

HOME

HOME INVESTMENT PARTNERSHIPS



**MIAMI-DADE COUNTY
HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)
FY 2026 REQUEST FOR APPLICATIONS (RFA)**

Eligible Housing Activities:

- **HOME Tenant-Based Rental Assistance (TBRA)**

**Release Date:
TBD**

**Version:
DRAFT 1/6/2026**

Miami-Dade County
Department of Housing and Community Development (HCD)
701 NW 1st Court, 14th Floor
Miami, FL 33136



THE COMPLETE FY 2026 RFA CAN BE FOUND ONLINE AT HCD'S WEBSITE

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

TABLE OF CONTENTS

APPLICATION DISCLAIMER	1
RFA ATTACHMENTS	2
INTRODUCTION	3
MAP OF ELIGIBLE BLOCK GROUPS.....	4
DEFINITIONS	5
ELIGIBILITY	11
FY 2026 AVAILABLE FUNDING.....	13
HOME TBRA GUIDELINES	14
APPLICATION INSTRUCTIONS.....	17
APPLICATION SUBMISSION PROCESS AND TECHNICAL ASSISTANCE	18
SUBMISSION GUIDELINES	19
SCORING & FUNDING RECOMMENDATIONS	22
POST-AWARD INFORMATION	23
PROJECT RELATED COSTS.....	24
GENERAL APPLICATION	25
HOME TBRA SCORING CRITERIA.....	28
APPLICATION ATTACHMENTS CHECKLIST	30
COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (HOME CHDO) GUIDELINES	36
CHDO HOUSING DEVELOPMENT APPLICATION REQUIREMENTS	42
BOARD OF COUNTY COMMISSIONERS	48

APPLICATION DISCLAIMER

Applicants are encouraged to check the Miami-Dade County Department of Housing and Community Development (HCD) Department website for updates to the FY 2026 HOME Investment Partnerships Program (HOME) Request for Applications (RFA), as information may be subject to change between the draft and final release.

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

This solicitation is subject to the award of funds from the United States Department of Housing and Urban Development (HUD). **HOME FUNDS ARE APPROPRIATED BY THE FEDERAL GOVERNMENT. THIS SOLICITATION IS SUBJECT TO THE RECEIPT OF THE AMOUNT OF FUNDS TO BE RECEIVED FROM HUD. AS A RESULTS ANY AWARD MADE AS A RESULT OF THIS RFA MAY BE REDUCED OR RESCINDED BASED UPON THE ACTUAL LEVEL OF FUNDING RECEIVED FROM HUD.**

This RFA reflects the goals of the Consolidated Plan submitted to HUD for fiscal years 2025-2029.

- For purposes of this RFA, the application period is **TBD, 2026, through TBD, 2026**. Any applications submitted after the deadline will **not** be accepted.
- Comments may be submitted in writing until TBD, 2026, to the attention of Lakisha Gray, Interim Division Director, Housing and Community Development (HCD), 701 NW 1st Court, 14th Floor, Miami, Florida 33136 or via e-mail to: communitydevelopmentservices@miamidade.gov
- **Only applications submitted through HCD's Grants Management system will be considered for funding. NO EXCEPTIONS: APPLICATION LINK**
- Applicants must score a minimum of **70 points** to be recommended for funding. At a minimum, an application must include a budget and scope of work to be considered for scoring.

Updates to the FY 2026 RFA will be posted on Miami-Dade County Housing and Community Development's (HCD) website. Applicants should periodically check the County's website (<http://www.miamidade.gov/global/housing/>) for potential changes in funding availability, submission dates, and/or requirements.

HCD 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.

RFA ATTACHMENTS

Attachments are available in the Application Library within TBD

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

INTRODUCTION

The Miami-Dade County Housing and Community Development (HCD) is soliciting applications under the FY 2026 Request for Applications (RFA) process to fund developments and activities under the HOME Program. Applicants must apply to this RFA using the ONLINE APPLICATION PORTAL NAME link. ONLINE APPLICATION PORTAL NAME is an online application portal. No paper applications or application binders will be accepted.

The FY 2026 RFA is supported by the FY 2025-2029 Consolidated Plan approved by the Board of County Commissioners (BCC). Affordable housing continues to be a priority need within Miami-Dade County, to respond to a housing affordability crisis. A map showing Eligible Block Groups ranked by vulnerability is included on Page 6.

SUMMARY OF HOME PROGRAM REGULATIONS (24 CFR Part 92)

The HOME Program is designed to:

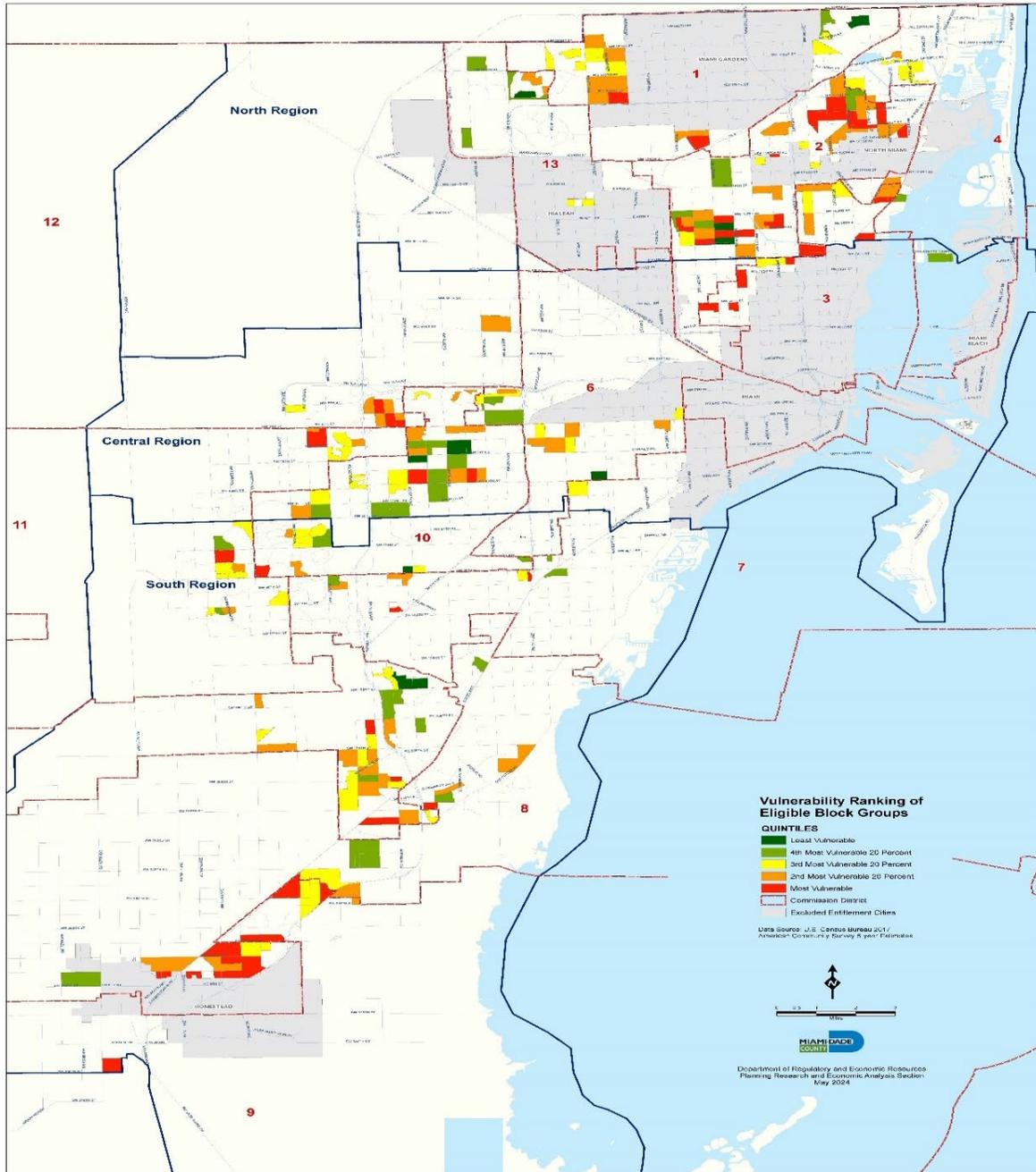
- Expand the supply of decent and affordable housing for low- and very-low-income individuals.
- Strengthen the abilities of State and Local governments to design and implement strategies for achieving adequate supplies of decent affordable housing.
- Provide both financial and technical assistance to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

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

MAP OF ELIGIBLE BLOCK GROUPS

An interactive version of this map is available at: <https://miamidade.live/CDBGViewer>

The Miami-Dade County Consolidated Plan for FY2025-2029 provided a map that ranks Eligible Block Groups by vulnerability based on income and other socio-economic factors (see Attachment 1). The map ranks eligible block groups into five color coded groups: the most vulnerable 20 percent of EBGs (red), the second most vulnerable 20 percent of EBGs (orange), the third most vulnerable 20 percent of EBGs (yellow), the fourth most vulnerable 20 percent of EBGs (light green) and the least vulnerable 20 percent of EBGs. A scoring preference is provided in portions of this RFA for projects and activities that serve the most vulnerable EBGs.



DEFINITIONS

Activity Delivery Costs (ADC): ADC are those allowable costs incurred for implementing and carrying out eligible HOME activities. All ADC are allocatable to a HOME activity, including direct and indirect costs integral to the delivery of the final HOME-assisted activity.

Affordability Period: The period required based on the amount of HOME funds invested in a project on a per unit basis. Based on the amount of the HOME funds, the affordability period will be from a minimum of five years to a maximum of twenty years and will only be applicable to HOME assisted units.

Audited Financial Statements: Financial statements that have been prepared in accordance with Generally Accepted Accounting Principles (GAAP) and that have been audited by an independent third party Certified Public Accountant in accordance with generally accepted auditing standards.

Bonds: A certificate that serves as evidence of a debt and of the terms under which it is undertaken. Multifamily housing revenue bonds issued to finance construction of multifamily housing projects where a specified proportion of the units will be rented to moderate-and low-income families.

