



MIAMI-DADE COUNTY
OPEN AND ROLLING REQUEST FOR APPLICATIONS

DOCUMENTARY STAMP SURTAX FUNDING
STATE HOUSING INITIATIVES PARTNERSHIP FUNDING

HOMEOWNERSHIP DEVELOPMENT PROGRAM

New Construction · Redevelopment · Rehabilitation

FY 2026

Final: February 24, 2026

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



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

Updates to the Surtax Homeownership Open and Rolling Application Program will be posted on the Miami-Dade County Department of Housing and Community Development (HCD) website. Applicants should periodically check the HCD website for potential changes in funding availability, public notices, submission dates or requirements: <https://www.miamidade.gov/global/housing/home.page>

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

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

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SECTION A

INTRODUCTION

Miami-Dade County, through the Department of Housing and Community Development (HCD) is soliciting Applications under an Open and Rolling Request for Application (RFA) process to fund homeownership development construction activities with Documentary Stamp Surtax (Surtax) and State Housing Initiatives Partnership (SHIP) funds. This Surtax/SHIP Homeownership Development RFA is seeking proposals to address high unmet needs in affordable housing. Both for-profit and not-for-profit developers are encouraged to participate.

PROGRAM OVERVIEW

HCD has been authorized through Ordinance No. 19-121 to solicit projects for homeownership activities located on county parcels through an RFA process that will be reviewed and recommended for approval by HCD staff.

The Applicant will submit an electronic Application package to HCD. **Applications lacking items and/or criteria needed to meet minimum threshold will be deemed non-responsive and will not be scored.** The County's Homeownership Development Program will be administered by Miami-Dade County Department of Housing and Community Development. Information on the program and how to apply can be found at <https://www.miamidade.gov/global/housing/requests.page>. Applications will be accepted until further notice.

A conditional loan commitment approved by the Board of County Commissioners (BCC) for development activity will be provided to awardees based upon the Application submitted by awardees in response to this RFA. Awardees should close on financing and commence construction within six (6) months of the issuance of the conditional loan commitment. The County encourages all applicants to review the Loan Documents prior to submitting any Application. The County expects awardees of funds to execute the Loan Documents without any substantive revisions or edits. Any substantive changes to the loan documents are at the sole and absolute discretion of the County.

FUNDING SOURCES, AVAILABILITY, CAP, & ELIGIBLE/INELIGIBLE USES

Estimated Available Funding

	ESTIMATED SURTAX/SHIP	ESTIMATED TOTAL
Homeownership Countywide	\$20,000,000.00	\$20,000,000.00
Total*	\$20,000,000.00	\$20,000,000.00

*Total amount of funding available as of 8/20/2025 and is subject to change.

Maximum Funding Cap

DEVELOPMENT CATEGORY	NUMBER OF UNITS	MAXIMUM FUNDING CAP
Small Developments	1-10 Units	\$3,000,000 (non-revolving loan)
Medium Developments	11-40 Units	\$10,000,000 (non-revolving loan) \$3,000,000 (revolving loan)
Large Developments	41 or More Units	\$3,000,000 (revolving loan)

SPECIAL DEVELOPMENT TYPE	NUMBER OF UNITS	MAXIMUM FUNDING CAP
Community Land Trust Developments	2 or More Units	\$200,000 (non-revolving loan)
Multifamily Condominium	2 or More Units	\$10,000,000 (non-revolving loan)

HCD financing for homeownership development projects may finance up to 85% of the development cost. The HCD Director has the discretion to right size the loan, up or down. The amount awarded will be determined upon various factors, including the Applicant's financing plan.

Eligible Activities and Use of Funds

This program will target homeownership development projects countywide through construction lending that may include the following development types and eligible uses:

Eligible Development Activity Categories		
Rehabilitation	Redevelopment	New Construction
The renovation or restoration of an existing dwelling in order to bring it into compliance with applicable codes, extend its useful life, and/or correct substandard conditions.	The demolition and reconstruction of existing housing on the same site, or the re-use of land that previously contained substandard housing for the purpose of developing affordable homeownership units sold to be sold to a qualified buyer.	The development of residential housing unit(s) on vacant or newly designated residential land where no housing unit previously existed.
Eligible Uses		
✓ Soft Costs		✓ Hard Costs

*See definition section for a list of eligible Soft and Hard Cost expenses. *

Acceptable Housing Typology Under RFA

This RFA allows for the development of single family detached units, approved manufactured homes, studios, twin home/duplexes, condominium units, (must evidence Declaration of Condominium documents recorded in the public records disclosing separate folio numbers), and townhomes.

Ineligible Use of Funds

The Applicant/Developer may not utilize this program to acquire sites with existing, newly pre-constructed units already developed by a Builder/General Contractor, for the purpose of being sold/conveyed to the Applicant/Developer, to then be sold to a qualified homebuyer.

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SECTION B

DEFINITIONS

Affordable Housing: Affordable housing is defined in terms of the income of the people living in the home. Families must be income eligible. The income eligible household is said to be living in affordable housing when it spends no more than 30% of its income on either rent or mortgage payments. In Miami-Dade County, housing is considered affordable when made available for families at 80% AMI or below and not to exceed households at 140% AMI.

Applicant: Organization submitting a proposal for funding of a housing development project.

Application Checklist: Forms identifying documents required to complete this Application.

Audited Financial Statements: Financial Statements that have been prepared as audited financial statements in accordance with Generally Accepted Accounting Principles (GAAP) by an independent third party certified public accountant. Single asset entity applicants may provide audited financial statements for the parent/developer.

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. Single asset entity applicants may provide audited financial statements for the parent/develop company.

Construction Cost: Per Miami-Dade County Code of Ordinances, Chapter 2, Article I, Sec. 2-11.15: Construction Cost is defined to include architectural and engineering fees, site work, and contingency allowances. It does not include land acquisition or subsequent changes to the construction contract. All construction costs shall be calculated as of the date the contract is executed.

Community Land Trust: 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 development organization that:

- 1) Is not sponsored by a for-profit organization
- 2) 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;
- 5) Whose Board of Directors
 - A. includes a majority of members who are elected by the corporate membership;
 - 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.

County Land Development: A development or home that is being developed on land owned or conveyed to the developer by the County for the purpose of developing affordable homeownership or rental housing.

Credit Underwriting (CU): An analytical process that determines the amount of financing necessary for

completion of the construction and development of a project under the direction and oversight of HCD. The general intent of credit underwriting is to determine the project's feasibility and the developer's ability to repay debt. Credit underwriting is also for the purpose of determining the terms of financing and determining whether the project is financially feasible. The terms set forth in the underwriting shall be controlling. (Developer will be responsible for the cost of this analysis).

Developer: Any individual, association, corporation, joint venture or partnership which possesses the requisite skill, experience, and credit worthiness to successfully produce affordable housing as required in the Application.

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

Development Cash Flow: Development Cash Flow will be considered cash transactions of the Development as calculated in the statement of cash flows prepared in accordance with Generally Accepted Accounting Principles, as adjusted for any cash transactions that are subordinate to the loan interest payments including any distribution or payment to the Applicant, Developer or Affiliates, whether paid directly or indirectly.

Development Size: A homeownership development that consists of the following:

DEVELOPMENT SIZE	UNIT RANGE
Small	1-10 units
Medium	11-40 units
Large	41 or more units

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

Documentary Stamp Surtax (Surtax): Under Section 201.02 and 201.031 of the Florida Statutes, the County has imposed a surtax on documents that transfer interest in Florida real property except for transfer of interest in single-family residences. Pursuant to Section 29-7, Miami-Dade County, Florida, Code of Ordinances, funding from surtax shall be allocated for construction, rehabilitation, and purchase of rental housing units.

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

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

Firm Commitment: Match/leverage funds must be explicit, in writing on company letterhead, and signed by a person authorized to make the commitment, i.e., applicants MUST show proof of subsidy. The commitment must indicate the total dollar value of the commitment and must be valid through financial closing of the project. It must be supported by evidence of funding ability from an industry recognized financial institution and show evidence of initial underwriting by the lender or from a financial source determined through documented evidence to be able to support the commitment. Final decisions on the

issue of “firm commitment” shall be made by HCD. Applicants using bonds as a source of financing must include proof of bond inducement.

General Contractor: A Florida-licensed individual or entity that has the experience, capacity, insurance, financial capability and creditworthiness needed to successfully develop and sell the proposed units.

Green Building Certification: A process that validates a building’s compliance with specific sustainability and environmental standards in the areas of design, construction, and operation. It entails a rigorous evaluation of various aspects of a building to ensure it minimizes environmental impact, promotes energy efficiency, and enhances occupant well-being. For Surtax, SHIP, and HOME funded projects, 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, are referred to as the “Sustainable Buildings Program” which applies to building(s) owned, financed and/or operated by Miami-Dade County. Exemptions to IO 8-8 LEED Silver (at minimum) rating system or other certification consists of:

- Any Dwelling that is a one family or single family, or one-family residence as defined by chapter 33 of the Code.
- Any Dwelling that is a duplex or two family, or two-family residence as defined by chapter 33 of the Code.

Guaranty/Guarantee: An assurance provided to one party that another party will perform under a contract as it relates to financing. A promise to be answerable for the debt or obligation of another in the event of nonpayment or nonperformance.

Hard Costs: The monetary costs of physically preparing the project site and building the structure.

Eligible Expenses for Hard Costs

Site clearing, demolition, grading, excavation	Sidewalks, curbs, paving, parking
Construction & Labor	Landscaping, irrigation systems
HVAC equipment and installation	Community rooms, playgrounds, gazebos
Electrical wiring, panels, lighting, generators	Water, sewer, stormwater infrastructure
Domestic water, sanitary sewer, fixtures	Materials testing, special inspections
Fire alarms, sprinklers, life-safety systems	Temporary fencing, trailers, site security
Elevators, lifts	General contractor O&P
Flooring, painting, tile, cabinetry	Construction contingency
Refrigerators, ranges, washers/dryers	Sidewalks, curbs, paving, parking

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

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

- Moderate Income (MI) - 80% AMI to 140% AMI
- Workforce Housing Income (WFH) - 60% to 140% AMI
- Low Income (LI) - 51% to 80% AMI
- Very Low Income (VLI) - 31% to 50% AMI
- Extremely Low – Income (ELI) - At or below 33% or 30% AMI (as defined by the applicable funding source), or Miami-Dade County’s adjusted 28% AMI.

