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**MIAMI-DADE COUNTY  
REQUEST FOR APPLICATION**

**FY 2019**

**STATE HOUSING INITIATIVES PARTNERSHIP FUNDING**

**FY 2019 APPLICATION FOR  
ELIGIBLE HOMEBUYER EDUCATION  
AND COUNSELING ACTIVITIES**

**JULY 9, 2019**



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



**Carlos A. Gimenez**  
*Mayor*

**BOARD OF COUNTY COMMISSIONERS**

**Audrey M. Edmonson**  
*Chairwoman*

**Rebeca Sosa**  
*Vice Chairwoman*

**Barbara J. Jordan**  
*District 1*

**Daniella Levine Cava**  
*District 8*

**Jean Monestime**  
*District 2*

**Dennis C. Moss**  
*District 9*

**Audrey M. Edmonson**  
*District 3*

**Senator Javier D. Souto**  
*District 10*

**Sally A. Heyman**  
*District 4*

**Joe A. Martinez**  
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*District 5*

**José “Pepe” Diaz**  
*District 12*

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*District 6*

**Esteban L. Bovo, Jr.**  
*District 13*

**Xavier L. Suarez**  
*District 7*

**Harvey Ruvín**  
*Clerk of Courts*

**Pedro Garcia**  
*Property Appraiser*

**Abigail Price-Williams**  
*County Attorney*

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**\*\*\* APPLICATION DISCLAIMER \*\*\***

Updates to the FY 2019 RFA will be posted on the Department of Public Housing and Community Development (PHCD) website. Applicants should periodically check the website for potential changes in funding availability, submission dates or requirements:  
<https://www8.miamidade.gov/global/housing/requests.page>

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.

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**MIAMI-DADE COUNTY**  
**FY 2019 REQUEST FOR APPLICATIONS (RFA)**  
**STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM FUNDING (SHIP)**  
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<https://www8.miamidade.gov/global/housing/requests.page>

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**MIAMI-DADE COUNTY  
FY 2019 REQUEST FOR APPLICATION  
STATE HOUSING INITIATIVES PARTNERSHIP FUNDING (SHIP)**

**SECTION A  
Introduction**

Miami-Dade County, through the Department of Public Housing and Community Development (PHCD) is soliciting applications under this Request for Application (RFA) process to fund Homebuyer Education and Counseling activities with State Housing Initiatives Partnership (SHIP) funds.

Applicants that are qualified U.S. Department of Housing and Urban Development (HUD) approved counseling agencies, with a demonstrated ability to provide educational and counseling services to prospective homebuyers are encouraged to apply. Proof of HUD approval must be provided at the time of application to be considered for funding.

This RFA is seeking applications to address homebuyer education and counseling needs countywide, with funding amounts listed below. **The maximum amount that applicants may request is \$200,000.** In the event that an applicant has not spent prior year SHIP funds, PHCD reserves the right to lower the 2019 funding recommendation to ensure that no entity has more than \$200,000 at any time, to ensure funding availability to multiple entities.

<b>Eligible Program Activity</b>	<b>SHIP Total Funding Amount Available</b>
Homebuyer Education and Counseling	To Be Announced

**NOTE: In the event that two or more applications receive the same score, and funds are not available to fund the applications fully, PHCD may make allocation recommendations for those applications for less than what was requested in those applications.**

## SECTION B Definitions

**Applicant:** Organization submitting an application for funding.

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

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

**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.

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

**Elderly Housing:** As determined by HUD is a dwelling that is specifically designed for and occupied by an elderly person under a Federal, State, or local government program; 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 per the Housing for Older Persons Act of 1995. 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.

**Firm Commitment:** Match/leverage funds must be explicit, in writing and signed by a person authorized to make the commitment, e.g., applicants MUST show proof of subsidy, such as an award letter or invitation to underwriting from the Florida Housing Finance Corporation (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.

**HUD Certified Housing Counselor:** As defined in 24 CFR Part 214.3, a housing counselor who has passed the HUD Certification examination, works for a participating agency, and is certified by HUD as competent to provide housing counseling services.

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

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- Moderate Income is above 80% AMI to 140% of AMI
- Workforce Housing Income levels are above 60% and up to 140% of AMI
- Low–Income is no more than 80% of AMI
- Very Low–Income is no more than 50% of AMI or lower
- Extremely Low-Income is no more than 33% of AMI or lower (or as more specifically defined in FHFC guidelines.)

**Intermediary:** As defined in 24 CFR Part 214.3, a HUD-approved organization that provides housing counseling services indirectly through its branches or affiliates, for whom it exercises control over the quality and type of housing counseling services rendered.

