

**MIAMI-DADE COUNTY
REQUEST FOR APPLICATION**

FY 2019

**DOCUMENTARY STAMP SURTAX FUNDING
AND
STATE HOUSING INITIATIVES PARTNERSHIP FUNDING**

**FY 2019 ELIGIBLE MULTI-FAMILY RENTAL NEW CONSTRUCTION,
REDEVELOPMENT AND REHABILITATION ACTIVITIES**

**Countywide Multi-Family Rental Developments
Workforce Housing Multi-Family Rental Developments
Elderly Multi-Family Rental Developments
Public Housing Multi-Family Rental Developments
Small Developments
Innovations**

July 22, 2019



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



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Mayor

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***** APPLICATION DISCLAIMER *****

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

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

MIAMI-DADE COUNTY
FY 2019 REQUEST FOR APPLICATIONS (RFA)
DOCUMENTARY STAMP SURTAX FUNDING (SURTAX)
and
STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM FUNDING (SHIP)
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THE COMPLETE FY 2019 RFA CAN BE FOUND ONLINE AT
<https://www8.miamidade.gov/global/housing/requests.page>

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**MIAMI-DADE COUNTY
FY 2019 REQUEST FOR APPLICATION
SURTAX AND SHIP**

**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) and State Housing Initiatives Partnership (SHIP) funds. This Fiscal Year 2019 Surtax and SHIP RFA is seeking proposals to address unmet needs in affordable housing including *multi-family rental housing, small developments, elderly, workforce, and public housing developments, and innovations*. Both for-profit and not-for-profit Developers are encouraged to participate. The 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 FY 2019 Request for Applications. Awardees must close on projects within six months of the issuance of the conditional loan commitment.

ESTIMATED FUNDING AMOUNTS

Rental Activities	Surtax Amount	SHIP Amount
Multi-Family Rental Countywide	\$8,000,000	
Multi-Family Workforce Housing Developments		\$2,000,000
Elderly Housing Developments	\$3,500,000	
Public Housing Developments	\$4,000,000	
Small Developments	\$2,000,000	\$1,000,000
Innovations	\$2,000,000	
Totals	\$19,500,000	\$3,000,000

- **There will be a discrete RFA for Homebuyer Education and Counseling.**
- **Applicants must choose only 1 of the above listed rental activities for each application.**
- **A separate program for Naturally-Occurring Affordable Housing for individual owners is being established, and is not part of this RFA.**
- **A separate program for funding Homeownership activities is coming soon.**

NOTE: Projects will be recommended for funding only up to the total amount published in the FY 2019 RFA. Any funds not allocated in a category can be made available for another category. Any 2019 awarded Surtax/SHIP funds that are subsequently recaptured shall be added to the funds available for the 2020 RFA or a future year dependent on the date of recapture.

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 as audited financial statements in accordance with Generally Accepted Accounting Principles (GAAP) by an independent third party certified public accountant.

Bond: Certificate that serves as evidence of a debt and of the terms under which it is undertaken. This includes among others, multi-family mortgage revenue bonds issued to finance construction of multi-family housing projects where a specified proportion of the units will be rented to low-income families. Bonds include those issued by Miami-Dade County Housing Finance Authority, Miami-Dade County, Florida Housing Finance Corporation and the City of Miami.

Community Land Trust – as defined in Section 213 of the Housing and Community Development Act of 1992: A community housing development organization (except that the requirements under subparagraphs (C) and (D) of section 104(6) shall not apply for purposes of this subsection);

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

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

(3) that (a) acquires parcels of land, held in perpetuity, primarily for conveyance under long-term 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.

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 Act: Since its enactment in 1931, the Davis-Bacon Act (DBA) has provided critical wage protections for construction workers and has guaranteed a level playing field for construction contractors bidding on federal projects. Davis-Bacon and Related Acts, apply 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 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. The Davis-Bacon Act directs the Department of Labor to determine such locally prevailing wage rates. The Davis-Bacon Act applies to contractors and subcontractors performing work on federal or District of Columbia contracts.

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.

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.

Developer Fees: Fees earned by the Developer for providing developer services and guarantees. Developer Fees must be prorated among funding sources. An exception to the fee structure described will apply pursuant to Resolution # R-219-18.

Developer fees for all Developer Fee categories (including Developer's overhead, Developer's fees and consultant fees) combined cannot be more than 16% on 9% competitive Low-Income Housing Tax Credits (LIHTC) deals.

Developer fees for all Developer Fee categories (including Developer's overhead, Developer's fees and consultant fees) combined cannot be more than 18% on deals not utilizing LIHTC.

Developer fees for all Developer Fee categories (including Developer's overhead, Developer's fees and consultant fees) combined cannot be more than 18% for 4% Non-Competitive LIHTC deals with Florida Housing Finance Corporation (FHFC) or Housing Finance Authority (HFA) tax exempt bonds.

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 County 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 the Miami-Dade County 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 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, or Credit Enhancers who are regulated by a state or federal agency.

Four percent (4%) Tax Credits: Sec 42 U.S.C.§ of IRS tax code. The four (4%) Low Income Housing Tax Credits (LIHTC) like the nine (9%) LIHTC are designed to cover the GAP between the cost of developing affordable rental housing and the amount of financing that may be raised based on the rents that low-income families can afford. The 4% LIHTCs are administered by the Florida Housing Finance Corporation and are not competitive. Any project financed through tax-exempt private activity bonds that serve families with incomes below 60% of the Area Median Income (AMI), and meets other eligibility criteria qualifies automatically for the 4% LIHTC.

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; and in the case of 9% LIHTC allocations, an invitation to underwriting from FHFC. 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.

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. A Deferred Developer Fee is not considered a GAP.

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: Green building, also known as green construction or a sustainable building is a structure that is designed, built, renovated, operated and reused in an ecological and resource-efficient manner. 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 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 - Ordinance No. 07-65. 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 as it relates to financing. 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 Averaging: The omnibus federal spending bill for FY2018 added a new third minimum set-aside, the Average Income Test, which applicants may now elect to use in lieu of the 20/50 or 40/60 tests to satisfy LIHTC minimum set-aside requirements. To satisfy the Average Income Test, forty percent (40%) or more of the residential units in the project must be both rent restricted and occupied by individuals whose income does not exceed the imputed income limitation designated by the taxpayer. The average of the imputed income limitations designated cannot exceed 60% of AMI. The designated imputed income limitations must be in 10 percent increments as follows: 20%, 30%, 40%, 50%, 60%, 70%, or 80% of the area median gross income. The average income test is only available for elections made after March 23, 2018.

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% of AMI or lower
- Very Low – Income is 50% of AMI or lower
- Extremely Low – Income: 33 % or 30% of AMI (as defined by the applicable funding source), or Miami-Dade County’s adjusted 28% AMI, or as more specifically defined in the applicable FHFC RFA.

Innovations: Novel ideas for building affordable housing; e.g., new technologies or non-traditional development spaces, use of land owned by educational organizations or religious institutions. Examples of innovations may include: developing affordable housing suspended above a railyard; converting a former warehouse or public school building to function as a renovated multi-family housing building; or creating a live/work building with bottom floor commercial space and affordable rental housing above. Innovations may include development of micro housing units, accessory dwelling units, and units assisted by community land trusts, as defined below:

- Micro housing units: Micro unit refers to a residential dwelling unit that functions as a self-contained living space located in a multi-family building. With the exception of the RU-TH zoning district, the development of micro housing units is not prohibited by the County’s Zoning Code or Florida Building Code provided the unit meets the minimum room requirements outlined in these Codes which would allow for a unit of approximately 260 square feet. Micro units are subject to the density limitations of a property’s land use designation in the Comprehensive Development Master Plan (CDMP). Applicants are advised to contact Miami-Dade County Regulatory and Economic Resources and/or the applicable local zoning agency to verify appropriate zoning and to investigate building code requirements prior to submitting an application.
- Accessory Dwelling Units (ADU): ADU refers to a unit that is located on the same lot, and considered ancillary to, a primary residence. ADU may be a potential solution for providing affordable housing in certain residential areas, where zoning may allow for construction or renovation of a 350 to 500 square foot ADU structure that may or may not include a loft. The CDMP currently allows for the development

of ADU on single-family lots with a minimum area of 7,500 square feet, however the Zoning Code currently only allows for such units in the Urban Center and Traditional Neighborhood Development Districts. It is also important for property owners to know that development of an ADU on a property may affect Homestead Exemptions and Save Our Homes caps on the property. For purposes of this RFA, ADU will refer to units that are leasable year-round to a person unrelated to the owner of the primary structure. This is distinguished from guesthouses that are typically used to house family members or short-term guests of the primary residence. Applicants are advised to contact Miami-Dade County Regulatory and Economic Resources and/or the applicable local zoning agency to verify appropriate zoning and to investigate building code requirements prior to submitting an application.

- Community Land Trusts (CLT) assist by preserving and maintaining the affordability of housing in perpetuity for low- to moderate-income families. PHCD is soliciting applications from qualified Offerors that will commit to provide housing in accordance with the terms and conditions of this Request for Applications. Funding under this set-aside category can be used for acquisition of vacant land or the acquisition of land with improvements. Offerors are limited to a funding request based on the cost for ten (10) multi-family housing units; however, land banking is not an eligible activity under this RFA. If the Offeror is purchasing vacant land, construction activities must begin within 12 months of award of funding. Community land trust homebuyers and not-for-profit community land trusts are welcome to apply.

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

Loan Terms:

Multi-Family Rental - The term of the loan may be 30 years, for projects with LIHTC during which there will be a 0% interest during construction years 1-2. Terms are determined based on the proposed project type, (i.e., multi-family, homeless, and public housing) and the type of entity seeking funds (i.e., Not-For-Profit or For-Profit). Refer to Section G for a table of Loan Terms and Conditions. **Applicants seeking funds for multi-family projects MUST choose between Option 1 OR Option 2. Changes to an option will NOT be allowed after applications are submitted. Financial underwriting will be based on the option selected.** Selection of either funding option will not impact points for scoring.

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

Low Income Housing Tax Credits (LIHTC): A tax credit issued in exchange for the development of affordable rental housing pursuant to Section 42 of the Internal Revenue Code and the provisions of Rule Chapter 67-48, Florida Administrative Code.

Market Rate Unit: A housing unit that is not subsidized and not rent restricted, 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 prior to funding commitment. These are minimum threshold requirements. The applicant must have firm commitments of all project funding. This is also a minimum threshold requirement. A report of Due Diligence findings will be submitted to the Board of County Commissioners. **Applications lacking any items and/or criteria needed to meet minimum threshold**

will be deemed non-responsive and will not be scored. Other minimum threshold requirements are noted in Section C.

New Construction: Development in which 51 percent 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.

Pre-Application Process: As part of its efforts to improve the development review process, the Department of Regulatory and Economic Resources (RER) now provides for certain applications to follow a pre-application process. This process involves applicants submitting a detailed site plan that includes setbacks, location and dimensions of all existing and proposed buildings or structures, internal circulation, ingress and egress locations, off-street parking, etc. Additionally, floor elevation and landscape plans should be submitted. Applicants will meet with RER and other County reviewing agencies staff to review their project and discuss the agency comments. The comments provided will assist applicants in proceeding with their final submittals for the permitting process.

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.

Reconstruction: Rebuilding of a structure, usually on the same foundation as the existing housing which will be demolished.

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 percent of the proposed construction work consists of New Construction. This includes but may not be limited to the installations of improvements to upgrade substandard electrical, plumbing, roofing, siding, insulation, weatherization, heating systems, hot water heaters, and dry rot repairs. For Multi-Family Rental, the estimated qualified basis in Rehabilitation expenses per set aside unit within one 24-month period for the building(s) being rehabilitated must be at least \$25,000 per set aside unit.

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; or a multi-family development that consists of 50 units or less and includes affordable housing shall qualify if the project has a firm commitment from Florida Housing Finance Corporation, where the application commits to serve persons with a disabling condition or persons with developmental disabilities. PHCD, in its sole discretion, may limit the award with a goal to fund multiple projects. This may include, but is not limited to restricting the award to no more than 50% of the allocation.

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.

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.

Total Maximum Development Cost per Unit: For Multi-Family Rental Affordable Housing constructed, rehabilitated or acquired with County funds shall have a Maximum Development Cost per Unit as follows:

New Construction Units

- High-Rise \$332,000
- Mid-Rise Enhanced Structural Systems Construction \$287,000
- Mid-Rise Wood \$260,000
- Garden Style Enhanced Structural Systems Construction \$260,000
- Garden Style Wood \$217,000

Rehabilitation Units

- Garden Style \$181,000
- Non-Garden Style \$255,000

Garden Style includes all Development Types other than Mid-Rise and High-Rise; Non-Garden Style includes Development Types of Mid-Rise with Elevator (4 stories, 5 stories, or 6 stories) and High-Rise (7 or more stories); Mid-Rise includes Development Types of Mid-Rise with Elevator (4 stories, 5 stories, or 6 stories); and High-Rise includes Development Type of High Rise (7 or more stories).

This policy shall not apply to Affordable Housing projects that have received 9% LIHTCs and other FHFC programs resulting from tax credit applications that were previously awarded with maximum total development cost per unit limits approved by FHFC.

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).

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 falls within the workforce housing income range of 60 – 140% AMI.

SECTION C

Minimum Threshold Requirements

Developments will be recommended for funding based on applications meeting all minimum threshold requirements listed below, and will be ranked in order based on highest score. If a tie breaker is needed during scoring to determine project ranking, the first tiebreaker will be “Ability to Proceed. Those projects that score highest in Ability to Proceed, will be ranked higher. If a second tiebreaker is needed, those projects with higher points in leveraging, i.e., projects that require less total County funding per unit, will be ranked higher. If a third tiebreaker is needed, the application that proposes to construct the highest number of units will be ranked higher.

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

2. Organizational and Financial Capacity – Organizations must demonstrate that they are fiscally sound and have the skills and experience required to achieve the proposed activity. Applicant (Developer, Developer Principal, or Sponsor) must provide Audited Financial Statements or a Certified Financial Statement, certified by an independent 3rd 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 failure to complete projects, have a solid track record of submitting progress reports and monitoring findings and completed projects. ***This is a minimum threshold requirement.***

4. Site Control – Applications for housing activities must demonstrate site control. ***This is a minimum threshold requirement.***

5. Subsidy per Unit – For affordable housing projects, agencies/Applicants must show that the subsidy per unit does not exceed established standards outlined in Resolution No. R-343-15. ***This is a minimum threshold requirement.***

6. Green Certification is a contractual requirement for receiving SURTAX and SHIP funding. Applicants must designate which certification will be obtained at the time of the application. ***This is a minimum threshold requirement. See Ordinance No. 07-65.***

7. Passing the Due Diligence investigation: Applicants must pass a Due Diligence investigation; see the Due Diligence Checklist for more information. ***Unless expressly authorized by the County Mayor or the County Mayor’s designee (in Resolution R-630-16, Section 3), any entity NOT clearing the Due Diligence Investigation will NOT be recommended to the Board for funding. This is a minimum threshold requirement. See Resolution No. R-630-13.***

8. Applicants must meet the funding request cap requirements: *This is a minimum threshold requirement. See Resolution No. R-343-15.*

Subsidy Caps % of TDC excluding land	Competitive 9% LIHTC	Non-Competitive 4% LIHTC	Without LIHTC
New Construction High-Rise	15%	25%	25%
New Construction Mid-Rise	15%	25%	25%

New Construction Garden Style	15%	20%	25%
Rehabilitation	15%	15%	25%

9. Applicants must meet the Total Development Cost Limitations: Maximum Development Costs per unit to construct rehabilitate or acquire Affordable Housing with County funds must be met per **Resolution No. R-346-15. *This is a minimum threshold requirement. Note: The limitations set forth in Resolution No. R-346-15 shall not apply to public housing projects owned or operated by Miami-Dade County.***

10. Applicants must receive a positive Credit Underwriting recommendation: *This is a minimum threshold requirement.*

11. Meet the funding application cap per agency: See Resolution No. R-345-15. *This is a minimum threshold requirement.*

SECTION D

Credit Underwriting Analysis

Scoring Process: All Requests for SURTAX/SHIP 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 RFA binder, but is not the full and final Credit Underwriting Report referenced below.

