developer entity must meet the experience requirements that were met by the original Principal.
6. The total number of units stated in the Application may not be increased after the Applicant has been invited to enter credit underwriting. Only in certain instances which would be subject to written request of an Applicant to PHCD staff and approval of PHCD and provided that the financing has not changed or that additional funds will be required from PHCD to fund the project.
7. The invitation to enter credit underwriting will be rescinded if it is determined that the proposed Development was placed in service prior to the year in which it received its allocation.
8. The proposed Development will include (i) all construction features commitments made by the Applicant and (ii) all required construction features applicable to the proposed Development, as outlined in the RFA.
9. The proposed Development will include the required income set-aside units committed to in the Application. The Total Set-Aside Percentage stated in the Application may be increased after the Applicant has been invited to enter credit underwriting, subject to written request of an Applicant to PHCD and approval of PHCD.
10. The Application will be subject to the Total Development Cost Per Unit Limitation during the scoring, credit underwriting, and final allocation process, as outlined in the RFA.

11. The Applicant acknowledges that any funding preliminarily secured by the Applicant is expressly conditioned upon any independent review, analysis and verification of all information contained in this Application that may be conducted by the PHCD, the successful completion of credit underwriting, and all necessary approvals by the Board of County Commissioners, PHCD or other legal counsel, the Credit Underwriter, and PHCD staff.
12. If preliminary funding is approved, the Applicant will promptly furnish such other supporting information, documents, and fees as may be requested or required. The Applicant understands and agrees that the PHCD is not responsible for actions taken by the undersigned in reliance on a preliminary commitment by the PHCD.
13. The Applicant, its project team and all Financial Beneficiaries have read all applicable PHCD and County rules governing this RFA and have read the instructions for completing this RFA and will abide by the applicable Florida Statutes and the credit underwriting and program provisions outlined in RFA and any applicable state, city, county rules and ordinances. The Applicant and all Financial Beneficiaries have read, understand and will comply with all applicable state, county, city and federal regulations as well as Section 42 of the Internal Revenue Code, as amended (if applicable).
14. In eliciting information from third parties required by and/or included in this Application, the Applicant has provided such parties information that accurately describes the Development as proposed in this Application. The Applicant has reviewed the third party information included in this Application and/or provided during the credit underwriting process and the information provided by any such party is based upon, and accurate with respect to, the Development as proposed in this Application.
15. The Applicant understands and agrees to cooperate with any audits conducted in accordance with the provisions set forth in Section 20.055(5), F.S.
16. The undersigned is authorized to bind all Financial Beneficiaries to this certification and warranty of truthfulness and completeness of the Application.

Under the penalties of perjury, I declare and certify that I have read the foregoing and that the information is true, correct and complete.

Signature of Applicant

Name (typed or printed)

Title (typed or printed)



PUBLIC HOUSING AND COMMUNITY DEVELOPMENT
ALL APPLICANTS
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:



This material is available in an accessible format upon request.

CD/60/31516



**PUBLIC HOUSING AND COMMUNITY DEVELOPMENT
FY 2017 SURTAX and SHIP Funding
Certification of Accuracy**

ALL APPLICANTS

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: _____



This material is available in an accessible format upon request.

CD/60/31516

**APPLICATION CHECKLIST
HOUSING DEVELOPMENT**

**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: Part I - General Information,	
6.	<p>Part II - Development Team - include name and prior experience for each principal.</p> <p>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. Financial statements can be provided in a separate envelope at time of application, however the time frame for which the information remains proprietary is limited per the language in F.S. 119.071(1)b(2). – <i>This is a minimum threshold requirement.</i></p> <p>EXPERIENCE</p> <p>- Historical Data on Previous Completed Projects – if the Applicant is wishing to gain points for experience the Applicant must provide documentation of the experience. Preferred documentation includes building copies of Certificates of Occupancy, pictures and other documentation that establishes ownership. Information can be provided on a CD.</p>	
7.	Part III - Development Information - (Scope of Project) – Including a Description, Location, Proposed Project Site and Features and Amenities.	
8.	<p>Part IV - Ability to Proceed – tiebreaker</p> <p>Site Control – THRESHOLD - 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 the proposed development and any applicable assignments, or addendum. For purposes of this RFA a fully executed contract for purchase and sale, of</p>	

Tab	Document	Developer Proposal- Including Page Number where document is located
	the subject property, must be dated through March 31 st 2018 or have extension options in place to extend the contract through closing.	
9.	Part V – Demographics and Set-Asides	
10.	Part VI - 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 Option 1 or Option 2 financing options where applicable	
11.	Part VII - FINANCIAL BENEFICIARIES	
12.	Part VIII – Housing Forms – Multifamily Rental if applicable	
13.	Part IX - Housing Forms – Homeownership if applicable	
14.	FHFC application if applicable – with pro-forma and principals disclosure but without exhibits.	
15.	Tax Exempt Status Letter - Attorney’s letter Evidence of not-for-profit status. (if applicable)	
16.	IRS 990 – Determination letter Description of the not-for-profit status. (if applicable)	
17.	Governing Board - Names and addresses (if applicable). Role of the Not-for-profit	
18.	Current Articles of Incorporation and Corporate Documents - Please label and include page numbers for each of the sections listed below (if applicable).	
19.	Current By-Laws (if applicable)	
20.	Appeals or Other Pending Issues	
21.	Trade and Banking References	
22.	Bonus Points	

**Miami-Dade County FY 2017 SURTAX and SHIP RFA
ALL APPLICANTS PART I through PART VII**

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 tab 5 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 tab 18 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 15 and clearly identified.
- IRS determination letter behind a tab 16 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?

