

**MIAMI-DADE COUNTY  
REQUEST FOR APPLICATION**

**FY 2020**

**DOCUMENTARY STAMP SURTAX FUNDING**

**HOMEOWNERSHIP ACTIVITIES**

- **Rehabilitation**
- **Redevelopment**
- **New Construction Acquisition**
- **New Construction Non-Acquisition**

**June 2020**



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



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*Mayor*

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

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

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

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

**MIAMI-DADE COUNTY**

**FY 2020 HOMEOWNERSHIP REQUEST FOR APPLICATIONS (RFA)**

**DOCUMENTARY STAMP SURTAX FUNDING (SURTAX)**

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**MIAMI-DADE COUNTY**

**FY 2020 REQUEST FOR APPLICATION**

**SURTAX HOMEOWNERSHIP ACTIVITIES**

**SECTION A**

**Introduction**

Miami-Dade County, through the Department of Public Housing and Community Development (PHCD) is soliciting applications under a Request for Application (RFA) process to fund activities with Documentary Stamp Surtax (Surtax) funds. This FY 2020 Surtax Homeownership RFA is seeking proposals to address high unmet needs in affordable housing. This RFA will target *homeownership projects that may include rehabilitation, redevelopment and new construction with or without acquisition Countywide*. Both for-profit and non-profit developers are encouraged to participate. Miami-Dade County encourages development teams competing for Documentary Stamp Surtax funding to be diversified and aspire to be consistent with and reflect the diversity of the Miami-Dade County community pursuant to policies outlined in Resolution No. R-1080-14.

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

<b>Homeownership Activities</b>	<b>Total Surtax Amount</b>
Rehabilitation, Redevelopment, New Construction with or without Acquisition – Countywide	<b>\$0,000,000</b>
<b>Totals</b>	<b>\$0,000,000</b>

*NOTE: Projects will be recommended for funding only up to the total amount published in this RFA.*

## SECTION B

### Definitions

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

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

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

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

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

**Community Land Trust** – A community housing development organization;

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

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

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

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

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

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

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

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

**Davis-Bacon:** Applies to contractors and subcontractors performing on federally-funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. Davis-Bacon Act (DBA) and Related

Act contractors and subcontractors must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area. For prime contracts in excess of \$100,000, contractors and subcontractors must also, under the provisions of the Contract Work Hours and Safety Standards Act, as amended, pay laborers and mechanics, including guards and watchmen, at least one and one-half times their regular rate of pay for all hours worked over 40 in a workweek. The overtime provisions of the Fair Labor Standards Act may also apply to DBA-covered contracts.

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

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

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

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

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

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

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

**Financial Beneficiary:** One who is to receive a financial benefit from the proceeds of development cost (including deferred fees). This definition includes any party which meets the above criteria, such as the Developer and its principals and principals of the applicant entity. This definition does not include third party lenders, Housing Credit (HC) Syndicators, Credit Enhancers who are regulated by a state or federal agency.

**Firm Commitment:** Match/leverage funds must be explicit, in writing and signed by a person authorized to make the commitment, i.e., applicants MUST show proof of subsidy, such as an award letter, a board approved allocation or commitment letter from a financial institution or similar funding guarantors. The commitment must evidence funding capacity to at least develop the first homeownership unit; and provide evidence of an ability/capacity to obtain funding to complete additional homeownership units upon completion/sale of the first homeownership unit. Final decisions on the issue of “firm commitment” shall be made by PHCD.

**GAP Funding:** Funds that fill the GAP between existing financing commitments to a project and the overall Development Cost of the housing project. Development Cost of the project means the total cost of completing the entire project, from acquisition to issuance of a certificate of occupancy, including but not limited to the cost for acquisition, design and planning, zoning and variances, financing costs, legal costs, construction, permitting, hard costs and development soft costs.

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

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

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

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

- Moderate Income is above 80% AMI to 140% of AMI
- Workforce Housing Income levels are 60% to 140% of AMI
- Low – Income is 80% or below of AMI
- Very Low – Income is 50% of AMI or lower



- Extremely Low - Income - 33% of AMI.

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

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

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

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

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

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

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

**Minimum Threshold Requirements:** Requirements that must be satisfied for the application to be responsive. Per Resolution No. R-630-13, applicants are required to provide a detailed project budget, sources and uses statement, certifications as to past defaults on agreements with Non-County sources and clear a due diligence check (see pg. 47) prior to funding commitment. The applicant must have firm commitments for all project funding. A report of Due Diligence findings will be submitted to the Board of County Commissioners. **Applications lacking any items and/or criteria needed to meet minimum threshold will be deemed non-responsive and will not be scored.**

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

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

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

**Principal:** An applicant, any general partner of an applicant, and any officer, director, or any shareholder of any applicant or shareholder of any general partner of an applicant.

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

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

**Rehabilitation:** The alteration, improvement or modification of an existing structure where less than 50% of the proposed construction work consists of New Construction. This includes but may not be limited to the installation of improvements to upgrade substandard electrical, plumbing, roofing, siding, insulation, weatherization, heating systems, hot water heaters, and dry rot repairs.

**Responsible Wages and Benefits:** The Board of County Commissioners established a Responsible Wages and Benefits requirement for minimum payment of specified wages to employees performing work on County construction contracts and privately funded construction on County-owned land. Responsible Wages and Benefits applies to competitively bid construction contracts valued greater than \$100,000 as defined in the provisions of Miami-Dade County's Section 2-11.16 of the Code of Miami-Dade County. The rates paid shall be not less than those contained in the Wage and Benefits Schedule in effect as of January 1st of the year the work is performed. Workers must be paid the appropriate base rate and fringe benefits on the Wages and Benefits Schedule for the classification of work actually being performed without regard to skill. **Note: Surtax funded projects on land owned by Miami-Dade County are subject to the Responsible Wages and Benefits requirement.**

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

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

**Special Needs Population:** A resident or a family member that is considered to be homeless, a survivor of domestic violence, a person with an emotional, mental or physical disability or youth aging out of foster care. These households require initial, intermittent or ongoing supportive services from one or more community-based service providers or long term care programs.

