



**MIAMI-DADE COUNTY
CONSOLIDATED REQUEST FOR APPLICATION (RFA)
FOR FY 2012 FUNDING**

**NON-HOUSING APPLICATION
FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING**

FOR:

- **PUBLIC FACILITIES AND CAPITAL IMPROVEMENTS (PFCI)**
- **ECONOMIC DEVELOPMENT (ED)**
- **PUBLIC SERVICE (PS)**

The RFA Application and Attachments are available on-line at
http://www.miamidade.gov/ced/request_RFA.asp

July 14, 2011

Miami-Dade County
Department of Housing and Community Development
701 NW 1st Court, 14th Floor – Miami, Florida 33136



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

Applicants should check the County's website for updates to the FY 2012 RFA, as dates listed in Books 1-3 are subject to change.

<http://www.miamidade.gov/ced/>



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**PART II of the RFA, which contains all Attachments,
is only available online at the following website:**

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



MIAMI-DADE COUNTY PROVIDES EQUAL ACCESS AND EQUAL OPPORTUNITY IN EMPLOYMENT AND SERVICES AND DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY.

The Department of Housing and Community Development (DHCD) does not discriminate on the basis of age, color, religion, sex, national origin, disability or familial status in the admission or access to, or treatment or employment in its federally and locally assisted programs or activities. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity associated with DHCD, should contact the ADA Coordinator, Charles Brown at (786) 469-4723, as soon as possible but no later than 48 hours before the scheduled event. The ADA does not require DHCD to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden. Complaints that a program, service, or activity is not accessible to persons with disabilities should be directed to the ADA coordinator.

**MIAMI-DADE COUNTY
 FY 2012 CONSOLIDATED REQUEST FOR APPLICATION (RFA)
 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

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http://www.miamidade.gov/ced/request_rfa.asp**

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THE ATTACHMENTS MAY BE FOUND ONLINE AT DHCD'S WEBSITE ONLY:
http://www.miamidade.gov/ced/request_RFA.asp**

**MIAMI-DADE COUNTY FY 2012 REQUEST FOR APPLICATION (RFA)
CONSOLIDATED PLANNING PROCESS
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

**PART II
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Contractual Job Agreement	Non-Housing RFA Only	3
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GENERAL INFORMATION

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MIAMI-DADE COUNTY

FY 2012 CONSOLIDATED REQUEST FOR APPLICATION (RFA) FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING

INTRODUCTION

Miami-Dade County, through the Department of Housing and Community Development (DHCD), is soliciting applications under a Consolidated Request for Application (RFA) process to fund activities with Community Development Block Grant (CDBG) funds. Specifically, the **FY 2012 Non-Housing RFA** is seeking applications to address the high priority needs in the following categories identified in the County's FY 2008 through 2012 Consolidated Plan:

- Public Facilities and Capital Improvements
- Economic Development
- Public Service

In particular, the County is seeking applications that focus on addressing the high priority needs in the County's Neighborhood Revitalization Strategy Areas (NRSAs) and Eligible Block Groups. (***Please refer to Attachment 6 for a list of the high priority needs of the NRSAs and Eligible Block Groups.***) This RFA is supported by the FY 2008-2012 Consolidated Plan and the FY 2012 Planning Process Policies (Policy Paper) approved by the Board of County Commissioners on July 7, 2011 (See Part II, Attachment 7).

Instructions and application forms for the FY 2012 Community Development Block Grant (CDBG) RFA are included in this package, and are also available on-line at the DHCD website. Additionally, 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.

The application submission deadline is August 3, 2011, no later than 12:00 noon. Applications submitted on or before August 3, 2011 must be delivered to the Clerk of the Board of County Commissioners located at the *Stephen P. Clark Center*, 111 NW 1st Street, 17th Floor, Miami, Florida 33128.

On August 3, 2011 all applications must be delivered to 701 NW 1st Court, 1st Floor Training Room, Miami, Florida 33136 between 9:00 a.m. and 12:00 Noon. A representative from the Clerk's Office will be present to accept the RFA applications.

The Department of Housing and Community Development, in cooperation with the Miami-Dade County Homeless Trust, will hold two (2) technical assistance workshops to review the application preparation and submission requirements, changes to the FY 2012 evaluation criteria, and program requirement information for both Housing and Non-Housing Activities. The technical assistance workshop schedule and registration information are listed below and are posted on the DHCD website at www.miamidade.gov/ced/request_RFA.asp.

1. ***South Dade Government Center***, July 20, 2011
10710 SW 211th Street, 2nd Floor, Miami, FL 33189
Time: 10:00 a.m. to 12:00 Noon
2. ***Joseph Caleb Center***, July 22, 2011
5400 NW 22nd Avenue, Miami, FL 33142
Time: 10:00 a.m. to 12:00 Noon

All questions regarding the FY 2012 RFA should be submitted via e-mail at the following address: DHCDRFAeMAIL@miamidade.gov. All responses will be posted on the DHCD website.

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ELIGIBLE APPLICANTS

Not-for-profit Community Based Organizations (CBOs), Community Development Corporations (CDCs) and for-profit entities are encouraged to respond to this Consolidated RFA process by submitting applications for an eligible activity. **Applicants may apply for multiple funding sources for the same project. However, the applicant must submit a separate application for each funding source.** Funding eligibility criteria may vary from program to program. Applicants should refer to specific requirements and/or restrictions for each funding source as set forth in this application document.

Applicants proposing activities in entitlement jurisdictions or municipalities participating in the State of Florida Small Cities CDBG Program will only be considered if they can demonstrate that the proposed activity is of **Metropolitan Significance** and is consistent with the high priority needs identified in Miami-Dade County's Consolidated Plan. "**Metropolitan Significance**" is defined as: a) the activity necessary to further the purposes of the Housing and Community Development Act of 1974; b) the activity necessary to further the purposes of Miami-Dade County's community development objectives; and c) the activity which will be a reasonable benefit to residents within Miami-Dade County's entitlement jurisdiction's boundaries. For further information on the CDBG Program eligibility requirements, refer to Part II, Attachment 8.

AMOUNT OF FUNDS AVAILABLE FOR ALLOCATION AND ELIGIBLE ACTIVITIES

Miami-Dade County is projected to receive approximately **\$15,470,950¹** in FY 2012 CDBG funding, of which **\$6,188,380** will be allocated through this Request for Application (RFA) process. The actual amount received will depend on the Congressional budget and the allocation determined by US HUD. CDBG funds will be allocated to carry out eligible activities under the following categories:

• Public Facilities and Capital Improvements/Housing	\$4,116,285
• Economic Development ²	\$1,022,095
• Public Service	\$1,050,000
TOTAL CDBG FUNDING TO BE ALLOCATED – FY 2012:	\$6,188,380

¹ Federal funds are subject to appropriation by the U.S. Congress. The President's budget must be approved and may be subject to reductions. All federal funding amounts are estimates. This solicitation is subject to the receipt of the estimated amount of funds to be received from US HUD. Any award as a result of this RFA is subject to funding and may be reduced or rescinded based on the level of funding received from the government.

² This represents the minimum amount available for *Economic Development*. Not less than \$600,000 of this amount will be set-aside for the *Microenterprise Lending* category.

ELIGIBILITY REQUIREMENTS AND EVALUATION CRITERIA

To be eligible for funding, all proposed activities must meet the requirements listed below. Applicants are strongly encouraged to consider these requirements before preparing an application, as these factors will be used to rate and evaluate proposals.

1. **National Objective:** The proposed activity must meet the US HUD National Objective of benefiting low- to moderate-income (LMI) persons. Applicants proposing activities that will benefit low- and moderate-income persons will be required to provide the appropriate documentation. Applicants must provide the income eligibility requirements for the proposed activity or demonstrate that the activity is located in a Neighborhood Revitalization Strategy Area (NRSA) or Eligible Block Group (please refer to Part II, Attachment 17).
2. **Priority Needs:** Activities must address a high priority need identified in the County's FY 2008-2012 Consolidated Plan. Applications must describe how the priority need will be addressed and provide supporting data. For the list of the NRSA Community Advisory Committee (CAC) High Priority Needs (please refer to Part II, Attachment 6).
3. **Organizational and Financial Capacity:** Applicants must demonstrate that they are fiscally sound and have the skills, ability and experience required to achieve US HUD's National Objective, and are able to meet other program requirements. Applicants will be evaluated on experience, organizational and administrative capacity, financial capacity and management. This will include a review of résumés, financial statements, monitoring reports, audit findings, and complete inspections of new proposed activity locations.
4. **Leveraging:** Where applicable, applicants must show that they have other sources of funding available for the proposed activity. Since the County only uses its federal and local funds to address funding gaps, other sources of funding must be in place to ensure the successful completion of the project. Documentation must be provided with the application to verify the availability of leveraged resources. Applicants must have complete funding in place, except for the requested gap funding, and applicants must provide a Sources and Uses Statement. Applicants must demonstrate maximum leveraging with non-County funds.
5. **Timely Completion:** Applicants must demonstrate that they have a history of completing projects in a timely manner. For most CDBG activities, *Timely* is defined as one year for CDBG [CFR 570.902] activities, except for Capital Improvement projects.
6. **Track Record:** Prior funded agencies must be in good standing with respect to audit findings and have a track record of completing projects on time, submitting accurate and complete quarterly progress reports, and addressing all monitoring findings. Applicants with an existing DHCD contract that have either 1) failed to demonstrate achievement of the National Objective, or appropriate performance measure under their existing CDBG, HOME, NSP and/or Section 108 loan agreements as well as SHIP and Surtax contractual requirements, or 2) are currently in a delinquent payment status with their existing County contracts, shall be ineligible for funding under the FY 2012 RFA.
7. **Site Control:** Where applicable, applicants must demonstrate site control (e.g., title, lease agreement, firm purchase contract, Option-to-Purchase, or Local Government Resolution) of the site or building proposed for funding.
8. **Geographic Location:** The County will give priority to activities that are located in and/or serve the NRSA's and Eligible Block Groups. Applications must describe how these areas and the residents will be served by the proposed activity.

9. **Finish What We Started:** The County will give special consideration to previously funded ongoing facility and capital improvement projects, provided the activities remain financially viable, so we can “finish what we started.”

INELIGIBLE ACTIVITIES

The general rule is that any activity not specifically authorized under the CDBG regulations and statute is ineligible to be assisted with CDBG funds. In addition, the regulations stipulate that the following activities may **not** be assisted with CDBG funds:

- Buildings used for the general conduct of government are ineligible. However, the removal of architectural barriers from government buildings is eligible under the category of Public Facilities and Capital Improvements.
- General government expenses are ineligible.
- Financing for political activities or to engage in other partisan political activities is ineligible. However, a facility assisted with CDBG funds may be used on an incidental basis to hold political meetings, candidate forums, or voter registration campaigns, if the building is available to all parties and organizations on an equal basis.

The following activities may **not** be assisted with CDBG funds unless authorized as a Special Economic Development activity or when carried out by a CDBO:

- Purchase of equipment is generally ineligible.
 - Compensation for the use of construction equipment through leasing, depreciation, or use allowances, pursuant to OMB Circulars A-21, A-87, or A-122 as applicable for an otherwise eligible activity is eligible.
- Purchase of personal property, including equipment, fixtures, motor vehicles, furnishings, or other personal property is generally ineligible.
- Operating and maintenance expenses of public facilities, capital improvements and services are ineligible. Specific exceptions to this general rule are operating and maintenance expenses associated with public service activities, interim assistance, and office space for program staff employed in carrying out the CDBG program;
- New housing construction except under certain conditions or when carried out by a CBDO.
- Income payments made to an individual or family for items such as food, clothing, housing, or utilities are ineligible.
- One time grants, emergency type grants, or loans for such purposes may be eligible under the category of Public Services.

The eligibility of activities is governed by the CDBG regulations found at 24 CFR Part 570, including but not limited to, 24 CFR 570.201 – 207.

In addition to the above activities, Miami-Dade County will not accept RFA applications for third party consultants, Commercial Revitalization Program (CRP) activities, Project Management, Neighborhood Stabilization Program (NSP), Charter or Private Schools, or the National Objectives of *Urgent Need or Slum and Blight*.

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APPLICATION INSTRUCTIONS

The Non-Housing RFA is for CDBG funds ONLY.

General Instructions

- All applicants must include the **Application Cover Sheet** as the **first page** of each application, the Activity Application Submission Form Checklist, and all affidavits contained herein. All applicants must complete the General Section. Homebuyer Counseling applicants need only complete the first section of the General Section (non-scoring general data).
- Applicants applying for Housing or HOME CHDO Operating Support or HOME Set-Aside funds must complete the Housing application forms designated in the Housing Submission Checklist in the Housing Application Booklet.
- **Applications must be submitted in three (3) ring binders. Tabs are required and must be labeled as indicated in the required Checklist/Table of Contents Form. All pages must be numbered. No pages are to be stapled or clipped.**
- All Applicants must submit one (1) original and six (6) copies of the application, **each** of which is to be placed in a 3-ring binder. Do not submit more than one application per activity per binder. The original application must be submitted with the word **“ORIGINAL”** written on the outside of the binder, and each of the six (6) binders must be marked as **“COPY.”** **ALL originals and copies of applications must contain all required documents. Please do not exclude any document from any copy.**
- The cover of each binder must include the name of the agency, the name of the proposed activity and the requested funding source. It should also be marked as *“Non-Housing.”* or *“Housing”* as applicable.
- **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.
- **All applications must be typed.**
- All applications must be submitted in the legal name of the agency that is applying for funding. The applicant must be an active entity registered with the *Florida Division of Corporations* (<http://www.sunbiz.org>).
- All applicants must provide an Employer Identification Number (EIN/Federal Identification Number) and a D-U-N-S Number. For more information on obtaining the D-U-N-S Number, visit the following web site: <http://fedgov.dnb.com/webform>. The Data Universal Numbering System, also known as D-U-N-S®, is a unique nine-digit identification number that remains with an organization even if the organization is no longer in operation. The D-U-N-S Number® was incorporated into the Federal Acquisition Regulation (FAR) in April 1998.
- Applications must comply with all the requirements of this RFA. Applications that are incomplete or have deficiencies and errors will be submitted to the County Attorney’s Office for legal review and determination of responsiveness.

- Miami-Dade County reserves the right to require and participate in the creation of partnerships to ensure project viability and/or effectiveness of program delivery, should the County determine such action is in the best interest of the County and the community being served. Applicants are encouraged to coordinate and collaborate with other organizations in carrying out programs funded under this RFA. As part of the proposal, a written agreement specifying the role of each organization in the collaborative arrangement must be included and must be executed by each partner.
- Applicants shall be entitled to an appeals process to dispute their scores, application rankings, and final recommendations for funding. DHCD will implement a formal RFA appeals procedure, which must be completed prior to submission of the funding recommendations to the BCC. All applicants shall be entitled to a review of their application score. The agency must submit a formal written request to DHCD within three (3) business days of the publication of the agency's score(s), ranking, and final funding recommendation. To the extent issues are identified in the scoring of the application, the appropriate adjustments to the applicant's score and ranking may be made at that time, prior to final BCC approval. The County shall not address any request that has not been submitted in writing and received by the County within the three-day appeal period. Additionally, the appeals process shall not apply to subsequent recapture/reallocation activities.

Notwithstanding the above, **Miami-Dade County will not fund an entity or affiliate** with defaulted loans, debarment actions or any other legal encumbrances which cause risk to the County funding or are determined by the County, in its sole discretion, to threaten the applicant's ability to timely complete the project proposed, regardless of the merits of the submitted application. Miami-Dade County will not fund entities listed in the Federal Excluded Parties List System, as those entities are prohibited from receiving federal contracts or federally approved subcontracts, or from receiving certain types of federal financial assistance (HOME, ESG, and CDBG funds) and benefits. Miami-Dade County will not fund entities on the County delinquent registry.