PHCD shall make award recommendations to the BCC for approval. Such awards shall be contingent upon favorable full and final Credit Underwriting Reports being completed. All approved recommendations for contingent awards will undergo full and final Credit Underwriting Review. All documents and exhibits presented in the RFA binder as well as any additional requests from the underwriter will be reviewed and analyzed to complete a full and 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.***

Credit Underwriting Analyses and Reports will include a review of:

The Development Description

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

The Development Team

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

The Economic Feasibility of the project through an analysis of the following documents within the RFA binder:

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

That the Applicant's Budget reasonably ensures:

- That the General Contractor, Developer Fee, hard cost and soft cost contingencies meet County program requirements;
- That the represented sources are adequate to complete and permanently finance the development;
- That the funds requested from the County meet the program guidelines and limitations based on the information available;
- That the funds requested from the County will fully fund the proposed Development within the County program guidelines.

The Operating Pro Forma and whether or not the:

- Proposed rents are achievable;
- Vacancy rate is reasonable;

- Additional income is reasonable;
- Operating expenses are reasonable;
- Net operating income represented is sufficient to cover all proposed financing, annual debt service, and applicable fees at a level acceptable to the County or other lenders based on the information available;
- Subsidy layering review, where applicable, to determine the appropriate amount of gap funding required, especially as it relates to public funds and reasonableness of cost allocations.

SECTION E

Policies

The number of applications recommended for funding shall be limited by the application scores and the funds available for this RFA. Applications are recommended for funding by categories in this RFA, and are fully funded until the funding in that category is exhausted. PHCD reserves the right to reallocate funding between categories.

PHCD may determine that partial funding may be made available to an application. If this occurs, the applicant must sign an agreement, affirming that the amount of Surtax funding allocation that the applicant is recommended for is sufficient for the project to proceed without any additional funds from any PHCD source, and that even if an application is partially funded, subject to successful completion of underwriting, the developer can proceed. The partial funding acknowledgment agreement is attached.

Only Applications meeting Minimum Threshold requirements will be scored. Only Applications that have been scored will be ranked, and may be recommended for funding. **Applicants must score a minimum of 70 points to be recommended for funding.** Applications that have not been scored or ranked will be considered ineligible for funding.

If a tie breaker is needed during scoring to determine project ranking, the first tiebreaker will be “Ability to Proceed.” Those projects that score highest in Ability to Proceed, will be ranked higher. If a second tiebreaker is needed, those projects with higher points in leveraging, i.e., projects that require less total County funding per unit, will be ranked higher. If a third tiebreaker is needed, the application that proposes to construct the highest number of units will be ranked higher.

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.

Development Cash Flow shall be applied to pay the following items in order of priority:

- Operational expenses, taxes, and insurance;
- All superior mortgage fees and debt service;
- Other Development expenses for the Development, 10% of deferred fees collected over 10 years;
- Interest payment on Surtax loan balance, inclusive of interest payments on the loan deferred from previous years;
- Mandatory payment of subordinate mortgages

Applications will be scored according to the project information provided in the binder 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.

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.

The applicant's Debt Service Coverage Ratio is subject to waiver or modification at the discretion of PHCD.

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 and SHIP funding.

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 rental or homeownership opportunities, including but not limited to, the number of available units, bedroom size, and rental or sales prices of such rental or 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 and State Housing Incentives Partnership Program. As part of any competitive process for the acquisition, construction or rehabilitation of rental Housing 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.

PHCD will adhere to compliance guidelines pursuant to Resolution No. R-780-15 establishing County policy to set aside no less than \$2,500,000 in Documentary Stamp Surtax Funds on an annual basis for elderly housing developments and award funds that are set aside for the elderly to County Commission Districts with the greatest needs for elderly housing. The order of need based on the Mayor's 2017 Annual Report on Affordable Housing for the Elderly dated October 9, 2018, with analysis of census data for cost burden for renters ages 55 and older is as follows: (Districts) 10, 6, 13, 12, 11, 9, 2, 5 and 7 (tie), 4, 1, 3, and 8.

Applicants shall execute and submit the Responsible Contractor Affidavit, where applicable, as set forth in Section 2-11.16, et Seq. of the Code of Miami-Dade County (Ordinance No. 14-26). The affidavit is required for privately funded projects on county owned land, and for buildings or public works projects funded completely or partially by Miami-Dade County. An authorized signator is a President, Chief Executive Officer, Chair, Secretary, or any person that has perceived authority at 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.

Applications must reference units that will be subsidized. Any unit that will be reserved should be noted in the application as a non-subsidized unit, such as for management, security, maintenance, etc. Any requests made after submission of an application will be subject to financial penalties. These financial penalties may be based on a per-unit cost relative to the project.

Applicants must choose if they will pursue income averaging. If the applicant elects income averaging, PHCD will assess applications subject to the following criteria: prior written approval by Florida Housing Finance Corporation, and compliance with laws stated in the Consolidated Appropriation Act of 2018.

For purposes of this RFA, developers proposing to develop elderly housing, the minimum percentage of 0- and 1-bedroom units is 85%, and the balance of the units cannot be larger than 2-bedroom units.

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 an appropriate government enforcement agency or court of law, or found in breach

of contract, or been debarred by a funding source. **Such entities shall not be eligible to receive funding.**

In cases where an application is not scored initially because of due diligence issues, and subsequently pursuant to Resolution No. R-630-13 (Section 3), it is determined to score said application: 1) PHCD will not delay the scoring and ranking process for other applications; 2) the applicant who has the due diligence issues will be scored and ranked sometime thereafter; 3) if the application ranks high enough, it may be funded with any remaining funds in the category for which the application was made, or if necessary, will be funded from 2020 or future Surtax RFA funds.

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.

PHCD will adhere to compliance guidelines pursuant to Resolution No. R-617-18, requiring all developers, borrowers or grantees of Surtax, SHIP, HOME, CDBG, GOB or other affordable housing to provide the following:

- a) A written natural disaster plan approved by the County Mayor or the County Mayor's designee for the affordable housing development. Such natural disaster plan shall be updated annually, be made available to the residents and first responders, and include at a minimum the following information:
 1. An evacuation plan for all residents of the affordable housing development;
 2. A contingency plan in the event the generators required herein are not operational before or after a natural disaster;
 3. Steps to be taken in order to identify all residents who evacuate from or choose to remain in an affordable housing development before and after a natural disaster;
 4. A refueling plan for generators;
 5. A communication plan between the developer, borrower or grantee and their personnel before, during and after a natural disaster; and
 6. Any other requirements that the County Mayor or the County Mayor's designee, at their sole discretion, determines to be necessary for inclusion in the natural disaster plan.
- b) A kitchen on the first, second or third floor of the building that can be used to cook food for the residents after a natural disaster;
- c) A community room on the first, second or third floor of the development that has air conditioning where residents can go during and after a natural disaster;
- d) A kitchen and/or community room on the first, second or third floor of the development that has water supplied by a pump connected to a generator during and after a natural disaster;
- e) A minimum of one generator to operate the lights, air conditioner and other appliances in a community room and kitchen after a natural disaster and throughout the duration of a power outage. Such generators shall be maintained in good working order and shall be inspected before and after a natural disaster;
- f) A minimum of one trained personnel on site at the affordable housing development during and after the storm. This person must receive disaster training based on the Medicaid guidelines. Such training can be provided, at no cost to the County, by a County department designated by the County Mayor or the County Mayor's designee. Any cost associated with such training shall be borne solely by the developer, borrower, or grantee;
- g) A minimum of one trained personnel or volunteer, which may include a resident, on-site at the

affordable housing development to provide assistance after a natural disaster;

h) Working contact telephone numbers, including at least one land telephone line and one cellular telephone, that shall be provided to each resident and which shall be made available to such residents before, during, and after a natural disaster. Such telephone numbers shall be posted in common areas, including but not limited to community rooms and management offices; and

i) A list of community agencies furnished by the County that can provide services before and after a natural disaster, which shall be prominently posted in administrative offices and the common areas.

Public Housing or Rental Assistance Demonstration (RAD) Developments: To be considered a public housing or RAD project for this RFA, the Developer shall meet the following threshold requirements:

1. Project site must be a PHCD-owned public housing site.
2. Developers shall have site control provided by PHCD.
3. The proposed project must show that 100% of the existing Annual Contributions Contract (ACC) units on site will be replaced or substantially rehabilitated, or have been already replaced or substantially rehabilitated in a prior phase.
4. Proposed public housing sites must have the appropriate PHCD and/or HUD approval for demolition and/or disposition application, mixed-finance proposals and approved unit counts that include ACC and/or RAD units, as applicable.

BONUS POINTS AS APPLICABLE BY FUNDING CATEGORY (refer to the scoring sheet for your project type to determine which points your application/activity may be eligible for):

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 Transitway or the Strategic Miami Area Rapid Transit (SMART) Corridors and/or within approximately 1 mile up to 1.25 miles of community services to receive bonus points in this section. Additional Bonus points may be achieved by providing documentation that the proposed development is located within ¼-mile of a MetroRail or MetroMover station, or a stop along the South Dade TransitWay. Note, the quarter-mile distance from housing to transit 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 residents to walk to transit.

Bonus Points for "Other Funding" may be achieved by the amount and type of funding, other than County funds, available and committed to the project, such as Opportunity Zones funding and philanthropic donations.

Bonus Points may be achieved for applications that document a commitment of opportunity zones resources, including Qualified Opportunity Funds (QOFs) and eligible investments in Qualified Opportunity Zones (QOZs) to support development of affordable housing. To qualify, the proposed development site must be located within a designated QOZ. To find a list of Qualified Opportunity Zones located within Miami-Dade County, visit the following webpage:
<https://www.cdfifund.gov/Pages/Opportunity-Zones.aspx>

Bonus Points for Project Completion and Compliance may be achieved, by level of completeness, for projects associated, through ownership, to projects that have been in progress for two years prior to this application, are contiguous to such previously initiated projects and have been in compliance with applicable funding programs.

Bonus points may be achieved for qualifying Community Land Trusts.

Bonus points for Diversity may be achieved by providing evidence of your Development Team's Diversity. Diversity must be within the proposer's development team.

Bonus points may be achieved for high rise developments that propose a total development cost per unit that is lower than \$332,000.

Bonus points may be achieved by providing evidence that the general contractor is not affiliated with the applicant/developer.

Bonus points may be achieved by providing documentation that the proposed development specified in the application is within a municipality or jurisdiction that has local ordinances that allow for flexibility in developing and incentivizing mixed income housing, e.g., allowing for higher densities if only a portion of a project abuts a residentially zoned parcel; expedited processing and approvals, etc. (See pages 55, 59, 63, 67, 71, and 75.)

Bonus points may be achieved by completing a Pre-Application Meeting with the Department of Regulatory and Economic Resources (RER). The Pre-Application Meeting forms are Attachments to this RFA. Applicants must provide documentation behind Tab 8H if seeking bonus points, awarded as follows:

1. RER – Development Services review or municipal reviewing comments
 - ☐ RER Development Services' memorandum states that no further action is required, or similar documentation from a municipality. (1 point)
 - ☐ RER Development Services' memorandum indicates that further action is required. (0 points)
2. RER – Department of Environmental Resources Management (DERM) review
 - ☐ RER DERM's memorandum states no objections, or no further action required to complete the proposed development (1 point)
 - ☐ RER DERM's memorandum states that further action is required to complete the proposed development (0 points)
3. RER – Platting and Traffic review
 - ☐ RER Platting and Traffic Review Section's memorandum states no objections, or no further action required. (1 point)
 - ☐ RER Platting and Traffic Review Section's memorandum provides comments that must be addressed for the proposed development to proceed. (0 points)
4. Miami-Dade County Water and Sewer Department (WASD) review
 - ☐ WASD's memorandum indicates that water and sewer connections are available with minimal investment in infrastructure needed to complete the proposed project (1 point)
 - ☐ WASD's memorandum indicates that the proposed development cannot connect to a water line and sewer system, or a significant and costly upgrade is necessary to complete the proposed project (0 points)
- 4a. Bonus points may also be achieved by providing a Water and Sewer capacity analysis, active and dated within one year prior to the date of RFA application (See pages 55, 59, 63, 67, 71, and 76.)
5. Miami-Dade County Fire Rescue Department (MDFR) review
 - ☐ MDFR issued a memorandum stating no objection to the applicant's site plan (1 points)
 - ☐ MDFR issued a memorandum stating modifications to the applicant's site plan are necessary (0 points)

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

SECTION F

Submission Guidelines

- Applicants must submit an **Application Cover Sheet** as the first page of the application. This cover sheet must include the legal name of the Developer, employer identification number (FEIN), organization type, amount of funding request, Developer's address, contact person name, title, phone number and email address.
- Applications must be submitted in 3 ring binders, including (1) original and six (6) copies of each request for funding. Each binder is to include ONE complete application. Applicants submitting binders containing **more than one application may be deemed non-responsive and may not be scored.**
- The original version of each application must be labeled "ORIGINAL" on the outside of the binder and all Binders submitted as copies must each be labeled "COPY" accordingly.
- **Each Application must be labeled with the appropriate category: Multi-Family; AND include the appropriate sub-category of the funding request: Countywide, Workforce Housing, Elderly Housing, Public Housing, Small Developments, or Innovations set-aside.**
- **Applicants must select only one funding category (i.e., Applicants may not submit multiple applications in different categories for the same development address, style, number of units, proposed loan terms, etc.).**
- Proposed Multi-Family projects MUST be clearly indicated on the front of EACH submitted Binder "OPTION 1" or "OPTION 2" (see loan terms, page).
- No pages are to be stapled or clipped. Each of the 7 submitted binders must include a COMPLETE application. Do not exclude any documents from binders labeled "Copy."
- If CDs or thumb drives are submitted as part of an application, then they should be included in all 7 submitted binders (1 original and 6 copies).
- All proposals must be submitted in the legal name of the limited partnership, corporation, or agency.
- **All applicants are required to review and provide requisite supporting documentation outlined in the Application Checklist included in the Application.**
- For purposes of this RFA, the application period is July 22, 2019 through August 22, 2019, Monday through Friday excluding County Holidays. Any applications submitted after the August 22, 2019 noon deadline will **not** be accepted.
- Faxed applications will **not** be accepted.
- Applications must comply with all requirements of this RFA. Applications that are incomplete or have deficiencies and errors will be submitted to the County Attorney's Office for legal review and determination of responsiveness.
- 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.
- Miami-Dade County will not be responsible for the payment of the Credit Underwriting/SLR fees. The Developer will be responsible for the cost of this analysis which is reimbursable through the inclusion of the cost in the development budget.
- An applicant may be disqualified from consideration for funding in this RFA based on poor performance or non-compliance on any other projects with PHCD.
- PHCD will adhere to compliance guidelines pursuant to Resolution No. R-630-13 approved by the Miami-Dade County Board of County Commissioners on July 16, 2013, requiring PHCD to complete and report a Due Diligence investigation on all applicants using the Due Diligence Checklist. **Unless expressly authorized by the County Mayor or the Mayor's designee (in Resolution No. R-630-13, Section 3), any entity NOT clearing the Due Diligence Investigation will NOT be recommended to the Board for funding.**
- **Applications lacking any items and/or criteria needed to meet minimum threshold will be deemed non-responsive and will not be scored.**
- Questions pertaining to this application must be submitted in writing to the Miami-Dade County Department of Public Housing and Community Development, no later than July 25, 2019, to the attention of: Mr. Michael Liu, Director, PHCD. Responses are expected to be posted on July 29, 2019 on the website <https://www8.miamidade.gov/global/housing/requests.page>

Michael Liu, Director
Miami-Dade County Department of Public Housing and Community Development
Overtown Transit Village North
701 NW 1st Court, 16th Floor
Miami, FL 33136
communitydevelopmentservices@miamidade.gov

Applications submitted prior to the August 22, 2019 deadline can be submitted to the Clerk of the Board from July 22 through August 21, 2019, Monday through Friday, except on Holidays observed by the County. Applications must be labeled as directed below.

