



MIAMI-DADE OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT

ADDENDUM #1
TO THE 2010 CONSOLIDATED REQUEST FOR APPLICATION (RFA)

QUESTIONS & ANSWERS FOR 2010 RFA

The following applies to both Housing and Non Housing Applications:

- Please note the “shovel ready” definition is not a threshold item in the Non Housing application, therefore the time period to select the general contractor will remain at sixty (60) days.
- Any applicant can apply for more than one activity by submitting separate applications. However, for every application over 4, the applicant will be penalized.
- Please note the website for the HUD environmental review form:
http://www.miamidade.gov/ced/forms_checklists.asp

Housing Application (Yellow Book)

The General Information - Form 1 Summary Form (pages 91-97) are now available in fillable nuance/Omni forms in zip format on the OCED website. Please read instructions on how to download fillable forms from the OCED website

On Page 52 – Commitment Fees – Effective for 2010 RFA funding cycle, loan terms will include the following commitment fees: 1.5% for for-profit entities and .5% for not-for-profit agencies.

Please note the website link to the GOB Administrative Rule.

http://www.miamidade.gov/build/library/administrative_rules.pdf.

1. Q. Page 25 - Community Advisory Committee Meeting Calendar - District 5 is not listed.
A. **A meeting place will be scheduled by Miami-Dade Office of Community and Economic Development (OCED) for a Community Advisory Committee meeting in the District 5 geographical area.**
2. Q. Page 52 - No single applicant shall be awarded more than 20% of the combined allocated of HOME and CDBG funding.

- A. **No single applicant shall be awarded more that 20% of the total housing allocation of HOME and CDBG funding**
3. Q. Page 53 - The Financing Terms for Homeless Developments are inconsistent with the loan terms included in the chart on page 55.
- A. **The loan terms included in the chart on page 55 are correct. The principal and interest shall be forgiven by the County in increments equal to 25% of the loan amount in years 27 through 30. The Applicant may repay the loan without penalty at any time, but for the thirty (30) year period starting on the date of the loan, the facility must be used for homeless persons.**
- 4.. Q. Page 55 - Loan Terms and Conditions – For HOME, not-for-profit, the interest accrues after a Certificate of Occupancy (CO) for the remainder of the loan term. The interest rate is not listed. The repayment terms are also not listed.
- A. **The rate is 0%. The affordability terms are 15 years rehabilitation or substantial rehabilitation, 20 years new construction.**
5. Q. Page 67 - Cost Breakdowns/Scope of Work Required - As part of the application, a detailed rehabilitation or construction cost breakdown/scope of work is requested indicating the use of the HOME and other funds for the entire project. This item is not listed on the Housing Forms Submission Checklist. Will the Development Cost Pro forma on page 123 suffice?
- A. **Yes, the development cost pro forma on page 123 will suffice for a detailed rehabilitation or construction cost breakdown/scope of work.**
6. Q. Page 87 - Housing Forms Submission Checklist - Rental Comparison (Tab 13) is listed, however it is not included in the RFA.
- A. **The form is not included in the application, please disregard.**
7. Q. Page 99 - The RFA clearly spells out that applicants could earn up to 10 points for “units completed between 2002 - 2006”; thus, it follows that an applicant can earn up to 20 points by having completed units DURING or after 2007. Can you please confirm that the word “after” should be replaced with the phrase “during or after”?
- A. **Yes, an Applicant will be awarded twenty (20) points for units completed during and after 2007.**
8. Q. Page 111 - Optional Amenity Points – The heading/title for Sub-Section C is missing. In past RFAs, this section was titled: For all developments except SRO. Also, the last option is missing. In past RFAs, the last option was: Laundry facilities with full-size washers and dryers available in at least one common area.
- A. **Subsection C on page 111 should be listed on page 111 to include the amenities, “Emergency call service in all units” through “Washer and dryer in dedicated space with hook-ups in each unit. For rental developments, washer and dryer must be provided at no charge to the resident during the term of the lease”.**
9. Q. As part of the application process, we are required to apply for additional funding from the City of Florida City. In our conversations with the City of Florida City, we have been told that the department of Housing and Community Development has been eliminated. The City of Florida City has no funds for any affordable housing and there is currently no procedure or application in place to request funds for this. My question is, in light of the circumstance with the City of

Florida City, how can we comply with Dade County OCED requirements for jurisdictional contribution?