- All projects or activities awarded funds that fail to complete the activity in a timely manner shall be subject to recapture and contract termination.
- **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. Schedules for these meetings are included in this application. The **Activity Summary Presentation Form** will be used to schedule the presentations and must be submitted 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. **Agencies will not be allowed to make an unscheduled presentation. Failure to make a presentation will result in your application being ineligible for funding.**
- If the activity will serve an eligible block group, the applicant must make a presentation at the Countywide MUST Presentation Meeting scheduled in July 2011. The **Activity Summary Presentation Form** will be used to schedule the presentation and must be submitted to the attention of Ms. Rowena Crawford, Assistant Director, DHCD by fax at **(786) 469-2226** or via e-mail at DHCDRFAeMAIL@miamidade.gov prior to the date of the meeting.
- New applicants are required to submit with the RFA application interior and exterior photographs of the proposed facility or activity location. Applicants must also provide copies of the most current Certificate of Use for the building, if applicable. DHCD staff will conduct a mandatory site visit and physical inspection prior to recommending the agency's project or activity for funding.

- This RFA is not soliciting applications for proposals for third party consultants, studies, Commercial Revitalization Program (CRP) activities, Project Management, Neighborhood Stabilization Program (NSP), Charter or Private Schools, or the National Objective of *Urgent Need*. Funding for these activities may be requested through a separate process. In addition, this RFA is not seeking applications for activities that aid in the prevention or elimination of *Slum and Blight*, as defined by 24 CFR 570.483.
- All agencies applying for CDBG funding under the ***Economic Development*** category, the ***Public Facilities and Capital Improvements*** category, or the ***Public Service*** category **must** complete the **General Section and the appropriate sub-section in the Non-Housing RFA application booklet.**
- All applicants awarded funds shall be required to execute the County's shell CDBG contract and all attachments. All awards will be evidenced by a contract, Memorandum of Understanding (MOU), or interlocal/interdepartmental agreement, as well as appropriate security instruments, including a Promissory Note. The award shall also be evidenced by a Mortgage, in cases where the funding is being used to improve real property and is being secured or collateralized by real estate (applicable only for grants of \$100,000 or greater).
- Field visits will be conducted on behalf of DHCD to evaluate the viability and/or feasibility of the project site with the proposed scope of work and requested funds by the agency.

Environmental Review: Environmental Review forms must be completed in their entirety and received within thirty (30) days of contract execution or funding will be assessed for recapture.

APPLICATION DEADLINE AND SUBMISSION LOCATIONS

- **The application deadline is 12:00 Noon on Wednesday, August 3, 2011.** Immediately following the deadline, the Department of Housing and Community Development (DHCD) will open applications and initiate the review process. Once the RFA review process has commenced, **no late applications will be accepted.**
- **Faxed or electronic applications will not be accepted.**
- **Applications must be labeled as directed below:**

**Mr. Harvey Ruvin
Clerk of the Board of County Commissioners
Stephen P. Clark Center
111 N.W. First Street, 17th Floor
Miami, Florida 33128**

**Attention: Director's Office
Miami-Dade County
Department of Housing and Community Development**

- **Applications may be submitted to the Clerk of the Board from July 14, 2011 through August 2, 2011 from 9:00 a.m. to 4:30 p.m., Monday through Friday, except on Holidays observed by the County.**
- **ON WEDNESDAY, AUGUST 3, 2011, APPLICATIONS WILL ONLY BE ACCEPTED FROM THE HOURS OF 9:00 A.M. TO 12:00 NOON AT THE ADDRESS LISTED BELOW:**

**Miami-Dade County
Department of Housing and Community Development
Overtown Transit Village North
701 NW 1st Court – 1st Floor Training Room
Miami, Florida 33136**

- Applications will **ONLY** be accepted at the addresses noted above.

FY 2012 RFA SCHEDULE*

- The RFA Application will be available for review at the following locations on July 14, 2011. ***(These locations will not have copies available for distribution):***

⇒ ***Miami-Dade Public Library***
101 West Flagler Street
Miami, FL 33130

⇒ ***Miami-Dade Regional Library***
2455 NW 183rd Street
Miami Gardens, FL 33056

⇒ ***South Dade Regional Library***
10750 SW 211th Street
Miami, FL 33189

Applications may also be downloaded from the Miami-Dade County website at the following address: http://www.miamidade.gov/ced/request_RFA.asp.

- Technical Assistance Workshops will be conducted by DHCD at the following two (2) locations:
 1. ***South Dade Government Center***, July 20, 2011
10710 SW 211th Street, 2nd Floor, Miami, FL 33189
Time: 10:00 a.m. to 12:00 Noon
 2. ***Joseph Caleb Center***, July 22, 2011
5400 NW 22nd Avenue, Miami, FL 33142
Time: 10:00 a.m. to 12:00 Noon
- **The Application submission deadline is Wednesday, August 3, 2011. Applications submitted on or before August 3, 2011** must be delivered to the Clerk of the Board of County Commissioners, located at the ***Stephen P. Clark Center***, 111 NW 1st Street, 17th Floor, Miami, Florida 33128.
- During July 2011, **ALL** applicants undertaking new projects or activities must make a mandatory **MUST** presentation before the community in which the activity is located. If the activity is in a NRSA, the applicant **MUST** make a presentation before the Community Advisory Committee (CAC) that represents the NRSA. **Failure to make the mandatory MUST presentation shall render the application ineligible for funding consideration under the FY 2012 RFA.**

If the activity is not in a NRSA, the applicant will be required to make a presentation at the Countywide MUST meeting during July 2011. The meeting schedule is included below **(Please refer to the DHCD website at www.miamidade.gov/ced/request_RFA.asp for an update of the respective meeting dates)**:

- **Countywide MUST Meeting (for activities to be located in CDBG Eligible Block Group areas)**
Overtown Transit Village – North **Monday, August 1, 2011**
701 NW 1st Court,
1st Floor Training Room
Miami, Florida 33136
6:00 p.m. to 8:00 p.m.
- **Goulds CAC - Wednesday, July 27, 2011**
Isaac A. Withers Community Enrichment Center
21300 SW 122nd Avenue
Miami, FL 33177
7:00 PM
- **Leisure City/Naranja CAC - Tuesday, July 26, 2011 (Site to be determined)**
Naranja Lakes Community Redevelopment Agency (CRA) Community Center
27555 SW 140th Street
Naranja, Miami, FL 33032
6:30 PM
- **Melrose CAC Tuesday, July 26, 2011**
MDTA Auditorium
3300 NW 32nd Avenue
Miami, FL 33142
6:00 PM
- **Model City CAC Wednesday, July 27, 2011**
Joseph Caleb Center, Room #110
5400 NW 22nd Avenue
Miami, FL 33142
7:00 PM
- **Perrine CAC Thursday, July 28, 2011**
Perrine CAA
17801 Homestead Avenue
Miami, FL 33157
6:30 PM
- **Opa-Locka CAC Thursday, July 21, 2011**
Opa-Locka Community Development Corporation
490 Opa-locka Blvd., Suite 20 (2nd Floor)
Opa-locka, FL 33054
6:30 PM
- **South Miami CAC Monday, July 18, 2011**
US HUD Senior Center
6701 SW 62nd Avenue
South Miami, FL 33143
7:00 PM
- **West Little River CAC Thursday, July 28, 2011**
Arcola Lakes Park
1301 NW 83rd Street
Miami, FL 33147
6:00 PM

- **Public Hearing:** The staff funding recommendations are normally considered by the Economic Development and Social Services Committee. This serves as the **public hearing** in the Action Plan process, [24 CFR 91.105] - Citizen Participation Plan and local governments, [24 CFR 91.105(a)(1)].
- The FY 2012 Action Plan will be submitted to US HUD upon approval by the Board of County Commissioners (BCC).
- Contract Development will begin immediately upon approval of the Action Plan by US HUD.
- For additional information on the Planning Process, please refer to Attachment 7 to review the FY 2012 Consolidated Planning Process Policies.

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**COMMUNITY
DEVELOPMENT BLOCK GRANT (CDBG)
PROGRAM INFORMATION**

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COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Miami-Dade County's Community Development Block Grant (CDBG) Program allocates funds from US HUD to not-for-profit community-based development organizations, community development corporations, community-based organizations, municipalities, for-profit entities, and County departments to support activities that benefit low- and moderate-income persons. This section describes the basic eligibility requirements under the CDBG program and the types of activities that will be funded through the FY 2012 Non-Housing RFA, which include:

- **Public Facilities and Capital Improvements (PFCI)**
- **Economic Development Activities (ED)**
 - Micro Enterprise Lending
 - Technical Assistance to Businesses
 - Special Economic Development Activities
 - Business Incubator Assistance Program (BIAP)
- **Public Service (PS)**

Non-Housing Applications that address the NRSA high priority needs are limited to the *Public Facilities and Capital Improvements*, *Economic Development*, and *Public Service* activities listed in Part II, Attachment 6.

NATIONAL OBJECTIVES FOR CDBG APPLICATIONS

The primary objective of the CDBG program is to benefit low- and moderate-income persons who earn at or below 80% of the Area Median Income (AMI) and/or reside in census block groups where at least 51% of the population is at low- and moderate-income levels [Code of Federal Regulations (CFR) 570.208(a)]. Without exception, federal regulations require all CDBG program activities to meet one of the National Objectives listed below:

- **National Objective 1:** Principally benefits low- and moderate-income persons who earn at or below 80% of the Area Median Income (AMI), [CFR 570.208(a)]
- **National Objective 2:**^{*} Aids in the prevention or elimination of Slum and Blight, [CFR 570.208(b)]
- **National Objective 3:**^{**} Qualifies as a certified Urgent Need, [CFR 570.208(c)]

Section 24 CFR 570.208 of the US HUD regulations lists the criteria to determine whether a CDBG-assisted activity complies with the US HUD National Objectives stated above.

* *Applications for the Slum and Blight National Objective are not being considered for this RFA.*

** *Additionally, applications for the Urgent Need National Objective are also not being considered.*

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PUBLIC FACILITIES AND CAPITAL IMPROVEMENTS (PFCI)

Up to \$4,116,285 in CDBG Program funds are available for ***Public Facilities and Capital Improvements (PFCI)*** through the FY 2012 RFA.

Public Facilities and Capital Improvements **must principally benefit low- and moderate-income persons**. Entities eligible for funding include Miami-Dade County Departments, Participating Municipalities, and not-for-profit organizations.

Eligible Activities

The acquisition, construction, rehabilitation, or installation of public facilities and capital improvements are eligible activities under CDBG. The specific types of facilities and improvements eligible for CDBG funding under 24 CFR 570.201(c) include:

- The construction or installation of infrastructure improvements, such as street improvements, tree planting, or water and sewer lines;
- Neighborhood facilities such as recreational facilities, parks, and playgrounds; and
- Facilities for persons with special needs such as facilities for battered spouses, nursing homes, group homes for the disabled, or transitional housing for the homeless.

If the assisted facility is owned by a not-for-profit organization, the CDBG regulations stipulate that the facility must be open to the public during normal working hours. All facilities constructed with CDBG funds must comply with ADA requirements, per [24 CFR 570.614(b)]. Public Facilities and Improvements eligible for assistance are subject to the policies in 24 CFR 570.200(b).

Examples of Public Facilities and Capital Improvements

- Flood Drainage Improvements
- Water/Sewer infrastructure
- Street Improvements
- Sidewalk Improvements
- Tree Planting (This activity requires the applicant to provide a proposed tree planting plan for an approved capital facilities improvement project funded with CDBG funds. The tree planting plan should address the environmental benefits, such as use of native trees or trees that require minimal maintenance.)
- Parks
- Recreational Facilities
- Neighborhood Facilities
- Health Facilities
- Child Care Centers
- Senior Centers
- Handicapped Centers
- Homeless Facilities (excluding operating costs)
- Youth Centers
- Facilities for Abused and Neglected Children
- Asbestos Removal
- Facilities for AIDS Patients (excluding operating costs)

Eligible Costs Associated with Activities may include:

- Energy efficiency improvements;
- Handicapped accessibility improvements (including improvements to buildings used for general conduct of government); and
- Architectural design features and other treatments aimed at improving aesthetic quality (e.g., sculptures, fountains).

Ineligible Activities:

- The maintenance and repair of public facilities and capital improvements is generally ineligible (e.g., filling potholes, repairing cracks in sidewalks, mowing grass at public recreational areas or replacing street light bulbs).
- Operating costs associated with public facilities or capital improvements are ineligible unless part of a CDBG-assisted public service activity or eligible as an interim assistance activity.
- A public facility otherwise eligible for assistance under the CDBG program may be assisted with CDBG funds even if it is part of a multiple use building containing ineligible uses, if:
 - The public portion of the facility that is otherwise eligible and proposed for assistance will occupy a designated and discrete area within the larger facility; and
 - It can be determined that the costs attributable to the facility proposed for assistance is separate and distinct from the overall costs of the multiple-use building and/or facility. Allowable costs are limited to those attributable to the eligible portion of the building or facility.

Evaluation Criteria

Each application may be awarded a maximum of 100 points (50 points for the General Section and 50 points for the Public Facilities and Capital Improvements Sub-section.) The following table lists the evaluation criteria and maximum points that may be obtained for each evaluation criterion:

Public Facilities and Improvements

Evaluation Criteria	Maximum Points
General Section	
1. National Objective	5
2. Geographic Location	15
3. Priority Needs	5
4. Leveraging	6
5. Organizational and Financial Capacity	7
6. Track Record	4
7. Timely Completion	8
Total General Section	50
Public Facilities and Capital Improvements Sub-Section	
1. Site Control	5
2. Pre-Development	20
3. Pre-Construction	4
4. Project Construction/Finish What We Started	6
5. Shovel-Ready	10
6. Policy Priorities	5
Total Public Facilities and Capital Improvements Sub-Section	50
Total:	100 points

ECONOMIC DEVELOPMENT ACTIVITIES

Under the FY 2012 Non-Housing RFA, approximately \$1,022,095 in CDBG program funds are available for ***Economic Development*** activities in the categories listed below.

Microenterprise Lending:

Not-for-profit agencies that provide microenterprise or small business loans are eligible to apply under this category, including intermediaries, revolving loan funds, and/or Community Development Financial Institutions (CDFIs). CDBG funds awarded under this category shall be awarded, principally, to expand the respective agency's lending capacity, and are expected to be utilized by the agency to increase its origination of microenterprise or small business loans to for-profit businesses serving the NRSAs and Eligible Block Groups (EBGs). Bonus points will be awarded to applicants that demonstrate the ability to leverage the requested CDBG funds with other sources of matching lending capital.

Technical Assistance to Businesses:

This activity involves providing technical assistance and training directly to businesses (written agreements with businesses are required) on topics such as business planning, accounting and financial management, and marketing. Qualified agencies may apply to provide technical assistance to businesses that have five or fewer employees, one or more of whom owns the enterprise.

Special Economic Development: These activities may be undertaken by not-for-profit, for-profit, or public entities. Eligible activities include: acquiring, constructing, and/or rehabilitating retail, industrial, or commercial buildings with the overall objective of creating jobs. Applications for funding under this category must address the High Priority Needs of the NRSAs and Eligible Block Groups (EBGs) as identified in Part II, Attachment 6. No other activities will be considered for funding.

Business Incubator Assistance Program (BIAP):

The purpose of the Business Incubator Assistance Program (BIAP) is to help sustain existing businesses and attract new businesses into low- and moderate-income communities by providing cost-effective business support services and resources under one roof. Please be advised that, effective in FY 2012, all small businesses receiving CDBG assistance from any County funded Business Incubator must apply to become certified as a Miami-Dade County *Green business*. Businesses seeking green certification should be directed to the following website:

http://green.miamidade.gov/business_certification.htm

Please note, however, that failure to meet the criteria for certification as a *Green business* shall not disqualify the business from receiving assistance from a CDBG-assisted Program. This policy will allow small businesses to learn about and implement sustainable business practices in their day-to-day operations.

