



## FY 2023 REQUEST FOR APPLICATIONS (RFA) FUNDING



### HOUSING APPLICATION

FUNDING SOURCES:  
HOME INVESTMENT PARTNERSHIPS (HOME) PROGRAM

FY 2023 RFA ELIGIBLE HOUSING ACTIVITIES:

- HOME COMMUNITY HOUSING DEVELOPMENT ORGANIZATIONS (CHDO)
- HOME TENANT-BASED RENTAL ASSISTANCE (TBRA)
- MULTIFAMILY DEVELOPMENT
- HOME HOMELESS TENANT-BASED RENTAL ASSISTANCE (TBRA)

This RFA is available online at the following website: <http://www.miamidade.gov/housing>

..... , 2023



Miami-Dade County  
Department of Public Housing and Community Development (PHCD)  
701 NW 1<sup>st</sup> Court, 14<sup>th</sup> Floor - Miami, FL 33136



\*\*\* APPLICATION



DISCLAIMER \*\*\*

Applicants should check the County's website for updates to the FY 2023 RFA, as dates listed are subject to change.

<https://www.miamidade.gov/global/housing/requests.page>

The FY 2023 Request for Applications (RFA) solicitation is subject to the award of funds from the United States Department of Housing and Urban Development (HUD). The funds available are based on estimates and are subject to change.

**Applicants must apply to this RFA using the ZoomGrants link. ZoomGrants is an online application portal. No paper applications or application binders will be accepted.**

Updates to the FY 2023 RFA will be posted on the Department of Public Housing and Community Development website. Applicants should periodically check the County's website for potential changes in funding availability, submission dates, and/or requirements.

<https://www.miamidade.gov/global/housing/requests.page>

**MIAMI-DADE COUNTY PROVIDES EQUAL ACCESS AND EQUAL OPPORTUNITY IN EMPLOYMENT AND SERVICES AND DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY.**

**The Department of Public Housing and Community Development (PHCD) does not discriminate based on race, sex, color, religion, marital status, national origin, disability, ancestry, sexual orientation, age, gender identity, 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 2023 REQUEST FOR APPLICATIONS  
HOME INVESTMENT PARTNERSHIPS (HOME)**

**TABLE OF CONTENTS**

**THE COMPLETE FY 2023 RFA CAN BE FOUND ONLINE AT PHCD'S WEB SITE**  
**<https://www.miamidade.gov/global/housing/requests.page>**

|  |        |
|--|--------|
| INTRODUCTION AND HOME PROGRAM REQUIREMENTS.....                        | 4-8    |
| ELIGIBILITY REQUIREMENTS AND EVALUATION CRITERIA FOR APPLICATIONS..... | 10-12  |
| DEFINITIONS.....   | 13-20  |
| APPLICANT INSTRUCTIONS.....  | 21-24  |
| SUBMISSION GUIDELINES.....   | 25-27  |
| FY 2023 RFA SCHEDULE.....  | 28     |
| HOME INVESTMENT PARTNERSHIP PROGRAM FUNDING.....                       | 29-30  |
| LOAN TERMS AND CONDITIONS.....   | 32-33  |
| HOUSING FORMS SUBMISSION CHECKLIST AND HOUSING FORMS 1-3.....          | 34-38  |
| HOME GENERAL SECTION HOUSING FORMS (FORM 1).....                       | 39-78  |
| HOME SCORING CRITERIA.....   | 79-81  |
| HOME TENANT-BASED RENTAL ASSISTANCE (TBRA) BACKGROUND .....            | 82-85  |
| HOME TBRA APPLICATION FORM (FORM 2).....                               | 86-88  |
| HOME TBRA SCORING CRITERIA.....  | 89-90  |
| HOME CHDO BACKGROUND .....   | 91-96  |
| HOME CHDO APPLICATION FORM (FORM 3).....                               | 97-103 |

# MIAMI-DADE COUNTY REQUEST FOR APPLICATIONS FOR FY 2021

## TABLE OF CONTENTS - ATTACHMENTS

Available online only: <https://www.miamidade.gov/global/housing/requests.page>

- 1 Maps of County Targeted Urban Areas
- 2 Contractual Job Agreement
- 3 FY 2020-2024 Consolidated Plan
- 4 Performance Measurement Outcome System
- 5 Lead Based Paint 24 CFR Part 35
- 6 CPD Income Eligibility Calculator and User Manual
- 7 Department of HUD Eligibility Matrix Codes
- 8 Miami-Dade County Income Limits
- 9 Construction Cost Breakdown/Scope of Work
- 10 Budget Samples and Forms/Sources and Uses Statement
- 11 Sample Scope of Services, Action Steps
- 12 Vulnerability Map/List of Eligible Block Groups
- 13 Glossary
- 14 Home Investment Partnerships Program Information
- 15 Emergency Solutions Grant Information
- 16 Fair Housing Act
- 17 Community Housing Development Organizations
- 18 Section 8 Housing Quality Standards Guidelines
- 19 26 CFR Part 1.42-10 - Utility Allowances
- 20 Additional Information on Housing Activities
- 21 Miami-Dade County Rent Limits
- 22 Construction Loan Closing Checklist
- 23 HOME Underwriting Analysis Template
- 24 Changes to the HOME Program
- 25 Department of HUD Income Limits
- 26 FHFC Income Limits
- 27 HOME Income Limits
- 28 HOME Rent Limits
- 29 FHFC Tax Credit Rent Limits
- 30 Homeless Funding Application Certification Form
- 31 Homeless Unmet Needs
- 32 HOME Subsidy Limits
- 33 List of Entitlement Jurisdictions and Participating Municipalities
- 34 Resolution No. R-630-13, Due Diligence Checklist, and Affidavit
- 35 Resolution No. R-697-13, Requiring Secured Loan on CD Funds in Excess of \$25,000
- 36 HOME Rehabilitation Standards

**MIAMI-DADE COUNTY REQUEST FOR APPLICATIONS FOR FY 2021**

**TABLE OF CONTENTS - ATTACHMENTS**

Available online only: <https://www.miamidade.gov/global/housing/requests.page>

- 37 Environmental Review Request Form
- 38 Sample Commitment Letter
- 39 Loan Security Instrument
- 40 Ordinance 14-26, Amendment to Residents First Training and Employment Program
- 41 Resolution No. R-34-15, Regarding notice to the County of available rental housing units

DRAFT

# **MIAMI-DADE COUNTY FY 2023 REQUEST FOR APPLICATIONS FOR HOME FUNDING**

## **INTRODUCTION**

The Miami-Dade County Department of Public Housing and Community Development (PHCD) is soliciting applications under the FY 2023 Request for Applications (RFA) process to fund developments and activities under the HOME Programs. Applicants must apply to this RFA using the ZoomGrants link. ZoomGrants is an online application portal. No paper applications or application binders will be accepted.

The FY 2023 RFA is supported by the FY 2020-2024 Consolidated Plan approved by the Board of County Commissioners (BCC) on October 22, 2020. Affordable housing continues to be a priority need within Miami-Dade County, to respond to a housing affordability crisis. A map showing Eligible Block Groups ranked by vulnerability is included on the next page.

## **HOME PROGRAMS**

### **SUMMARY OF HOME PROGRAM REGULATIONS (24 CFR Part 92)**

The HOME Program is designed to:

- Expand the supply of decent and affordable housing for low- and very-low income individuals.
- Strengthen the abilities of State and local governments to design and implement strategies for achieving adequate supplies of decent affordable housing.
- Provide both financial and technical assistance to participating jurisdictions (entitlement areas) including the development of model programs of affordable housing for very-low and low-income families.
- Expand and strengthen partnerships among all levels of government and the private sector, including for-profit and not-for-profit organizations, in the production and operation of affordable housing.

Project site(s) submitted for consideration must be owned or controlled by the Developer who can show site control at the time of submission to Miami-Dade County. Site(s) must be serviced or proposed to be serviced by all utilities including sanitary sewer, where available.

### **MINIMUM THRESHOLD REQUIREMENTS**

Developments will be recommended for funding based on applications meeting all minimum threshold requirements listed below and will be ranked in 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. Those projects that score highest in Ability to Proceed, will be ranked higher. If a second 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. If a third tiebreaker is needed, the application that proposes to construct the highest number of units will be ranked higher.

Please note points will only be awarded when supporting documentation outlined in the Application Checklist is both accurately labeled and attached to your electronic application. **Points will not be awarded in cases where supporting documentation is inaccurately labeled or uploaded and/or attached to the wrong question.**

1. **Leveraging** – Applicants must provide supporting documentation showing a firm commitment of **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 3<sup>rd</sup> 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 applicants 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. **Sustainable Building (Green) Certification** is a contractual requirement for receiving HOME, SURTAX and SHIP funding. Applicants must designate which certification will be obtained at the time of the application. ***This is a minimum threshold requirement. See MDC 9-71 through 9-75 and IO 8-8.***
7. **Passing the Due Diligence investigation:** Applicants must pass a Due Diligence investigation; see the Due Diligence Checklist for more information. ***Unless expressly authorized by the County Mayor or the County Mayor's designee (in Resolution R-630-16, 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. See Resolution No. R-630-13.***
8. **Applicants 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 or subsequent applicable resolution shall not apply to public housing projects owned or operated by Miami-Dade County.***
9. **Meet the funding application cap per agency:** See Resolution No. R-345-15 or subsequent applicable resolution. ***This is a minimum threshold requirement.***

## **ELIGIBLE APPLICANTS**

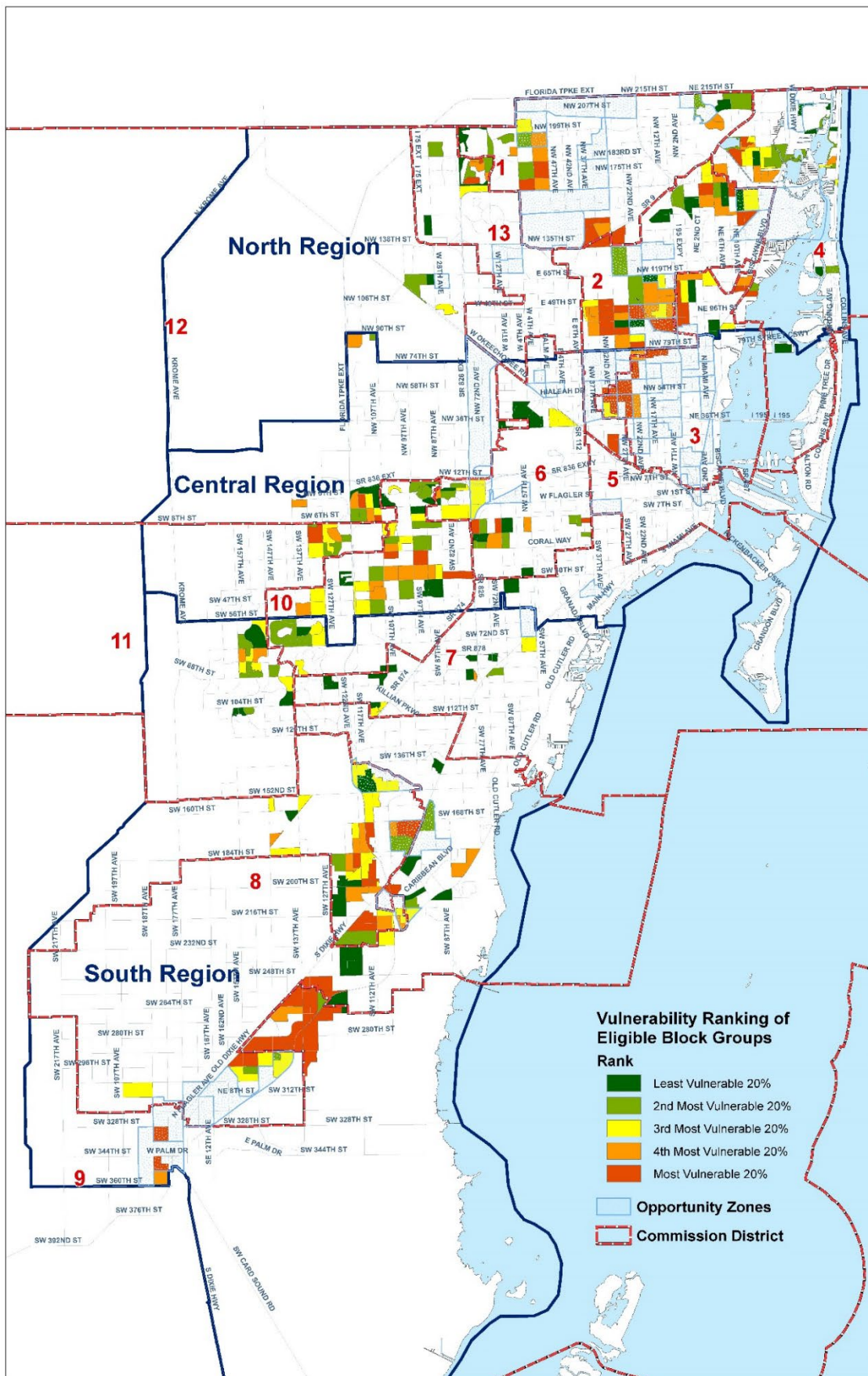
Eligible applicants for HOME funds for affordable housing projects include:

- Community Housing Development Organizations (CHDOs). All CHDOs must be certified by PHCD before funds are awarded.
- Other Not-for-profit Organizations
- Private/For-Profit Organizations (including Partnerships and Sole Proprietorships)
- Community Land Trusts (CLT)

## **PROJECT RELATED COSTS**

- Per Miami-Dade County regulations signs are required to be placed on all construction sites funded by PHCD. The applicant must include the cost of the signage as part of their development budget in an amount up to \$1500.
- Pursuant to CFR Part 58, it is the responsibility of the Participating Jurisdiction to publicly notice certain construction projects in various local newspapers to inform the public of the impending activity. Other related costs may also be incurred based upon Part 58 mandates such as RER and DERM reviews.
- Pursuant to the 1931 Davis Bacon Act, contractors and sub-contractors performing on federally funded or assisted contracts, in excess of 12 or more HOME assisted units, for the construction, alteration, or repair of public buildings or public works must have a Davis-Bacon wage determinations to certify that employees' wages are consistent, at the very least, with local prevailing wages and fringe benefits for corresponding work on similar projects in the area. The applicant will be required to incur the cost associated with Davis Bacon compliance.





## **ELIGIBLE ACTIVITIES (24 CFR Part 92)**

HOME funds may be used for the following:

- New Construction
- Rehabilitation of existing units
- Reconstruction
- Conversion of non-residential uses to residential uses
- Site improvements
- Acquisition of existing units and funds for rehabilitation
- Tenant-Based Rental Assistance (TBRA)

## **INELIGIBLE ACTIVITIES (24 CFR Part 92)**

HOME funds may not be used for the following:

- Project reserve accounts
- Development, operations or modernization of public housing
- Project-based rental assistance
- Payment of delinquent taxes, fees or charges

For more information on eligible activities, refer to 24 CFR Part 92.

## **HOME MAXIMUM SUBSIDY PER UNIT**

Applicant must not exceed HOME subsidy-per-unit maximums as to HOME funds:

| <b>Bedrooms</b> | <b>Home Maximum<br/>Per-Unit Subsidy*</b> |
|-----------------|---|
| 0 BR            | \$172,479                                 |
| 1 BR            | \$197,721                                 |
| 2 BR            | \$240,432                                 |
| 3 BR            | \$311,043                                 |
| 4+ BR           | \$341,426                                 |

**\*Note:** The 2020 limits are provided above, and the 2023 limits to be confirmed by the U.S. HUD Miami Field Office, and may be subject to change.

Applicants must utilize the annually amended HOME subsidy-per-unit maximums provided by PHCD.

# INSTRUCTIONS AND TECHNICAL ASSISTANCE WORKSHOPS

Instructions and application forms for the FY 2023 Housing RFA are included in this package. Copies are also available at the PHCD website: <https://www.miamidade.gov/global/housing/requests.page>. The application submission deadline is **TBD**.

PHCD will hold a Public Meeting for the 2020-2024 Consolidated Plan and 2023 Action Plan, to include an introduction to the new RFA booklets, and to solicit comments from the public. The application preparation and submittal requirements will be discussed at the meeting, which will be held at:

## **South Regional Public Meeting**

**Date and Time:** March 14, 2023, at 10:00 a.m. to 12:30 p.m.

**Location:** South Dade Regional Library, 10750 SW 211<sup>th</sup> Street, Cutler Bay, FL 33189

## **Central Regional Public Meeting**

**Date and Time:** March 15, 2023, at 10:00 a.m. to 12:30 p.m.

**Location:** Arcola Lakes Branch Library, 8240 NW 7th Avenue Miami, FL 33150

## **North Regional Public Meeting**

**Date and Time:** March 16, 2023, at 2:00 p.m. to 5:00 p.m.

**Location:** North Dade Regional Library, 2455 NW 183<sup>rd</sup> Street, Miami, FL 33056

Comments and questions pertaining to this application must be submitted in writing to PHCD, no later than **TBD** to the attention of:

Miami-Dade County Department of Public Housing and Community Development (PHCD)  
Overtown Transit Village North  
701 NW 1st Court, 16th Floor  
Miami, FL 33136

[communitydevelopmentservices@miamidade.gov](mailto:communitydevelopmentservices@miamidade.gov)

Applications for FY 2023 must be submitted in the ZoomGrants online application, <https://www.zoomgrants.com/zgf/RFA2023HOME>

**Applicants must create a profile in ZoomGrants in order to apply.** No paper applications will be accepted.

## **ELIGIBLE APPLICANTS**

Community-Based Organizations (CBOs), Community Development Corporations (CDCs), as well as for-profit and not for-profit developers are encouraged to respond to this FY 2023 RFA process by submitting applications for an eligible affordable housing development or project/activity. Entities may apply for funding for an activity from multiple funding sources by submitting individual applications for each funding source. Eligibility for use of funds available under this RFA vary from program to program. Applicants should refer to specific requirements and/or restrictions for each funding source as set forth in this application document.

- **All applicants must provide an Employer Identification Number (EIN/Federal Identification Number) and a Unique Entity Identifier (UEI) Number.**
- **For information on the how to find your UEI, visit:** <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>

## ELIGIBILITY REQUIREMENTS AND EVALUATION CRITERIA FOR HOUSING APPLICATION PROJECTS

To be eligible for funding, all proposed rehabilitation activities must meet the requirements listed below. It is strongly recommended that applicants consider these requirements before preparing an application, as these are the same factors that will be used to rate and evaluate applications.

1. **Low-Moderate-Income Benefit** – The proposed activity, if requesting HOME federal funding, must meet the Department of Housing and Urban Development (HUD) criteria of benefitting low- and moderate-income families. Every application that will benefit low- and moderate-income persons must provide evidence that the beneficiaries of the program will be low-to-moderate-income (LMI) persons. Applicants must provide the income eligibility requirements for the proposed activity or demonstrate that the activity is located in an Eligible Block Group (EBG). To identify eligible block groups go Miami-Dade County GISweb Community Services webpage at: <https://gisweb.miamidade.gov/communityservices/> . Type in the activity address then open the “Demographics” tab.

All HOME funds must be used to benefit low-income families whose incomes are at or below 80 percent of Area Median Income (AMI). For development projects with five (5) units or more, a minimum of 20% of the units must be rented to families with incomes that do not exceed 50% of AMI at the lower HOME rents listed in the chart below.

For 2022, Miami-Dade County’s area median income is \$68,300 with adjustments made for 80% AMI and 50% AMI, by family size, as follows:

|                                |                                |
|--------------------------------|--------------------------------|
| 80% AMI Family of 1 - \$54,600 | 50% AMI Family of 1 - \$34,150 |
| 80% AMI Family of 2 - \$62,400 | 50% AMI Family of 2 - \$39,000 |
| 80% AMI Family of 3 - \$70,200 | 50% AMI Family of 3 - \$43,900 |
| 80% AMI Family of 4 - \$78,000 | 50% AMI Family of 4 - \$48,750 |

AMIs are subject to change for 2023 and will be updated as applicable by the program. Applicant is responsible for utilizing the most recent income and rent limits available. Refer to Attachments.

2. **Rent Limits** – The High HOME Rent Limit for an area is the lesser of the Section 8 Fair Market Rent (FMR) for the area or a rent equal to 30% of the annual income of a family whose income equals 65% of the AMI, as determined by HUD. The Low HOME Rent Limit for an area is 30% of the annual income of a family whose income equals 50% of the AMI, as determined by HUD, capped by the High HOME Rent Limit. HUD’s Office of Policy Development and Research Division calculates the HOME rents each year using the FMRs and the Section 8 Income Limits.

