

# MEMORANDUM

Agenda Item No. 8(K)(1)

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**TO:** Honorable Chairman Anthony Rodriguez  
and Members, Board of County Commissioners


**DATE:** June 3, 2025

**FROM:** Geri Bonzon-Keenan  
County Attorney

**SUBJECT:** Resolution approving the proposed funding recommendations in an amount up to \$1,200,000.00 for the Fiscal Year 2025 SHIP Homebuyer Education and Counseling request for applications (RFA) identified in Exhibit A and authorizing the County Mayor to award funds to the applicants identified in Exhibit A; authorizing the County Mayor to award conditional funds in the amount of \$209,500.00 to agencies that received partial funding for the 2025 award allocation; authorizing the County Mayor to execute all letters of commitment, contracts, agreements, and amendments pursuant to the proposed SHIP funding recommendations, to shift funds and funding sources awarded to an activity to any new affiliated entities created for the purpose of carrying out a project, and exercise the termination, waiver, acceleration, or other provisions set forth therein

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The accompanying resolution was prepared by the Housing and Community Development Department and placed on the agenda at the request of Prime Sponsor Commissioner Marleine Bastien.

  
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Geri Bonzon-Keenan  
County Attorney

GBK/uw

MDC001

# Memorandum



**Date:** June 3, 2025

**To:** Honorable Chairman Anthony Rodriguez  
and Members, Board of County Commissioners

**From:** Daniella Levine Cava *Daniella Levine Cava*  
Mayor

**Subject:** FY 2025 SHIP Homebuyer Education and Counseling Award Recommendations

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## **Executive Summary**

This item recommends the approval for the Fiscal Year (FY) 2025 State Housing Initiatives Partnership (SHIP) Homebuyer Education and Counseling Request for Applications (RFA). It is recommended that six (6) entities be awarded funding to provide homebuyer education and counseling services throughout the northern, central, and southern geographic areas of Miami-Dade County.

## **Recommendation**

It is recommended that the Board of County Commissioners (Board):

- Approve the proposed funding recommendations in an amount up to \$1,200,000 for the FY 2025 SHIP Homebuyer Education and Counseling RFA. A total of \$209,500 of this funding is set aside as conditional funding to award three (3) partially funded agencies by December 31, 2025. The recommended activities include homebuyer education and counseling services.
- Authorize the County Mayor or the County Mayor's designee to award funds to the applicants listed in Exhibit A and to execute all necessary letters of commitment, contracts, agreements, and amendments pursuant to the proposed SHIP funding recommendations.

## **Scope**

This funding recommendation for homebuyer education and counseling services will have a countywide impact, benefiting residents across all 13 commission districts. Exhibit A provides the application scores and proposed funding allocations.

## **Delegation of Authority**

This item requests a delegation of authority to authorize the County Mayor or the County Mayor's designee to execute all letters of commitment, standard shell contracts, agreements, modifications and amendments pursuant to the proposed SHIP homebuyer education and counseling funding recommendations and to accomplish the purposes set forth in this legislation, to shift funds and funding sources awarded to an activity to any new affiliated entities created for the purpose of carrying out a project, and exercise the termination, waiver, acceleration, or other provisions set forth therein.

This item further requests delegation of authority to authorize the County Mayor or the County Mayor's designee, without returning to the Board, to award \$209,500 in conditional funding to three (3) partially funded agencies, who have funding from 2022 Homebuyer Education and Counseling RFA available to expend. This conditional allocation is contingent upon the agency expending their 2022 allocation by December 31, 2025.

<b>Delegated Authority for Conditional Funding Commitment</b>	
Cuban American National Council, Inc.	\$ 25,500.00
Centro Campesino Farmworker Center	\$ 80,500.00
Trinity Empowerment Consortium, Inc.	\$ 103,500.00

**Fiscal Impact/Funding Source**

The award of SHIP funds will not have a negative fiscal impact on the County's General Fund. Table 1 summarizes the proposed use of FY 2025 SHIP funding for the seven (7) RFA applications that met the minimum threshold and were forwarded for scoring by the Evaluation/Selection Committee.

