

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
FY2012 RFA
ADDENDUM #4
(as of July 28, 2011)

All addendums apply to Book 1, 2 and 3

Questions from the July 22, 2011 FY2012 RFA Workshop

Any updates to this RFA, including responses to questions, will be posted on-line at the DHCD website. Prospective applicants should check the DHCD website regularly for updates at www.miamidade.gov/ced/request_RFA.asp.

- 1) **QUESTION:** Is the "Application Cover Letter" referred to in Book 3 the same as the "Application Cover Sheet" found in Book 2?

ANSWER: No. Please refer to the requirements in each RFA application booklet for an adequate description of what is required for each of the referenced documents.

- 2) **QUESTION:** Our agency applied for NSP3 funds on July 8, 2011 for a housing project. The Solicitation Timetable located in the RFA instructions makes reference to oral presentations that would be conducted on July 29, 2011. We have not heard anything from the County in connection with these presentations (location, time, requirements, etc.) and we would like to confirm whether or not the County plans on conducting oral presentations at this time.

ANSWER: If the proposed activity is new, the applicant **MUST** make a three to five minute presentation in the area in which the project is located. If the activity will serve an NRSA, the applicant must make a presentation before the Community Advisory Committee (CAC) of the respective NRSA. If not located in an NRSA, the applicant may elect to make its MUST presentation at a Countywide MUST meeting. Schedules for these meetings are included in FY 2012 application booklets. In order to be placed on the agenda for the MUST presentation, each applicant must complete the **Activity Summary Presentation Form**, which is included in the application booklet. Please complete the form and submit it to Rowena Crawford, Assistant Director, by fax at **(786) 469-2226** or via e-mail at DHCDRFAeMAIL@miamidade.gov prior to the dates identified for the MUST Presentations. Please be advised that all applicants who make the MUST presentation will be awarded bonus points in the scoring of their application.

- 3) **QUESTION:** We represent a for-profit developer that anticipates applying for HOME CHDO funds in the upcoming consolidated RFA in partnership with a local nonprofit housing development agency. Although our proposed nonprofit partner has been certified as a qualified CHDO with Miami-Dade County in prior years, it is currently not on DHCD's list of approved CHDOs. A representative of our agency has corresponded with DHCD via email and her understanding is that the process for certification of our nonprofit partner as a certified Miami-Dade County CHDO would be to apply through the consolidated RFA for CHDO certification. Is this correct? Please advise us if our nonprofit partner would need to be certified as a CHDO **prior to** the submission of our RFA application in order for our collaborative project to be eligible for an allocation of CHDO funds.

ANSWER: In order to be considered for approval as a certified CHDO, the agency must submit all required documentation with its application for review. DHCD will determine the eligibility of the applicant for CHDO certification after a thorough review of the submitted documentation, which among other things, must include a review of the agency's By-laws, Articles of Incorporation, list of Board of Directors, Board composition, and other related documents as outlined in the application. The applicant must clearly identify and describe the proposed project to be undertaken, as well as the prospective CHDO's proposed role in the Project.

- 4) **QUESTION:** Our agency is applying for gap funding for a project already funded, in part, by DHCD. We would like to confirm that copies of zoning and infrastructure letters provided in previous applications to DHCD may be used in the current application. Some of these letters are expensive and may take a long time to obtain. It appears wasteful to reproduce information already verified. The FY 2012 application instructions do not specify any required dates for these letters.

ANSWER: To the extent any of the letters reference specific expiration dates, the applicant shall be required to demonstrate that the requisite project activities can reasonably be completed within the timeframe outlined or

provided for in the letter(s). In the event the letters are scheduled to expire prior to the commencement or completion of activities (as applicable), it may be in the best interest of the applicant to secure updated letters in order to demonstrate project readiness.

5) **QUESTION:** Please explain what is meant by *“unduplicated count for the proposed accomplishments”*.

ANSWER: Each applicant is required to identify the number of units of accomplishment to be achieved by the proposed activity during the contract period (e.g., number of housing units to be built; number of persons to be served; number of households to be counseled, etc.). If, **for example**, an agency was funded during the previous year to provide counseling to 20 homeowners, the applicant may not utilize the names of the same 20 homeowners served last year in order to satisfy this year’s requirement. In other words, the applicant may not count, or “duplicate”, the 20 households served in the prior year to meet this year’s goal.

6) **QUESTION:** Is the HOME Underwriting Analysis Template (one of several attachments furnished by DHCD) available in Microsoft Word, Excel or Adobe format? The provided form is illegible and too small to fill in.

ANSWER: Unfortunately, the Underwriting Analysis Template is not available in the Microsoft Word, Microsoft Excel, or Adobe formats. To the extent the applicant desires to utilize an alternative template or format for presenting this information, DHCD will not penalize the applicant for doing so. However, the applicant must insure that all of the requisite information as identified in the HOME Underwriting Analysis Template is incorporated into the applicant’s template, spreadsheet and/or proforma.