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

**Single Room Occupancy (SRO):** Housing consisting of single room dwelling units in which each unit is the primary residence of its occupant or occupants. SRO does not include facilities created for students.

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

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

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

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

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

**Transaction Fees:** Customary closing costs for typical financial transactions.

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

**Workforce Housing Income Range:** Households whose income range is established at 60% up to 140% of the most recent Area Median Income for Miami-Dade County. Chapter 33, Article XXIIA of the Code of Miami-Dade County, Florida.

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

## SECTION C

### Minimum Threshold Requirements - FY 2020 SURTAX Homeownership RFA

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

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

**2. Organizational and Financial Capacity** – Organizations must demonstrate that they are fiscally sound and have the skills and experience required to achieve the proposed activity. Applicant (Developer, Developer Principal, or Sponsor) must provide Audited Financial Statements or a Certified Financial Statement, certified by an independent 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 agencies must be in good standing, with respect to audit findings and/or timely completion of 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. Sustainable Building (Green) Certification** is a contractual requirement for receiving SURTAX/SHIP funding. - ***This is a minimum threshold requirement. See MCD 9-71 through 9-75 and IO 8-8.***

**6. Passing the Due Diligence investigation:** Applicants must pass a Due Diligence investigation on all applicants using the Due Diligence Checklist (see page 47). **Unless expressly authorized by the County Mayor or the County Mayor’s designee (R-630-13, section 3), any entity NOT clearing the Due Diligence Investigation will NOT be recommended to the Board for funding. - *This is a minimum threshold requirement. See Resolution No. R-630-13.***

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

**8. Developers shall execute and submit the Responsible Contractor Affidavit** as set forth in Section 2-11.16, et Seq. of the Code of Miami-Dade County. An authorized signator is a President, Chief Executive Officer, Chair, Secretary, or any person that has perceived authority in the organization. The County may announce a 48-hour cure period if necessary, available to applicants that do not provide the Responsible Contractor Affidavit as part of the application. ***This is a minimum threshold requirement. See Ordinance No. 14-26.***

## SECTION D

### Credit Underwriting Analysis

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

PHCD shall make award recommendations to the BCC for approval. Such awards shall be contingent upon a favorable final Credit Underwriting Report. All approved recommendations for contingent awards will undergo a full Credit Underwriting Review. All documents and exhibits presented in the application as well as any additional requests from the underwriter will be reviewed and analyzed to complete a final Credit Underwriting Report in favor of or opposed to proceeding with the proposed project. **Passing credit underwriting with a favorable review is required to effectuate awards.**

#### Development Description

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

#### Development Team

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

#### Economic Feasibility by analyzing the following documents within the application:

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

#### Applicant's Budget reasonably ensures:

- General Contractor, hard cost and soft cost contingencies meet County program requirements;
- The represented sources are adequate to complete and **sufficiently finance** the homeownership projects;
- The funds requested from the County meet the program guidelines and limitations based on the information available;
- The funds requested from the County will fully fund the proposed project within the County program guidelines.

## SECTION E

### Policies for FY 2020 SURTAX Homeownership Applications

The number of applications recommended for funding shall be limited by the application scores and funds available for this RFA or as maybe amended based on funding availability. There shall be no applications ranked beyond those that are recommended for funding. Applications

are recommended for funding by category, and are fully funded until the funding in that category is exhausted. PHCD reserves the right to reallocate funding between categories in this RFA.

**Only Applications meeting Minimum Threshold requirements will be scored.** Only Applications that have been scored will be ranked for funding. Applications that have not been scored or ranked will be considered ineligible for funding.

**Applicants must score 60 points or more to be considered for funding.**

**The application period will be open for approximately six months allowing applicants to submit a proposal anytime during the application period.**

**Applications will be reviewed and scored within 30 days of the submission. All applications receiving less than a score of 90 will be ranked only after the application period is closed.**

**Applications with a score of 90 points or greater may be submitted to the BCC for approval during the application period, at the discretion of PHCD.**

Only activities listed under this FY 2020 RFA will be eligible for funding recommendations.

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

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

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

Applications will be scored according to the project information provided in the application submitted on or before the deadline set forth in this RFA and other relevant information that is available.

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

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

Developers are encouraged to include **Loan Closing Costs** in the requested funding amount. It is anticipated that these costs will be absorbed into the project costs, beginning with projects funded through the 2020 RFA process. BCC approved purchase prices must be sufficient to meet all repayment obligations for all loans related to the project.

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

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 in such cases will consult with federal agencies such as the Internal Revenue Service, Department of Labor, and Department of Housing and Urban Development.

PHCD will adhere to compliance guidelines pursuant to Resolution No. R-34-15 requiring developers to provide written notice to the County of the availability of homeownership opportunities, including but not limited to, the number of available units, bedroom size, and sales prices of such homeownership units; requiring developers to advertise the information described in newspapers of general circulation; and post information contained in such written notice on the County's website.

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

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

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

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

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

If awarded, applicants must sign an agreement affirming the amount of Surtax funding allocation the applicant is recommended for is sufficient to fill the gap being requested and that subject to successful completion of underwriting, the developer can proceed.

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

Bonus points for Timely Completion of Projects: Developers who indicate and receive bonus points for the timely completion of a specified number of units at the time of application will be held to those commitments at contract execution. Completion of a unit will be evidenced by a certificate of occupancy. Developers unable to complete the agreed upon number of units by the specified time indicated in their application, will be required to pay accrued liquidated damages at a rate of \$150 per day for each day the completion of work exceeds the established completion date and will be deducted from final payment of the contract. Additionally developers may receive an incentive fee for the early completion of projects at a rate of \$300 per day.