For 2022, the Miami-Dade HOME Rents Limits are as follows:

|                      | 0 BDR   | 1 BDR   | 2 BDR   | 3 BDR   | 4 BDR   | 5 BDR   |
|----------------------|---------|---------|---------|---------|---------|---------|
| Low HOME Rent Limit  | \$853   | \$914   | \$1,097 | \$1,267 | \$1,413 | \$1,560 |
| HIGH HOME Rent Limit | \$1,090 | \$1,169 | \$1,406 | \$1,615 | \$1,781 | \$1,947 |

Rents are subject to change for 2023 and will be updated as applicable by program. Applicant is responsible for using the most recent rent limits available. Refer to Attachments.

3. **Market Analysis and Feasibility Analysis** - A complete market study demonstrating the need for the housing. The market study for any housing activity should be included in the online application submission. The study must demonstrate a demand or need for the project. A credit underwriting analysis will be required for all projects to be considered for funding. Any applicant that fails to meet this threshold item will not be funded.

4. Priority Needs – Activities must address a high priority need identified in the County's FY 2020-2024 Consolidated Plan. Applications must describe how the priority need will be addressed and provide supporting data. Projects proposing to assist the homeless must address the Miami-Dade County Continuum of Care priorities, policies, and standards of care.
5. Organizational and Financial Capacity – Applicants must demonstrate that they are fiscally sound and have the skills, ability, and experience required to achieve HUD's National Objective(s), and are able to meet other program requirements. Applicants will be evaluated on experience, organizational and administrative capacity, financial capacity, and management. This will include a review of resumes, financial statements, monitoring reports, audit findings, and complete inspections of new proposed activity locations.
6. Leveraging – Applicants must show that they have other sources of funding available for the proposed activity. Since the County uses its federal and local funds to address funding gaps, other funding must exist to ensure timely project completion. Documentation must be provided with the application to verify the availability and commitments of leveraged resources. Applicants must have complete funding in place, except for the requested Gap Funding, and applicants must provide a sources and uses statement. Applicants must demonstrate maximum leveraging with non-County funds.
7. Timely Completion - Applicants must demonstrate that they have a history of completing projects in a timely manner. Timely completion is defined as two (2) years for construction.
8. Track Record – Previously funded Community Development Block Grant (CDBG), HOME, Neighborhood Stabilization Program (NSP), and Section 108 projects must be in good standing with respect to audit findings and have a favorable track record of completing projects on-time, submitting accurate and complete quarterly progress reports, and addressing all monitoring findings. Applicants with an existing PHCD contract that have any of the following contractual violations shall be ineligible, and will not be recommended for funding in this FY 2023 RFA: 1) failed to demonstrate achievement of the National Objective; 2) failed to meet appropriate performance and timeliness measures under their existing CDBG, HOME, NSP, SHIP, SURTAX, Section 108 loan agreements, and other Miami-Dade County contractual agreements; or 3) are currently in a delinquent payment status with their existing County contracts.
9. Site Control – Applicants must demonstrate site control (i.e., title, lease agreement, firm purchase contract, Option to Purchase, Option to Lease Long-Term agreement, or Local Government Resolution) of the proposed site for which funding is being applied for.
10. Maximum Subsidy Per Unit – For affordable housing projects, agencies must show that the subsidy per unit does not exceed established standards. For HOME-funded projects, HUD sets the maximum subsidy per unit annually.
11. Payment and Performance Bond, applicable for contracts and subcontracts exceeding \$150,000 – for projects that involve construction or rehabilitation work, the County requires the applicant provide the County with a Payment and Performance Bond in the full amount of the construction contract, naming the County as a dual obligee. For projects which involve construction or rehabilitation work on County-owned property, the County shall require, prior to the commencement of any work on the property, a payment and performance bond that meets the requirements set forth in Florida Statutes, Section 255.05, which bond shall be in the full amount of the construction contract covering all contractors, subcontractors, or materials providers downstream from the developer, including but not limited to the General Contractor,

and naming the County as a dual obligee. In lieu of an applicant providing a Payment and Performance Bond, the County may, at its sole and absolute discretion, accept a Letter of Credit in an amount to be determined by the County. However, the County shall in no event be required to accept an alternative to the Payment and Performance Bond.

12. Change of Scope of Work/Project – Material changes to the application after approval of the award of funds may result in the cancellation of award and recapture of awarded funds. Cancellation shall be at the sole discretion of PHCD if the appropriate requirement is not met, PHCD may determine that the application shall be considered non-responsive and shall be deemed ineligible. Review by the County Attorney's Office (CAO) will be requested.

DRAFT

## DEFINITIONS

- **Activity Delivery Costs (ADC):** ADC are those allowable costs incurred for implementing and carrying out eligible CDBG activities. All ADC are allocable to a CDBG activity, including direct and indirect costs integral to the delivery of the final CDBG-assisted activity.
- **Affordability Period:** The period required based on the amount of HOME funds invested in a project on a per unit basis. Based on the amount of the HOME funds, the affordability period will be from a minimum of five years to a maximum of twenty years, and will only be applicable to HOME assisted units.
- **At-Risk of Homelessness:**

(1) An individual or family who:

- (i) Has an annual income below 30 percent of median family income for the area, as determined by HUD;
- (ii) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “homeless” definition in this section; and

(iii) Meets one of the following conditions:

- (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
- (B) Is living in the home of another because of economic hardship;
- (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
- (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
- (E) Lives in a single-room occupancy or efficiency apartment unit in which more than two persons reside or lives in a larger housing unit in which there reside more than 1.5 persons per room, as defined by the U.S. Census Bureau;
- (F) Is exiting a publicly-funded institution or system of care (such as a healthcare facility, a mental health facility, foster care or other youth facility, or correctional program or institution); or
- (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;

(2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under Section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), Section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), Section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), Section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), Section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or Section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or



(3) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

- **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.
- **Bonds:** a certificate that serves as evidence of a debt and of the terms under which it is undertaken. Multi-family housing revenue bonds issued to finance construction of multi-family housing projects where a specified proportion of the units will be rented to moderate-and low-income families.
- **Certified Financial Statements:** Financial statements to include, but not limited to, balance sheet, income statement, and statement of cash flow that have been prepared and certified by an independent third party Certified Public Accountant in accordance with GAAP.
- **Chronically Homelessness:** To be considered chronically homeless, a person must have a disability and have been living in a place not meant for human habitation, living in an emergency shelter, or living in a safe haven for the last 12 months continuously or on at least four occasions in the last three years where those occasions cumulatively total at least 12 months.
- **Community Housing Development Organizations (CHDOs):** Community housing development organizations as defined in 24 CFR Part 92. A CHDO is a private non-profit, community-based organization that has staff with the capacity to develop affordable housing for the community it serves. In order to qualify for designation as a CHDO, the organization must meet certain requirements pertaining to their legal status, organizational structure, and capacity and experience.

CHDOs may use HOME funds for all eligible HOME activities. A CHDO must act as the owner, developer, or sponsor of a project that is an eligible set-aside activity. The eligible set-aside activities include: the acquisition and/or rehabilitation of rental housing; new construction of rental housing; acquisition and/or rehabilitation of homebuyer properties; new construction of homebuyer properties; and direct financial assistance to purchasers of HOME-assisted housing that has been developed with HOME funds by the CHDO.

- **Community Land Trusts (CLT):** As defined in Section 212 of the Housing and Community Development Act of 1992 (H11966, 10/5/1992), means a community housing organization (except that the requirements under subparagraphs (C) and (D) of section 104(6) shall not apply for purposes of this subsection) –
  - 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 ground leases;
    - B. transfers ownership of any structural improvements located on such leased parcels to the lessees; and
    - C. retains a preemptive option to purchase any such structural improvement at a price determined by formula that it 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 composed 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.

- **Credit Underwriting (CU):** an analytical process that determines the amount of financing necessary for completion of the construction and development of a project as indicated in a report prepared by a credit underwriter under the direction and oversight of PHCD. Credit underwriting will assist PHCD to determine the terms of financing, whether the project is financially feasible as represented in the application, and whether the costs and risks associated with the project are reasonable. Developer will be responsible for the cost of this analysis; however, this is a reimbursable expense.
- **Deferred Developer's Fee:** will not be paid to the developer as a development expense, but will be paid to the developer from the project's cash flow.
- **Developer:** a for-profit or private non-profit individual or entity that the grantee provides assistance to for the purpose of (1) acquiring homes and residential properties to rehabilitate for use or resale for residential purposes and (2) constructing new housing in connection with the redevelopment of demolished or vacant properties. Developers are program beneficiaries and thus distinct from subrecipients, grantee employees, and contractors. 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's Fees for Low-Income Housing Tax Credit (LIHTC):** developer fees for all categories (including developer's overhead, developer's fees, and consultant fees) combined cannot be more than 18% for 4% LIHTC with Florida Housing Finance Corporation (FHFC) or Housing Finance Authority (HFA) bonds, and no more than 16% on 9% LIHTC projects.
- **Developer's Fees for Non-Low Income Housing Tax Credit (Non-LIHTC):** the developer's fee is commensurate with the level of risk and in no event shall exceed 16%.

Project development costs (including fees and soft costs) should reflect a pro-rata share of the total funding awarded by the County and all other funding sources. If the project receives funding from the County from multiple funding years (i.e., 2019 and 2020 funding), the Developer's Fees shall be prorated in accordance with the terms of those respective funding years and the Requests for Applications and the respective applications for funding submitted to the County. Developer's Fees must be prorated among funding sources. The County's funds may not be used to pay a greater portion of the Developer's Fee than the proportion of the County's loan to the overall development costs absent the consent of the County. Developer fees must be reflective of actual construction

completed. No part of the developer's fee can be disbursed until all loan closing conditions have been met. Under no condition will Miami-Dade County reimburse developers for costs incurred on the development prior to an executed written agreement and loan closing with recorded documents in effect.

This definition of Developer's Fee for Non-LIHTC does not apply to any developer who has agreed previously to limit its developer's fees to a percentage less than what has been described.

- **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 component; (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.
- **Emergency Solutions Grant Program (ESG):** The Emergency Solutions Grant Program is administered by PHCD pursuant to 24 CFR 576. ESG is a formula grant program. Eligible recipients generally consist of metropolitan cities, urban counties, territories, and states, as defined in 24 CFR 576.2. Metropolitan cities, urban counties and territories may subgrant ESG funds to private non-profit organizations.
- **Extremely Low-Income (ELI):** those individuals or families whose income is 30% of Area Median Income (AMI) or below.
- **Firm Commitment:** financing, matching, or other funds for the project. For example, a commitment letter should be in writing and must include all the details of the project, including the total value and terms of the commitment. The commitment letter should be signed by a person authorized to make the commitment, and be valid between the publication date of this RFA and the application deadline for this RFA.
- **Financial Beneficiary:** one who is to receive a financial benefit of the total development cost (including deferred fees). This definition includes any party, which meets the above criteria, such as the developer, its principals, and principals of the applicant entity. This definition does not include third party lenders, housing credit (HC) syndicators, or credit enhancers who are regulated by a state or federal agency.
- **Foreclosure:** legal action of taking possession of a mortgaged property when the mortgagor fails to keep up their mortgage payments.
- **"Gap" Funding:** the financing gap between the existing financing commitments to the 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 the issuance of Certificate of Occupancy including but not limited to the costs for acquisition, design and planning, zoning and variances, financing costs, legal costs, construction, permitting, hard costs, and development soft costs. Gap funding may not represent more than 25% of the total project cost. The gap shall be determined by PHCD, taking into consideration the credit underwriting analysis. This limitation shall not apply to HOME CHDO applications. If construction projects have been underwritten by an entity qualified to

perform underwriting and subsidy layering analysis has received a favorable funding recommendation based on a prior allocation of PHCD funding to the project and has had a loan closing for all committed funding sources, then the project is not eligible to receive gap funding.

- **Green Building Certification:** Miami-Dade County Code (MDC) 9-71 through 9-75 and Implementing Order 8-8 Sustainable Buildings Program: PHCD will adhere to compliance guidelines pursuant to Sections 9-71 through 9-75 of the Code, together with Miami-Dade County Implementing Order IO 8-8, PHCD will adhere to compliance guidelines pursuant to Sections 9-71 through 9-75 of the Code of Miami-Dade County. Sections 9-71 through 9-75 of the Code, together with Implementing Order IO 8-8, are referred to as the “Sustainable Buildings Program.” which applies to building(s) owned, financed and/or operated by Miami-Dade County. Sustainable Building (Green) Certification through an independent third-party verifiable sustainable building standard is a contractual requirement for receiving HOME, Surtax and SHIP funding. 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 HOME, Surtax and SHIP funding. This is a minimum threshold requirement.**

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 Certification 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, 9-71 through 9-75 and IO 8-8. Applicant is required to designate which certification will be obtained at the time of the application.

- **Guaranty:** a formal assurance given as security that another’s debt or obligation will be fulfilled.
- **HOME or HOME Program:** the HOME Investment Partnerships Program administered by PHCD pursuant to 24 CFR Part 92.
- **HOME-Assisted Unit:** specific units that are funded with HOME funds. HOME units shall adhere to rent controls and income targeting requirements pursuant to 24 CFR §92.252.
- **HOME Development:** any Development which receives financial assistance from the Corporation under the HOME Program.
- **HOME Rental Development:** a Development proposed to be constructed or rehabilitated with HOME funds.
- **HOME Rent-Restricted Unit:** the maximum allowable rents designed to ensure affordability on the HOME-assisted Units.
- **Homeless:** homeless is defined in 24 CFR 576.2.
- **Homeless Management Information System (HMIS):** the information system designated by the Continuum of Care (CoC) to comply with HUD's data collection, management, and reporting standards and used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at-risk of homelessness.

- **Homeless Prevention:** This includes activities that provide housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to prevent the individual or family from becoming homeless if; 1) annual income of the individual or family is below 30 percent of median family income; or 2) assistance is necessary to help program participants regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing.
- **Homelessness:** a person is considered homeless only when he/she resides in places not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings (on the street). To be considered chronically homeless, a person must have a disability and have been living in a place not meant for human habitation, living in an emergency shelter, or living in a safe haven for the last 12 months continuously or on at least four occasions in the last three years where those occasions cumulatively total at least 12 months.
- **Hard Costs:** the monetary costs of physically preparing the site and building the structure. Often referred to as the brick-and-mortar costs involving the actual physical construction of a development. Determination of hard costs shall be made by PHCD, examples include grading, excavation of the site, materials used, landscaping, and carpentry.
- **Loan Documents or Closing Documents:** the “shell” loan documents for all HOME/Surtax awards are available for review on the web site at [www.miamidade.gov/housing/](http://www.miamidade.gov/housing/). 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. Agreement to any substantive changes to the loan documents are at the sole and absolute discretion of the County.
- **Loan Terms:** the term of the loan will be thirty (30) years, which will include a two (2) year construction period.
- **Low Income Housing Tax Credits (LIHTC):** the tax credits 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.
- **Metropolitan City:** a city that was classified as a metropolitan city under 42 U.S.C. 5302(a) for the fiscal year immediately preceding the fiscal year for which ESG funds are made available.
- **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. These are minimum threshold requirements. The applicant must have firm commitments of all project funding. This is also a minimum threshold requirement. A report of Due Diligence findings will be submitted to the Board of County Commissioners. **Applications lacking any items and/or criteria needed to meet minimum threshold will be deemed non-responsive and will not be scored.**
- **Non-Recourse:** 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, a predecessor, or a successor department.

- **Principal:** an applicant, managing partner, investor partner, general partner, officer, director, shareholder of an applicant, or shareholder of the general partner of an applicant.
- **Private Non-Profit Organization:** a private non-profit organization that is a secular or religious organization described in section 501(c)3 of the Internal Revenue Code of 1986 and which is exempt from taxation under subtitle A of the Code, has an accounting system and a voluntary board, and practices non-discrimination in the provision of assistance. A private non-profit organization does not include a governmental organization, such as a public housing agency or housing finance agency.
- **Project Rule:** specifies the amount of HOME-assisted occupancy units in each rental at initial occupancy and throughout the period of affordability. In projects of five or more HOME-assisted units, at least 20 percent of the HOME-assisted rental units must be occupied by families with gross annual incomes that are 50 percent or less of Area Median Income (AMI). These very low-income tenants must occupy units with rents at or below the Low HOME Rent limit.
- **Rapid Re-Housing:** This includes housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help individuals or families living in homeless shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing.
- **Recourse:** the ability of a lender to claim money from a borrower in default, in addition to the property pledged as collateral.
- **Section 3:** is a provision of the Housing and Urban Development Act of 1968. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.
- **Senior Housing:** HUD has determined that 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 age 62 or older; or in accordance with Florida Housing Finance Corporation, it's a dwelling that houses at least one person who is age 55 or older in at least 80% of the occupied units and adheres to a policy that demonstrates intent to house persons who are age 55 or older.
- **Site Control:** documentation comprised of a title, lease agreement, firm purchase contract, Option to Purchase, Option to Lease Long-Term agreement, or Local Government Resolution of the proposed site for which funding is being applied for.
- **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 committed in writing (minus the gap funding requested), and construction is ready to start pending the selection and award of the general contractor within sixty days (60) from the contract execution date with the County.

- **Special Needs Populations:** a resident or family member who may have special circumstances or conditions, i.e., a person with mental, emotional, or physical disability or that possesses a high risk of developing such conditions.
- **Subrecipient:** a public agency or non-profit organization selected by the participating jurisdiction to administer all or some of the participating jurisdiction's HOME programs to produce affordable housing, provide down payment assistance, or provide tenant-based rental assistance. A public agency or non-profit organization that receives HOME funds solely as a developer or owner of a housing project is not a subrecipient.
- **Subsidy Layering Review (SLR):** an analytical process that determines the amount of Government (public) financing necessary and the reasonableness of cost allocations. (Developer will be responsible for the cost of this analysis; however, this is a reimbursable expense.)
- **Threshold:** minimum 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 pass a due diligence check (refer to Table of Contents - Attachments) prior to funding commitment. Due Diligence findings will be reported to the Board of County Commissioners.
- **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 of design, planning, zoning, variances, financing costs, legal costs, construction, and permitting. For construction and rehabilitation projects, the cost of land acquisition shall not be included in the total development costs.
- **Violence Against Women Act (VAWA):** Federal Act which protects applicants, tenants, and program participants in federally funded programs (including HOME and Emergency Solutions Grant (ESG)) from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.
- **ZoomGrants: Applications for 2023 must be submitted in the ZoomGrants online application, [www.zoomgrants.com](http://www.zoomgrants.com).** Applicants must create a profile in ZoomGrants in order to apply. **No paper applications will be accepted.**

## APPLICANT INSTRUCTIONS

FOR THE ATTACHED APPLICATION, PHCD IS ONLY SOLICITING FY 2023 HOME APPLICATIONS FOR: HOME CHDO HOUSING SET-ASIDE, HOME CHDO OPERATING SUPPORT, MULTIFAMILY DEVELOPMENT, AND HOME TENANT BASED RENTAL ASSISTANCE ACTIVITIES.

PHCD IS NOT SOLICITING FY 2023 NON-CHDO HOME APPLICATIONS FOR: ACQUISITION, NEW CONSTRUCTION OR REHABILITATION OF AFFORDABLE RENTAL HOUSING, OR PRE-DEVELOPMENT. APPLICANTS INTERESTED IN APPLYING FOR THESE ACTIVITIES MAY SUBMIT APPLICATIONS IN THE FY 2023 SHIP/HOME/SURTAX MULTIFAMILY RFA.

- Applicant must select only one (1) funding category.
- PHCD may determine that any deficient application is non-responsive. Review by the County Attorney's Office (CAO) will be requested.
- All awards will be allocated the full amount of requested funding until available funds are exhausted.
- **Applications must score a minimum of 70 points, inclusive of bonus points, to be recommended for funding.**
- **If a tiebreaker 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.**
- All applicants must be submitted in the legal name of the corporation or entity that is applying for funding. The applicant must be an active entity registered with the Florida Division of Corporations (<http://www.sunbiz.org>).
- All applicants must provide an Employer Identification Number (EIN/Federal Identification Number) and a Data Universal Numbering System or The D-U-N-S® Number. For more information about obtaining a DUNS Number, visit: <http://fedgov.dnb.com/webform>. The D-U-N-S® Number is a unique nine-digit identification number that remains with an organization even if the organization is no longer in operation. The D-U-N-S® Number was incorporated into the Federal Acquisition Regulation (FAR) in April 1998.
- Applicants are encouraged to coordinate and collaborate with other organizations in carrying out programs funded under this RFA. As part of the proposal, a written agreement specifying the role of each organization in the collaborative arrangement must be included and must be executed and signed by each partner organization.
- **Miami-Dade County will not fund an entity or an affiliate with defaulted loans, debarment actions, or any other legal encumbrances regardless of the merits of the submitted application.** Miami-Dade County will not fund entities listed in the Federal Excluded Parties List System, as those entities are prohibited from receiving federal contracts or federally-approved subcontracts, and from certain types of federal financial and non-financial assistance and benefits. Miami-Dade County will not fund entities on the County's delinquent registry.
- Miami-Dade County reserves the right to require and participate in the creation of partnerships to ensure project viability and/or enhance the effectiveness of program delivery, should the County determine such action is in the best interest of the County and the community being served.