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

Community Housing Development Organization (CHDO): As defined in 24 CFR Part 92, a CHDO is a private nonprofit, community-based organization that has staff with the capacity to develop affordable housing for the community it serves. In order to qualify for designation as a CHDO, the organization must meet certain requirements pertaining to their legal status, organizational structure, and capacity and experience. CHDOs may use HOME funds for all eligible HOME activities. A CHDO must act as the owner, developer, or sponsor of a project that is an eligible set-aside activity. The eligible set-aside activities include: the acquisition and/or rehabilitation of rental housing; new construction of rental housing; acquisition and/or rehabilitation of homebuyer properties; new construction of homebuyer properties; and direct financial assistance to purchasers of HOME-assisted housing that has been developed with HOME funds by the CHDO.

Community Land Trust (CLT): Community Land Trust, as defined in Section 212 of the Housing and Community Development Act of 1992 (H11966,10/5/1992), means a community housing organization (except that the requirements under subparagraph (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 it is established to carry out the activities under paragraph (3).
- 3) that –
 - A. acquires parcels of land, held in perpetuity, primarily for conveyance under long-term ground leases.
 - B. transfers ownership of any structural improvements located on such leased parcels to the lessees; and
 - C. retains a preemptive option to purchase any such structural improvement at a price determined by formula that is designed to ensure that the improvement remains affordable to low and moderate-income families in perpetuity.
- 4) whose corporate membership that is open to any adult resident of a particular geographic area specified in the bylaws of the organization; and
- 5) Whose Board of Directors –
 - A. includes a majority of members who are elected by the corporate membership; and
 - B. is composed of equal numbers of
 - I. lessees pursuant to paragraph (3)(B)
 - II. corporate members who are not lessees, and
 - III. any other category of persons described in the bylaws of the organization.

Credit Underwriting (CU): An analytical process that determines the amount of financing necessary for completion of the construction and development of a project as indicated in a report prepared by a credit underwriter under the direction and oversight of HCD. Credit underwriting will assist HCD to determine the terms of financing, whether the project is financially feasible as represented in the application, and whether the costs and risks associated with the project are reasonable. The Developer may be responsible for the cost of this analysis.

Developer Fee: A fee paid to a real estate developer for their role in planning, managing, and completing a development project. The developer fee is intended to cover the costs associated with the development process and is a factor in determining the total development cost for housing projects. Developer fees may be limited through regulation, depending on source of financing, and are further defined in the subsection below:

- 1) **Deferred Developer Fee:** When the developer's fee will not be paid to the developer as a development expense but will be paid to the developer from the project's cash flow.
- 2) **Developer Fee for Low-Income Housing Tax Credits (LIHTC):** Developer fees for all categories (including developer's overhead, developer's fees, and consultant fees) combined cannot be more than 18% for 4% LIHTC with Florida Housing Finance Corporation (FHFC) or Housing Finance Authority (HFA) bonds, and no more than 16% on 9% LIHTC projects.
- 3) **Developer Fee for Non-Low Income Housing Tax Credit (Non-LIHTC):** The developer's fee is commensurate with the level of risk and in no event shall exceed 16%.

Project development costs (including fees and soft costs) should reflect a pro-rata share of the total funding awarded by the County and all other funding sources. If the project receives funding from the County from multiple funding years (i.e., 2019 and 2020 funding), the Developer's Fees shall be prorated in accordance with the terms of those respective funding years and the Requests for Applications and the respective applications for funding submitted to the County. Developer's Fees must be prorated among funding sources. The County's funds may not be used to pay a greater portion of the Developer's Fee than the proportion of the County's loan to the overall development costs absent the consent of the County. Developer fees must be reflective of actual construction completed. No part of the developer's fee can be disbursed until all loan closing conditions have been met. Under no condition will Miami-Dade County reimburse developers for costs incurred on the development prior to an executed written agreement and loan closing with recorded documents in effect.

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

Developer: A for-profit or private nonprofit individual or entity that the grantee provides assistance to for the purpose of (1) acquiring homes and residential properties to rehabilitate for use or resale for residential purposes and (2) constructing new housing in connection with the redevelopment of demolished or vacant properties. Developers are program beneficiaries and thus distinct from subrecipients, grantee employees, and contractors. Any individual, association, corporation, joint venture or partnership which possesses the requisite skill, experience, and credit worthiness to successfully produce affordable housing as required in the application.

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

Extremely Low-Income (ELI): Individuals or families whose income does not exceed 30% of Area Median Income (AMI).

Firm Commitment: Formal verification of financing, matching, or other funds for the project. For example, a commitment letter should be in writing and must include all the details of the project, including the total value and terms of the commitment. The commitment letter should be signed by a person authorized to make the commitment and be valid between the publication date of this RFA and the application deadline for this RFA.

Financial Beneficiary: One who is to receive a financial benefit of the total development cost (including deferred fees). This definition includes any party, which meets the above criteria, such as the developer, its principals, and principals of the applicant entity. This definition does not include third party lenders, housing credit (HC) syndicators, or credit enhancers who are regulated by a state or federal agency.

Foreclosure: Legal action of taking possession of a mortgaged property when the mortgagor fails to keep up their mortgage payments.

Gap Funding: The financing gap between the existing financing commitments to the project and the overall Development Cost of the housing project. Development Cost of the Project means the total cost of completing the entire project from acquisition to the issuance of Certificate of Occupancy including but not limited to the costs for acquisition, design and planning, zoning and variances, financing costs, legal costs, construction, permitting, hard costs, and development soft costs. Gap funding may not represent more than 25% of the total project cost. The gap shall be determined by HCD, taking into consideration the credit underwriting analysis. This limitation shall not apply to HOME CHDO applications. If construction projects have been underwritten by an entity qualified to perform underwriting and subsidy layering analysis has received a favorable funding recommendation based on a prior allocation of HCD funding to the project and has had a loan closing for all committed funding sources, then the project is not eligible to receive gap funding.

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

For proposed developments involving new construction units, regardless of the development category of the application, the applicant must commit that (i) each new construction unit in the proposed development that is eligible for the "Energy Certification Star new homes" (Florida standard) will achieve a home energy rating system (HERS) index of 75 or below, and (ii) each new construction unit in the proposed development that is not eligible for the Energy Star new homes will include, at a minimum, the energy features outlined in Miami-Dade County's Green Code, 9-71 through 9-75 and IO 8-8. Applicant is required to designate which certification will be obtained at the time of the application.

Guaranty: A formal assurance given as security that another's debt or obligation will be fulfilled.

HOME or HOME Program: The HOME Investment Partnerships Program administered by HCD pursuant to 24 CFR Part 92.

HOME-Assisted Unit: Specific units that are funded with HOME funds. HOME units shall adhere to rent controls and income targeting requirements pursuant to 24 CFR §92.252.

HOME Development: Any Development which receives financial assistance from the Corporation under the HOME Program.

HOME Rental Development: A Development proposed to be constructed or rehabilitated with HOME funds.

HOME Rent-Restricted Unit: The maximum allowable rents designed to ensure affordability on the HOME-assisted Units.

Hard Costs: The monetary costs of physically preparing the site and building the structure. Often referred to as the brick-and-mortar costs involving the actual physical construction of a development. Determination of hard costs shall be made by HCD, examples include grading, excavation of the site, materials used, landscaping, and carpentry.

Housing and Community Development (HCD): Miami-Dade County Department of Housing and Community Development, a predecessor, or a successor department.

Loan Documents or Closing Documents: The “shell” loan documents for all HOME/Surtax/SHIP awards are available for review on the web site at www.miamidade.gov/housing/. The County encourages all applicants to review the Loan Documents prior to submitting any application. The County expects awardees of funds to execute the Loan Documents without any substantive revisions or edits. Agreement to any substantive changes to the loan documents are at the sole and absolute discretion of the County.

Loan Terms: The term of the loan will be thirty (30) years, which will include a two (2) year construction period.

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

Metropolitan City: A city that was classified as a metropolitan city under 42 U.S.C. 5302(a) for the fiscal year immediately preceding the fiscal year for which ESG funds are made available.

Minimum Threshold Requirements: Requirements that must be satisfied for the application to be responsive.

Non-Recourse: A loan for which the sole source of satisfaction for default thereon is the real property that was given as collateral.

Participating Jurisdiction (PJ): A jurisdiction (as defined in this section) that has been so designated by HUD in accordance with 92.105 that is designated to administer a HOME program grant.

Principal: An applicant, managing partner, investor partner, general partner, officer, director, shareholder of an applicant, or shareholder of the general partner of an applicant.

Private Nonprofit Organization: A private nonprofit organization that is a secular or religious organization described in section 501(c)3 of the Internal Revenue Code of 1986 and which is exempt from taxation under subtitle A of the Code, has an accounting system and a voluntary board, and practices non-discrimination in the provision of assistance. A private nonprofit organization does not include a governmental organization, such as a public housing agency or housing finance agency.

Project Rule: Specifies the amount of HOME-assisted occupancy units in each rental at initial occupancy and throughout the period of affordability. In projects of five or more HOME-assisted units, at least 20% of the HOME-assisted rental units must be occupied by families with gross annual incomes that are 50% or less of Area Median Income (AMI). These very low-income tenants must occupy units with rents at or below the Low HOME Rent limit.

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

Section 3: Under a provision of the Housing and Urban Development Act of 1968, the purpose of Section 3 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing federal, state, and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

Senior Housing: HUD has determined that a dwelling that is specifically designed for and occupied by an elderly person under a federal, state, or local government; or is occupied solely by persons who are age 62 or older; or in accordance with Florida Housing Finance Corporation, it's a dwelling that houses at least one person who is age 55 or older in at least 80% of the occupied units and adheres to a policy that demonstrates intent to house persons who are age 55 or older.

Site Control: Documentation comprised of a title, lease agreement, firm purchase contract, Option to Purchase, Option to Lease Long-Term agreement, or Local Government Resolution of the proposed site for which funding is being applied for.

