

Miami-Dade County Housing and Community Development (HCD)

FY 2026 Surtax, SHIP, HOME RFA

Issuance Date: July 31, 2026

ADDENDUM #1

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 – Page 8: Affordable Housing - Affordable housing is defined in terms of the income of the people living in the home. Families must be income eligible. In Miami-Dade County housing is considered affordable when made available for families up to 140% AMI or below and when households are paying **30% or less** of their income toward housing expenses.

Correction 2 – Page 28: For LINK Units bonus points, developers must provide the LINK Units Commitment form as evidence that all FHFC LINK units are dedicated to the Miami-Dade County Homeless Trust or voluntarily elect to set aside 5% of the units for the Miami-Dade County Homeless Trust, as the referral agency.

Entities required to provide LINK units to a designated Continuum of Care (CoC) must submit either the RFA award letter documenting the commitment or an executed Memorandum of Understanding (MOU) between the developer and the agency receiving the set-aside units. All documentation must clearly identify the number of LINK units committed and the CoC to which the units are dedicated. Refer to Attachment 1.

Correction 3 – Page 31 and Page 104, #9: HCD has amended the RFA to stipulate that market studies must be dated no more than 18 months prior to the RFA application submittal deadline.

Correction 4 – ZoomGrants Required Documents for Upload Tab - B5: The Countywide – Multifamily Rental – New Construction & Redevelopment label has been corrected in the ZoomGrants system, specifically the Checklist tab.

COUNTYWIDE - Multifamily Rental - New Construction & Redevelopment

BONUS Points Section

B5 - Pre-Application Meeting. Upload documents related to Section B5 here.

Req

COUNTYWIDE - Multifamily Rental - New Construction & Redevelopment

BONUS Points Section

B6 - Crime Preventative Measures

Upload documents related to B6a to B6c here. Separate each response with a cover sheet clearly identifying each upload.

Req

Questions and Answers

Question 1: In regard to the multifamily surtax application, are applicants limited to a \$3M request amount for elderly developments? I did not see language specifying this, just the \$3M amount depicted in the chart on pg. 7.

Answer 1: All applicants may request up to \$5 million per application. For the Elderly category, there is a set-aside amount of \$3 million. Therefore, awards under this category are expected to be limited to \$3 million. However, HCD has the discretion to move funding from one category to another category in the event there are an insufficient number of applications or non-qualifying applications in a particular category, then funding may be available up to \$5M.

Question 2: Confirm that we can use the latest FHFC forms for availability of utilities (electricity, water, sewer, roads)? The forms available on the portal are older form revisions (versions) no longer utilized by FHFC.

Answer 2: HCD has consistently accepted the most current Florida Housing Finance Corporation (FHFC) from all applicants. As such, applicants may continue to submit the most recent FHFC infrastructure forms for electricity, water, sewer, and roads.

Question 3: How far back can the infrastructure availability forms be dated?

Answer 3: The infrastructure forms must be dated within 12 months of the RFA application process. Exceptions will be granted for applicants that have completed the Pre-Application Process for Miami-Dade County Department of Regulatory and Economic Resources (RER) and applicable municipalities with supporting documentation provided via the ZoomGrants platform.

Question 4: Must Surtax-only (non-HOME) applicants submit the Environment Review Request Form (Form 2)?

Answer 4: No, Surtax-only applicants are not required to submit an Environmental Review Request Form. Should an applicant be awarded HOME funds, then the applicant must submit an Environmental Review Request Form.

Question 5: What is the definition of "Developer Overhead" under Section D?

Answer 5: Developer overhead is the administrative, operational, and professional costs necessary to plan, finance, and execute a housing development project. It does not consist of the direct costs for the construction of housing project expenses for construction material and labor.

Question 6: How far back can the market study be dated?

Answer 6: HCD has amended the RFA to stipulate that market studies must be dated no more than 18 months prior to the RFA application submittal deadline.

Question 7: If a project has applied for and been awarded Surtax funds through a previous Fiscal Year Surtax RFA, but certain financing conditions have changed and caused that project's original

gap funding needs to increase, can said project apply for additional Surtax funds via a future FY Surtax RFA?

Answer 7: RFA policies dictate that GAP funding shall be limited to a maximum of \$5,000,000 for a single application.

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.

Projects are expected to close within six months. Failure to meet the RFA guidelines will result in the recapture of funds.