The pages that follow provide a more detailed description of the above categories and the eligibility requirements for each.

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MICROENTERPRISE LENDING

Not-for-profit agencies that provide microenterprise or small business loans are eligible to apply under this category, including intermediaries, revolving loan funds, and/or Community Development Financial Institutions (CDFIs). CDBG funds awarded under this category shall be awarded, principally, to expand the respective agency's lending capacity, and are expected to be utilized by the agency to increase its origination of microenterprise or small business loans to for-profit businesses serving the NRSAs and Eligible Block Groups (EBGs). Bonus points will be awarded to applicants that demonstrate the ability to leverage the requested CDBG funds with other sources of matching lending capital.

Through the **Microenterprise Lending Program**, not-for-profit intermediaries, revolving loan funds, and CDFIs are able to help foster economic development in low-to-moderate income communities by providing capacity-building support to local businesses, as well as critical access to micro and small business loans ranging from \$5,000 to \$25,000, and in some cases up to \$50,000. The goal of the Program is to help strengthen and develop businesses, with the overall objective of creating and retaining jobs.

National Objective

The CDBG National Objective of the *Microenterprise Lending* program is *Low-Mod Jobs* (LMJ, 24 CFR 570.208(a)(4)). Federal regulations require that one job be created for every \$35,000 awarded.

Eligible Activities

DHCD is requesting proposals from qualified not-for-profit intermediaries, revolving loan funds, and CDFIs to provide microenterprise and small business loans to for-profit businesses and to assist in job creation. Services and resources to be provided include, but are not limited to:

- Providing below market-rate secured and unsecured short-term loans
- Providing business development technical assistance
- Facilitating networking opportunities

Activity Requirements

Eligible applicants must meet all the requirements listed below:

- Must have at least five (5) years of experience as a financial intermediary providing loans to small businesses, with the requisite infrastructure, policies, and guidelines in place to underwrite and service such loans;
- Must have established, documented, and proven track record of providing technical assistance to small businesses, including businesses located in the NRSAs and/or Eligible Block Groups;
- May be awarded bonus points for providing firm evidence of matching, or leveraged, funding for the requested CDBG award. Such matching funds may be in the form of grants (from public and/or private sources), loans, and/or Program Related Investments. Private sources may include banks, credit unions, corporations, foundations, pension funds, private individuals and other philanthropies. Such leveraged matching funds may represent grant or loan funds raised by, or committed to, the applicant within the 12 months preceding the date of submission of the FY 2012 RFA application, and are expected to be available at the time of contract execution. Up to 20% of the matching funds may be in the form of Earned Income from the prior year's operations.
- Must be able to provide proof that 51% of the jobs created will be for low-to-moderate income persons. Federal regulations require the creation of one job per \$35,000 awarded.
- Must demonstrate that once a job is created, that it is sustained for a period of not less than one (1) year.

- Must have established relationships with professional service providers (e.g., Small Business Administration, not-for-profit technical assistance providers, accountants, marketing consultants, loan underwriters, etc.) and others comprising a local business support network.
- Must provide a marketing plan to demonstrate outreach efforts and how services will be promoted in the NRSAs and Eligible Block Groups.

Ongoing Responsibilities and Monitoring

Agencies receiving CDBG funds will be required to submit quarterly progress reports and will be subject to an annual monitoring site visit. The reports will be reviewed to assess the activity’s progress in creating jobs for low- and moderate-income persons. The awardees must document and maintain records of loans provided, jobs created, as well as the training, technical assistance, and all other services provided for five (5) years after the national objective is met.

Evaluation Criteria

Each application may be awarded a maximum of 100 points (50 points for the General Section and 50 points for the Economic Development Sub-section). The following table lists the evaluation criteria and maximum points that may be obtained:

Economic Development: Microenterprise Lending

Evaluation Criteria	Maximum Points
General Section	
1. National Objective	5
2. Geographic Location	15
3. Priority Needs	5
4. Leveraging	6
5. Organizational and Financial Capacity	7
6. Track Record	4
7. Timely Completion	8
Total General Section	50
Microenterprise Lending Sub-Section	
1. Soundness of Approach	30
2. Services Provided	15
3. Policy Priorities	5
Microenterprise Lending Sub-Section	50
Total:	100 points

TECHNICAL ASSISTANCE TO BUSINESSES

Through the **Technical Assistance to Businesses Program**, non-profit agencies are able to help foster economic development in low- and moderate-income communities by providing capacity-building support to local businesses. ***The goal is to help strengthen and develop businesses, with the overall objective of creating and retaining jobs.***

National Objective

The CDBG National Objective for the *Technical Assistance to Businesses* program is *Low-Mod Jobs* (LMJ, 24 CFR 570.208(a)(4)). Federal regulations require that one job be created for every \$35,000 awarded.

Eligible Activities

DHCD is requesting proposals from qualified agencies to provide Technical Assistance to Businesses and to assist in job creation. Services and resources to be provided include, but are not limited to, the following:

- Providing business development training;
- Assisting businesses with business operations related support;
- Assisting businesses in securing loans, grants, and other financial resources;
- Facilitating networking opportunities;
- Assisting businesses with the development and implementation of a business plan; and
- Expanding availability of services to businesses through an established marketing plan.

Activity Requirements

Eligible applicants must meet all the requirements listed below:

- Must have at least five (5) years of experience providing technical assistance to businesses;
- Must have an established business development curriculum which must be submitted to, and approved by, DHCD;
- Must be able to provide essential business development services and resources;
- Must be able to provide proof that 51% of the jobs created will be for low-to-moderate income persons. Federal regulations require the creation of one job per \$35,000 awarded;
- Must demonstrate that once a job is created, that it is sustained for a period of not less than one (1) year;
- Must have established relationships with professional service providers (i.e. Small Business Administration, accountants, marketing consultants, loan underwriters, etc.) and others comprising a local business support network;
- Must adhere to a mandatory intake process; and
- Must provide a marketing plan to demonstrate outreach efforts and how services will be promoted.

Ongoing Responsibilities and Monitoring

Agencies receiving CDBG funds will be required to submit quarterly progress reports and will be subject to an annual monitoring site visit. The reports will be reviewed to assess the activity's progress in creating jobs for low- and moderate-income persons. The awardees must document and maintain records of jobs created, as well as the training, technical assistance, and all other services provided for five (5) years after the US HUD National Objective is met.

Evaluation Criteria

Each application may be awarded a maximum of 100 points (50 points for the General Section and 50 points for the Economic Development Sub-section). The following table lists the evaluation criteria and maximum points that may be obtained:

Economic Development: Technical Assistance to Businesses	
Evaluation Criteria	Maximum Points
General Section	
1. National Objective	5
2. Geographic Location	15
3. Priority Needs	5
4. Leveraging	6
5. Organizational and Financial Capacity	7
6. Track Record – In NRSAs and Eligible Block Groups	4
7. Timely Completion	8
Total General Section	50
Technical Assistance to Businesses Sub-Section	
1. Soundness of Approach	30
2. Services Provided	15
3. Policy Priorities	5
Technical Assistance to Businesses Sub-Section	50
Total:	100 points

SPECIAL ECONOMIC DEVELOPMENT PROJECTS

Through Special Economic Development projects, not-for-profit, for-profit, or public entities may apply for CDBG funding to develop retail, industrial, or commercial buildings with the overall objective of creating jobs. Participating municipalities may also use CDBG funds to improve public infrastructure facilities in order to help create economic opportunities. This may include infrastructure improvements that benefit businesses, such as water or sewer service to a business area. **Funding for this category is limited to activities that address the High Priority Needs of the NRSAs and Eligible Block Groups (EBGs). Activities that do not address the High Priority Needs listed in Part II, Attachment 6 will not be eligible for funding for *Special Economic Development Projects*.**

National Objective

All activities funded under the category of *Special Economic Development Projects* shall be required to meet the US HUD CDBG National Objective of *Low-Mod Jobs* (LMJ), in accordance with 24 CFR 570.208(a)(4). Federal regulations require that one job be created for every \$35,000 awarded.

Eligible Activities

Special Economic Development activities may **only** meet the Low-to-Moderate Income Benefit national objective in the following three ways:

1. Be located in a predominantly low-to-moderate income neighborhood and serve the low-mod income residents of the neighborhood (i.e. commercial center serving the neighborhood); **or**
2. Involve facilities designed for use predominantly by low-to-moderate income persons; **or**
3. Involve the employment of persons, the majority of whom are low-to-moderate income.

Activity Requirements

Eligible applicants must meet all the requirements listed below:

- Must have site control;
- Activity must be shovel-ready. A project is considered “Shovel ready” if the following conditions are met:
 - 1) the Environmental Site Assessment reports (Phase I and/or II) are completed with a “No Further Action” recommendation;
 - 2) construction plans and specifications have been completed and approved by all appropriate local agencies;
 - 3) full funding of construction phase is available (minus the gap funding requested); and
 - 4) construction is ready to start pending the selection and award of the general contractor within sixty (60) calendar days from the CDBG contract execution date with Miami-Dade County;
- Must be able to prove that the project will create one permanent full-time job for every \$35,000 awarded. Created jobs must be maintained for a minimum of one (1) year. **(Construction jobs and jobs related to the development of the project may not be counted toward meeting the National Objective);**
- Must be able to provide proof that at least 51% of the jobs created will employ low-to-moderate income persons;
- Must adhere to a mandatory income verification process; and
- Must have a project completion timeline of 24 months or less.

Ongoing Responsibilities and Monitoring

Agencies receiving CDBG funds will be required to submit quarterly progress reports and will be subject to an annual monitoring site visit. The reports will be reviewed to assess the activity’s progress in creating jobs for low- and moderate-income persons. The awardees must document and maintain records of jobs created for five (5) years after the US HUD National Objective is achieved.

Evaluation Criteria

Each application may be awarded a maximum of 100 points (50 points for the General Section and 50 points for the Economic Development Sub-section). The following table lists the evaluation criteria and the maximum points that may be obtained:

Economic Development: Special Economic Development Projects

Evaluation Criteria	Maximum Points
General Section	
1. National Objective	5
2. Geographic Location	15
3. Priority Needs	5
4. Leveraging	6
5. Organizational and Financial Capacity	7
6. Track Record	4
7. Timely Completion	8
Total General Section	50
Special Economic Development Projects Sub-Section	
1. Soundness of Approach	5
2. Site Control	5
3. Pre-Development	15
4. Pre-Construction	4
5. Project Construction/Finish What We Started	6
6. Shovel-Ready	10
7. Policy Priorities	5
Special Economic Development Projects Sub-Section	50
Total:	100 points

BUSINESS INCUBATOR ASSISTANCE PROGRAM (BIAP)

The purpose of the Business Incubator Assistance Program (BIAP) is to provide cost-effective business support services and resources to new and growing microenterprise businesses under one roof by offering a wide range of business training, support programs, flexible leases, networking opportunities, and shared equipment in a professional setting. The primary goals of the BIAP are sustaining existing microenterprise businesses and attracting new microenterprise businesses into low- and moderate-income communities.

Effective for FY 2012, all small businesses receiving CDBG assistance from Business Incubators shall agree to apply to become certified as a Miami-Dade County *Green business*. Businesses seeking green certification should be directed to the following website:

http://green.miamidade.gov/business_certification.htm

Please note, however, that failure to meet the criteria for certification as a *Green business* shall not disqualify the business from receiving assistance from a CDBG-funded program. This strategy will allow small businesses to learn about and implement sustainable business practices in their day-to-day operations.

National Objective

The CDBG National Objective of this program is *Low-Mod Jobs* (LMJ), 24 CFR 570.208(a)(4)). Federal regulations require that one job be created for every \$35,000 awarded.

Program Objectives

DHCD is requesting proposals from qualified Business Incubator operators to implement a BIAP using CDBG funds to provide business support services and resources that include, but are not limited to:

- Providing business planning and business development training (must use an established curriculum);
- Assisting microenterprises with technical assistance and other business operations related support;
- Assisting microenterprises in securing loans, grants, and other financial resources;
- Providing office space, conference room, and equipment;
- Facilitating networking opportunities;
- Assisting microenterprises with developing and implementing a business plan;
- Providing affordable workspace and business support services to microenterprises;
- Growing new microenterprises; and
- Expanding the availability of services to businesses in designated areas through an established marketing plan.

Eligible Applicants

The activity location must have at least 500 square feet of commercial office space specifically dedicated to the microenterprise businesses. Eligible applicants must meet all the requirements listed below:

- Must be a Business Incubator for at least three (3) years;
- Must be able to provide space to “house” a minimum of five (5) microenterprises for a minimum of three (3) years;
- Must be located in one of the following designated areas:
 - Neighborhood Revitalization Strategy Area (NRSA)
 - Enterprise Zone
 - CDBG Eligible Block Groups
- Must be able to provide proof that at least 51% of the jobs created will employ low-to-moderate income persons. Federal regulations require the creation of one job per \$35,000 awarded;

- Must demonstrate that once a job is created, that it is sustained for a period of not less than one (1) year;
- Must have an established business development curriculum;
- Must be able to provide essential business development services and resources;
- Must have operational office equipment (e.g., computers, internet access, fax, copier, telephones, etc.) for use by the microenterprises;
- Must have established relationships with professional service providers (e.g., Small Business Administration, accountants, marketing consultants, loan underwriters, etc.) and others comprising a local business support network;
- Must be a member of the National Business Incubation Association (NBIA);
- Must adhere to a mandatory intake process; and
- Must provide a marketing plan to demonstrate outreach efforts and how services will be promoted in NRSAs and low-to-moderate income areas.

Eligible Participants

Eligible microenterprises participating in the Business Incubator Assistance Program must meet CDBG guidelines referenced in 24 CFR 570.201(o), which defines *microenterprise* as a commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise. The microenterprise must also be established in a low-to-moderate income neighborhood, as defined in [24 CFR 570.208(a)(1).]

Ongoing Responsibilities and Monitoring

The awarded agencies must provide on-going essential business operation services for new and growing microenterprises in low-to-moderate income neighborhoods. The awardees must be able to provide a physical incubator facility to house a minimum of five (5) microenterprises (for a term of no more than three (3) years per business) and have the capacity and resources to serve microenterprises functioning at various stages of development. The awardees must document and maintain records of the training, technical assistance, and all other business operation support services carried out for eligible participants for five (5) years after the US HUD National Objective is met. The Business Incubator Assistance Program will be monitored through quarterly progress reports and annual site visits pursuant to CDBG requirements.

Evaluation Criteria

Each application may be awarded a maximum of 100 points (50 points for the General Section and 50 points for the Economic Development Sub-section). The following table lists the evaluation criteria and maximum points that may be obtained:

Business Incubator Assistance Program (BIAP)

Evaluation Criteria	Maximum Points
General Section	
1. National Objective	5
2. Geographic Location	15
3. Priority Needs	5
4. Leveraging	6
5. Organizational and Financial Capacity	7
6. Track Record	4
7. Timely Completion	8
Total General Section	50
Business Incubator Assistance Program Sub-Section	
1. Services Provided	13
2. Activity Facility Operations	32
3. Policy Priorities	5
Business Incubator Assistance Program Sub-Section	50
Total:	100 points

PUBLIC SERVICE

Approximately \$1,050,000 in CDBG Program funds are available for **Public Service** activities through the FY 2012 RFA. To be eligible for CDBG assistance, a public service must be either a new service or a quantifiable increase in the level of an existing service above that which has been provided in the 12 calendar months before the submission of the County's FY 2011 Action Plan.

National Objective

CDBG-funded public service activities are typically categorized under the Low-Mod Income (LMI) Benefit National Objective as Low-Mod Clientele (LMC) activities. Limited Clientele (LMC) activities must benefit a specific targeted group of persons, of which 51% must be Low-Mod Income. In order to meet the LMC criteria, the activity must:

- Serve at least 51% Low-Moderate Income persons, as evidenced by documentation and data concerning beneficiary family size and income;
- Have income-eligibility requirements which limit the service to persons meeting the LMI income requirement, as evidenced by the administering agency's procedures, intake/application forms, income limits, and other sources of documentation; and
- Serve primarily LMI persons.