- All projects or activities awarded HOME funds that fail to complete the activity within four years shall be subject to the recapture of funds. Federal requirements per HOME are that activities must be completed within four years of award.
- Applicants applying for HOME, HOME CHDO Operating Support, or HOME CHDO Set-Aside funds must complete the Housing application forms designated in the Housing Submission Checklist.
- All awards will be evidenced by a Conditional Loan Commitment, Memorandum of Understanding (MOU), or interlocal/interdepartmental agreement, as well as appropriate security instruments and loan documents.
- All housing developments shall adhere to housing construction standards as outlined by HUD, Miami-Dade County, and local/municipal codes.
- Construction applications require intended use of property with supporting documentation to include, but not be limited to:
  - Current color photos of the property including roof and interior;
  - Completed 40-year certification (most recent signed and sealed);
  - Completed architectural/engineering plans;
  - Approved building and construction permit(s) from the respective municipality and/or county for the proposed project; and
  - Property must be free of any Building Code violations (if existing violations exist, applicant must provide a copy of the violations from the municipality and plans must address the needed corrections).
- Grantee may use HOME funds to construct/rehabilitate housing under the latest provisions of the Uniform Relocation Act (24 CFR Part 42, Subpart I). This is housing that the grantee has determined must be constructed/rehabbed in order to provide suitable replacement housing for persons displaced by a contemplated HOME project, subject to the Uniform Relocation Act (URA), and where the project is prevented from proceeding because the required replacement housing is not available otherwise.
- If construction/rehabilitation involves occupied units, contact information must be included for occupied units (tenant's name and phone number(s)). Requesting entity must provide a written correspondence to tenants explaining the potential scope of work to be performed within occupied units and provide a hard copy to PHCD pursuant to URA guidelines.
- Field visits will be conducted on behalf of PHCD to evaluate the viability and/or feasibility of the project site with the proposed scope of work and requested funds.
- PHCD Compliance Requirement: 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. Copies of the resolution, Due Diligence Checklist, and Affidavits are located at [www.miamidade.gov/housing/](http://www.miamidade.gov/housing/). Agencies not clearing the Due Diligence Report review will not be recommended to the Board for funding. (Refer to Attachment).
- Accessibility, Universal Design and Visibility Features:

All units of the proposed Development must meet all federal requirements and state building code requirements, including the following:

- Florida Accessibility Code for Building Construction as adopted pursuant to Section 553.503, Florida Statutes;



- The Fair Housing Act as implemented by 24 CFR Part 100;
  - Section 504 of the Rehabilitation Act of 1973; and
  - Titles II and III of the Americans with Disabilities Act of 1990 as implemented by 28 CFR Part 35, incorporating the most recent amendments, regulations and rules.
- If during the application process or during the loan closing process, an entity associated with the project has been convicted of a criminal act (in connection with any County program), PHCD has the discretion to rule the project ineligible and any funds awarded and/or expended shall be recaptured.
  - Developers are encouraged to include loan-closing costs in the requested award amount. It is anticipated that these costs will be absorbed into the project costs.
  - Miami-Dade County Affordable Housing Set Aside Incentive for Disabled Households. Ordinance No. 14-56. Developers interested in building units that are more accessible may be awarded extra points on applications. In order to receive bonus points, the Ordinance requirement must be exceeded. The total funding awarded will not be affected.
  - Miami-Dade County Notice of Availability of Affordable Rental and Homeownership Opportunities. Resolution No. R-34-15. Developers are required to provide written notice to Miami-Dade County of the availability of affordable rental or homeownership opportunities. Developers are required to advertise the availability of affordable rental or homeownership opportunities in general circulation newspapers.
  - Conflict of Interest - The general rule is that no persons (defined as any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of sub-recipients that are receiving funds under this part) who exercise or have exercised any functions or responsibilities with respect to HOME activities assisted under this part, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a HOME-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a HOME-assisted activity, or with respect to the proceeds of the HOME-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. The complete Code of Federal Regulations (CFR) can be viewed at <http://www.ecfr.gov>, 24.CFR.570.611.
  - Environmental Review: All successful applicants will be required to complete environmental review forms.
  - Applicants awarded federal funds are subject to provisions of the Davis-Bacon Act and HUD Section 3 requirements.
  - The Davis-Bacon Act is triggered with the allocation of HOME funds for 12 or more HOME-assisted units. It requires that workers receive no less than the prevailing wages being paid for similar work in the same area. Davis-Bacon wage rates can fluctuate based on economic conditions, and the applicable rate may not be known until time of bidding. Proposers are encouraged to build in contingencies and general market conditions to their contracts to account for this possibility.
  - The Developer shall ensure that its contractors and their subcontractors are classifying workers properly for Davis-Bacon and Internal Revenue Code purposes and that they maintain proper documentation to support worker classification. In reviewing certified payrolls, the County will be

alert to anomalies and consult with federal agencies such as the Internal Revenue Service, Department of Labor, and Department of Housing and Urban Development.

- The Developer shall ensure compliance with Ordinance 14-26, the Ordinance amends the Residents First Training and Employment Program to require contractors on construction projects over \$1 million to submit a Responsible Contractor Affidavit; to provide the OSHA 10 Hour Safety Program training to all persons employed by the contractor; and achieve an aspirational goal of 51 percent of the local workforce. Ordinance 14-26 provisions apply only to construction projects over \$1 million for public buildings, public works, or projects on county owned lands.
- 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.

## SUBMISSION GUIDELINES

FOR THE ATTACHED APPLICATION, PHCD IS ONLY SOLICITING FY 2023 HOME APPLICATIONS FOR: HOME CHDO HOUSING SET-ASIDE, HOME CHDO OPERATING SUPPORT, MULTIFAMILY DEVELOPMENT, AND HOME TENANT BASED RENTAL ASSISTANCE ACTIVITIES.

HOME CHDO SET-ASIDE AND HOME CHDO OPERATING SUPPORT FUNDS ARE LIMITED TO PROJECTS LOCATED IN UNINCORPORATED MIAMI-DADE COUNTY ONLY.

PHCD IS NOT SOLICITING FY 2023 HOME APPLICATIONS FOR: ACQUISITION, NEW CONSTRUCTION OR REHABILITATION OF AFFORDABLE RENTAL HOUSING, OR PRE-DEVELOPMENT. APPLICANTS INTERESTED IN APPLYING FOR THESE ACTIVITIES MAY SUBMIT APPLICATIONS IN THE FY 2023 SHIP/HOME/SURTAX MULTIFAMILY RFA.

- Applicants must submit an Online Application using our grants management system, ZoomGrants. A direct access link will be available on PHCD's webpage. Each entity may only submit one application.
- Applicants must upload all affidavits, supporting and evidence documentation to meet threshold requirements.
- The application 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.
- **Points will only be awarded when supporting documentation outlined in the Application Checklist is attached to your electronic application.** If supporting documentation is too large for upload, applicant may upload attachments in multiple submissions.
- **Points will only be awarded when requisite supporting documentation is provided for corresponding questions.**
- Supporting documentation must be uploaded as an attachment. Applicants must use a cover sheet identifying the EACH attachment separately.
- **Coversheets must be accurately labeled, match attached documentation AND corresponding questions. Points will not be awarded in cases where supporting documentation is inaccurately labeled or uploaded and/or attached to the wrong question.**
- **PHCD WILL ONLY ACCEPT DOCUMENTATION UPLOADED IN A PDF FORMAT. PHCD WILL NOT ACCEPT DOCUMENTATION UPLOADED IN DROPBOX OR OTHER FORMATS.**
  - **To upload a large PDF document to ZoomGrants:** Large attachments must be divided into several smaller PDFs in order to be successfully uploaded to ZoomGrants. The maximum file size that ZoomGrants will allow for upload is 5 Megabytes (MB). For instance, upload documents with the filename of IRS 990 – File 1 of 3, IRS 990 - File 2 of 3, and IRS 990 - File 3 of 3.

- **For questions that do not apply to an agency: All questions must be answered, and corresponding attachments must be uploaded in order to have a successful submission. For attachments that are not applicable, a document should still be uploaded with the designation of “N/A”.**
- Scoring Committee members will review and score all questions separately and **ONLY** consider documentation that has been correctly uploaded and labeled for specified corresponding questions.
- Applicants submitting applications in more than one category **may be deemed non-responsive and may not be scored.**
- **Applicants must select only one category (i.e., Applicants may not submit multiple applications in different categories for the same development address, style, number of units, proposed loan terms, etc.).**
- Applicants may only apply for HOME funding in the categories identified in this RFA, up to the amount of HOME funding available in this RFA.
- **Applications will only be scored by the categories outlined in this RFA, not funding sources.**
- 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 **TBD**. Any applications submitted after the 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.
- 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 (in Resolution No. R-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.**

Questions pertaining to this application must be submitted in writing to the Miami-Dade County Department of Public Housing and Community Development, no later than **TBD**, to the attention of: Mr. Clarence Brown, Interim Director, PHCD. Responses are expected to be posted on the website <https://www8.miamidade.gov/global/housing/requests.page>

Clarence Brown, Interim Director  
Miami-Dade County Department of Public Housing and Community Development  
Overtown Transit Village North  
701 NW 1<sup>st</sup> Court, 16<sup>th</sup> Floor  
Miami, FL 33136  
[communitydevelopmentservices@miamidade.gov](mailto:communitydevelopmentservices@miamidade.gov)

## FY 2023 RFA SCHEDULE

- The RFA Application will be available electronically for review on **TBD**. A direct access link will be available on PHCD's website.
- Technical Assistance Workshops will be conducted virtually by PHCD on March 14, 2023, March 15, 2023, and March 16, 2023. All participants are encouraged to register for the technical assistance workshops at: <https://miamidade.live/PHCDPublicMeeting>
- Public Hearing: The staff funding recommendations are normally considered by the Public Housing and Community Services Committee. This serves as the public hearing in the Action Plan process, [24 CFR 91.105] – Citizen Participation Plan and local governments, [24 CFR 91.105(a)(1)]. The public hearing will be publicly noticed.
- The FY 2023 Action Plan will be submitted to HUD as part of the FY 2020-2024 Consolidated Plan upon approval by the Board of County Commissioners (BCC).
- Contract Development will begin immediately upon approval of the FY 2023 Action Plan by HUD.

## HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)

### FY 2023 AFFORDABLE HOUSING FUNDS AVAILABLE

FOR THE ATTACHED APPLICATION, PHCD IS ONLY SOLICITING FY 2023 HOME APPLICATIONS FOR: HOME CHDO HOUSING SET-ASIDE, HOME CHDO OPERATING SUPPORT, MULTIFAMILY DEVELOPMENT, AND HOME TENANT BASED RENTAL ASSISTANCE ACTIVITIES.

HOME CHDO SET-ASIDE AND HOME CHDO OPERATING SUPPORT FUNDS ARE LIMITED TO PROJECTS LOCATED IN UNINCORPORATED MIAMI-DADE COUNTY ONLY.

PHCD IS NOT SOLICITING FY 2023 HOME APPLICATIONS FOR: ACQUISITION, NEW CONSTRUCTION OR REHABILITATION OF AFFORDABLE RENTAL HOUSING, OR PRE-DEVELOPMENT. APPLICANTS INTERESTED IN APPLYING FOR THESE ACTIVITIES MAY SUBMIT APPLICATIONS IN THE FY 2023 SHIP/HOME/SURTAX MULTIFAMILY RFA.

### HOUSING RESOURCE GUIDELINE ALLOCATIONS

In order to meet local priorities, the following will serve as the illustrative guidelines to resource allocations:

| Activity/Category                          | HOME                   | TOTAL                  |
|--|------------------------|------------------------|
| HOME Multifamily Development               | \$2,518,743.95*        | \$2,518,743.95*        |
| HOME CHDO Housing Set-Aside                | \$831,256.05*          | \$831,256.05*          |
| HOME CHDO Operating Support                | \$50,000.00*           | \$50,000.00*           |
| HOME Tenant Based Rental Assistance (TBRA) | \$300,000.00*          | \$300,000.00*          |
| HOME Homeless TBRA                         | \$300,000.00*          | \$300,000.00*          |
| <b>Totals</b>                              | <b>\$4,000,000.00*</b> | <b>\$4,000,000.00*</b> |

\* Funds available are based on U.S. HUD estimates and are subject to change

#### NOTE:

- THE FY 2023 REQUEST FOR APPLICATION (RFA) SOLICITATION IS SUBJECT TO THE AWARD OF FUNDS FROM THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD). THE FUNDS AVAILABLE ARE BASED ON ESTIMATES AND ARE SUBJECT TO CHANGE.
- APPLICANT MUST CLEARLY DELINEATE IF THEY ARE APPLYING FOR HOME CHDO/HOME FUNDS AND INDICATE THE PROJECT. HOME CHDO OPERATING SUPPORT CAN ONLY BE AWARDED WHEN ATTACHED TO AN AWARDED HOME PROJECT.
- ANY FUNDS REMAINING IN AN ACTIVITY/CATEGORY MAY BE USED IN AN ALTERNATE CATEGORY, AT THE DISCRETION OF PHCD.
- MIAMI-DADE COUNTY WILL ADHERE TO U.S. HUD WAIVERS AND SUSPENSIONS OF THE HOME PROGRAM REQUIREMENTS, AS APPLICABLE.

## **FINANCING TERMS FOR HOUSING DEVELOPMENTS**

Final determination of the rate and terms will be made based on the Credit Underwriting/Subsidy Layering Review Analysis. All permanent loans are for a period of thirty (30) years. Loan terms shall be as set forth in the Loan Terms and Conditions table. However, loan terms are subject to change and modification is at the sole and absolute discretion of PHCD.

## **CHANGES TO THE SCOPE OF SERVICES/DEVELOPMENT PROJECT**

Any changes to the Scope of Services/Development Project after receiving a funding award, which impacts the scoring criteria, may constitute a material change to your application and any funding allocation may be cancelled or modified. "Material change" may include among other items changes to:

- development location;
- number of units;
- set-aside units;
- activity description;
- ownership interest and/or financial beneficiaries, and;
- any change in ownership or financial beneficiaries during the term of the contract/mortgage requires prior approval by PHCD.

Any material change in the organizational or financial capacity of the Applicant from the time of the award to the expiration of the contract may result in the cancellation of any funding allocation secured through this RFA process.



**All applicants understand that by submitting an application, they are agreeing to comply with all the HOME regulations at 24 CFR 92, as amended, which will be passed on from the County to the Applicant.**

**MIAMI-DADE COUNTY**  
**DEPARTMENT OF PUBLIC HOUSING AND COMMUNITY DEVELOPMENT**  
**RECOMMENDATIONS FOR LOAN TERMS AND CONDITIONS**  
**FOR**  
**FY 2023 RFA**

\*Interest Rates below are subject to an independent underwriting analysis\*

| FUNDING SOURCE     | HOME/<br>HOME CHDO  | HOME/<br>HOME CHDO  |
|--------------------|---|---|
| USE OF FUNDS       | HOME: MULTIFAMILY DEVELOPMENT<br><br>HOME CHDO: ACQUISITION, NEW CONSTRUCTION OR REHABILITATION OF AFFORDABLE RENTAL HOUSING, PRE-DEVELOPMENT, SINGLE-FAMILY HOMEOWNERSHIP REHABILITATION   | HOME: MULTIFAMILY DEVELOPMENT<br><br>HOME CHDO: ACQUISITION, NEW CONSTRUCTION OR REHABILITATION OF AFFORDABLE RENTAL HOUSING, PRE-DEVELOPMENT, SINGLE-FAMILY HOMEOWNERSHIP REHABILITATION   |
| TYPE OF ENTITY     | NOT-FOR-PROFIT  | COMMUNITY LAND TRUST  |
| RATE               | 0% during construction, years 1-2.<br><br><b>Option 1 –</b><br>A.LIHTC and Market Rate Deals. 1.5% interest only payments from Development Cash Flow with another .50% interest accruing and due at maturity.<br><br>B. Tax Exempt Bonds with 4% LIHTC. 1% interest only payments from Developer Cash Flow with 1% interest accruing and due at maturity.<br>- Full principal due at maturity.<br><br><b>Option 2 – Both 4% and 9% LIHTC Deals –</b><br>Permanent 1% interest only payments from Developers Cash Flow years 3-17.<br>- 0.5% interest rate. Principal and interest payments from Development Cash Flow years 18-30 (principal deferred for initial 17 years).<br>- Full principal due at maturity. | 0% during construction, years 1-2.<br><br><b>Option 1 –</b><br>A. LIHTC and Market Rate Deals. 1.5% interest only payments from Development Cash Flow with another .50% interest accruing and due at maturity.<br><br>B. Tax Exempt Bonds with 4% LIHTC. 1% interest only payments from Developer Cash Flow with 1% interest accruing and due at maturity.<br>- Full principal due at maturity.<br><br><b>Option 2 – Both 4% and 9% LIHTC Deals</b><br>- Permanent 1% interest only payments from Developers Cash Flow years 3-17.<br>- 0.5% interest rate. Principal and interest payments from Development Cash Flow year 18-30 (principal deferred for initial 17 years).<br>- Full principal due at maturity. |
| CONSTRUCTION TERMS | 2 years for construction completion.  | 2 years for construction completion.  |

## RECOMMENDATIONS FOR LOAN TERMS AND CONDITIONS FOR FY 2023

| FUNDING SOURCE | HOME/<br>HOME CHDO   | HOME   |
|----------------|--|--|
| AFFORDABILITY  | <ul style="list-style-type: none"> <li>- Subject to rental regulatory agreement for set aside units for 30 years from date project placed into service. If borrower ceases to use the property for intended purposes then remaining balance and note are due.</li> <li>- Subject to occupancy restrictions from date project placed into service.</li> <li>- Subject to Florida Housing Finance Corporation (FHFC) terms.</li> <li>- Subject to subsidy layering review and credit underwriting</li> </ul>   | <ul style="list-style-type: none"> <li>- Subject to rental regulatory agreement for set aside units for 30 years from date project placed into service. If borrower ceases to use the property for intended purposes then remaining balance and note are due.</li> <li>- Subject to occupancy restrictions from date project placed into service.</li> <li>- Subject to Florida Housing Finance Corporation (FHFC) terms.</li> <li>- Subject to subsidy layering review and credit underwriting</li> <li>- Income Categories to be served: Very-low, low, or moderate</li> <li>- Loan/deferred loan/grant: Assistance is provided as a deferred payment loan</li> <li>- Ground Lease Term: At Least 50 Years</li> <li>- Forgiveness/Repayment: Provided the home continues to be occupied by an income eligible household, HOME monies will not be subject to recapture upon sale.</li> <li>- Default/Recapture: Default is defined as the failure to make required payments on a loan secured by a first mortgage which leads to foreclosure and/or loss of the property ownership. In the event of default on the first mortgage, the Community Land Trust must notify Miami-Dade County whether it intends to exercise its right of repurchase. Default shall also occur if the buyer fails to occupy the home as a primary residence.</li> </ul>   |
| NOTES          | <ul style="list-style-type: none"> <li>- Overall debt service ratio 1.10 minimum and 1.6 maximum applicable to the first 15 years (Subject to the department's discretion).</li> <li>- Interest only payments will be simple interest (non-amortizing)</li> <li>- Ten percent of the Developer fee must be deferred provided that it can be paid back in 10 years.</li> <li>- Entities must notify PHCD, by written communication, at the time of repayment of funds.</li> <li>- PHCD reserves the right to legally assume possession of properties at foreclosure.</li> </ul> | <ul style="list-style-type: none"> <li>- Overall debt service ratio 1.0 minimum and 1.6 maximum applicable to first 15 years. (Subject to the department's discretion)</li> <li>- Interest only payments will be simple interest (non-amortizing).</li> <li>- Ten percent of the Developer fee must be deferred provided that it can be paid back in 10 years.</li> <li>- Community Land Trust (CLT) acquires land and maintains permanent ownership in perpetuity.</li> <li>- Recipient Selection Criteria: First qualified, first served after completion of first time homeowner class that contains a Community Land Trust component. The recipient must be able to show and attest to a clear understanding of the difference between fee simple homeownership and community land trust homeownership. Miami-Dade County will provide a certification for the client (applicant) to complete attesting to their understanding of the appropriate program.</li> <li>- When the owner of the property sells, the owner earns only a portion of the increased property value. The remainder is kept by the CLT, preserving the affordability for low-to-moderate income persons.</li> <li>- Entities must notify PHCD, by written communication, at the time of repayment of funds.</li> <li>- PHCD reserves the right to legally assume possession of properties at foreclosure.</li> </ul> |

**HOUSING FORMS SUBMISSION CHECKLIST  
AND HOUSING FORMS 1- 3**

## HOUSING FORMS SUBMISSION CHECKLIST RFA FY 2023

Refer to the Housing Submission Checklist form for the preparation of all applications. The items listed in the General Section must be submitted with all affordable housing construction/rehabilitation applications and homeless applications.