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

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

Bonus points may be achieved for qualifying Community Land Trusts.

## SECTION F

### Submission Guidelines

- 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 submit an **Application Cover Sheet**. This cover sheet must include the legal name of the Developer, employer identification number (FEIN), organization type, amount of funding request, Developer's address, contact person name, title, phone number and email address.
- Applicants must upload all affidavits, supporting and evidence documents to meet threshold requirements. Supporting documentation must be uploaded as attachments. Applicants must use a cover sheet identifying the EACH attachment separately.
- 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**.
- 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.**
- 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 are required to submit all information required in the application electronically. **Please note: supporting documentation must be included in the online application**



- Applications must be submitted electronically by the application deadline.
- Faxed applications will **not** be accepted.
- Applications must comply with all requirements of this RFA. Applications that are incomplete or have deficiencies and errors will be submitted to the County Attorney's Office for legal review and determination of responsiveness.
- Miami-Dade County Disabled Housing Set-Aside Incentive - Developers desirous of building more disabled accessible units may be awarded extra points on applications.
- No changes or additions to the proposals will be accepted after the application deadline.
- Applications will not be accepted anywhere other than as noted in this application.
- Miami-Dade County will not fund an entity or an affiliate with outstanding defaulted loans, debarment actions or any other legal encumbrances with the County, State of Florida, or Federal programs regardless of the merits of the submitted proposal.
- An applicant may be disqualified from consideration for funding in this RFA based on poor performance or non-compliance on any other projects with PHCD.
- 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 (R-630-13, section 3), any entity NOT clearing the Due Diligence Investigation will NOT be recommended to the Board for funding.**
- For purposes of this RFA, the application period is June 30, 2020 through July 31, 2020, Monday through Friday excluding County Holidays. If no applications are received by July 31, 2020, the application deadline will be extended 30 days.
- **Applications lacking any items and/or criteria needed to meet minimum threshold will be deemed non-responsive and will not be scored.**
- Questions pertaining to this application must be submitted in writing to the Miami-Dade County Department of Public Housing and Community Development, no later than TBD to the attention of: Michael Liu, Director PHCD. Responses will be posted no later than July 5, 2020 on the website [www.miamidade.gov/housing/](http://www.miamidade.gov/housing/)

**Michael Liu, 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)**

## SECTION G

### Miami-Dade County Department of Public Housing and Community Development

#### Loan Terms and Conditions for HOMEOWNERSHIP – FY 2020

##### FY 2020 Terms for REPAID Loan funds in accordance with Section 17-02 of the Code

- 0.75% interest during construction years - 1 year with an additional 1 year from C.O. until sale
- Full principal due at sale to qualified and eligible buyer

##### All Applicants using repaid loan funds

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

Contact PHCD for instruction on how to request these funds.

<b>Surtax Financing Options</b>	
<b>Homeownership/Single Family</b>	
For-Profit & Non-Profit	
Rate	Construction: 0.5% interest only during construction, year 1. Perm: 0.5% interest and Principal due at point of sale but no later than one year from C.O.
Term	1-year construction with 1 year carryover for sale
Affordability	- Subject to 20 year restrictive covenant per PHCD Affordable Housing Guidelines.
Notes	- Must adhere to other PHCD Affordable Housing Guidelines found at <a href="http://www.miamidade.gov/housing/homebuyer-opportunity.asp">http://www.miamidade.gov/housing/homebuyer-opportunity.asp</a> , such as maximum sales price per home.

## SECTION H

### Features and Amenities

The proposed Development must meet ALL FEDERAL AND STATE BUILDING CODE requirements, including but not limited to the following:

#### Federal and State Building Code Requirements

- Florida Building Code (6<sup>th</sup> Edition 2017) 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 CFR 35, incorporating the most recent amendments, regulations and rules.
- For Public Housing, the Uniform Federal Accessibility Standards (UFAS) in 24 CFR 40
- Energy features outlined in MDC Green Code through Ordinance No. 07-65 (**this Green Building requirement is for Developments using County resources only**) and any other applicable requirements of other funding programs included in the Applicant's submission.

- The home should be marketable with typical features a homeowner would expect, including but not limited to washer/dryer hook-up, dishwasher, carport/garage, or other such features to enhance the home.

**Miami-Dade County FY 2020 SURTAX RFA**

**APPLICATION FORMS**

APPLICATION COVER SHEET (Attachment 1)

FY 2020 SURTAX/SHIP REQUEST FOR APPLICATION (RFA)  
ALL APPLICANTS

**ENTITY / DEVELOPER / APPLICANT INFORMATION:**

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

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

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

Developer/Applicant Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

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

Developer/Applicant Mailing Address \_\_\_\_\_

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

**ACTIVITY INFORMATION:**

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

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

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

Activity Title: \_\_\_\_\_ Category: \_\_\_\_\_

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

Please use the following link to answer the questions below:  
<http://gisweb.miamidade.gov/communityservices/>

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

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

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

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

**Please provide the total amount of funding requested and selection location in the appropriate blanks below.**

Homeownership New Construction \$ \_\_\_\_\_

Homeownership Rehabilitation/Redevelopment \$ \_\_\_\_\_

Homeownership Acquisition/ New Construction/Rehab \$ \_\_\_\_\_

Homeownership Non-Acquisition/ Rehabilitation \$ \_\_\_\_\_

With my signature below, I attest to the accuracy of the information provided on this cover page. The information above summarizes my FY 2020 RFA application submission.