Shovel Ready: A construction project that is considered to be in the advanced stages of development planning. Shovel-ready means that the project can commence construction with laborers immediately and is past the planning, engineering and funding stages. More specifically, the Environmental Site Assessment report (Phase I and/or Phase II) are completed with a "No Further Action" recommendation, construction plans and specifications have been completed and approved by all local agencies, full funding of the construction phase is committed in writing (minus the gap funding requested), and construction is ready to start pending the selection and award of the general contractor within 60 from the contract execution date with the County.

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.

Special Needs Populations: A resident or family member who may have special circumstances or conditions, i.e., a person with mental, emotional, or physical disability or that possesses a high risk of developing such conditions.

Subrecipient: A public agency or nonprofit organization selected by the participating jurisdiction to administer all or some of the participating jurisdiction's HOME programs to produce affordable housing, provide down payment assistance, or provide tenant-based rental assistance. A public agency or nonprofit organization that receives HOME funds solely as a developer or owner of a housing project is not a subrecipient.

Subsidy Layering Review (SLR): An analytical process that determines the amount of Government (public) financing necessary and the reasonableness of cost allocations (Developer will be responsible for the cost of this analysis; however, this is a reimbursable expense).

Total Development Cost (TDC): Total development cost is the total cost of completing the project, from acquisition to the issuance of Certificate of Occupancy, including, but not limited to, the cost of design, planning, zoning, variances, financing costs, legal costs, construction, and permitting. For construction and rehabilitation projects, the cost of land acquisition shall not be included in the total development costs.

Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA): The URA is a federal law that establishes minimum standards for federally funded programs and projects that require the acquisition of real property (real estate) or displace persons from their homes, businesses, or farms. The URA's protections and assistance apply to the acquisition, rehabilitation, or demolition of real property for federal or federally funded projects. For projects covered under the URA, applicants to this RFA must submit a relocation plan. Applicants may consult 49 CFR 24.205 and Chapter 2 of HUD Handbook 1378 for more guidance.

Violence Against Women Act (VAWA): Federal Act which protects applicants, tenants, and program participants in federally funded programs (including HOME and Emergency Solutions Grant (ESG)) from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

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ELIGIBILITY

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

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

Minimum Threshold Requirements

1. *Leveraging* – Applicants must provide supporting documentation showing a firm commitment of ALL sources of funding available for the proposed activity. *This is a minimum threshold requirement.*
2. *Organizational and Financial Capacity* – Organizations must demonstrate that they are fiscally sound and have the skills and experience required to achieve the proposed activity. Applicant (Developer, Developer Principal, or Sponsor) must provide Audited Financial Statements or a Certified Financial Statement, certified by an independent 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 applicants must be in good standing, with respect to audit findings and/or failure to complete projects, have a solid track record of submitting progress reports and monitoring findings and completed projects. *This is a minimum threshold requirement.*
4. *Site Control* – Applications for housing activities must demonstrate site control. *This is a minimum threshold requirement.*
5. *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.
6. *Meet the Funding Application Cap per Agency* – See Resolution No. R-345-15 or subsequent applicable resolution. *This is a minimum threshold requirement.*

Eligible Applicants

Eligible applicants for HOME funds in this RFA include:

- Not-for-profit Organizations
- Private/For-Profit Organizations (including Partnerships and Sole Proprietorships)
- Community Land Trusts (CLT)

*All applicants must provide an Employer Identification Number (EIN/Federal Identification Number) and a Unique Entity Identifier (UEI) Number. For information on the how to find your UEI, visit: <https://sam.gov/entity-registration>

Eligible Activities (24 CFR Part 92)

HOME funds in this RFA may be used for the following:

- Tenant-Based Rental Assistance (TBRA)

Ineligible Activities (24 CFR Part 92)

HOME funds may not be used for the following:

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

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

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FY 2026 AVAILABLE FUNDING

The following categories are identified for funding in this RFA:

1. Tenant-Based Rental Assistance (TBRA)

Estimated FY 2026 HOME Funds by Category		
FY 2026 HOME RFA	Estimated Amount	% of Grant
HOME Tenant Based Rental Assistance (TBRA)	\$300,000.00	6%
Set-Asides		
HOME CHDO Housing Set-Aside	\$714,896.32	15%
HOME CHDO Operating Support	\$50,000.00	1%
FY 2026 Surtax/SHIP/HOME RFA	\$2,224,481.62	47%
HOME Homeless Tenant Based Rental Assistance (TBRA)	\$1,000,000.00	21%
HCD Administration (10%)	\$476,597.55	10%
Totals	\$4,765,975.49	100%

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

NOTE: THIS RFA, HCD IS NOT SOLICITING HOME CHDO APPLICATIONS. APPLICANTS INTERESTED IN APPLYING FOR THESE ACTIVITIES MAY SUBMIT APPLICATIONS IN THE FUTURE FY 2026 SHIP/HOME/SURTAX MULTIFAMILY RFA.

HOME TBRA GUIDELINES

The purpose of HOME TBRA is to provide individual households with rental assistance. The County has emphasized the needs of renters with special needs to assist them with housing costs. These special-needs renters may be elderly, disabled residents, and/or children aging out of foster care in need of housing.

Eligible Participants

The participants for TBRA must be low-income. Therefore, their annual gross income cannot exceed 80% AMI. At least 90% of the participants assisted must be at 60%AMI. Income must be verified annually. Preference will be given to participant(s) who are disabled, elderly, and children aging out of foster care.

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

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

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

Eligible Uses of Assistance

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

HCD will enforce compliance with the Housing Choice Voucher (Section 8) Housing Quality Standards (HQS)/National Standards for the Physical Inspection of Real Estate (NSPIRE) and the Utility Allowance (UA) process, as per 26 CFR Part 1.42-10(b)(4)(B). HCD will approve UAs based upon estimates obtained from a local utility company for each of the utilities used in the project. IRS regulations state that the estimate must be obtained in writing and must be based on the estimated cost of that utility for a unit of similar size and construction for the geographic area in which the building containing the unit is located.

Eligible Units

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

Ineligible Program Activities

- HOME TBRA is not allowable for overnight or temporary shelters.
- HOME TBRA cannot duplicate existing rental assistance programs that already reduce the tenant's rent payment to 30% of their income, (i.e., Section 8, etc.).
- HOME TBRA is not allowable for subsidizing particular rental projects.

Lease Requirements

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

VAWA

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

Tenant Selection

The selected applicant must have written Tenant Selection Policies and Procedures on how they select participants. These policies must be available for inspection by HUD, the County, or the public. The policies should describe the application process. It should spell out when applications are accepted and where they will be accepted. It should also speak to how the program will be marketed and the method of the application process (in person, by phone, or other).

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

Subsidy Limitations

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

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

Program Administration

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

Program Design and Regulatory Citations

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

Program Budget

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

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APPLICATION INSTRUCTIONS

For the attached application, HCD is only soliciting FY 2026 home applications for:

- HOME Tenant Based Rental Assistance

HCD is not soliciting FY 2026 non-CHDO HOME applications for: acquisition, new construction or rehabilitation of affordable rental housing, or pre-development. Applicants interested in applying for these activities may submit applications in the FY 2026 ship/home/surtax multifamily RFA.

- Applicant must select only one (1) funding category.
- HCD may determine that any deficient application is non-responsive. Review by the County Attorney's Office (CAO) will be requested.
- All awards will be allocated the full amount of requested funding until available funds are exhausted.
- Applications must score a minimum of 70 points, inclusive of bonus points, to be recommended for funding.
- If a tiebreaker is needed during scoring to determine project ranking, the first tiebreaker will be "Ability to Proceed." This section of the application will be ranked first. If an additional tiebreaker is needed, those projects with higher points in leveraging, i.e., projects that require less total County funding per unit, will be ranked higher.
- NO electronic links will be accepted as part of your submission in this application.
- All applicants must be submitted in the legal name of the entity that is applying for funding. The applicant must be an active entity registered with the Florida Division of Corporations (<http://www.sunbiz.org>).
- All applicants must provide an Employer Identification Number (EIN/Federal Identification Number) and a Unique Entity ID (UEID). For more information on obtaining a UEID, visit the following website: <https://sam.gov/content/entity-registration>
- Applicants are encouraged to coordinate and collaborate with other organizations in carrying out programs funded under this RFA. As part of the proposal, a written agreement specifying the role of each organization in the collaborative arrangement must be included and must be executed and signed by each partner organization.
- Applicants applying for HOME funds must complete the Housing application forms designated in the Housing Submission Checklist.

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

APPLICATION SUBMISSION PROCESS AND TECHNICAL ASSISTANCE

Application Deadline

The deadline for the FY 2026 HOME application submission(s) is TBD, 2026. Comments may be submitted in writing until TBD, 2026, to the attention of Lakisha Gray, Interim Division Director, Housing and Community Development (HCD), 701 NW 1st Court, 14th Floor, Miami, Florida 33136 or via e-mail to: communitydevelopmentservices@miamidade.gov

Submission Requirements

Applications must be submitted in ONLINE APPLICATION PORTAL NAME, at: **LINK TBD**. Applicants must create a profile in ONLINE APPLICATION PORTAL NAME in order to apply. **No paper applications will be accepted.**

Instructions and application forms for the FY 2026 HOME RFA are included in this package, and available on HCD's website. Additionally, any updates to this RFA, including responses to questions, will be posted on HCD's website. Prospective applicants should check the HCD website regularly for updates at <http://www.miamidade.gov/housing/requests.page>.

The FY 2026 RFA will be available for review electronically at <http://www.miamidade.gov/housing/requests.page>.

Public Meetings

During the draft release of the Request for Applications (RFA), the Housing and Community Development will hold four public meetings to review the application preparation, submission requirements, and changes to the FY 2026 program and evaluation criteria for Housing and Non-Housing Activities. At these meetings, applicants will have the opportunity to meet with HCD staff to receive additional technical assistance for the Community Development Block Grant, HOME Investment Partnerships, and Emergency Solutions Grant RFAs. The public meeting/technical assistance workshops are listed below:

North Regional Public Meeting (In Person)

Date and Time: Thursday, January 22, 2026, at 10:00 a.m. to 12:00 p.m.

Location: North Dade Regional Library, 2455 NW 183rd Street, Miami, Florida 33056

South Regional Public Meeting (In Person)

Date and Time: Tuesday, January 27, 2026, at 10:00 a.m. to 12:00 p.m.

