MIAMI-DADE COUNTY
REQUEST FOR APPLICATIONS

STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) FUNDING

FY 2026 APPLICATION FOR ELIGIBLE HOMEBUYER EDUCATION AND COUNSELING ACTIVITIES

Release Date

January TBD

Version: Draft 12/16/2025

MIAMI-DADE COUNTY
FY 2026 REQUEST FOR APPLICATIONS (RFA)
STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM FUNDING (SHIP)

THE COMPLETE FY 2026 RFA CAN BE FOUND ONLINE AT
https://www.miamidade.gov/global/housing/requests.page

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Application Disclaimer

Applicants should check the Miami-Dade County Department of Housing and Community Development (HCD) website for updates to the FY 2026 Request for Application (RFA), as dates listed are subject to change.

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

This solicitation is subject to the award of funds from the Florida Housing Finance Corporation (FHFC). **STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) FUNDS ARE APPROPRIATED BY THE STATE OF FLORIDA. THIS SOLICITATION IS SUBJECT TO THE RECEIPT OF THE AMOUNT OF FUNDS TO BE RECEIVED FROM FHFC. THEREFORE, ANY AWARD MADE AS A RESULT OF THIS RFA MAY BE REDUCED OR RESCINDED BASED UPON THE ACTUAL LEVEL OF FUNDING RECEIVED FROM FHFC.**

This RFA reflects the goals of the SHIP Local Housing Assistance Plan (LHAP) submitted to FHFC for fiscal years 2025-26, 2026-27, and 2027-28.

- Applicants must score a minimum of **70 points** to be recommended for funding.
- **Only applications submitted through Zoom Grants will be considered for funding. NO EXCEPTIONS. https:// TBD**

Updates to this RFA will be posted on the HCD website. Applicants should periodically check the website for potential changes in funding availability, submission dates or requirements:

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

Miami-Dade County and its Department of 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.

Introduction

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

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

This RFA is seeking applications to address homebuyer education and counseling needs countywide, with funding amounts listed below. **The maximum amount that applicants may request is $200,000**.

In the event a previously awarded applicant/entity has not spent prior year(s) SHIP funds, the applicant/entity may not be recommended for a full funding allocation in this RFA. Applicants who are subject to this scenario and submits an application that rank and score for funding may be recommended for funding based on the max award minus the prior year(s) award available draw balance at the close of this RFA.

Please note points that 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 missing.**

Note: Supporting documents can not be provided as a link format

Eligible Program Activity	SHIP Total Funding Amount Available
Homebuyer Education and Counseling	$1,200,000

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

Definitions

Applicant: Organization submitting an application for funding.

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

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

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

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

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

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

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

- Moderate Income is above 80% of AMI to 140% of AMI
- Workforce Housing Income levels are above 60% of AMI and up to 140% of AMI
- Low–Income is at or below 80% of AMI
- Very Low–Income is at or below 50% of AMI
- Extremely Low-Income is at or below 30% of AMI

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

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

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

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

Resolution No. 368-22: Resolution approving and authorizing the submission of the Fiscal Years 2022-23, 2023-24, and 2024-25 Local Housing Assistance Plan for the State Housing Initiatives Partnership Program in accordance with chapter 420, part VII, Florida Statutes, and chapter 67-37, Florida Administrative Code, for approval by the Florida Housing Finance Corporation; and authorizing the County Mayor to execute any necessary documents and certifications needed by the State of Florida related to the Local Housing Assistance Plan, and to do all things necessary and proper to carry out the terms and conditions of the SHIP program.

Resolution No. 1008-14: Requiring Homebuyer Counseling Agencies cover a variety of topics, which include fair housing practices, credit counseling, budget and money management, financial literacy, proximity of schools, employment and transportation, home maintenance, the mortgage approval and post-closing process, selecting a neighborhood, locating a home, negotiating a purchase price, and finding appropriate financing. Additionally, Counseling Agencies teach on the legal significance of buying a home using a purchase and sale agreement containing an "AS IS" clause, homebuyers' right to select their own title agent, and homebuyers' right to have the property inspected by an inspector of their choice. Further, require homebuyers obtain an inspection by a qualified home inspector of the home they intend to purchase, which should be conducted by the County or a private inspector and what qualifications the County will require of the inspector. The breadth of the home inspection shall be sufficient to alert homebuyers of significant defects in the home, including structural problems, and identify whether the home is in compliance with the Miami-Dade County Building Code.