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

Name (Print): \_\_\_\_\_

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

## **Applicant Certification and Acknowledgement Form (Attachment 2)**

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

1. The proposed Development can be completed and operating within the development schedule and budget submitted to PHCD.
2. The name of the Applicant entity stated in the Application may be changed only by written request of an Applicant to PHCD staff and approval of the Board after the Allocation Agreement is in effect.
3. The success of an Applicant in being selected for funding is not an indication that the Applicant will receive a positive recommendation from the department or that the Development Team's experience, past performance or financial capacity is satisfactory. The past performance record, financial capacity, and any and all other matters relating to the Development Team, which consists of Developer, General Contractor, Architect, Attorney and Accountant will be reviewed during the departmental review. PHCD may require additional information from any member of the Development Team including, without limitation, documentation on other past projects and financials. Development Teams with an unsatisfactory past performance record, inadequate financial capacity or any other unsatisfactory matters relating to their suitability may result in a negative recommendation from PHCD.
4. Applicant shall timely provide PHCD with any changes in funding sources or amounts. Changes in funding sources or amounts may result in a reduction in PHCD funding and/or the need to reassess the project through additional review by PHCD. Need to make sure it's tied to the construction cost. One time ask is all you get! Add document that is presently
5. The Principals of each Developer identified in the Application, including all co-Developers, may be changed only by written request of an Applicant to PHCD staff and approval of the PHCD after the Applicant has been approved for an award. In addition, any allowable replacement of an experienced Principal of a Developer entity must meet the experience requirements that were met by the original Principal.
6. The proposed Development will include (i) all construction feature commitments made by the Applicant and (ii) all required construction features applicable to the proposed Development, as outlined in the RFA.
7. The Applicant will promptly furnish supporting information, documents, and fees as may be requested or required. The Applicant understands and agrees that the PHCD is not responsible for actions taken by the undersigned prior to approval by PHCD..
8. The Applicant, its project team and all Financial Beneficiaries have read all applicable PHCD and County rules governing this RFA and have read the instructions for completing this RFA and will abide by the applicable Florida Statutes and program provisions outlined in RFA and any applicable state, city, county rules and ordinances.
9. In eliciting information from third parties required by and/or included in this Application, the Applicant has provided such parties information that accurately describes the Development as proposed in this Application.
10. The Applicant understands and agrees to cooperate with any audits conducted in accordance with the provisions set forth in Section 20.055(5), F.S.
11. The undersigned is authorized to bind all Financial Beneficiaries to this certification and warranty of truthfulness and completeness of the Application.

12. This application is being submitted for only one category in this RFA.

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name (typed or printed)

\_\_\_\_\_  
Title (typed or printed)





PUBLIC HOUSING AND COMMUNITY DEVELOPMENT
ALL APPLICANTS
DUE DILIGENCE AFFIDAVIT (Attachment 3)

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

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

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

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

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

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

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

This is certified by my signature:

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

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

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

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



This material is available in an accessible format upon request.

CD/60/31516



**PUBLIC HOUSING AND COMMUNITY DEVELOPMENT (Attachment 4)**

**FY 2020 SURTAX Funding**

**Certification of Accuracy**

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

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

Name of Applicant/Developer: \_\_\_\_\_

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

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

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

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



This material is available in an accessible format upon request.

CD/60/31516

**Residents First Training and Employment Program  
Responsible Contractor/Subcontractor Affidavit Form (RFTE 1)  
(Miami-Dade County Code Section 2-11.17)**

<p>In accordance with Section 2-11.17 of the Miami-Dade County Code, all contractors and subcontractors of any tier performing on a contract for (i) the construction, demolition, alteration and/or repair of public buildings or public works projects valued in excess of \$1,000,000 funded completely or partially by Miami-Dade County, or (ii) privately funded projects or leases valued in excess of \$1,000,000 for the construction, demolition, alteration or repair of buildings or improvements on County owned land, and which are subject to Section 2-11.16 of the Code of Miami-Dade County shall comply with the requirements of the Residents First Training and Employment Program.</p>
--

If applicable, the undersigned  Contractor /  Subcontractor verifies that should they be awarded the contract, the undersigned understands their obligation to comply with the following:

- i. Prior to working on the project, all persons employed by the contractor / subcontractor to perform construction shall have completed, the OSHA 10 Hour Safety Training course established by the Occupational Safety & Health Administration of the United States Department of Labor. Such training does not need to be completed at the time of bidding but shall be completed prior to the date persons are employed on the project.
- ii. The contractor / subcontractor will make its best reasonable efforts to promote employment opportunities for local residents and seek to achieve a project goal of having fifty-one percent (51%) of all Construction Labor hours performed by Miami-Dade County residents. To verify workers' residency, firms shall require each worker to produce a valid driver's license or other form of government-issued identification.

<hr/> <b>Printed Name of Affiant</b>	<hr/> <b>Printed Title of Affiant</b>	<hr/> <b>Signature of Affiant</b>
--------------------------------------	---------------------------------------	-----------------------------------

<hr/> <b>Name of Firm</b>	<hr/> <b>Date</b>
---------------------------	-------------------

<hr/> <b>Address of Firm</b>	<hr/> <b>State</b>	<hr/> <b>Zip Code</b>
------------------------------	--------------------	-----------------------

**Notary Public Information**

Notary Public – State of \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of, \_\_\_\_\_, 20\_\_\_\_.

by \_\_\_\_\_ He or she is personally known to me  or has produced identification

Type of identification produced \_\_\_\_\_

<hr/> Signature of Notary Public	<hr/> Serial Number
----------------------------------	---------------------

<hr/> Print or Stamp of Notary Public	<hr/> Expiration Date	<hr/> Notary Public Seal
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**PUBLIC HOUSING AND COMMUNITY DEVELOPMENT**

**FY 2020 Surtax/SHIP Partial Funding Certification and Acknowledgement Agreement**

**FOR PHCD USE ONLY:**

**Partial 2020 Surtax/SHIP Funding Amount Recommended: \$ \_\_\_\_\_**

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**By signing this Agreement, I, the Applicant acknowledge and certify that:**

- 2. I am an authorized signator for the applicant/developer/entity; and
- 3. The amount of the FY 2020 Surtax or SHIP funds above listed that may be recommended for this application titled \_\_\_\_\_ is less than the amount that was applied for in the application; however, it is sufficient to fill the gap; and
- 4. My development team and I will make diligent efforts to adjust the budget for this project as necessary to account for a lower amount of subsidy than was requested in the application; and
- 5. And that subject to successful completion of underwriting;
- 6. My development team and I are prepared to proceed in completing the development as proposed in the application, and that it can be completed and operating within the development schedule submitted to PHCD.