- A. **You should obtain a written response from the City of Florida City stating that the Department of Housing and Community Development has been eliminated and that the City does not have any funds for affordable housing and that the City has no procedure or process in place to request or distribute any funds.**

10. Q. The current RFA does not contain Surtax or SHIP funding. What is the status of these funding?

- A. **There was insufficient Surtax and SHIP funding forwarded to Miami-Dade County from the State of Florida to include an allocation in this RFA.**

11. Q. Besides the \$1,000,000 million of HOME funds for Homeless applications, is there any additional funding?

- A. **Homeless projects are free to apply for the additional funding sources or the \$1,000,000 of HOME funds specifically set aside for homeless housing.**

12. Q. Does a Phase I Environmental Site Assessment (ESA) have to be included in the GOB application?

- A. **The GOB application includes as a threshold item “shovel ready”: “Shovel ready” means that the Environmental Site Assessment reports (Phase I and/or II) are completed with a “No Further Action” recommendation, construction plans, and specifications have been completed and approved by all local agencies, full funding for the construction phase is available (minus the gap funding requested) and construction is ready to start, pending the selection and award of the general contractor within one hundred and eighty (180) calendar days from the contract execution date with Miami-Dade OCED. Please amend the “shovel ready” definition to expand the time period from sixty (60) days to one hundred and eighty (180) days to select the general contractor.**

13. Q. Can the County provide a sample form of Public Sector Employment Agreement, required by the RFA on pages 87 (Tab 19) and page 58 (8th bullet point)?

- A. **This form can be an executed memorandum of understanding, memorandum of agreement or a letter of agreement with an established public sector entity/business to create marketing and housing opportunities for public sector employees. Both parties agree to establish a relationship to produce special coordinated opportunities for rental affordable housing.**

14. Q. The 3rd and 4th bullet points on page 58 of the RFA require submission of current year financials and certified audits for the past 2 years and (ii) applicant’s consolidated financials detailing all projects. The applicant entity for GOB funds is a newly formed entity, which does not have 2 years’ financial results, nor does it incorporate financials for other projects.

- A. **If there are no current financials available for the newly created entity, the current year financials and certified audits for the past 2 years must be provided for the partnership or parent company.**

a. Is it acceptable to include in the application 2 years’ unaudited financial statements for the affiliated developer entity of the applicant, as well as a current financial statement for the applicant entity? We can also include a letter as reflected on the attached document.
We need current financials.

b. With respect to the request for applicant’s consolidated financials detailing all projects, please note that all projects have their own financial statement. Instead of getting multiple

financial statements, it may be better for the County to request a spreadsheet from all applicants summarizing cash flow derived from all existing projects in which the principals of applicant have an ownership interest. You may want to provide a sample spreadsheet for completion for all applicants. Please advise.

You can create you own spreadsheet detailing and summarizing financials from your existing developments.

15. Q. The ninth (9th) bullet point on page 58 requires a minimum of 20% of project costs, less contingency, must be subcontracted to firms located in Miami-Dade County and registered with the County's Department of Business Development. Is there any specific documentation that must be included in the RFA for this item, or will a letter executed by the Applicant agreeing to comply with this requirement suffice?
- A. **Commitments are needed and must be attached with the application.**
16. Q. The tenth (10th) bullet point on page 58 provides bonus points for silver certification rating from LEED. Is there any specific documentation required of the applicant for this item, or will a letter executed by the Applicant agreeing to obtain silver LEED certification suffice?
- A. **Projects that incorporate Green Building practices may be awarded bonus points.**
17. Q. The application does not reflect any exhibits or tabs in connection with bullets 3-4 on page 58, can applicants include separate exhibits in the application to reflect the commitment to bullets 3-4 page 58?
- A. **The applicants should attach separate exhibits and tabs to include commitments in the application.**
18. Q. Is there a particular format the County would like applicants to follow in completing tab 22 (page 87 of RFA) – Comprehensive Current and Open Project Listing of Applicant's Parent, Subsidiaries and all Affiliated Business Entities?
- A. **There is no required format. A current comprehensive listing of open projects listing Applicant's parent, subsidiaries and all affiliate business entities has be to attached to application.**
19. Q. Will the County require applicants to include a copy of the environmental report(s) in the application, or will the completed forms reflected in pages 187-189 suffice?
- A. **An Environmental Site Assessment (ESA) is required. There are no forms on pages 187-189. The Glossary is on Pages 187-189.**
20. Q. Please advise if the requirement for a Dun & Bradstreet number reflected on page 91 of the RFA number applies to GOB applications. The wording on page 91 states this applies to for-profit businesses receiving Federal assistance. It seems GOB funding is not Federal assistance.
- A. **A Dun & Bradstreet number is required for all applications including GOB funded projects as well.**
21. Q. As far as the forms that a GOB applicant must fill out. Are we required to do forms 1, 3 and 6?
- A. **Form 1 (General Information) and Form 3 (Rental Housing Forms GOB pages) are required and Form 6 (Tenants Based Rental Assistance) is not required.**