7) **QUESTION:** Please clarify where a list of the “National Objectives” may be found. Are these the objectives listed in Attachment #9?

ANSWER: Yes. Please refer to Attachment 9 for a list of the US HUD National Objectives and corresponding HUD Matrix Codes. This information may be downloaded at the following link:

http://www.miamidade.gov/ced/request_RFA.asp

8) **QUESTION:** Please explain what “proof” should be submitted in response to #58.

ANSWER: Such proof may include, but not be limited to, the following: completion of Environmental Assessment; approved architectural plans; permits; valid financing commitments; zoning and site plan approval.

9) **QUESTION:** Is there a maximum total or maximum per unit SURTAX amount in this application?

ANSWER: There is not a maximum per unit subsidy. However, leveraging is a scoring criterion.

10) **QUESTION:** Do infrastructure/zoning verification letters/forms have to be current?

ANSWER: To the extent any of the letters reference specific expiration dates, the applicant shall be required to demonstrate that the requisite project activities can reasonably be completed within the timeframe outlined or provided for in the letter(s). In the event the letters are scheduled to expire prior to the commencement or completion of activities (as applicable), it may be in the best interest of the applicant to secure updated letters in order to demonstrate project readiness.

11) **QUESTION:** For Category 2 and Category 3 Scoring Criteria, the fifth question refers to the Development Team Experience, would the MD staff consider redistributing the grading points to not penalize the smaller developers and reward the larger ones? The disparity between *“no experience”* and *“extremely experienced”* is quite large.

ANSWER: The scoring criteria have been published. Therefore, it cannot be changed.

12) **QUESTION:** Can CDBG funds be used to purchase or lease a building?

ANSWER: CDBG allows for acquisition (in collaboration with rehabilitation) AND leasing of a structure, provided the proposed activity meets a US HUD National Objective.

13) QUESTION: If proposing an Economic Development/Technical Assistance project, does the agency have to be a non-profit?

ANSWER: Under this category, DHCD has elected to restrict participation to qualified not-for-profit agencies.

14) QUESTION: Under Questions #2 and #3 of the Economic Development/Technical Assistance Sub-section, please explain the difference between “*Job Creation Plan*” and “*Contractual Job Hiring Agreements*”?

ANSWER: The *Job Creation Plan* explains how the job will be created and the *Contractual Job Hiring Agreement* is executed between the awardee/sub-recipient and the assisted business that will ultimately create the jobs.

15) QUESTION: If your agency is proposing to do a Microenterprise Lending program and a Technical Assistance to Businesses program, can the business being served be counted in both projects?

ANSWER: No. Unfortunately, this would represent a duplicated count of proposed accomplishments.

16) QUESTION: How many applications can be submitted?

ANSWER: Applicants are limited to three (3) applications **per funding source**. Those who submit more than three (3) Applications will be penalized five (5) points, which shall be deducted from each application submitted. Further, DHCD will only evaluate three (3) applications per funding source.

17) QUESTION: How much funding can an applicant request?

ANSWER: The limit is 50% of the available funding per category under the Non-Housing RFA (Book 1) and the Housing RFA (Book 2). The limit under the Surtax RFA (Book 3) shall be restricted to 30% of the available allocation.

18) QUESTION: What types of services are eligible under the *Public Service* category of Legal services?

ANSWER: The provision of legal consultation service to individuals who are low-to-moderate income is an eligible Public Service activity.

19) QUESTION: Can an applicant submitting one project request two different funding sources for this RFA process?

ANSWER: Yes. However, the applicant must submit two separate applications – one for each funding source.

20) QUESTION: Clarification is needed on the question # 25 (Housing) How many accomplishments units are you proposing to serve with this funding request? *Please provide an unduplicated count for the proposed accomplishments*

ANSWER: It is scoring criteria. The more units documented the higher the score will be in the category.

21) QUESTION: Can the Housing Book 2 HOME funds be used for GAP funding?

ANSWER: Yes

22) QUESTION: Can the required MUST presentations be eliminated?

ANSWER: No, the presentations are part of the County's commitment to engage the community in the Request for Application (RFA) process.

23) QUESTION: If you cannot present before one of the NRSA Community Advisory Committees; where can a new project present to comply with the MUST presentation requirement?

ANSWER: There is a meeting scheduled for Monday, August 1, 2011 at 6:00 p.m. at 701 N.W. 1st Court, 1st Floor Training Room, Miami, Florida 33136. Fax or e-mail your request to DHCD.

24) QUESTION: Can the power point presented at both Technical Assistance workshops be posted on the DHCD website?

ANSWER: Yes. DHCD has requested that its Information Technology (IT) unit perform this task.