**This is certified by my signature:**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name (typed or printed)

\_\_\_\_\_  
Title (typed or printed)

\_\_\_\_\_  
Date

## APPLICATION CHECKLIST (Attachment 6)

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.

**ALL DOCUMENTS MUST HAVE A COVER SHEET AND ATTACHMENT NUMBERS**

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

Tab	Document	Include Cover Sheet & Attachment Number
1.	<b>Application Cover Sheet</b>	<b>Attachment 1</b>
2.	<b>Applicant Certification and Acknowledgement Form</b>	<b>Attachment 2</b>
3.	<b>Due Diligence Affidavit</b>	<b>Attachment 3</b>
4.	<b>Certification of Accuracy</b>	<b>Attachment 4</b>
5.	<b>Responsible Contractor/Subcontractor Affidavit Form</b>	<b>Attachment 5</b>
6.	<b>Application Checklist/Table of Contents</b>	<b>Attachment 6</b>
7.	<b>Application: Part I - General Information,</b>	<b>Attachment 7</b>
8.	<p><b>Part II - Development Team</b> - include name and prior experience for each principal.</p> <p><b>Organizational and Financial Capacity</b> – 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. <b>Financial statements should be uploaded as attachments to the application</b>, however the time frame for which the information remains proprietary is limited per the language in F.S. 119.071(1)b(2). – <b><i>This is a minimum threshold requirement.</i></b></p> <p><b>EXPERIENCE</b>  <b>- Historical Data on Previous Completed Projects</b> – if the Applicant is wishing to gain points for experience the Applicant must provide documentation of the experience. Preferred documentation includes building copies of Certificates of Occupancy, pictures and other documentation that establishes ownership.</p>	<b>Attachment 8</b>
9.	<b>Part III - Development Information - (Scope of Project)</b> – Including a Description, Location, Proposed Project Site and Features and Amenities.	<b>Attachment 9</b>
10.	<b>Part IV - Ability to Proceed – tiebreaker</b> <b>Site Control – THRESHOLD</b> - One of the following is required: Recorded Deed, Fully Executed long-term lease or Fully Executed Contract for purchase and sale dated through financial closing of the proposed	<b>Attachment 10</b>

<b>Tab</b>	<b>Document</b>	<b>Include Cover Sheet &amp; Attachment Number</b>
	development and any applicable assignments, or addendum. For purposes of this RFA a fully executed contract for purchase and sale, of the subject property, must be dated through December 31, 2020, or have extension options in place to extend the contract through loan closing.	
<b>11.</b>	<b>Part V – Demographics and Set-Asides</b>	<b>Attachment 11</b>
<b>12.</b>	<b>Part VI - Financing (Budget)</b> – The applicant shall submit a total budget including a sources and uses statement and leverage funds Sources (Award Letters, Signed Affidavits, and/or Letters of Firm Commitment).	<b>Attachment 12</b>
<b>13.</b>	<b>Part VII - FINANCIAL BENEFICIARIES</b>	<b>Attachment 13</b>
<b>14.</b>	<b>Part VIII – Homeownership Forms</b>	<b>Attachment 14</b>
<b>15.</b>	<b>Tax Exempt Status Letter</b> - Attorney’s letter Evidence of not-for-profit status. (if applicable)	<b>Attachment 15</b>
<b>16.</b>	<b>IRS 990</b> – Determination letter Description of the not-for-profit status. (if applicable)	<b>Attachment 16</b>
<b>17.</b>	<b>Governing Board</b> - Names and addresses (if applicable). Role of the Not-for-profit	<b>Attachment 17</b>
<b>18.</b>	<b>Current Articles of Incorporation and Corporate Documents</b> - Please label and include page numbers for each of the sections listed below (if applicable).	<b>Attachment 18</b>
<b>19.</b>	<b>Current By-Laws</b> (if applicable)	<b>Attachment 19</b>
<b>20.</b>	<b>Appeals or Other Pending Issues</b>	<b>Attachment 20</b>
<b>21.</b>	<b>Trade and Banking References</b>	<b>Attachment 21</b>
<b>22.</b>	<b>Bonus Points</b>	<b>Attachment 22</b>

# FY 2020 HOMEOWNERSHIP APPLICATION

## **PART I. GENERAL INFORMATION** (Attachment 7)

### **Applicant/Developer**

#### 1. Applicant Information

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

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

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

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

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

FEIN: \_\_\_\_\_

2. If not yet obtained, provide a copy of the submitted application for the Federal Employer Identification Number identify tab location and label "FEIN Number \_\_\_\_\_."

a. Is the Applicant a legally formed entity qualified to do business in the State of Florida as of the Application Deadline? Provide the required documentation label and clearly identify tab location.

- Yes       No

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

- Limited Partnership  
 Limited Liability Company

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

- Yes       No

If the answer is "Yes," the Applicant must respond to (I) and (II) below. If the answer is "No," skip not-for-profit status questions and proceed to question 3 below.

(I) Provide the following documentation:

- Attorney's opinion letter clearly identify tab location.
- IRS determination letter clearly identify tab location.

(II) Answer the following questions:

- Is the Applicant a Public Housing Authority created by Section 421.04, Florida Statutes?