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

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



SECTION G

Miami-Dade County Department of Public Housing and Community Development

Loan Terms and Conditions for FY 2019 SURTAX and SHIP

FY 2019 Terms for REPAID Loan funds in accordance with Section 17-02 of the Code Multi-Family Rental Applicants

- 0% interest during construction years 1-2
- 0.75% interest only payments from Development Cash Flow years 3-30
- Full principal due at maturity

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.

Surtax and SHIP financing options

Multi-family Rental	
Option 1	For-Profit and Not-For-Profit Developers
Rate	<p><u>A. 9% LIHTC deals and market rate deals</u> <u>Construction:</u> 0% during construction, years 1-2. <u>Permanent:</u> 1.5% interest only payments from Development Cash Flow, with another .50% interest accruing and due at maturity; (30 year loan term)</p> <p><u>B. Tax-exempt bond financed projects with 4% LIHTC transactions</u> <u>Construction:</u> 0% during construction, years 1-2. <u>Permanent:</u> 1% interest only payments from Development Cash Flow 1% interest accruing and due at maturity; (30 year loan term) Full principal due at maturity</p>
Term	1-2 year construction – 30 year perm
Affordability	Subject to rental regulatory agreement for set aside units during the entire 30 year term Subject to FHFC terms, if applicable. Subject to subsidy layering review.
Notes	Minimum debt service ratio 1.10 to Maximum 1.6. Applicable to the first 15 years. (Subject to the department's discretion) Payments from Development Cash Flow will be considered payments that are due only from available Cash Flow after the payment of all other property expenses, including debt, operating expenses, and deferred Developer fee. Interest only payments will be simple interest (non-amortizing) Ten percent of the Developer fee must be deferred provided that it can be paid back in 10 years.
Multi-family Rental	
Option 2	For-Profit and Not-For-Profit Developers
Rate	<p><u>For both 4% LIHTC & 9% LIHTC deals.</u> <u>Construction:</u> 0% interest during construction years 1-2. <u>Permanent:</u> 1% interest only payments from Development Cash Flow years 3-17. 0.5% interest rate. Principal and Interest payments from Development Cash Flow yrs. 18-30 (principal deferred for initial 17 years) Full principal due at maturity</p>

Term	1-2 year construction – 30 year perm
Affordability	Subject to rental regulatory agreement for set aside units during the entire 30 year term Subject to FHFC terms, if applicable. Subject to subsidy layering review.
Notes	Minimum debt service ratio 1.10 to Maximum 1.6. Applicable to the first 15 years. (Subject to the department's discretion) Payments from Development Cash Flow will be considered payments that are due only from available Cash Flow after the payment of all other property expenses, including debt, operating expenses, and deferred Developer fee. Interest only payments will be simple interest (non-amortizing) Ten percent of the Developer fee must be deferred provided that it can be paid back in 10 years.
Multi-family Rental Homeless and Public Housing For-Profit Developers	
Rate	Construction: 0% during construction, years 1-2. Permanent: 1% interest only payments from Development Cash Flow years 3-30 Full principal due at maturity.
Term	1-2 year construction – 30 year perm Public Housing projects can carry debt based on operating subsidy not on real estate debt.
Affordability	Subject to rental regulatory agreement. Subject to a 30 year affordability and occupancy restriction period. Subject to FHFC terms, if applicable. Subject to subsidy layering review.
Notes	If borrower ceases its use of the property as a homeless facility, then or at any time, upon written notice from the County, the loan, including any accrued interest, if any, shall become immediately due and payable.
Multi-family Rental Homeless and Public Housing Not-For-Profit Developers	
Rate	Construction: 0% during construction, years 1-2. Permanent: 0.5% interest only payments from Development Cash Flow years 3-30 Full principal due at maturity.
Term	1-2 year construction – 30 year perm Public Housing projects can carry debt based on operating subsidy not on real estate debt.
Affordability	Subject to rental regulatory agreement. Subject to a 30 year affordability and occupancy restriction period. Subject to FHFC terms, if applicable. Subject to subsidy layering review.
Notes	If borrower ceases its use of the property as a homeless facility, then or at any time, upon written notice from the County, the loan, including any accrued interest, if any, shall become immediately due and payable.

***Debt Ratio may be modified or waived at discretion of PHCD.**

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 (5th Edition 2014) as adopted pursuant to Section 553.503, F.S.*
- *The Fair Housing Act as implemented by 24 CFR 100*
- *Titles II and III of the Americans with Disabilities Act of 1990 as implemented by 28 CFR35, incorporating the most recent amendments, regulations and rules.*
- *For Public Housing the Uniform Federal Accessibility Standards (UFAS)*

All Units for the proposed Development must include:

- Termite prevention and pest control throughout entire compliance period or construction and presale period
- Full size stove/range – unless ALF where meals are provided and units have more limited kitchens
- Primary entrance door with a threshold no more than a ½ inch rise
- A clear opening of not less than 32 inches, or larger if necessary for ADA requirements, on all exterior doors. This includes the primary entrance door, all sliding glass doors, French doors, other double leaf doors, doors that open onto private decks, balconies, patios, and any other exterior doors
- Lever handles on all door handles on primary entrance door and interior doors
- Lever handles on all bathroom faucets and kitchen sink faucets
- Mid-point on light switches & thermostats not more than 48 inches above finished floor level
- Cabinet drawer handles and cabinet door handles in bathroom and kitchen shall be lever or D-pull type that operates easily using a single closed fist
- Window covering for each window and glass door inside each unit
- 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.

Proposed Developments using Florida Housing Finance Corporation resources must include the features agreed to in the FHFC RFA for which the Applicant is receiving funding or features agreed to in the FHFC Non-Competitive Application for 4% LIHTCs as well as features agreed to in the local HFA application for tax exempt bond financing. Pages from that RFA or other applicable applications will be included in this application submission as evidence of this provision. If applicable, this documentation may be found at Tab 14. If the successful applicant applies for FHFC funding after a County award, all features and amenities must be consistent with both the County and FHFC requirements and the proposed development costs must be within the costs previously approved by the County.

- Developers are encouraged to provide laundry hook ups in each unit. However, if individual laundry hook ups are not provided, then an on-site laundry facility for resident use must be provided.

Required Features ALL Single Room Occupancy (SRO) Developments:

- Minimum unit size of 110 square feet.
- Each unit must contain a sink
- Each unit must contain at least one full size single bed, a lockable storage compartment or chest of drawers and a vertical clothes closet measuring at least three feet wide.

- At least one set of bathroom facilities for every 16 units (each bathroom facility must contain a ratio of a least one sink, one shower with a curtain or door for every four units)
- Community Center or meeting room featuring a television (minimum 40") with cable or satellite hook-up
- Public transportation within 1/2 mile

Waivers may be allowed for particular features and amenities when determined to be in the best interest of the County.

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

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

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

APPLICATION COVER SHEET

FY 2019 SURTAX/SHIP REQUEST FOR APPLICATION (RFA)

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 or rehabilitation, 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 activity 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 clients reside – *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

Is this Activity located within a Neighborhood Revitalization Strategy Area (NRSA)? Yes / No

If yes, select the appropriate NRSA(s) below:

Biscayne North _____ Cutler _____ Goulds _____ Leisure City/Naranja _____

Model City _____ Opa-Locka _____ Perrine _____ South Miami _____

West Little River _____

Please provide the total amount of funding requested in the appropriate blank below.

Multi-Family Rental - Countywide \$ _____ Multi-Family Rental - Workforce Developments \$ _____

Elderly Housing Developments \$ _____ Public Housing Developments \$ _____

Small Developments \$ _____

Innovations \$ _____

If Innovations, Check the correct Sub-Category:

☐ Innovations ☐ Micro Housing Units ☐ Accessory Dwelling Units ☐ Community Land Trusts

Select the applicable Surtax and SHIP Financing Option below, based on the project type. Financial underwriting will be based on the option selected. Note: See Section G for option descriptions.

- ☐ Multi-Family Rental Option 1, For Profit and Not-For-Profit Developers
- ☐ Multi-Family Rental Option 2, For Profit and Not-For-Profit Developers
- ☐ Multi-Family Rental Homeless and Public Housing For-Profit Developers
- ☐ Multi-Family Rental Homeless and Public Housing Not-For-Profit Developers

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

Signature: _____

Name (Print): _____

Date: _____

Applicant Certification and Acknowledgement Form

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 Credit Underwriter 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, Management Company, General Contractor, Architect, Attorney, Accountant, and Service Provider (if the proposed Development is an Elderly Assisted Living Facility), will be reviewed during credit underwriting. The Credit Underwriter 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 the Credit Underwriter.
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 Credit Underwriting.
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 invited to enter credit underwriting. 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 total number of units stated in the Application may not be increased after the Applicant has been invited to enter credit underwriting. Only in certain instances which would be subject to written request of an Applicant to PHCD staff and approval of PHCD and provided that the financing has not changed or that additional funds will be required from PHCD to fund the project.
7. The invitation to enter credit underwriting will be rescinded if it is determined that the proposed Development was placed in service prior to the year in which it received its allocation.
8. 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.
9. The proposed Development will include the required income set-aside units committed to in the Application. The Total Set-Aside Percentage stated in the Application may be increased after the Applicant has been invited to enter credit underwriting, subject to written request of an Applicant to PHCD and approval of PHCD.
10. The Application will be subject to the Total Development Cost Per Unit Limitation during the scoring, credit underwriting, and final allocation process, as outlined in the RFA.
11. The Applicant acknowledges that any funding preliminarily secured by the Applicant is expressly conditioned upon any independent review, analysis and verification of all information contained in this Application that may be conducted by the PHCD, the successful completion of credit underwriting, and

all necessary approvals by the Board of County Commissioners, PHCD or other legal counsel, the Credit Underwriter, and PHCD staff.

12. If contingent approval is received in accordance with Section D, the Applicant will promptly furnish such other supporting information, documents, and fees as may be requested or required. The Applicant understands and agrees that PHCD is not responsible for actions taken by the undersigned in reliance on such contingent approval.
13. 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 the credit underwriting and program provisions outlined in RFA and any applicable state, city, county rules and ordinances. The Applicant and all Financial Beneficiaries have read, understand and will comply with all applicable state, county, city and federal regulations as well as Section 42 of the Internal Revenue Code, as amended (if applicable).
14. 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. The Applicant has reviewed the third party information included in this Application and/or provided during the credit underwriting process and the information provided by any such party is based upon, and accurate with respect to, the Development as proposed in this Application.
15. 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.
16. The undersigned is authorized to bind all Financial Beneficiaries to this certification and warranty of truthfulness and completeness of the Application.
17. This application is being submitted in only one rental activity funding category.
18. The application submitted reflects the total gap for the project.
19. The applicant agrees that no other County funds are to be provided for this project if the full gap amount is awarded.

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**

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 2019 SURTAX and SHIP Funding
Certification of Accuracy
ALL APPLICANTS**

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

APPLICATION CHECKLIST HOUSING DEVELOPMENT

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

ALL DOCUMENTS MUST HAVE PAGE NUMBERS

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

Tab	Document	Developer Proposal- Including Page Number where document is located
1.	Application Cover Sheet	Tab 1 : Page ____
2.	Applicant Certification and Acknowledgment Form/ Due Diligence Affidavit	Tab 2A : Page ____ Tab 2B : Page ____
3.	Certification of Accuracy/ Responsible Contractor Form (if applicable)	Tab 3A : Page ____ Tab 3B : Page ____
4.	Application Checklist/ Table of Contents	Tab 4 : Page ____
5.	Application: Part I - General Information section Federal Employer Identification Number (FEIN) Number of Applicant	Tab 5 : Page ____
6.	<p>Part II - Development Team - include name and prior experience for each principal.</p> <p>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 3rd 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). <i>This is a minimum threshold requirement.</i></p> <p>EXPERIENCE</p> <p>- Historical Data on Previous Completed Projects – 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. Information can be provided on a CD.</p> <p>Prior experience for each developing entity chart Tab 6A Management agent's prior experience chart Tab 6B General Contractor's name and prior experience chart Tab 6C Architect or Engineer Certification form Tab 6D</p>	<p>Tab 6A : Page ____</p> <p>Tab 6B : Page ____</p> <p>Tab 6C : Page ____</p> <p>Tab 6D : Page ____</p> <p>Tab 6E : Page ____</p> <p>Tab 6F : Page ____</p> <p>Tab 6G-a : Page ____</p> <p>Tab 6G-b : Page ____</p> <p>Tab 6H : Page ____</p>