Special Needs Population: A resident or a family member that is considered to be homeless, a survivor of domestic violence, a person with an emotional, mental or physical disability or youth aging out of foster care as defined by 420.0004(13), F.S. These households require initial, intermittent or ongoing supportive services from one or more community-based service providers or long-term care program.

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

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

Homebuyer Education and Counseling

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

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

Minimum Threshold Requirements

- Applicant/Agency must provide a detailed budget.
- Applicant/Agency must provide a detailed scope of services.
- Applicant/Agency must provide a site control information (e.g. lease, MOU, deed, etc.).
- Applicant/Agency must provide a comprehensive training curriculum.
- Applicant/Agency must be a HUD approved Homebuyer Education and Counseling Agency.
- All counselors providing Homebuyer Education and Counseling training must be HUD certified. Proof of certification must be included in the application; OR

  If the applicant/agency is participating with a HUD approved intermediary, documentation must be provided, to include:
    - A printout verifying that the national or regional intermediary is on the list of HUD approved housing counseling agencies;
    - A printout verifying that the applicant/entity is listed as an affiliate or branch that is connected to the intermediary;
    - A copy of a fully executed agreement between the parties, including all attachments;
    - Other verification of the connection of the applicant/entity and the intermediary, and any parent organizations; and
    - A HUD-certified counseling agency certificate.

Online homebuyer education and counseling courses are permitted when provided by a HUD approved counseling agency.

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

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

Supporting documentation for the agency's experience, professional affiliations, employee certifications, training materials, funding sources, program costs, marketing plans and client management system **is required to receive points in this application**. **The cost per client as indicated in the application will be the same cost per client reflected in the contract.**

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

Successful applicants will be required to enter into a contract with the County to provide Homebuyer Education and Counseling services, based upon the application submitted in response to this RFA. By responding to this RFA, you hereby agree to the terms and conditions of the Homebuyer Education and Counseling Service Contract.

Submission Guidelines

Applicants must submit an Online Application using our grants management system, Zoom Grants. A direct access link will be available on HCD's webpage. Each entity may only submit one application, which may provide multiple service locations within Miami-Dade County.

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

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

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

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

Points will only be awarded when supporting documentation outlined in the Application Checklist is attached to your ***electronic application***. If supporting documentation is too large to upload, applicant may upload attachments in multiple submissions.

Points will only be awarded when **requisite supporting documentation is provided for corresponding questions**.

Supporting documentation must be uploaded as attachments. Links to documents will not be accepted or scored. Applicants must use a cover sheet identifying EACH attachment separately.

Coversheets must be accurately labeled, match attached documentation, AND corresponding questions. **Points will not be awarded in cases where supporting documentation is inaccurately labeled or uploaded and/or attached to the wrong question.**

Scoring Committee members will review and score all questions separately and ONLY consider documentation that has been correctly uploaded and labeled for specified corresponding questions.

For purposes of this RFA, the application period is January XX, 2026, to February XX, 2026, 11:59 PM Eastern Standard Time. The grants management system will not allow applicants to apply after the application deadline.

Faxed applications will not be accepted.

No electric links will be accepted as part of the submission in this application.

Applications must comply with all requirements of this RFA. Applications that are incomplete or have deficiencies and or errors will be submitted to the County Attorney's Office for legal review and determination of responsiveness.

No changes or additions to applications will be accepted after the application deadline.

Applications for this RFA will not be accepted anywhere other than the online grants management system.

Miami-Dade County will not fund an entity or an affiliate with outstanding defaulted loans, debarment actions or any other legal encumbrances with the County, State of Florida, or federal programs regardless of the merits of the submitted proposal.

An applicant may be disqualified from consideration for funding in this RFA based on poor performance or non-compliance on any other projects with 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 (Resolution No. 630-13, Section 3), any entity NOT clearing the Due Diligence Investigation will NOT be recommended to the Board for funding.