**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 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.**

**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.

**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.

**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.

## SECTION C

### 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: Homebuyer Counseling.**
- Applicants must score a minimum of **70 points** to be considered for a funding recommendation.
- 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.”
- If CDs or thumb drives are submitted as part of an application, then they should be included in all 7 submitted binders (1 original and 6 copies)
- All proposals must be submitted in the legal name of the limited partnership, corporation, or entity.
- **All applicants are required to review and provide requisite supporting documentation outlined in the Application Checklist included in the Application, labeled and tabbed appropriately.**
- For purposes of this RFA, the application period is July 22, 2019 through August 22, 2019, Monday through Friday excluding County Holidays. Any applications submitted after the August 22, 2019 noon 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.
- No changes or additions to applications will be accepted after the application deadline.
- Applications will not be accepted anywhere other than as noted in this application.
- 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.
- 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.



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- 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 (Resolution No. 630-13, Section 3), 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.**
- Applications submitted prior to the August 22, 2019 deadline can be submitted to the Clerk of the Board from July 22, 2019 through August 21, 2019, Monday through Friday, except on Holidays observed by the County. Applications must be labeled as directed below:

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

On August 22, 2019, APPLICATIONS WILL **ONLY** BE ACCEPTED DURING THE HOURS OF **9:00 a.m. and 12:00 noon** at the **Department of Public Housing and Community Development located in the Overtown Transit Village North Building, 701 NW 1<sup>st</sup> Court, Miami, FL 33136.**

## SECTION D

### Homebuyer Education and Counseling

The Department of Public Housing and Community Development (PHCD) is soliciting applications for Homebuyer Education and Counseling services from qualified U.S. Department of Housing and Urban Development (HUD) approved agencies. Applicants with a demonstrated ability to provide educational and counseling services to prospective homebuyers are encouraged to apply. Proof of HUD approval must be provided at the time of application to be considered for funding. Education and Counseling services must include the following topics:

- Financing
- Fair housing practices
- Credit counseling
- Budget and money management
- Financial literacy
- Selecting a neighborhood (schools, employment, transportation)
- Finding a home
- Negotiating a purchase price
- Home maintenance
- Mortgage approval process
- Post-closing education and counseling
- Inspections and Repairs
- Foreclosure prevention counseling
- Special mortgage programs provided by private sector lenders and Miami-Dade County to assist first-time home buyers, persons with special needs, and those that will qualify by income

#### Minimum Threshold Requirements

- Applicant/Agency must be a HUD approved Homebuyer Education and Counseling Agency.
- Or, if the applicant/agency is participating with a HUD approved intermediary, documentation must be provided, to include:
  - a screen print verifying that the national or regional intermediary is on the list of HUD approved housing counseling agencies
  - a screen print verifying that the applicant/entity is listed as an affiliate or branch that is connected to the intermediary
  - a fully executed copy of the agreement between the parties, including all attachments
  - other verification of the connection of the applicant/entity and the intermediary, and any parent organizations
  - a HUD-certified counseling agency certificate.

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

Applicants must score a minimum of **70 points** to be considered for a funding recommendation.

Supporting documentation for the agency's experience, professional affiliations, employee certifications, training materials, funding sources, program costs, marketing plans and client management system **is required to receive points in this application.** **The cost per client as indicated in the application will be the same cost per client reflected in the contract.**

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

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# **HOMEBUYER EDUCATION AND COUNSELING APPLICATION**

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**APPLICATION COVER SHEET  
FY 2019 SHIP REQUEST FOR APPLICATION (RFA)**

**ENTITY / APPLICANT INFORMATION:**

Legal Name: \_\_\_\_\_

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

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

Applicant Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Applicant Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip+4 \_\_\_\_\_

**ACTIVITY INFORMATION:**

Activity Location/Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip+4 \_\_\_\_\_

If multiple sites are proposed, please attach a separate list including the address and Commission District that each site is located in.

Activity Title: \_\_\_\_\_ Category: Homebuyer Education and Counseling

Activity Description:  
\_\_\_\_\_  
\_\_\_\_\_

Funding Amount Requested:  
\_\_\_\_\_

With my signature below, I attest to the accuracy of the information provided on this cover page. The information above summarizes my RFA 2019 application submission.

Signature: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Date: \_\_\_\_\_



PUBLIC HOUSING AND COMMUNITY DEVELOPMENT
DUE DILIGENCE AFFIDAVIT

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is certified by my signature:

Applicant's Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

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

(Print or Stamp of Notary): \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Notary Public – State of \_\_\_\_\_ Notary Seal:



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**PUBLIC HOUSING AND COMMUNITY DEVELOPMENT  
FY 2019 SHIP RFA  
CERTIFICATION OF ACCURACY**

This page must be signed by the authorized representative of the Applicant/Developer as to the accuracy and completeness of this proposal. No proposals will be accepted without this document.