- Yes       No

- Is the applicant or one of its general partners a not-for-profit entity that is an affiliate of a public housing authority created by Section 421.04, Florida Statutes?
  - Yes                       No
  
- Is the applicant or one of its general partners a Public Housing Authority or incorporated as a not-for-profit entity pursuant to Chapter 617, Florida Statutes, or similar state statutes if incorporated outside Florida?
  - Yes                       No
  
- If “no”, is the applicant or one of its general partners a wholly-owned subsidiary of a not-for-profit entity formed pursuant to Chapter 617, Florida Statutes, or similar state statutes if incorporated outside Florida?
  - Yes                       No
  
- Is the applicant or one of its general partners a 501(c)(4) not-for-profit entity; or is the applicant or one of its general partners a wholly-owned subsidiary of a 501(c)(3) or 501(c)(4) not-for-profit entity?
  - Yes                       No
  
- Does the not-for-profit entity have an ownership interest, either directly or indirectly, in the general partner or general partnership interest or in the authorized member of the authorized member’s interest in the applicant?
  - Yes                       No

If “Yes”, state the percentage owned in the general partnership interest:

\_\_\_\_\_ %

(i) Percentage of Developer’s fee that will go to the not-for-profit entity:

\_\_\_\_\_ %

(ii) Provide the description/explanation of the role of the not-for-profit entity clearly identify tab location.

(iii) Provide the names and addresses of the members of the governing board of the not-for-profit entity clearly identify tab location.

(iv) Provide the Articles of Incorporation demonstrating that one of the purposes of the not-for-profit entity is to foster low-income housing clearly identify tab location.

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

\_\_\_\_\_ (yyyy)

### 3. General and Limited Partner(s), Officers, Directors and Shareholders

For a Limited Partnership, provide a list of the limited partner(s), and the officers, directors, members, and shareholders of the general partner(s) as of the application deadline, *clearly identify tab location*.



For a Limited Liability Company, provide a list of the member(s), and the officers, directors, members, and shareholders of majority-in-interest or elected authorized member(s) as of the application deadline, label and clearly identify tab location. 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, label and clearly identify tab location.

#### 4. Contact Person for this Application

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

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

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

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

Relationship to  
Applicant: \_\_\_\_\_

**PART II. DEVELOPMENT TEAM**

**(Attachment 8)**

1. Developer or principal of Developer

Name of Developer: \_\_\_\_\_

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

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

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

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

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

a. Corporate name(s) of each Developer (include all co-Developers):

\_\_\_\_\_

b. Provide the prior experience for each developing entity in a chart and clearly identify tab location.

2. General contractor or principal of general contractor

a. Provide the General Contractor's name and prior experience chart, label and clearly identify tab location.

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

3. Architect or Engineer

a. Provide the executed Architect or Engineer Certification, label and clearly identify tab location. Non-Housing Credit (NHC) Applicants shall provide a copy of a current license of the Architect or Engineer.

4. Attorney

a. Housing Credit (HC) Applicants – provide the executed Attorney HC Certification form, label and clearly identify tab location. NHC Applicants shall provide a copy of a current license of the Attorney.

5. Accountant:

a. Provide the executed Accountant Certification form, label and clearly identify tab location. NHC Applicant shall provide a copy of a current license of the Accountant.

6. Developer Experience

Please provide a list of all completed housing developments within the last 10 years, label and clearly identify tab location.

a. Include name of Developer and development, complete address, folio number, year completed, number of units, label and clearly identify tab location.

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

7. 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, 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.***

8. Banking and Trade references label and clearly identify tab location.

**PART III. DEVELOPMENT (Scope)** (Attachment 9)

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

\_\_\_\_\_

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

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

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

Folio # \_\_\_\_\_

a. Will the development consist of scattered sites?

Yes  No

If “Yes,” for each of the sites provide the address, total number of units, label and clearly identify tab location.

b. Local Jurisdiction:

1. Name of local jurisdiction where development is located:

\_\_\_\_\_

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

Yes  No

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

a. Date the development originally placed in service:

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

b. Date and cost of last rehabilitation:

4. Development Category

a. Select the appropriate category (only one):

- New Construction (Development in which 51% or more of the units in the proposed development consist of newly constructed units. )
- Rehabilitation (The alteration, improvement or modification of an existing structure where less than 50% of the proposed construction work consists of new construction)
- Redevelopment (Development that involves demolition of structures currently existing and New Construction of units on the property.)
- Reconstruction generally means the rebuilding of a structure on the same site in substantially the same manner." Reconstruction is a form of rehabilitation.

5. Select the appropriate Model Type:

- |   |   |
|---|---|
| <input type="checkbox"/> Single family detached units | <input type="checkbox"/> Duplexes/Triplexes/Quadrplexes |
| <input type="checkbox"/> Townhomes                    | <input type="checkbox"/>                                |

**PART IV ABILITY TO PROCEED** (Attachment 10)

In this section, please include labels and tabs:

1. Approved Construction Plans and Specifications, an accompanying Soils Report and accompanying Phase I Environmental Site Assessment, label and clearly identify tab location.

2. Evidence of Site Control. Does the organization/applicant have documented site control? **Site control is a minimum threshold requirement to receive funding.** Applicant must demonstrate site control by providing one of the following documents for each site:

- Provide a recorded deed or recorded certificate of title label and clearly identify tab location; or
- Provide a copy of the dated and fully executed long-term lease, label and clearly identify tab location; or
- Provide a dated and fully executed contract for purchase and sale for the subject property, label and clearly identify tab location; or
- Other indications of site control such as an executed Option to Purchase or Clerk certified local government resolution.
- Provide a list of all addresses and folio numbers for the project site and **attach color photos** of the site/structure (including roof and interior), label and clearly identify tab location. Include a completed 40 year certification (if existing building is not 40 years old or on vacant land, this does not apply); completed architectural/engineering plans; approved building and construction permits from the respective municipality and/or county for the proposed project. Property must be free of any Building Code violations and if there are existing violations a copy of the violation(s) must be provided from the municipality with a plan of how they will be address.



b. Homeless

Will the proposed Development set aside units for homeless persons?