Land Use Restriction Agreement (LURA): An agreement between the County and the Applicant which sets forth the set-aside requirements and other Development requirements under a County program funded by Surtax and/or SHIP, or another County source. This can be carried out utilizing instruments such as a restrictive covenant, or in cases of a rental development, a Rental Regulatory Agreement (RRA).

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

Loan Terms: Loan term for Homeownership Development Applications is for the construction period only and is intended as an instrument to pass savings on to the end user. Loan draws will be on a reimbursement basis for work completed. Loans will be repaid at the sale of the homes to eligible and qualified buyers. Refer to chart for actual terms and requirements of this funding.

Material Change: Project changes occurring after an initial Application has been scored that would affect scoring and have an impact on both ranking and award recommendations.

Debt Service Ratio (DSR)/Debt Service Coverage Ratio (DSCR): The minimum and maximum allowable ratio of net operating income/cash flow to total debt service obligations.

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

New Construction: The building of a housing unit on raw or vacant land where none previously existed and includes both single-family and multifamily development. Must meet all applicable building codes, SHIP affordability requirements, and be targeted to eligible income groups.

Non-Phased Development: A development project that is constructed in one phase, all at one time.

Non-Recourse: No personal liability. Lenders may take the property as collateral to satisfy a debt but have no recourse to other assets of the borrower. A Non-Recourse Loan is a loan for which the sole source of satisfaction for default thereon is the real property that was given as collateral.

Owner Equity: The value of the owner's net assets related to the property, the initial price paid for the property minus the outstanding mortgage balances and liens against the property.

Phased Development: A strategic approach to real estate development that involves dividing development projects into multiple, sequential phases of construction to mitigate risk and increase project feasibility.

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

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

Private Nonprofit (Not-For-Profit) Organization: A private nonprofit organization that is created and operated for charitable or socially beneficial purposes 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 voluntary board, and practices non-discrimination in the provision of assistance. A private non-profit organization does not include a governmental organization, such as a public housing agency or housing finance agency.

Reconstruction: The rebuilding of a structure on the same site in substantially the same manner. Reconstruction is a form of rehabilitation.

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

Redevelopment: The demolition and reconstruction of existing housing on the same site, or the re-use of land that previously contained substandard housing. In SHIP, this often applies when an existing structure is beyond feasible repair. The end result is a new, safe, code-compliant dwelling provided in place of the deteriorated or demolished home. This is sometimes referred to as Demolition & Reconstruction in local LHAP strategies.

Rehabilitation: The renovation or restoration of an existing dwelling unit in order to bring it into compliance with applicable codes, extend its useful life, and/or correct substandard conditions. Includes activities such as correcting health and safety issues, repairing structural systems (roof, electrical, plumbing, HVAC, etc.), addressing accessibility modifications, and weatherization. Rehabilitation may range from renovation (limited scope) to substantial rehabilitation (major systems replacement).

Self-Sourced Financing: Financial resources provided by the Developer/Owner/Affiliate, that is used to finance the development, such as cash, secured equity, or a line of credit. Self-sourced financing must be committed to the project through construction. Funds must be documented, by a financial institution that confirms availability of funds, and verifiable evidence that legally commits the funds to a project must be included in your Application.

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, design, 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 financing of the construction phase is available and construction is ready to start within thirty days of closing of financing to start, pending the selection and award of the general contractor, within one hundred twenty days (120) from the contract execution date with HCD.

Site Control: Applicants must demonstrate site control (e.g., recorded title, executed lease agreement, firm purchase contract, Option-to-Purchase or Option-to-Lease, which must have an expiration date at minimum one year after the date of the Application (for the purpose of this specific program) or Local Government Resolution for the site proposed for funding. Note, prior to financial closing, for County owned land, a formal Board of County Commission Resolution and/or deed naming the Application’s sponsor or legal representation as the property’s controlling entity must be in place. **NOTE: If County land, the definition and criteria for site control is subject to change in future solicitations.**

Soft Costs: Includes costs for appraisals, attorney’s fees, architectural/engineering fees, and other development costs not associated with the actual hard construction or permanent financing of the development.

Eligible Expenses for Soft Cost

Architect fees, design development	Loan origination fees, lender legal
Civil, structural, mechanical, electrical engineering	Advertising
Boundary, topographic, ALTA surveys	Builder’s risk, liability (non-construction portion)
Phase I & II environmental studies	Title insurance recording fees
Soil borings, geotechnical reports	Owner’s rep, project management fees
Building permits, plan review fees	Cost certification, audits
Mobility, parks, fire, school impact fees	Lease-up expenses

Legal counsel, contracts, closings	Recording fees
Market and compliance appraisals	

Special Needs Population: Per FL Statute in Chapter 420.0004: (13) “Person with special needs” means an adult person requiring independent living services in order to maintain housing or develop independent living skills and who has a disabling condition; a young adult formerly in foster care who is eligible for services under s. 409.1451(5); a survivor of domestic violence as defined in s. 741.28; or a person receiving benefits under the Social Security Disability Insurance (SSDI) program or the Supplemental Security Income (SSI) program or from veterans’ disability benefits.

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.

State Housing Initiatives Partnership (SHIP): This program provides funding to local governments to create affordable housing initiatives to include homeownership. This program serves very low- low-, and moderate-income families.

Sustainable Buildings Program: Sections 9-71 through 9-75 of Article III, Chapter 9 of the Code of Miami-Dade County, along with Miami-Dade County Implementing Order IO 8-8, collectively constitute the Miami-Dade Sustainable Buildings Program. The County uses its Sustainable Buildings Program to guide the process of green building certification and best practices for County public projects. County legislation requires that green building practices be incorporated into the planning, design, construction, management, renovation, maintenance and decommissioning of County public projects. As described in Chapter 9 of the Code of Miami-Dade County: “Green building practices are environmentally and socially- conscious practices that emphasize processes and methods of design and construction that (i) reduce exposure to noxious materials, (ii) conserve non-renewable energy and scarce materials, (iii) minimize life-cycle ecological impact of energy and materials, (iv) employ renewable energy or materials that are sustainably harvested, (v) protect and restore local air, water, soils, flora and fauna, and (vi) support pedestrians, bicycles, mass transit and other alternatives to fossil-fueled vehicles.”

Total Development Cost (TDC): The total cost of completing the project, from acquisition to the issuance of Certificate of Occupancy, including but not limited to, the cost for planning, zoning, variances, design, financing, legal, permitting, insurance, and construction. For new construction and rehabilitation projects, the cost of land acquisition shall not be included in the Total Development Costs. In addition, construction costs associated with non-housing features included in the project, or those not deemed to be amenities expected of, typically provided with, or pertinent to affordable housing units, may be deducted from the total development cost by the Mayor or the Mayor’s designee. A determination of such a deduction shall be made at the time this project’s Application is scored by the County.

Transit Oriented Development (TOD): A residential or commercial area designed to maximize access to public transportation that incorporates features to encourage transit ridership. Bonus points are available if the proposed development is located within ½, ¼, 1/10-mile of a Metro-Rail or Metro-Mover station, or a stop along the South Dade Transit-Way. Note, the quarter-mile distance from housing to transit must be walkable. There must not be natural or man-made barriers, such as lakes, canals, gated communities, highways, fences, etc., that restrict the ability of residents to walk to transit. The final determination of actual walkable distance will be determined by HCD utilizing the Miami-Dade Transit Trip Planner tool and/or Google Maps to measure distance from the proposed development Application site to a transit stop.

Transaction Fees: Customary closing costs for typical financial transactions.

Uniform Federal Accessibility Standards (UFAS): Uniform Federal Accessibility Standards (UFAS), 24 C.F.R. § 40, Appendix A (www.access-board.gov/ufas/ufas.pdf).

Water and Sewer Connection Assistance Program: Community Development Block Grant funds are available for developers’ serving homebuyers at or below 80% AMI. Funding to assist with the cost of connecting water and sewer lines for proposed homeownership units is only available once an applicant has

been awarded funds from this program and are subject to CFR 24 part 570. Awardees will be required to complete a separate Application for water and sewer connection assistance funding.

Workforce Housing Unit: A dwelling unit, for which the sale, rental or pricing of which is restricted to households whose income falls within the workforce housing income range of 60% to 140% AMI.

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SECTION C

SCORING

Minimum Threshold Review

Homeownership development projects will advance to Selection Committee review upon meeting all required minimum threshold criteria.

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

1. Leveraging

Agencies must show with supporting documentation **ALL** sources of funding available for the proposed activity. HCD requires developers to provide financing from non-County sources covering a minimum of 15% of the construction cost for each proposed unit.

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).

3. Track Record

Previously funded agencies must be in good standing, with respect to audit findings and/or timely completion of projects, proven ability to sell units of similar scale and type to qualified buyers within a reasonable timeframe upon receiving the Certificate of Occupancy, have a solid track record of submitting progress reports and monitoring findings and completed projects.

4. Site Control

Applications for housing activities must demonstrate the Applicant's site control. When a Purchase and Sale Agreement (PSA) is used to demonstrate site control, the expiration date must extend, at minimum, one year after the date of this Application.

5. Green Building Certification

Green Certification requirements are applicable for multifamily attached units and exempt for single-family homes.

6. Due Diligence Investigation

Applicants must pass a Due Diligence investigation on all applicants using the Due Diligence Checklist (see page 50). Unless expressly authorized by the County Mayor or the County Mayor's designee (R-630-13, section 3), any entity NOT clearing the Due Diligence Investigation will NOT be recommended to the Board for funding. *Refer to MDC Resolution No. R-630-13.*

7. Responsible Contractor Affidavit

Developers shall execute and submit the Responsible Contractor Affidavit as set forth in Section 2-11.16, et Seq. of the Code of Miami-Dade County. An authorized signatory is a President, Chief Executive Officer, Chair, Secretary, or any person that has perceived authority in the organization. The County may announce a 48-hour cure period, if necessary, available to applicants that do not provide the Responsible Contractor Affidavit as part of the Application. *Refer to MDC Ordinance No. 14-26.*

8. Affordability Requirement

Homeownership units must be sold to eligible buyers whose household income is between 51% AMI to 140% AMI.