I hereby certify that this proposal is complete and all information included herein is true and accurate.

Name of Applicant: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ (print name)

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



This material is available in an accessible format upon request.

CD/60/31516

**APPLICATION CHECKLIST**

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

**ALL DOCUMENTS MUST HAVE PAGE NUMBERS**

**ALL items listed in the following checklist labeled REQUIRED must be included with your application submission**

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



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<b>Tab</b>	<b>Document</b>	<b>Required</b>	<b>Include Page Number where document is located</b>
13.	<b>Governing Board</b> - Names and addresses.	Required	Tab 13: Page __
14.	<b>Current Articles of Incorporation and Corporate Documents</b> - Please label and include page numbers for each of the sections listed below.	Required	Tab 14: Page __
	Articles of Incorporation/Corporate Certification	Required	Tab 14: Page __
	Current Certificate of Good Standing or Certificate of Status – From the State of Florida	Required	Tab 14: Page __
	Business License		Tab 14: Page __
	Partnership Agreement	Only if Applicable	Tab 14: Page __
	Board Resolutions (If applicable)	Only if Applicable	Tab 14: Page __
15.	<b>Current By-Laws</b>	Required	Tab 15: Page __
16.	<b>Contact Information for All Partners</b> – Names of the organizations, individuals and the specific governmental agencies involved in the partnership, to include contact person(s), addresses and telephone numbers for each and their role in the project. Identify not-for-profit versus for-profit organizations and include DUNS numbers for each organization.	Required	Tab 16: Page __
17.	<b>Résumés and Organizational Chart</b>	Required	Tab 17: Page __
18.	<b>Appeals or Other Pending Issues</b>	Only if Applicable	Tab 18: Page __
19.	<b>Collaborative Agreements with Service Providers</b> (signed and dated)	Required	Tab 19: Page __
20.	<b>Marketing and Outreach Plan</b>	Required	Tab 20: Page __
21.	<b>Comprehensive Training Curriculum with supporting documentation</b>	Required	Tab 21: Page __
22.	<b>Past Experience as Homebuyer Counseling (HC) provider</b>	Required	Tab 22: Page __
	Documentation that the homebuyer counseling entity is a member of the National Industry Standards for Homeownership Education and Counseling Services	Required	Tab 22: Page __
23.	<b>Proof of a Client Management System</b> Documentation should reflect the total number of clients served within one year prior to the date of this RFA application.	Required	Tab 23: Page __
24.	<b>Corporate Affiliations</b>	Required	Tab 24: Page __
25.	<b>Homebuyer Counseling Track Record</b> (documentation of successful graduates)	Required	Tab 25: Page __

**HOMEBUYER EDUCATION AND COUNSELING SCORING CRITERIA  
 ORGANIZATIONAL CAPACITY AND SOUNDNESS OF APPROACH (105 Points)**