Tab	Document	Developer Proposal- Including Page Number where document is located
	Attorney Housing Credit Certification form (if applicable) Tab 6E Accountant Certification form Tab 6F Service Provider for Assisted Living Facility (if applicable) Tab 6G-a Service Provider's Prior Experience Chart (if applicable) Tab 6G-b Developer Experience Tab 6H Developer and Development Name, etc. Tab 6H-a Color Photographs Tab 6H-b Audited Financial Statements/Certified Financial Statement Tab 6H-c	Tab 6H-a : Page ____ Tab 6H-b : Page ____ Tab 6H-c : Page ____
7.	Part III - Development Information - (Scope of Project) – Including a Description, Location, Proposed Project Site and Features and Amenities.	Tab 7 : Page ____
8.	Part IV - Ability to Proceed – first tiebreaker Approved Construction Plans and Specifications Tab 8A Site Control – THRESHOLD REQUIREMENT - One of the following is required (at Tab 8B): Recorded Deed, Fully Executed long-term lease or Fully Executed Contract for purchase and sale dated through financial closing of the proposed 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 31st 2019 or have extension options in place to extend the contract through closing. Color Photos of Site Structures Tab 8C Evidence of Infrastructure Availability – Electricity Tab 8D Evidence of Infrastructure Availability – Water Tab 8E Evidence of Infrastructure Availability – Sewer Tab 8F Evidence of Infrastructure Availability – Roads Tab 8G Evidence of Appropriate Zoning – Provide a copy of the Pre-Application meeting information submitted to the Department of Regulatory and Economic Resources and response memorandums received from county departments, or similar process from municipalities if seeking bonus points - Tab 8H	Tab 8A : Page ____ Tab 8B : Page ____ Tab 8C : Page ____ Tab 8D : Page ____ Tab 8E : Page ____ Tab 8F : Page ____ Tab 8G : Page ____ Tab 8H : Page ____
9.	Part V – Demographic Targets, Income Targeting and Set-Aside Commitments	Tab 9 : Page ____
10.	Part VI - Financing (Budget) – 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). Must indicate Option 1 or Option 2 financing options where applicable Evidence of Firm Commitment: Award Letter Tab 10A Invitation to Underwriting with FHFC Tab 10B Board approved allocation Tab 10C Evidence of funding commitment from an industry recognized financial institution or other established entities Tab 10D Evidence of initial underwriting by a lender or from a financial source Tab 10E	Tab 10A : Page ____ Tab 10B : Page ____ Tab 10C : Page ____ Tab 10D : Page ____ Tab 10E : Page ____
11.	Part VII - FINANCIAL BENEFICIARIES	Tab 11 : Page ____
12.	Part VIII – Multifamily Rental Form if applicable	Tab 12 : Page ____
13.	---- RESERVED ---- Part IX – Homeownership Form (Not Applicable)	N/A

Tab	Document	Developer Proposal- Including Page Number where document is located
14.	FHFC application if applicable – with pro-forma and principals disclosure but without exhibits.	Tab 14 : Page ____
15.	Tax Exempt Status Letter - Attorney's opinion letter Evidence of not-for-profit status. (if applicable)	Tab 15 : Page ____
16.	IRS 990 – IRS Determination letter Description of the not-for-profit status. (if applicable)	Tab 16 : Page ____
17.	Governing Board - Names and addresses (if applicable). Role of the Not-for-profit	Tab 17 : Page ____
18.	Current Articles of Incorporation and Corporate Documents - Please label and include page numbers for each of the sections listed below (if applicable).	Tab 18 : Page ____
19.	Current By-Laws (if applicable)	Tab 19 : Page ____
20.	Appeals or Other Pending Issues	Tab 20 : Page ____
21.	Trade and Banking References	Tab 21 : Page ____
22.	Bonus Points	Tab 22 : Page ____

Miami-Dade County FY 2019 SURTAX and SHIP RFA – Housing Application

PART I. GENERAL INFORMATION

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 behind tab 5 labeled "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 behind Tab 18 labeled and clearly identified.*

☐ 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 behind a Tab 15 and clearly identified.
- IRS determination letter behind a Tab 16 and clearly identified.

(II) Answer the following questions:

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

☐ Yes ☐ No

- Is the applicant or one of its general partners a not-for-profit entity that is an affiliate of a public housing authority created by Section 421.04, Florida Statutes?
☐ Yes ☐ No
- Is the applicant or one of its general partners a Public Housing Authority or incorporated as a not-for-profit entity pursuant to Chapter 617, Florida Statutes, or similar state statutes if incorporated outside Florida?
☐ Yes ☐ No
- If “no”, is the applicant or one of its general partners a wholly-owned subsidiary of a not-for-profit entity formed pursuant to Chapter 617, Florida Statutes, or similar state statutes if incorporated outside Florida?
☐ Yes ☐ No
- Is the applicant or one of its general partners a 501(c)(4) not-for-profit entity; or is the applicant or one of its general partners a wholly-owned subsidiary of a 501(c)(3) or 501(c)(4) not-for-profit entity?
☐ Yes ☐ No
- Does the not-for-profit entity have an ownership interest, either directly or indirectly, in the general partner or general partnership interest or in the 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 behind Tab 17.

(iii) Provide the names and addresses of the members of the governing board of the not-for-profit entity behind Tab 17.

(iv) Provide the Articles of Incorporation demonstrating that one of the purposes of the not-for-profit entity is to foster low-income housing behind a tab labeled and clearly identified as Tab 18.

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

_____ (yyyy)

(vi) Is the not-for-profit entity affiliated with or controlled by a for-profit entity within the meaning of Section 42(h), Internal Revenue Code?

☐ Yes ☐ No

If “Yes,” state name of the for-profit entity and what is the percentage of partnership.

_____ %

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, behind Tab 18 labeled and clearly identified.

For a Limited Liability Company, provide a list of the member(s), and the officers, directors, members, and shareholders of majority-in-interest or elected authorized member(s) as of the application deadline, behind Tab 18 labeled and clearly identified. This list must include warrant holders and/or option holders of the proposed development.

For all other entities, provide a list of the officers and directors as of the application deadline, behind Tab 18 labeled and clearly identified.

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

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 behind Tab 6 labeled subtab A and clearly identified.

2. Management agent or principal of management agent

a. Provide the management agent's prior experience chart behind Tab 6 labeled subtab B and clearly identified.

3. General contractor or principal of general contractor

a. Provide the General Contractor's name and prior experience chart behind Tab 6 labeled subtab C and clearly identified.

b. Is the construction company a subsidiary of the developing entity or does the Developer have an ownership interest in the construction company?

☐ Yes ☐ No

4. Architect or Engineer

a. Provide the executed Architect or Engineer Certification form behind Tab 6 labeled subtab D and clearly identified. Non-Housing Credit (NHC) Applicants shall provide a copy of a current license of the Architect or Engineer.

5. Attorney

a. Housing Credit (HC) Applicants – provide the executed Attorney HC Certification form behind Tab 6 labeled subtab E and clearly identified. NHC Applicants shall provide a copy of a current license of the Attorney.

6. Accountant:

a. Provide the executed Accountant Certification form behind Tab 6 labeled subtab F and clearly identified. NHC Applicant shall provide a copy of a current license of the Accountant.

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

a. Provide the executed Service Provider or Principal of Service Provider Certification form behind Tab 6 labeled sub subtab G-a and clearly identified.

b. Provide the Service Provider's or principal of Service Provider's Prior Experience Chart behind Tab 6 labeled sub subtab G-b and clearly identified.

8. Developer Experience

Please provide at Tab 6 subtab H a list of all completed housing developments within the last 10 years.

a. Include name of Developer and development, complete address, folio number, year completed, number of units at Tab 6 subtab H-a.

b. Provide color photographs of all completed developments at Tab 6 subtab H-b.

9. 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 3rd 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.***

10. Banking and Trade references should be included at Tab 21.

PART III. DEVELOPMENT (Scope)

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 address 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, and a latitude and longitude coordinate behind Tab 7 labeled and clearly identified.

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:

_____ (mm/dd/yyyy) Cost: \$ _____

4. Development Category

a. Select one category

- ☐ New Construction (where 100% of the units are new construction) for FHFC applicants at least 51% of the units are New Construction
- ☐ Rehabilitation (where at least 51% of the units are Rehabilitation)
- ☐ Redevelopment

5. Development Type

Multi Family Rental Housing

- ☐ Garden Apartment
- ☐ Townhouses
- ☐ High-Rise (a building comprised of 7 or more stories)
- ☐ Condominium

- ☐ Duplexes/Quadraplexes
- ☐ Mid-Rise with Elevator (a building comprised of 4, 5, or 6 stories)
- ☐ Single Room Occupancy (SRO)
- ☐ Other Specify: _____

PART IV ABILITY TO PROCEED

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 at Tab 8 subtab A.

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 behind Tab 8 subtab B and clearly identified; or
- Provide a copy of the dated and fully executed long-term lease behind Tab 8 subtab B and clearly identified; or
- Provide a dated and fully executed contract for purchase and sale for the subject property behind Tab 8 subtab B labeled and clearly identified; for purposes of this RFA a fully executed contract for purchase and sale, of the subject property, must be dated through December 31st 2019 or have extension options in place to extend the contract through closing
- Other indications of site control such as an executed Option to Purchase or Clerk certified local government resolution. However, it is the responsibility of the Developer to meet all minimum threshold requirements of FHFC, if applicable.
- 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) at Tab 8 subtab C. 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 addressed.

Site Address	Folio Number

If there are multiple sites, please attached a separate list with address and folio numbers.

3. Evidence of Infrastructure Availability. PHCD reserves the right to determine the appropriateness of documents submitted by the applicant.

- Electricity – Provide a verification letter from the future provider of electricity to the site, and an opinion of cost to provide electricity to the development; and/or provide an electrical bill for service to the subject property behind Tab 8 subtab D labeled and clearly identified. And/or provide FHFC's Verification of Availability of Infrastructure Electricity form.
- Water – Provide a verification letter from the future provider of water to the site, and an opinion of cost to provide water to the development; and/or provide a water bill for service to the subject property behind Tab 8 subtab E labeled and clearly identified. And/or provide FHFC's Verification of Availability of Infrastructure Water form.
- Sewer, Package Treatment or Septic Tank – Provide a letter from the future sewer service provider, and an opinion of cost to provide sewer to the development; or a copy of a sewer bill for service to the subject property behind Tab 8 subtab F labeled and clearly identified. And/or provide FHFC's Verification of Availability of Infrastructure Sewer Capacity, Package Treatment or Septic Tank form.
- Roads – Provide a letter from the appropriate local government verifying that the development can be served by existing roads, or that new roads can be built to serve the development, and an opinion of cost to build roads behind Tab 8 subtab G labeled and clearly identified. And/or provide FHFC's Verification of Availability of Infrastructure – Roads form.

4. Evidence of Appropriate Zoning/Evidence of RER Pre-Application Meeting. For applications with proposed development sites in unincorporated Miami-Dade County or sites located within municipalities, RER's Pre-Application process may be followed. Pre-Application forms are included in the attachments to this RFA. Applicants are advised to contact RER Development Services at (305) 375-1806 or dpnz@miamidade.gov for further information.

- New Construction Development/Redevelopment – Provide a copy of the Pre-Application meeting information submitted to the Department of Regulatory and Economic Resources and the response memorandums received from county departments; provide documentation that the proposed development is consistent with local zoning and land use regulations behind Tab 8 subtab H labeled and clearly identified. Or, provide either 1) FHFC's Local Government Verification form that Development is

Consistent with Zoning; and/or 2) FHFC's Land Use Regulations and Local Government Verification form that Permits are not Required for this Development. Official documentation from the municipality will serve as verification as well.

OR

- Rehabilitation/Substantial Rehabilitation Developments – Provide a copy of the Pre-Application meeting information submitted to the Department of Regulatory and Economic Resources and the response memorandums received from county departments; provide documentation that the proposed development is consistent with local zoning and land use regulations behind Tab 8 subtab H labeled and clearly identified. Or, provide FHFC's Local Government Verification form that Development is Consistent with Zoning; and/or FHFC's Land Use Regulations and Local Government Verification form that Permits are not Required for this Development.

PART V. DEMOGRAPHIC COMMITMENT AND SET-ASIDES

1. Demographic Targets

a. Elderly

Is the proposed development an Assisted Living Facility (ALF)?

☐ Yes..... ☐ No

Will the proposed Development serve Elderly residents 55 or over?

☐ Yes..... ☐ No

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 proposed Development serve persons with disabilities?

☐ Yes..... ☐ No

If yes, specify the number of units _____ and percentage of units _____ set-aside for disabled persons.

2. Income Targeting. **Points will not be awarded if requested documentation is not included in application and if items are not checked.**

Project will result in (check all that apply):

- _____ Mixed-income residential housing, which includes units affordable to persons with incomes of 80% or less of AMI. Indicate % you will be providing:
- | | |
|----------------------------|---------|
| Market rate units | _____ % |
| Workforce units | _____ % |
| Moderate income units | _____ % |
| Low Income units | _____ % |
| Very low income units | _____ % |
| Extremely low income units | _____ % |
- _____ Housing units located within ½ mile of rapid transit facilities, (i.e., Metrorail); or if project is located within ½ mile of the South Miami-Dade Transitway; and/or if project is located within ½ mile of a corridor shown on the Strategic Miami Area Rapid Transit Corridors (SMART) Plan. Include a map indicating that the project is within ½ mile of transit stop.
- _____ Specify the number of units reserved management or service units, which are not affordable units

3. Set-Aside Commitments

- _____ A set-aside of 10% or more of units that is affordable to households at 33% or less of AMI. Units at 33% rents must be identified and included in 30-year pro forma.
- _____ Rental only:
An operating reserve for rental assistance for projects that set aside 10% or more of the units for households at 33% or less of AMI (the operating reserve must be shown in project's capital budget with an allowed source to fund the reserve. Funding from this RFA cannot be utilized for an operating reserve).

PART VI. FINANCING

Applicants must submit a total budget at Tab 10 including 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. If the project receives funding from the County from multiple funding years (i.e., 2018 and 2019 funding), Developer fees shall be prorated in accordance with the terms of the respective funding years, 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 with subtabs by commitment starting with 10-A.

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

- Award letter or invitation to underwriting from FHFC
- Board approved allocation
- 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

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

<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	
A2. Total Financial Cost	

<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	
*Impact Fees (list in detail)	
Inspection Fees	
Insurance	
Legal Fees	
Market Study	
Marketing/Advertising	
Property Taxes	
Soil Test Report	
Survey	
Title Insurance	
Utility Connection Fee	
*Other (explain in detail)	
*Contingency (7) (explain in detail)	
A3. Total General Development Cost	

B. Development Cost (A1.3+A2+A3)	
---	--

C. Developer's Fee	
---------------------------	--

<i>ACQUISITION COST OF EXISTING DEVELOPMENTS (EXCLUDING LAND)</i>	
Existing Buildings	
Developer Fee on Existing Buildings	
*Other (explain in detail)	
D. Total Acquisition Cost	

<i>LAND COST</i>	
E. Total Land Cost	

F. Total Development Cost (B+C+D+E)	
--	--

Explanation of Other costs.

Actual Construction Cost - Other	Amount	Description
General Development Cost - Other	Amount	Description
Acquisition Cost - Other	Amount	Description

CONSTRUCTION OR REHABILITATION ANALYSIS

	Amount	Documentation Attached
A. Total Development Cost		
B. Sources		
County Funds		
First Mortgage Financing		
Second Mortgage Financing		
Third Mortgage Financing		
Deferred Developer Fee		
Grants		
Equity – Partner’s Contribution		
Other:		
Other:		
Total Sources		
C. Financing Shortfall (A minus B)		

PERMANENT ANALYSIS

	Amount	Documentation Attached
A. Total Development Cost		
B. Sources		
C. County Funds Requested		

PART VII. FINANCIAL BENEFICIARIES

FINANCIAL BENEFICIARIES DISCLOSURE: Applicants seeking funds under this RFA must include and fully disclose any person or entity categorized as a financial beneficiary as defined by Rule 67-48.002, F.A.C.

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

Financial Beneficiary Disclosure for the proposed development to be included behind Tab 11:

On the chart below list the names of all persons or entities that are financial beneficiaries as defined by Rule 67-48.002, F.A.C. in the proposed development excluding limited partner investors through housing credit syndication, third-party lenders, and third-party management agents for each application submitted.