9. Pre-Application Meeting

Applicant has completed a pre-Application meeting with the Miami-Dade County Department of Regulatory and Economic Resources (RER) or applicable Municipalities achieved by providing proof of completing a Pre-Application Meeting with RER or applicable municipalities. Applicants may submit a completed Zoning Pre-Application Closeout Checklist form from the Department of Regulatory and Economic Resources (RER) as evidence of attending a RER Pre-Application Meeting. Evidence of the meeting must be submitted as part of the Application.

Scoring

A minimum score of 70 points in the General Scoring section is required for an Application to be eligible for additional points in the Bonus Scoring section. Applications that fail to achieve the minimum 70-point threshold will not be reviewed for bonus points and will not be considered for funding.

Bonus Points

Refer to the scoring sheet to determine which points your application/activity may be eligible for:

B1 - Proximity to Essential Services and or Transit: Bonus points may be achieved by Applications proposing housing development projects located within one-half (½) mile or less to at least three or more essential services or transit mobility, such as: grocery stores, medical facilities, community centers, Tri-Rail, Metrorail, the South Miami-Dade Transitway, or the Strategic Miami Area Rapid Transit (SMART) Corridors.

B2 - Project Completion and Compliance: Bonus points may be achieved based on the completeness and compliance of prior projects funded by HCD and developed by the applying applicant. Eligible projects must have been funded within three (3) years preceding the issuance of this RFA and must demonstrate completion through either a Certificate of Occupancy issued by the applicable building department or a successful project closeout letter from HCD.

B3 - Other Construction Financing: Bonus points may be achieved by the amount and type of construction funding, other than County funds, available and committed to the project, such as Subsidy from other Local Government, including but not limited to non-County CDBG, Non-County HOME, CRA, TIF, General Funds, or GOB. Additionally, Federal Home Loan Bank (FHLB), Community Development Financial Institutions (CDFI), Opportunity Zones resources, Philanthropic donations, etc. Traditional financing from private lenders is not considered.

B4 - Homebuyer Subsidy: Bonus points may be achieved by providing proof to demonstrate the Applicant's proactive coordination with private lenders, local government entities/municipalities, nonprofits, CDFIs, faith-based groups, and/or the Florida Housing Finance Corporation to secure homebuyer subsidies that will be applied to the qualified homebuyers for the proposed project.

B5 - Qualified Buyer Pipeline: Bonus points may be achieved by providing proof to demonstrate a current partnership for the proposed project with a local entity to establish a pre-qualified pipeline of potential homebuyers. Evidence of this partnership may include an agreement with a Certified HUD Housing

Counseling Agency or HCD-funded Homebuyer Counseling and Education subrecipient or a collaborative plan for engaging and prequalifying a pool of potential homebuyers.

B6 - Accessibility and Visibility Features for Persons with Disabilities: Bonus points may be achieved by applicants' responsiveness to the housing needs of persons with disabilities. To receive bonus points, applicant must include documentation verifying that a minimum of ten percent (10%) of the total units in the proposed development comply with the Florida Accessibility Code for Building Construction, as set forth in Section 553.503, Florida Statutes.

Required documentation includes a certification letter from the project Architect. The designated units must incorporate at least three (3) of the following accessibility features and stated in the Architect's letter:

- (a) At least one zero-step entrance approached by an accessible route on a firm surface no steeper than 1:12 proceeding from a driveway or public sidewalk;
- (b) Lever-handled faucet with removable spout or lever-handled faucet with separate sprayer (spout or sprayer must have at least a 9-inch hose);
- (c) Light switches should be no more than 48" above floor level;
- (d) Midpoint on electrical outlets should be located no less than 18" above finished floor level;
- (e) Reinforced walls for future installation of horizontal grab bars in toilet, bathtub, and shower walls;
- (f) Lever-action handles on all doors and faucets in Units and public areas;
- (g) Toggle-type or rocker style switches for lights and fans;
- (h) All doors used for ingress/egress must be 34" (2' x 10") or larger. Any door other than a traditional hinged door such as: pocket doors, bi-fold doors, and double doors; must provide for at least a 32" minimum clear width entry;
- (i) At least one accessible means of egress/ingress, including a primary entrance door which shall have a threshold with no more than a 1/2-inch rise, which may be waived for Manufactured Homes and Units built in Area(s) of Critical State Concern;
- (j) For Units consisting of two or more levels, all space on the entry level of the Unit must meet the requirements of paragraphs (3)(a)-(i) above. On the second level at least one full bathroom and one bedroom must meet the requirements of paragraphs (3)(a)-(i) above, if there is not a full bathroom and a bedroom on the entry level; and
- (k) Adjustable shelving in master bedroom closets (must be adjustable by resident).

B7 - Community Land Trust: Bonus points may be achieved by providing evidence of designation as defined in Section 212 of the Housing and Community Development Act of 1992 (H11966,10/5/1992).

B8 - Sea Level Rise: Bonus points may be achieved for applicants committing to prepare the proposed project development for Sea Level Rise and natural environmental hazards, such as elevating AC units, or raising the building. Written plans must show in detail the proposed remedy for achieving sustainable sea level features. Plans must be explicit, in writing and included in the Application to receive points.

SECTION D

CREDIT UNDERWRITING, LOAN COMMITMENT & CLOSING

Credit Underwriting Analysis

Obtaining a favorable credit underwriting recommendation is an essential factor to receiving the approval from the Board of County Commissioners (BCC) and the subsequent firm loan commitment. A credit underwriting analysis may be conducted either internally or using a third-party credit underwriting firm during the scoring process to determine the proposed project's feasibility based on the documents and exhibits presented in the Application. Applicants must be prepared to pay fees associated with credit underwriting services and be responsive to requests made by the credit underwriter.

Whether an application undergoes a credit underwriting analysis will be determined based on funding source(s) and the type of construction financing requested/presented in the Application. This analysis will assist in determining if the Applicant is eligible or ineligible to receive a recommendation for a contingent funding award.

HCD shall make award recommendations to the BCC for final approval. Such awards may be contingent upon a favorable final credit underwriting recommendation. All approved recommendations for contingent awards will undergo a full credit underwriting review. All documents and exhibits presented in the Application, as well as any additional requests from the underwriter, will be reviewed and analyzed to complete a final Credit Underwriting Report (CUR) in favor of or opposed to proceeding with awarding funds to the proposed project.

A credit underwriting analysis that results in a favorable review/recommendation is required to effectuate awards for applicable projects.

The credit underwriting analysis includes, but is not limited to, consideration of the following factors:

Development Description

- The location based on the available information within the Application
- The proposed number of units
- The proposed unit mix (i.e. AMI, accessibility, type and number, as applicable)
- The targeted demographic (i.e. family, elderly, veteran, homeless, persons with disability)
- Income restrictions imposed by the financing sources identified within the Application
- Development Team expertise in relation to scope and scale of proposed development project

Economic Feasibility of the Applicant/Borrower, General Partner, Guarantors, Developer, and General Contractor

- Financing and equity sources represented in the Application are available to the Applicant
- The terms of the financing and equity sources meet the County's program requirements
- DSC/DSCR is within the required range
- Applicant/Borrower can guaranty the debt
- Market study, if applicable
- Repayment plan to County incorporated into pro forma and is in accordance with loan term for funds borrowed under this program

Development Project Budget

- Hard cost and soft cost contingencies meet County program requirements
- Able to provide schedule of values to support development costs and sales price
- Represented sources are adequate to complete and sufficiently finance the construction of the proposed homeownership project
- Funds requested from the County meet the program guidelines and limitations based on the

information available

- Financing plan, including County funding and other lender, will fully fund the proposed project within the County's program guidelines requiring the homebuyer to be subject to loan qualifications of lenders licensed to provide mortgage financing as to the amount of the loan.

Loan Closing Process

Miami-Dade County administers the loan closing process for homeownership projects funded through the Documentary Stamp Surtax (Surtax) Program in a structured and controlled manner to ensure compliance with applicable County policies, Board of County Commissioners approvals, and all relevant state and local requirements.

Upon approval of Surtax/SHIP funding by the Board, HCD issues a Conditional Loan Commitment (CLC) to the approved Applicant or its affiliated entity. The CLC identifies all conditions precedent to loan closing, which may include, but are not limited to, zoning approvals, site control, environmental clearance, insurance coverage, title requirements, and credit underwriting. HCD monitors the Applicant's progress toward satisfying all CLC conditions.

For homeownership projects requiring credit underwriting, HCD engages a third-party underwriter to assess project feasibility, financial capacity, and compliance with program requirements. HCD reviews the underwriting analysis to ensure consistency with the approved funding terms and Surtax program guidelines.

The Applicant is required to provide certain documents to the Loan Closing team prior to the scheduling of a loan closing. Once all closing conditions are satisfied, HCD coordinates with the County Attorney's Office to prepare the required loan closing documents. Such documents may include, but are not limited to, a Loan Agreement, Note and Mortgage, Restrictive Covenants, and any additional instruments necessary to secure the County's financial interest and ensure long-term program compliance. All documents are reviewed by HCD for accuracy and conformity with approved terms prior to execution.

Loan closings are conducted in coordination with the Applicant, legal counsel, and a title company. All required documents are executed and recorded in accordance with County requirements. Loan proceeds are disbursed in accordance with the approved loan terms, typically on a reimbursement basis or through construction draws, subject to HCD procedures.

Following loan closing, projects transition into active portfolio management. HCD continues to monitor compliance with construction milestones, affordability and resale requirements, homebuyer eligibility standards, and project close-out requirements, including issuance of certificates of occupancy, and submission of a final audit certification.