<b>Table 1: FY 2025 PROPOSED SHIP FUNDING ALLOCATIONS</b>			
<b>Categories</b>	<b>Amount Available</b>	<b>Amount Requested</b>	<b>Amount Recommended</b>
Homebuyer Education and Counseling Services	\$1,400,000.00	\$1,307,000.00	\$1,200,000.00

**Track Record/Monitor**

Alex R. Ballina, Director of the Housing and Community Development Department (Department) will oversee all SHIP funded activities. The Department will continue to monitor the activities to ensure compliance with State and County guidelines and policies.

**Background**

The Department released a draft FY 2025 SHIP Homebuyer Education and Counseling RFA on January 14, 2025, and conducted a technical assistance workshop for potential applicants. The RFA was made publicly available on January 21, 2025, with a submission deadline of February 12, 2025. Public notification of the application process was disseminated through the Department's website and community development email distribution list. Applications meeting the threshold criteria were reviewed and scored by the Evaluation/Selection Committee appointed by the Director of Housing and Community Development.

The FY 2025 SHIP Homebuyer Education and Counseling RFA was issued with a total available funding of \$1,400,000, a total of seven (7) applications were received. Applicants were informed by way of the 2025 RFA Book, if any entity has a remaining available balance from their 2022 Homebuyer Education & Counseling funding allocation, their 2025 recommendation for funding will be reduced by such amount.

As stipulated in the 2025 HBC RFA, in the event a previously awarded applicant/entity has not spent prior year SHIP funds, the applicant/entity will not be recommended for a full funding allocation in this RFA. Applicants who are subject to this scenario and submit an application that rank and score for funding will be recommended for funding based on the max award minus the 2022 award available draw balance at the close of this RFA.

Furthermore, the Department will explore working with other County-led homebuyer education and counseling programs to increase access to homeownership activities.

The following applicants are recommended for SHIP 2025 Homebuyer Education & Counseling funding:

	<b>2022 Available Funding Balance as of 3/27/2025</b>	<b>2025 Funding Recommendations</b>	<b>2025 Conditional Funding Recommendation</b>	<b>2025 Total Award</b>
Cuban American National Council, Inc.	\$25,500.00	\$174,500.00	\$25,500.00	\$200,000.00
Real Estate Education and Community Housing, Inc.	\$0.00	\$200,000.00	\$0.00	\$200,000.00
NID-HCA Florida Felton dba Experts Resource Community Center, Inc.	\$0.00	\$200,000.00	\$0.00	\$200,000.00
Centro Campesino Farmworker Center	\$80,500.00	\$119,500.00	\$80,500.00	\$200,000.00
Housing Foundation of America, Inc.	\$0.00	\$200,000.00	\$0.00	\$200,000.00
Trinity Empowerment Consortium, Inc.	\$103,500.00	\$96,500.00	\$103,500.00	\$200,000.00
	<b>\$209,500.00</b>	<b>\$990,500.00</b>	<b>\$209,500.00</b>	<b>\$1,200,000.00</b>

The application submitted by Oasis of Hope Community Development Corporation, Inc. is not recommended for funding as it did not meet the required minimum score of 70 points.

A due diligence review was conducted in accordance with Resolution No. R-630-13 to ensure the efficient and transparent use of funds for this essential service to County residents. No findings were reported for the entities recommended for funding.

Attachment



Cathy Burgos, LCSW  
Chief Community Services Officer



# MEMORANDUM

(Revised)

**TO:** Honorable Chairman Anthony Rodriguez  
and Members, Board of County Commissioners

**DATE:** June 3, 2025

**FROM:**   
Glen Bonzon-Keenan  
County Attorney

**SUBJECT:** Agenda Item No. 8(K)(1)

Please note any items checked.

