Miami-Dade County Housing and Community Development (HCD)

FY 2026 Surtax, SHIP, HOME RFA
Issuance Date: August 6, 2026

ADDENDUM #2

The following corrections and applicant questions are related to the FY 2026 Request for Application (RFA), released on July 6, 2026, for Documentary Stamp Surtax (Surtax) funding, State Housing Initiatives Partnership (SHIP) funding, Home Investment Partnerships Program (HOME) funding, and HOME Community Housing Development Organizations (CHDO) funding. HCD's clarified responses below will become a part of the official guidance for the FY 2026 Surtax, SHIP, HOME and HOME CHDO RFA.

HCD Corrections

Correction 1: RFA Page 19, HCD has amended the definition for unrestricted units to the following:

> Unrestricted market-rate units are units that are not subject to income, rent, occupancy, affordability, regulatory, tax-exemption, or other governmental restrictions. Units subject to a regulatory agreement, land use restriction agreement, funding agreement, affordability covenant, Florida Housing Finance Corporation Middle Market Certification, Live Local Act tax exemption, or similar restriction shall not be classified as unrestricted market-rate units.

Correction 2: RFA Page 63, revised title from Total Budget to Construction Allocation Financial Breakdown Report

Correction 3: RFA Page 64, Checklist 41 – Trade and Banking References is optional.

Correction 4: HCD has amended the Form 15 – Developers Experience Form to include a column for Number of Units. Applicants are required to provide copies of Certificates of Occupancy (CO) for cited projects with their application.

Correction 5: HCD has amended the Form 35 – Link Units Form to include a signature block for "Referral Agency" (if applicable) for Non-Homeless, Specialized Demographic RFA applicants.

Questions and Answers

Question 1:. Application Checklist 13 - GC or Qualifying Agent of General Contractor Certification Form: This item was previously the Attorney Certification form. 1) Is the Attorney Certification no longer required and 2) if so, should the General Contractor Certification form be included in item 11 with the General Contractor Name and Experience chart, instead of in 13?

Answer 1: The Attorney Certification form is no longer required. The General Contractor Certification form should be uploaded as Checklist Item 13 - General Contractor or Qualifying Agent of General Contractor Certification Form.

Question 2: Application Checklist 19 - Market Study/Analysis, Appraisal (as-is, as-built) - If Applicable: Please confirm the market study requirement is applicable only to Applicants that apply for HOME funds.

Please confirm the Appraisal report is only applicable to Applicants that apply in the Rehabilitation category.

Answer 2: Applicants seeking bonus points for Neighborhood AMI (RFA, page 28) are required to submit a Market Study as evidence. Therefore, the Market Study is applicable for Surtax, SHIP, and HOME applicants seeking Neighborhood AMI bonus points.

Yes, the appraisal report is applicable to Applicants that apply in the Rehabilitation Category.

Question 3: Application Checklist 26 - Total Budget: What must be submitted to satisfy this requirement? Item 27 includes the S&U and item 34 the 30-year operating pro forma.

Answer 3: Refer to RFA Sample 1 - Construction Allocation Financial Breakdown report. Refer to RFA Sample 3 - ProForma – Sources & Uses – Unit Mix. Refer to Sample 6 RFA 30-Year Proforma Sample Format. All forms, references, and samples can be found in the Library of ZoomGrants.

Question 4: Application Checklist 28 - Leverage of Funds: Please confirm all firm commitments should be included in this attachment, if not, please specify the required deliverable(s).

Answer 4: Yes, firm commitments should be included as Checklist 28 – Leverage of Funds.

Question 5: Application Checklist 41 - Trade and Banking References-NOT REQUIRED: This item is not required and is not included in the ZoomGrants attachment list, and should be removed entirely.

Answer 5: Checklist 41 – Trade and Banking References is optional. Applicants are able to upload it as Checklist Item 41 in ZoomGrants. Upload in the MISCELLANEOUS Upload section, label as Checklist 41 – Trade and Banking References.