Eligible Activities

Public Service activities **must principally benefit low- and moderate-income persons.** Entities eligible for funding include Miami-Dade County Departments, Participating Municipalities, and not-for-profit Community Based Development Organizations (CBDOs) and Community Development Corporations (CDCs). Eligible activities under the Public Service category are governed by US HUD regulations under 24 CFR 570.201(e). The CDBG regulations allow the use of grant funds for a wide range of public service activities, including, but not limited to:

- Employment services (e.g., job training);
- Crime prevention and public safety;
- Child care;
- Health services;
- Substance abuse services (e.g., Counseling and treatment);
- Education programs;
- Energy conservation;
- Services for senior citizens;
- Services for homeless persons; and
- Recreational services.

CDBG funds may be used to pay for labor, supplies, and material as well as to operate and/or maintain the portion of a facility in which the public service is located. This includes the lease of a facility, equipment, and other property needed for the public service. DHCD will award bonus points to applicants who propose to target their services and activities to the following target populations:

- Children, youth and families;
- Abused children;
- Battered spouses;
- Elderly persons;
- Severely disabled adults, including mentally and physically challenged populations;
- Homeless persons;
- Persons living with AIDS; and
- Migrant farm workers.

Activity Requirements

If awarded funding, the entire CDBG award amount will not be available to access immediately, but will be distributed proportionately in accordance with each agency's scope and budget during the contract period.

Ongoing Responsibilities and Monitoring

Agencies receiving CDBG funds will be required to submit quarterly progress reports and will be subject to an annual monitoring site visit. The reports will be reviewed to assess the activity's progress in achieving the US HUD National Objective. The awardees must document and maintain records of persons served, services provided, and where applicable, household size and income documentation, for five (5) years after the US HUD National Objective is met.

Evaluation Criteria

Each application may be awarded a maximum of 100 points, including 50 points for the General Section and 50 points for the Public Service Sub-section. The following table lists the evaluation criteria and maximum points that may be obtained for each evaluation criterion:

Public Service

Evaluation Criteria	Maximum Points
General Section	
1. National Objective	5
2. Geographic Location	15
3. Priority Needs	5
4. Leveraging	6
5. Organizational and Financial Capacity	7
6. Track Record	4
7. Timely Completion	8
Total General Section	50
Public Service Sub-Section	
1. County High Priority Public Service Need/Target Population Served	10
2. Partnerships and Collaborative Efforts with Other Service Providers	25
3. Years Experience Providing the Proposed Activity	10
4. Cost of Service Per Client	5
Total Public Service Sub-Section	50
Total:	100 points

APPLICATION FORMS

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APPLICATION CHECKLIST/TABLE OF CONTENTS (Tab 2)

**ALL DOCUMENTS MUST BE INCLUDED IN EACH SUBMISSION BINDER.
PLEASE SUBMIT THESE IN THE ORDER AS THEY APPEAR IN THE LIST BELOW AND LABEL THE
SECTIONS WITH THE CORRESPONDING TAB TITLE AND NUMBER.**

ALL DOCUMENTS MUST HAVE PAGE NUMBERS

Checklist for General Section

Tab	Document	Required	Page #
1.	Application Cover Sheet	Required	
2.	Application Checklist/Table of Contents	Required	
3.	Activity Application Submission Form	Required	
4.	Activity Summary for MUST Presentations	Required	
5.	Application: General Section	Required	
6.	Application: Sub-Section (Public Facilities & Capital Improvements (PFCI); or Economic Development (ED); or, Public Service (PS) (as applicable)	Required	
	Abbreviated Activity Description	Required	
	Detailed Activity Description	Required	
	Activity Location and Description of Service Area (Include interior and exterior pictures of activity location.)	Required	
	Proposed Accomplishments	Required	
	Quarterly Milestones	Required	
	Priority Needs Statement	Required	
	Action Steps	Required	
	Statement of Metropolitan Significance (Only for activities in Entitlement Cities.)	Only If Applicable	
	Public Housing Target Area. (Include name and address of housing complex and client rolls or intake forms.)	Only If Applicable	
7.	Scope of Services – Including Activity Description, Location, Proposed Accomplishments, and Action Steps (See Part II – Attachment 16.) Please label and include page numbers for each of the sections listed below:	Required	
8.	Budget – The applicant shall submit a full and complete total budget including a listing of all funds, which are expected to be utilized as a match or to partially fund the project or program other than the funds that the applicant is requesting in its proposal. In addition, the applicant shall submit written documentation of all anticipated funding sources other than the FY 2012 funds requested. (See Part II, Attachment 15.) Please label and include page numbers for each of the sections listed below.	Required	
	Agency Budget	Required	
	Agency Assets and Liabilities	Required	
	Certified Audit Report – Performed by an independent auditor	Required	
	Detailed Activity Budget	Required	
	Five-Year Operating Pro-Forma (For Public Facilities and Capital Improvements <u>and</u> Special Economic Development Projects Only)	Only If Applicable	
	Sources & Uses Statement for Proposed Activity (See Attachment 15)	Required	
	Leveraged Sources (Award Letters, Signed Affidavits, and/or Letters of Commitment)	Required	

Tab	Document	Required	Page #
9.	RFA Submittal Certification	Required	
10.	Affidavit of Organizational Consistency (Only for agencies previously funded with CDBG funds in FY 2011.)	Only If Applicable	
11.	W-9 Form* - Request for Taxpayer Identification Number and Certification	Required	
12.	Tax Exempt Status Letter* - Evidence of the not-for-profit status.	Required	
13.	IRS 990* - Description of the not-for-profit status.	Required	
14.	Governing Board* - Names and addresses.	Required	
15.	Current Articles of Incorporation* and Corporate Documents - Please label and include page numbers for each of the sections listed below.	Required	
	Articles of Incorporation/Corporate Certification	Required	
	Current Certificate of Good Standing or Certificate of Status – From the State of Florida	Required	
	Business License		
	Partnership Agreement	Only if Applicable	
	Board Resolutions (If applicable)	Only if Applicable	
16.	Current By-Laws*	Required	
17.	Contact Information for All Partners – Names of the organizations, individuals and the specific governmental agencies involved in the partnership, to include contact person(s), addresses and telephone numbers for each and their role in the project. Identify not-for-profit versus for-profit organizations and include DUNS numbers for each organization.	Required	
18.	Program Income Agreement with DHCD	Only if Applicable	
19.	Résumés and Organizational Chart	Required	
20.	Appeals or Other Pending Issues	Only if Applicable	
21.	Certificate of Use for Activity Location – DHCD staff will conduct an on-site mandatory inspection to confirm location prior to recommending funding.	Required	

* Activities that are currently funded and are not requesting a change in either services or funding source are exempt from submitting documents 11-16. In lieu of submission, applicants are required to submit an Affidavit of Organizational Consistency attesting to the fact that there have not been any changes in these documents within the past year.

Checklist for Public Facilities and Capital Improvements (PFCI) Sub-section

Tab	Document	Required	Page #
1-PFCI	Site Control Documentation	Required	
2-PFCI	Community Support	Required	
3-PFCI	Feasibility/Market Analysis	Required	
4-PFCI	Environmental Reviews	Required	
5-PFCI	Past Experience	Required	
6-PFCI	Public Approval Documentation (Land Use, Zoning, Permits, etc.)	Required	
7-PFCI	Infrastructure and Utility Services	Required	
8-PFCI	Construction Project Manager	Required	
9-PFCI	Development Team	Required	
10-PFCI	Plans and Renderings	Required	
11-PFCI	Project Status	Required	
12-PFCI	Lease Agreement(s)	Required	
13-PFCI	Benefits to Low- and Moderate-Income Persons	Required	
14-PFCI	Activity Timeline	Required	
15-PFCI	Historic Preservation Designation	Only If Applicable	
16-PFCI	LEED Standards	Only If Applicable	

Checklist for Microenterprise Lending AND Technical Assistance to Businesses Sub-section

Tab	Document	Required	Page #
1-TA	Job Creation Plan	Required	
2-TA	Contractual Job Hiring Agreements (Required to be eligible for funding. See Part II, Attachment 3.)	Required	
3-TA	Past Experience	Required	
4-TA	Experience in the NRSAs	Required	
5-TA	Community Support	Required	
6-TA	Marketing Plan	Required	
7-TA	Business Assistance Capacity	Required	
8-TA	Collaborative Agreements with Service Providers	Required	

Tab	Document	Required	Page #
9-TA	Training and Job Creation in Green Manufacturing Jobs	Only If Applicable	
10-TA	Training and Job Creation in Green Jobs	Only If Applicable	
11-TA	Job Creation Agreements	Required	
12-TA	Evidence of Matching/Leveraged Funds (including firm commitment or award letters; letter from Board of Directors authorizing the pledging of Prior Years' Earned Income)	For Microenterprise Lending only	
13-TA	Loan Underwriting Guidelines; Lending Policies and Procedures; Copy of Standard Loan Application	For Microenterprise Lending only	

Checklist for Special Economic Development Activities Sub-section

Tab	Document	Required	Page #
1-SED	Job Creation Plan	Required	
2-SED	NRSA Economic Development Needs	Required	
3-SED	Community Support	Required	
4-SED	Site Control Documentation	Required	
5-SED	Feasibility/Market Analysis	Required	
6-SED	Environmental Reviews	Required	
7-SED	Past Experience	Required	
8-SED	Public Approval Documentation (Land Use, Zoning, Permits, etc.)	Required	
9-SED	Infrastructure and Utility Services	Required	
10-SED	Construction Project Manager	Required	
11-SED	Development Team	Required	
12-SED	Plans and Renderings	Required	
13-SED	Project Status	Required	
14-SED	Lease Agreement(s)	Required	
15-SED	Job Creation Agreements	Required	
16-SED	Activity Timeline	Required	
17-SED	LEED Standards	Only If Applicable	
18-SED	Project Development Budget, including Sources & Uses Statement	Only If Applicable	
19-SED	Five-Year Project Operating Proforma	Only If Applicable	
20-SED	Historic Preservation Designation	Only If Applicable	

Checklist for Business Incubator Assistance Program Sub-section

Tab	Document	Required	Page #
1-BI	Collaborative Agreements with Service Providers	Required	
2-BI	Proof of Membership in National Business Incubation Association	Required	
3-BI	Collaboration with Small Business Administration	Required	
4-BI	Graduation Requirements	Required	
5-BI	Annual Capacity	Required	
6-BI	Past Experience	Required	
7-BI	Training Curriculum	Required	
8-BI	Training and Job Creation in Green Manufacturing Jobs	Only If Applicable	
9-BI	Training and Job Creation in Green Jobs	Only If Applicable	

Checklist for Public Service Sub-section

Tab	Document	Required	Page #
1-PS	Narrative Description of Program and Services Provided	Required	
2-PS	Narrative Description of Target Market to be Served	Required	
3-PS	Documentation of Need (e.g., data, statistics, surveys, reports, studies, etc.)	Required	
4-PS	Map of Target Area/Geographic Area to be served	Required	
5-PS	Collaborative Agreements with Service Providers	Required	
6-PS	Site Control Documentation (e.g., deed, lease agreement)	Required	
7-PS	Past Experience	Required	
8-PS	Marketing & Outreach Plan	Required	

I HEREBY CERTIFY THAT THIS PROPOSAL IS COMPLETE, AS INDICATED ABOVE, AND THAT THE INFORMATION PROVIDED IS TRUE AND ACCURATE.

AGENCY/APPLICANT _____

PENALTY FOR FALSE OR FRAUDULENT STATEMENT

U.S. Code Title 18, Section 1001, provides that a fine of up to \$10,000 or imprisonment for a period not to exceed five years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious statements, knowing same to be false.

FOR AN OATH OR AFFIRMATION:
STATE OF FLORIDA
COUNTY OF MIAMI-DADE COUNTY

Sworn to (or affirmed) and subscribed before me this ____ day of ____, 20__, by
_____ (name of person making statement).

(NOTARY SEAL)

Signature of Notary Public-State of Florida) _____
(Name of Notary Typed, Printed, or Stamped) _____

Personally Known _____ or Produced Identification _____

Type of Identification Produced _____

APPLICATION COVER SHEET

(Tab 1)

FY 2012 REQUEST FOR APPLICATION (RFA)

AGENCY / DEVELOPER / APPLICANT INFORMATION: _____

Legal Name: _____

Organization's Fed. Tax or Employer Identification Number (TIN /EIN): _____

Organization's Dun & Bradstreet D-U-N-S # (Required): _____

To obtain a DUNS # please call 1.866.705.5711 or visit <http://fedgov.dnb.com/webform>)

Contact Person _____ **Phone:** _____ **e-mail:** _____

MAILING ADDRESS (P.O. Boxes will not be accepted):

Address Line 1 _____

Address Line 2 _____

City _____ State _____ Zip+4 _____

To answer the questions below, you may obtain the information at the following link:
<http://gisims2.miamidade.gov/Cservices/CSReport.asp?>

County Commission District(s) where activity is located
--Please circle District number(s)

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

County Commission District(s) where clients reside (service area):
--Please circle District number(s)

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

Neighborhood Revitalization Strategy Area(s):
 Opa-locka _____ South Miami _____
 Melrose _____ Leisure City/Naranja _____
 Goulds _____ West Little River _____
 Model City _____ Perrine _____

Low-Mod Area (LMA Benefit Eligible Block Group(s)) _____
 Are you applying for Homeless Funds? Yes ___ No ___

ACTIVITY INFORMATION:

Activity Title: _____

For this activity, please list the total amount of CDBG funds requested: \$ _____

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ACTIVITY APPLICATION SUBMISSION FORM
(Tab 3)

AGENCY/APPLICANT: _____

ACTIVITY TITLE: _____

**DATE APPLICATION
SUBMITTED:** _____

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ACTIVITY SUMMARY FOR “MUST” PRESENTATION (Tab 4)

(For New Applications Only)

Please submit one (1) form for each proposed activity by via fax at 786-469-2226, or via e-mail at DHCDRFAeMAIL@miamidade.gov. *Failure to make the mandatory MUST Presentation shall render the application ineligible for funding under the FY 2012 RFA.*

AGENCY/APPLICANT NAME: _____

CONTACT PERSON (NAME AND TITLE): _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

AGENCY/APPLICANT DUNS NUMBER: _____

E-MAIL: _____

AGENCY/APPLICANT ADDRESS: _____

ACTIVITY TITLE: _____

TYPE OF ACTIVITY: _____

- PUBLIC FACILITIES AND CAPITAL IMPROVEMENTS
- ECONOMIC DEVELOPMENT
- PUBLIC SERVICE

LOCATION OF ACTIVITY (ADDRESS OR FOLIO NUMBER): _____

CITY: _____ STATE _____ ZIP: _____

ACTIVITY DESCRIPTION Provide an Abbreviated Activity Description statement about your proposed project (**Who, What, When, Where, Why, and How**). An example of a good abbreviated description is: Construction of an ADA walkway, ADA parking, fencing/landscaping for 50 low/mod income Alzheimer’s clients in an adult day care program located in the Model City NRSA, 123 Main Street, in Commission District 3.