Open and Rolling Application Process

1. Surtax Application Review & Scoring
2. Funding Recommendation Issued
3. Agenda Item Prepared for BCC Action
4. Conditional Loan Commitment Letter Issued Upon BCC Approval
5. Invitation to Enter Credit Underwriting
6. Final Credit Underwriting Report Issued
7. Loan Closing

SECTION E

COMPREHENSIVE POLICIES

General

1. Applications recommended for funding shall be limited in accordance with the date/time of Application submission, score and rank of the Applications received, and availability of funds.
2. Applications will be received on a first-come, first served basis during the open and rolling Application cycle. Applications will be reviewed and scored by a Selection Committee in order of submission date and time. Applications will be ranked when more than one Application is in queue and RFA available funding is encumbered. Projects are expected to commence construction expeditiously upon closing of this loan.
3. The County's Homeownership Development Program is an open and rolling Application designed to address high unmet needs in affordable homeownership housing units through the financing of construction and acquisition activities. Applications will be accepted until further notice.
4. Only Applications meeting Minimum Threshold requirements will be scored.
5. Applications lacking required items and/or criteria to meet the minimum threshold will be deemed non-responsive and will not be scored.
6. Applicants must score a minimum of 70 points in the general section, before the addition of bonus points, to be recommended for funding.
7. Applicants proposing to develop 20 or more units will need to provide a market study at the time of Application.
8. Eligible Applications will be recommended for funding, in accordance with the Development Category's funding cap and based upon the financial analysis of the development project. Eligible Applications will be recommended for funding awards until the funding for this program is exhausted.
9. HCD reserves the right to determine award amount based upon the financing plan provided in the Application. The HCD Director has the discretion to right-size the loan, increasing or decreasing the allocation.
10. HCD requires developers to provide financing from non-County sources covering a minimum percentage of 15% of the development cost for each proposed unit in accordance with the development category.
11. HCD may finance up to 85% of the development cost of the proposed homeownership project. However, the maximum award/funding cap per development category is not guaranteed.
12. HCD may determine that partial funding may be made available to an Application. If this occurs, the applicant must sign an agreement, affirming that the amount of funding allocation that the applicant is recommended for is sufficient for the project to proceed without any additional funds from any HCD source, and that even if an Application is partially funded, subject to successful completion of underwriting, the developer can proceed. The partial funding acknowledgment agreement is attached.
13. Surtax/SHIP funding is disbursed as a reimbursement for construction soft cost related expenditures, which can be disbursed at loan closing or during the construction period.

14. Surtax/SHIP funding is disbursed as a reimbursement for construction hard cost related expenditures during the construction period only.
15. Applications for construction funding for homeownership development under this RFA shall be limited to a maximum cap and lending terms in accordance with small, medium, and large development categories.
16. At HCD's discretion, the Applicant may be required to phase the development project, and funds may be issued as a revolving loan to fund phased construction. Access to the revolving line of credit is contingent upon sale of the constructed units for each phase.
17. Applicants are responsible for determining amount of potential subsidy needed per potential qualified buyer household in accordance with the proposed associated income band (i.e.: 30% AMI, 50% AMI, 80% AMI). To address the financing gap for low-income buyers, the Applicant is expected to develop a strategy to prepare and link pre-qualified buyers with subsidy resources such as downpayment assistance and soft second mortgage programs.
18. Developers are responsible for conducting due diligence on the site(s) of the proposed development project prior to applying under this RFA for construction financing. The County will not reimburse or fund unforeseen development costs not specified in the original Application after funds are awarded, including infrastructure and expenses related to impediments that arise during project development.
19. HCD reserves the right to limit the risk associated with awarding funding to developers with incomplete projects or projects with unresolved issues, as such any requests for extensions on contracts and/or deeds may forfeit an award and are therefore subject to recapture.
20. The County reserves the right to determine whether an expense is a "soft cost" or not. Construction will be monitored to determine that progress is made and draws are submitted in a timely manner and ensure that the Developer costs are paid based on the percent of construction completed.
21. HCD reserves the right to rescind or reduce awarded funds for projects that present significant material changes, including but not limited to financing, financing terms and/or development type, or a reduction in the number of units, after being awarded funds for the project proposed in their Application.
22. Applicants may be disqualified from consideration for funding based on poor performance, failure to repay previous HCD loans upon maturity, or non-compliance on any other projects with HCD.
23. 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.
24. Upon loan maturity, Borrowers have the right to request a one-year, one-time extension to the maturity date.
25. Interest on the loan begins accruing upon commencing construction and continues until the loan is fully repaid.
26. Developers may include *Loan Closing Costs* in the requested funding amount. It is anticipated that these costs will be absorbed into the project costs.
27. BCC approved maximum sales prices for Infill properties must be sufficient to meet all repayment obligations for all loans related to the project.
28. HCD will adhere to compliance guidelines pursuant to [Resolution No. R-34-15](#) requiring developers to provide written notice to the County of the availability of homeownership opportunities, including but not limited to, the number of available units, bedroom size, and sales price at the start of any sales activity. The advertisement must include contact information for the

Developer/Owner, or their appropriate agents and representatives. Developers must also advertise this information in widely circulated newspapers and post it on the Housing and Community Development website.

29. HCD will adhere to compliance guidelines pursuant to [Ordinance No.14-56](#) providing an incentive for private developers of affordable housing projects competing for funding through the County's Documentary Stamp Surtax Program. As part of any competitive process for the acquisition, construction or rehabilitation of homeownership projects, the County shall provide additional incentives, including but not limited to awarding extra points to those developers and applicants who propose additional set-aside units for Disabled Households beyond that which may be required by applicable Federal, state, or local fair housing laws or other applicable laws.
30. No entity shall be considered for funding where, within the past five (5) years, the entity, or any of its directors, partners, principals, members or board members have been found guilty of, or has pled guilty or no contest to, any crime related to a funding source, been sued by a funding source and been found in breach of contract, or been debarred by a funding source. Such entities shall not be eligible to receive funding.
31. HCD will adhere to compliance guidelines pursuant to Resolution No. R-697-13 approved by the Miami-Dade County Board of County Commissioners on September 13, 2013, establishing allocations of Housing and Community Development funds for the purpose of acquiring or improving real property or for paying off debt secured by real property in excess of \$25,000, that shall be in the form of a loan. Loans shall be secured by a mortgage or other security instrument, which will be recorded in Miami-Dade County public records, and may be forgivable, so long as obligations of the recipient are fully performed.
32. Acceptable forms of collateral to secure the loan(s) under this program are land and cash equivalents. When the land is the collateral, an as-is and as-built appraisal is required. The Applicant must provide a letter of credit (LOC) from a financial institution on letterhead as acceptable verification to secure the loan with cash and assets.
33. Applicants must provide documentation of experience with the development/construction and sale of homeownership units commensurate to a similar scale and project scope proposed in the Application.
34. For General Contractor's or Builder's experience to be factored as evidence in the scoring criteria, HCD will adhere to the requirement for applicants to submit evidence of a legally binding Development Agreement.
35. Applicant Entities comprised of multiple parties working together as the Developer/Owner/Affiliate require a Joint Venture Agreement accompanied by an Operating Agreement submitted with the Application.
36. As the primary lender, the County will remain in first lien position. Construction loans issued under this program will not subordinate to a secondary lender.
37. HCD will consider a shared first lien position for medium-sized projects, 11-40 units, and large sized projects, 41 or more units, non-phased development projects with a non-revolving loan of up to \$10,000,000.00. HCD will require collateral commensurate to the amount of the loan awarded. Shared first lien position is at the discretion of the Department Director. Revolving loans for phased development projects are not eligible for consideration.
38. The Applicant will be responsible for providing a Schedule of Values that will be used to evaluate the total development cost in comparison to the sales price as an assurance that the awarded funding results in homes for sale that are affordable to the County's workforce.

Condominium Projects – Subject to Additional Review Factors

1. Proposed condominium homeownership projects are subject to additional review factors prior to issuance of a conditional loan approval.
 - a. Must provide verifiable documentation of previous condominium development and sales comparable to the proposed project detailed in this Application. Verifiable documentation must be dated within five years prior to the submittal of this current application.
 - b. Must provide marketing strategy and financing plan (including downpayment subsidy) for potential homebuyers whose income ranges between 51% to 140% AMI.
 - c. Must provide documentation of partnership with a HUD Certified Housing Counseling agency or qualified Homebuyer Counseling and Education agency that will be responsible for developing a plan to identify and refer a pool of potential homebuyers for project's units.
 - d. Must demonstrate feasibility with analysis that includes structural integrity reserve funds in compliance with Florida Statute.
 - e. Pro forma must include realistic cost estimate for legal services to establish the condo association in accordance with state law.
 - f. Fannie Mae Underwriting Guidelines must be used when selling condo units.
 - g. Must provide a timeline to accomplish sales to qualified buyers within term of the loan for a non-phased development project.
 - h. Evidence of financing for the homebuyer. Examples of financing products can be found at: [Multi-Language Resources for Lenders | Fannie Mae](#).

SECTION F

SUBMISSION GUIDELINES

1. Applicants must submit an online Application using HCD's grants management system, ZoomGrants. Please note that you may be required to come in for a scheduled appointment with HCD to discuss the proposed project.
2. Only Applications submitted electronically through ZoomGrants will be accepted. A direct access link will be available on HCD's webpage.
3. Faxed and paper (hand delivered) Applications will **not** be accepted.
4. Each entity may only submit one Application per project.
5. Applications must include an **Application Detail Sheet**. This detail sheet must include the legal name of the Developer, employer identification number (FEIN), organization type, amount of funding request, Developer's address, contact person name, title, phone number and email address.
6. Applicants must upload all affidavits, supporting and evidence documents to meet threshold requirements. Supporting documentation must be uploaded as PDF. Applicants must use a detail sheet identifying the EACH attachment separately.
7. 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.
8. Applicants are required to submit all information required in the Application electronically and **supporting documentation must be included in the online Application submission.**
9. **All supporting documentation MUST be attached as a PDF file.**
10. **NO electronic links will be accepted as part of your submission in this Application.**
11. If supporting documentation is too large for upload, Applicant may upload attachments in multiple submissions, i.e. Attachment 1a, 1b, 1c, etc.
12. For purposes of this Application, the County's Homeownership Program will be administered by Miami-Dade Department of Housing and Community Development. Information on the program and how to apply can be found at www.miamidade.gov/housing. Online Applications will be accepted only through ZoomGrants until further notice.