Yes 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?

Yes 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?

Yes 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?

Yes 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 authorized member of the authorized member’s interest in the applicant?

Yes 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 tab 17.

(iii) Provide the names and addresses of the members of the governing board of the not-for-profit entity behind tab 17.

(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 18.

(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?

Yes 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 tab 18 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 authorized member(s) as of the application deadline, behind tab 18 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 tab 18 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 tab 6 labeled subtab A and clearly identified.

2. Management agent or principal of management agent

a. Provide the management agent's prior experience chart behind tab 6 labeled subtab B and clearly identified.

3. General contractor or principal of general contractor

a. Provide the General Contractor's name and prior experience chart behind tab 6 labeled subtab C 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 tab 6 labeled subtab D 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 tab 6 labeled subtab E 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 tab 6 labeled subtab F 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 tab 6 labeled sub subtab G-a and clearly identified.

b. Provide the Service Provider's or principal of Service Provider's Prior Experience Chart behind tab 6 labeled sub subtab G-b and clearly identified.

8. Developer Experience

Please provide at tab 6 subtab H a list of all completed housing developments within the last 10 years.

a. Include name of Developer and development, complete address, folio number, year completed, number of units at sub subtab H-a.

b. Provide color photographs of all completed developments at sub subtab H-b.

9. 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. Financial statements can be provided in a separate envelope at time of application, however the time frame for which the information remains proprietary is limited per the language in F.S. 119.071(1)b(2). – ***This is a minimum threshold requirement.***

10. Banking and Trade references should be included at tab 21.

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 tab 7 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) for FHFC applicants at least 51% of the units are New Construction
- Rehabilitation (where at least 51% of the units are Rehabilitation)
- Redevelopment

5. Development Type

Multi Family Rental Housing

- Garden Apartment
- Townhouses
- High-Rise (a building comprised of 7 or more stories)

- Duplexes/Quadraplexes
- Mid-Rise with Elevator (a building comprised of 4, 5, or 6 stories)
- Single Room Occupancy (SRO)
- Other Specify: _____

Homeownership

_____ Model Type
(Duplex, single-family etc.)

PART IV ABILITY TO PROCEED

In this section, please include labels and tabs:

1. Approved Construction Plans and Specifications, an accompanying Soils Report and accompanying Phase I Environmental Site Assessment at tab 8 subtab A.

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 for each site:

- Provide a recorded deed or recorded certificate of title behind tab 8 subtab B and clearly identified; or
- Provide a copy of the dated and fully executed long-term lease behind tab 8 subtab B and clearly, identified; or
- Provide a dated and fully executed contract for purchase and sale for the subject property behind tab 8 subtab B 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, if applicable.
- Provide a list of all addresses and folio numbers for the project site and **attach color photos** of the site/structure (including roof and interior) at tab 8 subtab C. Include a completed 40 year certification (if existing building is not 40 years old or on vacant land, this does not apply); completed architectural/engineering plans; approved building and construction permits from the respective municipality and/or county for the proposed project. Property must be free of any Building Code violations and if there are existing violations a copy of the violation(s) must be provided from the municipality with a plan of how they will be address.

Site Address	Folio Number

If there are multiple sites, please attached a separate list with address and folio numbers.

3. Evidence of Infrastructure Availability. PHCD reserves the right to determine the appropriateness of documents submitted by the applicant.

- Electricity – Provide a letter from the provider or the Verification of Availability of Infrastructure Electricity Form or a copy of an electrical bill for service to the subject property behind tab 8 subtab D labeled and clearly identified.

- Water – Provide a letter from the provider or the Verification of Availability of Infrastructure Water Form or a copy of a water bill for service to the subject property behind tab 8 subtab E labeled and clearly identified.
- Sewer, Package Treatment or Septic Tank – Provide a letter from the provider or the Verification of Availability of Infrastructure – Sewer Capacity, Package Treatment, or Septic Tank Form or a copy of a sewer bill for service to the subject property behind tab 8 subtab F labeled and clearly identified.
- Roads – Provide a letter from the appropriate Local Government or the Verification of Availability of Infrastructure – Roads Form behind tab 8 subtab G labeled and clearly identified.

4. Evidence of Appropriate Zoning:

- New Construction Development/Redevelopment – Provide a properly completed and executed Local Government Verification Form that development is consistent with zoning and land use regulations form behind tab 8 subtab H labeled and clearly identified.
- OR
- Rehabilitation/Substantial Rehabilitation Developments – Provide a properly completed and executed Local Government Verification Form that development is consistent with zoning and land use regulations or a properly completed and executed Local Government Verification Form that states permits are not required for this development behind tab 8 subtab H labeled and clearly identified.

PART V. DEMOGRAPHIC COMMITMENT AND SET-ASIDES

1. Demographic Targets

a. Elderly

Is the proposed development ALF?

Yes No

Will the proposed Development 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

Percentage set-aside for Homelessness _____

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 ½ mile of rapid transit facilities, (i.e., Metrorail); or if project is located within ½ mile of the South Miami-Dade busway; and/or if project is located within ½ mile of a corridor shown on the Strategic Miami Area Rapid Transit Corridors (SMART) Plan. Include a map indicating that the project is within ½ mile of transit stop.

3. 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.

_____ Rental only:
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 VI. FINANCING

Applicants must submit a total budget at tab 10 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.

When completing the budget all appropriate fees must be included.

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. 2016 and 2017 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. 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 circumstances 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.

Funding Commitments should be included behind tab 10 with subtabs by commitment starting with 10-A.