Application General Section
Homebuyer Education and Counseling

ENTITY / APPLICANT INFORMATION:

Legal Name: ____

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

Organization's Unique Entity Identifier UEI # (Required): ____
To obtain UEI #, register with the System for Award Management (SAM) at https://sam.directory/#intro

Applicant Contact Person: ____________________________ **Title:** __________________________________

Phone: __________________________ **e-mail:** ____

Applicant Mailing Address ____

City ________________________ **State** ____________________ **Zip+4** ____________________

ACTIVITY INFORMATION:

Activity Location/Address: ____

City ________________________ **State** _________________ **Zip+4** _______________________

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

Activity Title: _____________________________________ Category: _Homebuyer Education and Counseling__

Activity Description:

____

Funding Amount Requested:

____

1.	**Please use the following link to answer the question below: https://gisweb.miamidade.gov/emaps/** County Commission District(s) where activity/project is located – *Please circle District number(s)* 1 2 3 4 5 6 7 8 9 10 11 12 13
2.	**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)* 1 2 3 4 5 6 7 8 9 10 11 12 13
3.	**Please use the following link to answer the question below: https://gisweb.miamidade.gov/emaps/** County Commission District(s) where applicant's business is located – *Please circle District number(s)* 1 2 3 4 5 6 7 8 9 10 11 12 13
4.	**Please indicate which Region the activity/project is located in.** *Maps depicting the North, Central, and South Regions can be found in the program library.* ☐ North Region ☐ Central Region ☐ South Region ☐ All ☐ None
5.	**Provide the agency's cost per client for each of the items below:** **a) Homebuyer Education and Counseling Services Workshop Only $_______per client** **How many clients do you expect to attend? _______** **b) Homebuyer Education/Counseling Services Only $_______per client** **How many clients do you expect to serve? _______** **c) Financial Literacy Workshop Only $_______per client** **How many clients do you expect to attend? _______** **d) Foreclosure Prevention Counseling Only $_______per client** **How many clients do you expect to serve? _______**
6.	**Please provide application summary** *Please include the address of all service locations, the target number of participants, and the agency's anticipated cost per client below):*

Homebuyer Education and Counseling Scoring Criteria

ORGANIZATIONAL CAPACITY AND SOUNDNESS OF APPROACH (100 Points)

Applicant Name: ____

Activity Name: ____

1.	**How many years has the organization provided homebuyer education and counseling services?** *Must provide documented proof to receive points. - Attachment 27* ☐ No Documentation (0 points) ☐ 1-4 years (4 points) ☐ 5-7 years (6 points) ☐ 8 or more years (12 points)
2.	**Is the homebuyer counseling entity a member of the National Industry Standards for Homeownership Education and Counseling (https://www.homeownershipstandards.org/home/home.aspx)?** *Must include documented proof via printout from the website to receive points. – Attachment 28* ☐ No (0 points) ☐ Yes (10 points)
3.	**Does the homebuyer counseling entity utilize a HUD compliant Client Management System for data collection and reporting?** *Must submit proof of purchase and/or lease of system, which must include receipt of payment for the system to receive points). – Attachment 29* ☐ No (0 points) ☐ Yes (5 points)
4.	**How many years of experience do the HUD-certified homebuyer counselors have?.** *Must include certificate of completion as HUD-certified counselor as documented proof to receive points. – Attachment 24* ☐ No Documentation (0 points) ☐ 1-5 years (2 point) ☐ 6-10 years (4 points) ☐ 11 or more years (7 points)
5.	**Does the organization have the capability and expertise to provide detailed training on County mortgage programs and private sector lender programs to assist low to moderate-income home buyers?** *Must provide documented proof to receive points. – Attachment 27* ☐ No Documentation (0 points) ☐ Yes (6 points)
6.	**Does the applicant have a comprehensive training curriculum?** *Must include training curriculum documentation to receive points. A comprehensive training curriculum must reflect detailed course content, learning objectives and benchmarks for each category of services provided and be in compliance with Miami-Dade County R-1008-14. – Attachment 26* ☐ No Documentation (0 points) ☐ Marginal (2 points) ☐ Moderate (6 points) ☐ Comprehensive (10 points)
7.	**What percentage of homebuyer counselors working for your agency currently HUD-certified?** *Must provide current documented proof to receive points. (copies of certifications dated within the last two years) - Attachment 33* *How many counselors does the agency have? ____ Please attach this information with Attachment 33* *How many HUD-Certified counselors does the agency have? __ Please attach this information with Attachment 33* ☐ 69% or less than (0 points) ☐ 70-79% (1 point) ☐ 80-89% (2 points) ☐ 90-100% (3 points)
8.	**Has your organization received other funding for counseling services?** *Must include documented proof to receive points. – Attachment 15* ☐ No (0 points) ☐ Yes (7 points)
9.	**How many participants successfully completed and/or graduated from your program in the 12 months prior to the date of this application?** *Must include documented proof to receive points. – Attachment 30*