[illegible]

PART VIII - RENTS AND OPERATING PRO FORMA, Tab 12

A. Units and Rental Rates

Miami-Dade County Assisted Units

	A	B	C	D	E	F	G	H
% of Median Income	Target Tenant *	# of Bedrooms	# of Units	Sq. Ft. of Living Area**	Rent	Tenant Paid Utility Allow.	Proposed Net Rent	Net Rent/Sq. Ft.
		0			\$	\$	\$	
		1			\$	\$	\$	
		2			\$	\$	\$	
		3			\$	\$	\$	
		4			\$	\$	\$	
		5			\$	\$	\$	
		TOTAL			\$	\$	\$	
					Annual	Income	\$	

*Homeownership only

Non Miami-Dade County Assisted Units

	A	B	C	D	E	F	G	H
% of Median Income	Target Tenant *	# of Bedrooms	# of Units	Sq. Ft. of Living Area	Rent	Tenant Paid Utility Allow.	Proposed Net Rent	Net Rent/Sq. Ft.
		0			\$	\$	\$	\$
		1			\$	\$	\$	\$
		2			\$	\$	\$	\$
		3			\$	\$	\$	\$
		4			\$	\$	\$	\$
		5			\$	\$	\$	\$
		TOTAL			\$	\$	\$	\$
					Annual	Income	\$	

*Codes for Target Tenant: H = Homeless; LWA = Living with AIDS; E = Elderly; D Disabled (other than LWA); F = Exiting Foster Care Youth.

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

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

Rents and Operating Pro Forma

Operating Pro Forma

- 1) Submit an operating pro forma for the proposed development with projects operating expenses and income. The operating pro forma must be tabbed, labeled and clearly identified.
- 2) If loan or other funding approval is in place, insert the actual interest rate(s), terms and assumptions used in obtaining the commitment.
- 3) Evidence of the figures used to obtain the commitment must be located directly behind this form, labeled and clearly identified with the funding source guidelines.

USE THE FOLLOWING ASSUMPTIONS IF ALL SOURCES OF FUNDING ARE NOT FIRMLY COMMITTED WITH CORRESPONDING INTEREST RATE: (FOR RENTAL ONLY)

1. Mortgage Rate: 6% (includes servicing fees)
2. Mortgage Term: 30 year amortization
3. Vacancy Rate: 6%
4. Annual Rental Income Increase Rate: 3%
5. Operating Reserves of 3%
6. Replacement Reserves of a minimum amount of \$300 per unit per annum; must be used for all developments
7. Minimum Operating Expenses are \$4,500 and the maximum operating expenses are \$6,250
8. Annual Expense Increase Rate is 4%

Rents and Operating Pro Forma

NOTE: Variances from the above assumptions may be made only if adequate data are attached hereto as an Exhibit to justify the exception. If anticipated vacancy rates or annual expenses for a particular market area are higher, then the higher numbers should be used.

If applicable, justification should be placed directly behind this form with a tab labeled and clearly identified.

Pro Forma Format

Complete the Pro Forma Form shown below and project figures for New Construction which include Redevelopment and Rehabilitation developments for **30 years**. Attach a detailed explanation of all projections. *The detailed explanation of all projections should be placed directly behind this form with a tab labeled and clearly identified.*

Rental Forms Continued

Rents and Operating Pro Forma (“GAP” funding applications may use pro forma included in FHFC submittal).

INCOME

Gross Rental Income	
(Attach rent schedule)	\$ _____
Other Income (specify source)	\$ _____

Subtotal	\$ _____
Minus Vacancy (6% of Subtotal)	\$ (_____)
 (A) INCOME	 \$ _____

OPERATING EXPENSES

Salaries	\$ _____
----------	----------

Repair and Maintenance	\$ _____
Utilities	\$ _____
Administration	\$ _____
Contract Services	\$ _____
Management Fees	\$ _____
Insurance	\$ _____
Miscellaneous	\$ _____
Real Estate Taxes	\$ _____
Replacement Reserve	\$ _____
(B) EXPENSES	\$ _____

NET OPERATING INCOME

(A) Income	\$ _____
(B) Expenses	\$ (_____)
Net Operating Income	\$ _____

DEBT SERVICE COVERAGE

(A) Net Operating Income	\$ _____
(B) Annual Debt Service for all mortgages	\$ _____
(C) Debt Service Ratio [Divide (A) by (B)]*	\$ _____

If debt service coverage relies on other sources of funds in addition to net operating income, attach separate sheet(s) describing source of funds. *The attachment(s) should be placed directly behind this form at Tab 12 labeled "Form _____" and clearly identified.*

COUNTYWIDE - MULTIFAMILY RENTAL			100
SCORING SHEET			SCORE
1. Ability to Proceed		34 points	
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.e., water and sewer connections, roadway access, and electric service)			
Yes		10 points	
No		0 points	
d. Permit Documents (New Construction only)			
Master Permit Issuance		10 points	
Permit ready letter w/approved construction plans		8 points	
Copy of building process number		6 points	
d. Permit Documents (Rehabilitation of existing structures)			
Master Permit Issuance		8 points	
Permit ready letter w/approved construction plans		6 points	
Copy of building process number		2 points	
e. Copy of fully executed GC contract		2 points	
2. County subsidy including Surtax, CDBG, HOME, GOB or other County resources and funding requested in current application on a per unit basis.		16 points	
Less than or equal to \$25,000 per unit		16 points	
\$25,001 – \$40,000 per unit		11 points	
\$40,000 - \$50,000 per unit		6 points	
Greater than \$50,000 per unit		2 points	
3. Mixed Income Projects – Ratio of low-moderate to market rate rental units provided		12 points	
65% unrestricted/15% moderate/20% very low		12 points	
45% unrestricted/15% moderate/20% low /20% very low		12 points	
70% unrestricted/10% moderate/20% very low		9 points	
50% unrestricted/10% moderate/40% very low		9 points	
80% unrestricted/20% very low		7 points	
60% unrestricted/40% very low		7 points	
90% at or below 60% AMI		4 points	
100% at or below 60% AMI		4 points	
4. Experience of Development Team (based on RFA submittal)		17 points	
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 4.b. additional points will be awarded. Specify if the experience on a development by development basis is for multi-family or homeownership.			
a. Units completed with Certificate of Occupancy			
More than 1000 units		15 points	
700-999 units		12 points	

500-699 units		9 points	
201-499 units		7 points	
100-200 units		5 points	
50-99 units		3 points	
25-49 units		2 points	
Less than 25 units		1 point	
b. Recent Experience – Projects completed within the last 4 years (based on units counted above)			
51% or more of the units		2 points	
Less than 51% of the units		0 points	
5. Set Asides for Extremely Low Income (ELI) – at or below 33% AMI		7 points	
16-20% of total units		7 points	
11%-15% of total units		4 points	
10% or fewer of total units		0 points	
6. Not-for-Profit and/or Public Housing projects as member of development team. Not-for-Profit must be at least 51% owner.		7 points	
Yes		7 points	
No		0 points	
7. Construction Features – Does the development commit to providing Green building Certification? THRESHOLD		Threshold	
Green Certified (LEED, FGBC, NGBS, Energy Star, etc.)	Yes	Passes Threshold	
	No	Fails Threshold	
8. Disability Set-Aside: Does the Development provide additional units for disabled households, beyond what is required by Federal, State or local fair housing laws? Evidence at contract execution is required.		7 points	
6% or greater set-aside units for disabled households		7 points	
BONUS POINTS			52
Proximity to Community Services and/or Rapid Transit Services		12 points	
Choose the appropriate answer: a, b, or c			
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, Metromover or South Miami-Dade Transitway)		5 points	
c. Located within ¼-mile of rapid transit (Tri-Rail, Metrorail, Metromover or South Miami-Dade Transitway)		7 points	
Recreation & health facilities			
Choose the appropriate answer: a or b			
a. Within 1 mile of development		5 points	
b. Within 1.25 miles		4 points	
Project Completion and Compliance points. Projects associated, through ownership, to projects that have been in progress for two years prior to this application and are contiguous to such previously initiated projects.		8 points	
Completed projects choose up to 3			
Completed the initial project on time		2 points	
Completed the initial project within the original budget		2 points	
Completed the initial project and is currently in compliance		2 points	
Projects still in progress			

The initial project if still in progress and if previously awarded Surtax/SHIP funding is currently in compliance		2 points	
Projects with FHFC or other Non-County firm commitments (Community Redevelopment Agency, Federal Home Loan Bank, Non-County HOME, Opportunity Zones resources, Philanthropic donations, etc.)		10 points	
9% LIHTC projects with letter of firm financial commitment from FHFC		10 points	
Firm aggregate commitments totaling more than \$5 million		10 points	
Firm aggregate commitments totaling \$3 million - \$4,999,999		6 points	
Firm aggregate commitments totaling \$1 million - \$2,999,999		3 points	
Firm aggregate commitments totaling \$100,000 - \$999,999		1 point	
Commitment of Opportunity Zones Resources To achieve points, applications must document a commitment of Qualified Opportunity Funds or eligible investments in Qualified Opportunity Zones to support development of affordable housing.		2 points 2 points	
Efficient Building Costs for High Rise Developments To achieve points, applications for proposed high-rise developments must show a total development cost lower than the published 2018 Total Development Cost. In order to qualify for the bonus, the total development cost per unit listed in the Pro Forma portion of the application must be lower than \$287,500 per unit.		5 points 5 points	
Non-Affiliated General Contractors To achieve points, applications must evidence that the general contractor is not affiliated with the applicant/developer. In order to qualify for the bonus, the applicant/developer must provide documentation in the form of an agreement that evidences that the selected general contractor is not affiliated with the applicant/developer.		1 point 1 point	
Mixed Income Flexibility in Local Government Ordinances To achieve points, applications must provide documentation that the proposed development specified in the application is within a municipality or jurisdiction that has local ordinances that allow for flexibility in developing and incentivizing mixed income housing, e.g., allowing for higher densities if only a portion of a project abuts a residentially zoned parcel; expedited permitting processing and approvals, etc.		2 points 2 points	
RER Pre-Application Meeting To achieve points, applications must provide documentation of County response memorandums received as part of RER's Pre-Application meeting or similar documentation from municipalities (behind Tab 8H). 1 point is awarded for each departmental memorandum and/or letter that states no objections or no further action required (maximum of 5 points).		5 points 0 points Up to 5 points	
Water and Sewer Capacity Analysis To achieve points, applications must provide documentation of a Water and Sewer capacity analysis, active and dated within one year prior to the date of RFA application.		2 points 2 points	
Diversity in Development Teams	5 points		
To achieve points, developers should provide evidence (through narrative and other documentation – 4 pages maximum) of the team's diversity in this project. Diversity can be achieved either through the			

<p>Developer's own internal hiring practices, planned mentoring 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/SHIP funds are being requested.</p> <p>Community Breakdown Chart from Resolution R-1080-14</p> <table><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									
		TOTAL SCORE							

WORKFORCE HOUSING - MULTIFAMILY RENTAL			100
SCORING SHEET			SCORE
1. Ability to Proceed		35 points	
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	13 points	
	No	0 points	
c. Is there appropriate infrastructure or access to infrastructure for this project? (i.e., water and sewer connections, roadway access, and electric service)			
	Yes	10 points	
	No	0 points	
d. Permit Documents (New Construction only)			
	Master Permit Issuance	10 points	
	Permit ready letter w/approved construction plans	8 points	
	Copy of building process number	6 points	
d. Permit Documents (Rehabilitation of existing structures)			
	Master Permit Issuance	8 points	
	Permit ready letter w/approved construction plans	6 points	
	Copy of building process number	2 points	
e. Copy of fully executed GC contract		2 points	
2. County subsidy including Surtax, CDBG, HOME, GOB or other County resources and funding requested in current application on a per unit basis.		18 points	
	Less than or equal to \$25,000 per unit	18 points	
	\$25,001 – \$40,000 per unit	12 points	
	\$40,000 - \$50,000 per unit	6 points	
	Greater than \$50,000 per unit	2 points	
3. Mixed Income Projects – WORKFORCE Ratio of low-moderate to market rate rental units provided		14 points	
50% unrestricted/50% Workforce		14 points	
50% unrestricted/40% Workforce/10% Moderate		12 points	
50% unrestricted/30% Workforce/20% Moderate		10 points	
50% unrestricted/30% Workforce/10% Moderate/10% Low		8 points	
50% unrestricted/20% Workforce/20% Moderate/10% Low		6 points	
80% unrestricted/20% Workforce		4 points	
Projects that receive Workforce Housing funds from FHFC		4 points	
4. Experience of Development Team (based on RFA submittal)		18 points	
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 4.b. additional points will be awarded. Specify if the experience on a development by development basis is for multi-family or homeownership.			
a. Units completed with Certificate of Occupancy			
	More than 1000 units	16 points	
	700-999 units	13 points	
	500-699 units	10 points	
	201-499 units	8 points	
	100-200 units	5 points	

50-99 units		3 points	
25-49 units		2 points	
Less than 25 units		1 point	
b. Recent Experience – Projects completed within the last 4 years (based on units counted above)			
51% or more of the units		2 points	
Less than 51% of the units		0 points	
5. Not-for-Profit and/or Public Housing projects as member of development team. Not-for-Profit must be at least 51% owner.		8 points	
Yes		8 points	
No		0 points	
6. Construction Features – Does the development commit to providing Green building Certification? THRESHOLD		Threshold	
Green Certified (LEED, FGBC, NGBS, Energy Star, etc.)	Yes	Passes Threshold	
	No	Fails Threshold	
7. Disability Set-Aside: Does the Development provide additional units for disabled households, beyond what is required by Federal, State or local fair housing laws? Evidence at contract execution is required.		8 points	
6% or greater set-aside units for disabled households		8 points	
BONUS POINTS			52
Proximity to Community Services and/or Rapid Transit Services		12 points	
Choose the appropriate answer: a, b, or c			
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, Metromover or South Miami-Dade Transitway)		5 points	
c. Located within ¼-mile of rapid transit (Tri-Rail, Metrorail, Metromover or South Miami-Dade Transitway)		7 points	
Recreation & health facilities			
Choose the appropriate answer: a or b			
a. Within 1 mile of development		5 points	
b. Within 1.25 miles		4 points	
Project Completion and Compliance points. Projects associated, through ownership, to projects that have been in progress for two years prior to this application and are contiguous to such previously initiated projects.		8 points	
Completed projects choose up to 3			
Completed the initial project on time		2 points	
Completed the initial project within the original budget		2 points	
Completed the initial project and is currently in compliance		2 points	
Projects still in progress			
The initial project if still in progress and if previously awarded Surtax/SHIP funding is currently in compliance		2 points	
Projects with FHFC or other Non-County firm commitments (Community Redevelopment Agency, Federal Home Loan Bank, Non-County HOME, Opportunity Zones resources, Philanthropic donations, etc.)		10 points	
9% LIHTC projects with letter of firm financial commitment from FHFC		10 points	
Firm aggregate commitments totaling more than \$5 million		10 points	
Firm aggregate commitments totaling \$3 million - \$4,999,999		6 points	
Firm aggregate commitments totaling \$1 million - \$2,999,999		3 points	
Firm aggregate commitments totaling \$100,000 - \$999,999		1 point	