For purposes of this RFA, evidence of a firm commitment include the following:

- Award letter or invitation to underwriting from FHFC
- Board approved allocation
- Documented evidence of funding commitment from an industry recognized financial institution or other established entities (e.g. Philanthropic foundations, etc.)
- Documented evidence of initial underwriting by a lender or from a financial source

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 cannot exceed 14%	
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)	
--	--

Explanation of Other costs.

Actual Construction Cost - Other	Amount	Description
General Development Cost - Other	Amount	Description
Acquisition Cost - Other	Amount	Description

CONSTRUCTION OR REHABILITATION ANALYSIS

	Amount	Documentation Attached
--	---------------	-------------------------------

PROGRAM ONE MULTI-FAMILY RENTAL FORMS

PART VIII - RENTS AND OPERATING PRO FORMA tab 12

A. Units and Rental Rates

Miami-Dade County Assisted Units

	A	B	C	D	E	F	G	H
% 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.
		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
% 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.
		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.

B. Rents and Operating Pro Forma

Operating Pro Forma

- 1) 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.
- 2) If loan or other funding approval is in place, insert the actual interest rate(s), terms and assumptions used in obtaining the commitment.
- 3) 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%

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.

Pro Forma Format

Complete the Pro Forma Form shown below and project figures for New Construction which include Redevelopment 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 with a tab labeled and clearly identified.*

Rental Forms Continued

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 12 labeled "Form _____" and clearly identified.*

COUNTY WIDE and LIBERTY CITY - MULTIFAMILY RENTAL			87
SCORING SHEET			SCORE
1. Ability to Proceed		32 points	
a. Does Applicant have documented Site Control THRESHOLD			
	Yes	Passes Threshold	
	No	Fails Threshold	
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)			
	Master Permit Issuance	10 points	
	Permit ready letter w/approved construction plans	8 points	
	Copy of building process number	6 points	
d. Permit Documents (Rehabilitation of existing structures)			
	Master Permit Issuance	8 points	
	Permit ready letter w/approved construction plans	6 points	
	Copy of building process number	2 points	
e. 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 per unit	15 points	
	\$25,001 – \$40,000 per unit	10 points	
	\$40,000 - \$50,000 per unit	5 points	
	Greater than \$50,000 per unit	1 point	
3. Mixed Income Projects – Ratio of low-moderate to market rate rental units provided		10 points	
	65% unrestricted/15% moderate/20% very low	10 points	
	45% unrestricted/15% moderate/20% low /20% very low	10 points	
	70% unrestricted/10% moderate/20% very low	8 points	
	50% unrestricted/10% moderate/40% very low	8 points	
	80% unrestricted/20% very low	6 points	
	60% unrestricted/40% very low	6 points	
	90% at or below 60% AMI	3 points	
	100% at or below 60% AMI	3 points	
4. Experience of Development Team (based on RFA submittal)		15 points	
For purposes of scoring, to receive points for developer experience applicant must provide proof of unit development including certificate of occupancy. If a developer can demonstrate proof of “recent experience” at 4.b. additional points will be awarded. Specify if the experience on a development by development basis is for multi-family or homeownership.			
a. Units completed with Certificate of Occupancy			
	More than 1000 units	13 points	
	700-999 units	10 points	

500-699 units		7 points	
201-499 units		5 points	
100-200 units		3 points	
50-99 units		2 points	
25-49 units		1 point	
Less than 25 units		0 points	
b. Recent Experience – Projects completed within the last 4 years (based on units counted above)			
51% or more of the units		2 points	
Less than 51% of the units		0 points	
5. Set Asides for Extremely Low Income (ELI) – at or below 33% AMI		5 points	
16-20% of total units		5 points	
11%-15% of total units		3 points	
10% or fewer of total units		0 points	
6. Not-for-Profit and/or Public Housing projects as member of development team. Not-for-Profit must be at least 51% owner.		5 points	
Yes		5 points	
No		0 points	
7. Construction Features – Does the development commit to providing Green building Certification? THRESHOLD		Threshold	
Green Certified (LEED, FGBC, NGBS, Energy Star, etc.)	Yes	Passes Threshold	
	No	Fails Threshold	
8. Disability Set-Aside: Does the Development provide additional 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 set-aside units for disabled households		5 points	
BONUS POINTS			33
Proximity to Community Services or Rapid Transit Services		10 points	
Choose 1 transit service a or b			
a. Located within approximately ½ mile of the Strategic Miami Area Rapid Transit Corridors (<i>map of SMART plan can be found on PHCD website</i>)		2 points	
b. Located within approximately ½ mile of rapid transit (Tri-Rail, Metrorail or South Miami-Dade Busway)		5 points	
Recreation and health facilities			
Within 1 mile of development		5 points	
Within 1.25 miles		4 points	
Project Completion and Compliance points. Projects associated, through ownership, to projects that have been in progress for two years prior to this application and are contiguous to such previously initiated projects.		6 points	
Completed projects choose up to 3			
Completed the initial project on time		2 points	
Completed the initial project within the original budget		2 points	
Completed the initial project and is currently in compliance		2 points	
Projects still in progress			
The initial project if still in progress and if previously awarded Surtax/SHIP funding is currently in compliance		2 points	
Projects with FHFC or other Non-County firm commitments (Community Redevelopment Agency, Federal Home Loan Bank, Non-County HOME, Philanthropic grants, etc.)		11 points	
9% LIHTC projects with letter of firm financial commitment from FHFC		11 points	
Firm aggregate commitments totaling more than \$5 million		10 points	