SECTION G

LOAN TERMS AND CONDITIONS

Collateral

HCD requires collateral to secure the construction loan in the event the Applicant/Developer defaults, failing to construct and sell the units and repay the debt to Miami-Dade County. Acceptable forms of collateral to secure the loan(s) under this program are land and cash equivalents. There are no exceptions.

- An as-is and as-build appraisal is required to ensure the valuation of the land is sufficient to use as collateral for the amount borrowed.
- The land must appraise equivalent or greater to the amount borrowed.
- A letter of credit (LOC) is an acceptable form of security when issued by a financial institution on letterhead to secure the amount borrowed through cash or assets equivalent to the amount borrowed.

Loan Terms Per Development Category

The following terms are applicable to for-profit and not-for-profit Applicants for the purpose of construction financing options for homeownership development activities.

Small Development Projects 1-10 Units	
Loan Type	Non-revolving construction loan.
Maximum Funding Cap	Maximum Funding Cap not to exceed \$3,000,000 <ul style="list-style-type: none"> • Award is determined by individual project scope and financing plan. <i>*Loan award amount is to be determined based on the development project and credit underwriting analysis. The maximum funding requested is not guaranteed.</i>
Financing Policy	The Applicant/Developer is required to provide a minimum of 15% of the construction cost for each proposed unit to be financed from non-County sources. Funds will be drawn using a reimbursement process throughout the construction phase of the development project.
Rate	Non-revolving Construction Loan at 0.5% interest that accrues beginning at the time of commencing construction and until the loan is repaid.
Term & Maturity	<ul style="list-style-type: none"> • 2-Year Term <ul style="list-style-type: none"> • Year 1: Construction Phase • Year 2: Carryover for Sale of Constructed Units. • Maturity <ul style="list-style-type: none"> • The principal is due at point of sale but no later than (2) two years from the date of the Surtax/SHIP loan closing under this program.
Extension	<p>Applicants may be eligible for a one-time request to extend the loan maturity date for up to one-year from the date of maturity.</p> <p>To prevent default of the loan and support the extension request, the Applicant must explain delay in development project and provide evidence to support progress and ability to meet extended maturity date.</p> <p>The extension approval or denial is made at the HCD Director's discretion.</p>

Medium Development Projects 11 to 40 Units	
Loan Type	<p>Loan Type 1: Non-Revolving Construction Loan for a Non-Phased Development Project</p> <ul style="list-style-type: none"> Eligibility is contingent on evidence of a qualified homebuyer pipeline and readiness to proceed of a planned project with evidence to demonstrate it is not suitable for phasing. <p>Loan Type 2: Revolving Construction Loan for a Phased Development Project</p> <ul style="list-style-type: none"> Issued as a revolving line of credit (revolver) to finance the construction of a phased development project, with a total maximum of 10 units per phase at one time. Reimbursements for each phase are contingent upon sale of constructed units.
Maximum Funding Cap	<ul style="list-style-type: none"> Loan Type 1: Maximum non-revolving loan amount \$10,000,000. Loan Type 2: Maximum revolving loan of \$3,000,000. <p><i>*Loan award amount is to be determined based on the development project and credit underwriting analysis. The maximum funding requested is not guaranteed.</i></p>
Financing Policy	<p>Loan Type 1: Non-Revolving Loan</p> <ul style="list-style-type: none"> The Applicant/Developer is required to provide a minimum of 15% of the construction cost for each proposed unit to be financed from non-County sources. <p>Loan Type 2: Revolving Loan for a Phased Development Project</p> <ul style="list-style-type: none"> Borrower is eligible to draw funds upon pro rata repayment of principal balance for each phase. The Applicant/Developer is required to provide a minimum of 15% of the construction cost for each proposed unit to be financed from non-County sources.
Rate	<p>Loan Type 1:</p> <ul style="list-style-type: none"> Non-Revolving Construction Loan at 0.5% interest that accrues beginning at the time of commencing construction and until the loan is repaid. <p>Loan Type 2:</p> <ul style="list-style-type: none"> Revolving Construction Loan at 0.5% interest that accrues beginning at the time of commencing construction and until the loan is repaid.
Term & Maturity	<p>3-Year Term:</p> <ul style="list-style-type: none"> Year 1: Construction Phase Year 2-3: Carryover for Sale of Constructed Units. <p>Maturity:</p> <ul style="list-style-type: none"> The Principal is due at point of sale but no later than (3) three years from the date of the Surtax/SHIP loan closing under this program.
Extension	<p>Applicants may be eligible for a one-time request to extend the loan maturity date for up to one-year from the date of maturity.</p> <p>To prevent default of the loan and support the extension request, the Applicant must explain delay in development project and provide evidence to support progress and ability to meet extended maturity date.</p> <p>The extension approval or denial is made at the HCD Director's discretion.</p>
Notes	<p>Must adhere to other HCD Affordable Housing Guidelines found at http://www.miamidade.gov/housing/homebuyer-opportunity.asp</p>

Large Development Projects 41 or More Units	
Loan Type	Revolving Construction Loan to finance the construction of a phased development project for the construction of a total maximum of 10 units per phase at one time.
Maximum Funding Cap	Maximum revolving loan amount \$3,000,000. <i>*Loan award amount is to be determined based on the development project and credit underwriting analysis. The maximum funding requested is not guaranteed.</i>
Financing Policy	<ul style="list-style-type: none"> Borrower is eligible to draw funds for subsequent phase upon sale of homes/pro rata repayment of principal balance. HCD requires the Applicant/Developer to provide a minimum of 15% of the construction cost for each proposed unit to be financed from non-County sources.
Rate	<ul style="list-style-type: none"> Revolving Construction Loan at 0.5% interest that accrues beginning at the time of commencing construction and until the loan is repaid.
Term & Maturity	<p>3 Year Term:</p> <ul style="list-style-type: none"> Year 1: Construction Phase Year 2-3: Carryover for Sale of Constructed Units. <p>Maturity:</p> <ul style="list-style-type: none"> The principal is due at point of sale but no later than three (3) years from the date of the Surtax/SHIP loan closing under this program.
Extension	<p>Applicants may be eligible for a one-time request to extend the loan maturity date for up to one-year from the date that construction of the last phase commenced.</p> <p>To prevent default of the loan and support the extension request, the Applicant must explain delay in development project and provide evidence to support progress and ability to meet extended maturity date.</p> <p>The extension approval or denial is made at the HCD Director's discretion.</p>
Notes	<p>Must adhere to other HCD Affordable Housing Guidelines found at http://www.miamidade.gov/housing/homebuyer-opportunity.asp</p>

Community Land Trust (CLT) Development Projects	
Loan Type	<p>Non-revolving construction loan to finance the development or rehabilitation of new or existing housing stock, for CLT developers.</p> <p>Non-revolving homebuyer loan to permanently finance homebuyer mortgage(s).</p>
Maximum Funding Cap	<ul style="list-style-type: none"> • CLT Developer: Maximum loan amount \$200,000. • CLT Homebuyer: Maximum loan amount is equivalent to \$100,000 for *vulnerable area(s) and \$80,000 for *non-vulnerable area(s). <p><i>Loan award amount is to be determined based on the development project and credit underwriting analysis. The maximum funding requested is not guaranteed.</i></p> <p><i>*Vulnerable areas are areas where 51% or more of the population is considered low to moderate income households. Non-vulnerable areas are areas where 50% or less of the population is considered low to moderate income households.</i></p>
Financing Policy	<p>Funds will be drawn using a reimbursement process throughout the construction phase of the development project.</p> <p>SHIP loans shall be converted to a mortgage and retained as permanent subsidy to the benefit of the eligible initial and subsequent buyers. When applicable, SHIP funds will be awarded as a deferred loan secured by a recorded mortgage and note for the acquisition of the underlying land which will not be converted into a mortgage with the eligible buyer and considered a grant to the recipient to be retained as permanent subsidy for future buyers. The value of the land for award purposes shall be determined by the purchase price of the land or appraisal, in addition to the number of units sited/constructed on the land.</p>
Rate	<p>CLT Developer: 0% interest</p> <p>CLT Homebuyer: 1% vulnerable area or 2% non-vulnerable area with principal due at maturity</p>
Term & Maturity	<p>CLT Developer: 2 Years</p> <p>Funds will be awarded to developer as deferred payment loans secured by recorded mortgages and notes</p> <p>Loan(s) will be in default if the CLT fails to construct and sell the assisted unit(s) to an eligible buyer and execute a ground lease within the contractual timeframe. The County will recapture the subsidy and/or property if the housing has not been completed within the term of the recorded Mortgage Agreement(s).</p> <p>CLT Homebuyer: 30 Years</p> <p>Default is defined as the failure to make required payments on a loan secured by a first mortgage which leads to foreclosure and/or loss of property ownership. In the event of default on the first mortgage, the Community Land Trust must notify Miami-Dade County whether it intends to exercise its right of repurchase. Default shall also occur if the buyer fails to occupy the home as a primary residence or if all owners have died.</p>
Affordability	<p>Subject to restrictive covenant and/or operating agreement among Miami-Dade County, the Community Land Trust (CLT) and the homeowner for 30 years from the date of homeowner closing.</p> <p>Subject to equity terms and conditions regarding resale of the home to an eligible buyer, between the CLT and the homeowner.</p> <p>Recipient Selection Criteria: First qualified, first served after completion of HUD approved first-</p>

	<p>time homebuyer class that contains a community land trust component. The recipient must be able to show and attest to clear understanding of the difference between fee simple homeownership and community land trust homeownership. Miami-Dade County will provide a certification for the client (applicant) to complete attesting to their understanding of the appropriate program.</p> <p>The Community Land Trust transfers title to the homebuyer but retains ownership of the land beneath the improvements. The CLT provides a 99-year ground lease for the use of the land to the homebuyer. The terms of the ground lease restrict the resale of the property to an income eligible household. CLT requirements are subject to the County's Local Housing Assistance Plan.</p>
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Multifamily Condominium Development Projects	
Loan Type	Non-revolving construction loan.
Maximum Funding Cap	<ul style="list-style-type: none"> Maximum non-revolving loan amount \$10,000,000. <p><i>*Loan award amount is to be determined based on the development project and credit underwriting analysis. The maximum funding requested is not guaranteed.</i></p>
Financing Policy	<p>The Applicant/Developer is required to provide a minimum of 15% of the construction cost for each proposed unit to be financed from non-County sources.</p> <p>Funds will be drawn using a reimbursement process throughout the construction phase of the development project.</p>
Rate	Non-Revolving Construction Loan at 0.5% interest that accrues beginning at the time of commencing construction and until the loan is repaid.
Term & Maturity	<p>3 Year Term</p> <ul style="list-style-type: none"> Year 1: Construction Phase Year 2-3: Carryover for Sale of Constructed Units. <p>Maturity</p> <ul style="list-style-type: none"> The principal is due at point of sale but no later than three (3) years from the date of the Surtax/SHIP loan closing under this program.
Affordability	Subject to restrictive covenant and/or operating agreement among Miami-Dade County, the Condominium Association and the homeowner for 30 years from the date of homeowner closing.

