

**MIAMI-DADE COUNTY  
REQUEST FOR APPLICATIONS**

**STATE HOUSING INITIATIVES PARTNERSHIP (SHIP)  
FUNDING**

**FY 2026 APPLICATION FOR  
ELIGIBLE HOMEBUYER EDUCATION  
AND COUNSELING ACTIVITIES**

Release Date

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**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 THEREFORE, ANY AWARD MADE AS A RESULT OF THIS RFA MAY BE REDUCED OR RESCINDED BASED UPON THE ACTUAL LEVEL OF FUNDING RECEIVED FROM FHFC.**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.**  
**To apply click here:** <https://www.zoomgrants.com/zgf/RFAHBEC2026>

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

**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 **February 4, 2026, to February 25, 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 CounselingActivity Description:  
  
\_\_\_\_\_Funding Amount Requested:  
  
\_\_\_\_\_

1.	<p><b>Please use the following link to answer the question below: <a href="https://gisweb.miamidade.gov/emaps/">https://gisweb.miamidade.gov/emaps/</a></b></p> <p>County Commission District(s) where activity/project is located – <i>Please circle District number(s)</i></p> <p>1   2   3   4   5   6   7   8   9   10   11   12   13</p>
2.	<p><b>Please use the following link to answer the question below: <a href="https://gisweb.miamidade.gov/emaps/">https://gisweb.miamidade.gov/emaps/</a></b></p> <p>County Commission District(s) where clients reside – <i>Please circle District number(s)</i></p> <p>1   2   3   4   5   6   7   8   9   10   11   12   13</p>
3.	<p><b>Please use the following link to answer the question below: <a href="https://gisweb.miamidade.gov/emaps/">https://gisweb.miamidade.gov/emaps/</a></b></p> <p>County Commission District(s) where applicant’s business is located – <i>Please circle District number(s)</i></p> <p>1   2   3   4   5   6   7   8   9   10   11   12   13</p>
4.	<p><b>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.</b></p> <p><input type="checkbox"/> North Region   <input type="checkbox"/> Central Region   <input type="checkbox"/> South Region   <input type="checkbox"/> All   <input type="checkbox"/> None</p>
5.	<p><b>Provide the agency’s cost per client for each of the items below:</b></p> <p>a) Homebuyer Education and Counseling Services Workshop Only \$_____per client How many clients do you expect to attend? _____</p> <p>b) Homebuyer Education/Counseling Services Only \$_____per client How many clients do you expect to serve? _____</p> <p>c) Financial Literacy Workshop Only \$_____per client How many clients do you expect to attend? _____</p> <p>d) Foreclosure Prevention Counseling Only \$_____per client How many clients do you expect to serve? _____</p>
6.	<p><b>Please provide application summary</b> <i>Please include the address of all service locations, the target number of participants, and the agency’s anticipated cost per client below):</i></p> <div style="border: 1px solid black; height: 250px; width: 100%;"></div>