LIST THE COMMISSION DISTRICTS THE ACTIVITY WILL SERVE (1 thru 13):

<http://gisims2.miamidade.gov/Cservices/CSReport.asp> _____

LIST THE NAME(S) OF THE NRSA(s) TO BE SERVED BY THIS ACTIVITY

<http://gisims2.miamidade.gov/Cservices/CSReport.asp> _____

LIST THE FUNDING SOURCES REQUESTED:

- CDBG – NON-HOUSING
- CDBG – HOUSING (*For Single-Family Rehabilitation in the NRSA(s), apply using Housing RFA Application*)
- HOME (Apply using Housing RFA Application)
- SHIP (Apply using Housing RFA Application)
- ESG (Apply using Housing RFA Application)
- Surtax (Apply using Housing RFA Application)

AMOUNT OF FUNDS REQUESTED FOR FY 2012:

TOTAL ACTIVITY COST:

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**RFA SUBMITTAL CERTIFICATION
(Tab 9)**

Please complete the certification below:

If this application is approved for funding, the organization agrees to comply with all required Federal, state and local laws and regulations. The organization confirms that it is fully capable of fulfilling the obligations as stated in this proposal and in any attachments or documents included with this application.

As a duly authorized representative of this organization, I submit this application to Miami-Dade County and verify that the information herein is true, accurate, and complete.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT

U.S. Code Title 18, Section 1001, provides that a fine of up to \$10,000 or imprisonment for a period not to exceed five years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious statements, knowing same to be false.

APPLICANT: _____

DATE: _____

FOR AN OATH OR AFFIRMATION:
STATE OF FLORIDA
COUNTY OF MIAMI-DADE COUNTY

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by
_____ (name of person making statement).

(NOTARY SEAL)

Signature of Notary Public-State of Florida) _____
(Name of Notary Typed, Printed, or Stamped) _____

Personally Known _____ or Produced Identification _____

Type of Identification Produced _____

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AFFIDAVIT OF ORGANIZATIONAL CONSISTENCY

(Only for agencies previously awarded CDBG funds in FY 2011)

(Tab 10)

By completing this document, the contractor certifies the following:

- The agency/applicant cited on this form is currently funded in FY 2011 through the Consolidated Plan Application Process for the Community Development Block Grant (CDBG), HOME Program, Emergency Solutions Grant (ESG), or through Miami-Dade County.
- Every corporation is required to file an annual report each year with the State of Florida to maintain "active" status.
- The agency/applicant's organizational status – as it pertains to the structure of its Board of Directors, its contractual relationships with other businesses, its operations of its projects funded through the sources mentioned above, and the statements affirmed on the affidavits submitted to Miami-Dade County during FY 2011 – has remained unchanged.
- The agency/applicant further affirms that it will notify Miami-Dade County's Department of Housing and Community Development to report any changes in the status of the items mentioned above that occur after the execution of this affidavit and that it will complete all required documents to formally report such modifications.
- The failure by the contractor to comply with the items mentioned above shall render any contract or funding application between the contractor and Miami-Dade County void and result in the debarment from future County work. The Inspector General shall be authorized to investigate such alleged violations.

By: _____ 20____
Signature of Affiant Date

Printed Name and Title of Affiant Federal Employer Identification Number

Printed Name of Agency/Applicant

Address of Agency/Applicant

SUBSCRIBED AND SWORN TO (of affirmed) before me this ____ day of _____, 20__

He/She is personally known to me or has presented _____ as identification.
Type of Identification

Signature of Notary Serial Number

Printed or Stamped Name of Notary Expiration Date

Notary Public, State of _____

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4.	<p>Organization Type. Please select one.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <input type="checkbox"/> Community Based Development Organization (CBDO) <input type="checkbox"/> Community Based Organization (CBO) <input type="checkbox"/> Community Development Corporation (CDC) <input type="checkbox"/> Community Housing Development Organization (CHDO) <input type="checkbox"/> Joint Venture (e.g., LLC, LP, General Partnership) <input type="checkbox"/> Faith-based Institution </td> <td style="width: 50%; border: none; vertical-align: top;"> <input type="checkbox"/> County Department <input type="checkbox"/> Municipality <input type="checkbox"/> Developer <input type="checkbox"/> College/University <input type="checkbox"/> Public Service Provider <input type="checkbox"/> Other </td> </tr> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>4b. Non-Profit <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4c. For-Profit <input type="checkbox"/> Yes <input type="checkbox"/> No</p> </div> <p style="margin-top: 10px;"><i>Please provide evidence such as Corporation certification, Board Resolution or Partnership Agreement. Include documents in Tab 15 (Articles of Incorporation and Corporate Documents). Page # _____</i></p> <p><i>Not-for-Profit organizations need to include the IRS certification in Tab 12. Page # _____</i></p> <p><i>Currently funded agencies must submit Affidavit of Organizational Consistency to be exempt from this requirement.</i></p>	<input type="checkbox"/> Community Based Development Organization (CBDO) <input type="checkbox"/> Community Based Organization (CBO) <input type="checkbox"/> Community Development Corporation (CDC) <input type="checkbox"/> Community Housing Development Organization (CHDO) <input type="checkbox"/> Joint Venture (e.g., LLC, LP, General Partnership) <input type="checkbox"/> Faith-based Institution	<input type="checkbox"/> County Department <input type="checkbox"/> Municipality <input type="checkbox"/> Developer <input type="checkbox"/> College/University <input type="checkbox"/> Public Service Provider <input type="checkbox"/> Other
<input type="checkbox"/> Community Based Development Organization (CBDO) <input type="checkbox"/> Community Based Organization (CBO) <input type="checkbox"/> Community Development Corporation (CDC) <input type="checkbox"/> Community Housing Development Organization (CHDO) <input type="checkbox"/> Joint Venture (e.g., LLC, LP, General Partnership) <input type="checkbox"/> Faith-based Institution	<input type="checkbox"/> County Department <input type="checkbox"/> Municipality <input type="checkbox"/> Developer <input type="checkbox"/> College/University <input type="checkbox"/> Public Service Provider <input type="checkbox"/> Other		
5.	<p>Has there been a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501(c)(3) or (4) of the IRS Code of 1986? Please provide current Tax Exempt Status Letter or letter of application to the IRS. Include documents in Tab 12 (Tax Exempt Status Letter). Page # _____</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
6.	<p>Is your agency/business <u>delinquent</u> in any obligation to Miami-Dade County or is the agency/business, officer or any member of the agency's Board of Directors on the Miami-Dade County <u>Delinquent List</u>?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
7.	<p>If you answered YES to the above question, has the agency/business filed an appeal? Please provide information regarding appeal. Include documents in Tab 20 (Appeals and Other Pending Issues). Page # _____</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
8.	<p>Is your agency/business or any officer/board member/employee of your organization listed in the Federal Excluded Parties list system? Excluded Parties List System (www.epls.gov) includes parties that are excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-top: 10px;">DHCD Staff will verify Questions 6-8. If you answered YES to either question, your application will be rejected. If you are currently in appeal, the application will be referred to the Miami-Dade County Attorney's Office for review.</p>		

II. PROPOSED ACTIVITY

9.	<p>Activity Title: _____</p> <p><i>If this is a currently funded activity with DHCD, and you are requesting funding from the same funding source, the title must be the same as currently contracted.</i></p>
10.	<p>What category are you applying for? Select only one below. Note: There must be a separate application for each category.</p> <p><input type="checkbox"/> Public Facilities and Capital Improvements <input type="checkbox"/> Economic Development <input type="checkbox"/> Public Service</p>

11.	<p>Provide an <u>Abbreviated Activity Description</u> statement for the proposed activity. <i>Description should be no more than 250 characters, and should include the Who, What, When, Where, Why, and How of the proposed activity. Sample abbreviated description: Construction of an ADA walkway, ADA parking, fencing/landscaping for 50 low/mod income Alzheimer's clients in an adult day care program located in the Model City NRSA, 123 Main Street, in Commission District 3. Include documents in Tab 7 (Scope of Services). Page # _____</i></p> <p>_____</p> <p>_____</p>
12.	<p>Provide a full, detailed activity description, limited to one typed page. <i>The description shall include, at a minimum, who will carry out the activity, what type of service will be provided, the proposed clientele or service group, how low-to-moderate income persons will be served, when the services will be provided, the location of the activity, and how the services will be administered. Include documents in Tab 7 (Scope of Services). Page # _____</i></p>
13.	<p>Please provide quarterly milestones, (4) quarters for the proposed activity. <i>Include documents in Tab 7 (Scope of Services). Page # _____</i></p>
14.	<p>Please provide EACH of the following documents, which must adhere to the formats provided in Part II, Attachment 15. <i>Include documents in Tab 8 (Budget). Page # _____</i></p> <p><input type="checkbox"/> An overall agency budget (from all funding sources) – Page # _____</p> <p><input type="checkbox"/> A detailed activity budget – Page # _____</p> <p><input type="checkbox"/> A detailed 5-year operating pro-forma – Page # _____</p>

III. FUNDING REQUEST

15.	<p>How much funding are you requesting for the proposed activity? _____</p>																								
16.	<p>If currently funded for this activity, how much funding did you receive for this activity in prior years?</p> <p><i>Note: You are only considered currently funded if you are requesting funds from the same funding source and for the same activity. Mark N/A if you did not receive prior year funding for the same activity. Verification of award will be determined through a BCC Resolution, an Award Letter or an executed contract.</i></p>																								
17.	<p>Is the funding request greater than 50% of the total amount of available funding for a particular funding category?</p> <p><input type="checkbox"/> Yes (-3 pts.) <input type="checkbox"/> No (0 pts.)</p>																								
18.	<p>How many funding applications has the agency submitted? <i>Note: More than 3 applications will result in a 5 point deduction in the overall score for <u>each</u> activity submitted.</i></p> <p>List the activities for which you are applying and the funding request for each application.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 55%;">Activity Name</th> <th style="width: 20%;">Category (Economic Development, Public Facilities & Capital Improvements, or Public Service)</th> <th style="width: 10%;">Amount Requested</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td></td> <td></td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: center;">2.</td> <td></td> <td></td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: center;">3.</td> <td></td> <td></td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: center;">4.</td> <td></td> <td></td> <td style="text-align: right;">\$</td> </tr> <tr> <td colspan="3" style="text-align: right;">TOTAL AMOUNT</td> <td style="text-align: right;">\$</td> </tr> </tbody> </table>		Activity Name	Category (Economic Development, Public Facilities & Capital Improvements, or Public Service)	Amount Requested	1.			\$	2.			\$	3.			\$	4.			\$	TOTAL AMOUNT			\$
	Activity Name	Category (Economic Development, Public Facilities & Capital Improvements, or Public Service)	Amount Requested																						
1.			\$																						
2.			\$																						
3.			\$																						
4.			\$																						
TOTAL AMOUNT			\$																						

IV. NATIONAL OBJECTIVE (Maximum 5 Points)

The County reserves the right to make the final determination on the following questions.

19.	<p>U.S. Department of Housing and Urban Development (US HUD) Activity Type. Please refer to Part II, Attachment 9 to answer question.</p> <p>_____</p>						
20.	<p>US HUD Matrix Code. Please refer to Part II, Attachment 12 to answer question.</p> <p>_____</p>						
21.	<p>What objective of the US HUD mandated Performance Measurement Outcome System does the activity meet? Please refer to Part II, Attachment 9 to answer question. Select one in each column.</p> <table border="0"> <tr> <td><input type="checkbox"/> Creating a suitable living environment</td> <td><input type="checkbox"/> Availability / Accessibility</td> </tr> <tr> <td><input type="checkbox"/> Providing decent housing</td> <td><input type="checkbox"/> Affordability</td> </tr> <tr> <td><input type="checkbox"/> Creating Economic Opportunities</td> <td><input type="checkbox"/> Sustainability</td> </tr> </table>	<input type="checkbox"/> Creating a suitable living environment	<input type="checkbox"/> Availability / Accessibility	<input type="checkbox"/> Providing decent housing	<input type="checkbox"/> Affordability	<input type="checkbox"/> Creating Economic Opportunities	<input type="checkbox"/> Sustainability
<input type="checkbox"/> Creating a suitable living environment	<input type="checkbox"/> Availability / Accessibility						
<input type="checkbox"/> Providing decent housing	<input type="checkbox"/> Affordability						
<input type="checkbox"/> Creating Economic Opportunities	<input type="checkbox"/> Sustainability						
22.	<p>What type of accomplishment units are you proposing to serve with this funding request? Please refer to Part II, Attachment 9 to answer question. Select only one.</p> <p><input type="checkbox"/> People <input type="checkbox"/> Households <input type="checkbox"/> Businesses <input type="checkbox"/> Organizations <input type="checkbox"/> Public Facilities <input type="checkbox"/> Jobs</p>						
23.	<p>How many new units of accomplishment are you proposing to serve with this funding request? Please provide an unduplicated count for the proposed accomplishment count.</p> <p>_____</p>						
24.	<p>HUD National Objective for Low-to-Moderate Income (LMI) Persons. The HUD national objective to serve low-to-moderate income persons is categorized into the following four areas: 1) Low-Mod Area Benefit; 2) Low-Mod Clientele; 3) Low-Mod Jobs; or 4) Low-Mod Housing. Please indicate which of the following applies to your activity. You may refer to Part II, Attachment 12 to answer question.</p> <p>Note: Housing activities are not funded through the Non-Housing RFA; therefore, the LMH option is not included below.</p> <p><input type="checkbox"/> Low-Mod Area Benefit (LMA) <input type="checkbox"/> Low-Mod Clientele (LMC) <input type="checkbox"/> Low-Mod Jobs (LMJ)</p>						
25.	<p>The proposed activity meets the CDBG National Objective criteria pursuant to HUD regulations. Please refer to Part II, Attachment 12 to answer question. To be eligible for Federal funding, minimum CDBG requirements must be met.</p> <p><input type="checkbox"/> Yes (5 pts.) <input type="checkbox"/> No (0 pts.)</p>						

GENERAL SECTION

V. GEOGRAPHIC LOCATION (Maximum 15 Points)

26.	<p>What is the primary activity address (activity location)? If there are multiple activity addresses, you must submit this information for all locations. For vacant lots, you may provide crossroads information. Post Office Boxes are not acceptable; a physical activity location must be provided. If necessary, please use a separate sheet of paper and include document in Tab 7 (Scope of Services). Page # _____</p> <p>Street Address: _____</p> <p>City: _____ State: <input type="text"/> <input type="text"/> Zip Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
-----	---

	<p>presentation before the community in which the activity is located. Such applicants are <i>required to complete and Submit the “Activity Summary for MUST Presentations,”</i> as part of Tab 4. Page # _____.</p> <p><i>A schedule of the meeting dates may be found in the General Section, under the RFA Schedule. All applicants who make the MUST presentation will be awarded <u>bonus points</u>.</i></p> <p>Has your agency made a <u>MUST</u> presentation?</p> <p><input type="checkbox"/> Yes (3 pts.) <input type="checkbox"/> No (0 pts.)</p>
34.	<p>Does the activity target Public Housing residents? <i>To receive points, client rolls and/or signed intake forms must be provided with this RFA application. Include documents in Tab 7 (Scope of Services). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No (0 pts.)</p>
35.	<p>If you answered yes to the above question, please provide the following information: <i>If multiple sites, include information in Tab 7 (Scope of Services). Page # _____</i></p> <p>Name of Public Housing complex: _____</p> <p>Street Address: _____</p> <p>City/State/Zip _____</p>

VI. HIGH PRIORITY NEEDS (Maximum 5 Points)

36.	<p>Does the activity address a NRSA high priority need or goals/objectives in a community Charrette plan? <i>Please select only one of the following options listed below. To obtain points for this question, applicants must provide a brief narrative of how the proposed activity is addressing the identified needs in the NRSA or Charrette areas. Include in Tab 7 (Scope of Services). Page # _____</i></p> <p><i>A copy of the NRSA Priority Needs is found in Part II, Attachment 6. A copy of the charrette plans can be found at: www.miamidade.gov/planzone/planning_comm_charrettes.asp.</i></p> <p><input type="checkbox"/> Yes, addresses an eligible NRSA high priority need listed in the FY 2008-2012 Consolidated Plan. (5 pts.)</p> <p><input type="checkbox"/> Yes, addresses a need listed in the FY 2008-2012 Consolidated Plan Priorities. See Part II, Attachment 4 (3 pts.)</p> <p><input type="checkbox"/> No</p>
-----	--