All loan terms are subject to modification.

SECTION H

ADDITIONAL PROJECT REQUIREMENTS

The proposed Development must meet applicable county, state, and federal building code requirements, including but not limited to the following:

- Miami-Dade County, Florida Code of Ordinances, Chapter 8 – Building Code
- Florida Building Code (8th Edition 2023) effective December 31, 2023 as adopted pursuant to Section 553.503, F.S., or the building code edition in effect as required for local or municipal permitting.
- The Fair Housing Act as implemented by 24 CFR 100
- Titles II and III of the Americans with Disabilities Act of 1990 as implemented by 28 CFR 35, incorporating the most recent amendments, regulations and rules.
- Chapter 9, Sections 9-71 through 9-75 of the Code of Miami-Dade County, together with Miami-Dade County Implementing Order IO 8-8, referred to as the Miami-Dade Sustainable Buildings Program. ***(this Green Building requirement is for Developments using County resources only)*** and any other applicable requirements of other funding programs included in the Applicant's submission.

Sustainability & Energy Efficiency

- 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, are referred to as the "Sustainable Buildings Program" which applies to building(s) owned, financed and/or operated by Miami-Dade County.

Appliances

- The home should be marketable with typical features a homeowner would expect, including but not limited to washer/dryer hook-up, dishwasher, carport/garage, or other such features to enhance the home.
- Energy features outlined in any other applicable requirements of other funding programs included in the Applicant's submission.

Section I

APPLICATION FORMS

APPLICATION DETAIL SHEET
Homeownership Development Program
ALL APPLICANTS

ENTITY / DEVELOPER / APPLICANT INFORMATION:

Legal Name: _____

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

Organization's Unique Entity Identifier # (Required): _____
 To obtain UEI #, please call 1.866.606.8220 or visit <http://sam.gov>.

Developer/Applicant Contact Person: _____ Title: _____

Phone: _____ e-mail: _____

Developer/Applicant Mailing Address _____

City _____ State _____ Zip+4 _____

PROPOSED HOMEOWNERSHIP DEVELOPMENT INFORMATION:

Project Location/Address: _____

City _____ State _____ Zip+4 _____

If multiple sites are proposed for development or rehabilitation, please attach a separate list including: address and Commission District located in for each site.

Project Title: _____

Project Description: _____

Small - Non-Revolving
 Medium – Non-Revolving
 Medium – Revolving
 Large Revolving

Please use the following link to answer the questions below: <http://gisweb.miamidade.gov/communityservices/>

County Commission District (s) where the proposed development is located – *Please circle District number(s) or Countywide*

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

County Commission District (s) where Developer/applicant's business is located – *Please circle District number(s)*

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

Please provide the total amount of funding requested and selection location in the appropriate blanks below.

Homeownership New Construction \$ _____

Homeownership Rehabilitation \$ _____

Homeownership Redevelopment \$ _____

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

Signature: _____ Name (Print): _____ Date: _____

Applicant Certification and Acknowledgement Form

By submitting the Application, the Applicant acknowledges and certifies that:

1. The proposed Development can be completed within the development schedule and budget submitted to HCD.
2. The Applicant's legal name used for the purposes of contracting/funding agreement and may be changed only by written request of an Applicant to HCD staff and approval of the Board (if required) after the allocation agreement is in effect.
3. Applicant shall timely provide HCD with any changes in funding sources or amounts. Changes in funding sources or amounts may result in a reduction in HCD funding and/or the need to reassess the project through additional review by HCD. Need to make sure it's tied to the construction cost. Requests for additional funding for awarded projects will not be considered.
4. The Principals of each Developer identified in the Application, including all co-Developers, may be changed only by written request of an Applicant to HCD staff and approval of the HCD after the Applicant has been approved for an award. In addition, any allowable replacement of an experienced Principal of a Developer entity must meet the experience requirements that were met by the original Principal.
5. The proposed Development will include (i) all construction feature commitments made by the Applicant and (ii) all required construction features applicable to the proposed Development, as outlined in the Application.
6. HCD reserves the right to rescind or reduce awarded funds for projects that present significant material changes, including but not limited to financing, financing terms and/or development type or a reduction in the number of units, after being awarded funds for the project proposed in their Application
7. The Applicant will promptly furnish supporting information, documents, and fees as may be requested or required. The Applicant understands and agrees that the HCD is not responsible for actions taken by the undersigned prior to approval by HCD.
8. The Applicant, its project team and all Financial Beneficiaries have read all applicable HCD and County rules governing this Application and have read the instructions for completing this Application and will abide by the applicable Florida Statutes and program provisions outlined in Application and any applicable state, city, county rules and ordinances.
9. In eliciting information from third parties required by and/or included in this Application, the Applicant has provided such parties information that accurately describes the Development as proposed in this Application.
10. The Applicant understands and agrees to cooperate with any audits conducted in accordance with the provisions set forth in Section 20.055(5), F.S.
11. The undersigned asserts that all Financial Beneficiaries of this Application agree to this certification and warranty of truthfulness and completeness of the Application.

Under the penalties of perjury, I declare and certify that I have read the foregoing and that the information is true, correct and complete.

Signature of Applicant

Title and Name(printed)



**HOUSING AND COMMUNITY DEVELOPMENT
Surtax/SHIP Funding**

Certification of Accuracy

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

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

Applicant/Developer: _____

Authorized Representative: _____(print name)

Title: _____

Signature: _____ Date: _____



This material is available in an accessible format upon request.

CD/60/31516



HOUSING AND COMMUNITY DEVELOPMENT

Surtax/SHIP Partial Funding Certification and Acknowledgement

Agreement FOR HCD USE ONLY:

Partial Surtax/SHIP Funding Amount Recommended: \$ _____

By signing this Agreement, I, the Applicant acknowledge and certify that:

1. I am an authorized signator for the applicant/developer/entity; and
2. The amount of the Surtax or SHIP funds above listed that may be recommended for this Application titled _____ is less than the amount that was applied for in the Application; however, it is sufficient to fill the gap; and
3. My development team and I will make diligent efforts to adjust the budget for this project as necessary to account for a lower amount of subsidy than was requested in the Application; and
4. And that subject to successful completion of underwriting.
5. My team and I have conducted a due diligence review of the proposed lots in this Application which includes a sufficient funding request for the proposed project, including costs associated with infrastructure, including roadways and water and sewer lines or connections.
6. My development team and I are prepared to proceed in completing the development as proposed in the Application, and that it can be completed and operating within the development schedule submitted to HCD.

This is certified by my signature:

Signature of Applicant

Name (typed or printed)

Title (typed or printed)

Date

APPLICATION CHECKLIST

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

ALL DOCUMENTS MUST HAVE A DETAIL SHEET AND ATTACHMENT NUMBERS

ALL Items listed in the following checklist are REQUIRED and must be included with your Application clearly labelled.

Checklist Item	Labeled & Uploaded	Document	Include Detail Sheet & Attachment Number
General Document Section:			
1	<input type="checkbox"/>	Application Detail Sheet	Attachment _____
2	<input type="checkbox"/>	Applicant Certification and Acknowledgment Form	Attachment _____
3	<input type="checkbox"/>	Due Diligence Affidavit	Attachment _____
4	<input type="checkbox"/>	Certification of Accuracy	Attachment _____
5	<input type="checkbox"/>	Responsible Contractor Form (if applicable)	Attachment _____
6	<input type="checkbox"/>	Application Checklist / Table of Contents	Attachment _____
7	<input type="checkbox"/>	Self-Evaluated Score Sheet	Attachment _____
8	<input type="checkbox"/>	Partial Funding Certification and Acknowledgment Agreement	Attachment _____
9	<input type="checkbox"/>	Green Building Certification Affidavit	Attachment _____
10	<input type="checkbox"/>	Exemptions to Green Building LEED Silver Certification Affidavit (if applicable)	Attachment _____
11	<input type="checkbox"/>	Operating Agreement	Attachment _____
12	<input type="checkbox"/>	Joint Venture Agreement	Attachment _____
13	<input type="checkbox"/>	General Contractor Agreement	Attachment _____
14	<input type="checkbox"/>	Schedule of Values	Attachment _____
15	<input type="checkbox"/>	Proforma	Attachment _____
16	<input type="checkbox"/>	Development Plan	Attachment _____
17	<input type="checkbox"/>	Project Timeline	Attachment _____

