



**Public Housing and Community Development**  
**FY 2013 Consolidated Request for Applications (RFA)**  
**ADDENDUM No. 2**

DATE: October 2, 2012  
TO: All Prospective Applicants  
SUBJECT: FY 2013 Request For Applications (RFA)

**A. This addendum becomes a part of the FY 2013 Request For Applications (RFA) in Book One, Book Two, and Book Three for Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Solutions Grant (ESG), Documentary Stamp Surtax (SURTAX) and Miscellaneous funding.**

The following are inquiries (with answers) received from prospective applicants by email and at the Technical Assistance Trainings held on September 25, 2012 and September 27, 2012.

*Note: Questions and answers may have been edited for brevity and clarity.*

**Q1.** Attachment 44 referenced above, but the list located at <http://www.miamidade.gov/housing/request-for-applications.asp> under attachments ends with Attachment 43.

**PHCD's Response:** Attachment 44 - List of Entitlement Jurisdictions and Participating Municipalities has been posted on the website.

**Q2.** We are a for-profit business and are interested in responding to the Resident Council Services and the Section 3 Program. Can you provide clarity on who the County is targeting (For-Profit, Nonprofit, government agencies) to submit a response to the RFA?

**PHCD's Response:** Any qualified entity may submit an application for any eligible activity.

**Q3.** Will fillable forms be available for RFA Applications and attachments?

**PHCD's Response:** Yes, but only for Book I.

**Q4.** Is PHCD going to provide the needed templates for agencies that are awarded funding?

**PHCD's Response:** Assuming the agency is awarded funding, the agency shall be required to execute certain standardized documents that will be furnished by PHCD.

**Q5.** Does the BCC approve recommendations of funding through a resolution?

**PHCD Response:** Yes.

**Q6.** Is it still a requirement to obtain a 501 (C)(3) status for Economic Development CDBG funding?

**PHCD's Response:** If applying as a nonprofit organization, then a 501(c)(3) status is required.

**Q7.** If an instructor is hired for an agency, which serves children, is that Job Creation?

**PHCD's Response:** Yes, only if applying for an economic development activity.

**Q8.** What is the timeframe for proof of job performance or job creation?

**PHCD's Response:** All jobs shall be created prior to the expiration of the agency's CDBG contract period.

**Q9.** Are agreements with small businesses are required prior to applying for CDBG Economic Development funding? If yes, what are the penalties for no agreements when application is submitted?

**PHCD's Response:** No.

**Q10.** Is a portfolio of Agencies accomplishments required when applying?

**PHCD's Response:** Yes.

**Q11.** Are activities required to be within an NRSA area?

**PHCD's Response:** Most of the funding will be directed in the NRSAs; however, activities are not required to be in an NRSA.

**Q12.** How can I prove I'm serving a low-to moderate income area?

**PHCD's Response:** Applicants may visit the "Services Near You" link on the County's web page ([www.miamidade.gov/housing/](http://www.miamidade.gov/housing/)) to determine if the area meets these criteria.

**Q13.** Are For-Profit Agencies eligible for CDBG Public Facilities Funding?

**PHCD's Response:** No.

**Q14.** What is the maximum amount I can apply for under CDBG Public Service?

**PHCD's Response:** There is no a cap on the maximum amount of funding for which an applicant may apply.

**Q15.** Where can I see the Commission District Fund (CDF) allocations?

**PHCD's Response:** CDF allocations will be available on PHCD's website prior to the submission of funding recommendations to Economic Development and Social Service (EDSS) Committee.

**Q16.** What forms are required for Community Housing Development Organizations (CHDO) applicants?

**PHCD's Response:** For FY 2013 RFA, it is recommended that applicants request HOME CHDO Set-Side Funding on the Application Cover Sheet (page 28) and Financing Tab – Funding section (page 46). Respond and submit information requested in Attachment 22.