Question 6: Form 18 - Efficient Building Costs Commitment Form: Please confirm that the executed form is the sole documentation required to earn bonus points under this category, and that no separate "statement of commitment" (page 26) is required beyond the form itself.

Answer 6: The Form 18 - Efficient Building Costs Commitment Form is the document required, as stated on page 26. Should the applicant withdraw their commitment after the project is awarded funding by the Miami-Dade Board of County Commissioners, HCD will recalculate the applicant’s score to determine if the project remains qualified for funding.

Question 7: Please let me know if you can answer this specific follow-up question.

- Per this part of the answer: HCD will adhere to compliance guidelines pursuant to Resolution No. R- 345-15 establishing a cap on the number of funding applications that an agency may submit for Documentary Stamp Surtax Funds.

  - I reviewed Resolution R-345-15. It states:
  - NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board directs the County Mayor or the County Mayor's designee to review and amend the County's affordable housing guidelines to: (1) establish a cap on the number of additional funding applications that an agency may submit for Documentary Stamp Surtax funds if the project has been awarded gap funding for its first application; and (2) require that applications for additional funding be funded only under extenuating circumstances.

  Is there an established cap number of applications?

Answer 7: Yes, there is an established funding cap. Each applicant may receive funding only once for a specific project. Supplemental applications or requests for additional funding for the same project will not be considered in this RFA. Accordingly, applicants should ensure that their initial application reflects the full amount of funding requested and necessary to complete the project.

Projects are expected to close within six months of the funding award. Failure to meet the requirements, deadlines, or other conditions established in the RFA may result in the recapture of awarded funds.

Comments and Responses

Comment 1: The definition of "Unrestricted" adopted in the final RFA differs from the definition HCD stated in Response 15E to the June 30, 2026 Q&A, and neither version resolves the concern raised in our June 26, 2026, comments regarding Multifamily Middle Market Certification for the New Constructed Project Ad Valorem Exemption.

As written, "Unrestricted" is defined only in relation to the Applicant's affordability commitments, set-aside requirements, income targeting requirements, or unit production obligations under this RFA. It does not address units that become subject to income or rent restrictions through a separate mechanism, such as a Middle Market Certification, after being scored as Unrestricted. Because Middle Market Certification restrictions are not "required" by this RFA's own affordability commitment, a unit encumbered by that certification could still satisfy the current definition of "Unrestricted," allowing a developer to score maximum points under Section 3 (Mixed Income Development) for units that will, in substance, carry rent and income restrictions.

We request the definition be revised as follows: "Units within a proposed development that are not designated as assisted affordable housing units, and are not being used to satisfy the Applicant's required affordability commitment, set-aside requirement, income targeting requirement, or unit production obligation, and are not subject to income or rent restrictions imposed under any other program, certification, or agreement, including but not limited to a Multifamily Middle Market Certification for the New Constructed Project Ad Valorem Exemption."

Response 1: HCD has amended the RFA the definition of unrestricted units. Refer to RFA, page 19.

> **Unrestricted:** Unrestricted market-rate units are units that are not subject to income, rent, occupancy, affordability, regulatory, tax-exemption, or other governmental restrictions. Units subject to a regulatory agreement, land use restriction agreement, funding agreement, affordability covenant, Florida Housing Finance Corporation Middle Market Certification, Live Local Act tax exemption, or similar restriction shall not be classified as unrestricted market-rate units.

Comment 2: Form 15 - Proof of Unit Development Form: This form (titled "Proof of Unit Development" on the form itself, but referred to as the "Developer Experience Form" in the Table of Contents and Checklist Item 9, currently includes columns for Project Name, Address, Folio, Year Constructed, and Certificate of Occupancy, but no column for Number of Units. Since HCD states it will determine unit counts "utilizing the Proof of Unit Development form" (page 24), please add a "Number of Units" column to the form. Please also clarify what is required in the "Certificate of Occupancy" column.

Response 2: HCD has amended the Form 15 – Developers Experience Form to include a column for Number of Units. Applicants are required to provide copies of Certificates of Occupancy (CO) for cited projects with their application.