	☐ less than 100 (0 points) ☐ 100 plus (2 points) ☐ 200 plus (5 points) ☐ 300 plus (10 points) ☐ 500 or more (18 points)
10.	**How many participants successfully achieved homeownership in the 12 months prior to the date of this application?** *Must include documented proof to receive points. (Proof of homeownership required) – Attachment 31* ☐ Less than 25 (2 points) ☐ 26-49 (7 points) ☐ 50 or more (12 points)
11.	**Has the agency provided post purchase counseling workshops for persons previously served by your organization?** *Must include documented proof of previous workshops to receive points. – Attachment 32* ☐ No (0 points) ☐ Yes (5 points)
12.	**Number of training locations within 1/3-mile accessible to public transportation?** *Must include documented proof via a map to receive points.* Note, the 1/3-mile distance must be walkable. There must not be natural or man-made barriers, such as lakes, canals, gated communities, highways, fences, etc., that restrict the ability of clients to walk from public transportation to the training location. *– Attachment 9* ☐ No locations within 1/3-mile (0 points) ☐ 1 location within 1/3-mile (3 points) ☐ 2 or more locations within 1/3-mile (5 points)

TOTAL POINTS: ________________________________ (100 POINTS POSSIBLE)

Application Checklist

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

ALL DOCUMENTS MUST HAVE A COVER SHEET AND PAGE NUMBERS

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

Document	Required	Attachment Number
Certification of Accuracy	Required	**Attachment 1**
RFA Submittal Certification	Required	**Attachment 2**
Due Diligence Affidavit	Required	**Attachment 3**
Site Control Documentation: Site control documentation (e.g., recorded title, executed lease, firm purchase contract, option-to-purchase, or local government resolution) for the site(s) proposed for funding.	Required	**Attachment 4**
Tax Exempt Status Letter - Evidence of not-for–profit status.	Only If Applicable	**Attachment 5**
IRS 990 - Description of not-for-profit status.	Required	**Attachment 6**
W-9 Form - Request for Taxpayer Identification Number & Certification	Required	**Attachment 7**
Governing Board - Names and addresses.	Required	**Attachment 8**
Scope of Services – Include Detailed Activity Description, Location, Proposed Accomplishments, and Action Steps (Include interior and exterior pictures of activity location.)	Required	**Attachment 9**
Budget – The applicant shall submit a full and complete total budget including a listing of all funds, which are expected to be utilized as a match or to partially fund the project or program including funds requested in this proposal		
Entity Budget	Required	**Attachment 10**
Entity Assets and Liabilities Audited Financial Statements or a Certified Financial Statement, certified by an independent 3rd party auditor.	Required	**Attachment 11**
Detailed Activity Budget	Required	**Attachment 12**
Five-Year Operating Pro-Forma	Only If Applicable	**Attachment 13**
Sources & Uses Statement for Proposed Activity	Required	**Attachment 14**
Leveraged Sources (Award Letters, Signed Affidavits, and/or Letters of Commitment)	Required	**Attachment 15**
Current Articles of Incorporation and Corporate Documents - Please label and include page numbers for each of the sections listed below.		
Articles of Incorporation/Corporate Certification	Required	**Attachment 16**
Current Certificate of Good Standing or Certificate of Status – From the State of Florida	Required	**Attachment 17**
MDC Business License	Required	**Attachment 18**
Partnership Agreement	Only if Applicable	**Attachment 19**
Board Resolutions (If applicable)	Only if Applicable	**Attachment 20**
Current By-Laws	Required	**Attachment 21**