**Q17.** Under the CHDO Requirements, do we need to service Low Income or Low-to Moderate Income?

**PHCD's Response:** *Per 24 CFR Part 92.2, Community housing development organization means a private nonprofit organization that has among its purposes the provision of decent housing that is affordable to low-income and moderate-income persons, as evidenced in its charter, articles of incorporation, resolutions or by-laws.*

**Q18.** Will developers be considered for Gap funding if they do not have the 4%?

**PHCD's Response:** Yes.

**Q19.** Can we use CDBG, HOME or SURTAX funds to match other Federal or State funds?

**PHCD's Response:** Yes.

**Q20.** Why such a short turn around for this RFA? Couldn't the County extend the due date a week or two?

**PHCD's Response:** The condensed timeframe is necessary to facilitate Board of County Commissioner's approval and execute contracts at the beginning of the program year (January 2013).

**Q21.** If an application is being submitted for Economic Development, must applicants for technical assistance, special economic development and business incubator assistance be submitted separately?

**PHCD's Response:** Yes.

**Q22.** Please explain what is meant by the statement, "Only Public Service activities recommended for funding through the Commission District Fund (CDF) allocation process shall be eligible for funding under the Public Service category."

**PHCD's Response:** Recommendations for award of public service activities are reserved for funding through the Commission District Funds Allocation by each Miami-Dade County Commissioner

**Q23.** What is the Commission District Fund allocation process and how does it work?

**PHCD's Response:** A process by which each Commissioner allocates a set amount of funds to activities applied for during the Request For Application.

**Q24.** In the General Section of the application, are questions 12 & 13 inclusive or exclusive of each other? Is there a major benefit if our activities are included in both cities/municipalities (questions 12 & 13)

**PHCD's Response:** They are exclusive of one another. Question 13 provides points, while question 12 does not. We only fund activities in Entitlement communities (question #12 if it has Metropolitan significance)

**Q25.** If I am applying under the Public Service category do I answer question 6?

**PHCD's Response:** Yes.

**Q26.** What is meant by "description of service area" of the proposed activity.

**PHCD's Response:** The geographic target area receiving the benefit of the services or activities.

**Q27.** We plan to renovate an existing daycare center serving 100 low/mod income children. In describing the "activity" and determining its total cost should we address the renovation work or include also the cost of the service that the children will receive as an end result?

**PHCD'S Response:** If applying for renovation funds, it is a Public Facilities/Capital Improvement activity. If it to provide services for children, it is a Public Service activity. They are separate activities and should have separate applications, with separate budgets.

**Q28.** Are all projects required to have plans submitted with their proposal or can they be submitted at a later date? How detailed must the plans and renderings be?

**PHCD's Response:** No, however points are given for providing plans at time of RFA submission. The plans should be constructions drawings, which are detailed. Renderings are not detailed construction drawings.

**Q29.** We would like to apply for CDBG funding under Special Economic Development Projects. Our Farmer's Market project will be located in the Little Haiti neighborhood of Miami, and although the location is not within the NRSAs or EBG, it will provide affordable healthy foods to the community, including residents in neighboring areas, which are part of the NRSA. Can you please clarify how this would be scored?

**PHCD's Response:** The application will be reviewed and scored in accordance with the scoring criteria set forth in the RFA.

**Q30.** Will developers be considered for gap funding if they do not have the 4%?

**PHCD's Response:** Yes

**Q31.** In Book Two - Housing, Page 25, Housing Forms Submission Checklist; do we follow the order of the tabs when preparing our application? Should our Application be in this same order as the tabs when we submit application?

**PHCD's Response:** Yes.

**Q32.** On page 10, Loan Terms, in the Notes column for for-profit multi-family rental developments it states: "Overall debt service ratio 1.25 maximum" - Is this requirement only for Year 1 of stabilized operations?

**PHCD's Response:** No.

**Q33.** By submitting the county lease for an MDPHA site suffice to evidence a Public Housing Partnership for 5 points (Seventh Scoring Criteria)?

**PHCD's Response:** Yes.

**Q34.** Part II.8. (Developer Experience) - Is the intent of the this section that we provide copies of the C.O.s and photographs of the projects that add up to 1000 or more units in order to score 15 points for Experience or 999 units for 10 points etc. (Fourth Scoring Criteria)?