All items must be submitted in the same order as listed and all corresponding forms must be completed with all requested exhibits. The exhibits must be submitted behind the forms and identified by the location and page number where the items may be located in the proposal. The bottom portion of this form must be signed by the authorized representative of the entity in order to certify the completeness of your proposal. If any particular form is not applicable, please insert a page behind the tab that says "N/A".

| SECTION                    | DESCRIPTION OF SECTIONS  |
|----------------------------|--|
| <b>COVER SHEET</b>         | <b>APPLICATION COVER SHEET (ATTACHMENT 1)</b>  |
|                            | AFFIDAVIT OF PREVIOUS CONTRACTUAL RELATIONSHIPS (ATTACHMENT 1)   |
|                            | DUE DILIGENCE AFFIDAVIT (ATTACHMENT 1)   |
| <b>FORM 1</b>              | <b>GENERAL SECTION HOUSING FORMS (REQUIRED FROM ALL APPLICANTS):</b>   |
| I.                         | APPLICANT AND DEVELOPMENT TEAM (ATTACHMENT 1)  |
| II.                        | PROPOSED ACTIVITY (ATTACHMENT 1)   |
| III.                       | FUNDING REQUEST (ATTACHMENT 1)   |
| IV.                        | GEOGRAPHIC LOCATION (ATTACHMENT 2)   |
| V.                         | LEVERAGING RENTAL AND HOMELESS PROJECTS ONLY (ATTACHMENT 3)  |
| VI.                        | ORGANIZATION CAPACITY AND EXPERIENCE (ATTACHMENT 4)  |
| VII.                       | TRACK RECORD (ATTACHMENT 4)  |
| VIII.                      | TIMELY COMPLETION (ATTACHMENT 4)   |
| IX.                        | TENANT RELOCATION INFORMATION FOR EXISTING PROPERTIES (ATTACHMENT 5)   |
|                            | ABILITY TO PROCEED (ATTACH PICTURES OF EXTERIOR AND INTERIOR):   |
| X.                         | SITE CONTROL (ATTACHMENT 6)  |
| XI.                        | PRE-DEVELOPMENT (ATTACHMENT 6)   |
| XII.                       | SHOVEL READY (ATTACHMENT 6)  |
| XIII.                      | FEATURES AND AMENITIES (ATTACHMENT 6)  |
|                            | DEMOGRAPHIC AND SET-ASIDE COMMITMENTS ACCESSIBILITY FEATURES:  |
|                            | DEMOGRAPHIC TARGETS (ATTACHMENT 7)   |
|                            | INCOME AND SPECIAL NEEDS (ATTACHMENT 7)  |
|                            | HOUSING PRESERVATION ACTIVITIES (ATTACHMENT 7)   |
|                            | TENANT RELOCATION (ATTACHMENT 7)   |
|                            | DESIGN AND ACCESSIBILITY FEATURES (ATTACHMENT 7)   |
|                            | SET-ASIDE COMMITMENTS (ATTACHMENT 7) [REQUIRED FOR HOME FUNDS ONLY]  |
|                            | FINANCIAL BENEFICIARIES (ATTACHMENT 8)   |
|                            | RENTS & OPERATING PRO-FORMA (ATTACHMENT 9)   |
|                            | ACCEPTANCE OF RENTAL ASSISTANCE (ATTACHMENT 10) [RENTAL DEVELOPMENTS ONLY]   |
|                            | FINANCING: DEVELOPMENT COST PRO FORMA SAMPLE (ATTACHMENT 11)   |
| <b>FORM 2</b>              | <b>HOME TENANT BASED RENTAL ASSISTANCE (HOME TBRA AND HOME HOMELESS TBRA) (ATTACHMENT 12)</b>  |
| <b>FORM 3</b>              | <b>HOME COMMUNITY HOUSING DEVELOPMENT ORGANIZATIONS (HOME CHDO) (ATTACHMENT 13)</b>  |
| <b>MISCELLANEOUS ITEMS</b> | AUDITED FINANCIAL STATEMENTS OR A CERTIFIED FINANCIAL STATEMENT, CERTIFIED BY AN INDEPENDENT 3 <sup>RD</sup> PARTY AUDITOR (ATTACHMENT 13) |
|                            | MOST RECENT TAX RETURNS (ATTACHMENT 13)  |

**I HEREBY CERTIFY THAT THIS PROPOSAL IS COMPLETE, AS INDICATED ABOVE, AND THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT.**

**DEVELOPER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

# APPLICATION COVER SHEET (Attachment 1) FY 2023 REQUEST FOR APPLICATION (RFA)

|   |                         |
|---|-------------------------|
| <b>ENTITY / DEVELOPER / APPLICANT INFORMATION:</b>                            |                         |
| Legal Name: _____   |                         |
| Organization's Federal Tax or Employer Identification Number (TIN/EIN): _____ |                         |
| Organization's Unique Entity Identifier (UEI) # (Required): _____             |                         |
| To obtain a UEI #, please visit <a href="https://sam.gov">https://sam.gov</a> |                         |
| Developer/Applicant Contact Person _____                                      | Title _____             |
| Phone: _____  | e-mail: _____           |
| Developer/Applicant Mailing Address _____                                     |                         |
| City _____  | State _____ Zip+4 _____ |

|  |                         |
|--|-------------------------|
| <b>ACTIVITY INFORMATION:</b>   |                         |
| Activity Location/Address _____  |                         |
| City _____   | State _____ Zip+4 _____ |
| Activity Title: _____  | Category: _____         |
| Activity Description: _____  |                         |
| Please use the following link to answer the questions below: <a href="https://gisweb.miamidade.gov/emaps/">https://gisweb.miamidade.gov/emaps/</a> |                         |
| County Commission District (s) where activity is located – <i>Please circle District number(s) or Countywide</i>                                   |                         |
| 1   2   3   4   5   6   7   8   9   10   11   12   13  | Countywide              |
| County Commission District (s) where clients reside – <i>Please circle District number(s) or Countywide</i>  |                         |
| 1   2   3   4   5   6   7   8   9   10   11   12   13  | Countywide              |
| County Commission District (s) where developer/entity/applicant's business is located – <i>Please circle District number(s)</i>                    |                         |
| 1   2   3   4   5   6   7   8   9   10   11   12   13  |                         |
| Participating Municipality _____   | Entitlement City _____  |
| Is this Activity located within an Eligible Block Group? Yes _____ or No _____   |                         |
| If yes, list the Eligible Block Group(s): _____  |                         |
| Eligible Block Group vulnerability rank (see color codes in Attachment 1 map): _____   |                         |

|   |          |
|---|----------|
| Funding Requested: Please provide the total amount of funding requested in the appropriate blank below. |          |
| HOME  | \$ _____ |
| HOME CHDO Set-Aside   | \$ _____ |
| Are you applying as a subrecipient or developer? (check one) _____ Developer _____ Sub-recipient        |          |

## AFFIDAVIT OF PREVIOUS CONTRACTUAL RELATIONSHIPS

(Only Agencies currently not receiving HOME, ESG, and/or McKinney Vento funding via Miami-Dade County must complete this form.)

1. Has the applicant had any previous contractual relationship to provide services or develop housing?

☐ Yes \_\_\_\_\_ ☐ No

If yes, please list name of organization, contract year, dollar amount, and Scope of Services.

---

---

---

2. Have there been any previous monitoring reports for the contracts above?

☐ Yes \_\_\_\_\_ ☐ No

If yes, submit the last issued monitoring report from each funding organization identified in #1 above.

3. Obtain the contact name and telephone number for each funding organization identified in #1 above and contact him/her to ask the following questions (write responses on a separate page):
4. Summarize your experience with the applicant concerning their performance under the contract:
- Were invoices submitted on time and were they accurate?
  - Did payments need to be expedited due to cash flow problems?
  - Has management and staff been stable (i.e., high or low turnover rate)?
  - Would you continue to contract with the applicant?

Are there any issues Miami-Dade County should be aware of (attach additional pages if necessary)?

By: \_\_\_\_\_  
SIGNATURE OF AFFIANT

\_\_\_\_\_  
DATE 20\_\_\_\_

\_\_\_\_\_  
PRINTED NAME AND TITLE OF AFFIANT

\_\_\_\_\_  
FEDERAL EMPLOYER IDENTIFICATION NO.

\_\_\_\_\_  
PRINTED NAME OF FIRM

\_\_\_\_\_  
PRINT ADDRESS OF FIRM

STATE OF FLORIDA )

COUNTY OF \_\_\_\_\_ ) ss.

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by \_\_\_\_\_, the Executive Director of \_\_\_\_\_, a Florida \_\_\_\_\_ company, He/She is personally known to me or has produced \_\_\_\_\_ as identification.

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Signature

My commission expires: \_\_\_\_\_

[SEAL]



**PUBLIC HOUSING AND COMMUNITY DEVELOPMENT**  
**DUE DILIGENCE AFFIDAVIT**

|                          |  |
|--------------------------|--|
| <b>Applicant Name:</b>   |  |
| <b>Address:</b>          |  |
| <b>Telephone Number:</b> |  |

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:
  - Have been sued by a funding source for breach of contract or failure to perform obligations under a contract;
  - Have been cited by a funding source for non-compliance or default under a contract;
  - Have been a defendant in a lawsuit based upon a contract with a funding source;
  - 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

STATE OF FLORIDA )

COUNTY OF \_\_\_\_\_ ) ss.

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by \_\_\_\_\_, the Executive Director of \_\_\_\_\_, a Florida \_\_\_\_\_ company, He/She is personally known to me or has produced \_\_\_\_\_ as identification.

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Signature

My commission expires: \_\_\_\_\_

[SEAL]



This material is available in an accessible format upon request.

CD/60/31516



**GENERAL SECTION HOUSING FORMS**

**FORM 1**

# HOUSING FORMS

Miami-Dade County FY 2023 Housing RFA  
(ATTACHMENT 1-5)

## Part I. Applicant and Development Team

**All Applicants for Housing must complete this section. Please provide evidence of all requested documentation, i.e., Articles of Incorporation and Corporation documents, etc. Upload documents as Attachment 1-50 in the Documents tab of ZoomGrants.**

### 1. Applicant Information

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Federal Employer  
Identification Number: \_\_\_\_\_

If not yet obtained, provide a copy of the completed, submitted application for the Federal Employer Identification Number behind an attachment labeled "Attachment \_\_\_\_."

a. Is the Applicant a legally formed entity qualified to do business in the State of Florida as of the Application Deadline?

☐ Yes ☐ No

Provide the required documentation behind an attachment labeled and clearly identified.

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 an attachment labeled and clearly identified.

- IRS determination letter behind an attachment labeled and clearly identified.

(II) Answer the following questions:

- Is the Applicant a public housing authority created by Section 421.04, Florida Statutes?

☐ Yes ☐ No

- Is the applicant or one of its general partners a not-for-profit entity that is an affiliate of a public housing authority created by Section 421.04, Florida Statutes?

☐ 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 managing member of the managing 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 an attachment labeled and clearly identified as Attachment \_\_\_\_.

(iii) Provide the names and addresses of the members of the governing board of the not-for-profit entity behind an attachment labeled and clearly identified as Attachment \_\_\_\_.

(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 an attachment labeled and clearly identified as Attachment \_\_\_\_.

(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.

\_\_\_\_\_ %

## 2. 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 an attachment labeled and clearly identified.

For a Limited Liability Company, provide a list of the member(s), and the officers, directors, members, and shareholders of majority-in-interest or elected managing member(s) as of the application deadline, behind an attachment 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 an attachment labeled and clearly identified.

## 3. 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

### All Applicants must complete entire section.

#### 1. Developer or principal of developer

- a. Corporate name of each developer (include all co-developers):

---

---

---

- b. Provide the prior experience for each developing entity in a chart behind an attachment labeled and clearly identified.

#### 2. Management agent or principal of management agent

- a. Provide the management agent's prior experience chart behind an attachment labeled and clearly identified.

#### 3. General contractor or principal of general contractor

- a. Provide the General Contractor's name and prior experience chart behind an attachment labeled and clearly identified.
- b. Is the construction company a subsidiary of the developing entity or does the developer have an ownership interest in the construction company?
- ☐ Yes                      ☐ No

#### 4. Architect or Engineer

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

#### 5. Attorney

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

#### 6. Accountant:

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

#### 7. Service Provider for Assisted Living Facility (ALF) Development only:

- a. Provide the executed Service Provider or Principal of Service Provider Certification form behind an attachment labeled and clearly identified.

- b. Provide the Service Provider's or principal of Service Provider's Prior Experience Chart behind an attachment labeled and clearly identified.

## 8. Developer Experience

- a. Please provide a list of all completed housing developments with copies of certificates of occupancy attached.
- b. This list should include name of developer and development, complete address, folio number, year completed, number of units.
- c. Please provide color photographs of all completed developments.

## Part III. Development

**All Applicants must complete this section.**

### A. General Development Information

1. Name of Development: \_\_\_\_\_

2. Location of Development Site:

a. Address of Development Site:

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 an attachment labeled and clearly identified.

b. Local Jurisdiction:

a. Name of local jurisdiction where development is located:

\_\_\_\_\_

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

☐ Yes ☐ No

If "Yes," answer questions (a) and (b) below:

a. Date the development originally placed in service:

\_\_\_\_\_ (mm/dd/yyyy)

b. Date and cost of last rehabilitation:

\_\_\_\_\_ (mm/dd/yyyy)

Cost: \$ \_\_\_\_\_

#### 4. Development Category

a. Select one category

\_\_\_\_\_ New Construction (where 100% of the units are new construction)

\_\_\_\_\_ Rehabilitation

#### 5. Development Project Type

☐ Garden Apartment

☐ Duplexes/Quadraplexes

☐ Townhouses

☐ Mid-Rise with Elevator (a building comprised of 4, 5, or 6 stories)

☐ High-Rise (a building comprised of 7 or more stories)

☐ Single Room Occupancy (SRO)

☐ Single-Family Home

☐ Homeownership \_\_\_\_\_ Model Type (duplex, single-family, etc.)

☐ Condominiums

☐ Other Specify: \_\_\_\_\_

#### 6. Development Unit Mix

\_\_\_\_\_ Rental

\_\_\_\_\_ Homeownership

Demographic?

Elderly non-ALF \_\_\_\_\_

Elderly ALF \_\_\_\_\_

Family \_\_\_\_\_

Disabled \_\_\_\_\_

#### B. Ability to Proceed:

**Funding applicants must complete this section.**

1. Evidence of Site Control. Does the organization/applicant have documented site control? Please note that site control is a minimum threshold and is **required to** receive funding.

Applicant must demonstrate site control by providing one of the following documents:

- Provide a recorded deed or recorded certificate of title behind an attachment labeled \_\_\_\_\_ and clearly identified; or

- Provide a copy of the dated and fully executed long-term lease behind an attachment labeled \_\_\_\_\_ and clearly identified. Lease must be for a minimum of 30 years from date of occupancy/LURA and run concurrent with compliance period for funds; or
- Provide a dated and fully executed contract for purchase and sale for the subject behind an attachment labeled and clearly identified. *(Purchase option must be through TBD. The closing must occur prior to contract execution with the County); or*
- Other indications of site control such as an executed Option to Purchase, Option to Lease Long-Term agreement, Clerk certified local government resolution, or an original Invitation to Negotiate. However, it is the responsibility of the developer to meet all minimum threshold requirements of Florida Housing Finance Corporations' (FHFC) funding applications, if applicable.

**Provide a list of all address(es) and folio numbers for the project site and attach color pictures of the site/structure (including roof and interior). Also include: completed 40-year certification, 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 to address them.**

| Site Address | Folio Number |
|--------------|--------------|
|              |              |
|              |              |
|              |              |
|              |              |
|              |              |

\* (If there are multiple sites, please attach a separate list with address and folio numbers).

**2. Evidence of Infrastructure Availability. PHCD reserves the right to have flexibility to accept the documents.**

- Electricity – Provide a letter from the future provider of electricity to the site, and an opinion of cost to provide electricity to the development; and/or provide FHFC's Verification of Availability of Infrastructure Electricity Form or a copy of an electrical bill for service to the subject property behind an attachment labeled and clearly identified as Attachment \_\_\_\_\_.
- Water – Provide a letter from the future provider of water to the site, and an opinion of cost to provide water to the development; and/or provide FHFC's Verification of Availability of Infrastructure Water Form or a copy of a water bill for service to the subject property behind an attachment labeled and clearly identified as Attachment \_\_\_\_\_.
- Sewer, Package Treatment or Septic Tank – Provide a letter from the future sewer service provider for the site, and an opinion of cost to provide sewer to the development; and/or provide FHFC's 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 an attachment labeled and clearly identified as Attachment \_\_\_\_\_.
- Roads – Provide a letter from the appropriate Local Government verifying that the development can be served by existing roads, or that new roads can be built to serve the development, and an opinion of cost to build roads; and/or provide FHFC's Verification of



Availability of Infrastructure – Roads Form behind an attachment labeled and clearly identified as Attachment \_\_\_\_.

3. Evidence of Appropriate Zoning:

- New Construction Development – Provide a properly completed and executed Local Government Verification Form that development is consistent with zoning and land use regulations form behind an attachment labeled and clearly identified as Attachment \_\_\_\_.

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 an attachment labeled and clearly identified as Attachment \_\_\_\_.

## **Infrastructure and Zoning Forms**

*Infrastructure and zoning forms must be completed and submitted with RFA applications for construction projects. Verification of infrastructure and zoning forms must be current within a period of one year of application submittal date.*

## VERIFICATION OF AVAILABILITY OF INFRASTRUCTURE - ELECTRICITY

Name of Development: \_\_\_\_\_

Development Location: \_\_\_\_\_

(At a minimum, provide the address assigned by the United States Postal Services, including the address number, street name and city, or if the address has not yet been assigned, provide the street name, closest designated intersection and city.)

The undersigned service provider confirms that on or before \_\_\_\_\_:  
Date (mm/dd/yyyy)

1. Electricity is available to the proposed Development.
2. There are no impediments to the proposed Development for obtaining electric service other than payment of hook-up or installation fees, line extensions to be paid for by the Applicant in connection with the construction of the Development, or other such routine administrative procedure.
3. To the best of our knowledge, no variance or local hearing is required to make electricity available to the proposed Development.
4. To the best of our knowledge, there are no moratoriums pertaining to electric service, which are applicable to the proposed Development.

### CERTIFICATION

I certify that the forgoing information is true and correct.

\_\_\_\_\_  
Signature Date (mm/dd/yy) Name of Entity Providing Service

\_\_\_\_\_  
Print or Type Name Address

\_\_\_\_\_  
Print or Type Title

\_\_\_\_\_  
Telephone Number (including area code)

This certification may not be signed by the Applicant, by any related parties of the Applicant, or by any Principals or Financial Beneficiaries of the Applicant. In addition, signatures from local elected officials are not acceptable. If the certification is applicable to this development and if is inappropriately signed, the Application will fail threshold.

If this certification contains corrections or "white-out," or if it is scanned, imaged, altered, or re-typed, the Applicant will fail to meet threshold. The certification may be photocopied.

## VERIFICATION OF AVAILABILITY OF INFRASTRUCTURE – SEWER CAPACITY AND PACKAGE TREATMENT

Name of Development: \_\_\_\_\_

Development Location: \_\_\_\_\_

(At a minimum, provide the address assigned by the United States Postal Services, including the address number, street name and city, or if the address has not yet been assigned, provide the street name, closest designated intersection and city.)

The undersigned service provider confirms that on or before \_\_\_\_\_:  
Date (mm/dd/yyyy)

1. Sewer Capacity, Package Treatment is available to the proposed Development.
2. There are no impediments to the proposed Development for obtaining the specified waste treatment service other than payment of hook-up or installation fees, line extensions to be paid for by the Applicant in connection with the construction of the Development, or other such routine administrative procedure.
3. To the best of our knowledge, no variance or local hearing is required to make this service available to the proposed Development.
4. To the best of our knowledge, there are no moratoriums pertaining to this service, which are applicable to the proposed Development.