- \_\_\_\_\_ **“3-Day Rule” for committees applicable if raised**
- \_\_\_\_\_ **6 weeks required between first reading and public hearing**
- \_\_\_\_\_ **4 weeks notification to municipal officials required prior to public hearing**
- \_\_\_\_\_ **Decreases revenues or increases expenditures without balancing budget**
- \_\_\_\_\_ **Budget required**
- \_\_\_\_\_ **Statement of fiscal impact required**
- \_\_\_\_\_ **Statement of social equity required**
- \_\_\_\_\_ **Ordinance creating a new board requires detailed County Mayor’s report for public hearing**
- \_\_\_\_\_ **No committee review**
- \_\_\_\_\_ **Applicable legislation requires more than a majority vote (i.e., 2/3’s present \_\_\_\_, 2/3 membership \_\_\_\_, 3/5’s \_\_\_\_, unanimous \_\_\_\_, majority plus one \_\_\_\_, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) \_\_\_\_, CDMP 2/3 vote requirement per 2-116.1(3) (h) or (4)(c) \_\_\_\_, CDMP 9 vote requirement per 2-116.1(4)(c) (2) \_\_\_\_ ) to approve**
- \_\_\_\_\_ **Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required**

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 8(K)(1)  
6-3-25

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPROVING THE PROPOSED FUNDING RECOMMENDATIONS IN AN AMOUNT UP TO \$1,200,000.00 FOR THE FISCAL YEAR 2025 SHIP HOMEBUYER EDUCATION AND COUNSELING REQUEST FOR APPLICATIONS (RFA) IDENTIFIED IN EXHIBIT A; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO AWARD FUNDS TO THE APPLICANTS IDENTIFIED IN EXHIBIT A; AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO AWARD CONDITIONAL FUNDS IN THE AMOUNT OF \$209,500.00 TO AGENCIES THAT RECEIVED PARTIAL FUNDING FOR THE 2025 AWARD ALLOCATION; AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXECUTE ALL LETTERS OF COMMITMENT, CONTRACTS, AGREEMENTS, AND AMENDMENTS PURSUANT TO THE PROPOSED SHIP FUNDING RECOMMENDATIONS, TO SHIFT FUNDS AND FUNDING SOURCES AWARDED TO AN ACTIVITY TO ANY NEW AFFILIATED ENTITIES CREATED FOR THE PURPOSE OF CARRYING OUT A PROJECT, AND EXERCISE THE TERMINATION, WAIVER, ACCELERATION, OR OTHER PROVISIONS SET FORTH THEREIN

**WHEREAS**, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA**, that:

**Section 1.** This Board ratifies and adopts the matters set forth in the accompanying justification memorandum and recital as if fully set forth herein.

**Section 2.** This Board approves the proposed funding recommendations in an amount up to \$1,200,000.00, which includes \$209,500.00 to agencies that received partial funding for the 2025 award allocation, for the FY 2025 SHIP Homebuyer Education and Counseling Request for Applications (RFA), identified in Exhibit A, attached hereto and incorporated herein by reference.

**Section 3.** This Board authorizes the County Mayor or County Mayor's designee to execute all letters of commitment, contracts, agreements, and amendments pursuant to the proposed SHIP funding recommendations, to shift funds and funding sources awarded to an activity to any new affiliated entities created for the purpose of carrying out a project, and exercise the termination, waiver, acceleration, or other provisions set forth therein.

**Section 4.** This Board authorizes the County Mayor or County Mayor's designee to fully fund partially funded agencies who successfully expend their 2022 Homebuyer Education & Counseling funding by December 31, 2025, to carry out homebuyer education and counseling services to the residents of Miami-Dade County.

