

DRAFT

**MIAMI-DADE COUNTY  
REQUEST FOR APPLICATION**

**FY 2020**

**STATE HOUSING INITIATIVES PARTNERSHIP FUNDING**

**FY 2020 APPLICATION FOR  
ELIGIBLE HOMEBUYER EDUCATION  
AND COUNSELING ACTIVITIES**

**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



**Carlos A. Gimenez**  
*Mayor*

**BOARD OF COUNTY COMMISSIONERS**

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*Chairwoman*

**Rebeca Sosa**  
*Vice Chairwoman*

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

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*District 7*

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*Clerk of Courts*

**Pedro Garcia**  
*Property Appraiser*

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

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

Updates to the FY 2020 RFA will be posted on the Department of Public Housing and Community Development (PHCD) website. Applicants should periodically check the website for potential changes in funding availability, submission dates or requirements:  
<https://www8.miamidade.gov/global/housing/requests.page>

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

**MIAMI-DADE COUNTY**  
**FY 2020 REQUEST FOR APPLICATIONS (RFA)**  
**STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM FUNDING (SHIP)**  
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<https://www8.miamidade.gov/global/housing/requests.page>

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**MIAMI-DADE COUNTY  
FY 2020 REQUEST FOR APPLICATION  
STATE HOUSING INITIATIVES PARTNERSHIP FUNDING (SHIP)**

**SECTION A  
Introduction**

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

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

This RFA is seeking applications to address homebuyer education and counseling needs countywide, with funding amounts listed below. **The maximum amount that applicants may request is \$200,000.** In the event that an applicant has not spent prior year SHIP funds, PHCD reserves the right to lower the 2020 funding recommendation to ensure that no entity has more than \$200,000 at any time, to ensure funding availability to multiple entities.

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.**

Eligible Program Activity	SHIP Total Funding Amount Available
Homebuyer Education and Counseling	<b>\$1,200,000</b>

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

## SECTION B

### Definitions

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

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

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

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

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

**Elderly Housing:** As determined by HUD is a dwelling that is specifically designed for and occupied by an elderly person under a Federal, State, or local government program; or is occupied solely by persons who are 62 or older; or a dwelling that houses at least one person who is 55 or older in at least 80% of the occupied units, and adheres to a policy that demonstrates intent to house persons who are 55 or older per the Housing for Older Persons Act of 1995. Miami-Dade County's elderly housing set-aside is for persons age 55 or older per Resolution No. R-780-15.

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

**Firm Commitment:** Match/leverage funds must be explicit, in writing and signed by a person authorized to make the commitment, e.g., applicants MUST show proof of subsidy, such as an award letter or invitation to underwriting from the Florida Housing Finance Corporation (FHFC) or a board approved allocation. The commitment must indicate the total dollar value of the commitment and must be valid through financial closing of the project. It must be supported by evidence of funding ability from an industry recognized financial institution and show evidence of initial underwriting by the lender or from a financial source determined through documented evidence to be able to support the commitment. Final decisions on the issue of "firm commitment" shall be made by PHCD.

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

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

- Moderate Income is above 80% AMI to 140% of AMI

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

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

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

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

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

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

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

## SECTION C

### Submission Guidelines

Applicants must submit an 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, which may provide multiple service locations within Miami-Dade County.

For applicants with multiple service locations, the main branch must be located in Miami-Dade County.

All proposals must be submitted in the legal name of the limited partnership, corporation, or entity.

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

Applicants must upload all affidavits, supporting and evidence documents to meet threshold requirements.

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 attachments. 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.**

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.

For purposes of this RFA, the application period is **TBD**. The grants management system will not allow applicants to apply after the application deadline. The Clerk of Courts will not receive accompanying supporting documentation after 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 or 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 for this RFA will not be accepted anywhere other than the online grants management system.

Applications not submitted using the online grants management system WILL NOT be scored.

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 (Resolution No. 630-13, Section 3), any entity NOT clearing the Due Diligence Investigation will NOT be recommended to the Board for funding.

## SECTION D

### Homebuyer Education and Counseling

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

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

#### Minimum Threshold Requirements

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

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

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.**

Supporting documentation for the agency's experience, professional affiliations, employee certifications, training materials, funding sources, program costs, marketing plans and client management system **is**

**required to receive points in this application. The cost per client as indicated in the application will be the same cost per client reflected in the contract.**

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

**HOMEBUYER EDUCATION AND COUNSELING  
APPLICATION**

**APPLICATION COVER SHEET  
FY 2020 SHIP REQUEST FOR APPLICATION (RFA)**

**ENTITY / APPLICANT INFORMATION:**

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

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

Organization's Dun & Bradstreet D-U-N-S # (Required): \_\_\_\_\_

To obtain DUNS #, please call 1.866.705.5711 or visit <http://fedgov.dnb.com/webform>

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

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

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

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

**ACTIVITY INFORMATION:**

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

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

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

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

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

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

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

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

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

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



PUBLIC HOUSING AND COMMUNITY DEVELOPMENT
DUE DILIGENCE AFFIDAVIT

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

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

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

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

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

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

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

This is certified by my signature:

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

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

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

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



This material is available in an accessible format upon request.