Checklist Item	Labeled & Uploaded	Document	Include Detail Sheet & Attachment Number
		Part I - General Information Section:	
18	<input type="checkbox"/>	Federal Employer Identification Number (FEIN) Number of Applicant and/or Unique Entity Identifier Number (UEI) Number of Applicant	Attachment _____
		Part II - Development Team:	
19	<input type="checkbox"/>	Development Team: Include name and prior experience for each principal.	Attachment _____
20	<input type="checkbox"/>	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. The time frame for which the information remains proprietary is limited per the language in <i>F.S. 119.071(1)b(2)</i> . <i>This is a minimum threshold requirement.</i>	Attachment _____
21	<input type="checkbox"/>	Experience with Historical Data on Previously Completed Projects – If the Applicant is wishing to gain points for experience, the Applicant must provide documentation of the experience. Required documentation includes building copies of certificates of completion/occupancy, pictures and other documentation that establishes ownership.	Attachment _____
22	<input type="checkbox"/>	Developer and Development Name, etc., with prior experience for each developing entity chart	Attachment _____
23	<input type="checkbox"/>	General Contractor's name and prior experience chart	Attachment _____
24	<input type="checkbox"/>	Architect or Engineer Certification form	Attachment _____
25	<input type="checkbox"/>	Attorney's Certification form (if applicable)	Attachment _____
26	<input type="checkbox"/>	Executed General Contractor's Agreement	Attachment _____
27	<input type="checkbox"/>	Accountant (if applicable)	Attachment _____
28	<input type="checkbox"/>	Color Photographs	Attachment _____
29	<input type="checkbox"/>	Audited Financial Statements/Certified Financial Statement	Attachment _____
		Part III - Development Information:	

Checklist Item	Labeled & Uploaded	Document	Include Detail Sheet & Attachment Number
30	<input type="checkbox"/>	Development Information (Scope of Project): Including a Description, Location, Proposed Project Site and Features and Amenities.	Attachment _____
31	<input type="checkbox"/>	Market Study Plan	Attachment _____
Part IV - Ability to Proceed:			
32	<input type="checkbox"/>	Approved Construction Plans and Specifications; and Phase I Environmental Site Assessment	Attachment _____
33	<input type="checkbox"/>	Site Control - One of the following is required: Recorded Deed, Fully Executed long-term lease or Fully Executed Contract for purchase and sale, option-to-purchase or option-to- lease must be dated, or have extension options in place to extend the contract through closing. <i>This is a minimum threshold requirement.</i>	Attachment _____
34	<input type="checkbox"/>	Evidence of Infrastructure Availability – Electricity, Water, Sewer, Roads, and Internet and Cable	Attachment _____
35	<input type="checkbox"/>	Evidence of Appropriate Zoning - RER Pre-Application Form – Provide a copy of the Pre- Application meeting information submitted to the Department of Regulatory and Economic Resources and response memorandums received from county departments, or similar process from municipalities if seeking bonus points	Attachment _____
Part V – Demographic Targets, Income Targeting and Set-Aside Commitments			
36	<input type="checkbox"/>	Letter of commitment with number of units or percentage set-aside for Disabled Persons	Attachment _____
Part VI - Financing (Budget):			
37	<input type="checkbox"/>	Financing (Budget) – The applicant shall submit a detailed budget including a Sources and Uses statement and leverage funds sources	Attachment _____
38	<input type="checkbox"/>	Evidence of firm commitment from an industry recognized financial institution or other established entities	Attachment _____
39	<input type="checkbox"/>	Award Letter(s)	Attachment _____
40	<input type="checkbox"/>	Evidence of initial underwriting by a lender or from a financial source	Attachment _____
41	<input type="checkbox"/>	Self-Sourced Financing Commitment Verification Form (if applicable)	Attachment _____
Part VII: Financial Beneficiaries:			

Checklist Item	Labeled & Uploaded	Document	Include Detail Sheet & Attachment Number
42	<input type="checkbox"/>	List of names of all persons or entities that are financial beneficiaries as defined by Rule 67-48.002, F.A.C. in the proposed development excluding limited partner investors through housing credit syndication, third-party lenders, and third-party management agents for each Application submitted	Attachment _____
		Part VIII: Homeownership Units:	
43	<input type="checkbox"/>	Spreadsheet of Miami-Dade County Assisted Units, with AMI category, # of bedrooms, # of units, Sq. Ft. of living area, and sales price per Sq.Ft.	Attachment _____
		Miscellaneous Documents:	
44	<input type="checkbox"/>	Tax Exempt Status Letter - Attorney's opinion letter. Evidence of not-for-profit status (if applicable).	Attachment _____
45	<input type="checkbox"/>	IRS 990 – IRS Determination letter Description of the not-for-profit status (if applicable).	Attachment _____
46	<input type="checkbox"/>	Governing Board - Names and addresses (if applicable). Role of the Not-for-profit	Attachment _____
47	<input type="checkbox"/>	Current Articles of Incorporation and Corporate Documents - Please label and include page numbers for each of the sections listed below (if applicable).	Attachment _____
48	<input type="checkbox"/>	Current By-Laws (if applicable)	Attachment _____
49	<input type="checkbox"/>	Appeals or Other Pending Issues	Attachment _____
50	<input type="checkbox"/>	Banking and Trade References	Attachment _____
		Bonus Points Evidence:	
51	<input type="checkbox"/>	Bonus Points Evidence must be submitted and labeled separately.	Attachment _____

HOMEOWNERSHIP APPLICATION

PART I. GENERAL INFORMATION

Applicant/Developer

1. Applicant Information

Name of Applicant: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Facsimile: _____

E-Mail Address: _____

FEIN: _____

2. If not yet obtained, provide a copy of the submitted Application for the Federal Employer Identification Number identify tab location and label "FEIN Number _____."

a. Is the Applicant a legally formed entity qualified to do business in the State of Florida as of the Application Deadline? Provide the required documentation label and clearly identify tab location.

Yes No

b. Is the Applicant a limited partnership or limited liability company?

- Limited Partnership
- Limited Liability Company

c. Is the Applicant applying as a not-for-profit organization?

Yes No

If the answer is "Yes," the Applicant must respond to (I) and (II) below. If the answer is "No," skip not-for-profit status questions and proceed to question 3 below.

(I) Provide the following documentation:

- Attorney's opinion letter clearly identify tab location.
- IRS determination letter clearly identify tab location.

(II) Answer the following questions:

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

Yes No

- Is the applicant or one of its general partners a not-for-profit entity that is an affiliate of a public housing authority created by Section 421.04, Florida Statutes?
 Yes No

- Is the applicant or one of its general partners a Public Housing Authority or incorporated as a not-for-profit entity pursuant to Chapter 617, Florida Statutes, or similar state statutes if incorporated outside Florida?
 Yes No

- If “no”, is the applicant or one of its general partners a wholly-owned subsidiary of a not-for-profit entity formed pursuant to Chapter 617, Florida Statutes, or similar state statutes if incorporated outside Florida?
 Yes No

- Is the applicant or one of its general partners a 501(c)(4) not-for-profit entity; or is the applicant or one of its general partners a wholly-owned subsidiary of a 501(c)(3) or 501(c)(4) not-for-profit entity?
 Yes No

- Does the not-for-profit entity have an ownership interest, either directly or indirectly, in the general partner or general partnership interest or in the authorized member of the authorized member's interest in the applicant?
 Yes No

If “Yes”, state the percentage owned in the general partnership interest: _____ %

(i) Percentage of Developer's fee that will go to the not-for-profit entity: _____ %

(ii) Provide the description/explanation of the role of the not-for-profit entity clearly identify tab location.

(iii) Provide the names and addresses of the members of the governing board of the not-for-profit entity clearly identify tab location.

(iv) Provide the Articles of Incorporation demonstrating that one of the purposes of the not-for-profit entity is to foster low-income housing clearly identify tab location.

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

3. General and Limited Partner(s), Officers, Directors and Shareholders

For a Limited Partnership, provide a list of the limited partner(s), and the officers, directors, members, and shareholders of the general partner(s) as of the Application deadline, *clearly identify tab location*.

For a Limited Liability Company, provide a list of the member(s), and the officers, directors, members, and shareholders of majority-in-interest or elected authorized member(s) as of the Application deadline, label and clearly identify tab location. This list must include warrant holders and/or option holders of the proposed development.

For all other entities, provide a list of the officers and directors as of the Application deadline, label and clearly identify tab location.

4. Contact Person for this Application

First Name: _____ MI: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Facsimile: _____

E-Mail Address: _____

Relationship to Applicant: _____

PART II. DEVELOPMENT TEAM

1. Developer or principal of Developer

Name of Developer: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Facsimile: _____

E-Mail Address: _____

Federal Employer Identification Number: _____

a. Corporate name(s) of each Developer (include all co-Developers):

b. Provide the prior experience for each developing entity in a chart and clearly identify tab location.

2. General contractor or principal of general contractor

a. Provide the General Contractor's name and prior experience chart, label and clearly identify tab location.

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

Yes No

3. Architect or Engineer (if applicable)

a. Provide the executed Architect or Engineer Certification, label and clearly identify tab location. Non- Housing Credit (NHC) Applicants shall provide a copy of a current license of the Architect or Engineer.

4. Attorney (if applicable)

5. Accountant: (if applicable)

- a. Provide the executed Accountant Certification form, label and clearly identify tab location. NHC Applicant shall provide a copy of a current license of the Accountant.

6. Developer Experience

Please provide a list of all developed housing units completed within the last 10 years, label and clearly identify tab location.

- a. Include name of Developer and development, complete address, folio number, year completed, number of units, label and clearly identify tab location.
- b. Provide color photographs of all completed developments at sub subtab H-b.
- c. Provide certificates of occupancy for all completed projects. To receive points, certificates of occupancy must clearly identify the development, number of units and the location. Temporary certificates of occupancy will not be considered. It is the applicant's responsibility to provide adequate documentation that directly ties certificates of occupancy to a correlating development. Certificates that cannot be associated with a specific development will not be included in the total count to receive points.

7. Organizational and Financial Capacity – Organizations must demonstrate that they are fiscally sound and have the skills and experience required to achieve the proposed activity. Applicant (Developer, Developer Principal or Sponsor) must provide Audited Financial Statements or a Certified Financial Statement, certified by an independent 3rd party auditor, which cannot be performed by an affiliate or staff member. Financial statements can be provided in a separate envelope at time of Application, however the time frame for which the information remains proprietary is limited per the language in F.S. 119.071(1)b(2). – ***This is a minimum threshold requirement.***

8. Banking and Trade references label and clearly identify tab location.

PART III. DEVELOPMENT (Scope)

1. Name of Development and description of the proposed project:

2. Location of Development Site: (if there are multiple sites, please attached a separate list with addresses and folio numbers).