VII. LEVERAGING (Maximum 6 Points)

37.	<p>What is the TOTAL project cost of the proposed activity? <i>Must provide detailed project budget, see Part II, Attachment 15. Include in Tab 8 (Budget). Page # _____</i></p>																					
38.	<p>Has this activity secured documented funding from other sources? <i>If necessary, provide information on a separate sheet of paper. Must provide Award letters, signed affidavits (if source is from agency’s own resources), or letters of commitment that are not contingent upon subject award or municipal resolutions. Include in Tab 8 (Budget). Page # _____</i></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 60%;"><u>Name of Source</u></th> <th style="text-align: center; width: 5%;"></th> <th style="text-align: center; width: 35%;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>_____</td> <td style="text-align: center;">\$</td> <td>_____</td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td style="text-align: center;">\$</td> <td>_____</td> </tr> </tbody> </table> <p><input type="checkbox"/> 0-25% Leverage (0 pts.) <input type="checkbox"/> 26-79% Leverage (2 pts.) <input type="checkbox"/> 80-100% Leverage (4 pts.)</p>	<u>Name of Source</u>		<u>Amount</u>	_____	\$	_____	_____	\$	_____	_____	\$	_____	_____	\$	_____	_____	\$	_____	TOTAL	\$	_____
<u>Name of Source</u>		<u>Amount</u>																				
_____	\$	_____																				
_____	\$	_____																				
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_____	\$	_____																				
_____	\$	_____																				
TOTAL	\$	_____																				

39.	<p>Is the amount of secured funding for the activity greater than or equal to \$25,000? <i>DHCD will award extra points</i></p>
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	<p><i>to applicants who demonstrate that they have secured a minimum of \$25,000 in outside funding sources for the operation of the activity. The implementing agency must provide evidence such as Award letters, signed affidavits (if source is from agency's own resources), or letters of commitment that are not contingent upon award or municipal resolutions. Include in Tab 8 (Budget). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No (0 pts.)</p>
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VIII. ORGANIZATIONAL CAPACITY (Maximum 7 Points)

40.	<p>Does the agency have the technical capacity to carry out the proposed activity? <i>Please provide résumés and/or statements that describe the experience of key staff members or contract(s) with consultant firms or not-for-profit organizations who possess program knowledge or experience carrying out the proposed project. Subject to review by DHCD. Include in Tab 19 (Résumés and Organizational Chart). Page # _____</i></p> <p><input type="checkbox"/> Yes (5 pts.) <input type="checkbox"/> No (0 pts.)</p>
41.	<p>Is the project or land for which funds are being requested held as collateral for a loan that is more than 90 days delinquent? <i>If yes, must submit copy of bank letters describing the delinquency and a brief description on how the delinquency will be cured. Include in Tab 20 (Appeals or Other Pending Issues). Page # _____</i></p> <p><input type="checkbox"/> Yes. (-4 pts.) <input type="checkbox"/> No (0 pts.)</p>
42.	<p>Has the agency submitted an acceptable prior year independent financial audit report prepared by a Certified Public Accountant (CPA) in accordance with Generally Accepted Accounting Principals (GAAP)? <i>Include in Tab 8 (Budget). Page # _____</i></p> <p><input type="checkbox"/> A. Not previously funded; question does not apply (0 pts.) <input type="checkbox"/> B. Submitted all required audits with findings/concerns resolved (2 pts.) <input type="checkbox"/> C. Has not submitted a prior year external audit report. (0 pts.) <input type="checkbox"/> D. Agency has unresolved audit findings/concerns (-1 pt.)</p>

IX. TRACK RECORD (Maximum 4 Points)

43.	<p>If currently funded by DHCD, has the agency submitted acceptable progress reports and met its contractual requirements in a timely manner in FY 2011?</p> <p><input type="checkbox"/> A. Not previously funded, or question does not apply (0 pts.) <input type="checkbox"/> B. Submitted all required reports and met all contractual requirements (2 pts.) <input type="checkbox"/> C. The agency has not submitted progress reports in a timely manner, or it has submitted incomplete progress reports (-2 pts.)</p>
44.	<p>If agency has been funded by DHCD, does agency have two or more years of unresolved monitoring findings? <i>FY 2010 and FY 2011 Monitoring reviews will be verified by DHCD staff.</i></p> <p><input type="checkbox"/> Yes (-5 pts.) <input type="checkbox"/> No (0 pts.)</p>
45.	<p>If this activity is currently funded by DHCD and the activity has received program income, has DHCD approved the agency's use of program income for this project? <i>Examples of program income are loan repayments, property sales, rental income, fees charged for services, interest earned on revolving loans, loan payments. Acceptable documentation: DHCD approval letter to use program income for project. Include in Tab 18 (Program Income). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No (0 pts.) <input type="checkbox"/> NA (0 pts.)</p>

X. TIMELY COMPLETION (Maximum 8 Points)

46.	If previously funded by DHCD, did the agency achieve the National Objective in a timely manner? <input type="checkbox"/> A. Not previously funded, or question does not apply (0 pts.) <input type="checkbox"/> B. Achieved the National Objective and met all performance objectives (3 pts.) <input type="checkbox"/> C. The agency has not met the National Objective (0 pts.)
47.	If the Agency was funded with CDBG funds in FY 2010, did the agency expend at least 80% of the available funding balances by December 31, 2010? <input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No (0 pts.) <input type="checkbox"/> Not funded in FY 2010
48.	If the Agency was funded with CDBG funds in FY 2011, did it expend 60% of the available funding balance for FY 2011? <input type="checkbox"/> Yes, at least 90% of the CDBG funds have been spent. (3 pts.) <input type="checkbox"/> Yes, at least 75% to 89% of the CDBG funds have been spent (2 pts.) <input type="checkbox"/> Yes, at least 60% to 74% of the CDBG funds have been spent (1 pt.) <input type="checkbox"/> No, 20% to 59% of the CDBG funds have been spent. (0 pts.) <input type="checkbox"/> 1% to 19% of the CDBG funds have been spent. (0 pts.) <input type="checkbox"/> Contract was not executed by Sept. 1, 2011. (0 pts.) <input type="checkbox"/> The contract was executed, but no funds have been spent. (0 pts.)

END OF GENERAL SECTION

GENERAL SECTION

PUBLIC FACILITIES AND CAPITAL IMPROVEMENTS (PFCI) SUB-SECTION (Tab 6)

THE RFA APPLICATION MAY BE OBTAINED AT THE FOLLOWING LINK:

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

Maximum 50 Points

I. SITE CONTROL (Maximum 5 Points)

1.	<p>Does the organization/applicant have documented site control? Please note that site control is required to receive funding. To be eligible for funding, site control must be demonstrated. Applicants must provide documentation to receive points for this question. Documents must be in the name of the legal entity that will own the project or the contracting agency. (See Question #2 for a list of documentation.)</p> <p><input type="checkbox"/> Yes (5 pts) <input type="checkbox"/> No (0 pts.)</p>												
2.	<p>If yes, what supportive documentation does your organization hold? Select one below. Include in Tab 1-PFCI (Site Control Documentation). Page # _____</p> <p><input type="checkbox"/> Title / Deed or Municipal owner <input type="checkbox"/> A valid option to purchase (Purchase option must be through 6/30/2012. The closing must occur prior to CDBG contract execution with the County), or <input type="checkbox"/> Executed long term lease. (Land lease must cover timeframe required to achieve US HUD National Objective.)</p>												
3.	<p>Provide a list of all folio numbers for the project site and attach pictures of the site/structure. Include in Tab 7 (Scope of Services). Page # _____</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 50%; text-align: center;">Site Address</th> <th style="width: 50%; text-align: center;">Folio Number</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> </tbody> </table>	Site Address	Folio Number										
Site Address	Folio Number												

II. PRE-DEVELOPMENT (Maximum 20 Points)

1.	<p>Does agency have documented community support for this project? If yes, please provide evidence of support such as a resolution from a NRSA Community Advisory Committee, community letters of support, or other documented support from the community. Include in Tab 2-PFCI (Community Support). Page # _____</p> <p><input type="checkbox"/> Yes (1 pt.) <input type="checkbox"/> No (0 pts.)</p>
2.	<p>Have pre-development funds been identified to pay for feasibility/market analysis? Provide copy of feasibility/market analysis. If analysis is not complete, please provide evidence that funds have been set aside. Include in Tab 3-PFCI (Feasibility/Market Analysis). Page # _____</p> <p><input type="checkbox"/> Yes, and feasibility/market analysis is complete. (2 pts.) <input type="checkbox"/> Yes – Funds have been identified but analysis is not complete. (1 pt.) <input type="checkbox"/> No (0 pts.) <input type="checkbox"/> N/A (0 pts.)</p>
3.	<p>Has a Phase I Environmental Audit been initiated? If yes, please provide evidence such as Phase I Audit Report, which has been conducted and/or updated within 6 months of the application. Include in Tab 4-PFCI (Environmental Reviews). Page # _____</p> <p><input type="checkbox"/> Yes (1 pt.) <input type="checkbox"/> No (0 pts.)</p>
4.	<p>Does the developer have previous development/construction experience with a similar type construction activity, funded with federal funds? If yes, please provide evidence such as a list of similar projects, the location(s), funding sources utilized, development team members and client reference(s). Include in Tab 5-PFCI (Past Experience). Page # _____</p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No (0 pts.)</p>

5.	<p>Will this request fully fund the gap needed to complete this project on time? <i>In order to receive points, please provide Sources and Uses Statement showing other funding sources. Must provide evidence such as Award letters, signed affidavits (if source is from agency's own resources), or letters of commitment that are not contingent upon subject award or municipal resolutions. Include in Tab 8 (Budget). Page # _____</i></p> <p><input type="checkbox"/> Yes (8 pts.) <input type="checkbox"/> No (0 pts.)</p>
6.	<p>Has public approval, such as land use, zoning, permitting and variances been obtained to the carry out the project? <i>Please provide evidence such as Governmental clearance documentation or permits. Include in Tab 6-PFCI (Public Approval Documentation). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No (0 pts.)</p>
7.	<p>Does the project site have access to infrastructure and utility services? <i>(i.e. water and sewer connections, roadway access, and electric service) If yes, provide utility bills or letters from appropriate agencies. If no, please explain plans for the the appropriate infrastructure for the site and provide copies of the plans. Include in Tab 7-PFCI (Infrastructure and Utility Services). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No (0 pts.)</p>
8.	<p>Is there an executed agreement with a qualified construction project manager for this project? <i>Please provide evidence such as a copy of the executed agreement between the construction project manager and owner/recipient, including copy of résumé. Note: the construction project manager cannot be employed by the general contractor or be an employee of the G.C. Include in Tab 8-PFCI (Construction Project Manager). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No (0 pts.)</p>

III. PRE-CONSTRUCTION (Maximum 4 Points)

1.	<p>Have contractual agreements with the development team been fully executed? <i>Please provide evidence such as a copy of the executed agreement between developer and owner/recipient. Provide list of development team members, position, address and telephone numbers. Include in Tab 9-PFCI (Development Team). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No (0 pts.)</p>
2.	<p>Are construction specifications, construction plans and renderings completed? <i>If yes, please provide copies of plans and renderings. If no, please indicate what percent has been completed and provide proof. Please include in Tab 10-PFCI (Plans and Renderings). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No – If no, what percent (%) has been completed? _____</p>

IV. PROJECT CONSTRUCTION/FINISH WHAT WE STARTED (Maximum 6 Points)

1.	<p>If the project has been previously funded by the County, please indicate if construction has started. <i>If yes, please explain what has been completed. If no, please explain why construction has not started. Please include in Tab 11-PFCI (Project Status). Page # _____</i></p> <p><input type="checkbox"/> Yes (6 pts.) <input type="checkbox"/> No (0 pts.)</p>
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V. SHOVEL READY (Maximum 10 Points)

A project is considered "Shovel ready" if the following conditions are met: **1) the Environmental Site Assessment reports (Phase I and/or II) are completed with a "No Further Action" recommendation; 2) construction plans and specifications have been completed and approved by all appropriate local agencies; 3) full funding of construction phase is available (minus the gap funding requested); and 4) construction is ready to start pending the selection and award of the general contractor within sixty (60) calendar days from the CDBG contract execution date with Miami-Dade County.**

1.	<p>The Environmental Site Assessment report (Phase I and/or II) is complete with a "No Further Action" recommendation. Please provide proof. Include in Tab 4-PFCI (Environmental Reviews). Page # _____</p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No (0 pts.)</p>
2.	<p>Construction plans and specifications have been completed and approved by all appropriate local agencies. Please provide proof. Include in Tab 10-PFCI (Plans and Renderings). Page # _____</p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No (0 pts.)</p>
3.	<p>Full funding of construction phase is committed (minus the gap funding requested). Please provide proof, such as commitment letters. Include in Tab 8 (Budget). Page # _____</p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No (0 pts.)</p>
4.	<p>Construction is ready to start pending the selection and award of the general contractor within sixty (60) calendar days from the CDBG contract execution date with Miami-Dade DHCD.</p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No (0 pts.)</p>
5.	<p>Will the proposed project be completed in 24 months or less from the CDBG contract execution date with Miami-Dade County? Please provide project timeline. Include in Tab 14-PFCI (Activity Timeline). Page # _____</p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No (0 pts.)</p>

VI. POLICY PRIORITIES (Maximum 5 Points)

1.	<p>Does the proposed activity benefit a property that has been designated or that has been determined to be potentially eligible for designation as a local, state, or <u>national historic site</u>? Please provide proof. Include in Tab 15-PFCI (Historic Preservation Designation). Page # _____</p> <p><input type="checkbox"/> Yes (2 pt.) <input type="checkbox"/> No (0 pts.)</p>
2.	<p>Does the proposed project comply with the US Green Building Council's LEED green building rating system for New Construction and Major Renovations? Please provide certification. Include in Tab 16-PFCI (LEED Standards). Page # _____</p> <p><input type="checkbox"/> Yes (3 pts.) <input type="checkbox"/> No (0 pts.)</p>

END OF PUBLIC FACILITIES AND CAPITAL IMPROVEMENTS SUB-SECTION

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7.	<p>Does agency have documented community support for the proposed activity? <i>If yes, please provide written evidence of support, such as a resolution from a NRSA Community Advisory Committee (CAC), letters or other documented forms of community support. Include in Tab 5-TA (Community Support). Page # _____</i></p> <p><input type="checkbox"/> Yes (5 pts.) <input type="checkbox"/> No (0 pts.)</p>
8.	<p>Does the agency have a comprehensive Marketing Plan for promoting the proposed activity? <i>In order to receive points, please provide a copy. Include in Tab 6-TA (Marketing Plan). Page # _____</i></p> <p><input type="checkbox"/> No (0 pts.) <input type="checkbox"/> Moderate (1 pt.) <input type="checkbox"/> Comprehensive (2 pts.)</p>