Firm aggregate commitments totaling more than \$3-\$4.9 million		6 points							
Firm aggregate commitments totaling more than \$1 - \$2.9 million		3 points							
Firm aggregate commitments totaling more than \$100,000 - \$999,999		1 point							
Diversity in Development Teams		5 points							
<p>To achieve points, for this section, developers should provide evidence (through narrative and other documentation – 4 pages max) of the team’s diversity in this project. . Diversity can be achieved either through the Developer’s own internal hiring practices, planned mentoring activities or through inclusion of these practices within the required development team components in the application such as Architect, Engineer, Attorney and other essential staff/professionals. Diversity can also be achieved through MBE/WBE/DBE contracting practices specific to this application for which Surtax/SHIP funds are being requested.</p> <p>Community Breakdown Chart from Resolution R-1080-14</p> <table border="1"> <tr> <td>Miami-Dade’s Diverse Community</td> </tr> <tr> <td>65.6% Hispanic / Latino</td> </tr> <tr> <td>16.8% Non-Hispanic Black or African American</td> </tr> <tr> <td>15.0% Non-Hispanic White</td> </tr> <tr> <td>1.6% Non-Hispanic Asian</td> </tr> <tr> <td>1.0% Other</td> </tr> </table>	Miami-Dade’s Diverse Community	65.6% Hispanic / Latino	16.8% Non-Hispanic Black or African American	15.0% Non-Hispanic White	1.6% Non-Hispanic Asian	1.0% Other		5 points	
Miami-Dade’s Diverse Community									
65.6% Hispanic / Latino									
16.8% Non-Hispanic Black or African American									
15.0% Non-Hispanic White									
1.6% Non-Hispanic Asian									
1.0% Other									
		TOTAL SCORE							

WORKFORCE HOUSING - MULTIFAMILY RENTAL		82
SCORING SHEET		SCORE
1. Ability to Proceed		32 points
a. Does Applicant have documented Site Control THRESHOLD		
	Yes	Passes Threshold
	No	Fails Threshold
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)		
	Master Permit Issuance	10 points
	Permit ready letter w/approved construction plans	8 points
	Copy of building process number	6 points
d. Permit Documents (Rehabilitation of existing structures)		
	Master Permit Issuance	8 points
	Permit ready letter w/approved construction plans	6 points
	Copy of building process number	2 points
e. 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 per unit	15 points
	\$25,001 – \$40,000 per unit	10 points
	\$40,000 - \$50,000 per unit	5 points
	Greater than \$50,000 per unit	1 point
3. Mixed Income Projects – WORKFORCE Ratio of low-moderate to market rate rental units provided		10 points
	50% unrestricted/50% Workforce	10 points
	50% unrestricted/40% Workforce/10% Moderate	8 points
	50% unrestricted/30% Workforce/20% Moderate	6 points
	50% unrestricted/30% Workforce/10% Moderate/10% Low	5 points
	50% unrestricted/20% Workforce/20% Moderate/10% Low	4 points
	80% unrestricted/20% Workforce	3 points
4. Experience of Development Team (based on RFA submittal)		15 points
For purposes of scoring, to receive points for developer experience applicant must provide proof of unit development including certificate of occupancy. If a developer can demonstrate proof of “recent experience” at 4.b. additional points will be awarded. Specify if the experience on a development by development basis is for multi-family or homeownership.		
a. Units completed with Certificate of Occupancy		
	More than 1000 units	13 points
	700-999 units	10 points
	500-699 units	7 points
	201-499 units	5 points
	100-200 units	3 points
	50-99 units	2 points
	25-49 units	1 point

Less than 25 units		0 points	
b. Recent Experience – Projects completed within the last 4 years (based on units counted above)			
51% or more of the units		2 points	
Less than 51% of the units		0 points	
5. Not-for-Profit and/or Public Housing projects as member of development team. Not-for-Profit must be at least 51% owner.		5 points	
Yes		5 points	
No		0 points	
6. Construction Features – Does the development commit to providing Green building Certification? THRESHOLD		Threshold	
Green Certified (LEED, FGBC, NGBS, Energy Star, etc.)	Yes	Passes Threshold	
	No	Fails Threshold	
7. Disability Set-Aside: Does the Development provide additional 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 set-aside units for disabled households		5 points	
BONUS POINTS			33
Proximity to Community Services or Rapid Transit Services		10 points	
Choose 1 transit service a or b			
a. Located within approximately ½ mile of the Strategic Miami Area Rapid Transit Corridors (<i>map of SMART plan can be found on PHCD website</i>)		2 points	
b. Located within approximately ½ mile of rapid transit (Tri-Rail, Metrorail or South Miami-Dade Busway)		5 points	
Recreation and health facilities			
Within 1 mile of development		5 points	
Within 1.25 miles		4 points	
Project Completion and Compliance points. Projects associated, through ownership, to projects that have been in progress for two years prior to this application and are contiguous to such previously initiated projects.		6 points	
Completed projects choose up to 3			
Completed the initial project on time		2 points	
Completed the initial project within the original budget		2 points	
Completed the initial project and is currently in compliance		2 points	
Projects still in progress			
The initial project if still in progress and if previously awarded Surtax/SHIP funding is currently in compliance		2 points	
Projects with FHFC or other Non-County firm commitments (Community Redevelopment Agency, Federal Home Loan Bank, Non-County HOME, Philanthropic grants, etc.)		11 points	
9% LIHTC projects with letter of firm financial commitment from FHFC		11 points	
Firm aggregate commitments totaling more than \$5 million		10 points	
Firm aggregate commitments totaling more than \$3-\$4.9 million		6 points	
Firm aggregate commitments totaling more than \$1 - \$2.9 million		3 points	
Firm aggregate commitments totaling more than \$100,000 - \$999,999		1 point	
Diversity in Development Teams		5 points	
To achieve points, for this section, developers should provide evidence (through narrative and other documentation – 4 pages max) of the team's diversity in this project. . Diversity can be achieved either through the			