**PHCD's Response:** Yes

a. Will one photo per project comply with the requirement?

**PHCD's Response:** Yes

b. Is there any particular photo required for example the building signage, an aerial shot(if so will a Google screenshot suffice), an amenity etc.?

**PHCD's Response:** Yes, please provide photos that support your application.

**Q35.** Part III.B (Income Targeting) – States points will not be awarded if documentation is not included, would you please identify this Scoring item in the Scoring Criteria?

**PHCD's Response:** The points in Book 2, Page 86, are under the Fifth Criteria. The points in Book 3, Page 29 Income Targeting, and the points are the same in Book 2, Page 86. Surtax, Income Targeting points are the same as in Book 2, Page 86. Points are given to the items in Book 3, Page 29, no backup documentation, and no points as on Page 21.

**Q36.** Part III.B. (Demographic & Set-Aside Commitments) At the Developer's Roundtable we understood the ELI set-aside would conform with FHFC at 33% AMI or below. Please confirm the ELI AMI percentage required to earn points.

**PHCD's Response:** The Surtax is 33% and HOME is 30%. If there is any combination of local, state, and/or federal, the funding ELI will be 30%.

**Q37.** Part III (Construction Features & Amenities) – The Eighth Scoring Criteria for Construction Features & Amenities includes selecting at least 2 to 5 energy efficient features but the features are not listed in the RFA. Should the applicant submit the energy efficient features section of the FHFC application or will a list of features be provided?

**PHCD's Response:** For the Surtax, the energy efficient features are in Book 3, Pages 24-26. For HOME, the energy efficient features are in Book 2, Pages 20-22.

**Q38.** Can a bond applicant that has not submitted a 4% housing credit application to Florida Housing also submit the general features & amenities (and energy efficient features) section of the FHFC application?

**PHCD's Response:** No.

**Q39.** Part III.C. (Ability to Proceed) – SURTAX applicants have been allowed to submit the Florida Housing utility availability verification forms or letters submitted with the 9% or 4% application regardless of the date of the form or letter. Please confirm if this is still acceptable or if new utility verification forms or letters will need to be obtained.

**PHCD's Response:** Yes

**Q40.** In the past SURTAX applicants have not been required to submit DUNS #. At the Technical Workshop on Thursday, 9/27, Charles Dabney stated all applicants must provide a DUNS number. Please confirm.

**PHCD's Response:** No, a DUNS number is required for a Surtax funding application.

**Q41.** We are applying for \$100,000 CHDO Set Aside and \$50,000 CHDO Operating Support. On the Financing Section (Tab 9), Development Cost Pro Forma, #1 where do we show the \$50,000 Operating Support we are requesting? #2 Do we show the entire amount of \$150,000 as "GAP"? #3 Do we reflect the \$50,000 Operating Support as Developers Fee?

**PHCD's Response:** The \$50,000 CHDO should be reflected as operating support and is not considered gap financing. No, only the \$100,000 CHDO funds are considered as gap financing and should be listed on the pro-forma.

**Q42.** County Departments such as RER and WASD have indicated they need at least 3 weeks to provide the letters showing proof of zoning and utility connections, which are required to obtain points in the RFA. How should this be handled?

**PHCD's Response:** This has been addressed with the departments.

**Q43.** What is the developer's fee for non-tax credit projects?

**PHCD's Response:** Up to 16% for non-tax credit projects, depending upon the complexity of the development.

**Q44.** On page 41 of the HOME book (Book 2), is the documentation required to be submitted?

**PHCD's Response:** Yes, Book 2, Page 41, the attachments required should be considered when submitting the rent pro forma and not required to be attached to the application.

**Q45.** Is there a maximum amount per unit or project for HOME and Surtax?

**PHCD's Response:** The minimum amount of HOME funds that must be invested in any project is \$1,000 times the number of HOME-assisted units in the project. The minimum only relates to HOME funds, not to any other funds that might be used for project costs.

The maximum per-unit HOME subsidy varies by metropolitan area and is based on Section 221(d) (3) limits (with some exceptions). Each year HUD calculates these maximum amounts by area. The maximum limit only relates to HOME funds and is applied only to HOME-assisted units within a project. The maximum HOME limits also relate to the total HOME dollars invested, not amounts invested at any one time in a project.