Yes..... No

SINGLES ONLY

FAMILIES ONLY

SINGLES AND FAMILIES

Percentage set-aside for Homelessness \_\_\_\_\_

c. Family – Development will serve the general population.

Yes..... No

d. Disability – Will the project include any disabled units?

Yes..... No

No of units or Percentage set-aside for Disabled \_\_\_\_\_

**PART VI. FINANCING (Attachment 12)**

**Applicants must submit a total budget at Tab 10 including sub tabs and include a list of all committed funds for the proposed project.** Budget section must include a sources and uses statement; evidence of leveraged funding, such as award letters, signed affidavits, and/or letters of firm commitment; and utility allowance chart.

When completing the budget all appropriate fees must be included.

Project development costs (including fees and soft costs) should reflect a pro-rata share of the total funding awarded by the County and other funding sources. Developer fees shall be prorated in accordance with the terms of the Request for Applications and the respective applications for funding submitted to the County. The County’s funds may not be used to pay a greater portion of the Developer Fee than the portion of the County’s loan to the overall development cost absent the consent of the County. Developer fees must be reflective of actual construction completed. No part of the Developer fee can be disbursed until all loan closing conditions have been met. Under no circumstances will Miami-Dade County reimburse Developers for costs incurred on the development prior to an executed written agreement and loan closing with recorded documents in effect.

Funding Commitments should be included behind Tab 10 commitment starting with 10-A. For purposes of this RFA a fully executed contract for purchase and sale, of the subject property, must be dated through December 31, 2020, or have extension options in place to extend the contract through loan closing.

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

- Documented evidence of funding commitment from an industry recognized financial institution or other established entities (e.g., Philanthropic foundations, etc.)
- Documented evidence of initial underwriting by a lender or from a financial source

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

**DEVELOPMENT COST PRO FORMA**

<b>PROJECT COST</b>	<b>Costs</b>
<i>Actual Construction Cost</i>	
Demolition	
New Units	
Rehab of Existing Homeownership/Rental Units	
Accessory Buildings	
Recreational Amenities	
Rehab of Existing Common Areas	
<b>*Other (explain in detail)</b>	
<b>A1. Actual Construction Cost</b>	
<b>Contingency (explain in detail)</b>	
<b>A1.1 Sub-Total</b>	
<b>A1.2 General Contractor Fee cannot exceed 14%</b>	
<b>A1.3 Total Actual Construction Cost</b>	

<i>Financial Cost</i>	
Construction Loan Credit Enhancement	
Construction Loan Interest	
Construction Loan Origination Fee	
Bridge Loan Interest	
Bridge Loan Origination Fee	
Permanent Loan Credit Enhancement	
Permanent Loan Origination Fee	
Reserves Required By Lender	
<b>A2. Total Financial Cost</b>	

<i>General Development Cost</i>	
Accounting Fees	
Appraisal	
Architect's Fee – Design	
Architect's Fee – Supervision	
Builder's Risk Insurance	
Building Permit	
Brokerage Fees – Land	
Brokerage Fees – Building	
Closing Costs – Construction Loan	
Closing Costs – Permanent Loan	
Engineering Fee	
Environmental Fee	
Environmental Report	
<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	
<b>*Other (explain in detail)</b>	
<b>*Contingency (7) (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>	
--	--

Explanation of Other costs.

<b>Actual Construction Cost - Other</b>	<b>Amount</b>	<b>Description</b>
<b>General Development Cost - Other</b>	<b>Amount</b>	<b>Description</b>
<b>Acquisition Cost - Other</b>	<b>Amount</b>	<b>Description</b>

**CONSTRUCTION OR REHABILITATION ANALYSIS**

	<b>Amount</b>	<b>Documentation Attached</b>
<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:		
Other:		
Total Sources		
<b>C. Financing Shortfall (A minus B)</b>		





**Non Miami-Dade County Assisted Units**

	<b>A</b>	<b>B</b>	<b>C</b>
% of Median Income	# of Bedrooms	Sq. Ft. of Living Area	Sales Price per square ft.*
	0		
	1		
	2		
	3		
	4		
	5		
	<b>TOTAL</b>		

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

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

**FY 2020 HOMEOWNERSHIP APPLICATION**

<b>HOMEOWNERSHIP</b>		<b>87</b>
<b>SCORING SHEET</b>		<b>SCORE</b>
<b>1. Ability to Proceed</b>		<b>42 points</b>
a. Does Applicant have documented Site Control THRESHOLD		
Yes		Passes Threshold
No		Fails Threshold
b. Has public approval, such as land use, zoning and variances been obtained to carry out the project?		
Yes		12 points
No		0 points
c. Is there appropriate infrastructure or access to infrastructure for this project? ( <i>i.e., water and sewer connections, roadway access, and electric service</i> )		
Yes		10 points
No		0 points
<b>d. Permit Documents (New Construction only)</b>		
Master Permit Issuance		15 points
Permit ready letter w/approved construction plans		10 points
Copy of building process number		6 points
<b>d. Permit Documents (Rehabilitation of existing structures)</b>		
Master Permit Issuance		10 points
Permit ready letter w/approved construction plans		7 points
Copy of building process number		5 points
e. Copy of fully executed GC contract		5 points
<b>2. Experience of Development Team (based on RFA submittal)</b>		<b>20 points</b>
For purposes of scoring, to receive points for developer experience applicant must provide proof of unit development including certificate of occupancy. If a developer can demonstrate proof of "recent experience" at 2b. Additional points will be awarded. Specify if the experience on a development by development basis is for multi-family or homeownership. (specific to HO units) and possibly		
a. Homeownership Units completed with Certificate of Occupancy ( <b>must provide copies of CO's in the application</b> )		
More than 200 units		15 points
150-199 units		8 points
50-149 units		6 points
Less than 50 units		5 points
b. Recent Experience – Projects completed within the last 4 years (based on units counted above)		
51% or more of the units		5 points
Less than 51% of the units		3 points
<b>3. Not-for-Profit as member of development team. Not-for-Profit must be at least 51% owner.</b>		<b>5 points</b>
Yes		5 points
No		0 points
<b>4. County subsidy including Surtax, CDBG, HOME, GOB or other County resources and funding requested in current application on a per unit basis.</b>		<b>20 points</b>
Greater than or equal to 90% - 100% per unit		0 points
70% – 89% per unit		6 points