II. SERVICES PROVIDED (Maximum 15 Points)

1.	<p>Please check all services that will be provided</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Service</td> <td style="width: 40%; text-align: right;">(1 point each Yes)</td> </tr> <tr> <td>1. Assistance with business startup basics</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>2. Networking activities with other business professionals</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>3. Marketing assistance</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>4. Business Plan Writing/Development</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>5. Assistance with accounting/financial management</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>6. Technology assistance and software training</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>7. Assistance with business regulatory compliance</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table>	Service	(1 point each Yes)	1. Assistance with business startup basics	<input type="checkbox"/> Yes <input type="checkbox"/> No	2. Networking activities with other business professionals	<input type="checkbox"/> Yes <input type="checkbox"/> No	3. Marketing assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No	4. Business Plan Writing/Development	<input type="checkbox"/> Yes <input type="checkbox"/> No	5. Assistance with accounting/financial management	<input type="checkbox"/> Yes <input type="checkbox"/> No	6. Technology assistance and software training	<input type="checkbox"/> Yes <input type="checkbox"/> No	7. Assistance with business regulatory compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No
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7. Assistance with business regulatory compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No																
2.	<p>How many businesses can you serve on an annual basis? <i>Please provide proof such as a list of businesses served in the prior year. Include in Tab 7-TA (Business Assistance Capacity). Page # _____</i></p> <p><input type="checkbox"/> 10 or less (0 pts.) <input type="checkbox"/> 11 -20 (1 pt.) <input type="checkbox"/> 21-30 (2 pts.) <input type="checkbox"/> 30 or more (3 pts.)</p>																
3.	<p>Does the applicant have current executed agreements with other service providers to enhance the delivery of services to clients that are clearly defined in the proposal? <i>Please attach copies. Include in Tab 8-TA (Collaborative Agreements with Service Providers). Page # _____</i></p> <p><input type="checkbox"/> Current agreements (5 pts.) <input type="checkbox"/> Proposed agreements (3 pts.) <input type="checkbox"/> No such agreements (0 pts.)</p>																

III. PRIORITIES (Maximum 5 Points)

1.	<p>Will the activity provide training and job creation for manufacturing jobs for low- and moderate-income persons in the production of products that will result in gains in energy efficiency or the use of alternative energy sources recognized as leading to the net reduction in carbon emissions?</p> <p><i>Provide a list of the proposed job titles and projected salaries, along with a one page written description of the proposed project and how it will create jobs. Include in Tab 9-TA (Training and Job Creation in Green Manufacturing Jobs). Page # _____</i></p> <p><input type="checkbox"/> Yes (3 pts.) <input type="checkbox"/> No (0 pts.)</p>
2.	<p>Will this activity provide training and job creation for low- and moderate-income persons in such areas as weatherization, or sales/distribution/marketing/installation and repair of solar energy systems or high efficiency appliances; construction and/or design of energy efficient structures; design, manufacture and servicing of electric, hybrid or biodiesel vehicles; and recycling of discarded materials?</p> <p><i>Provide a list of the proposed job titles and projected salaries along with a one page written description of the proposed project and how it will create jobs. Include in Tab 10-TA (Training and Job Creation in Green Jobs). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No (0 pts.)</p>

END OF MICROENTERPRISE LENDING SUB-SECTION

**ECONOMIC DEVELOPMENT:
TECHNICAL ASSISTANCE TO BUSINESSES SUB-SECTION
(Tab 6)**

**PLEASE NOTE:

THE RFA APPLICATION MAY BE OBTAINED AT THE FOLLOWING LINK:

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

Maximum 50 Points

TECHNICAL ASSISTANCE TO BUSINESSES SUB-SECTION

III. SOUNDNESS OF APPROACH (Maximum 30 Points)

1.	<p>Will the proposed activity create a minimum of one permanent full-time equivalent (FTE) job per \$35,000 awarded? Pursuant to HUD Regulation, 24 CFR 570.208(a)(4), at least 51% of the jobs created must employ low-to-moderate income persons.</p> <p><input type="checkbox"/> Yes (10 pts.) <input type="checkbox"/> No (0 pts.)</p>
2.	<p>How many jobs will this activity create? Total number of jobs _____</p> <p><i>Provide a one page written description of how the proposed project will create jobs. Include a description of the types of jobs that will be created and the estimated salaries. Include in Tab 1-TA (Job Creation Plan). Page # _____</i></p>
3.	<p>Does the agency have written contractual job hiring agreements (see Attachment 3) with businesses that the agency is proposing to assist? To be eligible for funding under the Technical Assistance to Businesses category, applicants must provide contractual job hiring agreements. Please provide copies of the executed agreement. The agreement must include appropriate language to ensure that no job pirating has occurred. Include in Tab 2-TA (Contractual Job Hiring Agreements). Page # _____</p> <p><input type="checkbox"/> Yes (5 pts.) <input type="checkbox"/> No (0 pts.)</p>
4.	<p>Does the agency have experience in the activity for which it is applying? Provide a description of projects that are similar to the proposed activity. Points to be determined by DHCD. Include in Tab 3-TA (Past Experience). Page # _____</p> <p><input type="checkbox"/> 0 to 2 years (0 pts.) <input type="checkbox"/> 3 to 5 years (1 pt.) <input type="checkbox"/> 6 to 9 year (2pts.) <input type="checkbox"/> 10 or more years (5 pts.)</p>
5.	<p>Does the applicant have at least five (5) years of experience in providing Economic Development services within any of the eight Neighborhood Revitalization Strategy Areas (NRSAs) in Miami-Dade County? Provide proof, such as signed client intake forms, client addresses, loan closing documents, etc. The maps of the NRSAs may be viewed at the following link: http://www.miamidade.gov/ced/nrsa.asp. The maps are also included in Part II, Attachment 17. Include in Tab 4-TA (Experience in NRSAs). Page # _____</p> <p><input type="checkbox"/> Yes (5 pts.) <input type="checkbox"/> No (0 pts.)</p>
6.	<p>Does agency have documented community support for the proposed activity? If yes, please provide evidence of support, such as a resolution from a NRSA Community Advisory Committee (CAC), community letters of support, or other documented support from the community. Include in Tab 5-TA (Community Support). Page # _____</p> <p><input type="checkbox"/> Yes (1 pt.) <input type="checkbox"/> No (0 pts.)</p>
7.	<p>Does the agency have a comprehensive Marketing Plan for promoting the proposed activity? In order to receive points, please provide a copy. Include in Tab 6-TA (Marketing Plan). Page # _____</p> <p><input type="checkbox"/> Marginal (1 pts.) <input type="checkbox"/> Moderate (2 pts.) <input type="checkbox"/> Comprehensive (4 pts.)</p>

IV. SERVICES PROVIDED (Maximum 15 Points)

1.	<p>Please check all services that will be provided</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Service</td> <td style="text-align: right; vertical-align: bottom;">(1 point each Yes)</td> </tr> <tr> <td>1. Assistance with business start-up basics</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>2. Networking activities with other business professionals</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>3. Marketing assistance</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>4. Business Plan Writing/Development</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>5. Assistance with accounting/financial management</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>6. Assistance with securing funding, i.e. loans, grants</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>7. Technology assistance and software training</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>8. Assistance with business regulatory compliance</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table>	Service	(1 point each Yes)	1. Assistance with business start-up basics	<input type="checkbox"/> Yes <input type="checkbox"/> No	2. Networking activities with other business professionals	<input type="checkbox"/> Yes <input type="checkbox"/> No	3. Marketing assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No	4. Business Plan Writing/Development	<input type="checkbox"/> Yes <input type="checkbox"/> No	5. Assistance with accounting/financial management	<input type="checkbox"/> Yes <input type="checkbox"/> No	6. Assistance with securing funding, i.e. loans, grants	<input type="checkbox"/> Yes <input type="checkbox"/> No	7. Technology assistance and software training	<input type="checkbox"/> Yes <input type="checkbox"/> No	8. Assistance with business regulatory compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No
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2.	<p>How many businesses can you serve on an annual basis? <i>Please provide proof such as a list of businesses served in the prior year. Include in Tab 7-TA (Business Assistance Capacity). Page # _____</i></p> <p><input type="checkbox"/> 19 or less (0 pts.) <input type="checkbox"/> 20 -35 (1 pts.) <input type="checkbox"/> 35-49 (2 pts.) <input type="checkbox"/> 50 or more (3 pts.)</p>																		
3.	<p>Does the applicant have current executed agreements with other service providers to enhance the delivery of services to clients who are clearly defined in the proposal? <i>Please attach copies. Include in Tab 8-TA (Collaborative Agreements with Service Providers). Page # _____</i></p> <p><input type="checkbox"/> Current agreements (4 pts.) <input type="checkbox"/> Proposed agreements (3 pts.) <input type="checkbox"/> No such agreements</p>																		

V. PRIORITIES (Maximum 5 Points)

1.	<p>Will the activity provide training and job creation for manufacturing jobs for low- and moderate-income persons in the production of products that will result in gains in energy efficiency or the use of alternative energy sources recognized as leading to the net reduction in carbon emissions?</p> <p><i>Provide a list of the proposed job titles and projected salaries, along with a one page written description about the proposed project and how it will create jobs. Include in Tab 9-TA (Training and Job Creation in Green Manufacturing Jobs). Page # _____</i></p> <p><input type="checkbox"/> Yes (3 pts.) <input type="checkbox"/> No (0 pts.)</p>
2.	<p>Will this activity provide training and job creation for low- and moderate-income persons in such areas as weatherization, or sales/distribution/marketing/installation and repair of solar energy systems or high efficiency appliances; construction and/or design of energy efficient structures; design, manufacture and servicing of electric, hybrid or biodiesel vehicles; and recycling of discarded materials?</p> <p><i>Provide a list of the proposed job titles and projected salaries along with a one page written description about the proposed project and how it will create jobs. Include in Tab 10-TA (Training and Job Creation in Green Jobs). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No (0 pts.)</p>

**ECONOMIC DEVELOPMENT:
SPECIAL ECONOMIC DEVELOPMENT ACTIVITIES SUB-SECTION
(e.g. Acquisition, Construction, Rehabilitation of Retail, Commercial or Industrial Buildings)
(Tab 6)**

**PLEASE NOTE:
Business Incubator applicants must complete the Business Incubator Section.

THE RFA APPLICATION MAY BE OBTAINED AT THE FOLLOWING LINK:
http://www.miamidade.gov/ced/request_RFA.asp

Maximum 50 Points

I. SOUNDNESS OF APPROACH (Maximum 5 Points)

1.	<p>Will the proposed activity result in the creation of a minimum of one permanent full-time equivalent (FTE) job per \$35,000 awarded? <i>The proposed project must create jobs once the project is complete. Pursuant to HUD Regulation, 24 CFR 570.208(a)(4), at least 51% of the jobs created must employ low-to-moderate income persons. Note: Construction jobs or jobs related to the development of the project may not be counted.</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
2.	<p>How many jobs will this activity create? Total number of jobs _____</p> <p><i>Provide a one page written description of how the proposed project will create jobs. Include a description of the types of jobs that will be created and the estimated salaries. Include in Tab 1-SED (Job Creation Plan). Page # _____</i></p>
3.	<p>Does the project address any of the economic development needs of the eight Neighborhood Revitalization Strategy Areas (NRSAs) in Miami-Dade County? <i>To obtain points for this question, applicants must provide a brief narrative of how the proposed activity is addressing the identified needs in the NRSA or Charrette areas. A copy of the NRSA Priority Needs is found in Part II, Attachment 5. Include in Tab 2-SED (NRSA Economic Development Needs). Page # _____</i></p> <p><input type="checkbox"/> Yes (3 pts.) <input type="checkbox"/> No (0 pts.)</p>
4.	<p>Does agency have documented community support for the proposed activity? <i>If yes, please provide evidence of support, such as a resolution from a NRSA Community Advisory Committee, community letters of support, or other documented support from the community. Include in Tab 3-SED (Community Support). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No (0 pts.)</p>

II. SITE CONTROL (Maximum 5 Points)

1.	<p>For Special Economic Development projects that involve retail, commercial or industrial construction, does the organization/applicant have documented site control? <i>Please note that site control is required to receive funding. Application and documents must be in the name of the legal entity that will own the project or the contracting agency. (Refer to Question #2 in this section for examples of documented site control.)</i></p> <p><input type="checkbox"/> Yes (5 pts.) <input type="checkbox"/> No (0 pts.)</p>
2.	<p>If yes, what supportive documentation does your organization hold? <i>Select one below. Include in Tab 4-SED (Site Control Documentation). Page # _____</i></p> <p><input type="checkbox"/> Title / Deed or Municipal owner</p> <p><input type="checkbox"/> A valid option to purchase <i>(Purchase option must be through 6/30/2012. The closing must occur prior to CDBG contract execution with the County) or</i></p> <p><input type="checkbox"/> Executed long term lease. <i>(Land lease must cover timeframe required to achieve US HUD National Objective.)</i></p> <p><input type="checkbox"/> Other</p>

3. Provide a list of all folio numbers for the project site and attach pictures of the site/structure. Include in Tab 7 (Scope of Services). Page # _____

Site Address	Folio Number

III. PRE-DEVELOPMENT (Maximum 15 Points)

1. **Has a feasibility/market analysis been completed for the proposed activity?** Provide copy of feasibility/market analysis. If analysis is not complete, please provide evidence that funds have been set aside for its completion. Include in **Tab 5-SED (Feasibility/Market Analysis)**. Page # _____

Yes, and feasibility/market analysis is complete. (2 pts.)
 Yes – Funds have been identified but analysis is not complete. (1 pt.)
 No

2. **Has a Phase I Environmental Audit been initiated?** If yes, please provide evidence such as Phase I Audit Report, which has been conducted and/or updated within 6 months of the application. Include in **Tab 6-SED (Environmental Reviews)**. Page # _____

Yes (1 pt.) No (0 pts.)

3. **Does the developer have previous development/construction experience with a similar type construction activity, funded with federal funds?** If yes, please provide evidence such as a list of similar projects, the location(s), funding sources utilized, development team members and client reference(s). Include in **Tab 7-SED (Past Experience)**. Page # _____

Yes (2 pts.) No (0 pts.)

4. **Will this request fully fund the gap needed to complete this project on time?** In order to receive points, please provide sources and uses statement showing other funding sources. Must provide evidence such as Award letters, signed affidavits (if source is from agency's own resources), or letters of commitment that are not contingent upon award or municipal resolutions. Include in **Tab 8 (Budget)**. Page # _____

Yes (4 pts.) No (0 pts.)

5. **Has public approval, such as land use, zoning, permitting and variances been obtained to carry out the project?** Please provide evidence such as Governmental clearance documentation or permits. Include in **Tab 8-SED (Public Approval Documentation)**. Page # _____

Yes (2 pts.) No (0 pts.)

6. **Does the project site have access to infrastructure and utility services?** (i.e. water and sewer connections, roadway access, and electric service) If yes, provide utility bills or letters from appropriate agencies. If no, please explain plans for the the appropriate infrastructure for the site and provide copies of the plans. Include in **Tab 9-SED (Infrastructure and Utility Services)**. Page # _____

Yes (2 pts.) No (0 pts.)

7. **Is there an executed agreement with a qualified construction project manager for this project?** Please provide evidence such as a copy of the executed agreement between the construction project manager and owner/recipient, including copy of résumé. Note: the construction project manager cannot be employed by the general contractor or be an employee of the G.C. . Include in **Tab 10-SED (Construction Project Manager)**. Page # _____

Yes (2 pts.) No (0 pts.)

IV. PRE-CONSTRUCTION (Maximum 4 Points)

1.	<p>Have contractual agreements with the development team been fully executed? <i>Please provide evidence such as a copy of the executed agreement between developer and owner/recipient. Provide list of development team members, position, address and telephone numbers. Include in Tab 11-SED (Development Team). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No</p>
2.	<p>Are construction specifications, construction plans and drawings completed? <i>If yes, please provide copies of plans and renderings. If no, please indicate what percent has been completed and provide proof. Include in Tab 12-SED (Plans and Renderings). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No – If no, what percent (%) has been completed? _____</p>

V. PROJECT CONSTRUCTION/ FINISH WHAT WE STARTED (Maximum 6 Points)

1.	<p>If the project has been previously funded by the County, please indicate if construction has started. <i>If yes, please explain what has been completed. If no, please explain why construction has not started. Include in Tab 13-SED (Project Status). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No (0 pts.)</p>
2.	<p>If the facility will be leasing space, does the applicant have fully executed leases for at least 50 percent of the leasable space? <i>Include in Tab 14-SED (Lease Agreements). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No (0 pts.)</p>
3.	<p>Are agreements in place to ensure that jobs will be created once the project is complete? <i>The project must create a minimum of one permanent FTE job per \$35,000 awarded. Pursuant to HUD Regulation, 24 CFR 570.208(a)(4), at least 51% of the jobs created must employ low-to-moderate income persons. Please provide evidence of signed agreements with businesses that will provide jobs. Note: Construction jobs or jobs related to the development of the project may not counted. Include in Tab 15-SED (Job Creation Agreements). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pt.) <input type="checkbox"/> No (0 pts.)</p>

VI. SHOVEL READY (Maximum 10 Points)

A project is considered “Shovel ready” if the following conditions are met: 1) the Environmental Site Assessment reports (Phase I and/or II) are completed with a “No Further Action” recommendation; 2) construction plans and specifications have been completed and approved by all appropriate local agencies; 3) full funding of construction phase is available (minus the gap funding requested; and 4) construction is ready to start pending the selection and award of the general contractor within sixty (60) calendar days from the CDBG contract execution date with Miami-Dade County.