The foregoing resolution was offered by Commissioner \_\_\_\_\_ ,  
who moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_  
and upon being put to a vote, the vote was as follows:

Anthony Rodriguez, Chairman	
Kionne L. McGhee, Vice Chairman	
Marleine Bastien	Juan Carlos Bermudez
Sen. René García	Oliver G. Gilbert, III
Roberto J. Gonzalez	Keon Hardemon
Danielle Cohen Higgins	Eileen Higgins
Natalie Milian Orbis	Raquel A. Regalado
Micky Steinberg	

The Chairperson thereupon declared this resolution duly passed and adopted this 3<sup>rd</sup> day of June, 2025. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF  
COUNTY COMMISSIONERS

JUAN FERNANDEZ-BARQUIN, CLERK

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.



Shannon D. Summerset-Williams



FY 2025 HOMEBUYER EDUCATION AND COUNSELING REQUEST FOR APPLICATIONS										EXHIBIT A		
Agency/Organization Name	Activity Title	Activity Location	Commission District Located	Commission District Serving	Funding Requested	Score	Ranking	Funding Recommendation	Conditional Additional Funding Allocation by 12/31/2025			
Cuban American National Council, Inc.	CNC's Financial Education and Housing Counseling	1223 SW 4th Street, Miami, FL 33135	5	CW	\$200,000	97	1	\$174,500	\$25,500			
Real Estate Education and Community Housing Inc.	Homebuyer Education and Counseling 2025	7875 NW 12th Street, Suite 101, Doral, FL 33122; 555 NE 15th Street, Suite. 14E, Miami, FL 33132	3, 12	CW	\$200,000	83	2	\$200,000	\$0			
NID-HCA Florida Felton dba Experts Resource Community Center, Inc.	Homebuyer Education and Counseling 2025	610 NW 186 Street, Suite 202, Miami Gardens, FL 33169; 835 NE 132 Street, North Miami, FL 33161; 8240 NW 7th Avenue, Miami FL 33150; 640 NW 183rd Street, Miami Gardens, FL 33169	1, 2	CW	\$200,000	79	3	\$200,000	\$0			
Centro Campesino Farmworker Center	Homebuyer Education and Counseling 2025	35801 SW 186 Avenue, Florida City, FL 33034	9	CW	\$200,000	78	4	\$119,500	\$80,500			
Housing Foundation of America, Inc.	Homebuyer Education and Counseling 2025	381 North Krome Avenue, Suite. 203, Homestead, FL 33030, (Main); 9211 SW 152nd Street, Miami, FL 33157; 18605 NW 27th Avenue, Miami Gardens, FL 33056; 17801 Homestead Avenue, Miami, FL 33157; 6001 NW 8th Avenue, Miami, FL 33127; 688 NW 47th Avenue, Miami, FL 33127; 1020 NW 163rd Drive, Miami Gardens, FL 33181; 3400 Devon Road, Miami, FL 33133; 11011 SW 104th Street, Miami, FL 33176; 3340 NW 215th Street, Miami Gardens, FL 33056; 8200 NW 52nd Terrace, Ste. 100, Doral , FL 33166; 10305 NW 41st Street, Doral, FL 33178	1, 3, 7, 8, 9, 12	CW	\$200,000	76	5	\$200,000	\$0			
		11845 SW 216th Street, Goulds, FL 33170; 11350 SW 216th Street, Goulds, 33170	9	CW	\$200,000	75	6	\$96,500	\$103,500			
Trinity Empowerment Consortium, Inc.	Homebuyer Education and Counseling 2025	1111 Park Center Blvd, Suite 402 Miami Gardens, FL 33169	1	CW	\$107,000	34	7	\$0	\$0			
Oasis of Hope Community Development Corporation, Inc.	The Pathways to Homeownership		Total Funding Requested:		\$1,307,000			\$990,500.00	\$209,500.00			
			Total Funding Available:		\$1,400,000							
			Recommended Funding Amount:		\$1,200,000							

Failed to achieve minimum score of 70. Therefore, not recommended for funding