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

Central Regional Public Meeting (In Person)

Date and Time: Thursday, January 29, 2026, at 10:00 a.m. to 12:00 p.m.

Location: Naranja Branch Library, 14850 SW 280th Street, Miami, FL 33032

Virtual Public Meeting (via Zoom)

Date and Time: Friday, January 30, 2026, at 11:00 a.m. to 1:00 p.m.

Zoom: <https://miamidade.live/DraftRFA>

SUBMISSION GUIDELINES

- Applicants must submit an Online Application using our grants management system, ONLINE APPLICATION PORTAL NAME. A direct access link will be available on HCD's webpage. Each entity may only submit one application.
- Applicants must upload all affidavits, supporting and evidence documentation to meet threshold requirements.
- The application must include the legal name of the Developer, employer identification number (FEIN), organization type, amount of funding request, Developer's address, contact person name, title, phone number and email address.
- Points will only be awarded when supporting documentation outlined in the Application Checklist is attached to your electronic application. If supporting documentation is too large for upload, applicant may upload attachments in multiple submissions.
- Points will only be awarded when requisite supporting documentation is provided for corresponding questions.
- Supporting documentation must be uploaded as an attachment. Applicants must use a cover sheet identifying the EACH attachment separately.
- Coversheets must be accurately labeled, match attached documentation AND corresponding questions. Points will not be awarded in cases where supporting documentation is inaccurately labeled or uploaded and/or attached to the wrong question.
- HCD will only accept documentation uploaded to online application portal name in a pdf format. HCD will not accept documentation uploaded in Dropbox or other formats.
 - To upload a large PDF document to ONLINE APPLICATION PORTAL NAME: Large attachments must be divided into several smaller PDFs in order to be successfully uploaded to v. The maximum file size that ONLINE APPLICATION PORTAL NAME will allow for upload is 5 Megabytes (MB). For instance, upload documents with the filename of IRS 990 – File 1 of 3, IRS 990 - File 2 of 3, and IRS 990 - File 3 of 3.
 - For questions that do not apply to an agency: All questions must be answered, and corresponding attachments must be uploaded in order to have a successful submission. For attachments that are not applicable, a document should still be uploaded with the designation of "N/A".
- Scoring Committee members will review and score all questions separately and ONLY consider documentation that has been correctly uploaded and labeled for specified corresponding questions.
- Non-CHDO applicants may not submit multiple applications in different categories for the same activity. Non-CHDO applicants submitting applications in more than one category for the same activity may be deemed non-responsive and may not be scored.
- Applicants may only apply for HOME funding in the categories identified in this RFA, up to the amount of HOME funding available in this RFA.
- Applications will only be scored by the categories outlined in this RFA, not funding sources.

- All proposals must be submitted in the legal name of the limited partnership, corporation, or agency.
- All applicants are required to review and provide requisite supporting documentation outlined in the Application Checklist included in the Application.
- For purposes of this RFA, the application period is TBD, 2026, through TBD, 2026. Any applications submitted after the deadline will not be accepted.
- Faxed applications will not be accepted.
- Applications must comply with all requirements of this RFA. Applications that are incomplete or have deficiencies and errors will be submitted to the County Attorney's Office for legal review and determination of responsiveness.
- No changes or additions to applications will be accepted after the application deadline.
- Applications will not be accepted anywhere other than as noted in this application.
- Miami-Dade County will not fund an entity or an affiliate with outstanding defaulted loans, debarment actions or any other legal encumbrances with the County, State of Florida, or Federal programs regardless of the merits of the submitted proposal.
- Miami-Dade County will not be responsible for the payment of the Credit Underwriting/SLR fees. The Developer will be responsible for the cost of this analysis.
- An applicant may be disqualified from consideration for funding in this RFA based on poor performance or non-compliance on any other projects with HCD.
- HCD 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 HCD 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.
- Any changes to the Scope of Services/Development Project after receiving a funding award, which impacts the scoring criteria, may constitute a material change to your application and any funding allocation may be cancelled or modified. "Material change" may include among other items changes to:
 - Development location;
 - Number of units;
 - Set-aside units;
 - Activity description;
 - Ownership interest and/or financial beneficiaries, and;
 - Any change in ownership or financial beneficiaries during the term of the contract/mortgage requires prior approval by HCD.
- Any material change in the organizational or financial capacity of the Applicant from the time of the award to the expiration of the contract may result in the cancellation of any funding allocation secured through this RFA process.

- 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 Housing and Community Development, no later than TBD, 2026, to the attention of: Lakisha Gray, Interim Division Director, HCD. Responses are expected to be posted on the website <https://www8.miamidade.gov/global/housing/requests.page>

**Lakisha Gray, Interim Division Director
Miami-Dade County Housing and Community Development
Overtown Transit Village North
701 NW 1st Court, 14th Floor
Miami, FL 33136
communitydevelopmentservices@miamidade.gov**

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SCORING & FUNDING RECOMMENDATIONS

Scoring

- Applications to this RFA are scored and ranked by committee.
- Applicants must score a minimum of 70 points, inclusive of bonus points to be recommended for funding.

Score Review and Adjustment Process

- Applicants will have an opportunity to review their scores and application ranking. Request for reviews of initial application scores must be submitted via email at communitydevelopmentservices@miamidade.gov. Applicants requesting an appeal will then be scheduled to meet with HCD staff to review their scores. Changes to scores are at the discretion of HCD and will be based primarily on documents included in the submitted application. Score reviews will not be conducted after final scores are published.
- To the extent issues are identified in the initial scoring of the application, appropriate adjustments may be made prior to the applicant's final score and ranking in preparation for the final funding recommendations. The County shall not address any request that has not been submitted in writing and received by the County within the established five-day review period after initial scores have been posted. Additionally, the score review process shall not apply to subsequent recapture/reallocation activities.

Field Site Visits

- HCD will conduct site visits to evaluate the viability and/or feasibility of the project site with the proposed scope of work and requested funds for housing and newly funded activities.

Funding Recommendations

- Public Hearings: Public Hearings are usually considered by the Housing Committee, Policy Committee, Appropriations Committee, or Board of County Commissioners.
- Final Adoption: Approval of funding allocations are done by the Board of County Commissioners.

POST-AWARD INFORMATION

- Environmental Review forms must be completed in their entirety and included with this FY 2026 RFA application(s). The Applicant will be responsible for costs incurred in completing the environmental review process, (i.e., public notices, Miami-Dade Department of Regulatory and Economic Resources (RER) environmental site assessment analyses, etc.). Applicants may be responsible for costs associated with completing the environmental review, including a Phase I and Phase II analysis, where applicable.
- Awardees are required to hold insurance during funding period.
- Miami-Dade County reserves the right to require and participate in the creation of partnerships to ensure project viability and/or effectiveness of program **delivery**, should the County determine such action is in the best interest of the County and the community to be served. Applicants are encouraged to coordinate and collaborate with other organizations in carrying out programs funded under this RFA. Written agreements related to collaborations among entities and organizations, such as a Memorandum of Agreement (MOA) must be **fully executed** and included with the application.
- Awardees will be required to attend a mandatory contract development workshop.
- Where applicable, awardees will have to comply with Resolution No. R-34-15 which requires certain written notice from the Applicant to Miami-Dade County of the availability of rental or homeownership opportunities and also requires certain advertising of such opportunities.
- Conflict of Interest - The general rule is that no person(s) (defined as any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of sub-recipients that are receiving funds under this part) who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. The complete Code of Federal Regulations (CFR) can be viewed at <http://www.ecfr.gov>, 24.CFR.570.611.

PROJECT RELATED COSTS

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

GENERAL APPLICATION

I. Application Summary

1.	Application/Activity Title: _____ <i>If this is a currently funded activity with HCD and you are requesting funding from the same funding source, the title must be the same as the currently contracted activity.</i>
2.	Amount Requested: \$ _____
3.	Applicant Information Name: _____ Title: _____ Phone: _____ E-mail: _____
4.	Organization Information Legal Name: _____ Applicant Address: _____ City: _____ State: _____ Zip+4: _____ Telephone: _____ Fax: _____ Website: _____ Organization's Federal Tax or Employer Identification Number (TIN/EIN): _____ Organization's Unique Entity ID (UEID) # (Required): _____ <i>To obtain a UEID #, please visit https://sam.gov/content/entity-registration</i>
5.	CEO/Executive Director Name: _____ Title: _____ E-mail: _____

II. Applicant and Activity Information

1.	Primary Contact for this Application. Name: _____ Title: _____ Phone: _____ E-mail: _____												
2.	Please use the following link to answer the questions below: https://gisweb.miamidade.gov/emaps/ County Commission District(s) where applicant is located – <i>Please circle District number(s)</i> 1 2 3 4 5 6 7 8 9 10 11 12 13												
3.	Organization Type. Please select one. <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Community Based Development Organization (CBDO)</td> <td><input type="checkbox"/> County Department</td> </tr> <tr> <td><input type="checkbox"/> Community Based Organization (CBO)</td> <td><input type="checkbox"/> Municipality</td> </tr> <tr> <td><input type="checkbox"/> Community Development Corporation (CDC)</td> <td><input type="checkbox"/> Community Land Trust</td> </tr> <tr> <td><input type="checkbox"/> Community Development Financial Institution (CDFI)</td> <td><input type="checkbox"/> Developer</td> </tr> <tr> <td><input type="checkbox"/> Community Housing Development Organizations (CHDO)</td> <td><input type="checkbox"/> Faith-based Institution</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Other</td> </tr> </table>	<input type="checkbox"/> Community Based Development Organization (CBDO)	<input type="checkbox"/> County Department	<input type="checkbox"/> Community Based Organization (CBO)	<input type="checkbox"/> Municipality	<input type="checkbox"/> Community Development Corporation (CDC)	<input type="checkbox"/> Community Land Trust	<input type="checkbox"/> Community Development Financial Institution (CDFI)	<input type="checkbox"/> Developer	<input type="checkbox"/> Community Housing Development Organizations (CHDO)	<input type="checkbox"/> Faith-based Institution		<input type="checkbox"/> Other
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	<input type="checkbox"/> Other												

5. List the primary project address. (i.e., the physical location where the project will be administered, including street address, city, state, and zip code).