Document	Required	Attachment Number
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 versus for-profit organizations and include DUNS numbers for each organization.	Required	**Attachment 22**
Collaborative Agreements with Service Providers (signed and dated)	Required	**Attachment 23**
Résumés and Organizational Chart (including resumes for all HBEC counselors)	Required	**Attachment 24**
Marketing and Outreach Plan	Required	**Attachment 25**
Comprehensive Training Curriculum (showing details of the topics contained on page 10 of this RFA book)	Required	**Attachment 26**
Past Experience as Homebuyer Counseling (HC) provider (include pre and post education and counseling, County mortgage or private lending programs)	Required	**Attachment 27**
National Industry Standards for Homeownership Education and Counseling Affiliation (Documentation that the homebuyer counseling entity is a member of the National Industry Standards for Homeownership Education and Counseling Services)	Required	**Attachment 28**
Proof of a HUD Client Management System Documentation should include proof of purchase/lease of system, *which must include receipt of payment.*	Required	**Attachment 29**
Homebuyer Counseling Track Record (documentation of successful graduates; certificates of completion must be signed and dated)		
Graduates who successfully completed homebuyer education workshops (graduate certificates must be signed and dated)	Required	**Attachment 30**
Graduates who successfully achieved homeownership (graduate certificates must be signed and dated)	Required	**Attachment 31**
Graduates who successfully completed post-purchase counseling workshops (documentation of homeownership is required)	Required	**Attachment 32**
Employed HUD Certified Homebuyer Education Counselors (must include documentation, certificates from HUD)	Required	**Attachment 33**

Due Diligence Check List

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 a Due Diligence investigation on all applicants using the following websites and/or reports:

- Miami-Dade Office of the Inspector General
- Floria Vendor registration documents, affidavits and applicable licenses (https://vendor.myfloridamarketplace.com/)
- Florida Department of Business and Professional Regulation
- Insurance and/or bonds as applicable
- Miami-Dade SBD Violations Reports
- Florida Convicted Vendor List
- MDC Delinquent Contractor Inquiry
- MDC Delinquent Contractors Complaint
- MDC Suspended Contractors
- Florida Suspended Contractors
- Florida Scrutinized Companies List
- Federal Excluded Parties List
- Florida Division of Corporation – Sun Biz
- Better Business Bureau Search
- Miami-Dade Clerk of Courts Records, Lien Judgement
- Dun & Bradstreet Financial Analytics Report

Due Diligence Affidavit
HOUSING AND COMMUNITY DEVELOPMENT
(ALL APPLICANTS)

Applicant Name: ______________________________

Address: ______________________________

Telephone Number: ______________________________

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

1. Within the past five (5) years, neither the Entity nor its directors, partners, principals, members or board members:

   i. Have been sued by a funding source for breach of contract or failure to perform obligations under a contract;

   ii. Have been cited by a funding source for non-compliance or default under a contract;

   iii. Have been a defendant in a lawsuit based upon a contract with a funding source;

   iv. Have been charged with a crime that is unresolved at the time of signing this document; have been convicted at any time of a crime of fraud or bribery; or have been convicted at any time of a criminal act in connection with any County program.

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

____

____

This is certified by my signature:

______________________	______________________	________________
Applicant's Signature	Print Name	Date

IN WITNESS WHEREOF, County and Applicant have caused this Affidavit to be executed on the date first above written.

APPLICANT:

By:______________________________
NAME AND TITLE

STATE OF FLORIDA)
)
COUNTY OF MIAMI-DADE)

The foregoing Affidavit was sworn to and subscribed before me by means of [ ] physical presence or [ ] online notarization this __ day of _______, 2026, by ______________________________, on behalf of ________________________. He/She is personally known to me or has produced ______________________________ as identification.

____
Notary Public
State of Florida at Large

Certification of Accuracy
HOUSING AND COMMUNITY DEVELOPMENT
FY 2026 SHIP RFA

I HEREBY CERTIFY THAT THIS APPLICATION IS COMPLETE, AS INDICATED ABOVE, AND THAT THE INFORMATION PROVIDED IS TRUE AND ACCURATE.

ENTITY/APPLICANT

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.

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]

RFA Submittal Certification
HOUSING AND COMMUNITY DEVELOPMENT
FY 2026 SHIP RFA

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]

Mayor Daniella Levine Cava

Board of County Commissioners

Anthony Rodriguez
Chairman

Kionne L. McGhee
Vice Chairperson

Oliver G. Gilbert III
District 1

Marleine Bastien
District 2

Keon Hardemon
District 3

Micky Steinberg
District 4

Vicki L. Lopez
District 5

Natalie Milian Orbis
District 6

Raquel A. Regalado
District 7

Danielle Cohen- Higgins
District 8

Kionne L. McGhee
District 9

Anthony Rodriguez
District 10

Roberto J. Gonzalez
District 11

Juan Carlos Bermudez
District 12

Senator Rene Garcia
District 13

Juan Fernandez-Barquin
Clerk of the Court

Tomas Regalado
Property Appraiser

Geri Bonzon Keenan
County Attorney