Street Address: _____

City: _____ State: _____ Zip Code: _____

Folio # _____

- a. Will the development consist of scattered sites?
 - Yes
 - No

If "Yes," for each of the sites provide the address, total number of units, label and clearly identify tab location.

b. Local Jurisdiction:

1. Name of local jurisdiction where development is located:

3. Will this development require rehabilitation as a historic building?

- Yes No

If "Yes," answer questions (a) and (b) below:

a. Date the development originally placed in service:

_____ (mm/dd/yyyy)

b. Date and cost of last rehabilitation:

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

4. Development Category

a. Select the appropriate category (only one):

- New Construction** (Development of housing unit(s) on raw or vacant land where none previously existed includes both single-family and multifamily development.)
- Rehabilitation** (The alteration, improvement or modification of an existing structure where less than 50% of the proposed construction work consists of new construction)
- Redevelopment** (Development that involves demolition of structures currently existing and new construction of units on the property.)
- Reconstruction** generally means the rebuilding of a structure on the same site in substantially the same manner. Reconstruction is a form of rehabilitation.

5. Select the appropriate Model Type:

- | | |
|---|--|
| <input type="checkbox"/> Single family detached units | <input type="checkbox"/> Duplexes/Triplexes/Quadraplexes |
| <input type="checkbox"/> Townhomes | <input type="checkbox"/> Garden Style Condominium |
| | <input type="checkbox"/> Mid-Rise Condominium |

- Sewer, Package Treatment or Septic Tank – Provide a letter from the provider or the Verification of Availability of Infrastructure – Sewer Capacity, Package Treatment, or Septic Tank Form or a copy of a sewer bill for service to the subject property, label and clearly identify tab location.
- Roads – Provide a letter from the appropriate Local Government or the Verification of Availability of Infrastructure – Roads Form, label and clearly identify tab location.

4. Evidence of Appropriate Zoning:

- New Construction Development/Redevelopment – Provide a properly completed and executed Local Government Verification Form that development is consistent with zoning and land use regulations form, label and clearly identify tab location.
- OR
- Rehabilitation/Substantial Rehabilitation Developments – Provide a properly completed and executed Local Government Verification Form that development is consistent with zoning and land use regulations or a properly completed and executed Local Government Verification Form that states permits are not required for this development

PART V. DEMOGRAPHIC COMMITMENT AND SET-ASIDES

1a. Family – Development will serve the general population.

- Yes
- No

1b. Disability – Will the project include any disabled units?

- Yes
- No

No of units or Percentage set-aside for Disabled Persons _____

PART VI. FINANCING

Applicants must submit a total budget including sub tabs and include a list of all committed funds for the proposed project. Budget section must include a Sources and Uses statement; evidence of leveraged funding, such as award letters, signed affidavits, and/or letters of firm commitment.

When completing the budget all appropriate fees must be included.

Project development costs (including fees and soft costs) should reflect a pro-rata share of the total funding awarded by the County and other funding sources.

For purposes of this Application, evidence of a firm commitment include the following:

- Documented evidence of funding commitment from an industry recognized financial institution or other established entities (e.g., Philanthropic foundations, etc.)
- Documented evidence of initial underwriting by a lender or from a financial source

DEVELOPMENT COST PRO FORMA

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

<i>Financial Cost</i>	
Construction Loan Credit Enhancement	
Construction Loan Interest	
Construction Loan Origination Fee	
Bridge Loan Interest	
Bridge Loan Origination Fee	
Permanent Loan Credit Enhancement	
Permanent Loan Origination Fee	
Reserves Required By Lender	
A2. Total Financial Cost	

<i>General Development Cost</i>	
Accounting Fees	
Appraisal	
Architect's Fee – Design	
Architect's Fee – Supervision	
Builder's Risk Insurance	
Building Permit	
Brokerage Fees – Land	
Brokerage Fees – Building	
Closing Costs – Construction Loan	
Closing Costs – Permanent Loan	
Engineering Fee	
Environmental Fee	
Environmental Report	
*Impact Fees (list in detail)	
Inspection Fees	
Insurance	
Legal Fees	
Market Study	
Marketing/Advertising	
Property Taxes	
Soil Test Report	
Survey	
Title Insurance	

Utility Connection Fee	
*Other (explain in detail)	
*Contingency (7) (explain in detail)	
A3. Total General Development Cost	

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

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

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

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

Explanation of Other costs.

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

CONSTRUCTION OR REHABILITATION ANALYSIS

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

PERMANENT ANALYSIS

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

PART VII. FINANCIAL BENEFICIARIES

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

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

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

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

Name of Financial Beneficiary

PART VIII – HOMEOWNERSHIP UNITS

A. Units and Sales Prices

Miami-Dade County Assisted Units

AMI Band	A # of Bedrooms	B # of Units	C Sq. Ft. of Living Area**	D Sales Price per square ft.
	0			\$
	1			\$
	2			\$
	3			\$
	4			\$
	5			\$
	TOTAL			\$

Non-Miami-Dade County Assisted Units

AMI Band	A # of Bedrooms	B Sq. Ft. of Living Area	C Sales Price per square ft.*
	0		
	1		
	2		
	3		
	4		
	5		
	TOTAL		

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

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

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:

- Inspector General
- Florida Vendor Registration
- Insurance & Bond
- SBD Violations
- Florida Convicted Vendor
- MDC Delinquent Contractor – Inquiry
- MDC Delinquent Contractor – Complaint
- MDC Suspended Contractors
- FL Suspended Contractors
- FL Scrutinized Companies List
- Federal Excluded Parties
- Sun Biz
- Better Business Bureau
- Miami-Dade Clerks Records, Lien Judgements
- Miami-Dade Clerks Records, Lien Judgements follow-up (if applicable)

Reference List

Codes and Ordinances:

Miami-Dade County Code 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, are referred to as the “Sustainable Buildings Program” which applies to building(s) owned, financed and/or operated by Miami-Dade County. **Applicants must comply with the U.S. Green Building Council’s LEED Silver (at minimum) rating system or other certification approved by Miami-Dade County’s Office of Resilience. Green Building Certification is a contractual requirement for receiving HOME, Surtax and SHIP funding. *This is a minimum threshold requirement for multifamily homeownership developments.***

Exemptions to IO 8-8 LEED Silver (at minimum) rating system or other certification consists of:

- Affordable housing projects receiving federal or state tax credits or other federal or state funding that are required, as a condition of such funding or tax credit, to achieve certification through one of the following Green Building Certification programs: i) Leadership in Energy and Environmental Design (LEED); ii) Florida Green Building Coalition (FGBC); iii) Enterprise Green Communities (ECG); or iv) ICC 700 National Green Building Standard (NGBS).
- Any Dwelling that is a one family or single family, or one-family residence as defined by chapter 33 of the Code.
- Any Dwelling that is a duplex or two family, or two-family residence as defined by chapter 33 of the Code.

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 (R-630-13, Section 3), any entity NOT clearing the Due Diligence Investigation will NOT be recommended to the Board for funding. *This is a minimum threshold requirement.***

Resolution No. R-697-13: Approved by the Miami-Dade County Board of County Commissioners on September 13, 2013, establishing allocations of Housing and Community Development funds for the purpose of acquiring or improving real property or for paying off debt secured by real property in excess of \$25,000, that shall be in the form of a loan. Loans shall be secured by a mortgage or other security instrument, which will be recorded in Miami-Dade County public records, and may be forgivable, so long as obligations of the recipient are fully performed.

Resolution No. R-1080-14: HCD will encourage development teams to include a diversified team of professionals to be reflective of the Miami-Dade population.

Resolution No. R-34-15: Developers are required to provide written notice to the County of the availability of homeownership opportunities, including but not limited to, the number of available units, bedroom size, and sales prices of such homeownership units; requiring developers to advertise the information described in newspapers of general circulation; and post information contained in such written notice on the County’s website.

Resolution No. R-780-15: HCD will adhere to Miami-Dade County’s elderly housing set-aside which is for persons aged 55 or older per Resolution No. R-780-15.

Resolution No. R-219-18: HCD will adhere to fees earned by the Developer for providing developer services and guarantees. Developer Fees must be prorated among funding sources. An exception to the fee structure described will apply per Resolution No. R-219-18.

Ordinance No. 14-26: HCD will adhere to compliance guidelines pursuant to Ordinance No.14-26 expanding training and employment opportunities for County residents for buildings or public works projects funded completely or partially by Miami-Dade County. Developers shall also execute and submit the Responsible Contractor Affidavit as set forth in Section 2-11.16, et Seq. of the Code of Miami-Dade County. This is a minimum threshold requirement.

Ordinance No.14-56: Ordinance provides an incentive for private developers of affordable housing projects competing for funding through the County's Documentary Stamp Surtax Program. As part of any competitive process for the acquisition, construction or rehabilitation of homeownership projects, the County shall provide additional incentives, including but not limited to awarding extra points to those developers and applicants who propose additional set-aside units for Disabled Households beyond that which may be required by applicable Federal, state, or local fair housing laws or other applicable laws.

Ordinance No. 15-127: Ordinance creating Article XII of Chapter 17 of the Code establishing Homebuyer Loan Program using Documentary Surtax funds; establish program for certifying qualified loan officers to approve participant homebuyers; establish program for certifying qualified closing agents; establishing essential terms of the program; amending Section 29-7 of the Code to make the Documentary Surtax program consistent with the Homebuyer Loan Program.

Ordinance No. 19-121: Ordinance to solicit projects for homeownership activities located on county parcels through an open and rolling Application process that will be reviewed and recommended for approval by HCD staff. The applicant will complete the attached Application package and submit to HCD.

Ordinance No. 22-49: Ordinance relating to requirement of competitive process for allocation of Documentary Surtax funds; amending section 29-7 of the Code providing exceptions for homeownership developments; providing exceptions for homeownership developments; creating an open and rolling application process for all homeownership developments. The County Mayor or the County Mayor's designee shall bring the recommendations for funding of homeownership developments directly to the full Board of County Commissioners for approval. The County Mayor's funding recommendations shall not require committee review.