Surtax funding does not have per unit subsidy; however, it is the scoring criteria for HOME and Surtax, which include any, previously awarded County funds.

**Q46.** Construction Features and Amenities are included in the scoring, but there is no form like that in Surtax.

**PHCD's Response:** The scoring is in Book 3, Page 41, and item number 8.

**Q47.** The Construction Features and Amenities section in Book 3 does not conform to the Florida Housing Application (not the FHFC 2009, 2011, or the 2013 Application).

- For the 9% developments that need gap funding, Book 3 should conform to the 2011 FHFC Application. These are commitments that the 9% applicants have already had to make.

**PHCD's Response:** The funding application is within the purview of the local regulations of Miami-Dade County.

- For the 4% GAP developments that need gap funding, Book 3 should allow Developers to conform to either the 2011 FHFC Application or the 2013 FHFC Application. These are the commitments that the 4% applicants have already made or will have to make.

**PHCD's Response:** The Features and Amenities are in line with Program Standards of Miami-Dade County and are within the purview of the local regulations of Miami-Dade County.

- This inconsistency in Construction Features and Amenities between the County and FHFC raises specific contradictions amongst the features that Developers are being asked to commit. The County will be asking Developers to commit to Construction Features and Amenities, which contradict FHFC Features and Amenities requirements.

**PHCD's Response:** The Surtax funding is within the purview of the local regulations. The Features and Amenities are in line with Program Standards of Miami-Dade County.

- In addition, it is unclear in the Book 3 Application which features are “energy efficient”. This needs to be clarified, as it is impossible to know from the current draft what qualifies as an “energy efficient” feature.

**PHCD's Response:** For the Surtax, the energy efficient features are in Book 3, Pages 24-26. For HOME, the energy efficient features are in Book 2, Pages 20-22.

**Q48.** It is unclear in the Book 3 Application is the point system for all the Features and Amenities. Is everything worth 1 point? As you may be aware, Features and Amenities are scored different points by FHFC based on the intensity and cost of those items.

**PHCD's Response:** The points are assigned in Book 3, Page 41.

**Q49.** Please advise if there is any match requirement for the CDBG funding for Public Service funds?

**PHCD's Response:** There is no match requirement.

**Q50.** When does the funding period begin and end?

**PHCD's Response:** For CDBG activities, the contract period is from January 1, 2013 to December 31, 2013.

**Q51.** For TBRA, does the lease have to be between the landlord and the agency or the landlord and the tenant?

**PHCD's Response:** The lease is between the landlord and the tenant.

**Q52.** For TBRA, does the funding require match?

**PHCD's Response:** There is no match required.

**Q53.** Last year it was required that no more than 20% of the developer fee was to be deferred. Is there any requirement this year to defer any developer fee?

**PHCD's Response:** Yes, a minimum of 20% of the developer's fee shall be deferred, except for homeless and public housing projects.

**Q54.** Does the MUST Presentation also include projects applying for SURTAX?

**PHCD's Response:** No, a “MUST” presentation is not required for Surtax.

**Q55.** Which Booklet do we use for the Local Match applications for new Tax Credit projects that are applying to the State in 2013?

**PHCD's Response:** This application/funding cycle is solely for "GAP financing applicants. In the event that Florida Housing Finance Corporation requires a local match to apply for tax credits for FY 2013, Public Housing and Community development will address it accordingly.

**Q56.** Where is the fax number for the MUST Presentation in Book Two –Housing.

**PHCD's Response:** 786-469-2236.

**Q57.** Page 8 at the bottom says "*Awardees must close on projects within six months of the issuance of the commitment*". .. Does "close" mean close on the land? Close on the construction loan? or Close on the Surtax funding?

**PHCD's Response:** The developer must close on the construction loan six (6) months of the issuance of the funding award.