1.6% Non-Hispanic Asian				
1.0% Other				
			TOTAL SCORE	

ELDERLY HOUSING - MULTIFAMILY RENTAL			100
SCORING SHEET			SCORE
1. Ability to Proceed		34 points	
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.e., water and sewer connections, roadway access, and electric service)			
	Yes	10 points	
	No	0 points	
d. Permit Documents (New Construction only)			
	Master Permit Issuance	10 points	
	Permit ready letter w/approved construction plans	8 points	
	Copy of building process number	6 points	
d. Permit Documents (Rehabilitation of existing structures)			
	Master Permit Issuance	8 points	
	Permit ready letter w/approved construction plans	6 points	
	Copy of building process number	2 points	
e. Copy of fully executed GC contract		2 points	
2. County subsidy including Surtax, CDBG, HOME, GOB or other County resources and funding requested in current application on a per unit basis.		16 points	
	Less than or equal to \$25,000 per unit	16 points	
	\$25,001 – \$40,000 per unit	11 points	
	\$40,000 - \$50,000 per unit	6 points	
	Greater than \$50,000 per unit	2 points	
3. Districts with highest need		12 points	
	District 10	12 points	
	District 6	11 points	
	District 11	10 points	
	District 4	9 points	
	District 7	8 points	
	District 12 or 3	7 points	
	District 2 or 13	6 points	
	District 9 or 5	5 points	
	District 8 or 1	4 points	
4. Experience of Development Team (based on RFA submittal)		17 points	
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 4.b. additional points will be awarded. Specify if the experience on a development by development basis is for multi-family or homeownership.			
a. Units completed with Certificate of Occupancy			
	More than 1000 units	15 points	
	700-999 units	12 points	

500-699 units	9 points	
201-499 units	7 points	
100-200 units	5 points	
50-99 units	3 points	
25-49 units	2 points	
Less than 25 units	1 point	
b. Recent Experience – Projects completed within the last 4 years (based on units counted above)		
51% or more of the units	2 points	
Less than 51% of the units	0 points	
5. Set Asides for Extremely Low Income (ELI) – at or below 33% AMI	7 points	
16-20% of total units	7 points	
11%-15% of total units	4 points	
10% or fewer of total units	0 points	
6. Not-for-Profit and/or Public Housing projects as member of development team. Not-for-Profit must be at least 51% owner.	7 points	
Yes	7 points	
No	0 points	
7. Construction Features – Does the development commit to providing Green building Certification? THRESHOLD	Threshold	
Green Certified (LEED, FGBC, NGBS, Energy Star, etc.)	Passes Threshold	
Yes		
No	Fails Threshold	
8. Disability Set-Aside: Does the Development provide additional units for disabled households, beyond what is required by Federal, State or local fair housing laws? Evidence at contract execution is required.	7 points	
6% or greater set-aside units for disabled households	7 points	
BONUS POINTS		52
Proximity to Community Services and/or Rapid Transit Services	12 points	
Choose the appropriate answer: a, b, or c		
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, Metromover or South Miami-Dade Transitway)	5 points	
c. Located within ¼-mile of rapid transit (Tri-Rail, Metrorail, Metromover or South Miami-Dade Transitway)	7 points	
Recreation & health facilities		
Choose the appropriate answer: a or b		
a. Within 1 mile of development	5 points	
b. Within 1.25 miles	4 points	
Project Completion and Compliance points. Projects associated, through ownership, to projects that have been in progress for two years prior to this application and are contiguous to such previously initiated projects.	8 points	
Completed projects choose up to 3		
Completed the initial project on time	2 points	
Completed the initial project within the original budget	2 points	

Completed the initial project and is currently in compliance		2 points	
Projects still in progress			
The initial project if still in progress and if previously awarded Surtax/SHIP funding is currently in compliance		2 points	
Projects with FHFC or other Non-County firm commitments (Community Redevelopment Agency, Federal Home Loan Bank, Non-County HOME, Opportunity Zones resources, Philanthropic donations, etc.)		10 points	
9% LIHTC projects with letter of firm financial commitment from FHFC		10 points	
Firm aggregate commitments totaling more than \$5 million		10 points	
Firm aggregate commitments totaling \$3 million - \$4,999,999		6 points	
Firm aggregate commitments totaling \$1 million - \$2,999,999		3 points	
Firm aggregate commitments totaling \$100,000 - \$999,999		1 point	
Commitment of Opportunity Zones Resources To achieve points, applications must document a commitment of Qualified Opportunity Funds or eligible investments in Qualified Opportunity Zones to support development of affordable housing.		2 points 2 points	
Efficient Building Costs for High Rise Developments To achieve points, applications for proposed high-rise developments that can show a total development cost lower than the published 2018 Total Development Cost. In order to qualify for the bonus, the total development cost per unit listed in the Pro Forma portion of the application must be lower than \$287,500 per unit.		5 points 5 points	
Non-Affiliated General Contractors To achieve points, applications must evidence that the general contractor is not affiliated with the applicant/developer. In order to qualify for the bonus, the applicant/developer must provide documentation in the form of an agreement that evidences that the selected general contractor is not affiliated with the applicant/developer.		1 point 1 point	
Mixed Income Flexibility in Local Government Ordinances To achieve points, applications must provide documentation that the proposed development specified in the application is within a municipality or jurisdiction that has local ordinances that allow for flexibility in developing and incentivizing mixed income housing, e.g., allowing for higher densities if only a portion of a project abuts a residentially zoned parcel; expedited permitting processing and approvals, etc.		2 points 2 points	
RER Pre-Application Meeting To achieve points, applications must provide documentation of County response memorandums received as part of RER's Pre-Application meeting or similar documentation from municipalities (behind Tab 8H). 1 point is awarded for each departmental memorandum and/or letter that states no objections or no further action required (maximum of 5 points).		5 points 0 points Up to 5 points	
Water and Sewer Capacity Analysis To achieve points, applications must provide documentation of a Water		2 points	

and Sewer capacity analysis, active and dated within one year prior to the date of RFA application.		2 points							
Diversity in Development Teams		5 points							
<p>To achieve points, developers should provide evidence (through narrative and other documentation – 4 pages maximum) of the team’s diversity in this project. Diversity can be achieved either through the Developer’s own internal hiring practices, planned mentoring 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/SHIP funds are being requested.</p> <p>Community Breakdown Chart from Resolution R-1080-14</p> <table><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									
		TOTAL SCORE							

PUBLIC HOUSING - MULTIFAMILY RENTAL			100
SCORING SHEET			SCORE
1. Ability to Proceed		38 points	
a. Does Applicant have documented Site Control? THRESHOLD			
Yes		Passes Threshold	
No		Fails Threshold	
b. Has disposition of the site been approved by HUD? THRESHOLD			
Yes		Passes Threshold	
No		Fails Threshold	
c. Has public approval, such as land use, zoning and variances been obtained to carry out the project?			
Yes		16 points	
No		0 points	
d. 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	
e. Choose the appropriate item, New Construction or Rehabilitation: (New Construction only) - Permit Documents			
Master Permit Issuance		14 points	
Permit ready letter w/approved construction plans		10 points	
Copy of building process number		6 points	
e. (Rehabilitation of existing structures) - Permit Documents			
Master Permit Issuance		11 points	
Permit ready letter w/approved construction plans		7 points	
Copy of building process number		3 points	
f. Copy of fully executed GC contract		2 points	
2. County subsidy including Surtax, CDBG, HOME, GOB or other County resources and funding requested in current application on a per unit basis.		20 points	
Less than or equal to \$25,000 per unit		20 points	
\$25,001 – \$40,000 per unit		15 points	
\$40,000 - \$50,000 per unit		10 points	
Greater than \$50,000 per unit		3 points	
3. Experience of Development Team (based on RFA submittal) 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 4.b. additional points will be awarded. Specify if the experience on a development by development basis is for multi-family or homeownership.		20 points	
a. Units completed with Certificate of Occupancy			
More than 1000 units		18 points	
700-999 units		15 points	
500-699 units		12 points	
201-499 units		9 points	
100-200 units		7 points	
50-99 units		5 points	
25-49 units		3 point	

Less than 25 units		1 point	
b. Recent Experience – Projects completed within the last 4 years (based on units counted above)			
51% or more of the units		2 points	
Less than 51% of the units		0 points	
4. Has HUD approval been obtained for mixed finance development of public housing?		11 points	
Yes		11 points	
No		0 points	
5. Construction Features – Does the development commit to providing Green building Certification? THRESHOLD		Threshold	
Green Certified (LEED, FGBC, NGBS, Energy Star, etc.)		Passes Threshold	
Yes			
No		Fails Threshold	
6. Disability Set-Aside: Does the Development provide additional units for disabled households, beyond what is required by Federal, State or local fair housing laws? Evidence at contract execution is required.		11 points	
6% or greater set-aside units for disabled households		11 points	
BONUS POINTS			52
Proximity to Community Services and/or Rapid Transit Services		12 points	
Choose the appropriate answer: a, b, or c			
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, Metromover or South Miami-Dade Transitway)		5 points	
c. Located within ¼-mile of rapid transit (Tri-Rail, Metrorail, Metromover or South Miami-Dade Transitway)		7 points	
Recreation & health facilities			
Choose the appropriate answer: a or b			
a. Within 1 mile of development		5 points	
b. Within 1.25 miles		4 points	
Project Completion and Compliance points. Projects associated, through ownership, to projects that have been in progress for two years prior to this application and are contiguous to such previously initiated projects.		8 points	
Completed projects choose up to 3			
Completed the initial project on time		2 points	
Completed the initial project within the original budget		2 points	
Completed the initial project and is currently in compliance		2 points	
Projects still in progress			
The initial project if still in progress and if previously awarded Surtax/SHIP funding is currently in compliance		2 points	
Projects with FHFC or other Non-County firm commitments (Community Redevelopment Agency, Federal Home Loan Bank, Non-County HOME, Opportunity Zones resources, Philanthropic donations, etc.)		10 points	
9% LIHTC projects with letter of firm financial commitment from FHFC		10 points	

Firm aggregate commitments totaling more than \$5 million		10 points	
Firm aggregate commitments totaling \$3 million - \$4,999,999		6 points	
Firm aggregate commitments totaling \$1 million - \$2,999,999		3 points	
Firm aggregate commitments totaling \$100,000 - \$999,999		1 point	
Commitment of Opportunity Zones Resources To achieve points, applications must document a commitment of Qualified Opportunity Funds or eligible investments in Qualified Opportunity Zones to support development of affordable housing.		2 points 2 points	
Efficient Building Costs for High Rise Developments To achieve points, applications for proposed high-rise developments that can show a total development cost lower than the published 2018 Total Development Cost. In order to qualify for the bonus, the total development cost per unit listed in the Pro Forma portion of the application must be lower than \$287,500 per unit.		5 points 5 points	
Non-Affiliated General Contractors To achieve points, applications must evidence that the general contractor is not affiliated with the applicant/developer. In order to qualify for the bonus, the applicant/developer must provide documentation in the form of an agreement that evidences that the selected general contractor is not affiliated with the applicant/developer.		1 point 1 point	
Mixed Income Flexibility in Local Government Ordinances To achieve points, applications must provide documentation that the proposed development specified in the application is within a municipality or jurisdiction that has local ordinances that allow for flexibility in developing and incentivizing mixed income housing, e.g., allowing for higher densities if only a portion of a project abuts a residentially zoned parcel; expedited permitting processing and approvals, etc.		2 points 2 points	
RER Pre-Application Meeting To achieve points, applications must provide documentation of County response memorandums received as part of RER's Pre-Application meeting or similar documentation from municipalities (behind Tab 8H). 1 point is awarded for each departmental memorandum and/or letter that states no objections or no further action required (maximum of 5 points).		5 points 0 points Up to 5 points	
Water and Sewer Capacity Analysis To achieve points, applications must provide documentation of a Water and Sewer capacity analysis, active and dated within one year prior to the date of RFA application.		2 points 2 points	
Diversity in Development Teams To achieve points, developers should provide evidence (through narrative and other documentation – 4 pages maximum) of the team's diversity in this project. Diversity can be achieved either through the Developer's own internal hiring practices, planned mentoring 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.		5 points 5 points	

Diversity can also be achieved through MBE/WBE/DBE contracting practices specific to this application for which Surtax/SHIP funds are being requested.									
<p>Community Breakdown Chart from Resolution R-1080-14</p> <table border="1"> <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			
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Community Breakdown Chart from Resolution R-1080-14			
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16.8% Non-Hispanic Black or African American									
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1.6% Non-Hispanic Asian									
1.0% Other									
		TOTAL SCORE							

SMALL DEVELOPMENTS		100
SCORING SHEET		SCORE
1. Ability to Proceed	34 points	
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	
d. Permit Documents (New Construction only)		
Master Permit Issuance	10 points	
Permit ready letter w/approved construction plans	8 points	
Copy of building process number	6 points	
d. Permit Documents (Rehabilitation of existing structures)		
Master Permit Issuance	8 points	
Permit ready letter w/approved construction plans	6 points	
Copy of building process number	2 points	
e. Copy of fully executed GC contract	2 points	
2. Mixed Income Projects – Ratio of low-moderate to market rate rental units provided	15 points	
65% unrestricted/15% moderate/20% very low	15 points	
45% unrestricted/15% moderate/20% low /20% very low	15 points	
70% unrestricted/10% moderate/20% very low	12 points	
50% unrestricted/10% moderate/40% very low	12 points	
80% unrestricted/20% very low	8 points	
60% unrestricted/40% very low	8 points	
90% at or below 60% AMI	5 points	
100% at or below 60% AMI	5 points	
3. Experience of Development Team (based on RFA submittal) 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 4.b. additional points will be awarded. Specify if the experience on a development by development basis is for multi-family or homeownership.	13 points	
a. Units completed with Certificate of Occupancy		
More than 250 units	11 points	
150-249 units	9 points	
50-149 units	6 points	
Less than 50 units	2 points	
b. Recent Experience – Projects completed within the last 4 years (based on units counted above)		
51% or more of the units	2 points	
Less than 51% of the units	0 points	

4. Set Asides for Extremely Low Income (ELI) – at or below 33% AMI	8 points	
16-20% of total units	8 points	
11%-15% of total units	4 points	
10% or fewer of total units	0 points	
5. Not-for-Profit and/or Public Housing projects as member of development team. Not-for-Profit must be at least 51% owner.	8 points	
Yes	8 points	
No	0 points	
6. Construction Features – Does the development commit to providing Green building Certification? THRESHOLD	Threshold	
Green Certified (LEED, FGBC, NGBS, Energy Star, etc.)	Passes Threshold	
Yes		
No	Fails Threshold	
7. Total subsidy requested per unit based on Total Development Cost.	14 points	
Less than \$60,000	14 points	
\$60,001 – \$80,000	11 points	
\$80,001 - \$100,000	8 points	
\$100,001 - \$120,000	5 points	
Greater than \$120,001	2 points	
8. Disability Set-Aside: Does the Development provide additional units for disabled households, beyond what is required by Federal, State or local fair housing laws? Evidence at contract execution is required.	8 points	
6% or greater set-aside units for disabled households	8 points	
BONUS POINTS		46
Proximity to Community Services and/or Rapid Transit Services	12 points	
Choose the appropriate answer: a, b, or c		
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, Metromover or South Miami-Dade Transitway)	5 points	
c. Located within ¼-mile of rapid transit (Tri-Rail, Metrorail, Metromover or South Miami-Dade Transitway)	7 points	
Recreation & health facilities		
Choose the appropriate answer: a or b		
a. Within 1 mile of development	5 points	
b. Within 1.25 miles	4 points	
Projects with FHFC or other Non-County firm commitments (Community Redevelopment Agency, Federal Home Loan Bank, Non-County HOME, Opportunity Zones resources, Philanthropic donations, etc.)	10 points	
9% LIHTC projects with letter of firm financial commitment from FHFC	10 points	
Firm aggregate commitments totaling more than \$2.5 million	10 points	
Firm aggregate commitments totaling \$1.5 million - \$2,499,999	8 points	
Firm aggregate commitments totaling \$1million - \$1,499,999	6 points	
Firm aggregate commitments totaling \$100,000 - \$999,999	4 points	
Firm aggregate commitments totaling \$50,000 - \$99,999	2 points	