### CERTIFICATION

I certify that the forgoing information is true and correct.

|                              |   |   |
|------------------------------|---|---|
| _____<br>Signature           | _____<br>Date (mm/dd/yy)                        | _____<br>Name of Entity Providing Service |
| _____<br>Print or Type Name  | _____<br>Address                                |   |
| _____<br>Print or Type Title | _____<br>Telephone Number (including area code) |   |

This certification may not be signed by the Applicant, by any related parties of the Applicant, or by any Principals or Financial Beneficiaries of the Applicant. In addition, signatures from local elected officials are not acceptable. If the certification is applicable to this development and it is inappropriately signed, no points will be awarded.

If this certification contains corrections or "white-out," or if it is scanned, imaged, altered, or re-typed, the Applicant will fail to meet threshold. The certification may be photocopied.

## VERIFICATION OF AVAILABILITY OF INFRASTRUCTURE - ROADS

Name of Development: \_\_\_\_\_

Development Location: \_\_\_\_\_

(At a minimum, provide the address assigned by the United States Postal Services, including the address number, street name and city, or if the address has not yet been assigned, provide the street name, closest designated intersection and city.)

The undersigned service provider confirms that on or before \_\_\_\_\_:  
Date (mm/dd/yyyy)

1. Existing paved roads provide access to the proposed Development or paved roads will be constructed as part of the proposed Development.
2. There are no impediments to the proposed Development using the roads other than payment of impact fees or providing curb cuts, turn lanes, signalization, or securing required final approvals and permits for the proposed Development.
3. The execution of this verification is not a granting of traffic concurrency approval for the proposed Development.
4. To the best of our knowledge, there are no moratoriums pertaining to road usage, which are applicable to the proposed Development.

### CERTIFICATION

I certify that the forgoing information is true and correct.

|                              |   |   |
|------------------------------|---|---|
| _____<br>Signature           | _____<br>Date (mm/dd/yy)                        | _____<br>Name of Entity Providing Service |
| _____<br>Print or Type Name  | _____<br>Address                                |   |
| _____<br>Print or Type Title | _____<br>Telephone Number (including area code) |   |

This certification may not be signed by the Applicant, by any related parties of the Applicant, or by any Principals or Financial Beneficiaries of the Applicant. In addition, signatures from local elected officials are not acceptable. If the certification is applicable to this development and it is inappropriately signed, no points will be awarded.

If this certification contains corrections or "white-out," or if it is scanned, imaged, altered, or re-typed, the Applicant will fail to meet threshold. The certification may be photocopied.

## VERIFICATION OF AVAILABILITY OF INFRASTRUCTURE - WATER

Name of Development: \_\_\_\_\_

Development Location: \_\_\_\_\_

(At a minimum, provide the address assigned by the United States Postal Services, including the address number, street name and city, or if the address has not yet been assigned, provide the street name, closest designated intersection and city.)

The undersigned service provider confirms that on or before \_\_\_\_\_:  
Date (mm/dd/yyyy)

1. Potable water capacity is available to the proposed Development.
2. There are no impediments to the proposed Development for obtaining potable water other than payment of hook-up or installation fees, line extensions to be paid for by the Applicant in connection with the construction of the Development, or other such routine administrative procedure
3. To the best of our knowledge, no variance or local hearing is required to make potable water available to the proposed Development.
4. To the best of our knowledge, there are no moratoriums pertaining to potable water, which are applicable to the proposed Development.

### CERTIFICATION

I certify that the forgoing information is true and correct.

\_\_\_\_\_  
Signature Date (mm/dd/yy) Name of Entity Providing Service

\_\_\_\_\_  
Print or Type Name Address

\_\_\_\_\_  
Print or Type Title

\_\_\_\_\_  
Telephone Number (including area code)

This certification may not be signed by the Applicant, by any related parties of the Applicant, or by any Principals or Financial Beneficiaries of the Applicant. In addition, signatures from local elected officials are not acceptable. If the certification is applicable to this development and it is inappropriately signed, no points will be awarded.

If this certification contains corrections or "white-out," or if it is scanned, imaged, altered, or re-typed, the Applicant will fail to meet threshold. The certification may be photocopied.

## VERIFICATION OF AVAILABILITY OF INFRASTRUCTURE – INTERNET

Name of Development: \_\_\_\_\_

Development Location: \_\_\_\_\_

(At a minimum, provide the address assigned by the United States Postal Services, including the address number, street name and city, or if the address has not yet been assigned, provide the street name, closest designated intersection and city.)

The undersigned service provider confirms that on or before \_\_\_\_\_ :  
Date (mm/dd/yyyy)

1. Internet is available to the proposed Development.
2. There are no impediments to the proposed Development for obtaining internet service other than payment of hook-up or installation fees, line extensions to be paid for by the Applicant in connection with the construction of the Development, or other such routine administrative procedure.
3. To the best of our knowledge, no variance or local hearing is required to make internet available to the proposed Development.
4. To the best of our knowledge, there are no moratoriums pertaining to internet service, which are applicable to the proposed Development.

### CERTIFICATION

I certify that the forgoing information is true and correct.

\_\_\_\_\_  
Signature Date (mm/dd/yy) Name of Entity Providing Service

\_\_\_\_\_  
Print or Type Name Address

\_\_\_\_\_  
Print or Type Title

\_\_\_\_\_  
Telephone Number (including area code)

This certification may not be signed by the Applicant, by any related parties of the Applicant, or by any Principals or Financial Beneficiaries of the Applicant. In addition, signatures from local elected officials are not acceptable. If the certification is applicable to this development and if is inappropriately signed, the Application will fail threshold.

If this certification contains corrections or “white-out,” or if it is scanned, imaged, altered, or re-typed, the Applicant will fail to meet threshold. The certification may be photocopied.

**VERIFICATION OF ENVIRONMENTAL SAFETY  
PHASE I ENVIRONMENTAL SITE ASSESSMENT  
PAGE I OF 2**

Name of Development: \_\_\_\_\_

Development Location: \_\_\_\_\_

(At a minimum, provide the address assigned by the United States Postal Services, including the address number, street name and city, or if the address has not yet been assigned, provide the street name, closest designated intersection and city.)

As a representative of the firm that performed the Phase I Environmental Site Assessment (ESA), I certify that a Phase I ESA of the above reference Development site was conducted by the undersigned environmental firm as of \_\_\_\_\_.  
(Date of Phase I ESA - mm/dd/yyyy)

Such Phase I ESA meets the standards of ASTM Practice # E-1527-05.

Check all that apply in Items 1, 2, and 3 below:

1. If the Phase I ESA is over 12 months old from the Application Deadline for this Application, has the site's environmental condition changed since the date of the original Phase I ESA?

☐ Yes    ☐ No

If "Yes", to demonstrate the condition of the site, the signatory must answer question (1) or (2) below:

☐ (1) an updated to the original Phase I ESA was prepared on \_\_\_\_\_  
(Date-mm/dd/yyyy)

*(Date of update must be less than 12 months old from the Application Deadline to receive points.)*

☐ (2) a new Phase I ESA was prepared on \_\_\_\_\_  
(Date-mm/dd/yyyy)

Note: PHCD will consider a current Phase II ESA, if applicable, to be a substitute for the updated Phase I ESA or new Phase I ESA.

2. If there are one or more existing buildings on the proposed site, the presence or absence of asbestos or asbestos containing materials and lead-based paint must be addressed either as a part of the Phase I ESA or as a separate report. The signatory must indicate which of the following (item a. or b.) applies:

- ☐ a. the Phase I ESA referenced above addresses the presence or absence of asbestos or asbestos containing materials and lead-based paint; or
- ☐ b. separate report(s) addressing the presence or absence of asbestos or containing materials and lead-based paint have been prepared and the undersigned has reviewed the separate report(s). Such separate report(s) may or may not be incorporated by reference in the Phase I ESA.



**VERIFICATION OF ENVIRONMENTAL SAFETY  
PHASE I ENVIRONMENTAL SITE ASSESSMENT  
PAGE 2 OF 2**

3. If the Phase I ESA discloses potential problems (including, but not limited to asbestos or asbestos containing materials lead-based paint, radon gas, soil or ground water contamination, etc.) on the proposed site, the signatory must indicate which of the following (Item a, b, or c.) applies:
- ☐ a. environmental safety conditions on the site require remediation and a plan that includes anticipated costs and estimated time needed to complete the remediation has been prepared, either as a part of the Phase I ESA or as a separate report; or
  - ☐ b. a Phase II ESA is required or recommended. The firm that performed the Phase II ESA, even if it is the same firm that prepared the Phase I ESA, **MUST** complete and execute the Phase II ESA Verification.; or
  - ☐ c. although environmental safety conditions exist on the site, no remediation or further action is required or recommended.

**CERTIFICATION**

I certify that the foregoing information is true and correct.

|                                 |  |  |
|---------------------------------|--|--|
| Authorized Signature            | Date (mm/dd/yyyy)  | Name of Firm that Performed<br>the Phase I ESA |
| Print of Type Name of Signatory | Address of Environmental Firm<br>(street address, city, state) |  |
| Print of Type Name of Signatory | Telephone Number Including Area Code                           |  |

This certification must be signed by a representative of the firm that performed the Phase I ESA for the proposed Development location. If this certification contains corrections or "white-out," or if it is scanned, imaged, altered or re-typed, the Application will fail to meet threshold. The certification may be photocopied.

**PHASE I ENVIRONMENTAL SITE ASSESSMENTS MUST BE CERTIFIED TO  
MIAMI-DADE COUNTY.**

## VERIFICATION OF ENVIRONMENTAL SAFETY PHASE II ENVIRONMENTAL SITE ASSESSMENT

Name of Development: \_\_\_\_\_

Development Location: \_\_\_\_\_

(At a minimum, provide the address assigned by the United States Postal Services, including the address number, street name and city, or if the address has not yet been assigned, provide the street name, closest designated intersection and city.)

As a representative of the firm that performed the Phase II Environmental Site Assessment (ESA), I certify that:

1. A Phase II ESA of the above reference Development location was required or recommended by the Phase I ESA. The Phase II ESA was conducted by the undersigned environmental firm as of \_\_\_\_\_ in accordance with ASTM Practice # E-1903-97(2002).  
(Date of Phase II ESA – mm/dd/yyyy)

If the phase II ESA is over 12 month old from the Application Deadline for this Application has the site's environmental condition changed since the date of the Phase II ESA?

☐ Yes ☐ No

If "Yes", to demonstrate the condition of the site, an update to the original Phase II ESA was prepared on \_\_\_\_\_  
(Dated of Phase II ESA - mm/dd/yyyy\*)

*\* Date of the update to Phase II ESA, as stated above, must be within the last 12 months to receive points.*

2. If the Phase II ESA disclosed potential problems (including, but not limited to asbestos or asbestos containing materials, lead-based paint, radon gas, soil or groundwater contamination, etc.) on the proposed site, a plan that includes anticipated costs and estimated time needed to complete the remediation has been prepared either as a part of the Phase II ESA or as a separate report. (Must be attached)

### CERTIFICATION

I certify that the foregoing information is true and correct.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

\_\_\_\_\_  
Name of Firm that Performed  
the Phase II ESA

\_\_\_\_\_  
Print of Type Name of Signatory

\_\_\_\_\_  
Address of Environmental Firm  
(street address, city, state)

\_\_\_\_\_  
Print of Type Name of Signatory

\_\_\_\_\_  
Telephone Number Including Area Code

This certification must be signed by a representative of the firm that performed the Phase II ESA for the proposed Development location. If this certification contains corrections or "white-out," or if it is scanned, imaged, altered, or re-typed, the Application will fail to meet threshold. The certification may be photocopied.

# LOCAL GOVERNMENT VERIFICATION THAT DEVELOPMENT IS CONSISTENT WITH ZONING AND LAND USE REGULATIONS

Name of Development: \_\_\_\_\_

Development Location: \_\_\_\_\_

(At a minimum, provide the address assigned by the United States Postal Services, including the address number, street name and city, or if the address has not yet been assigned, provide the street name, closest designated intersection and city.)

The undersigned Local Government official confirms that:

- 1) The number of units (not buildings) allowed for this development site (if restricted) is: \_\_\_\_\_ and/or

If a Planned Urban Development (PUD), the number of units (not buildings) allowed per development site is: \_\_\_\_\_ or

If not a PUD and development site is subject to existing special use or similar permit, number of units allowed for this development site is: \_\_\_\_\_; and

- 2) The zoning designation for the referenced Development site is \_\_\_\_\_; and

- 3) The intended use is consistent with current land use regulations and the referenced zoning designation or, if the Development consists of rehabilitation, the intended use is allowed as a legally non-conforming use. To the best of my knowledge, there are no additional land use regulation hearings or approvals required to obtain the zoning classification or density described herein. Assuming compliance with the applicable land use regulations, there are no known conditions, which would preclude construction or rehabilitation (as the case may be) of the referenced Development on the proposed site.

## CERTIFICATION

I certify that the City/County of \_\_\_\_\_ has vested in me the authority  
(Name of City/County)

To verify consistency with local land use regulations and the zoning designation specified above or, if the Development consists of rehabilitation, the intended use is allowed as "legally non-conforming use" and I further certify that the foregoing information is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

This certification must be signed by the applicable city's or County's Director of Planning and Zoning, chief appointed official (staff) responsible for determination of issues related to comprehensive planning and zoning, City Manager, or County Manager/Administrator/Coordinator. Signatures from local elected officials are not acceptable, nor are other signatories. If the certification is applicable to this Development and it is inappropriately signed, the Application will fail to meet threshold.

If this certification contains corrections or 'white-out,' or if it is scanned, imaged, altered, or re-typed, the Application will fail to meet threshold. The certification may be photocopied.

I.O. No.: 4-132  
 Ordered: 9/17/2015  
 Effective: 10/01/2015

MIAMI-DADE COUNTY  
 IMPLEMENTING ORDER

PUBLIC HOUSING AND COMMUNITY DEVELOPMENT FEE SCHEDULE

**AUTHORITY:**

Sections 1.01, 2.02 and 5.02 of the Miami-Dade County Home Rule Charter.

**POLICY:**

This Implementing Order provides a schedule of fees for services and programs provided by the Public Housing and Community Development Department.

**PROCEDURE:**


The administration of this Implementing Order is designated to the Director of the Public Housing and Community Development Department, who will be responsible for the collection of fees and the delivery of the required services. The Director shall review the contents of the implementing order annually and, if appropriate, make recommendations to the Board of County Commissioners for revisions or adjustments.

**FEE SCHEDULE:**

The fee schedule adopted by this Implementing Order is attached hereto and made a part hereof. This official fee schedule is also filed with and subject to the approval of the Board of County Commissioners and on file with the Clerk thereof. Fees charged by the Public Housing and Community Development Department shall be the same as those listed in the official fee schedule on file with the Clerk of the County Commission.

| PUBLIC HOUSING AND COMMUNITY DEVELOPMENT<br>SERVICE RATE SCHEDULE         |                             |                              |
|---|-----------------------------|------------------------------|
| Fee Name  | Current Fee<br>(FY 2014-15) | Proposed Fee<br>(FY 2015-16) |
| Loan Set Up Fee for Single Family Homes                                   | \$100                       | \$100                        |
| Loan Set Up Fee for Development Projects                                  | \$200                       | \$200                        |
| Satisfaction of Mortgage  | \$50                        | \$50                         |
| Subordination Agreements  | \$50                        | \$50                         |
| Fresh Start Agreement/ Forbearance  | \$50                        | \$50                         |
| Mortgage Modifications  | \$100                       | \$100                        |
| Force Placed Insurance  | \$25                        | \$25                         |
| Monthly Servicing Fee   | \$25 (per Month)            | \$25 (per Month)             |
| Partial Release   | \$50                        | \$50                         |
| Origination Fee (Homebuyer loans, except for HOME-funded loans)           |                             | \$400                        |
| Construction Inspection Fee   |                             | \$1,500                      |
| Contract Extension/Modification Fee (multi-family development loans only) |                             | \$2,500                      |

This Implementing Order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

Approved by the County Attorney as  
 to form and legal sufficiency 

## FEATURES AND AMENITIES (ATTACHMENT 6)

### REQUIRED GENERAL FEATURES AND AMENITIES FOR ALL DEVELOPMENTS (THRESHOLD)

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 (7<sup>th</sup> Edition 2020) 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 DEVELOPMENTS MUST CONFORM TO THE UNIFORM FEDERAL ACCESSIBILITY STANDARDS (UFAS) FOR NEW CONSTRUCTION AND ALTERATIONS UNDER THE AMERICANS WITH DISABILITIES ACT (ADA) FOR STATE AND LOCAL GOVERNMENT FACILITIES.**

1. Does the Applicant commit to provide the required features and amenities for the proposed development? Applicant must select "Yes" to be considered for participation in any program. Must abide by County Resolution requiring energy-efficient reflective roofs or green roofs in all new construction for affordable housing. Yes \_\_\_\_\_ No \_\_\_\_\_

Does the development project commit to providing Green Certification? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, evidence of commitments for Green Certification is required and must be provided with the application. If awarded this would be a contractual requirement.

### **ALL ITEMS BELOW ARE REQUIRED FEATURES FOR ALL UNITS IN ALL DEVELOPMENTS – FOR HOME CHDO PROJECTS ONLY:**

- All federally assisted construction housing developments with 5 or more units must design and construct 5 percent of the dwelling units, or at least one unit, whichever is greater, to be accessible for persons with mobility disabilities. These units must be constructed in accordance with the Uniform Federal Accessibility Standards (UFAS) or a standard that is equivalent or stricter. An additional 2 percent of the dwelling units, or at least one unit, whichever is greater, must be accessible for persons with hearing or visual disabilities.
- Termite prevention and pest control throughout the entire affordability period.
- Minimum 15 year expected life and warranty on new roofs.
- Central heating, ventilation and air conditioning (HVAC) system in all units, interior hallways and common areas with a minimum SEER rating of 16 (excluding buildings with central chiller system). Window air conditioning units are not allowed.
- Energy Star qualified water heater in all units.

- Code compliant impact windows and exterior doors for all new construction units and for all rehabilitation units, if replacing.
- Marble windowsills in all units.
- Replacement of all jalousie (louvered) windows and exterior doors with code compliant impact windows and exterior doors in all rehabilitation units.
- Window treatment/covering for each window, including tinted, screens and blinds.
- UFAS entrance door must have two peepholes, one at standing eye level and one at seated eye level, not more than 43 inches from bottom of door.
- Ceramic and/or porcelain tiles throughout each entire unit, hallways, and common areas.
- New kitchen cabinets with granite countertop(s) or comparable in all units-new or rehab, new bathroom cabinet(s), excluding medicine cabinet, in all units new or rehab. All cabinets must be wood.
- Energy Star qualified refrigerator, dishwasher, and full-size range and oven in all units.
- Over the range microwave, except in the UFAS units where the microwaves are countertop.
- At least two full bathrooms in all three bedroom or larger construction units.
- Bathtub with a shower in at least one bathroom of at least 90% of the new construction non-Elderly units.
- New plumbing fixtures in kitchen and bathroom(s) in all rehabilitation units [minimum of new sink and faucets in kitchen and minimum of new tub, sink and faucets in bathroom(s)].
- Water Sense certified faucets, toilets, and showerheads with flow of 2.2 gallons per minute or less in all bathrooms for all new construction units and for all rehabilitation units, if replacing.
- Double Bowl kitchen sink in all units – must be 9 inches deep, undermount if granite countertops are used.
- Garbage disposal in all units.
- Low-VOC paint for all interior walls (50 grams per liter or less for flat paint; 150 grams per liter or less for non-flat paint).
- Programmable thermostat in each unit.
- Energy Star qualified ceiling fans with lighting fixtures in all bedrooms.
- Cable or satellite TV hook-up in each unit and, if the Development offers cable or satellite TV service to the residents, the price cannot exceed the market rate for service of similar quality available to the Development's residents from a primary provider of cable or satellite TV.
- Laundry hook-ups and space for full-size washer and dryer inside each unit.
- Exterior lighting in open and common areas with daylight sensors, timer or motion detectors.

- Primary entrance door with a threshold no more than a ½ inch rise.
- A clear opening of not less than 32 inches, or larger if necessary, for ADA requirements, 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.
- Internet, and cable utilities are required to be distributed to all units, with broadband wall connections available in more than one room, and available for tenants to enroll in private contracts at their units.
- Energy features outlined in MDC Sustainable Buildings (Green) Program through MDC 9-71 through 9-75 and IO 8-8 (**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.