Question 8: The Zoom Grants seem to require the same documentation to be submitted in two places. For example, Ability to Proceed documents are to be uploaded here: “20 - 24 Part IV - Ability to Proceed; Upload all checklist items from 20 to 24 here. Use a cover page in between documents to identify the checklist items.” They are also in the Category Bonus sections (although this one also requires other documentation as applicable): “GENERAL Scoring Section 1 - Ability to Proceed: Upload documents related to 1A to 1E here. Separate each response with a cover sheet clearly identifying each upload.” Should Ability to Proceed documents be uploaded in both places?

Answer 8: The ZoomGrants application will remain the same. For Ability To Proceed documentation, it should be uploaded in both sections, if available, to obtain points.

Question 9: “Developers must provide Memorandum of Understanding between Applicant Entity and Miami-Dade County Homeless Trust...” For the option of when the Applicant Entity voluntarily elects to set aside 5% of the units to Miami-Dade County Homeless Trust as the referral agency, will HCD be providing an MOU template or should we revise the FHFC MOU template as needed to be executed by the Homeless Trust and submitted with the application? Or will HCD provide a Certification Form to be submitted in lieu of the MOU?

Answer 9: HCD has amended the RFA to include a LINK Units Commitment form. For LINK Units bonus points, developers must provide the LINK Units Commitment form as evidence that all FHFC LINK units are dedicated to the Miami-Dade County Homeless Trust or voluntarily elect to set aside 5% of the units for the Miami-Dade County Homeless Trust, as the referral agency.

Entities required to provide LINK units to a designated Continuum of Care (CoC) must submit either the RFA award letter documenting the commitment or an executed Memorandum of Understanding (MOU) between the developer and the agency receiving the set-aside units. All documentation must clearly identify the number of LINK units committed and the CoC to which the units are dedicated. Refer to Attachment 1.

Comments and Responses

Comment 1: Criterion 3 (Mixed Income Development) on scoresheets should make allowance for properties not meeting the absolutes.

For example, if a property has 13% unrestricted, with the balance as affordable housing. Which category does it fall into?

Recommend writing categories as:

- 80% or less Unrestricted with the balance as Affordable
- Approximately 50% Unrestricted/50% Workforce
- 10% - 20% Unrestricted and 80% or greater Affordable
- 100% Affordable (0%-80%AMI) with FHFC funding

3	Mixed Income Development	12 points
	Ratio of Low-Moderate to Market Rate Rental Units Provided	
	Greater than or equal to 80% Unrestricted and 20% Affordable	12 points
	50% Unrestricted and 50% Workforce/Affordable	8 points
	20% Unrestricted and 80% Affordable	6 points
	100% Affordable (0%-80% AMI)	4 points
	Does not qualify	0 points

Figure 1 Original Criterion 3 (July 6, 2026)

Response 1: The RFA awards mixed income points to developments with at least 20% unrestricted units or 20% percent affordable units. As such, an application with only 13% unrestricted units will not receive mixed income development points.

Comment 2: Recommend the utility allowance for non-LIHTC units not be required.

Under 26 CFR §1.42-10 and Internal Revenue Code §42(g)(2)(B), LIHTC-financed units are subject to the gross rent requirements, which include a reasonable allowance for tenant-paid utilities. These requirements do not apply to units that are not financed through LIHTC.

Response 2: Development project units will be subject to gross rent and utility allowance requirements established by the Miami-Dade County Rental Regulatory Agreement. Refer to Reference 22 - Miami-Dade County Rental Regulatory Agreement.

Comment 3: Issue found with the upload section for B5. "Crime Prevention Measures" is currently listed twice (under Multi-Family New Construction), and I believe B5 should be the Pre-App Meeting upload.

COUNTYWIDE - Multifamily Rental - New Construction & Redevelopment
BONUS Points Section
B3 - Other Financing. Upload documents related to B3A to B3E here. Separate each response with a cover sheet clearly identifying each upload.
COUNTYWIDE - Multifamily Rental - New Construction & Redevelopment
BONUS Points Section
B4 - Efficient Building Costs for New Developments
Upload documents related to Section B4 here.
COUNTYWIDE - Multifamily Rental - New Construction & Redevelopment
BONUS Points Section
B5 - Crime Preventative Measures. Upload documents related to Section B5 here.
COUNTYWIDE - Multifamily Rental - New Construction & Redevelopment
BONUS Points Section
B6 - Crime Preventative Measures
Upload documents related to B6a to B6c here. Separate each response with a cover sheet clearly identifying each upload.

