Request For Application (RFA) FY 2012

Print Form

NON-HOUSING ECONOMIC DEVELOPMENT (ED) SPECIAL ECONOMIC DEVELOPMENT ACTIVITIES SUB-SECTION (TAB 6 - Maximum of 50 Points)

(e.g. Acquisition, Construction, Rehabilitation of Retail, Commercial or Industrial Buildings)

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

Part I. SOUNDNESS OF APPROACH (Maximum five (5) Points)

1. Will the proposed activity result in the creation of a minimum of one permanent full-time equivalent (FTE) job per $35,000 awarded? *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.

☐ Yes ☐ No

2. How many jobs will this activity create? **Total Number of Jobs:** ☐☐☐

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 documents in **TAB 1-SED** (Job Creation Plan); Page #* ☐☐☐☐

3. Does the project address any of the economic development needs of the eight (8) Neighborhood Revitalization Strategy Areas (NRSAs) in Miami-Dade County? *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 Charette areas. A copy of the Top NRSA Priority Needs is found in Part II, Attachment 6.*
*Include documents in **TAB 2-SED** (NRSA Economic Development Needs); Page #* ☐☐☐☐

☐ Yes (3 Pts.) ☐ No (0 Pts.)

4. Does the 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, community letters of support, or other documented support from the community.*
*Include documents in **TAB 3-SED** (Community Support); Page #* ☐☐☐☐

☐ Yes (2 Pts.) ☐ No (0 Pts.)

Part II. SITE CONTROL (Maximum five (5) Points)

1. For Special Economic Development projects that involve retail, commercial or industrial construction, does the organization/applicant have documented site control? *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.)

☐ Yes (5 Pts.) ☐ No (0 Pts.)

2. If YES, what supportive documentation does your organization hold? *Please select only one of the following options listed below.*
Include documents in ***TAB 4-SED*** *(Site Control Documentation); Page #:* ☐☐☐☐

☐ A. Title / Deed or Municipal owner

☐ B. A valid option to purchase (Purchase option must be through June 30, 2012. The closing must occur prior to CDBG contract execution with the County)

☐ C. Executed long term lease. (Land lease must cover time frame required to achieve US HUD National Objective), **or**

☐ D. Other

3. Provide a list of all folio numbers for the project site and attach pictures of the site/structure.
Include documents in **General Section TAB 7** (Scope of Services); Page #: ☐☐☐☐

	SITE ADDRESS	FOLIO NUMBER
1.		
2.		
3.		
4.		
5.		

Part 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. Include documents in **TAB 5-SED** (Feasibility/Market Analysis); Page #:*

- ☐ A. YES, and feasibility/market analysis is complete. (2 Pts.)
- ☐ B. YES - Funds have been identified but analysis is not complete. (1 Pt.)
- ☐ C. NO (0 Pts.)

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 six (6) months of the application. Include documents 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 documents 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 documents in **General Section 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 documents 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 appropriate infrastructure for the site and provide copies of the plans. Include documents 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 documents in **TAB 10-SED** (Construction Project Manager); Page #: ☐☐☐☐

☐ Yes (2 Pts.) ☐ No (0 Pts.)

Part IV. PRE-CONSTRUCTION (Maximum Four (4) Points)

1. Have contractual agreements with the development team been fully executed? Please provide evidence such as a copy of the executed agreement between developer and owner/recipient. Provide a list of development team members, position, address and telephone numbers.
Include documents in **TAB 11-SED** (Development Team); Page #: ☐☐☐☐

☐ Yes (2 Pts.) ☐ No (0 Pts.)

2. Are construction specifications, construction plans and drawings completed? If **YES**, please provide copies of plans and renderings. If **NO**, please indicate what percent has been completed and provide proof. Include documents in **TAB 12-SED** (Plans and Renderings); Page #: ☐☐☐☐

☐ Yes (2 Pts.) ☐ No - If **NO**, what percentage (%) has been completed? ☐☐ **%**

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

1. If the project has been previously funded by the County, please indicate if construction has started. If **YES**, please explain what has been completed. If **NO**, please explain why construction has not started. Include documents in **TAB 13-SED** (Project Status); Page #: ☐☐☐☐

☐ Yes (2 Pts.) ☐ No (0 Pts.)

2. If the facility will be leasing space, does the applicant have fully executed leases for at least 50 percent of the leasable space?
Include documents in **TAB 14-SED** (Lease Agreements); Page #: ☐☐☐☐

☐ Yes (2 Pts.) ☐ No (0 Pts.)

3. Are agreements in place to ensure that jobs will be created once the project is complete? The project must 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. 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 be counted.
Include documents in **TAB 15-SED** (Job Creation Agreements); Page #: ☐☐☐☐

☐ Yes (2 Pts.) ☐ No (0 Pts.)

Part VI. SHOVEL READY (Maximum Ten (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 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. The Environmental Site Assessment report (Phase I and/or II) is complete with a "No Further Action" recommendation. Please provide proof.
Include documents in **TAB 6-SED** (Environmental Reviews); Page #: ☐☐☐☐

☐ Yes (2 Pts.) ☐ No (0 Pts.)

2. Construction plans and specifications have been completed and approved by all appropriate local agencies. Please provide proof.
Include documents in **TAB 12-SED** (Plans and Renderings); Page #: ☐☐☐☐

☐ Yes (2 Pts.) ☐ No (0 Pts.)

3. Full funding of construction phase is committed (minus the gap funding requested).
Please provide proof such as commitment letters.
Include documents in **General Section TAB 8** (Budget); Page #: ☐☐☐☐

☐ Yes (2 Pts.) ☐ No (0 Pts.)

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 DHCD.

☐ Yes (2 Pts.) ☐ No (0 Pts.)

5. Will the proposed project be completed in 18 months or less from the CDBG contract executing date with Miami-Dade County? Please provide project timeline.
Include documents in **TAB 16-SED** (Activity Timeline); Page #: ☐☐☐☐

☐ Yes (2 Pts.) ☐ No (0 Pts.)

Part VII. POLICY PRIORITIES (Maximum Five (5) Points)

1. 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 documents in **TAB 20-SED** (Historic Preservation Designation); Page #: ☐☐☐☐

☐ Yes (2 Pts.) ☐ No (0 Pts.)

2. 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 certifications.
Include documents in **TAB 17-SED** (LEED Standards); Page #: ☐☐☐☐

☐ Yes (3 Pts.) ☐ No (0 Pts.)