Firm aggregate commitments totaling \$20,000 - \$49,999	1 point	
Commitment of Opportunity Zones Resources To achieve points, applications must document a commitment of Qualified Opportunity Funds or eligible investments in Qualified Opportunity Zones to support development of affordable housing.	2 points 2 points	
Community Land Trust Is the Developer a Community Land Trust?	2 Points Yes 2 points No 0 points	
Non-Affiliated General Contractors To achieve points, applications must evidence that the general contractor is not affiliated with the applicant/developer. In order to qualify for the bonus, the applicant/developer must provide documentation in the form of an agreement that evidences that the selected general contractor is not affiliated with the applicant/developer.	1 point 1 point	
Mixed Income Flexibility in Local Government Ordinances To achieve points, applications must provide documentation that the proposed development specified in the application is within a municipality or jurisdiction that has local ordinances that allow for flexibility in developing and incentivizing mixed income housing, e.g., allowing for higher densities if only a portion of a project abuts a residentially zoned parcel; expedited permitting processing and approvals, etc.	2 points 2 points	
RER Pre-Application Meeting To achieve points, applications must provide documentation of County response memorandums received as part of RER's Pre-Application meeting or similar documentation from municipalities (behind Tab 8H). 1 point is awarded for each departmental memorandum and/or letter that states no objections or no further action required (maximum of 5 points).	5 points 0 points Up to 5 points	
Water and Sewer Capacity Analysis To achieve points, applications must provide documentation of a Water and Sewer capacity analysis, active and dated within one year prior to the date of RFA application.	2 points 2 points	
Diversity in Development Teams To achieve points, developers should provide evidence (through narrative and other documentation – 4 pages maximum) of the team's diversity in this project. Diversity can be achieved either through the Developer's own internal hiring practices, planned mentoring 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/SHIP funds are being requested.	5 points 5 points	
Community Breakdown Chart from Resolution R-1080-14 <input type="text" value="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			
		TOTAL SCORE	

Innovations

Miami-Dade County is aware of the great need for affordable housing to serve low- and moderate-income individuals and families. In order to incentivize a broad range of solutions to provide housing stock, PHCD is establishing a new set-aside category in this RFA for Innovations. Innovations are novel ideas for developing affordable housing, which may include, among other things: new technologies or non-traditional development spaces; use of land owned by educational organizations or religious institutions; developing affordable housing suspended above a railyard; converting a former warehouse or public school building to function as a renovated multi-family housing building; or creating a live/work building with bottom floor commercial space and affordable rental housing above. Innovations, as defined in this RFA, may also include development of micro housing units and accessory dwelling units where allowed by the CDMP and local zoning code, and units assisted by community land trusts. PHCD welcomes applicants to propose Innovations.

INNOVATIONS		110
SCORING SHEET		SCORE
1. Ability to Proceed	34 points	
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	
d. Choose the appropriate item, New Construction or Rehabilitation: (New Construction only) - Permit Documents		
Master Permit Issuance	10 points	
Permit ready letter w/approved construction plans	8 points	
Copy of building process number	6 points	
d. (Rehabilitation of existing structures) - Permit Documents		
Master Permit Issuance	8 points	
Permit ready letter w/approved construction plans	6 points	
Copy of building process number	2 points	
e. Copy of fully executed GC contract	2 points	
2. Mixed Income Projects – Ratio of low-moderate to market rate rental units provided	15 points	
65% unrestricted/15% moderate/20% very low	15 points	
45% unrestricted/15% moderate/20% low /20% very low	15 points	
70% unrestricted/10% moderate/20% very low	12 points	
50% unrestricted/10% moderate/40% very low	12 points	
80% unrestricted/20% very low	8 points	
60% unrestricted/40% very low	8 points	
90% at or below 60% AMI	5 points	
100% at or below 60% AMI	5 points	
3. Experience of Offeror/Development Team (based on RFA submittal)	13 points	

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 4.b. additional points will be awarded. Specify if the experience on a development by development basis is for multi-family or homeownership.		
a. Units completed with Certificate of Occupancy		
More than 150 units	11 points	
100-149 units	9 points	
50-99 units	6 points	
Less than 50 units	2 points	
b. Recent Experience – Projects completed within the last 4 years (based on units counted above)		
51% or more of the units	2 points	
Less than 51% of the units	0 points	
4. Set Asides for Extremely Low Income (ELI) – at or below 33% AMI	8 points	
16-20% of total units	8 points	
11%-15% of total units	4 points	
10% or fewer of total units	0 points	
5. Not-for-Profit as member of development team. Not-for-Profit must be at least 51% owner.	8 points	
Yes	8 points	
No	0 points	
6. Construction Features – Does the development commit to providing Green building Certification? THRESHOLD	Threshold	
Green Certified (LEED, FGBC, NGBS, Energy Star, etc.) Yes	Passes Threshold	
No	Fails Threshold	
7. Total subsidy requested per unit based on Total Development Cost.	14 points	
Less than \$60,000	14 points	
\$60,001 – \$80,000	11 points	
\$80,001 - \$100,000	8 points	
\$100,001 - \$120,000	5 points	
Greater than \$120,001	2 points	
8. Disability Set-Aside: Does the Development provide additional units for disabled households, beyond what is required by Federal, State or local fair housing laws? Evidence at contract execution is required.	8 points	
6% or greater set-aside units for disabled households	8 points	
9. Innovation/Creativity Level: A measure of how innovative a proposed idea is, for a novel way of developing affordable housing in Miami-Dade County.	10 points	
High Level of Innovation or Creativity: This idea is truly novel or avant-garde. It is a complex or highly creative idea, a unique solution tailored to the development of affordable housing in a new way in Miami-Dade County.	10 points	
Moderate Level of Innovation or Creativity: This idea is moderately creative. It may involve adaptive re-use of existing buildings, with rehabilitation to provide affordable housing. Or, it	5 points	

may involve utilizing new zoning incentives for affordable or workforce housing, and implementing them in creative ways to provide housing units.		
BONUS POINTS		29
Proximity to Community Services and/or Rapid Transit Services	12 points	
Choose the appropriate answer: a, b, or c		
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, Metromover or South Miami-Dade Transitway)	5 points	
c. Located within ¼-mile of rapid transit (Tri-Rail, Metrorail, Metromover or South Miami-Dade Transitway)	7 points	
Recreation & health facilities		
Choose the appropriate answer: a or b		
a. Within 1 mile of development	5 points	
b. Within 1.25 miles	4 points	
Projects with FHFC or other Non-County firm commitments (Community Redevelopment Agency, Federal Home Loan Bank, Non-County HOME, Opportunity Zones resources, Philanthropic donations, etc.)	10 points	
Firm aggregate commitments totaling more than \$5 million	10 points	
Firm aggregate commitments totaling \$3 million - \$4,999,999	6 points	
Firm aggregate commitments totaling \$1million - \$2,999,999	3 points	
Firm aggregate commitments totaling \$100,000 - \$999,999	1 point	
Commitment of Opportunity Zones Resources To achieve points, applications must document a commitment of Qualified Opportunity Funds or eligible investments in Qualified Opportunity Zones to support development of affordable housing.	2 points 2 points	
Non-Affiliated General Contractors To achieve points, applications must evidence that the general contractor is not affiliated with the applicant/developer. In order to qualify for the bonus, the applicant/developer must provide documentation in the form of an agreement that evidences that the selected general contractor is not affiliated with the applicant/developer.	1 point 1 point	
Mixed Income Flexibility in Local Government Ordinances To achieve points, applications must provide documentation that the proposed development specified in the application is within a municipality or jurisdiction that has local ordinances that allow for flexibility in developing and incentivizing mixed income housing, e.g., allowing for higher densities if only a portion of a project abuts a residentially zoned parcel; expedited permitting processing and approvals, etc.	2 points 2 points	
RER Pre-Application Meeting To achieve points, applications must provide documentation of County response memorandums received as part of	5 points 0 points	

RER's Pre-Application meeting or similar documentation from municipalities (behind Tab 8H). 1 point is awarded for each departmental memorandum and/or letter that states no objections or no further action required (maximum of 5 points).	Up to 5 points	
Water and Sewer Capacity Analysis To achieve points, applications must provide documentation of a Water and Sewer capacity analysis, active and dated within one year prior to the date of RFA application.	2 points 2 points	
Diversity in Development Teams To achieve points, developers should provide evidence (through narrative and other documentation – 4 pages maximum) of the team's diversity in this project. Diversity can be achieved either through the Developer's own internal hiring practices, planned mentoring 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/SHIP funds are being requested.	5 points <	

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:

Ordinance No. 07-65: PHCD will adhere to compliance guidelines pursuant to Ordinance No.07-65 implementing sustainable development practices and measures into a building(s) owned, financed and/or operated by Miami-Dade County. Specifically, incorporating wherever practical, green building practices into the planning, design, construction, management, renovation, maintenance and decommissioning of buildings owned, financed and/or operated by the County. 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.**

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 (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.**

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-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-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.**

Resolution No. R-346-15: PHCD will adhere to compliance guidelines pursuant to Resolution No. R-346-15 establishing the Maximum Development Costs per unit to construct rehabilitate or acquire Affordable Housing with County funds. (For purposes of this RFA, caps for total development cost per unit can be found on page.) High-Rise shall mean affordable housing structures which are seven or more stories in height. **Note: The limitations set forth in R-346-15 shall not apply to public housing projects owned or operated by Miami-Dade County. This is a minimum threshold requirement.**

Resolution No. R-780-15: PHCD will adhere to compliance guidelines pursuant to Resolution No. R-780-15 establishing County policy to set aside no less than \$2,500,000 in Documentary Stamp Surtax Funds on an annual basis for elderly housing developments.

Resolution No. R-219-18: The Mayor of Miami-Dade County has the authority to waive due diligence requirements to preserve needed affordable housing projects, and negotiate penalties where applicable, when it is in the best interest of the county.

Resolution No. R-617-18: PHCD will require as a condition of receipt of State Housing Initiatives Partnership, Documentary Stamp Surtax, Home Investment Partnerships, Community Development Block Grant, Building Better Communities General Obligation Bond Programs, and other affordable housing funds for elderly housing, that all developers, borrowers, or grantees of such funds have a natural disaster plan and meet other requirements.

ATTACHMENTS



PUBLIC HOUSING AND COMMUNITY DEVELOPMENT

FY 2019 Surtax/SHIP Partial Funding Certification and Acknowledgement Agreement

FOR PHCD USE ONLY:

Partial 2019 Surtax/SHIP Funding Amount Recommended: \$ _____

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 2019 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

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

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.

If applicable, the undersigned a Contractor / a 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/> Printed Name of Affiant	<hr/> Printed Title of Affiant	<hr/> Signature of Affiant
--------------------------------------	---------------------------------------	-----------------------------------

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

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

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 a or has produced identification a

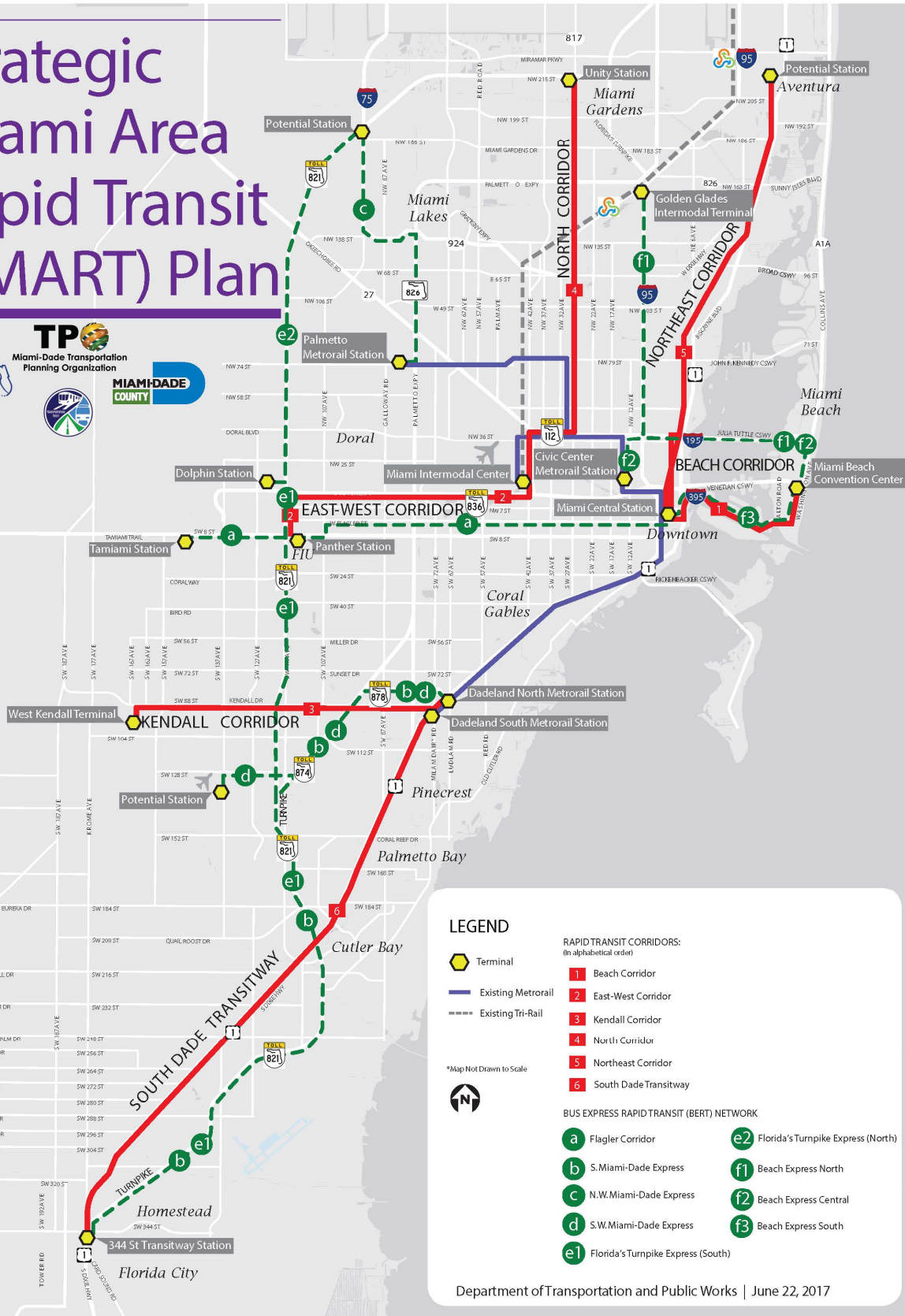
Type of identification produced _____

<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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FORM RFTE 1

Strategic Miami Area Rapid Transit (SMART) Plan



Pre-Application Meeting

Miami-Dade County Department of Regulatory and Economic Resources
Development Services Division



When is a Pre-Application Meeting required?