<p>Developer's own internal hiring practices, planned mentoring activities or through inclusion of these practices within the required development team components in the application such as Architect, Engineer, Attorney and other essential staff/professionals. Diversity can also be achieved through MBE/WBE/DBE contracting practices specific to this application for which Surtax/SHIP funds are being requested.</p> <p>Community Breakdown Chart from Resolution R-1080-14</p> <table border="1" data-bbox="81 304 808 499"> <tr> <td>Miami-Dade's Diverse Community</td> </tr> <tr> <td>65.6% Hispanic / Latino</td> </tr> <tr> <td>16.8% Non-Hispanic Black or African American</td> </tr> <tr> <td>15.0% Non-Hispanic White</td> </tr> <tr> <td>1.6% Non-Hispanic Asian</td> </tr> <tr> <td>1.0% Other</td> </tr> </table>	Miami-Dade's Diverse Community	65.6% Hispanic / Latino	16.8% Non-Hispanic Black or African American	15.0% Non-Hispanic White	1.6% Non-Hispanic Asian	1.0% Other		5 points	
Miami-Dade's Diverse Community									
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15.0% Non-Hispanic White									
1.6% Non-Hispanic Asian									
1.0% Other									
		TOTAL SCORE							

Small Developments MULTIFAMILY RENTAL		75
SCORING SHEET		SCORE
1. Ability to Proceed		32 points
a. Does Applicant have documented Site Control THRESHOLD		
	Yes	Passes Threshold
	No	Fails Threshold
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>i.e., water and sewer connections, roadway access, and electric service</i>)		
	Yes	10 points
	No	0 points
d. Permit Documents (New Construction only)		
	Master Permit Issuance	10 points
	Permit ready letter w/approved construction plans	8 points
	Copy of building process number	6 points
d. Permit Documents (Rehabilitation of existing structures)		
	Master Permit Issuance	8 points
	Permit ready letter w/approved construction plans	6 points
	Copy of building process number	2 points
e. Copy of fully executed GC contract		2 points
2. Mixed Income Projects – Ratio of low-moderate to market rate rental units provided		10 points
65% unrestricted/15% moderate/20% very low		10 points
45% unrestricted/15% moderate/20% low /20% very low		10 points
70% unrestricted/10% moderate/20% very low		8 points
50% unrestricted/10% moderate/40% very low		8 points
80% unrestricted/20% very low		6 points
60% unrestricted/40% very low		6 points
90% at or below 60% AMI		3 points
100% at or below 60% AMI		3 points
3. Experience of Development Team (based on RFA submittal)		8 points
For purposes of scoring, to receive points for developer experience applicant must provide proof of unit development including certificate of occupancy. If a developer can demonstrate proof of “recent experience” at 4.b. additional points will be awarded. Specify if the experience on a development by development basis is for multi-family or homeownership.		
a. Units completed with Certificate of Occupancy		
	More than 250 units	8 points
	150-249 units	6 points
	50-149 units	4 points
	Less than 50 units	0 points
b. Recent Experience – Projects completed within the last 4 years (based on units counted above)		
	51% or more of the units	2 points
	Less than 51% of the units	0 points
4. Set Asides for Extremely Low Income (ELI) – at or below 33%		5 points

AMI			
	16-20% of total units	5 points	
	11%-15% of total units	3 points	
	10% or fewer of total units	0 points	
5. Not-for-Profit and/or Public Housing projects as member of development team. Not-for-Profit must be at least 51% owner.		5 points	
	Yes	5 points	
	No	0 points	
6. Construction Features – Does the development commit to providing Green building Certification? THRESHOLD		Threshold	
	Green Certified (LEED, FGBC, NGBS, Energy Star, etc.) Yes	Passes Threshold	
	No	Fails Threshold	
7. Total subsidy requested 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 point	
8. Disability Set-Aside: Does the Development provide additional 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 set-aside units for disabled households		
BONUS POINTS			27
Proximity to Community Services or Rapid Transit Services		10 points	
	Choose 1 transit service a or b		
	a. Located within approximately ½ mile of the Strategic Miami Area Rapid Transit Corridors (<i>map of SMART plan can be found on PHCD website</i>)	2 points	
	b. Located within approximately ½ mile of rapid transit (Tri-Rail, Metrorail or South Miami-Dade Busway)	5 points	
Recreation and health facilities			
	Within 1 mile of development	5 points	
	Within 1.25 miles	4 points	
Projects with FHFC or other Non-County firm commitments (Community Redevelopment Agency, Federal Home Loan Bank, Non-County HOME, Philanthropic grants, etc.)		10 points	
	Firm aggregate commitments totaling more than \$5 million	10 points	
	Firm aggregate commitments totaling more than \$3-\$4.9 million	6 points	
	Firm aggregate commitments totaling more than \$1 - \$2.9 million	3 points	
	Firm aggregate commitments totaling more than \$100,000 - \$999,999	1 point	
Community Land Trust		2 Points	
	Is the Developer a Community Land Trust?		
	Yes	2 points	
	No	0 points	
Diversity in Development Teams		5 points	
	To achieve points, for this section, developers should provide evidence (through narrative and other documentation – 4 pages max) of the team's diversity in this project. . Diversity can be achieved either through the		