CD/60/31516



**PUBLIC HOUSING AND COMMUNITY DEVELOPMENT  
FY 2020 SHIP RFA  
CERTIFICATION OF ACCURACY**

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

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

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

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

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

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

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



This material is available in an accessible format upon request.

CD/60/31516

## APPLICATION CHECKLIST

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 PAGE NUMBERS**

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

Tab	Document	Required	Include Cover Sheet & Attachment Number
1.	<b>Application Cover Sheet</b>	Required	
2.	<b>Application Checklist/Table of Contents</b>	Required	<b>Attachment 1</b>
3.	<b>Application:</b>		
	Abbreviated Activity Description	Required	<b>Attachment 2</b>
	Activity Location and Description of Service Area (Include interior and exterior pictures of activity location.)	Required	<b>Attachment 3</b>
	Statement of Metropolitan Significance (Only for activities in Entitlement Cities.)	Only If Applicable	<b>Attachment 4</b>
4.	<b>Scope of Services</b> – Include Detailed Activity Description, Location, Proposed Accomplishments, and Action Steps	Required	<b>Attachment 5</b>
5.	<b>Budget</b> – The applicant shall submit a full and complete total budget including a listing of all funds, which are expected to be utilized as a match or to partially fund the project or program including funds requested in this proposal		
	Entity Budget	Required	<b>Attachment 6</b>
	Entity Assets and Liabilities	Required	<b>Attachment 7</b>
	Audited Financial Statements or a Certified Financial Statement, certified by an independent 3 <sup>rd</sup> party auditor.	Required	<b>Attachment 8</b>
	Detailed Activity Budget	Required	<b>Attachment 9</b>
	Five-Year Operating Pro-Forma	Only If Applicable	<b>Attachment 10</b>
	Sources & Uses Statement for Proposed Activity	Required	<b>Attachment 11</b>
	Leveraged Sources (Award Letters, Signed Affidavits, and/or Letters of Commitment)	Required	<b>Attachment 12</b>
7.	<b>Due Diligence Affidavit</b>	Required	<b>Attachment 13</b>
8.	<b>W-9 Form</b> - Request for Taxpayer Identification Number & Certification	Required	<b>Attachment 14</b>
9.	<b>Certification of Accuracy</b>	Required	<b>Attachment 15</b>
10.	<b>Tax Exempt Status Letter</b> - Evidence of not-for-profit status.	Only If Applicable	<b>Attachment 16</b>
11.	<b>IRS 990</b> - Description of not-for-profit status.	Required	<b>Attachment 17</b>
12.	<b>Governing Board</b> - Names and addresses.	Required	<b>Attachment 18</b>
13.	<b>Current Articles of Incorporation and Corporate Documents</b> - Please label and include page numbers for each of the sections listed below.		
	Articles of Incorporation/Corporate Certification	Required	<b>Attachment 19</b>



<b>Tab</b>	<b>Document</b>	<b>Required</b>	<b>Include Cover Sheet &amp; Attachment Number</b>
	Current Certificate of Good Standing or Certificate of Status – From the State of Florida	Required	<b>Attachment 20</b>
	Business License		<b>Attachment 21</b>
	Partnership Agreement	Only if Applicable	<b>Attachment 22</b>
	Board Resolutions (If applicable)	Only if Applicable	<b>Attachment 23</b>
<b>14.</b>	<b>Current By-Laws</b>	Required	<b>Attachment 24</b>
<b>15.</b>	<b>Contact Information for All Partners</b> – Names of the organizations, individuals and the specific governmental agencies involved in the partnership, to include contact person(s), addresses and telephone numbers for each and their role in the project. Identify not-for-profit versus for-profit organizations and include DUNS numbers for each organization.	Required	<b>Attachment 25</b>
<b>16.</b>	<b>Résumés and Organizational Chart</b> (including resumes for all HBC counselors)	Required	<b>Attachment 26</b>
<b>17.</b>	<b>Appeals or Other Pending Issues</b>	Only if Applicable	<b>Attachment 27</b>
<b>18.</b>	<b>Collaborative Agreements with Service Providers</b> (signed and dated)	Required	<b>Attachment 28</b>
<b>19.</b>	<b>Marketing and Outreach Plan</b>	Required	<b>Attachment 29</b>
<b>20.</b>	<b>Comprehensive Training Curriculum with supporting documentation</b>	Required	<b>Attachment 30</b>
<b>21.</b>	<b>Past Experience as Homebuyer Counseling (HC) provider</b>		
	Documentation that the homebuyer counseling entity is a member of the National Industry Standards for Homeownership Education and Counseling Services	Required	<b>Attachment 31</b>
<b>22.</b>	<b>Proof of a HUD Client Management System</b> Documentation should include proof of purchase/lease of system and reflect the total number of clients served within one year prior to the date of this RFA application.	Required	<b>Attachment 32</b>
<b>23.</b>	<b>Corporate Affiliations</b>	Required	<b>Attachment 33</b>
<b>24.</b>	<b>Homebuyer Counseling Track Record</b> (documentation of successful graduates)		
<b>25.</b>	Graduates who successfully completed homebuyer education workshops	Required	<b>Attachment 34</b>
<b>26.</b>	Graduates who successfully achieved homeownership	Required	<b>Attachment 35</b>
<b>27.</b>	Graduates who successfully completed post purchase counseling workshops	Required	<b>Attachment 36</b>
<b>28.</b>	<b>Employed HUD Certified Homebuyer Counselors</b> (documentation of certificates of certification)	Required	<b>Attachment 37</b>