Pre-application meetings are required for the following applications:

- All Developmental Impact Committee
- Administrative Site Plan Reviews
- Modifications of covenants and/or resolutions in connection with an approved site plan
- Public hearings, except individual single-family residential lots and others as determined by Development Services

What is the purpose of a Pre-Application Meeting?

- To familiarize County agencies with a potential application, and to familiarize the applicant with the requirements of the Code, the Comprehensive Development Master Plan and other relevant criteria and procedures.
- A pre-application meeting is not intended to be an exhaustive review of all potential issues.
- A pre-application meeting does not bind or preclude the County from enforcing all applicable regulations or from applying regulations in a manner differently than may have been indicated in the pre-application meeting.
- Intended to be informational only, and is not an approval in any manner of your proposal.
- A pre-application meeting can be used to determine if a formal application will qualify for the expedited review process.

What is the application procedure?

1. Submit a complete pre-application meeting application form, together with required written and plan information identified in the pre-application meeting submittal checklist form. A pre-application fee will be assessed; \$250.00 for all applications other than Urban Center or Developmental Impact Committee applications which are \$500.00 (subject to a 7.5% surcharge).

Applications may be filed online at https://energov.miamidade.gov/EnerGov_Prod/SelfService#/home

2. The County will schedule and conduct a pre-application meeting after receipt of your request. You will receive an email with meeting details and a link to pay the required fee.
3. At the meeting you will meet with representatives of County agencies who will discuss the proposal with you. The County reviewing agencies include the following among others: RER Development Services, RER DERM, Miami-Dade Fire Rescue, PWWM and WASD.

When do meetings take place?

- Meetings will be every Thursday.
- Meetings will be scheduled between 2:00 p.m. and 4:30 p.m.
- Each meeting will be 30 minutes in duration.
- Pre-application forms must be submitted Wednesday by noon for the following week's regularly scheduled Thursday meeting (subject to availability).
- DRI applications require additional review time and will be scheduled two weeks from submittal.

How long is the Pre-Application Meeting valid?

A pre-application meeting is valid one (1) year from the date of the conference.

Key things to remember

As you prepare for the pre-application meeting, keep in mind the following:

- The property you are investigating may have private obligations, such as covenants, conditions and restrictions to which the county is not a party and does not consider in its review.
 - The more detailed the information submitted for review, the more information staff can provide you on the required type(s) of land use review, more explicit the response can be provided.
 - You are required to submit the pre-application meeting report as part of your formal zoning application.
-

Applicant's Checklist

The following items must be submitted with the Pre-Application meeting request:

- ☐ **APPLICATION FORM.** Provide one (1) completed application form with signature(s).
- ☐ **WRITTEN STATEMENT.** Provide a detailed description of the proposed project or proposal including, but not limited to: the zoning district, changes to the site, structure, landscaping, parking and land use designation.
- ☐ **PRIOR ZONING APPROVALS.** Approvals such as Site Plan Reviews, Zoning Resolutions, Covenants and/ or Declaration of Restrictions and Comprehensive Development Master Plan (CDMP) amendments. (Also available for a fee from Zoning Information at 305-375-1806).
- ☐ **PROPOSED SITE PLAN:** Applicants are encouraged to provide as much information and detail as available. Electronic files in flattened PDF format (on a cd or flashdrive) are required. Flattened PDFs are PDF format documents that do not have mark up or layers of any kind. Please name submitted files as follows: Site Plan, Landscape Plan, Floor Plan, Elevation Plan, Traffic Information, Letter of Intent and/or Prior Zoning Approvals.

Below are required and recommended items to be shown on the Proposed Site Plan:

- Proposed name of project (e.g., subdivision or business) and the project's opening year and phases.
- Setbacks, spacing between structures, etc.
- Configuration and dimensions of all existing and proposed lots and tracts, including proposed park, open space and or drainage tracts or easements.
- Location and dimensions of all existing and proposed buildings, structures.
- Proposed traffic methodology (if project is increasing or modifying intensity).
- Area of the site (acres or square feet).
- Internal circulation system, name and location of existing and proposed roadways and roadway easements (private and public).
- Location of existing and proposed on-site driveways and off-street parking.
- Location of existing off-site driveways across the street and median openings.

- Location and width of existing and proposed on-site pedestrian and bicycle facilities on-site.

RECOMMENDED:

- Location of on-site wetlands, existing trees and water bodies (if known).
 - Location and width of existing and proposed easement for access, drainage, etc.
 - Location and width of existing and proposed trees and other landscaping to be planted at the site.
- ☐ **TRAFFIC INFORMATION:** Provide the following items to indicate the proposed traffic intensity and circulation if the project meets the minimum DIC thresholds per Section 33-303.1 of the Code, the project consists of a school under Section 33-151.15(a) of the Code or if the project is an ASPR that meets the minimum DIC thresholds. Staff will determine if additional traffic information is necessary to enable a thorough review. All necessary traffic information must receive a Notice to Proceed (NTP) prior to being developed and must be submitted at the time of a formal zoning application. Projects abutting the state roadway system shall be subject to FDOT review and approval.

REQUIRED:

- A 11"x17" location map showing a larger surrounding area, at least a 1/4 mile radius, with street names and the subject property.
- The most recent AM peak, PM peak and daily ITE trip generation estimates.
- Trip Generation: What is the project's P.M. peak hour trip generation? List all of the (ITE) Institute of Transportation Engineers code(s) that were used in determining the numbers of P.M. peak hour trips.

Trips: _____

ITE Codes: _____

RECOMMENDED:

- Location of on-site wetlands, existing trees and water bodies (if known).
- Location and width of existing and proposed easement for access, drainage, etc.
- Location and width of existing and proposed trees and other landscaping to be planted at the site.

Pre-Application Meeting

Miami-Dade County Department of Regulatory and Economic Resources
Development Services Division

OFFICE USE ONLY

Pre-Application No.: _____

Received By: _____

Submittal Date: _____

PRE-APPLICATION FEE:

- ☐ Urban Center/DIC \$500.00
☐ All other applications \$250.00

Filing Date.: _____

Requested Pre-Application Meeting Date: _____

Expedited review of subsequent zoning application desired ☐

Applicant Information

APPLICANT'S MAILING ADDRESS, TELEPHONE NUMBER, E-MAIL: _____ Check if primary contact ☐

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone no.: _____

Fax no.: _____ E-mail: _____

OWNER'S NAME, MAILING ADDRESS, TELEPHONE NUMBER: _____ Check if primary contact ☐

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone no.: _____

Fax no.: _____ E-mail: _____

CONTACT PERSON/APPLICANT'S REPRESENTATIVE INFORMATION: _____ Check if primary contact ☐

Name: _____ Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone no.: _____

Fax no.: _____ E-mail: _____

Property Information

Name of proposed project: _____

Folio number(s): _____

Property street address or nearest intersection: _____

_____ Acreage/Size of Property: _____

Existing Zoning: _____ Existing Use: _____

Proposed Application

- | | | |
|---|--|---|
| <input type="checkbox"/> Administrative Modification | <input type="checkbox"/> Administrative Site Plan Review | <input type="checkbox"/> Other Public Hearings |
| <input type="checkbox"/> Urban Center Administrative Site Plan Review | <input type="checkbox"/> DIC/Schools | <input type="checkbox"/> Modification of Resolution or Covenant |

Description of Proposal

I/we _____ hereby certify that the above statements and the information contained in any documents or plans submitted herewith are true and accurate to the best of my knowledge.

Signature of Applicant, Owner or Representative

Date

**Specific questions
or issues to be
discussed at the
Pre-Application
Meeting**

Attach separate sheet if necessary

**Identify staff with
whom you have
already discussed
this proposal,
particularly in
relation to the
above questions
or issues**

STAFF PERSON NAME

DEPARTMENT/AGENCY

For any questions or further information please contact RER Development Services by phone at 305-375-2640 or email susan.furney@miamidade.gov

To submit your application online, go to https://energov.miamidade.gov/energov_prod/selfservice#/home

This form is available online at www.miamidade.gov/zoning/forms.asp

FORM REVISION 2019/3

Municipal Pre-Application Meeting

Miami-Dade County Department of Regulatory and Economic Resources
Development Services Division



What is the purpose of a Pre-Application Meeting?

- To familiarize County agencies with a potential application, and to familiarize the applicant with the requirements of the Code, the Comprehensive Development Master Plan and other relevant criteria and procedures.
- A pre-application meeting is not intended to be an exhaustive review of all potential issues.
- A pre-application meeting does not bind or preclude the County from enforcing all applicable regulations or from applying regulations in a manner differently than may have been indicated in the pre-application meeting.
- Intended to be informational only and is not an approval in any manner of your proposal.

What is the application procedure?

1. Submit a complete pre-application meeting application form, together with required written and plan information identified in the pre-application meeting submittal checklist form. A pre-application fee up to \$1719.25 will be assessed for all applications. If the application is located outside of the Miami-Dade County Fire service area, the pre-application fee will be \$1529.25.
Applications may be filed online at https://energov.miamidade.gov/EnerGov_Prod/SelfService#/home
2. The County will schedule and conduct a pre-application meeting after receipt of your request. You will receive an email with meeting details and a link to pay the required fee.
3. At the meeting you will meet with representatives of County agencies who will discuss the proposal with you. The County reviewing agencies include the following among others: RER DERM, RER Platting and Traffic, Miami-Dade Fire Rescue, DPTW and WASD.

When do meetings take place?

- Meetings will be every Friday.
- Meetings will be scheduled between 10:00 a.m. and 12:00 p.m.
- Each meeting will be 30 minutes in duration.
- Pre-application forms must be submitted Wednesday by noon for the following week's Friday meeting (subject to availability).
- DRI applications require additional review time and will be scheduled two weeks from submittal.

How long is the Pre-Application Meeting valid?

A pre-application meeting is valid one (1) year from the date of the conference.

Key things to remember

As you prepare for the pre-application meeting, keep in mind the following:

- The property you are investigating may have private obligations, such as covenants, conditions and restrictions to which the county is not a party and does not consider in its review.
 - The more detailed the information submitted for review, the more information staff can provide you on the required type(s) of land use review, more explicit the response can be provided.
-

Applicant's Checklist

The following items must be submitted with the Pre-Application meeting request:

- ☐ **APPLICATION FORM.** Provide one (1) completed application form with signature(s).
- ☐ **WRITTEN STATEMENT.** Provide a detailed description of the proposed project or proposal including, but not limited to: the zoning district, changes to the site, structure, landscaping, parking and land use designation.
- ☐ **PROPOSED SITE PLAN:** Applicants are encouraged to provide as much information and detail as available. Electronic files in flattened PDF format (on a cd or flashdrive) are required. Flattened PDFs are PDF format documents that do not have mark up or layers of any kind. Please name submitted files as follows: Site Plan, Landscape Plan, Floor Plan, Elevation Plan, Traffic Information, Letter of Intent and/or Prior Zoning Approvals.

Below are required and recommended items to be shown on the Proposed Site Plan:

- Proposed name of project (e.g., subdivision or business) and the project's opening year and phases.
- Setbacks, spacing between structures, etc.
- Configuration and dimensions of all existing and proposed lots and tracts, including proposed park, open space and or drainage tracts or easements.
- Location and dimensions of all existing and proposed buildings, structures.
- Proposed traffic methodology (if project is increasing or modifying intensity).
- Area of the site (acres or square feet).
- Internal circulation system, name and location of existing and proposed roadways and roadway easements (private and public).
- Location of existing and proposed on-site driveways and off-street parking.
- Location of existing off-site driveways across the street and median openings.
- Location and width of existing and proposed on-site pedestrian and bicycle facilities on-site

RECOMMENDED:

- Location of on-site wetlands, existing trees and water bodies (if known).
 - Location and width of existing and proposed easement for access, drainage, etc.
 - Location and width of existing and proposed trees and other landscaping to be planted at the site.
- ☐ **TRAFFIC INFORMATION:** Provide the following items to indicate the proposed traffic intensity and circulation if the project meets the minimum DIC thresholds per Section 33-303.1 of the Code, the project consists of a school under Section 33-151.15(a) of the Code or if the project is an ASPR that meets the minimum DIC thresholds. Staff will determine if additional traffic information is necessary to enable a thorough review. All necessary traffic information must receive a Notice to Proceed (NTP) prior to being developed and must be submitted at the time of a formal zoning application. Projects abutting the state roadway system shall be subject to FDOT review and approval.

REQUIRED:

- A 11"x17" location map showing a larger surrounding area, at least a 1/4-mile radius, with street names and the subject property.
- The most recent AM peak, PM peak and daily ITE trip generation estimates.
- Trip Generation: What is the project's P.M. peak hour trip generation? List all of the (ITE) Institute of Transportation Engineers code(s) that were used in determining the numbers of P.M. peak hour trips.

Trips: _____

ITE Codes: _____

RECOMMENDED:

- Location of on-site wetlands, existing trees and water bodies (if known).
- Location and width of existing and proposed easement for access, drainage, etc.
- Location and width of existing and proposed trees and other landscaping to be planted at the site.

Municipal Pre-Application Meeting

Miami-Dade County Department of Regulatory and Economic Resources
Development Services Division

OFFICE USE ONLY

Pre-Application No.: _____

Received By: _____

Submittal Date: _____

PRE-APPLICATION FEE:

☐ Up to \$1719.25

Filing Date.: _____

Requested Pre-Application Meeting Date: _____

Applicant Information

APPLICANT'S MAILING ADDRESS, TELEPHONE NUMBER, E-MAIL:

Check if primary contact ☐

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone no.: _____

Fax no.: _____ E-mail: _____

OWNER'S NAME, MAILING ADDRESS, TELEPHONE NUMBER:

Check if primary contact ☐

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone no.: _____

Fax no.: _____ E-mail: _____

CONTACT PERSON/APPLICANT'S REPRESENTATIVE INFORMATION:

Check if primary contact ☐

Name: _____ Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone no.: _____

Fax no.: _____ E-mail: _____

Property Information

Name of proposed project: _____

Folio number(s): _____

Property street address or nearest intersection: _____

_____ Acreage/Size of Property: _____

Existing Zoning: _____ Existing Use: _____

Description of Proposal

I/we _____ hereby certify that the above statements and the information contained in any documents or plans submitted herewith are true and accurate to the best of my knowledge.

Signature of Applicant, Owner or Representative

Date

**Specific questions
or issues to be
discussed at the
Pre-Application
Meeting**

*Attach separate sheet if necessary***Identify staff with
whom you have
already discussed
this proposal,
particularly in
relation to the
above questions
or issues**

STAFF PERSON NAME

DEPARTMENT/AGENCY

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For any questions or further information please contact RER Development Services by phone at 305-375-2640 or email susan.furney@miamidade.gov

To submit your application online, go to https://energov.miamidade.gov/energov_prod/selfservice#/home

This form is available online at www.miamidade.gov/zoning/forms.asp

FORM REVISION 2019/3