<p>Developer's own internal hiring practices, planned mentoring activities or through inclusion of these practices within the required development team components in the application such as Architect, Engineer, Attorney and other essential staff/professionals. Diversity can also be achieved through MBE/WBE/DBE contracting practices specific to this application for which Surtax/SHIP funds are being requested.</p> <p>Community Breakdown Chart from Resolution R-1080-14</p> <table border="1" data-bbox="81 304 808 495"> <tr> <td>Miami-Dade's Diverse Community</td> </tr> <tr> <td>65.6% Hispanic / Latino</td> </tr> <tr> <td>16.8% Non-Hispanic Black or African American</td> </tr> <tr> <td>15.0% Non-Hispanic White</td> </tr> <tr> <td>1.6% Non-Hispanic Asian</td> </tr> <tr> <td>1.0% Other</td> </tr> </table>	Miami-Dade's Diverse Community	65.6% Hispanic / Latino	16.8% Non-Hispanic Black or African American	15.0% Non-Hispanic White	1.6% Non-Hispanic Asian	1.0% Other		5 points	
Miami-Dade's Diverse Community									
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16.8% Non-Hispanic Black or African American									
15.0% Non-Hispanic White									
1.6% Non-Hispanic Asian									
1.0% Other									
		TOTAL SCORE							

ELDERLY - MULTIFAMILY RENTAL		87
SCORING SHEET		SCORE
1. Ability to Proceed		32 points
a. Does Applicant have documented Site Control THRESHOLD		
Yes	Passes Threshold	
No	Fails Threshold	
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)		
Master Permit Issuance	10 points	
Permit ready letter w/approved construction plans	8 points	
Copy of building process number	6 points	
d. Permit Documents (Rehabilitation of existing structures)		
Master Permit Issuance	8 points	
Permit ready letter w/approved construction plans	6 points	
Copy of building process number	2 points	
e. 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 per unit	15 points	
\$25,001 – \$40,000 per unit	10 points	
\$40,000 - \$50,000 per unit	5 points	
Greater than \$50,000 per unit	1 point	
3. Districts with 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 or 3	5 points	
District 2 or 13	4 points	
District 9 or 5	3 points	
District 8 or 1	2 points	
4. Experience of Development Team (based on RFA submittal)		15 points
For purposes of scoring, to receive points for developer experience applicant must provide proof of unit development including certificate of occupancy. If a developer can demonstrate proof of “recent experience” at 4.b. additional points will be awarded. Specify if the experience on a development by development basis is for multi-family or homeownership.		
a. Units completed with Certificate of Occupancy		
More than 1000 units	13 points	
700-999 units	10 points	
500-699 units	7 points	
201-499 units	5 points	

100-200 units	3 points	
50-99 units	2 points	
25-49 units	1 point	
Less than 25 units	0 points	
b. Recent Experience – Projects completed within the last 4 years (based on units counted above)		
51% or more of the units	2 points	
Less than 51% of the units	0 points	
5. Set Asides for Extremely Low Income (ELI) – at or below 33% AMI		5 points
16-20% of total units	5 points	
11%-15% of total units	3 points	
10% or fewer of total units	0 points	
6. Not-for-Profit and/or Public Housing projects as member of development team. Not-for-Profit must be at least 51% owner.		5 points
Yes	5 points	
No	0 points	
7. Construction Features – Does the development commit to providing Green building Certification? THRESHOLD		Threshold
Green Certified (LEED, FGBC, NGBS, Energy Star, etc.) Yes	Passes Threshold	
No	Fails Threshold	
8. Disability Set-Aside: Does the Development provide additional 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 set-aside units for disabled households	5 points	
BONUS POINTS		33
Proximity to Community Services or Rapid Transit Services		10 points
Choose 1 transit service a or b		
a. Located within approximately ½ mile of the Strategic Miami Area Rapid Transit Corridors (<i>map of SMART plan can be found on PHCD website</i>)	2 points	
b. Located within approximately ½ mile of rapid transit (Tri-Rail, Metrorail or South Miami-Dade Busway)	5 points	
Recreation and health facilities		
Within 1 mile of development	5 points	
Within 1.25 miles	4 points	
Project Completion and Compliance points. Projects associated, through ownership, to projects that have been in progress for two years prior to this application and are contiguous to such previously initiated projects.		6 points
Completed projects choose up to 3		
Completed the initial project on time	2 points	
Completed the initial project within the original budget	2 points	
Completed the initial project and is currently in compliance	2 points	
Projects still in progress		
The initial project if still in progress and if previously awarded Surtax/SHIP funding is currently in compliance	2 points	
Projects with FHFC or other Non-County firm commitments (Community Redevelopment Agency, Federal Home Loan Bank, Non-County HOME, Philanthropic grants, etc.)		11 points
9% LIHTC projects with letter of firm financial commitment from FHFC	11 points	
Firm aggregate commitments totaling more than \$5 million	10 points	

Firm aggregate commitments totaling more than \$3-\$4.9 million		6 points							
Firm aggregate commitments totaling more than \$1 - \$2.9 million		3 points							
Firm aggregate commitments totaling more than \$100,000 - \$999,999		1 point							
Diversity in Development Teams		5 points							
<p>To achieve points, for this section, developers should provide evidence (through narrative and other documentation – 4 pages max) of the team’s diversity in this project. . Diversity can be achieved either through the Developer’s own internal hiring practices, planned mentoring activities or through inclusion of these practices within the required development team components in the application such as Architect, Engineer, Attorney and other essential staff/professionals. Diversity can also be achieved through MBE/WBE/DBE contracting practices specific to this application for which Surtax/SHIP funds are being requested.</p> <p>Community Breakdown Chart from Resolution R-1080-14</p> <table border="1"> <tr> <td>Miami-Dade’s Diverse Community</td> </tr> <tr> <td>65.6% Hispanic / Latino</td> </tr> <tr> <td>16.8% Non-Hispanic Black or African American</td> </tr> <tr> <td>15.0% Non-Hispanic White</td> </tr> <tr> <td>1.6% Non-Hispanic Asian</td> </tr> <tr> <td>1.0% Other</td> </tr> </table>		Miami-Dade’s Diverse Community	65.6% Hispanic / Latino	16.8% Non-Hispanic Black or African American	15.0% Non-Hispanic White	1.6% Non-Hispanic Asian	1.0% Other	5 points	
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16.8% Non-Hispanic Black or African American									
15.0% Non-Hispanic White									
1.6% Non-Hispanic Asian									
1.0% Other									
		TOTAL SCORE							