69% - 51% per unit		8 points	
50% - 29% per unit		12 points	
Less than 30% per unit		20 points	
<b>5. Construction Features – Does the development commit to providing Green building Certification? THRESHOLD</b>		<b>Threshold</b>	
Green Certified (LEED, FGBC, NGBS, Energy Star, etc.)	Yes	Passes Threshold	
	No	Fails Threshold	
<b>BONUS POINTS</b>			<b>32</b>
<b>Proximity to Community Services or Rapid Transit Services</b>		<b>10 points</b>	
<b>Choose 1 transit service a or b</b>			
a. Located within approximately ½ mile of the Strategic Miami Area Rapid Transit Corridors ( <i>map of SMART plan can be found on PHCD website</i> )		2 points	
b. Located within approximately ½ mile of rapid transit (Tri-Rail, Metrorail or South Miami-Dade Transitway)		5 points	
<b>Recreation and health facilities</b> (choose 1, a or b)			
a. Within 1 mile of development		5 points	
b. Within 1.25 miles		4 points	
<b>Timely Completion of Projects</b> The developer agrees to complete units within agreed upon time at contract execution, evidence by a certificate of occupancy. ( <i>Liquidated damages will accrue at a rate of \$150 per day for each day the completion of work exceeds the established completion date and will be deducted from final payment of the contract.</i> )		<b>10 points</b>	
1 - 4 Units completed in 6 months		2 points	
5 - 9 Units completed in 12 months		3 points	
10 -14 Units completed in 18 months		5 points	
15 - 19 Units completed in 24 months		7 points	
20 or more units completed in 36 months		10 points	
<b>Disability Set-Asides</b> Does the proposed project provide UFAS set aside units for disabled households, including mobility, hearing and visually impaired individuals? <b>Evidence of approved building plans with UFAS features AND a pre-qualified buying household with UFAS needs is required to receive these bonus points.</b> Documentation from: (a) a third party agency qualified to determine UFAS eligibility and certified by state federal or local licensing entities, or (b) a Florida licensed medical doctor or osteopathic physician, can be used as evidence of the UFAS needs of the pre-qualified buying household.		<b>2 points</b>	
Does the project commit to UFAS set-asides			
Yes		2 points	
No		0 points	
<b>Diversity in Development Teams</b> To achieve points, for this section, developers should provide evidence (through narrative and other documentation – 4 pages max) of the team’s diversity in this project. Diversity can be achieved either through the Developer’s own internal hiring practices, planned mentoring		<b>5 points</b>	

<p>activities or through inclusion of these practices within the required development team components in the application such as Architect, Engineer, Attorney and other essential staff/professionals. Diversity can also be achieved through MBE/WBE/DBE contracting practices specific to this application for which Surtax funds are being requested.</p> <p>Community Breakdown Chart from Resolution R-1080-14</p> <table border="1" data-bbox="99 275 826 466"> <tr><td>Miami-Dade's Diverse Community</td></tr> <tr><td>65.6% Hispanic / Latino</td></tr> <tr><td>16.8% Non-Hispanic Black or African American</td></tr> <tr><td>15.0% Non-Hispanic White</td></tr> <tr><td>1.6% Non-Hispanic Asian</td></tr> <tr><td>1.0% Other</td></tr> </table>	Miami-Dade's Diverse Community	65.6% Hispanic / Latino	16.8% Non-Hispanic Black or African American	15.0% Non-Hispanic White	1.6% Non-Hispanic Asian	1.0% Other		5 points	
Miami-Dade's Diverse Community									
65.6% Hispanic / Latino									
16.8% Non-Hispanic Black or African American									
15.0% Non-Hispanic White									
1.6% Non-Hispanic Asian									
1.0% Other									
<b>Community Land Trust</b>		<b>3 Points</b>							
Is the Developer a Community Land Trust?									
	Yes	3 points							
	No	0 points							
<p><b>Sea Level Rise</b>          Bonus points may be achieved by providing documentation within the application that the development will prepare for sea level rise and natural environmental hazards, such as elevating AC units, or raising the building.</p>		<b>2 Points</b>							
		<b>TOTAL SCORE</b>							

## Due Diligence Check List

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

Miami-Dade Office of the Inspector General

Vendor registration documents, affidavits and applicable licenses

Florida Department of Business and Professional Regulation

Insurance and/or bonds as applicable

SBD Violations Reports

Florida Convicted Vendor List

Contractor Debarment Report

Delinquent Contractors

Goal Deficit Mark-Up Report

Suspended Contractors

Florida Suspended Contractors

Federal Excluded Parties List System

Sudan-Iran Affidavit

State of Florida Corporations

Capital Improvements Information System

A&E Technical Certification Report

Pre-Qualification Report

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

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

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

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

Dun & Bradstreet Financial Reports

Public Access to Court Electronic Records (PACER)

## Reference List

### Codes and Ordinances:

**Miami-Dade County Code 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 Surtax/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.**

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

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

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

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

**Resolution No. R-34-15:** Developers are required to provide written notice to the County of the availability of homeownership opportunities, including but not limited to, the number of available units, bedroom size, and sales prices of such homeownership units; requiring developers to advertise the information described in newspapers of general circulation; and post information contained in such written notice on the County’s website.