# Homebuyer Education and Counseling Scoring Criteria

## ORGANIZATIONAL CAPACITY AND SOUNDNESS OF APPROACH (100 Points)

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

**Activity Name:** \_\_\_\_\_

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

	<input type="checkbox"/> less than 100 (0 points) <input type="checkbox"/> 100 plus (2 points) <input type="checkbox"/> 200 plus (5 points) <input type="checkbox"/> 300 plus (10 points) <input type="checkbox"/> 500 or more (18 points)
10.	<b>How many participants successfully achieved homeownership in the 12 months prior to the date of this application?</b> <i>Must include documented proof to receive points. (Proof of homeownership required) – Attachment 31</i>  <input type="checkbox"/> Less than 25 (2 points) <input type="checkbox"/> 26-49 (7 points) <input type="checkbox"/> 50 or more (12 points)
11.	<b>Has the agency provided post purchase counseling workshops for persons previously served by your organization?</b> <i>Must include documented proof of previous workshops to receive points. – Attachment 32</i>  <input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)
12.	<b>Number of training locations within 1/3-mile accessible to public transportation?</b> <i>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</i>  <input type="checkbox"/> No locations within 1/3-mile (0 points) <input type="checkbox"/> 1 location within 1/3-mile (3 points) <input type="checkbox"/> 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
<b>Certification of Accuracy</b>	Required	<b>Attachment 1</b>
<b>RFA Submittal Certification</b>	Required	<b>Attachment 2</b>
<b>Due Diligence Affidavit</b>	Required	<b>Attachment 3</b>
<b>Site Control Documentation:</b> 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	<b>Attachment 4</b>
<b>Tax Exempt Status Letter</b> - Evidence of not-for-profit status.	Only If Applicable	<b>Attachment 5</b>
<b>IRS 990</b> - Description of not-for-profit status.	Required	<b>Attachment 6</b>
<b>W-9 Form</b> - Request for Taxpayer Identification Number & Certification	Required	<b>Attachment 7</b>
<b>Governing Board</b> - Names and addresses.	Required	<b>Attachment 8</b>
<b>Scope of Services</b> – Include Detailed Activity Description, Location, Proposed Accomplishments, and Action Steps (Include interior and exterior pictures of activity location.)	Required	<b>Attachment 9</b>
<b>Budget</b> – The applicant shall submit a full and complete total budget including a listing of all funds, which are expected to be utilized as a match or to partially fund the project or program including funds requested in this proposal		
Entity Budget	Required	<b>Attachment 10</b>
Entity Assets and Liabilities Audited Financial Statements or a Certified Financial Statement, certified by an independent 3 <sup>rd</sup> party auditor.	Required	<b>Attachment 11</b>
Detailed Activity Budget	Required	<b>Attachment 12</b>
Five-Year Operating Pro-Forma	Only If Applicable	<b>Attachment 13</b>
Sources & Uses Statement for Proposed Activity	Required	<b>Attachment 14</b>
Leveraged Sources (Award Letters, Signed Affidavits, and/or Letters of Commitment)	Required	<b>Attachment 15</b>
<b>Current Articles of Incorporation and Corporate Documents</b> - Please label and include page numbers for each of the sections listed below.		
Articles of Incorporation/Corporate Certification	Required	<b>Attachment 16</b>
Current Certificate of Good Standing or Certificate of Status – From the State of Florida	Required	<b>Attachment 17</b>
MDC Business License	Required	<b>Attachment 18</b>
Partnership Agreement	Only if Applicable	<b>Attachment 19</b>
Board Resolutions (If applicable)	Only if Applicable	<b>Attachment 20</b>
<b>Current By-Laws</b>	Required	<b>Attachment 21</b>

<b>Document</b>	<b>Required</b>	<b>Attachment Number</b>
<b>Contact Information for All Partners</b> – Names of the organizations, individuals and the specific governmental agencies involved in the partnership, to include contact person(s), addresses and telephone numbers for each and their role in the project. Identify not-for-profit versus for-profit organizations and include DUNS numbers for each organization.	Required	<b>Attachment 22</b>
<b>Collaborative Agreements with Service Providers</b> (signed and dated)	Required	<b>Attachment 23</b>
<b>Résumés and Organizational Chart</b> (including resumes for all HBEC counselors)	Required	<b>Attachment 24</b>
<b>Marketing and Outreach Plan</b>	Required	<b>Attachment 25</b>
<b>Comprehensive Training Curriculum</b> (showing details of the topics contained on page 10 of this RFA book)	Required	<b>Attachment 26</b>
<b>Past Experience as Homebuyer Counseling (HC) provider</b> (include pre and post education and counseling, County mortgage or private lending programs)	Required	<b>Attachment 27</b>
<b>National Industry Standards for Homeownership Education and Counseling Affiliation</b> (Documentation that the homebuyer counseling entity is a member of the National Industry Standards for Homeownership Education and Counseling Services)	Required	<b>Attachment 28</b>
<b>Proof of a HUD Client Management System</b> Documentation should include proof of purchase/lease of system, <i>which must include receipt of payment.</i>	Required	<b>Attachment 29</b>
<b>Homebuyer Counseling Track Record</b> (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 - use attached excel template)	Required	<b>Attachment 30</b>
Graduates who successfully achieved homeownership (graduate certificates must be signed and dated - use attached excel template)	Required	<b>Attachment 31</b>
Graduates who successfully completed post-purchase counseling workshops (documentation of homeownership is required – use attached excel template)	Required	<b>Attachment 32</b>
<b>Employed HUD Certified Homebuyer Education Counselors</b> (must include documentation, certificates from HUD)	Required	<b>Attachment 33</b>

## 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
- Florida 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





**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]





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*County Attorney*