PUBLIC HOUSING - MULTIFAMILY RENTAL		72
SCORING SHEET		SCORE
1. Ability to Proceed		32 points
a. Does Applicant have documented Site Control THRESHOLD		
	Yes	Passes Threshold
	No	Fails Threshold
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)		
	Master Permit Issuance	10 points
	Permit ready letter w/approved construction plans	8 points
	Copy of building process number	6 points
d. Permit Documents (Rehabilitation of existing structures)		
	Master Permit Issuance	8 points
	Permit ready letter w/approved construction plans	6 points
	Copy of building process number	2 points
e. 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 per unit	15 points
	\$25,001 – \$40,000 per unit	10 points
	\$40,000 - \$50,000 per unit	5 points
	Greater than \$50,000 per unit	1 point
3. Experience of Development Team (based on RFA submittal)		15 points
For purposes of scoring, to receive points for developer experience applicant must provide proof of unit development including certificate of occupancy. If a developer can demonstrate proof of “recent experience” at 4.b. additional points will be awarded. Specify if the experience on a development by development basis is for multi-family or homeownership.		
a. Units completed with Certificate of Occupancy		
	More than 1000 units	13 points
	700-999 units	10 points
	500-699 units	7 points
	201-499 units	5 points
	100-200 units	3 points
	50-99 units	2 points
	25-49 units	1 point
	Less than 25 units	0 points
b. Recent Experience – Projects completed within the last 4 years (based on units counted above)		
	51% or more of the units	2 points
	Less than 51% of the units	0 points
4. Not-for-Profit and/or Public Housing projects as member of development team. Not-for-Profit must be at least 51% owner.		5 points
	Yes	5 points

No	0 points	
5. Construction Features – Does the development commit to providing Green building Certification? THRESHOLD	Threshold	
Green Certified (LEED, FGBC, NGBS, Energy Star, etc.)	Passes Threshold	
Yes		
No	Fails Threshold	
6. Disability Set-Aside: Does the Development provide additional 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 set-aside units for disabled households	5 points	
BONUS POINTS		33
Proximity to Community Services or Rapid Transit Services	10 points	
Choose 1 transit service a or b		
a. Located within approximately ½ mile of the Strategic Miami Area Rapid Transit Corridors (<i>map of SMART plan can be found on PHCD website</i>)	2 points	
b. Located within approximately ½ mile of rapid transit (Tri-Rail, Metrorail or South Miami-Dade Busway)	5 points	
Recreation and health facilities		
Within 1 mile of development	5 points	
Within 1.25 miles	4 points	
Project Completion and Compliance points. Projects associated, through ownership, to projects that have been in progress for two years prior to this application and are contiguous to such previously initiated projects.	6 points	
Completed projects choose up to 3		
Completed the initial project on time	2 points	
Completed the initial project within the original budget	2 points	
Completed the initial project and is currently in compliance	2 points	
Projects still in progress		
The initial project if still in progress and if previously awarded Surtax/SHIP funding is currently in compliance	2 points	
Projects with FHFC or other Non-County firm commitments (Community Redevelopment Agency, Federal Home Loan Bank, Non-County HOME, Philanthropic grants, etc.)	11 points	
9% LIHTC projects with letter of firm financial commitment from FHFC	11 points	
Firm aggregate commitments totaling more than \$5 million	10 points	
Firm aggregate commitments totaling more than \$3-\$4.9 million	6 points	
Firm aggregate commitments totaling more than \$1 - \$2.9 million	3 points	
Firm aggregate commitments totaling more than \$100,000 - \$999,999	1 point	
Diversity in Development Teams	5 points	
To achieve points, for this section, developers should provide evidence (through narrative and other documentation – 4 pages max) of the team’s diversity in this project. . Diversity can be achieved either through the Developer’s own internal hiring practices, planned mentoring activities or through inclusion of these practices within the required development team components in the application such as Architect, Engineer, Attorney and other essential staff/professionals. Diversity can also be achieved through MBE/WBE/DBE contracting practices specific to this application for which Surtax/SHIP funds are being requested.	5 points	

Community Breakdown Chart from Resolution R-1080-14

Miami-Dade's Diverse Community			
65.6% Hispanic / Latino			
16.8% Non-Hispanic Black or African American			
15.0% Non-Hispanic White			
1.6% Non-Hispanic Asian			
1.0% Other			
		TOTAL SCORE	

PROGRAM TWO HOMEOWNERSHIP FORMS

PART IX – HOMEOWNERSHIP UNITS tab 13

A. Units and Sales Prices

Miami-Dade County Assisted Units

%	A	B	C	D	I
of Median Income	Target Tenant*	# of Bedrooms	# of Units	Sq. Ft. of Living Area**	Sales Price per square ft.*
		0			\$
		1			\$
		2			\$
		3			\$
		4			\$
		5			\$
		TOTAL			\$

Non Miami-Dade County Assisted Units

%	A	B	D	I
of Median Income	Target Tenant*	# of Bedrooms	Sq. Ft. of Living Area	Sales Price per square ft.*
		0		
		1		
		2		
		3		
		4		
		5		
		TOTAL		

*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.