Street Address: _____

City: _____ State: _____ Zip+4: _____

6. Site Control: Does the applicant have site control (e.g., recorded title, executed lease agreement, firm purchase contract, Option-to-Purchase or Local Government Resolution) for the site(s) proposed for funding. *Upload supporting documents in ONLINE APPLICATION PORTAL NAME (5-SiteControlDocumentation).*

Yes No

7. Is this project located within an Eligible Block Group? *An interactive map of the eligible block groups is available at <https://miamidade.live/CDBGViewer>*

Yes No

8. Please list the census tract and block group of the primary activity address: _____

9. Is the primary project address located in any of the following Entitlement Cities?

City of North Miami City of Miami Beach City of Homestead Not Applicable
 City of Miami City of Miami Gardens City of Hialeah

10. Additional project addresses. If there are multiple project addresses, you must submit this information for all locations. For vacant lots, you may provide crossroads information. Post Office Boxes are not acceptable.

Street Address	City	State	Zip Code	Commission District

11. Please use the following link to answer the question below: <https://gisweb.miamidade.gov/emaps/>

County Commission District (s) where activity is located – *Please circle District number(s)*

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

12. Please use the following link to answer the question below: <https://gisweb.miamidade.gov/emaps/>

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

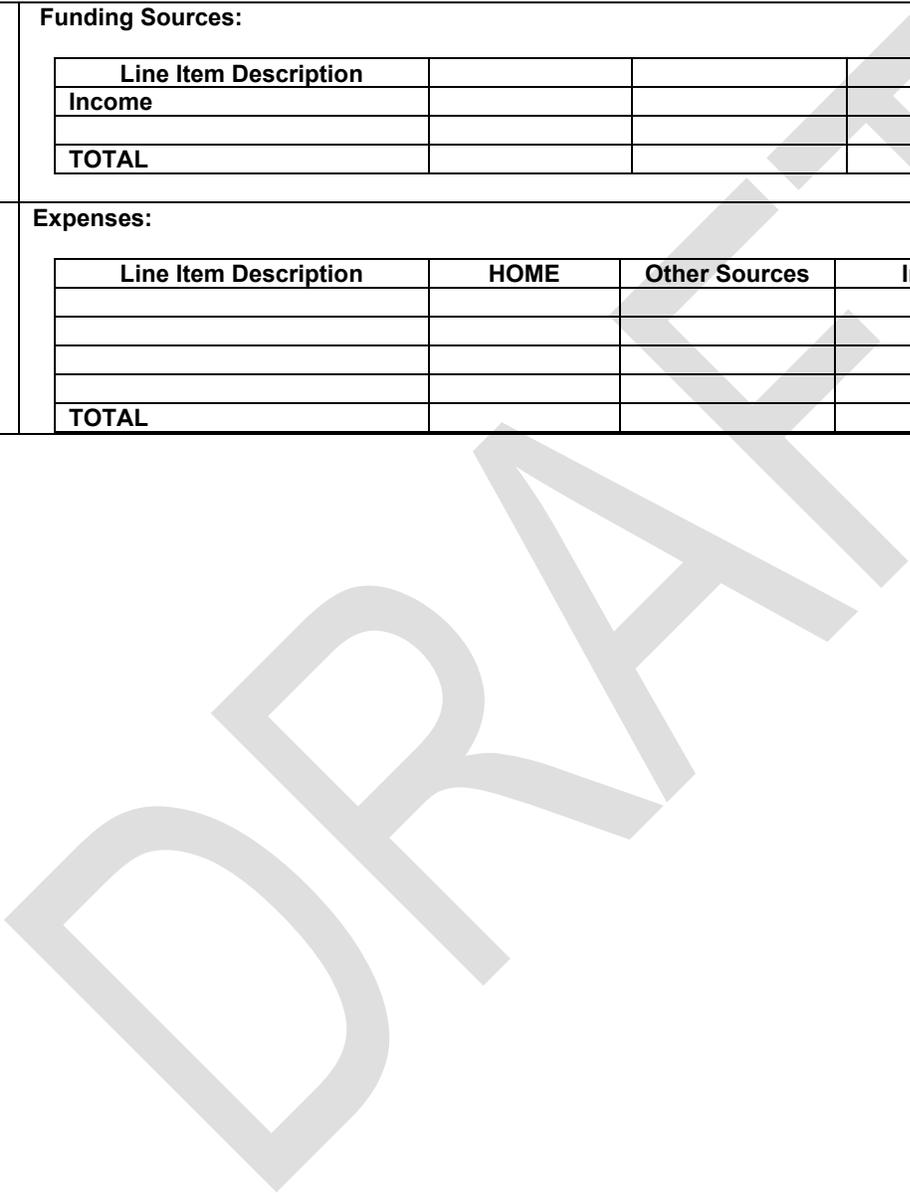
13. Is the activity located in any of the following Participating Municipalities? *“Participating municipalities,” are cities that have decided to participate in the County’s CDBG program. They include the following cities:*

Biscayne Park Hialeah Gardens North Bay Village Sunny Isles Beach
 Coral Gables Key Biscayne North Miami Beach Surfside
 Doral Medley Opa-Locka Sweetwater
 El Portal Miami Shores Pinecrest Virginia Gardens
 Golden Beach Miami Springs South Miami West Miami

14.	<p>Provide an <u>Abbreviated Activity Description</u> statement for the proposed project. <i>The description shall include, at a minimum, who will carry out the activity, what type of service will be provided, the proposed clientele or service group, and the location of the activity.</i></p> <hr/> <hr/>
15.	<p>How many unduplicated clients will you serve with the requested funds? _____</p>

III. Budget Summary

1.	<p>Funding Sources:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Line Item Description</th> <th style="width: 15%;"></th> <th style="width: 15%;"></th> <th style="width: 15%;"></th> <th style="width: 15%; text-align: right;">Total</th> </tr> </thead> <tbody> <tr> <td>Income</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TOTAL</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Line Item Description				Total	Income					TOTAL														
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2.	<p>Expenses:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Line Item Description</th> <th style="width: 15%;">HOME</th> <th style="width: 15%;">Other Sources</th> <th style="width: 15%;">In Kind</th> <th style="width: 20%; text-align: right;">Total</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TOTAL</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Line Item Description	HOME	Other Sources	In Kind	Total																TOTAL				
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HOME TBRA SCORING CRITERIA

I. Organizational Capacity (20 Points)

1.	<p>Does the entity have Tenant Selection Policies? <i>The Tenant Selection Policies must include a copy of the adopted policy, lease, and rental subsidy portability statement. Upload a copy of your Tenant Selection Policies in ONLINE APPLICATION PORTAL NAME (TBRA1-TenantSelectionPolicies).</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
2.	<p>Does the entity have a Landlord Outreach Plan? <i>The Landlord Outreach Plan must include the approved plan and landlord agreement. Upload a copy of your Landlord Outreach Plan in ONLINE APPLICATION PORTAL NAME (TBRA2-LandlordOutreachPlan).</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
3.	<p>How many years of experience does the applicant have operating a Tenant-Based Rental Assist program? (25 points) <i>Provide the resumes of key staff that will work on the proposed activity AND a detailed one-page narrative that explains the applicant's experience operating Tenant-Based Rental Assist programs that are similar to the proposed activity. The description should include when, how long, and where the programs occurred as well as who and how many households the program(s) served. Upload supporting documentation in ONLINE APPLICATION PORTAL NAME (TBRA3-PastExperience)</i></p> <p><input type="checkbox"/> 0 to 1 years (0 points) <input type="checkbox"/> 2 to 5 years (5 points) <input type="checkbox"/> 5 to 9 years (10 points) <input type="checkbox"/> 10 or more years (20 points)</p>

II. Strategies and Outcomes (75 Points)

4.	<p>What percent of clients are identified for the proposed project? (20 points) <i>Upload supporting documentation such as a client list that has been determined preliminarily eligible in ONLINE APPLICATION PORTAL NAME (TBRA4-ClientsIdentified).</i></p> <p><input type="checkbox"/> No units</p> <p><input type="checkbox"/> Less than 25% of units (5 points)</p> <p><input type="checkbox"/> 26% to 50% of units (10 points)</p> <p><input type="checkbox"/> 51% to 75% of units (15 points)</p> <p><input type="checkbox"/> 76% to 100% of units (20 points)</p>
5.	<p>What percent of units are identified for the proposed project? (20 points) <i>Upload supporting documentation such as commitment letters from owners with addresses that are available in ONLINE APPLICATION PORTAL NAME (TBRA5-UnitsIdentified).</i></p> <p><input type="checkbox"/> No units</p> <p><input type="checkbox"/> Less than 25% of units (5 points)</p> <p><input type="checkbox"/> 26% to 50% of units (10 points)</p> <p><input type="checkbox"/> 51% to 75% of units (15 points)</p> <p><input type="checkbox"/> 76% to 100% of units (20 points)</p>
6.	<p>Has the entity secured matching funds from other sources which will be available to the entity for the purpose of providing the proposed activity? <i>Matching funds may represent grant or loan funds raised by, or committed to, the applicant within the 12 months preceding the date of submission of the FY 2026 RFA application and are expected to be available at the time of CDBG contract execution. Provide proof of leveraged matching funds, such as loan term sheets or grant award letters. Documentation must reflect that the leveraged matching funds will be available during the proposed activity contract period. Upload supporting documentation in TBD (TBRA6-MatchingFunds).</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (20 points)</p>

7.	<p>a. Has the entity successfully implemented a grant-funded program/project performing the activity for which funds are sought? <i>For applicants previously funded by HCD, provide evidence that National Objectives were met, such as intake forms, progress reports, close out reports, etc. If not previously funded by HCD, provide evidence that the applicant successfully implemented a grant-funded program performing the activity for which funds are sought. Documentation may include progress reports, closeout letters, monitoring letters, final performance reports, etc. showing achievement of program objectives and compliance with grant terms and conditions. Upload supporting documentation as in TBD (TBRA7-GrantTrackRecord)</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p> <p>b. Did the entity meet program objectives?</p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p> <p>c. Did the entity fully spend awarded monies of prior grant funded projects?</p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p>
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III. Community Support (5 Points)