<p>1.</p>	<p><b>How many years has the organization provided homebuyer education and counseling services?</b> <i>Must provide documented proof to receive points.</i></p> <p><input type="checkbox"/> No Documentation (0 points)    <input type="checkbox"/> 1-4 years (4 points)    <input type="checkbox"/> 5-7 years (6 points)    <input type="checkbox"/> 8 or more years (10 points)</p>
<p>2.</p>	<p><b>Is the homebuyer counseling entity a member of the National Industry Standards for Homeownership Education and Counseling?</b> <i>Must include documented proof to receive points.</i></p> <p><input type="checkbox"/> No (0 points)                      <input type="checkbox"/> Yes (10 points)</p>
<p>3.</p>	<p><b>Does the homebuyer counseling entity utilize a HUD compliant Client Management System for data collection and reporting?</b> <i>Must include documented proof to receive points. (proof of purchase and/or lease of system; with screen print from system that reflects the total number of clients served within one year prior to the date of this RFA application).</i></p> <p><input type="checkbox"/> No (0 points)                      <input type="checkbox"/> Yes (5 points)</p>
<p>4.</p>	<p><b>How many years of experience do the homebuyer counselors have? Add the number of years of experience of all HUD-certified homebuyer counselors.</b> <i>Must include documented proof to receive points.</i></p> <p><input type="checkbox"/> No Documentation (0 points)    <input type="checkbox"/> 1-5 years (1 point)    <input type="checkbox"/> 6-10 years (2 points)    <input type="checkbox"/> 11 or more years (5 points)</p>
<p>5.</p>	<p><b>Does the organization have the capability and expertise to provide detailed training on County mortgage programs and private sector lender programs to assist low to moderate-income home buyers?</b> <i>Must provide documented proof to receive points.</i></p> <p><input type="checkbox"/> No Documentation (0 points)    <input type="checkbox"/> Yes (5 points)</p>
<p>6.</p>	<p><b>What is the percentage of homebuyer counselors that are currently HUD-certified?</b> <i>Must provide current documented proof to receive points. (copies of certifications dated within the last two years)</i></p> <p><i>How many counselors does the agency have? _____</i> <i>How many HUD-Certified counselors does the agency have? _____</i></p> <p><input type="checkbox"/> 69% or less than (0 points)    <input type="checkbox"/> 70-79% (1 point)                      <input type="checkbox"/> 80-89% (2 points)                      <input type="checkbox"/> 90-100% (3 points)</p>
<p>7.</p>	<p><b>Has your organization received other funding for counseling services?</b> <i>Must include documented proof to receive points.</i></p> <p><input type="checkbox"/> No (0 points)                      <input type="checkbox"/> Yes (7 points)</p>
<p>8.</p>	<p><b>How many participants successfully completed and/or graduated from your program in the 12 months prior to the date of this application?</b> <i>Must include documented proof to receive points. (participant verification)</i></p> <p><input type="checkbox"/> less than 100 (0 points)                      <input type="checkbox"/> 100 (2 points)                      <input type="checkbox"/> 200 (5 points)</p> <p><input type="checkbox"/> 300 (10 points)                      <input type="checkbox"/> 500 or more (15 points)</p>

<p>9.</p>	<p><b>How many participants successfully achieved homeownership in the 12 months prior to the date of this application?</b> <i>Must include documented proof to receive points. (participant verification)</i></p> <p><input type="checkbox"/> Less than 25 (0 points)      <input type="checkbox"/> 26-49 (5 points)      <input type="checkbox"/> 50 or more (10 points)</p>
<p>10.</p>	<p><b>Does the applicant have a comprehensive training curriculum?</b> <i>Must include training curriculum documentation to receive points. A comprehensive training curriculum must reflect detailed course content, learning objectives and benchmarks for each category of services provided.</i></p> <p><input type="checkbox"/> No Documentation (0 points)    <input type="checkbox"/> Marginal (2 points)    <input type="checkbox"/> Moderate (6 points)    <input type="checkbox"/> Comprehensive (10 points)</p>
<p>11.</p>	<p><b>Number of training locations within 1/3-mile accessible to public transportation?</b> <i>Must include documented proof to receive points. Note, the 1/3-mile distance must be walkable. There must not be natural or man-made barriers, such as lakes, canals, gated communities, highways, fences, etc., that restrict the ability of clients to walk from public transportation to the training location.</i></p> <p><input type="checkbox"/> No locations within 1/3-mile (0 points)</p> <p><input type="checkbox"/> 1 location within 1/3-mile (3 points)</p> <p><input type="checkbox"/> 2 or more locations within 1/3-mile (5 points)</p>
<p>12.</p>	<p><b>Is there a cost for the client to participate in the homebuyer education and counseling workshops?</b> <i>(exclusive of required fees for credit reports) Must include documented proof to receive points.</i></p> <p><input type="checkbox"/> \$51 or more (0 points)      <input type="checkbox"/> \$1 - \$50 (5 points)      <input type="checkbox"/> \$0 (15 points)</p>
<p>13.</p>	<p><b>Has the agency provided post purchase counseling workshops for persons previously served by your organization?</b> <i>Must include documented proof of previous workshops to receive points.</i></p> <p><input type="checkbox"/> No (0 points)      <input type="checkbox"/> Yes (5 points)</p>
<p>14.</p>	<p><b>Provide the agency's cost per client for each of the items below (for informational purposes only):</b></p> <p>a) Homebuyer Education and Counseling Services Workshop Only \$ _____ How many students do you expect to attend? _____</p> <p>b) Homebuyer Education/Counseling Services Only \$ _____ How many clients do you expect to serve? _____</p> <p>c) Financial Literacy Workshop Only \$ _____ How many students do you expect to attend? _____</p> <p>d) Foreclosure Prevention Counseling Only \$ _____ How many clients do you expect to serve? _____</p>

**DRAFT**

## **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)

## References List

**Title 24, Code of Federal Regulations, Part 214.3:** Provides definitions for a HUD Approved Housing Counseling Agency, a HUD Certified Housing Counselor, and an Intermediary

**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 (Resolution No. 630-13, Section 3), 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-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.***