HOMEOWNERSHIP		57
SCORING SHEET		SCORE
1. Ability to Proceed		32 points
a. Does Applicant have documented Site Control THRESHOLD		
Yes		Passes Threshold
No		Fails Threshold
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)		
Master Permit Issuance		10 points
Permit ready letter w/approved construction plans		8 points
Copy of building process number		6 points
d. Permit Documents (Rehabilitation of existing structures)		
Master Permit Issuance		8 points
Permit ready letter w/approved construction plans		6 points
Copy of building process number		2 points
e. Copy of fully executed GC contract		2 points
2. Experience of Development Team (based on RFA submittal)		10 points
For purposes of scoring, to receive points for developer experience applicant must provide proof of unit development including certificate of occupancy. If a developer can demonstrate proof of "recent experience" at 4.b. additional points will be awarded. Specify if the experience on a development by development basis is for multi-family or homeownership.		
a. Units completed with Certificate of Occupancy		
More than 250 units		8 points
150-249 units		6 points
50-149 units		4 points
Less than 50 units		0 points
b. Recent Experience – Projects completed within the last 4 years (based on units counted above)		
51% or more of the units		2 points
Less than 51% of the units		0 points
3. Not-for-Profit and/or Public Housing projects as member of development team. Not-for-Profit must be at least 51% owner.		5 points
Yes		5 points
No		0 points
4. Construction Features – Does the development commit to providing Green building Certification? THRESHOLD		Threshold
Green Certified (LEED, FGBC, NGBS, Energy Star, etc.)		
Yes		Passes Threshold
No		Fails Threshold
5. Total subsidy requested per unit based on Total Development		10 points

Cost.			
	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 point
BONUS POINTS			27
Proximity to Community Services or Rapid Transit Services			10 points
Choose 1 transit service a or b			
a. Located within approximately ½ mile of the Strategic Miami Area Rapid Transit Corridors (<i>map of SMART plan can be found on PHCD website</i>)			2 points
b. Located within approximately ½ mile of rapid transit (Tri-Rail, Metrorail or South Miami-Dade Busway)			5 points
Recreation and health facilities			
Within 1 mile of development			5 points
Within 1.25 miles			4 points
Projects with FHFC or other Non-County firm commitments (Community Redevelopment Agency, Federal Home Loan Bank, Non-County HOME, Philanthropic grants, etc.)			10 points
Firm aggregate commitments totaling more than \$5 million			10 points
Firm aggregate commitments totaling more than \$3-\$4.9 million			6 points
Firm aggregate commitments totaling more than \$1 - \$2.9 million			3 points
Firm aggregate commitments totaling more than \$100,000 - \$999,999			1 point
Disability Set-Asides Does the proposed project provide UFAS set aside units for disabled households, including mobility, hearing and visually impaired individuals? Evidence of approved building plans with UFAS features AND a pre-qualified buying household with UFAS needs is required to receive these bonus points. Documentation from: (a) a third party agency qualified to determine UFAS eligibility and certified by state federal or local licensing entities, or (b) a Florida licensed medical doctor or osteopathic physician, can be used as evidence of the UFAS needs of the pre-qualified buying household.			2 points
Does the project commit to UFAS set-asides			
Yes			2 points
No			0 points
Diversity in Development Teams			5 points
To achieve points, for this section, developers should provide evidence (through narrative and other documentation – 4 pages max) of the team’s diversity in this project. . Diversity can be achieved either through the Developer’s own internal hiring practices, planned mentoring activities or through inclusion of these practices within the required development team components in the application such as Architect, Engineer, Attorney and other essential staff/professionals. Diversity can also be achieved through MBE/WBE/DBE contracting practices specific to this application for which Surtax/SHIP funds are being requested.			5 points
Community Breakdown Chart from Resolution R-1080-14			
Miami-Dade’s Diverse Community			
65.6% Hispanic / Latino			

16.8% Non-Hispanic Black or African American			
15.0% Non-Hispanic White			
1.6% Non-Hispanic Asian			
1.0% Other			
Community Land Trust		2 Points	
Is the Developer a Community Land Trust?			
	Yes	2 points	
	No	0 points	
		TOTAL SCORE	

Due Diligence Check List

PHCD will adhere to compliance guidelines pursuant to Resolution No. R-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)

Reference List

Codes and Ordinances:

Ordinance No. 07-65: PHCD will adhere to compliance guidelines pursuant to Ordinance No.07-65 implementing sustainable development practices and measures into a building(s) 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 No. 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 No. 630-13: PHCD will adhere to compliance guidelines pursuant to Resolution No. R-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. **Unless expressly authorized by the County Mayor or the County Mayor's designee, any entity NOT clearing the Due Diligence Investigation will NOT be recommended to the Board for funding. This is a minimum threshold requirement.**

Resolution No. R-343-15: PHCD will adhere to compliance guidelines pursuant to Resolution No. R-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.**

Resolution No. R-345-15: PHCD will adhere to compliance guidelines pursuant to Resolution No. R-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 No. R-346-15: PHCD will adhere to compliance guidelines pursuant to Resolution No. R-346-15 establishing the Maximum Development Costs per unit to construct rehabilitate or acquire Affordable Housing with County funds. (For purposes of this RFA, caps for total development cost per unit can be found on page.) 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.**

Resolution No. R-1080-14: PHCD will encourage development teams to include a diversified team of professionals to be reflective of the Miami-Dade population.