8.	<p>Does entity have documented community support for the proposed activity? <i>If yes, provide letters of support or other documented support from the community. Upload supporting documentation in TBD (TBRA8-CommunitySupport).</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p>
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IV. Budget (20 Points)

9.	<p>Project Budget/Sources and Uses</p> <p><i>Indirect Expenses Bonus: A preference is provided in this RFA for entities that have lower indirect expenses allocated to the HOME award. Please check the box below that corresponds with the percentage of the indirect expenses that will be allocated to the HOME award.</i></p> <p><input type="checkbox"/> Over 20% indirect expenses (0 points)</p> <p><input type="checkbox"/> Less than 20% indirect expense (5 points)</p> <p><input type="checkbox"/> Less than 15% indirect expenses (10 points)</p> <p><input type="checkbox"/> Less than 10% indirect expenses (15 points)</p> <p><input type="checkbox"/> Less than 5% indirect expenses (20 points)</p>
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Maximum Possible Points: 120
Application Score: _____

APPLICATION ATTACHMENTS CHECKLIST

All attachments must be uploaded to the documents tab of **ONLINE APPLICATION PORTAL NAME**. LABEL THE UPLOADED ATTACHMENT WITH THE CORRECT ATTACHMENT NUMBER AND DOCUMENT NAME (e.g. 1-AffidavitofPreviousContractualRelationships). **ALL ATTACHMENTS MUST BE UPLOADED AS A PDF.**

General Section Attachments

ATTACHMENT #	DESCRIPTION OF SECTIONS	REQUIRED
1	Certification of Accuracy	Required
2	RFA Submittal Certification	Required
3	Due Diligence Affidavit	Required
4	Site Control Documentation (e.g., deed, lease agreement)	Required
5	Tax Exempt Status Letter: Evidence of the not-for-profit status.	Required
6	IRS 990: Description of the not-for-profit status.	Required
7	Governing Board: Names and addresses.	Required
8	Detailed Activity Description: Description shall include who will carry out the activity, what type of service will be provided, how the services will be administered, the proposed clientele or service group (i.e., target population), how low-to-moderate income persons will be served, when the services will be provided, and a description of the activity location(s). Include interior and exterior pictures of activity location(s)	Required
9	Detailed Activity Budget: Full and complete total project budget, including 1) funds that are being requested in this RFA, and 2) all other funding anticipated to be utilized as a match or to partially fund the project/program.	Required
10	Leveraged Sources: Award letters, signed affidavits, and/or letters of commitment for all anticipated funding sources other than the RFA funds requested. <i>As per 24 CFR § 92.201, a Participating Jurisdiction (PJ) may only invest its HOME funds in eligible projects within its boundaries, or in jointly funded projects within the boundaries of contiguous local jurisdictions which serve residents from both jurisdictions. Applicants with projects located within another Participating Jurisdiction's (PJ) entitlement area, must provide evidence that the PJ will make a financial contribution to the project. The PJ's financial contribution may take the form of a grant or loan or relief of a significant tax or fee (such as waiver of impact fees, property taxes, or other taxes or fees customarily imposed on projects within the jurisdiction).</i>	Required
11	Certified Audit Report – Performed by an independent auditor and/or Certified Financial Statements	Only if Applicable
12	Sources & Uses Statement for Proposed Activity	Required
13	Articles of Incorporation/Corporate Certification	Required
14	Current Certificate of Good Standing or Certificate of Status – From the State of Florida	Required
15	Local Business Tax Receipt	Only if Applicable
16	Current By-Laws	Required
17	Contact Information for All Partners: Names of the organizations, individuals and the specific governmental agencies involved in the partnership, to include contact person(s), addresses and telephone numbers for each and their role in the project. Identify not-for-profit	Required

	versus for-profit organizations and include DUNS numbers for each organization.	
18	Resúmenes and Organizational Chart	Required
19	Appeals or Other Pending Issues	Only if Applicable
20	Certificate of Use for Activity Location: This documentation is required for all applicants.	Required
21	Certificates of Insurance: Proof of Commercial General Liability Insurance, Automobile Liability Insurance covering all owned, non-owned, and hired vehicles, Professional Liability Insurance, and Worker's Compensation Insurance for all employees as required by Florida Statute 440. <i>Grantees/Vendors of Miami-Dade County must have the appropriate insurance to be awarded a County Contract. Applicants to this RFA must submit their insurance certificate(s) at the time of their application and are required to maintain the appropriate insurance coverage through the term of the contract.</i>	Required

HOME Tenant-Based Rental Assistance (TBRA) Attachments

Attachment #	Document	REQUIRED
TBRA1	Tenant Selection Policies: The Tenant Selection Policies must include a copy of the adopted policy, lease, and rental subsidy portability statement.	Required
TBRA2	Landlord Outreach Plan: The Landlord Outreach Plan must include the approved plan and landlord agreement.	Required
TBRA3	Past Experience: Provide the resumes of key staff that will work on the proposed activity AND a detailed one-page narrative that explains the applicant's experience operating Tenant-Based Rental Assist programs that are similar to the proposed activity. The description should include when, how long, and where the programs occurred as well as who and how many households the program(s) served.	Optional;
TBRA4	Clients Identified: Upload supporting documentation such as a client list that has been determined preliminarily eligible.	Optional
TBRA5	Units Identified: Upload supporting documentation such as commitment letters from owners with addresses that are available.	Optional
TBRA6	Matching Funds: Matching funds may represent grant or loan funds raised by, or committed to, the applicant within the 12 months preceding the date of submission of the FY 2026 RFA application and are expected to be available at the time of CDBG contract execution. Provide proof of leveraged matching funds, such as loan term sheets or grant award letters. Documentation must reflect that the leveraged matching funds will be available during the proposed activity contract period.	Optional
TBRA7	Grant Track Record: For applicants previously funded by HCD, provide evidence that National Objectives were met, such as intake forms, progress reports, close out reports, etc. If not previously funded by HCD, provide evidence that the applicant successfully implemented a grant-funded program performing the activity for which funds are sought. Documentation may include progress reports, closeout letters, monitoring letters, final performance reports, etc. showing achievement of program objectives and compliance with grant terms and conditions.	Optional
TBRA8	Community Support: Provide evidence of support, such as letters of support or other documented support from the community	Optional

DRAFT



HOUSING AND COMMUNITY DEVELOPMENT
DUE DILIGENCE AFFIDAVIT

Table with 2 columns: Label (Applicant Name, Address, Telephone Number) and empty input field.

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

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

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

Three horizontal lines for listing matters.

This is certified by my signature:

Applicant's Signature _____ Print Name _____ Date _____

STATE OF FLORIDA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization, this _____ day of _____, 2026, by _____, the Executive Director of _____, a Florida _____ company, He/She is personally known to me or has produced _____ as identification.

WITNESS my hand and official seal.

Notary Signature

My commission expires: _____

[SEAL]



This material is available in an accessible format upon request. CD/60/31516



RFA SUBMITTAL CERTIFICATION

Please complete the certification below:

If this application is approved for funding, the organization agrees to comply with all required Federal, state, and local laws and regulations. The organization confirms that it is fully capable of fulfilling the obligations as stated in this application and in any attachments or documents included with this application.

As a duly authorized representative of this organization, I submit this application to Miami-Dade County and verify that the information herein is true, accurate, and complete.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT
U.S. Code Title 18, Section 1001, provides that a fine of up to \$10,000 or imprisonment for a period not to exceed five years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious statements, knowing same to be false.

APPLICANT: _____

DATE: _____

STATE OF FLORIDA)

) ss.

COUNTY OF _____)

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization, this ____ day of _____, 2026, by _____, the Executive Director of _____, a Florida _____ company, He/She is personally known to me or has produced _____ as identification.

WITNESS my hand and official seal.

Notary Signature

My commission expires: _____

[SEAL]

COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (HOME CHDO) GUIDELINES

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

Introduction and Background

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

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

CHDO Definition, Certification, and Recertification

Definition

CHDO is a private nonprofit organization that has among its purposes the provision of decent housing that is affordable to low- and moderate-income persons as evidenced in its charter, articles of incorporation, resolutions, or by-laws. A CHDO may apply for funding in the capacity of a Developer, Owner, or Sponsor, but only CHDOs may apply for a HUD-mandated set-aside percentage of local HOME funds. **For further information, refer to 24 CFR Part 92.**

Certification

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

- Meet all of the CHDO certification requirements per 24 CFR Part 92.208;
- Enter into a Memorandum of Understanding (MOU) that states that the CHDO intends to use HOME CHDO set-aside funds to develop units of affordable housing within 24 months of the date of the agreement that specifies the expected uses for the funds; and
- HCD will provide a certification/re-certification letter to each CHDO to confirm the organization's CHDO status upon review and approval of the documents listed below.

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

Application Process and Funding Priorities

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

- Representation in underserved areas;
- Response to community housing needs as identified by the Housing Needs Assessments in the FY 2025-2029 Consolidated Plan;
- Local Match provided;
- Established CHDOs that are continuing to add units to their portfolio; and
- Demonstrated capacity to complete the project(s).

Upon finalizing the RFA recommendations, the CHDO certification process is initiated for those agencies that are recommended for CHDO funding. Applicants are provided with a CHDO Qualifications checklist that outlines the CHDO criteria and references to the HUD regulations governing the process. Staff reviews the documentation submitted to verify that all CHDO certification criteria are met then issues a favorable or not favorable recommendation to senior management.

Subsequently, staff recommendations are presented to senior management for review and signature of the certification/re-certification cover letter and certification/re-certification document. Once signed, the certification/re-certification documents are mailed to the agencies and hard copies are kept in our central file with electronic copies saved on HCD's internal server.

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

Available Funding

Up to 5% of the HOME Program allocation may be awarded for CHDO Operating Support to build capacity that will result in additional affordable housing units.

HOME Program assistance for CHDO's operating expenses in each fiscal year may not exceed \$50,000 or 50% of the CHDO's total annual operating expenses for that year, whichever is greater. HCD reserves the right to determine whether or not to fund HOME CHDO Operating support.