22. Q. Rental Comparison (Tab 13) The project for we are applying is a US HUD Section 202 Supportive Housing for the Elderly and the rents are assigned by HUD, in this particular case the rent will be \$347 for each of the 90 one bedroom units. Please advise because I do not know what do.
- A. **Include the rents that were assigned by United States Housing and Urban Development (US HUD) and the square footage of the units.**
23. Q. Is Homebuyer counseling a mandatory threshold item that all counselors must be HUD certified (page 155)?
- A. **Yes, all counselors must be US HUD certified or possess US HUD approved certification.**
24. Q. For a new construction project in District 4, could you advice if applicants are permitted to apply for both (i) GOB and (ii) HOME under the new Construction?
- A. **No, as stated on Page 10 of the RFA, applicants are not permitted to apply for both GOB and HOME funding for a proposed project to be located in Commission District 4.**
25. Q. Could you also confirm that the 20% funding limitation of reflected on the 3rd bullet point of page 52 applies only to HOME and CDBG and not to GOB?
- A. **Yes, the 20% limitation applies only to HOME and CDBG and not to GOB funds.**
26. Q. Item 2 (c) in the General Development Information – Tab 4 – requires the submission of a **support letter from the Mayor, or chief elected official.** In completing the RFA for FY 2009 funding, we were advised this requirement does not apply to developments in unincorporated Miami-Dade County.
- A. **True. This requirement is not applicable to proposed projects in unincorporated Miami-Dade County.**

For additional information, contact:

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or

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Non Housing Application (White Book)

The Non Housing Forms (pages 65-83) which includes the General Section, Business Incubator, Capital Improvement, Economic Development and the Historic Preservation Sub Sections are now available in fillable nuance/Omni form forms in zip format on the OCED website. Please read instructions on how to download fillable forms from the OCED website.

On page 36, in the Model City NRSA priorities, development of the Poinciana Industrial site is an economic development priority.

On page 46, under Eligible Activities section, under No. 1. Maximum funds available through staff recommendation is \$200,000 per agency.

On page 79, in the commercial rehabilitation activities. Total funds available for this category is \$200,000.

Only currently funded agencies will be affected by monitoring activities. Agencies that are not currently funded will not be affected.

1. Q. What are examples of "Green Jobs"?
A. **Manufacturing; sales; distribution; marketing; installation and repair of solar energy systems or high efficiency appliance; construction and/or design of energy efficient structure design, manufacture and servicing of electric, hybrid or biodiesel vehicles; and recycling of discarded materials.**

2. Q. Can an agency located in an entitlement apply for County CHDO certification?
A. **Effective 2010 new agencies that are located in entitlement cities and that are applying for County CHDO certification must first become certified in the entitlement before they can apply for Certification in Miami-Dade County.**

3. Q. Is there a list of services that the CDBG funds to County Department activities?
A. **Not at this time. Funding to County Departments will be finalized in September 2009 as part of the approval of Miami-Dade County's FY 2009-FY 2010 Budget.**

4. Q. In the non housing book for FY 2010 on page 47 \$2,215,200 of CDBG funds is available, but in the housing book on page 51, \$1,233,00 of CDBG funds is available, please clarify?
A. **\$1,233,000 of CDBG funds is available through this RFA for housing activities.**

For additional information, contact:

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or
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NOTICE: All statements made by any presenter during any of the Technical Assistance Workshops or during any other discussion with the Office of Community and Economic Development (OCED) that are in conflict with the written provisions of the Miami-Dade County Consolidated Request for Application for FY 2010 Funding Housing and Non-Housing application booklets and any Addenda are invalid and not binding; the terms in the application booklets and Addenda shall prevail.