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

1.	<p><b>How many years has the organization provided homebuyer education and counseling services?</b> <i>Must provide documented proof to receive points. - Attachment 31</i></p> <p><input type="checkbox"/> No Documentation (0 points)    <input type="checkbox"/> 1-4 years (4 points)    <input type="checkbox"/> 5-7 years (6 points)    <input type="checkbox"/> 8 or more years (10 points)</p>
2.	<p><b>Is the homebuyer counseling entity a member of the National Industry Standards for Homeownership Education and Counseling?</b> <i>Must include documented proof to receive points. – Attachment 31</i></p> <p><input type="checkbox"/> No (0 points)                      <input type="checkbox"/> Yes (10 points)</p>
3.	<p><b>Does the homebuyer counseling entity utilize a HUD compliant Client Management System for data collection and reporting?</b> <i>Must include documented proof to receive points. (proof of purchase and/or lease of system; with screen print from system that reflects the total number of clients served within one year prior to the date of this RFA application). – Attachment 32</i></p> <p><input type="checkbox"/> No (0 points)                      <input type="checkbox"/> Yes (5 points)</p>
4.	<p><b>How many years of experience do the homebuyer counselors have? Add the number of years of experience of all HUD-certified homebuyer counselors.</b> <i>Must include documented proof to receive points. – Attachment 26</i></p> <p><input type="checkbox"/> No Documentation (0 points)    <input type="checkbox"/> 1-5 years (1 point)    <input type="checkbox"/> 6-10 years (2 points)    <input type="checkbox"/> 11 or more years (5 points)</p>
5.	<p><b>Does the organization have the capability and expertise to provide detailed training on County mortgage programs and private sector lender programs to assist low to moderate-income home buyers?</b> <i>Must provide documented proof to receive points. – Attachment 28</i></p> <p><input type="checkbox"/> No Documentation (0 points)    <input type="checkbox"/> Yes (5 points)</p>
6.	<p><b>What is the percentage of homebuyer counselors that are currently HUD-certified?</b> <i>Must provide current documented proof to receive points. (copies of certifications dated within the last two years) - Attachment 26 and 37</i></p> <p><i>How many counselors does the agency have? _____</i> <i>How many HUD-Certified counselors does the agency have? _____</i></p> <p><input type="checkbox"/> 69% or less than (0 points)    <input type="checkbox"/> 70-79% (1 point)                      <input type="checkbox"/> 80-89% (2 points)                      <input type="checkbox"/> 90-100% (3 points)</p>
7.	<p><b>Has your organization received other funding for counseling services?</b> <i>Must include documented proof to receive points. – Attachment 12</i></p> <p><input type="checkbox"/> No (0 points)                      <input type="checkbox"/> Yes (7 points)</p>
8.	<p><b>How many participants successfully completed and/or graduated from your program in the 12 months prior to the date of this application?</b> <i>Must include documented proof to receive points. (participant verification) – Attachment 34</i></p> <p><input type="checkbox"/> less than 100 (0 points)                      <input type="checkbox"/> 100 (2 points)                      <input type="checkbox"/> 200 (5 points)</p> <p><input type="checkbox"/> 300 (10 points)                      <input type="checkbox"/> 500 or more (15 points)</p>