1.	<p>The Environmental Site Assessment report (Phase I and/or II) is complete with a “No Further Action” recommendation. <i>Please provide proof. Include in Tab 6-SED (Environmental Reviews). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No (0 pts.)</p>
2.	<p>Construction plans and specifications have been completed and approved by all appropriate local agencies. <i>Please provide proof. Include in Tab 12-SED (Plans and Renderings). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No (0 pts.)</p>
3.	<p>Full funding of construction phase is committed (minus the gap funding requested). <i>Please provide proof, such as commitment letters. Include in Tab 8 (Budget). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No (0 pts.)</p>
4.	<p>Construction is ready to start pending the selection and award of the general contractor within sixty (60) calendar days from the CDBG contract execution date with Miami-Dade DHCD.</p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No (0 pts.)</p>
5.	<p>Will the proposed project be completed in 18 months or less from the CDBG contract execution date with Miami-Dade County? <i>Please provide project timeline. Include in Tab 16-SED (Activity Timeline). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No (0 pts.)</p>

VII. POLICY PRIORITIES (Maximum 5 Points)

1.	<p>Does the proposed activity benefit a property that has been designated or that has been determined to be potentially eligible for designation as a local, state, or national historic site? Please provide proof. Include in Tab 20-SED (Historic Preservation Designation). Page # _____</p> <p><input type="checkbox"/> Yes (2 pt.) <input type="checkbox"/> No (0 pts.)</p>
2.	<p>Does the proposed project comply with the US Green Building Council's LEED green building rating system for New Construction and Major Renovations? Please provide certification. Include in Tab 17-SED (LEED Standards). Page # _____</p> <p><input type="checkbox"/> Yes (3 pts.) <input type="checkbox"/> No (0 pts.)</p>

**END OF SPECIAL ECONOMIC DEVELOPMENT
SUB-SECTION**

**ECONOMIC DEVELOPMENT:
BUSINESS INCUBATOR ASSISTANCE PROGRAM SUB-SECTION
(Tab 6)**

**PLEASE NOTE:

Business Incubator applicants must complete the Business Incubator Section.

THE RFA APPLICATION MAY BE OBTAINED AT THE FOLLOWING LINK:

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

Maximum 50 Points

I. SERVICES PROVIDED (Maximum 13 Points)

1.	<p>Please check all services to be provided</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Service</td> <td style="width: 40%; text-align: right;">(1 point each Yes)</td> </tr> <tr> <td>1. Assistance with business startup basics</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>2. Networking activities with other business professionals</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>3. Marketing assistance</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>4. Business plan writing/development</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>5. Telephone/Receptionist</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>6. Assistance with accounting/financial management</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>7. Assistance with securing funding, i.e. loans, grants</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>8. Conference room/meeting space</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>9. Advisory boards and mentors</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>10. Technology assistance and software training</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>11. Assistance with business regulatory compliance</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table>	Service	(1 point each Yes)	1. Assistance with business startup basics	<input type="checkbox"/> Yes <input type="checkbox"/> No	2. Networking activities with other business professionals	<input type="checkbox"/> Yes <input type="checkbox"/> No	3. Marketing assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No	4. Business plan writing/development	<input type="checkbox"/> Yes <input type="checkbox"/> No	5. Telephone/Receptionist	<input type="checkbox"/> Yes <input type="checkbox"/> No	6. Assistance with accounting/financial management	<input type="checkbox"/> Yes <input type="checkbox"/> No	7. Assistance with securing funding, i.e. loans, grants	<input type="checkbox"/> Yes <input type="checkbox"/> No	8. Conference room/meeting space	<input type="checkbox"/> Yes <input type="checkbox"/> No	9. Advisory boards and mentors	<input type="checkbox"/> Yes <input type="checkbox"/> No	10. Technology assistance and software training	<input type="checkbox"/> Yes <input type="checkbox"/> No	11. Assistance with business regulatory compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No
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2.	<p>Does the applicant have current executed agreements with other service providers to enhance the delivery of services to clients? Please attach copies. Include in Tab 1-BI (Collaborative Agreements with Service Providers). Page # _____</p> <p><input type="checkbox"/> Current agreements (2 pts.) <input type="checkbox"/> Proposed agreements (1 pt.) <input type="checkbox"/> No such proposal (0 pts.)</p>																								

II. ACTIVITY OPERATIONS (Maximum 32 Points)

1.	<p>Is the business incubator a member of the National Business Incubation Association (NBIA)? Provide proof. Include in Tab 2-BI (Membership in NBIA). Page # _____</p> <p><input type="checkbox"/> Yes (4 pts.) <input type="checkbox"/> No (0 pts.)</p>
2.	<p>Has the Business Incubator collaborated with the Small Business Administration (SBA) Small Business Development Centers or other collaborative partnerships? Applicant must provide proof to receive points. Include in Tab 3-BI (Collaboration with Small Business Administration). Page # _____</p> <p><input type="checkbox"/> Yes (4 pts.) <input type="checkbox"/> No (0 pts.)</p>
3.	<p>Has the incubator program set graduation requirements by development benchmarks, such as company revenues or staffing levels, in addition to time in the program? Must provide proof to receive points. Include in Tab 4-BI (Graduation Requirements). Page # _____</p> <p><input type="checkbox"/> Yes (4 pts.) <input type="checkbox"/> No (0 pts.)</p>

BUSINESS INCUBATOR ASSISTANCE PROGRAM SUB-SECTION

4.	<p>Is the activity located in one of the following areas listed below? <i>Identify the area where the proposed incubator is located. Select only one area. Information can be obtained by going to http://gisims2.miamidade.gov/Cservices/CSReport.asp?CMD=INIT and entering the activity location.</i></p> <p>State Enterprise Zone (2 pts. maximum)</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Central</td> <td><input type="checkbox"/> Cutler Ridge / Perrine</td> <td><input type="checkbox"/> Homestead / Florida City</td> <td><input type="checkbox"/> South Dade</td> </tr> <tr> <td><input type="checkbox"/> Miami Beach (Split)</td> <td><input type="checkbox"/> Miami Beach</td> <td><input type="checkbox"/> North Beach</td> <td><input type="checkbox"/> South Dade Goulds</td> </tr> <tr> <td><input type="checkbox"/> North Central</td> <td><input type="checkbox"/> North Dade Satellite</td> <td><input type="checkbox"/> South Beach</td> <td><input type="checkbox"/> Princeton/Naranja</td> </tr> </table> <p>NRSAs or Eligible Block Groups (5 pts. maximum)</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Opa-Locka</td> <td><input type="checkbox"/> Model City</td> <td><input type="checkbox"/> West Little River</td> <td><input type="checkbox"/> Melrose</td> </tr> <tr> <td><input type="checkbox"/> South Miami</td> <td><input type="checkbox"/> Perrine</td> <td><input type="checkbox"/> Goulds</td> <td><input type="checkbox"/> Leisure City/Naranja</td> </tr> </table> <p>Eligible Block Groups</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/> Central	<input type="checkbox"/> Cutler Ridge / Perrine	<input type="checkbox"/> Homestead / Florida City	<input type="checkbox"/> South Dade	<input type="checkbox"/> Miami Beach (Split)	<input type="checkbox"/> Miami Beach	<input type="checkbox"/> North Beach	<input type="checkbox"/> South Dade Goulds	<input type="checkbox"/> North Central	<input type="checkbox"/> North Dade Satellite	<input type="checkbox"/> South Beach	<input type="checkbox"/> Princeton/Naranja	<input type="checkbox"/> Opa-Locka	<input type="checkbox"/> Model City	<input type="checkbox"/> West Little River	<input type="checkbox"/> Melrose	<input type="checkbox"/> South Miami	<input type="checkbox"/> Perrine	<input type="checkbox"/> Goulds	<input type="checkbox"/> Leisure City/Naranja
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5.	<p>How many workstation desks are available at the incubator? <i>Select one.</i></p> <p><input type="checkbox"/> 1-5 (0 pts.) <input type="checkbox"/> 6-10 (1 pt.) <input type="checkbox"/> 11-15 (2 pts.) <input type="checkbox"/> 16-20 (3 pts.) <input type="checkbox"/> 20 or more (4 pts.)</p>																				
6.	<p>How many businesses can you serve on an annual basis? <i>Applicant must provide proof. Include in Tab 5-BI (Annual Capacity). Page # _____</i></p> <p><input type="checkbox"/> 19 or less (0 pts.) <input type="checkbox"/> 20 -35 (1 pt.) <input type="checkbox"/> 35-49 (2 pts.) <input type="checkbox"/> 50 or more (3 pts.)</p>																				
7.	<p>How many years has the organization been a business incubator? <i>Must provide proof to receive points. Include in Tab 6-BI (Past Experience). Page # _____</i></p> <p><input type="checkbox"/> 2-5 years (1 pts.) <input type="checkbox"/> 6 or more years (2 pts.)</p>																				
8.	<p>Does the organization have a comprehensive training curriculum? <i>In order to receive points please provide a copy. Include in Tab 7-BI (Training Curriculum). Page # _____</i></p> <p><input type="checkbox"/> Marginal (0 pts.) <input type="checkbox"/> Moderate (2 pts.) <input type="checkbox"/> Comprehensive (4 pts.)</p>																				

III. PRIORITIES (Maximum 5 Points)

1.	<p>Will the activity provide training and job creation for manufacturing jobs for low and moderate income persons in the production of products that will result in gains in energy efficiency or the use of alternative energy sources recognized as leading to the net reduction in carbon emissions? <i>Provide a list of the proposed job titles and projected salaries, along with a one page written description about the proposed project and how it will create jobs. Include in Tab 8-BI (Training and Job Creation in Green Manufacturing Jobs). Page # _____</i></p> <p><input type="checkbox"/> Yes (3 pts.) <input type="checkbox"/> No (0 pts.)</p>
2.	<p>Will this activity provide training and job creation for low and moderate income persons in such areas as weatherization, or sales/distribution/marketing/installation and repair of solar energy systems or high efficiency appliances; construction and/or design of energy efficient structures; design, manufacture and servicing of electric, hybrid or biodiesel vehicles; and recycling of discarded materials? <i>Provide a list of the proposed job titles and projected salaries along with a one page written description about the proposed project and how it will create jobs. Include in Tab 9-BI (Training and Job Creation in Green Jobs). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No (0 pts.)</p>

Note: DHCD staff will visit each proposed business incubator to confirm the above information and determine if the site meets the program requirements.

**END OF BUSINESS INCUBATOR ASSISTANCE PROGRAM
SUB-SECTION**

**PUBLIC SERVICE SUB-SECTION
(Tab 6)**

THE RFA APPLICATION MAY BE OBTAINED AT THE FOLLOWING LINK:
http://www.miamidade.gov/ced/request_RFA.asp

MAXIMUM 50 POINTS

1.	<p>Does this activity meet <u>one</u> or more of the County's high priority Public Service needs?</p> <p><input type="checkbox"/> Yes (10 pts.) <input type="checkbox"/> No (0 pts.)</p> <p>If "Yes", indicate category below (Please check all that apply):</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Crime Prevention</td> <td><input type="checkbox"/> Children, Youth and Families</td> <td><input type="checkbox"/> Elderly Services</td> </tr> <tr> <td><input type="checkbox"/> County Wide Services</td> <td><input type="checkbox"/> Special Needs Population</td> <td><input type="checkbox"/> Children and Adults w/ Disabilities</td> </tr> <tr> <td><input type="checkbox"/> Homeless Persons</td> <td><input type="checkbox"/> Migrant Farm Workers</td> <td><input type="checkbox"/> Persons living with AIDS</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> Refugees, Immigrants and New Entrants</td> </tr> </table>	<input type="checkbox"/> Crime Prevention	<input type="checkbox"/> Children, Youth and Families	<input type="checkbox"/> Elderly Services	<input type="checkbox"/> County Wide Services	<input type="checkbox"/> Special Needs Population	<input type="checkbox"/> Children and Adults w/ Disabilities	<input type="checkbox"/> Homeless Persons	<input type="checkbox"/> Migrant Farm Workers	<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Refugees, Immigrants and New Entrants		
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<input type="checkbox"/> Refugees, Immigrants and New Entrants													
2.	<p>Does your agency have current partnerships or collaborative efforts with other service providers in the area you are proposing to serve? (Acceptable documentation: Copy of the agreement or letter of commitment). Please include documentation in Tab 5-PS (Collaborative Agreements with Service Providers).</p> <p><input type="checkbox"/> Have current partnership/collaborative agreements with multiple service providers (15 pts.) <input type="checkbox"/> Have current partnership/collaborative agreements with one (1) service provider (5 pts.) <input type="checkbox"/> Have No partnership/collaborate agreements (0 pts.)</p>												
3.	<p>If <u>the proposed activity</u> includes partnerships or collaborative efforts with other service providers in the area, describe how the coordination and/or collaboration will not be duplicating services for the targeted population? (Acceptable documentation: Full, detailed project scope, see Part II, Attachment 16 for appropriate samples.)</p> <p><input type="checkbox"/> No duplication of services will occur. Partners will provide complementary services (10 pts.) <input type="checkbox"/> Duplication of Services will occur (0 pts.) <input type="checkbox"/> N/A (0 pts.)</p>												
4.	<p>How many years has your agency provided <u>the proposed activity</u>? Please include documentation in Tab 7-PS (Past Experience).</p> <p><input type="checkbox"/> More than 10 years (10 pts.) <input type="checkbox"/> 5 years up to 10 years (5 pts.) <input type="checkbox"/> 2 years up to 5 years (1 pt.) <input type="checkbox"/> Less than 2 years (0 pts.)</p>												
5.	<p>If the activity is for direct services, is the annual cost per client less than \$1,000? (Direct Services; costs incurred by your agency, (ex; staff, supplies, rental space, the proposed activity)</p> <p><input type="checkbox"/> Less than \$1,000 per client annually (5 pts.) <input type="checkbox"/> \$1,000 to \$1,875 per client annually (1 pt.) <input type="checkbox"/> Greater than \$1,875 per client annually (0 pts.) <input type="checkbox"/> Not Applicable (0 pts.)</p>												

PUBLIC SERVICE SUB-SECTION

END OF PUBLIC SERVICE SUB-SECTION

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USEFUL WEBSITES

Organization/Source of Information	Website
DUNS Number Information	http://fedgov.dnb.com/webform
Federal Excluded Parties List System	www.epls.gov
Florida Division of Corporations	http://www.sunbiz.org
Maps of NRSAs	http://www.miamidade.gov/ced/nrsa.asp
Miami-Dade County Department of Planning and Zoning – Charrette Plans	www.miamidade.gov/planzone/planning_comm_charrettes.asp
Miami-Dade County Services Near You	http://gisims2.miamidade.gov/Cservices/CSReport.asp
Miami-Dade Department of Housing and Community Development (DHCD) – FY 2011 RFA Application	http://www.miamidade.gov/ced;request_RFA.asp
US Census	www.census.gov
W-9 Form	IRS.gov



Miami-Dade County
Mayor Carlos A. Gimenez

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District 9

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County Attorney