Eligible uses of CHDO Operating Support Funds

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

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

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

CHDO Set-Aside Funds Definitions

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

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

CHDO as Owner

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

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

CHDO as Developer

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

CHDO as Sponsor

Sponsoring Rental Housing:

- For HOME assisted rental housing, the CHDO may develop a project that it solely or partially owns and agrees to convey ownership to a second not-for-profit organization at a predetermined time prior to or during development or upon completion of the development of the project. The HOME funds are invested in the project owned by the CHDO.
- The CHDO sponsor identifies the particular not-for-profit organization that will obtain ownership of the property prior to commitment of HOME funds.
- The second not-for-profit will assume all HOME obligations (including repayment of loans and tenant and rent requirements) for the project from the CHDO at a specified time. If the property is not transferred to the not-for-profit organization, the CHDO sponsor will remain liable for the HOME obligations. The not-for-profit organization must be financially and legally separate from the CHDO sponsor. (The second not-for-profit may have been created by the CHDO, but nevertheless it is a separate entity from the CHDO.)
- The CHDO must provide sufficient resources to the not-for-profit organization to ensure the development and long-term operation of project.
- Example: A CHDO enters into a legally binding agreement with Eldercare, an existing not-for-profit organization experienced in providing enhanced housing services for the elderly. The CHDO agrees to purchase and rehabilitate a vacant 50-unit property and convey the property to Eldercare upon completion of the construction phase. Eldercare will assume responsibility for the long-term management of the project and for the fulfillment of all obligations and requirements associated with the use of HOME funds.

Sponsoring Homebuyers:

- For a HOME-assisted first-time homebuyer program, the CHDO owns and develops a property and transfers the title and the HOME loan obligations and resale requirements to a HOME-qualified first-time homebuyer within a specified timeframe.
- The HOME funds are invested in the property owned by the CHDO. The CHDO sponsor acquires and completes the rehabilitation or construction of the property. At completion of the rehabilitation or construction, the CHDO is required to sell (transfer) the property along with the HOME loan

obligations to a first-time homebuyer. CHDO operating support will only be funded in connection with an application for a specific housing project.

Eligible and Ineligible Uses of CHDO Set-Aside Funds

Eligible CHDO Activities

- A CHDO acting as owner, sponsor or developer may use the CHDO set-aside for the following activities:
 - Acquisition and/or rehabilitation of rental or homebuyer property;
 - New construction of rental or homebuyer property; and
 - Direct financial assistance to homebuyers of HOME-assisted property developed or sponsored by the CHDO.
CHDO set-aside HOME funds must be used during the construction or rehabilitation of the property.

Ineligible CHDO Activities

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

CHDO Proceeds

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

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

CHDO Certification

Applicants are provided with the CHDO Qualifications Checklist that outlines the CHDO criteria utilized. Applicants must complete the CHDO application and submit requested documentation. Certifications will only be evaluated during the FY 2026 RFA process.

Qualification Considerations

1. Applicant or its parent organization has at least one year of experience in serving the community within which housing will be assisted with HOME funds is to be located, as evidenced by a written statement signed by the president of the organization. In the statement, the organization must describe its history (or its parent organization's history) of serving the community by describing activities which it provided (or its parent organization provided) such as, developing new housing, rehabilitating existing housing stock and managing housing stock, or delivering non-housing services that have had lasting benefits for the community, such as counseling, food relief, or childcare facilities;
2. Applicant has demonstrated capacity for carrying out activities assisted with HOME funds, as evidenced by: resumes and/or statements that describe the experience of key staff members who have successfully completed projects similar to those to be assisted with HOME funds HUD defines CHDO staff as paid employees who are responsible for the day-to-day operations of the CHDO. Staff does not include volunteers, board members, or consultants.

3. Applicant maintains at least one-third of its governing board's membership as residents of low-income neighborhoods, low-income community residents, or elected representatives of low-income neighborhood organizations as evidenced by the organization's By-Laws, Charter, or Articles of Incorporation. A list of board members must be provided indicating which are low-income representatives and how they qualify to meet the eligibility. Under the HOME Program, for urban areas, the term "community" is defined as one or several neighborhoods, a city, county, or metropolitan area. For rural areas, "community" is defined as one or several neighborhoods, a town, village, county, or multi-county area (but not the whole State) provided that the governing board contains low-income residents from each of the multi-county areas;
4. Applicant provides a formal process for low-income, program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development, and management of all HOME-assisted affordable housing projects, as evidenced by the organization's By-Laws, Resolutions, or written statement of operating procedures approved by the governing body;
5. CHDOs chartered by a State or local government: A maximum of one-third of the applicant's governing board membership may consist of representatives of the public sector, as evidenced by the organization's By-Laws, Charter, or Articles of Incorporation. The public sector is defined as elected officials, appointed public officials, public employees, and appointees of public officials. Public sector representatives may not, in turn, appoint the remaining 2/3 of the board members. A list of board members must be provided indicating which are from the public sector;
6. For-Profit Entities: If the applicant is sponsored or created by a for-profit entity, the for-profit entity's primary purpose may not include the development or management of housing. The CHDO may not be controlled by, nor under the direction of, the for-profit entity or individuals seeking profit from the organization and the CHDO must be free to contract goods and services from vendor(s) of its own choosing as evidenced by the CHDO's By-Laws, Charter, or Articles of Incorporation; and
7. For-Profit Entities: If the applicant is sponsored or created by a for-profit entity, the for-profit entity may not appoint more than one-third of the membership of the CHDO's governing body, and the board members appointed by the for-profit entity may not, in turn, appoint the remaining 2/3 of the board members, as evidenced by the CHDO's By-Laws, Charter, or Articles of Incorporation.
8. To demonstrate conformance with 24 CFR 84.21, Standards for Financial Management Systems, applicants are required to submit a copy of the organization's financial management policies and procedures and provide narrative responses, including a citation with reference to the policies and procedures document to the points below:
 - a. Specify the nature of which financial records are maintained. Describe the basis of data development, analysis, and records used for accounting.
 - b. Explain the source, receipt, and use of funds per funding type.
 - c. Identify controls to account for funding, real property, assets, and physical property to insure usage is for applicable purposes.
 - d. Outline the organization's budgeting system.
 - e. Outline the procedure to track financial expenditures in relation to actual unit costs and actual time accruals (i.e., salaries per grant related projects).
 - f. Describe the process for accepting funds, requisitions, disbursements, and accounting methods.
 - g. Outline procedures for determining whether financial disbursements are program eligible.
 - h. Outline dates for organizational audit activity.
9. Provide a copy of the organization's most current financial statements.
10. Provide a copy of the organization's most current audit.

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

CHDO CERTIFICATION REQUIREMENTS

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

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

Refer to subsequent pages for the CHDO Attachment A and B.

CHDO HOUSING DEVELOPMENT APPLICATION REQUIREMENTS

Only HOME Community Housing Development Organizations (CHDO) are eligible to receive funding for housing development activities through this RFA. All housing development activities must meet the requirements listed below. It is strongly recommended that applicants consider these requirements before preparing an application, as these are the same factors that will be used to rate and evaluate applications.

1. Financing Terms for Housing Developments- Final determination of the rate and terms will be made based on the Credit Underwriting/Subsidy Layering Review Analysis. All permanent loans are for a period of thirty (30) years. Loan terms shall be as set forth in the Loan Terms and Conditions table. However, loan terms are subject to change and modification is at the sole and absolute discretion of HCD.
2. Sustainable Building (Green) Certification - A contractual requirement for receiving HOME, SURTAX and SHIP funding, applicants must designate which certification will be obtained at the time of the application. **This is a minimum threshold requirement. See MDC 9-71 through 9-75 and IO 8-8.**
3. Total Development Cost Limitations - Maximum Development Costs per unit to construct rehabilitate or acquire Affordable Housing with County funds must be met per Resolution No. R-346-15. **This is a minimum threshold requirement.** Note: The limitations set forth in Resolution No. R-346-15 or subsequent applicable resolution shall not apply to public housing projects owned or operated by Miami-Dade County.
4. Low-Moderate-Income Benefit – The proposed activity, if requesting HOME federal funding, must meet the HUD criteria of benefitting low- and moderate-income families. Every application that will benefit low- and moderate-income persons must provide evidence that the beneficiaries of the program will be low-to-moderate-income (LMI) persons. Applicants must provide the income eligibility requirements for the proposed activity or demonstrate that the activity is located in an Eligible Block Group (EBG). To identify eligible block groups go Miami-Dade County GISweb Community Services webpage at: <https://gisweb.miamidade.gov/communityservices/>. Type in the activity address then open the “Demographics” tab.
5. Income Limits - All HOME funds must be used to benefit low-income families whose incomes are at or below 80% of Area Median Income (AMI). For development projects with five (5) units or more, a minimum of 20% of the units must be rented to families with incomes that do not exceed 50% of AMI at the lower HOME rents listed in the chart below.

For 2025, Miami-Dade County’s area median income is \$79,400 with adjustments made for 80% AMI and 50% AMI, by family size, as follows:

50% AMI Family of 1 - \$43,400	80% AMI Family of 1 - \$69,400
50% AMI Family of 2 - \$49,550	80% AMI Family of 2 - \$79,300
50% AMI Family of 3 - \$55,750	80% AMI Family of 3 - \$89,200
50% AMI Family of 4 - \$61,950	80% AMI Family of 4 - \$99,100

AMIs are subject to change for 2026 and will be updated as applicable by the program. Applicant is responsible for utilizing the most recent income and rent limits available. Refer to Attachments.

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

For 2025, the Miami-Dade HOME Rents Limits are as follows:

	0 BDR	1 BDR	2 BDR	3 BDR	4 BDR	5 BDR
Low HOME Rent Limit	\$1085	\$1,161	\$1,393	\$1,611	\$1,797	\$1,983
HIGH HOME Rent Limit	\$1,390	\$1,491	\$1,791	\$2,060	\$2,279	\$2,496

*Rents are subject to change for 2026 and will be updated as applicable by program. The Applicant is responsible for using the most recent rent limits available. Refer to Attachments.