#### **Features for Elderly Housing Developments – Provisions required by R-617-18**

All developers, borrowers or grantees of Surtax, SHIP or HOME funds for affordable housing shall be required to provide the following:

- a) A kitchen on the first, second or third floor of the building that can be used to cook food for the residents after a natural disaster;
- b) A community room on the first, second or third floor of the development that has air conditioning where residents can go during and after a natural disaster;

- c) A kitchen and/or community room on the first, second or third floor of the development that has water supplied by a pump connected to a generator during and after a natural disaster;
- d) A minimum of one generator to operate the lights, air conditioner and other appliances in a community room and kitchen after a natural disaster and throughout the duration of a power outage. Such generators shall be maintained in good working order and shall be inspected before and after a natural disaster.

**OPTIONAL FEATURES AND AMENITIES:**

| <b>Check all that apply</b> | <b>Optional Features And Amenities For All Developments Except SRO</b>  |
|-----------------------------|---|
|                             | Gated community with “carded” or “touchpad” entry or security guard, or if 2 or more stories, “carded” or “touchpad” secure entry to each building.   |
|                             | Car care area (for car cleaning/washing/vacuuming) with Rain Water Supply (Green).  |
|                             | Swimming pool   |
|                             | Picnic area with hard cover permanent roof with a design compatible with the Development, open on all sides, containing at least three permanent picnic tables with benches and an adjoining permanent outdoor grill. |
|                             | Two or more parking spaces per total number of units.   |
|                             | Humidistat in each unit   |
|                             | Energy Star qualified roofing materials   |
|                             | Energy Star rating for all windows in each unit   |
|                             | Other:  |

| <b>Check all that apply</b> | <b>Optional Features and Amenities For Single Family Homeownership or Rental, Duplexes or Quadraplexes Applications</b>  |
|-----------------------------|--|
|                             | Garage for each unit that consists of a permanent fully enclosable structure designed to accommodate one or more automobiles, either attached to the unit or detached but located on the same property, provided at no charge to the resident.   |
|                             | Carport for each unit that consists of a permanent covered and paved area, attached to the unit and designed to accommodate one or more automobiles, provided at no charge to the resident.  |
|                             | Fenced back yard for each unit, which consists of a portion of the property behind each unit that is enclosed, by a wood, privacy or chain link fence of a minimum height of 48”. A door must afford direct access to the fenced back yard for each unit from that unit and no other unit. |
|                             | Other:   |



**ALL ITEMS BELOW ARE REQUIRED FOR ALL SRO DEVELOPMENTS:**

- Minimum unit size of 110 square feet.
- 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.
- Each unit must contain a sink.
- At least one set of bathroom facilities for every 16 units (each bathroom facility must contain a ratio of at least one sink, one shower with curtain or door and one toilet with door for every 4 units).
- Community center or meeting room featuring a television (minimum 40") with cable or satellite TV hook-up.
- Public transportation within ½ mile.

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

**DEMOGRAPHIC AND SET-ASIDE COMMITMENTS**  
**ACCESSIBILITY FEATURES (ATTACHMENT 7)**  
**Page 1 of 3**

**A. Demographic Targets**

1. Elderly

Will the proposed Development serve residents over age 62?

☐ Yes ☐ No

2. Homeless

Will the proposed Development set aside units for homeless persons?

☐ Yes ☐ No

\_\_\_\_\_ SINGLES ONLY

\_\_\_\_\_ FAMILIES ONLY

\_\_\_\_\_ SINGLES AND FAMILIES

Will the proposed Development serve chronic homeless persons?

☐ Yes ☐ No

3. Family – Development will serve the general population.

☐ Yes ☐ No

4. Disabled Households – Development will serve the disabled population.

☐ Yes ☐ No

**B. Income Targeting.**

Project will result in (check all that apply):

\_\_\_\_\_ For projects of five or more HOME-assisted units, a set-aside of 20% or more of units that are affordable to households at 50% or less of AMI. Units at 30% rents must be identified and included in 15-year pro-forma.

\_\_\_\_\_ A set-aside of an additional 5% of units for Disabled Households beyond Federal, state or local fair housing laws or other applicable laws.

# **DEMOGRAPHIC AND SET-ASIDE COMMITMENTS** **ACCESSIBILITY FEATURES (ATTACHMENT 7)** **Page 2 of 3**

## **C. Housing Preservation Activities**

Check all that apply:

- ☐ Project is rehabilitating or replacing existing affordable housing units that will remain affordable to households of 80% of AMI or less.
- ☐ Project will obtain Green Certification in accordance with Miami-Dade County Green Code through Ordinance 07-65.
- ☐ Project is rehabilitating affordable housing units subject to an Expiring Use Agreement under the Tax Credit, Section 8 or other government program and will result in units affordable to households of 80% of AMI or less.

## **D. Design and Accessibility Features**

Check all that apply:

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Project incorporates or will incorporate Crime Prevention Through Environmental Design (CPTED) features.   |
| <input type="checkbox"/> | Project incorporates or will incorporate universal design features.  |
| <input type="checkbox"/> | Project will result in accessible units in excess of federal requirements (greater than 5% of project units). Please complete the following:<br><div style="margin-left: 40px;"> <input type="text"/> (number of accessible units) divided by <input type="text"/> (total number of project units) = <input type="text"/> % of project units.         </div> |

## **Energy Features for All Units in the Development**

For developments involving new construction units, regardless of the development category of the application, the applicant must commit that:

(i) each new construction unit in the proposed development that is eligible for the energy star new homes (Florida standard) will achieve a home energy rating system (HERS) index of 75 or below; and (ii) each new construction unit in the proposed development that is not eligible for the Energy Star new homes will include, at a minimum, the energy features outlined in Miami-Dade County Green Code through Ordinance No. 07-65. The applicant will also adhere to all the requirement of said ordinance.

☐ YES

☐ NO

# **DEMOGRAPHIC AND SET-ASIDE COMMITMENTS ACCESSIBILITY FEATURES (ATTACHMENT 7)**

**Page 3 of 3**

## **E. Set-Aside Commitments (Required for HOME funds only)**

|   |                                       |  |          |
|---|---------------------------------------|--|----------|
| 1 | Minimum Number of HOME Assisted Units |  |          |
|   | (a)                                   | Total funding Requested:   | \$ _____ |
|   | (b)                                   | Total Development Cost:  | \$ _____ |
|   | (c)                                   | Percentage of Total Development Cost provided by HOME funds requested<br><i>(Divide (a) by (b) and round up to the next whole percentage number)</i> | _____ %  |
|   | (d)                                   | Total number of units in Development   | _____    |
|   | (e)                                   | Minimum number of HOME-Assisted Units shown as a whole number  | _____    |
|   |                                       | <i>(Multiply (d) by (c) and round up to the next whole number)</i>   |          |
|   | (f)                                   | Minimum number of HOME-Assisted Units as a percentage<br><i>(Divide (e) by (d) and round percentage to two decimal places)</i>                       | _____ %  |

|   |  |  |  |
|---|--|--|--|
| 2 | <b>Commitments to Set Aside Units Beyond the Minimum:</b>  |  |  |
|   | Does the Applicant commit to additional HOME-Assisted Units beyond the minimum?<br>If yes, answer questions a through d below: | <input type="checkbox"/> Yes   | <input type="checkbox"/> No                              |
|   | (a)  | How many?  | _____  |
|   | (b)  | Percentage of additional HOME-Assisted Units:<br><br><i>(Divide number shown in 2(a) by 1(d) and round percentage to two decimal places)</i>   | _____ %  |
|   | (c)  | Is the minimum number of HOME-Assisted Units required, as shown in 1(e), plus the additional HOME-Assisted Units, as shown in 2(a), either equal to or less than the total number of units in the Development? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|   | (d)  | Total Set-Aside percentage<br><i>(Add 1(f) and 2(b) and round percentage to two decimal places)</i>  | _____ %  |

## **F. Total Number of Extremely Low-Income (ELI) units.**

\_\_\_\_\_

These units are separate from the HOME-Assisted units (E1) and the additional HOME-Assisted units (E2).

## FINANCIAL BENEFICIARIES DISCLOSURE (ATTACHMENT 8)

### Page 1 of 1

This application must fully disclose any person or entity defined as a **financial beneficiary** pursuant to Rule 67-48.002, F.A.C. **“Financial Beneficiary”** means one who is to receive a financial benefit of the total development cost (including deferred fees).

The **financial beneficiary** 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 Syndicators, Credit Enhancers who are regulated by a state or federal agency.

**“Principal”** means 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.

**FAILURE TO ACCURATELY AND FULLY DISCLOSE ALL INFORMATION REQUESTED BELOW WILL RESULT IN THE REJECTION OF THE APPLICATION.**

**Financial Beneficiary Disclosure for the Proposed Development:** On the chart below list the names of all persons or entities that are financial beneficiaries as defined by Rule 67-48, F.A.C. in the proposed development excluding limited partner investors through housing credit syndication, third-party lenders, and third-party management agents for each application submitted in this cycle.

| NAME OF FINANCIAL BENEFICIARY | NAME(S) OF OTHER APPLICATIONS<br>SUBMITTED IN THIS CYCLE |
|-------------------------------|--|
|                               |  |
|                               |  |
|                               |  |
|                               |  |
|                               |  |
|                               |  |
|                               |  |
|                               |  |
|                               |  |

**NOTE:** If additional space is necessary, chart may be photocopied and attached as an exhibit. If so, please indicate that the completed chart can be found behind attachment labeled “Attachment \_\_\_\_”.

# RENTS AND OPERATING PRO-FORMA (ATTACHMENT 9)

Page 1 of 5

Development Name: \_\_\_\_\_

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

## Rents

### Rent Levels:

Rents are controlled for the length of the applicable affordability period. Maximum rents are determined on an annual basis by the United States Department of Housing and Urban Development (HUD). Tenant paid utilities must be subtracted from the gross rents provided to determine net rents, which are the maximum initial allowable rents. These rents may increase or decrease from year to year. Also, these rents are not necessarily representative of market conditions.

Each owner should be aware of the market conditions of the area in which the development is located. Federal Fair Market rents are **maximum** rents, which can be charged. Each development should show market feasibility **not** based upon these HOME rents but upon area housing markets and the occupancy requirements, which require occupancy by low-income persons. Actual rents charged should **not** exceed the published rents, adjusted for utility allowances and bedroom size.

### Utility Allowances (UA):

Effective immediately, Miami-Dade County will no longer permit the use of the utility allowance established by the local Public Housing Authority (PHA) for HOME-assisted rental projects for which HOME funds were committed on or after August 23, 2013. Projects to which HOME funds were committed before the effective date of the 2013 HOME Rule may continue to use the PHA utility schedule. PHA utility schedules are based on average consumption rates across a PHA's portfolio. Pursuant to U.S. HUD regulations, all PJs must establish a local policy for determining the UA for HOME projects based on the specific type of utilities used at the project.

PHCD has adopted the Utility Company Estimate project-specific methodology, as per 26 CFR Part 1.42-10(b)(4)(B). PHCD will approve UAs based upon estimates obtained from a local utility company for each of the utilities used in the project. IRS regulations state that the estimate must be obtained in writing and must be based on the estimated cost of that utility for a unit of similar size and construction for the geographic area in which the building containing the unit is located.

## RENTS AND OPERATING PRO-FORMA (ATTACHMENT 9)

Page 2 of 5

### Utility Allowances (UA) - Continued:

PHCD will only accept written correspondences from local utility companies categorized by the bedroom size, square footage per unit, number of units per size, and the estimated utility rate. Review the following table as a sample.

| Bedroom Size*      | Square Footage per Unit | Number of Units | Utility Rate |
|--------------------|-------------------------|-----------------|--------------|
| 1 Bedroom          | 600 Square Feet         | 25              | \$           |
| 1 Bedroom          | 750 Square Feet         | 45              | \$           |
| 2 Bedroom          | 900 Square Feet         | 60              | \$           |
| 2 Bedroom          | 1050 Square Feet        | 75              | \$           |
| 3 Bedroom          | 1300 Square Feet        | 40              | \$           |
| <b>Total Units</b> |                         | <b>245</b>      |              |

\*Per Bedroom Size. If the property consists of multiple non-identical buildings, (the buildings are not substantially similar) then the sampling must be performed for each bedroom size for each building on the site.

PHCD will require all owners of the buildings to make available copies of the utility company estimate to the tenants in the building.

PHCD will not accept correspondences from utility companies without an estimated utility rate breakdown by bedroom size, square footage per unit, and the number of units per size for the entire project.

PHCD reserves the right to deny approval of any correspondences that do not meet PHCD and U.S. HUD federal regulations.

# RENTS AND OPERATING PRO-FORMA (ATTACHMENT 9)

Page 3 of 5

*This form will be included in the County's contract and the Rental Regulatory Agreement*

## C. Miami-Dade HOME 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             |            |                          | \$            | \$                         | \$                | \$               |
|                    |                 | <b>TOTAL</b>  |            |                          | \$            | \$                         | \$                | \$               |
|                    |                 |               |            |                          | <b>Annual</b> | <b>Income</b>              | \$                |                  |

## Miami-Dade Non-HOME 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             |            |                        | \$            | \$                         | \$                | \$               |
|                    |                 | <b>TOTAL</b>  |            |                        | \$            | \$                         | \$                | \$               |
|                    |                 |               |            |                        | <b>Annual</b> | <b>Income</b>              | \$                |                  |

\*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.

\$

D. Total Number of Extremely Low Income (ELI) Units



## RENTS AND OPERATING PRO-FORMA (ATTACHMENT 9)

Page 4 of 5

### II. OPERATING PRO FORMA (*Rental Only*) - *Must be included in application.*

- A. Submit an Operating Pro Forma for the proposed development which projects operating expenses and operating income.
- B. Insert the actual interest rate(s), terms and assumptions used in obtaining the commitment.

*Please provide evidence of the figures used to obtain the commitment.*

### USE THE FOLLOWING ASSUMPTIONS:

- ♦ Mortgage Term: 30 year amortization
- ♦ Mortgage Rate: 6% (includes servicing fees)
- ♦ Vacancy Rate: 6%
- ♦ Annual Rental Income Increase Rate: 3%
- ♦ Annual Expense Increase Rate is 4%
- ♦ Replacement Reserves of \$300 per unit per annum
- ♦ Operating Expenses of \$4,500 per unit per year and the maximum operating expenses are \$6,250

### 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 behind Attachment 9.*

## RENTS AND OPERATING PRO-FORMA (ATTACHMENT 9)

Page 5 of 5

### III. PRO FORMA FORMAT

Complete the Rents and Operating Pro Forma Form and project figures for construction and rehabilitation developments for **30 years**. Attach a detailed explanation of all projections. *A detailed explanation of all projections can be found directly behind this form at attachment labeled "Attachment\_\_\_\_\_."*

#### **INCOME** (must agree with total income from page 3 of this form)

|  |    |         |
|--|----|---------|
| GROSS RENTAL INCOME (ATTACH RENT SCHEDULE) | \$ | _____   |
| OTHER INCOME (SPECIFY SOURCE)              | \$ | _____   |
| SUBTOTAL                                   | \$ | _____   |
| MINUS VACANCY (5% 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<br>{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. Place *attachment(s) directly behind this form labeled clearly*.

**Note: \*Overall debt service ratio minimum of 1.00 and a maximum of 1.60.**

# ACCEPTANCE OF RENTAL PAYMENTS (ATTACHMENT 10)

Page 1 of 1

## (Rental Developments Only)

A. Is rental assistance anticipated for this development?

☐ Yes ☐ No

B. If yes, please check all sources that apply:

### TENANT-BASED

HOUSING VOUCHERS ☐  
(SECTION 8)

HOUSING VOUCHERS ☐

STATE ☐

HOPWA\* ☐

OTHER ☐

### PROJECT-BASED

OTHER ☐  
DEPARTMENT  
OF HUD

HOPWA\* ☐

OTHER ☐

Number of units receiving assistance: \_\_\_\_\_

Number of years on rental assistance contract: \_\_\_\_\_

Does the applicant commit to accept and actively seek prospective tenants from public housing waiting lists or who will use federal rental vouchers as payment of rent?

☐ Yes ☐ No

If yes, describe the marketing effort to be used: \_\_\_\_\_

---

---

---

Examples of suitable marketing efforts are newspapers, bus signs, bench signs, billboards, direct mailing, and notification of vacancies to housing authorities. All HOME developments with five (5) or more housing units **must** adopt affirmative marketing efforts in accordance with 24 CFR, Part 92.351.

\* HOPWA = Housing Opportunities for People Living With AIDS.

# FINANCING (ATTACHMENT 11)

Page 1 of 5

## A. Funding

### 1. Funding Request

☐ MISC. FUNDS \$ \_\_\_\_\_  
☐ HOME \$ \_\_\_\_\_  
☐ \$ \_\_\_\_\_  
  
 Total \$ \_\_\_\_\_

## DEVELOPMENT COST PRO FORMA

| PROJECT COST                               | HOME Funds Requested | Other Public Funding | Other Financing |
|--|----------------------|----------------------|-----------------|
| <i>Actual Construction Cost</i>            |                      |                      |                 |
| Demolition                                 |                      |                      |                 |
| New Units                                  |                      |                      |                 |
| Rehab of Existing Rental Units             |                      |                      |                 |
| Accessory Buildings                        |                      |                      |                 |
| Recreational Amenities                     |                      |                      |                 |
| Rehab of Existing Common Areas             |                      |                      |                 |
| *Other (explain in detail)                 |                      |                      |                 |
| <b>A1. Actual Construction Cost</b>        |                      |                      |                 |
| Contingency (explain in detail)            |                      |                      |                 |
| <b>A1.1 Sub-Total</b>                      |                      |                      |                 |
| <b>A1.2 General Contractor Fee</b>         |                      |                      |                 |
| <b>A1.3 Total Actual Construction Cost</b> |                      |                      |                 |
| <i>Financial Cost</i>                      |                      |                      |                 |
| Construction Loan Credit Enhancement       |                      |                      |                 |
| Construction Loan                          |                      |                      |                 |
| 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                |                      |                      |                 |
| <b>A2. Total Financial Cost</b>            |                      |                      |                 |

# FINANCING (ATTACHMENT 11)

Page 2 of 5

| PROJECT COST  | HOME Funds Requested | Other Public Funding | Other Financing |
|---|----------------------|----------------------|-----------------|
| <i>General Development Cost</i>                                   |                      |                      |                 |
| Accounting Fees   |                      |                      |                 |
| Appraisal   |                      |                      |                 |
| Architect's Fee – Design  |                      |                      |                 |
| Architect's Fee – Supervision                                     |                      |                      |                 |
| Builder's Risk Insurance  |                      |                      |                 |
| Building Permit   |                      |                      |                 |
| Closing Costs – Construction Loan                                 |                      |                      |                 |
| Closing Costs – Permanent Loan                                    |                      |                      |                 |
| Engineering Fee   |                      |                      |                 |
| Environmental Fee   |                      |                      |                 |
| Environmental Report  |                      |                      |                 |
| <b>*Impact Fees (list in detail)</b>                              |                      |                      |                 |
| Inspection Fees   |                      |                      |                 |
| Insurance   |                      |                      |                 |
| Legal Fees  |                      |                      |                 |
| Market Study  |                      |                      |                 |
| Marketing/Advertising   |                      |                      |                 |
| Property Taxes  |                      |                      |                 |
| Soil Test Report  |                      |                      |                 |
| Survey  |                      |                      |                 |
| Title Insurance   |                      |                      |                 |
| Utility Connection Fee  |                      |                      |                 |
| Environmental Review Fee  |                      |                      |                 |
| Davis Bacon Fee   |                      |                      |                 |
| <b>*Other (explain in detail)</b>                                 |                      |                      |                 |
| <b>*Contingencies (explain in detail)</b>                         |                      |                      |                 |
| <b>A3. Total General Development Cost</b>                         |                      |                      |                 |
| <b>B. Development Cost (A1.3+A2+A3)</b>                           |                      |                      |                 |
| <b>C. Developer's Fee</b>   |                      |                      |                 |
| <i>Acquisition Cost Of Existing Developments (Excluding Land)</i> |                      |                      |                 |
| Existing Buildings  |                      |                      |                 |
| Developer Fee on Existing Buildings                               |                      |                      |                 |
| <b>*Other (explain in detail)</b>                                 |                      |                      |                 |
| <b>D. Total Acquisition Cost</b>                                  |                      |                      |                 |
| <i>Land Cost</i>  |                      |                      |                 |
| <b>E. Total Land Cost</b>   |                      |                      |                 |
| <b>F. Total Development Cost (B+C+D+E)</b>                        |                      |                      |                 |

# FINANCING (ATTACHMENT 11)

Page 3 of 5

## Detail/Explanation Sheet

### Development Cost

#### *Acquisition Cost of Existing Developments:*

Other:

#### *Actual Construction Cost:*

Off-Site:

Other:

Contingency:

#### *General Development Costs:*

Impact Fees:

Other:

Contingency:

## FINANCING (ATTACHMENT 11)

Page 4 of 5

**Note:** Consulting fees, if any, and the cost of an independent housing market study must be paid out of the Developer fee. Consulting fees include, but are not limited to, payments for Application consultants, construction management or supervision consultants, or local government consultants. Developer fees can be no more than 18% of total development cost for tax exempt bond financing deals and is subject to an independent underwriting review and commensurate with the level of risk.