9.	<p><b>How many participants successfully achieved homeownership in the 12 months prior to the date of this application?</b> <i>Must include documented proof to receive points. (proof of homeownership required) – Attachment 35</i></p> <p><input type="checkbox"/> Less than 25 (0 points)      <input type="checkbox"/> 26-49 (5 points)      <input type="checkbox"/> 50 or more (10 points)</p>
10.	<p><b>Does the applicant have a comprehensive training curriculum?</b> <i>Must include training curriculum documentation to receive points. A comprehensive training curriculum must reflect detailed course content, learning objectives and benchmarks for each category of services provided. – Attachment 30</i></p> <p><input type="checkbox"/> No Documentation (0 points)    <input type="checkbox"/> Marginal (2 points)    <input type="checkbox"/> Moderate (6 points)    <input type="checkbox"/> Comprehensive (10 points)</p>
11.	<p><b>Number of training locations within 1/3-mile accessible to public transportation?</b> <i>Must include documented proof to receive points. Note, the 1/3-mile distance must be walkable. There must not be natural or man-made barriers, such as lakes, canals, gated communities, highways, fences, etc., that restrict the ability of clients to walk from public transportation to the training location. – Attachment 5</i></p> <p><input type="checkbox"/> No locations within 1/3-mile (0 points)</p> <p><input type="checkbox"/> 1 location within 1/3-mile (3 points)</p> <p><input type="checkbox"/> 2 or more locations within 1/3-mile (5 points)</p>
12.	<p><b>Is there a cost for the client to participate in the homebuyer education and counseling workshops?</b> <i>(exclusive of required fees for credit reports) Must include documented proof to receive points. – Attachment 9</i></p> <p><input type="checkbox"/> \$51 or more (0 points)      <input type="checkbox"/> \$1 - \$50 (5 points)      <input type="checkbox"/> \$0 (15 points)</p>
13.	<p><b>Has the agency provided post purchase counseling workshops for persons previously served by your organization?</b> <i>Must include documented proof of previous workshops to receive points. – Attachment 36</i></p> <p><input type="checkbox"/> No (0 points)      <input type="checkbox"/> Yes (5 points)</p>
14.	<p><b>Provide the agency's cost per client for each of the items below (for informational purposes only):</b></p> <p>a) Homebuyer Education and Counseling Services Workshop Only \$ _____ How many students do you expect to attend? _____</p> <p>b) Homebuyer Education/Counseling Services Only \$ _____ How many clients do you expect to serve? _____</p> <p>c) Financial Literacy Workshop Only \$ _____ How many students do you expect to attend? _____</p> <p>d) Foreclosure Prevention Counseling Only \$ _____ How many clients do you expect to serve? _____</p>

## Due Diligence Check List

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

Miami-Dade Office of the Inspector General

Vendor registration documents, affidavits and applicable licenses

Florida Department of Business and Professional Regulation

Insurance and/or bonds as applicable

SBD Violations Reports

Florida Convicted Vendor List

Contractor Debarment Report

Delinquent Contractors

Goal Deficit Mark-Up Report

Suspended Contractors

Florida Suspended Contractors

Federal Excluded Parties List System

Sudan-Iran Affidavit

State of Florida Corporations

Capital Improvements Information System

A&E Technical Certification Report

Pre-Qualification Report

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

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

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

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

Dun & Bradstreet Financial Reports

Public Access to Court Electronic Records (PACER)

## References List

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

**Resolution No. 630-13:** PHCD will adhere to compliance guidelines pursuant to Resolution No. R-630-13 approved by the Miami-Dade County Board of County Commissioners on July 16, 2013, requiring (1) Entities certify that within the past five (5) years, neither Entity nor its directors, partners, principals, member or board members (i) have been sued by a funding source for breach of contract or failure to perform obligations under a contract; or (ii) have been cited by a funding source for non-compliance or default under a contract; or (iii) have been a defendant in a lawsuit based upon a contract with a funding source; and (2) Provide a detailed project budget and sources and uses statement which shall be sufficiently detailed to show (i) total project cost; (ii) the amount of funds used for administrative overhead costs; (iii) amount of funds designated toward the provision of desired services or activities; and (iv) profit to be made by the person or entity. Complete and report a Due Diligence investigation on all applicants using the Due Diligence Checklist. **Unless expressly authorized by the County Mayor or the County Mayor's designee (Resolution No. 630-13, Section 3), any entity NOT clearing the Due Diligence Investigation will NOT be recommended to the Board for funding. *This is a minimum threshold requirement.***

**Resolution No. R-345-15:** PHCD will adhere to compliance guidelines pursuant to Resolution No. R-345-15 establishing a cap on the number of additional funding applications that an agency may submit for Documentary Stamp Surtax Funds, if the project has been awarded GAP funding for its first application; and require that all applications for additional funding be approved for funding only under extenuating circumstances. Those extenuating circumstances are at the sole discretion of the County. ***This is a minimum threshold requirement.***