Response 3: The label has been corrected in the ZoomGrants system.

COUNTYWIDE - Multifamily Rental - New Construction & Redevelopment

BONUS Points Section

Req

B5 - Pre-Application Meeting. Upload documents related to Section B5 here.



COUNTYWIDE - Multifamily Rental - New Construction & Redevelopment

BONUS Points Section

Req

B6 - Crime Preventative Measures

Upload documents related to B6a to B6c here. Separate each response with a cover sheet clearly identifying each upload.



Comment 4: The AMI schedule is not 30% of the corresponding income. It's above because otherwise it would never work in Miami. The sentence written contradicts itself. See below.....

Are you thinking you can get contributions up to 50k a door?
That number starts to work for NOAH.

Under the section AFFORDABLE HOUSING

Affordable Housing:

Affordable housing is defined in terms of the income of the people living in the home.

Families must be income eligible. In Miami-Dade County housing is considered affordable when made available for families up to 140% AMI or below.

END IT THERE and REMOVE THE BELOW.,

and when households are paying less than 30% of their income toward housing expenses.

Response 4: HCD has amended the Affordable Housing definition to: Affordable housing is defined in terms of the income of the people living in the home. Families must be income eligible. In Miami-Dade County housing is considered affordable when made available for families up to 140% AMI or below and when households are **paying 30% or less** of their income toward housing expenses. Refer to the RFA, Page 8 - Affordable Housing.

Comment 5: In Section 1(d), "Permit Documents (New Construction)," of the Score Sheet, we believe there is little practical distinction between a Master Permit Issuance (10 pts) and a Permit Ready Letter with approved construction plans (8 pts). The only difference between these two is whether permit fees have been paid — both otherwise evidence that the Applicant holds complete construction drawings and has secured all approvals necessary to begin construction. We recommend these two items be scored equally. The tier below these should recognize Applicants who have gone a step further than site plan approval by submitting their building permit application. At this stage, the Applicant has completed site plan approval and has a set of construction drawings currently under building permit review, evidenced by a building permit tracking/process number. We recommend this become the second-highest point item. The next tier should remain Approved Site Plan (ASPR Approval), as currently recommended. Even though

no construction drawings have been submitted, Site Plan approval represents an important development milestone.

Finally, we recommend renaming "Verification of Building Process Number" to "Verification of ASPR Process Number," since this reflects the step preceding ASPR approval — demonstrating only that the Applicant has submitted for site plan approval. Alternatively, this item could be removed altogether, since a preliminary site plan submission can change significantly during ASPR review.

Recommended scoring tiers:

- Master Permit Issuance / Permit Ready Letter (difference limited to fee payment) – 10 pts
- Verification of Building Permit Process Number with ASPR Approval (Master Permit Submitted) – 6 pts
- Approved Site Plan (ASPR Approved) – 4 pts
- Verification of Site Plan Process Number (ASPR Submitted) – 1 pt
- No evidence – 0 pts

Response 5: The RFA will remain the same with no change of scoring points or renaming of Verification of Building Process Number.

ATTACHMENT 1



**MIAMI DADE COUNTY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT**

LINK UNITS COMMITMENT

**By signing this commitment form I, _____, hereby
acknowledge and certify the Applicant Entity's commitment to the following:**

Commitment

- ☐ I commit to dedicate all FHFC LINK Units to the Miami-Dade County Homeless Trust.
- OR
- ☐ I voluntarily elect to set aside 5% of the units to the Miami-Dade County Homeless Trust, as the referral agency.

Entity/Project Information

Applicant Entity: _____

Project Name: _____

FHFC RFA Number (if applicable): _____

Project Address: _____

LINK Units: _____

Percentage of LINK Units: _____

Total Number of Units: _____

Rescinding or modifying this commitment once the score, rank, and award recommendation is completed is considered a material change. Any modification will initiate a reevaluation of the Application, including a reassessment of the score, rank, and award recommendation. HCD reserves the right to recapture awarded funds when a material change, as requested by the Applicant, occurs.

Applicant Entity Certification

Signature of Applicant

Name (typed or printed)

Title (typed or printed)

Date

Miami-Dade Homeless Trust (HT) Acknowledgement

☐ We acknowledge dedication of all FHFC LINK Units to the Miami-Dade County Homeless Trust.

OR

☐ We acknowledge the role of referral agency for a set aside of 5% of units to the Miami-Dade County Homeless Trust.

Signature of Department Director

Name (typed or printed)

Date