### CONSTRUCTION OR REHAB ANALYSIS

Identify all funding sources for which a firm commitment is in place, a funding application has been submitted and is pending review, or a funding award has been recommended, but not yet made firm. Applicant must provide documentation of firm commitments or funding recommendations for each funding source identified below, along with a copy of the application for such funding. In cases of pending applications, a copy of the application must be submitted.

|   | Amount | Indicate Firm Commitment or Application/Award | Location of Supporting Documentation (i.e., Attachment # _) |
|---|--------|---|---|
| <b>A. Total Development Cost</b>          |        |   |   |
| <b>B. Sources</b>                         |        |   |   |
| County Funds                              |        |   |   |
| First Mortgage Financing                  |        |   |   |
| Second Mortgage Financing                 |        |   |   |
| Third Mortgage Financing                  |        |   |   |
| Deferred Developer Fee                    |        |   |   |
| Grants                                    |        |   |   |
| Equity – Partner's Contribution           |        |   |   |
| Other                                     |        |   |   |
| <b>Total Sources</b>                      |        |   |   |
| <b>C. Financing Shortfall (A minus B)</b> |        |   |   |
| <b>D. County Funds Requested</b>          |        |   |   |

## FINANCING (ATTACHMENT 11)

Page 5 of 5

### PERMANENT FINANCING (Must complete for leveraging score)

|   | Number of Units        | Total Dev. Cost        | Per Unit        |
|---|------------------------|------------------------|-----------------|
| <b>A. Project Information</b>                                 |                        |                        |                 |
|   |                        |                        |                 |
| <b>B. Sources</b>   | <b>Source of funds</b> | <b>Amount of funds</b> | <b>Per Unit</b> |
| County Funds Requested in this RFA                            |                        |                        |                 |
| Other County Funding – Please identify source with award year |                        |                        |                 |
| First Mortgage  |                        |                        |                 |
| Other Funds   |                        |                        |                 |
| Other Funds   |                        |                        |                 |
| <b>Total</b>  |                        |                        |                 |
| Total County Funds Only                                       |                        |                        |                 |

**FINANCIAL LEVERAGE = Funds Requested / Federal subsidy on a per unit basis:**

\_\_\_\_\_



**SCORING CRITERIA  
FOR  
HOME HOUSING FUNDS**



**MIAMI-DADE COUNTY REQUEST FOR APPLICATIONS (RFA)  
FY 2023 HOME PROGRAM**

**SCORING CRITERIA FOR HOME HOUSING FUNDS**

**1. Ability to Proceed:**

**(40 points max.)**

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

☐ Yes

☐ No

b. Has public approval, such as land use, zoning, permitting 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. Executed Contracts?

☐ Copy of master or umbrella building permit(s) or

(15 points)

☐ Copy of building permit(s)

(10 points)

☐ Copy of Fully Executed GC Contract

(5 points)

**2. Percentage of Affordable Housing HOME Set-Aside Units?**

**(10 points max.)**

☐ 100% Home Set-Aside Units

(10 points)

☐ 75% Home Set-Aside Units

(7 points)

☐ 50% Home Set-Aside Units

(5 points)

☐ 25% Home Set-Aside Units

(3 points)

☐ 0% Home Set-Aside Units

(0 points)

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

**(10 points max.)**

☐ 10% and greater

(10 points)

☐ 5% - 9.99%

(5 points)

☐ Less than 5%

(0 points)

\*At or below 33% of area median income

**4. County subsidy including any previously awarded Surtax, CDBG, SHIP, HOME, HOME ARP, DIAF, NSP, GOB, or other County resources and funding requested in current application on a per unit basis? (10 points maximum)**

- ☐ less than or equal to \$35,000 (10 points)
- ☐ \$35,001 - \$45,000 (7 points)
- ☐ \$45,001 - \$50,000 (5 points)
- ☐ greater than \$50,001 (0 points)

**5. Experience of Development Team constructing or rehabilitating housing units?(10 points max.) Units completed with Certificate of Occupancy. Evidence must be based on RFA submittal.**

- ☐ More than 100 units (10 points)
- ☐ 25-100 units (7 points)
- ☐ 5-24 units (5 points)
- ☐ Less than 5 units (0 points)

**6. Not-for-Profit partners as members of development team? Not-for-Profit member must be a minimum of 51% owner. (10 points max)**

- ☐ Yes (10 points)
- ☐ No (0 points)

**7. Construction Features and Amenities? (10 points max.)**

- ☐ 10 or more features, including at least 3 energy efficient (10 points)
- ☐ 5 or more features, including at least 2 energy efficient (5 points)

**TOTAL POINTS EARNED:** \_\_\_\_\_

**BONUS POINTS ONLY (25 points max.)**

- ☐ Located within 1/2 mile of public transportation (5 points)
- ☐ Access to recreation and health facilities (within one mile) (5 points)
- ☐ Addresses Ordinance 14-56 (Disability Set Aside) (5 points)
- ☐ Project provides mixed income integration (5 points)
- ☐ Community Land Trust non-profit documentation (3 points)
- ☐ Sea Level Rise (2 points)

**TOTAL BONUS POINTS EARNED:** \_\_\_\_\_

**MAXIMUM POINTS 125**

**HOME TENANT-BASED RENTAL ASSISTANCE  
(HOME TBRA and HOME HOMELESS TBRA)**

## **HOME TENANT-BASED RENTAL ASSISTANCE (HOME TBRA AND HOME HOMELESS TBRA)**

The purpose of the HOME TBRA is to provide individual households with rental assistance. The County has emphasized the needs of renters with special needs to assist them with housing costs. These special needs renters may be the chronic homeless, elderly, disabled residents, and/or children aging out of foster care in need of housing. In addition, tenant-based rental housing assistance may be provided to individuals and families who are homeless, at risk of becoming homeless, or threatened with economic displacement.

### **Eligible Participants**

The participants for TBRA must be low-income. Therefore, their annual gross income cannot exceed 80 percent of the Area Median Income. At least 90 percent of the participants assisted must be at 60 percent of Area Median Income. Income must be verified annually. Preference will be given to participant(s) who are disabled, elderly and/or the chronic homeless as defined by HUD, and also includes children aging out of foster care.

The renter is issued approval to search for a unit. The amount and level of assistance shall be based on a sliding scale determined by household income. The renter is required to contribute 30 percent of their monthly-adjusted income towards the approved rent. PHCD has established a minimum household payment of \$50 per month.

The rent subsidy provides assistance to individual households. The tenant is allowed to take the TBRA assistance to another residential site if they choose to move within the Miami-Dade County area.

Funding awarded for HOME TBRA services must be utilized by eligible program participants residing in Miami-Dade County.

### **Eligible Uses of Assistance**

The HOME assistance in this RFA is for rental assistance, utility deposits, and security deposits. These are the only allowable expenses for the funds associated with this solicitation. Rents must be reasonable as set forth by HUD and should be documented as such. Utility deposits are limited to water, sewer, trash, electric and/or gas services. Utility deposits are for first time utility services and not for subsequent moves. The deposits should be reasonable and based on market practices. Security deposits may be the equivalent of no more than two months' rent or less. Both utility and security deposits will only be paid once. Security deposits may be paid as a stand-alone; however, utility deposits must be paid in conjunction with the security deposits.

PHCD has adopted the Utility Company Estimate project-specific methodology, as per 26 CFR Part 1.42-10(b)(4)(B). PHCD will approve UAs based upon estimates obtained from a local utility company for each of the utilities used in the project. IRS regulations state that the estimate must be obtained in writing and must be based on the estimated cost of that utility for a unit of similar size and construction for the geographic area in which the building containing the unit is located.

### **Eligible Units**

Public or privately owned units can be used in the program. The units must meet Housing Quality Standards (HQS) prior to the commencement of any assistance. The participant must ensure that units are in compliance with lead-based paint regulations (24 CFR 35 Subpart M). The rents must be reasonable.

## **Ineligible Program Activities**

HOME TBRA is not allowable for overnight or temporary shelters.

HOME TBRA cannot duplicate existing rental assistance programs that already reduce the tenant's rent payment to 30 percent of their income, (i.e., Section 8, etc.).

HOME TBRA is not allowable for subsidizing particular rental projects.

## **Lease Requirements**

The lease agreement between a tenant and an owner of rental housing assisted with HOME TBRA funds must be for not less than one (1) year, unless both the tenant and the owner agree otherwise. The lease must be free of prohibited provisions (24 CFR 92.253) and must incorporate the Violence Against Women (VAWA) lease addendum required under 24 CFR 92.359(e).

- **VAWA:** Applicant shall comply with the federal Violence Against Women Act, codified at 42 U.S.C. 13701-14040 ("VAWA"), which protects applicants, tenants, and program participants in federally funded programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them, including the Final Rule adopted November 16, 2016, printed in Federal Register Vol. 81, No. 221, 80724-80824 (the "VAWA Final Rule"). VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

## **Tenant Selection**

The selected applicant must have written Tenant Selection Policies and Procedures on how they select participants. These policies must be available for inspection by HUD, the County, or the public. The policies should describe the application process. It should spell out when applications are accepted and where they will be accepted. It should also speak to how the program will be marketed and the method of the application process (in person, by phone, or other). If the TBRA is to be used to assist homeless clients through a Rapid Re-Housing model then the selected applicants should describe how they will work with and link through the coordinated intake and assessment process, and referral mechanisms of the Continuum of Care.

Occupancy standards should be included in the policy along with a plan for landlord and participant outreach. The policy should speak to fair housing requirements as well as Americans with Disabilities Act and Section 504 compliance. The policy should also speak to participant compliance issues and the consequences of non-compliance, such as eviction or termination of assistance, along with any grievance requirements. The policy must also include a lease and rental subsidy portability statement.

## **Subsidy Limitations**

The subsidy is limited to the difference between the payment standard that applies (in this case: 100 percent of the published Fair Market Rent (FMR)) and 30 percent of the participant's monthly adjusted income. Tenant paid utilities must be subtracted from the gross rents provided to determine net rents, which are the maximum initial allowable rents.

HOME TBRA rental assistance with individual households may not exceed two (2) years. Contracts can be renewed, subject to availability of HOME funds.

## **Program Administration**

The selected applicant is responsible for collecting, reviewing, and approving the dwelling lease assuring its compliance with state law and program regulations. An agreement must be executed with the owner agreeing to lease the property under HOME TBRA and abide by the program rules. The owner contract should run concurrent with the dwelling lease. Ongoing activities include lease renewals, review rent increases, recertify income, re-inspect the dwelling unit, and assure compliance with all program regulations. The selected applicant should also maintain a waiting list for program participants. This list should be available for inspection.

## **Program Design and Regulatory Citations**

The HOME TBRA is designed to mimic the Section 8 Housing Choice Voucher Program (S8 HCV). General program information can be found in 24 CFR Part 5, (i.e., income and other eligibility issues). Program specific information can be found in 24 CFR Part 982 to include HQS and rent reasonableness. The HOME TBRA regulations can be found in 24 CFR Part 92. These regulations are intended to assist the applicant in providing a responsive application for consideration. The program can also be a stand-alone deposit assistance program that provides security and utility deposits to eligible families that are relocating.

## **Program Budget**

The HOME TBRA budget should be based on actual costs within program guidelines. The housing costs are based on the payment standard using 100 percent of the current FMR. The applicant must allow for deposit expenses as well when preparing the budget. The family composition will determine the bedroom size and affect the budget. The deposits are offered as grants, but still must be accounted for when submitting a budget. Administrative expenses are not allowed, however, project delivery costs such as unit inspection cost and income eligibility determinations are allowed. Staff timecards or records are required for review for staff expenses and should be specific to HOME allowable expenses. Applicant is required to provide administrative support as an in-kind contribution.

## **Homeless CoC Certification**

Applicants requesting HOME TBRA funds under this RFA must commit to the following requirements by completing and including the Homeless Funding Application Certification Form as part of this application for funding:

- Project has a plan in place to provide the supportive services for the targeted population(s) to be served either directly by the applicant, or documented through an MOA or other agreement provided at the time of contract execution.
- Projects admission and/or assistance criteria, as applicable is appropriate as well as consistent with screen-in policies and best practices for the target population to be served by the project.
- The project will participate in the CoC's coordinated intake and assessment process including acceptance of all referrals to the homeless units/beds.
- The project will participate in the Homeless Management Information System (HMIS), as well as ensure meeting the minimum data quality standards.
- The project will provide housing and services consistent with the CoC's established Standards of Care, as may be amended from time to time.
- The project will be required to meet minimum performance measures including those HUD required performance measures.

**HOME TENANT-BASED RENTAL ASSISTANCE  
(HOME TBRA AND HOME HOMELESS TBRA)**

**FORM 2**



**TENANT-BASED RENTAL ASSISTANCE  
(HOME TBRA AND HOME HOMELESS TBRA)  
(PAGE 1 OF 2)  
(TAB 12)**

**ORGANIZATIONAL QUALIFICATIONS AND  
PROPOSED PROJECT NARRATIVE  
TENANT-BASED RENTAL ASSISTANCE PROGRAM ONLY**

Please complete and include in the application the Application Cover Sheet with the appropriate Affidavit(s), Housing Forms Checklist, and indication of Tab # for proof of documentation. Also, include general information about your organization and its mission.

The applicant must check the appropriate funding: ☐ HOME

**SECTION 1- 4:**

**1. Experience and Capacity**

- a. Entity must have experience (in years) operating a Tenant-Based Rental Assistance Program. How many years of experience does your organization have? \_\_\_\_\_

Evidence includes the following:

- ☐ A resolution authorizing the formation of the entity.
- ☐ Contract Administration (Executing and Monitoring): Executed contract agreements, copies of Contract Administration staff resumes, and Contract Administration staff job descriptions.
- ☐ Inspection of Units (Housing Quality Standards or Local Code): Housing Quality Standard reports, copies of inspection staff resumes, and inspection staff job descriptions.
- ☐ Case Management (Comprehensive): Case management documentation, copies of Case Management staff resumes, and job descriptions.
- ☐ Subsidized Housing (ownership or management): Please provide evidence of property title, lease agreements, or management agreements.

Evidence is located in Tab \_\_\_\_\_

**2. Policies and Procedures**

- a. Entity must have Tenant Selection Policies and Procedures. Entity must provide evidence of a copy of the adopted policy, lease and rental subsidy portability statement. Tab \_\_\_\_\_
- b. Entity must have a Landlord Outreach Plan. Entity must provide evidence such as the approved plan and landlord agreement. Tab \_\_\_\_\_

**3. Clients and Units Identified**

- a. What percent of clients are identified for the proposed project? Entity must provide evidence such as a client list that has been determined preliminarily eligible. Tab \_\_\_\_\_
- Total number of clients located within project units? \_\_\_\_\_
- Total number of clients to be served by proposed project? \_\_\_\_\_
- Total percent of clients to be served by proposed project? \_\_\_\_\_

**TENANT-BASED RENTAL ASSISTANCE  
(HOME TBRA AND HOME HOMELESS TBRA)  
PAGE 2 OF 2  
(TAB 12)**

**3. Clients and Units Identified (Continued)**

- b. What percent of units are identified for the proposed project? Entity must provide evidence such as commitment letters from owners with addresses that are available. Tab \_\_\_\_\_

Total number of units? \_\_\_\_\_

Total number of units to benefit from the proposed project? \_\_\_\_\_

Total percent of units identified for the proposed project? \_\_\_\_\_

**4. Administrative Expense**

What percent of the total budget is provided as in-kind contribution for administrative expenses? Provide evidence such as the proposed budget. Tab \_\_\_\_\_

Total amount of in-kind contributions of administrative expenses? \_\_\_\_\_

Total amount of administrative expenses? \_\_\_\_\_

What percent of total budget is provided as in-kind contribution administrative expenses?

\_\_\_\_\_

**MIAMI-DADE COUNTY REQUEST FOR APPLICATIONS (RFA)  
FY 2023 HOME PROGRAM**

**TENANT-BASED RENTAL ASSISTANCE PROGRAM  
(HOME TBRA AND HOME HOMELESS TBRA)**

**Scoring Criteria**

Check the appropriate funding: ☐ HOME

**1. Experience and Capacity**

Does the entity have experience (in years) operating a Tenant-Based Rental Assistance Program? *(Evidence includes a resolution authorizing the formation of the entity.)*

|           |             |
|-----------|-------------|
| _____ 6+  | (25 points) |
| _____ 3-5 | (15 points) |
| _____ 2   | (10 points) |
| _____ 0-1 | (0 points)  |

If no, does the entity have experience (in years) with the following:

*Contract Administration (executing and monitoring) - (Evidence includes executed contract agreements, copies of Contract Administration staff resumes, and Contract Administration staff job descriptions.)*

|           |            |
|-----------|------------|
| _____ 6+  | (5 points) |
| _____ 2-5 | (3 points) |
| _____ 0-1 | (0 points) |

*Inspecting Units (Housing Quality Standards or local code) - (Evidence includes Housing Quality Standard reports, copies of Inspection staff resumes, and Inspection staff job descriptions.)*

|           |            |
|-----------|------------|
| _____ 6+  | (6 points) |
| _____ 2-5 | (3 points) |
| _____ 0-1 | (0 points) |

*Case Management (comprehensive) - (Evidence includes case management documentation, copies of Case Management staff resumes, and job descriptions.)*

|           |            |
|-----------|------------|
| _____ 6+  | (6 points) |
| _____ 2-5 | (3 points) |
| _____ 0-1 | (0 points) |

*Subsidized Housing (ownership or management) – (Evidence includes the property title, lease agreements, or management agreements.)*

|           |            |
|-----------|------------|
| _____ 6+  | (8 points) |
| _____ 2-5 | (5 points) |
| _____ 0-1 | (0 points) |

**TENANT-BASED RENTAL ASSISTANCE PROGRAM  
(HOME TBRA AND HOME HOMELESS TRBA)**

**Scoring Criteria**

**2. Policies and Procedures**

Does the entity have Tenant Selection Policies? - *(Evidence includes a copy of the adopted policy, lease and rental subsidy portability statement.)*

|                              |               |
|------------------------------|---------------|
| <input type="checkbox"/> Yes | (12.5 points) |
| <input type="checkbox"/> No  | (0 points)    |

Does the entity have a Landlord Outreach Plan? - *(Evidence includes the approved plan and landlord agreement)*

|                              |               |
|------------------------------|---------------|
| <input type="checkbox"/> Yes | (12.5 points) |
| <input type="checkbox"/> No  | (0 points)    |

**2. Clients and Units Identified**

Percent of clients identified for the proposed project? - *(Evidence includes a client list that has been determined preliminarily eligible.)*

|                                     |             |
|-------------------------------------|-------------|
| <input type="checkbox"/> 100% - 90% | (15 points) |
| <input type="checkbox"/> 89% - 80%  | (10 points) |
| <input type="checkbox"/> 79% - 70%  | (5 points)  |
| <input type="checkbox"/> 69% - 60%  | (3 points)  |
| <input type="checkbox"/> below 60%  | (0 points)  |

Percent of units identified for the proposed project? - *(Evidence includes commitment letters from owners with addresses that are available.)*

|                                     |             |
|-------------------------------------|-------------|
| <input type="checkbox"/> 100% - 90% | (10 points) |
| <input type="checkbox"/> 89% - 80%  | (8 points)  |
| <input type="checkbox"/> 79% - 70%  | (6 points)  |
| <input type="checkbox"/> 69% - 60%  | (3 points)  |
| <input type="checkbox"/> below 60%  | (0 points)  |

**4. Administrative Expense**

What percent of the total budget is provided as in-kind contribution for administrative expenses? - *(Evidence includes a copy of the proposed budget.)*

|                                      |             |
|--------------------------------------|-------------|
| <input type="checkbox"/> 10% or more | (25 points) |
| <input type="checkbox"/> 9%          | (20 points) |
| <input type="checkbox"/> 8%          | (15 points) |
| <input type="checkbox"/> 7%          | (10 points) |
| <input type="checkbox"/> 6%          | (5 points)  |

**TOTAL POINTS EARNED:**

\_\_\_\_\_

**MAXIMUM POINTS 125**

**HOME PROGRAM  
COMMUNITY HOUSING DEVELOPMENT ORGANIZATIONS  
(HOME CHDO)**

**FORM 3**

# **HOME PROGRAM**

## **COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (HOME CHDO)**

**HOME CHDO SET-ASIDE AND HOME CHDO OPERATING SUPPORT FUNDS ARE LIMITED TO PROJECTS LOCATED IN UNINCORPORATED MIAMI-DADE COUNTY ONLY.**

### **I. INTRODUCTION AND BACKGROUND**

The Community Housing Development Organization (CHDO) guidelines provide the policies and standards for the management and funding of CHDO operating funds by Miami-Dade Department of Public Housing and Community Development (PHCD). These policies and procedures are based on HOME Program regulations (24 CFR 92.208). It is the responsibility of the CHDO to understand and ensure compliance with these policies and procedures. It is the intent of these guidelines to create a consistent and equitable system by which CHDOs are identified and selected, and to build long-term relationships with the CHDOs.