7. HOME Maximum Subsidy Per Unit – Applicants must utilize the annually amended HOME subsidy-per-unit maximums provided by HCD:

Bedrooms	Home Maximum Subsidy Per-Unit *
0 BR	\$204,174
1 BR	\$234,055
2 BR	\$284,618
3 BR	\$368,204
4+ BR	\$404,171

Note: Effective date of February 2024 per U.S. HUD Miami Field Office and may be subject to change.

8. Market Analysis and Feasibility Analysis - A complete market study demonstrating the need for the housing. The market study for any housing activity should be included in the online application submission. The study must demonstrate a demand or need for the project. A credit underwriting analysis will be required for all projects to be considered for funding. Any applicant that fails to meet this threshold item will not be funded.
9. Priority Needs – Activities must address a high priority need identified in the County’s FY 2025-2029 HUD Consolidated Plan. Applications must describe how the priority need will be addressed and provide supporting data.
10. Organizational and Financial Capacity – Applicants must demonstrate that they are fiscally sound and have the skills, ability, and experience required to achieve HUD’s National Objective(s), and are able to meet other program requirements. Applicants will be evaluated on experience, organizational and administrative capacity, financial capacity, and management. This will include a review of resumes, financial statements, monitoring reports, audit findings, and complete inspections of new proposed activity locations.
11. Leveraging – Applicants must show that they have other sources of funding available for the proposed activity. Since the County uses its federal and local funds to address funding gaps, other funding must exist to ensure timely project completion. Documentation must be provided with the application to verify the availability and commitments of leveraged resources. Applicants must have complete funding in place, except for the requested gap funding, and applicants must provide a sources and uses statement. Applicants must demonstrate maximum leveraging with non-County funds.

12. Timely Completion - Applicants must demonstrate that they have a history of completing projects in a timely manner. Timely completion is defined as two (2) years for construction.
13. Track Record – Previously funded Community Development Block Grant (CDBG), HOME, Neighborhood Stabilization Program (NSP), and Section 108 projects must be in good standing with respect to audit findings and have a favorable track record of completing projects on-time, submitting accurate and complete quarterly progress reports, and addressing all monitoring findings. Applicants with an existing HCD contract that have any of the following contractual violations shall be ineligible, and will not be recommended for funding in this FY 2026 RFA: 1) failed to demonstrate achievement of the National Objective; 2) failed to meet appropriate performance and timeliness measures under their existing CDBG, HOME, NSP, SHIP, SURTAX, Section 108 loan agreements, and other Miami-Dade County contractual agreements; or 3) are currently in a delinquent payment status with their existing County contracts.
14. Site Control – Applicants must demonstrate site control (i.e., title, lease agreement, firm purchase contract, Option to Purchase, Option to Lease Long-Term agreement, or Local Government Resolution) of the proposed site for which funding is being applied for.
15. Payment and Performance Bond – A payment and performance bond which is applicable for contracts and subcontracts exceeding \$150,000 for projects that involve construction or rehabilitation work. The County requires the applicant provide the County with a Payment and Performance Bond in the full amount of the construction contract, naming the County as a dual obligee. For projects which involve construction or rehabilitation work on County-owned property, the County shall require, prior to the commencement of any work on the property, a payment and performance bond that meets the requirements set forth in Florida Statutes, Section 255.05, which bond shall be in the full amount of the construction contract covering all contractors, subcontractors, or materials providers downstream from the developer, including but not limited to the General Contractor, and naming the County as a dual obligee. In lieu of an applicant providing a Payment and Performance Bond, the County may, at its sole and absolute discretion, accept a Letter of Credit in an amount to be determined by the County. However, the County shall in no event be required to accept an alternative to the Payment and Performance Bond.
16. Change of Scope of Work/Project – Material changes to the application after approval of the award of funds may result in the cancellation of award and recapture of awarded funds. Cancellation shall be at the sole discretion of HCD if the appropriate requirement is not met, HCD may determine that the application shall be considered non-responsive and shall be deemed ineligible. Review by the County Attorney’s Office (CAO) will be requested.

General Policies

1. Miami-Dade County will not fund an entity or an affiliate with defaulted loans, debarment actions, or any other legal encumbrances regardless of the merits of the submitted application. Miami-Dade County will not fund entities listed in the Federal Excluded Parties List System, as those entities are prohibited from receiving federal contracts or federally-approved subcontracts, and from certain types of federal financial and non-financial assistance and benefits. Miami-Dade County will not fund entities on the County’s delinquent registry.
2. Miami-Dade County reserves the right to require and participate in the creation of partnerships to ensure project viability and/or enhance the effectiveness of program delivery, should the County determine such action is in the best interest of the County and the community being served.
3. All projects or activities awarded HOME funds that fail to complete the activity within four (4) years shall be subject to the recapture of funds. Federal requirements per HOME are that activities must be completed within four years of award.

4. All awards will be evidenced by a Conditional Loan Commitment, Memorandum of Understanding (MOU), or interlocal/interdepartmental agreement, as well as appropriate security instruments and loan documents.
5. All housing developments shall adhere to housing construction standards as outlined by HUD, Miami-Dade County, and local/municipal codes.
6. Construction applications require intended use of property with supporting documentation to include, but not be limited to:
 - Current color photos of the property including roof and interior;
 - Completed 40-year certification (most recent signed and sealed);
 - Completed architectural/engineering plans;
 - Approved building and construction permit(s) from the respective municipality and/or county for the proposed project; and
 - Property must be free of any Building Code violations (if existing violations exist, applicant must provide a copy of the violations from the municipality and plans must address the needed corrections).
7. Grantee may use HOME funds to construct/rehabilitate housing under the latest provisions of the Uniform Relocation Act (24 CFR Part 42, Subpart I). This is housing that the grantee has determined must be constructed/rehabbed in order to provide suitable replacement housing for persons displaced by a contemplated HOME project, subject to the Uniform Relocation Act (URA), and where the project is prevented from proceeding because the required replacement housing is not available otherwise.
8. If construction/rehabilitation involves occupied units, contact information must be included for occupied units (tenant's name and phone number(s)). Requesting entity must provide a written correspondence to tenants explaining the potential scope of work to be performed within occupied units and provide a hard copy to HCD pursuant to URA guidelines.
9. Field visits will be conducted on behalf of HCD to evaluate the viability and/or feasibility of the project site with the proposed scope of work and requested funds.
10. HCD Compliance Requirement: HCD will adhere to compliance guidelines pursuant to Resolution No. R-630-13 approved by the Miami-Dade County Board of County Commissioners on July 16, 2013. Copies of the resolution, Due Diligence Checklist, and Affidavits are located at www.miamidade.gov/housing/. Agencies not clearing the Due Diligence Report review will not be recommended to the Board for funding. (Refer to Attachment).
11. Accessibility, Universal Design and Visibility Features:
 - All units of the proposed Development must meet all federal requirements and state building code requirements, including the following:
 - Florida Accessibility Code for Building Construction as adopted pursuant to Section 553.503, Florida Statutes;
 - The Fair Housing Act as implemented by 24 CFR Part 100;
 - Section 504 of the Rehabilitation Act of 1973; and
 - Titles II and III of the Americans with Disabilities Act of 1990 as implemented by 28 CFR Part 35, incorporating the most recent amendments, regulations and rules.
12. If during the application process or during the loan closing process, an entity associated with the project has been convicted of a criminal act (in connection with any County program), HCD has the discretion to rule the project ineligible and any funds awarded and/or expended shall be recaptured.

13. Developers are encouraged to include loan-closing costs in the requested award amount. It is anticipated that these costs will be absorbed into the project costs.
14. Miami-Dade County Affordable Housing Set Aside Incentive for Disabled Households. Ordinance No. 14-56. Developers interested in building units that are more accessible may be awarded extra points on applications. In order to receive bonus points, the Ordinance requirement must be exceeded. The total funding awarded will not be affected.
15. Miami-Dade County Notice of Availability of Affordable Rental and Homeownership Opportunities. Resolution No. R-34-15. Developers are required to provide written notice to Miami-Dade County of the availability of affordable rental or homeownership opportunities. Developers are required to advertise the availability of affordable rental or homeownership opportunities in general circulation newspapers.
16. Conflict of Interest - The general rule is that no persons (defined as any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of sub-recipients that are receiving funds under this part) who exercise or have exercised any functions or responsibilities with respect to HOME activities assisted under this part, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a HOME-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a HOME-assisted activity, or with respect to the proceeds of the HOME-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. The complete Code of Federal Regulations (CFR) can be viewed at <http://www.ecfr.gov>, 24.CFR.570.611.
17. All successful applicants will be required to complete environmental review forms.
18. Applicants awarded federal funds are subject to provisions of the Davis-Bacon Act and HUD Section 3 requirements.
19. The Davis-Bacon Act is triggered with the allocation of HOME funds for 12 or more HOME-assisted units. It requires that workers receive no less than the prevailing wages being paid for similar work in the same area. Davis-Bacon wage rates can fluctuate based on economic conditions, and the applicable rate may not be known until time of bidding. Proposers are encouraged to build in contingencies and general market conditions to their contracts to account for this possibility.
20. The Developer shall ensure that its contractors and their subcontractors are classifying workers properly for Davis-Bacon and Internal Revenue Code purposes and that they maintain proper documentation to support worker classification. In reviewing certified payrolls, the County will be alert to anomalies and consult with federal agencies such as the Internal Revenue Service, Department of Labor, and Department of Housing and Urban Development.
21. The Developer shall ensure compliance with Ordinance 14-26, the Ordinance amends the Residents First Training and Employment Program to require contractors on construction projects over \$1 million to submit a Responsible Contractor Affidavit; to provide the OSHA 10 Hour Safety Program training to all persons employed by the contractor; and achieve an aspirational goal of 51% of the local workforce. Ordinance 14-26 provisions apply only to construction projects over \$1 million for public buildings, public works, or projects on county owned lands.
22. 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.

**RECOMMENDATIONS FOR LOAN TERMS AND CONDITIONS
FOR FY 2026 RFA**

Interest Rates below are subject to an independent underwriting analysis

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

Miami-Dade County
Mayor Daniella Levine Cava

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