The HOME Program is administered through the U. S. Department of Housing and Urban Development (HUD). Miami-Dade County, as a participating jurisdiction (PJ), receives funds under the HOME Program. HOME regulations require PJs to set-aside 15% of their HOME allocation for CHDOs, and awards up to 5% of the HOME Program allocation for CHDO Operating Support to build capacity that will result in additional affordable housing units. Each year, all organizations requesting CDBG or HOME funds from the County must submit an application which provides information concerning the organization, its corporate and financial structure, and a specific proposal for a program or project. Staff issues a Request for Applications (RFA) and accepts applications only once each calendar year. This is to allow staff sufficient time to review each proposal and make recommendations to the Board of County Commissioners, which allocates the available funds accordingly. CHDO applications are submitted each year with the applicant's RFA even if the entity is already certified since re-certification is required on a yearly-basis.

### **II. CHDO DEFINITION, CERTIFICATION, AND RE-CERTIFICATION**

#### **Definition:**

CHDO is a private non-profit organization that has among its purposes the provision of decent housing that is affordable to low- and moderate-income persons as evidenced in its charter, articles of incorporation, resolutions, or by-laws. A CHDO may apply for funding in the capacity of a Developer, Owner, or Sponsor, but only CHDOs may apply for a HUD-mandated set-aside percentage of local HOME funds.

**For further information, refer to 24 CFR Part 92.**

#### **Certification:**

In order to receive CHDO funds from the County, a local housing organization must be formally certified by the PHCD at the time of application for operating funds and CHDO eligible housing projects. In order to be certified as a CHDO, a local housing organization must:

- Meet all of the CHDO certification requirements per 24 CFR Part 92.208;

- Enter into a Memorandum of Understanding (MOU) that states that the CHDO intends to use HOME CHDO set-aside funds to develop units of affordable housing within 24 months of the date of the agreement that specifies the expected uses for the funds; and
- PHCD will provide a certification/re-certification letter to each CHDO to confirm the organization's CHDO status upon review and approval of the documents listed below.

If the organization is not recertified, it is not eligible to receive any funds and/or services reserved for CHDOs until the organization is able to prove that it still meets all of the criteria necessary to obtain CHDO certification.

### **III - APPLICATION PROCESS AND FUNDING PRIORITIES:**

#### **1. Application Process**

PHCD will accept applications for CHDO Operating Support once a year with the Request For Application and will award CHDO Operating funds on an as-needed basis taking into consideration five (5) priorities:

- Representation in underserved areas;
- Response to community housing needs as identified by the Housing Needs Assessments in the FY 2020-2024 Consolidated Plan;
- Local Match provided;
- Established CHDOs that are continuing to add units to their portfolio; and
- Demonstrated capacity to complete the project(s).

Upon finalizing the RFA recommendations, the CHDO certification process is initiated for those agencies that are recommended for CHDO funding. Applicants are provided with a CHDO Qualifications checklist that outlines the CHDO criteria and references to the HUD regulations governing the process.

Staff reviews the documentation submitted to verify that all CHDO certification criteria are met then issues a favorable or not favorable recommendation to senior management.

Subsequently, staff recommendations are presented to senior management for review and signature of the certification/re-certification cover letter and certification/re-certification document.

Once signed, the certification/re-certification documents are mailed to the agencies and hard copies are kept in our central file with electronic copies saved on PHCD's internal server.

Initiating the certification/re-certification process with the RFA ensures that re-certifications are completed every year and decreases the amount of paperwork submitted as some supportive documents such as the articles of incorporation and by-laws are required for compliance with the RFA guidelines. Prior to the release of HOME funds from the County, a written agreement must be executed with the applicant or CHDO. The agreement remains in effect during any period that the applicant or CHDO is operating a program or implementing a project in which HOME funds are being invested.

## 2. Available Funding

- Up to 5 percent of the HOME Program allocation may be awarded for CHDO Operating Support to build capacity that will result in additional affordable housing units.
- HOME Program assistance for CHDO's operating expenses in each fiscal year may not exceed \$50,000 or 50 percent of the CHDO's total annual operating expenses for that year, whichever is greater.

PHCD reserves the right to determine whether or not to fund HOME CHDO Operating support.

## 3. Eligible uses of CHDO Operating Support Funds

Up to 5 percent of PHCD's HOME allocation may be used to provide funds for CHDO operating assistance. To be eligible for CHDO operating assistance, the CHDO must submit a funding application for a CHDO-eligible project. The following uses of CHDO Operating Support funds are permitted (24 CFR Part 92.208):

- Salaries, wages, benefits, and other employee compensation;
- Training and travel, resulting in increased capacity;
- Administrative expenses;
- Operating expenses, including rent and utilities;
- Equipment, materials and supplies, including communication costs;
- Taxes and insurance; and
- Homebuyer education.

The purpose of CHDO operating assistance is to nurture successful CHDOs, PHCD will periodically evaluate the performance of any CHDO wishing to receive CHDO operating funds. No match is required for CHDO Operating funds. PHCD reserves the right to determine whether or not to fund HOME CHDO Operating support.

## 4. Eligible and Ineligible Uses of CHDO Set-Aside Funds

The HOME requirements in 24 CFR Part 92.300 require PHCD to set aside at least 15 percent of its annual HOME allocation for projects owned, developed, or sponsored by CHDOs.

A certified CHDO must be an owner, developer, or sponsor of a HOME-eligible project to use CHDO set-aside funds. A CHDO may serve in one of these roles or in a combination of roles, such as being owner and developer.

- **CHDO as Owner:** As owner, the CHDO holds valid legal title or has a long-term leasehold investment to the property (99 year minimum). The CHDO may be an owner with one or more individuals, corporations, partnerships or other legal entities. However, the CHDO must be the managing general partner with effective control (decision-making authority) of the property.



Example: A CHDO may solely be the owner with another entity (for profit or not-for-profit) to act as a developer and construct new or rehabilitate existing building(s). After completion of the development, the CHDO will maintain ownership of the property.

- **CHDO as Developer:** A CHDO is a developer when the CHDO owns the property and develops the project or has contractual obligations to the property owner to develop the project. The CHDO may be both owner and developer of its own project.

- **CHDO as Sponsor:**

- a. Sponsoring Rental Housing

For HOME assisted rental housing, the CHDO may develop a project that it solely or partially owns and agrees to convey ownership to a second not-for-profit organization at a predetermined time prior to or during development or upon completion of the development of the project. The HOME funds are invested in the project owned by the CHDO.

The CHDO sponsor identifies the particular not-for-profit organization that will obtain ownership of the property prior to commitment of HOME funds.

The second not-for-profit will assume all HOME obligations (including repayment of loans and tenant and rent requirements) for the project from the CHDO at a specified time. If the property is not transferred to the not-for-profit organization, the CHDO sponsor will remain liable for the HOME obligations. The not-for-profit organization must be financially and legally separate from the CHDO sponsor. (The second not-for-profit may have been created by the CHDO, but nevertheless it is a separate entity from the CHDO.)

The CHDO must provide sufficient resources to the not-for-profit organization to ensure the development and long-term operation of project.

Example: A CHDO enters into a legally binding agreement with Eldercare, an existing not-for-profit organization experienced in providing enhanced housing services for the elderly. The CHDO agrees to purchase and rehabilitate a vacant 50-unit property and convey the property to Eldercare upon completion of the construction phase. Eldercare will assume responsibility for the long-term management of the project and for the fulfillment of all obligations and requirements associated with the use of HOME funds.

- b. Sponsoring Homebuyers:

For a HOME-assisted first-time homebuyers program, the CHDO owns and develops a property and transfers the title and the HOME loan obligations and resale requirements to a HOME-qualified first time homebuyer within a specified timeframe.

The HOME funds are invested in the property owned by the CHDO. The CHDO sponsor acquired and completes the rehabilitation or construction of the property. At completion of the rehabilitation or construction, the CHDO is required to sell (transfer) the property along with the HOME loan obligations to a first-time homebuyer. CHDO operating support will only be funded in connection with an application for a specific housing project.

- **Eligible Activities:** A CHDO acting as owner, sponsor or developer may use the CHDO set-aside for the following activities:

- Acquisition and/or rehabilitation of rental or homebuyer property;
- New construction of rental or homebuyer property; and
- Direct financial assistance to homebuyers of HOME-assisted property developed or sponsored by the CHDO.

CHDO set-aside HOME funds must be used during the construction or rehabilitation of the property.

▪ **Ineligible CHDO Activities** - Ineligible uses of the HOME CHDO set-aside are:

- Homeowner rehabilitation;
- Tenant-based rental assistance (TBRA); and
- Down payment and/or closing cost assistance to purchasers of housing not developed with HOME CHDO funds.

## **5 - CHDO Proceeds**

PHCD allows CHDOs to retain proceeds under a few conditions. To be eligible for CHDO proceeds retention, the CHDO must provide a written plan for the specific use of such funds with the initial CHDO application. PHCD will verify that such uses are strictly for HOME-eligible activities or other low- and moderate-income housing activities to include CHDO operations. PHCD will respond in writing to the written plan. Proceeds are funds resulting from:

- Permanent financing of a CHDO project used to pay off a CHDO financed construction loan;
- The sale of CHDO developed homeownership housing to a homeowner or a second non-profit; and
- Interest and principal payments from a loan to buyer of CHDO developed homeownership housing.

## **6 - CHDO Certification**

Applicants are provided with the CHDO Qualifications Checklist that outlines the CHDO criteria utilized. Applicants must complete the CHDO application and submit requested documentation.

**Certifications will only be evaluated during the FY 2023 RFA process.**

**HOME PROGRAM**  
**COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)**  
**CHDO CERTIFICATION APPLICATION**  
**(ATTACHMENT 13)**

**All CHDO applicants must complete the CHDO Certification Application.**

**PART I – APPLICANT CONTACT INFORMATION**

Applicant Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

City:

State:

ZIP

\_\_\_\_\_

Executive Director  
Name:

\_\_\_\_\_

Phone:

Email:

\_\_\_\_\_

Applicant Role:

\_\_\_\_\_ Owner

\_\_\_\_\_ Developer

\_\_\_\_\_ Sponsor

**PART II – CHDO CERTIFICATION REQUIREMENTS**

**Submit evidence to document the requirements below and answer narrative requirements accordingly. Label each document submission as CHDO Attachment-(Question Number), e.g., documentation for Question 1 must be labeled as “CHDO Attachment-1” within the Attachment section (Attachment #) stated in the header above.**

**Evidence of the following must be submitted each year to qualify as a CHDO:**

1. Applicant is organized under state or local laws, as evidenced by its Charter or Articles of Incorporation;
2. Applicant must clearly demonstrate that no part of the net earnings inure to the benefit of any member, founder, contributor, or individual, as evidenced by its Charter or Articles of Incorporation;
3. Applicant must have received a tax-exempt ruling from the IRS under Section 501(C)(3) or (4) of the Internal Revenue Code of 1986, as evidenced by a written ruling from the IRS;

4. Applicant must have a clearly defined geographical service area, as evidence by its Charter, Bylaws, or Articles of Incorporation. A geographical service area may be defined as a neighborhood or neighborhoods, city, or county.
5. Applicant has among its purposes the provision of decent, safe, and sanitary housing that is affordable to low- and moderate-income persons, as evidenced by a statement in the organization's Charter, Articles of Incorporation, By-Laws, or a Resolution of the CHDO's Board of Directors;
6. Applicant conforms to the financial accountability standards of 24 CFR 84.21, "Standards for Financial Management Systems," as evidenced by a notarized statement by the president, or chief financial officer of the organization, a certification from a Certified Public Accountant or a HUD approved audit summary;
7. Applicant or its parent organization has at least one year of experience in serving the community within which housing will be assisted with HOME funds is to be located, as evidenced by a written statement signed by the president of the organization. In the statement, the organization must describe its history (or its parent organization's history) of serving the community by describing activities which it provided (or its parent organization provided) such as, developing new housing, rehabilitating existing housing stock and managing housing stock, or delivering non-housing services that have had lasting benefits for the community, such as counseling, food relief, or childcare facilities;
8. Applicant has demonstrated capacity for carrying out activities assisted with HOME funds, as evidenced by: resumes and/or statements that describe the experience of key staff members who have successfully completed projects similar to those to be assisted with HOME funds HUD defines CHDO staff as paid employees who are responsible for the day-to-day operations of the CHDO. Staff does not include volunteers, board members, or consultants.
9. Applicant maintains at least one-third of its governing board's membership as residents of low-income neighborhoods, low-income community residents, or elected representatives of low-income neighborhood organizations as evidenced by the organization's By-Laws, Charter, or Articles of Incorporation. A list of board members must be provided indicating which are low-income representatives and how they qualify to meet the eligibility. Under the HOME Program, for urban areas, the term "community" is defined as one or several neighborhoods, a city, county, or metropolitan area. For rural areas, "community" is defined as one or several neighborhoods, a town, village, county, or multi-county area (but not the whole State) provided that the governing board contains low-income residents from each of the multi-county areas;
10. Applicant provides a formal process for low-income, program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development, and management of all HOME-assisted affordable housing projects, as evidenced by the organization's By-Laws, Resolutions, or written statement of operating procedures approved by the governing body;
11. CHDOs chartered by a State or local government: A maximum of one-third of the applicant's governing board membership may consist of representatives of the public sector, as evidenced by the organization's By-Laws, Charter, or Articles of Incorporation. The public sector is defined as elected officials, appointed public officials, public employees, and appointees of public officials.

Public sector representatives may not, in turn, appoint the remaining 2/3 of the board members. A list of board members must be provided indicating which are from the public sector;

12. For-Profit Entities: If the applicant is sponsored or created by a for-profit entity, the for-profit entity's primary purpose may not include the development or management of housing. The CHDO may not be controlled by, nor under the direction of, the for-profit entity or individuals seeking profit from the organization and the CHDO must be free to contract goods and services from vendor(s) of its own choosing as evidenced by the CHDO's By-Laws, Charter, or Articles of Incorporation; and
13. For-Profit Entities: If the applicant is sponsored or created by a for-profit entity, the for-profit entity may not appoint more than one-third of the membership of the CHDO's governing body, and the board members appointed by the for-profit entity may not, in turn, appoint the remaining 2/3 of the board members, as evidenced by the CHDO's By-Laws, Charter, or Articles of Incorporation.
14. To demonstrate conformance with 24 CFR 84.21, Standards for Financial Management Systems, applicants are required to submit a copy of the organization's financial management policies and procedures and provide narrative responses, including a citation with reference to the policies and procedures document to the points below:
  - a. Specify the nature of which financial records are maintained. Describe the basis of data development, analysis, and records used for accounting.
  - b. Explain the source, receipt, and use of funds per funding type.
  - c. Identify controls to account for funding, real property, assets, and physical property to insure usage is for applicable purposes.
  - d. Outline the organization's budgeting system.
  - e. Outline the procedure to track financial expenditures in relation to actual unit costs and actual time accruals (i.e., salaries per grant related projects).
  - f. Describe the process for accepting funds, requisitions, disbursements, and accounting methods.
  - g. Outline procedures for determining whether financial disbursements are program eligible.
  - h. Outline dates for organizational audit activity.
15. Provide a copy of the organization's most current balance sheet.
16. Provide a copy of the organization's most current audit.
17. Submit a copy of the organization's most current profit and loss statement/income statement.
18. Applicant is to certify the low-income designations of each low-income Board member. Complete the attached Low-Income Board Member Certification Form (Attachment).
19. Applicant is to complete the attached Board Membership Information Form (Attachment). Applicant is to provide supplemental documentation listing each Board Member and contact information.

20. To demonstrate compliance with CHDO staff definition, the following documentation must be provided:
- a. Listing of staff members of CHDO organization. Specifically identify if full-time, part-time, or contracted employee and hours worked per pay period.
  - b. Job description for each staff position including day-to-day responsibilities and programmatic responsibilities.
  - c. Resumes for currently employed staff with an addendum to resumes provided to specifically outline the past experience of employees to specific current CHDO programming.
  - d. Evidence of payment to currently employed staff, may include payroll, W-2, W-4 and if contracted, must include copy of contract agreement with W-9 and Form 1099.
21. Applicant is to provide a statement of current projects both HOME and non-HOME, scope of work, and timelines for each project.
22. Applicant is to provide timeline and scope for future projects over course of next one to three years.
23. Applicant is to provide history of development experience as related to any current HOME projects and projects associated with operating funds, i.e., single-family, multi-family, rental development and homeownership development.
24. Applicant should identify project selection policies and procedures. This may be a narrative document, or excerpt from an organization's policy and procedure manual.
25. Applicant is to provide a listing of the organization's current asset portfolio including the designation of project types (i.e., rental, single-family, multi-family), number of units, completion and occupancy date, and affordability period, if applicable.
26. Applicant is to provide an outline of development team members per project type. Identify employee positions, professional partnerships, and role of each team member.

### **PART III – CHDO CERTIFICATION REQUIREMENTS**

The following documents must be completed as required in Part II.

- CHDO Attachment A – Certification of Low-Income Board Membership Form.
- CHDO Attachment B – Board Membership Information Form.

**Refer to the following pages for the CHDO Attachment A and B.**

**Certification of Low-Income Board Membership  
(ATTACHMENT 13)**

**The following certification document is to be completed by each Board Member of the applicant organization deemed a representative of low-income persons.**

Name \_\_\_\_\_ of \_\_\_\_\_ Board  
Member: \_\_\_\_\_  
I, \_\_\_\_\_, certify I am a member of the governing board of \_\_\_\_\_ and that I represent the interests of low-income persons in Miami-Dade County.

I am:  
(Select one of the following)

- ☐ A low-income resident of Miami-Dade County as classified by the 80% area median income definition;
- ☐ A resident of a low-income neighborhood in Miami-Dade County as designated by the County through the FY 2020-2024 Consolidated Plan and Annual Action Plan and applicable U.S. Census data.
- ☐ An elected representative of a low-income neighborhood organization of Miami-Dade County as designated by organizational services and service area consistent with the FY 2020-2024 Consolidated Plan and Annual Action Plan and applicable U.S. Census data.  
Neighborhood Organization Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Low-Income Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

Board Membership Information  
(ATTACHMENT 13)

|  |                |
|--|----------------|
| A. How often does your Board of Directors meet?  |                |
|  |                |
| B. What are the standing Board Committees?   |                |
|  | Committee Name |
| 1  |                |
| 2  |                |
| 3  |                |
| 4  |                |
| 5  |                |
| 6  |                |
| 7  |                |
| 8  |                |
| C. Board President:  |                |
| Name   |                |
| Mailing Address  |                |
| Start Date   |                |
| Term Expiration Date   |                |
| D. Identify specific experience of board members directly related to the development and financing of housing include activities relative to operations as a CHDO. |                |
|  |                |
| E. Explain any recent changes to the composition of the Board, (i.e., membership turnover or a new President, etc.).   |                |
|  |                |



F. List the names of current Board Members.

[illegible]

**Miami-Dade County  
Mayor Daniella Levine Cava**

**BOARD OF COUNTY COMMISSIONERS**

**Oliver G. Gilbert III**  
*Chairman*

**Anthony Rodriguez**  
*Vice Chairperson*

**Oliver G. Gilbert III**  
*District 1*

**Danielle Cohen- Higgins**  
*District 8*

**Marleine Bastien**  
*District 2*

**Kionne L. McGhee**  
*District 9*

**Keon Hardemon**  
*District 3*

**Anthony Rodriguez**  
*District 10*

**Micky Steinberg**  
*District 4*

**Roberto J. Gonzalez**  
*District 11*

**Eileen Higgins**  
*District 5*

**Juan Carlos Bermudez**  
*District 12*

**Kevin Marino Cabrera**  
*District 6*

**Senator Rene Garcia**  
*District 13*

**Raquel A. Regalado**  
*District 7*

**Luis G. Montaldo**  
*Clerk Ad Interim*

**Pedro J. Garcia**  
*Property Appraiser*

**Geri Bonzon Keenan**  
*County Attorney*