**Q58.** Page 12 at the top describes tiebreakers as 1) Ability to Proceed; and 2) Leveraging. HOWEVER, on page 42 (under "Sixth"), Readiness to Proceed is a point scoring item, and on page 41, Leveraging (under "Third") is a point scoring item. How are these items both point scoring and tie-breaker?

**PHCD's Response:** Yes, Book 3, page 11, if a tiebreaker is needed during scoring to determine project ranking, the first tiebreaker will be "Ability to Proceed." This section of the application will be ranked first. If an additional tiebreaker is needed, those projects with more points in the leveraging- those projects that require less total County funding per unit will be ranked higher.

**Q59.** Page 15 requests information regarding the Applicant, including the FEI number. At the workshop 9/27/12, it was indicated that for SURTAX applicants, a DUNS number should be provided, even though it is not requested within the Book Three Application. Is the DUNS number required for SURTAX applicants? If the DUNS number is required for SURTAX applicants, it is acceptable to list the DUNS number on page 15, adjacent to where the FEI number is listed?

**PHCD's Response:** No, a DUNS number is not required for a Surtax funding application.

**Q60.** Page 19 describes Certification Forms required by the Architect, Attorney, and Accountant. What Certification Forms should be utilized? Is it acceptable to use the forms provided in the 2011 FHFC Universal Cycle Application?

**PHCD's Response:** A letter from the Architect, Attorney, Accountant and Engineer will be acceptable with a copy of the current licenses must be attached.

**Q61.** Page 28-29 describes providing evidence of infrastructure availability. Other than the Water & Sewer letter requirements which are described in Addendum #1, will other availability letters that are dated less than a year old be sufficient to meet this requirement if they do not specifically reference an expiration date?

**PHCD's Response:** Yes

**Q62.** Page 42 under "Sixth" describes a possible 2 points for providing Architect's/Engineering certificate with validated signatures. Please provide an example of the Architect's Engineering certificate. What is a "validated" signature"?

**PHCD's Response:** A letter from the Architect, Attorney, Accountant and Engineer will be acceptable with a copy of the current licenses must be attached.

**Q63.** Page 42 under "Eighth" describes a maximum of 15 points for including 15 or more features and at least 5 energy efficient features. What are the energy efficient features (pages 25-27) that will count towards receiving maximum points on this item?

**PHCD's Response:** For the Surtax, the energy efficient features are in Book 3, Pages 24 - 26. For HOME, the energy efficient features are in Book 2, Pages 20 - 22.

**Q64.** Is the match from the city a dollar-for-dollar match (i.e. 100 Home funds to 100 city funds) or is there a percentage match?

**PHCD's Response:** The HOME match from any entitlement city must be at least 25%.

**Q65.** If you are unable to finalize a match by the RFA deadline, does that create a fatal flaw or can it be obtained afterward?

**PHCD's Response:** Yes, it creates a fatal flaw.

**Q66.** What is the source documentation required?

**PHCD's Response:** An award letter from the Entitlement City confirming HOME allocation.

**Q67.** If you are not in an entitlement is there a match requirement?

**PHCD's Response:** There is no match requirement for CDBG. However, HOME requires a 25% match.

**Q68.** For Non-Housing Credit applications, under Readiness to Proceed the "Non-Housing Credit (NHC) Applicants shall provide a copy of a current license of the Architect or Engineer." Will that be given the 2 points for "Architect's / Engineering certificate with validated signatures"? Or is a separate certificate required? If so, is the certificate for scoring the one referenced under Readiness to Proceed or is it a different one?

**PHCD's Response:** A letter from the Architect, Attorney, Accountant and Engineer will be acceptable with a copy of the current licenses must be attached.

**Q69.** Based on page 25 of the HOME RFA, which "same order as listed" should be followed in the application: the Sections on the left hand side or the Tabs on the right hand side, which are fundamentally different? Or can we organize it consistent with the scoring criteria for ease of scoring?

**PHCD's Response:** Yes, Book 2, page 25, the Housing forms submission checklist should be followed with the sections indentified and properly tabbed. Example, Section 1, Tab 1.

**Q70.** Applicants providing technical assistance must have an established business development curriculum, which must be submitted to, and approved by, PHCD. Does it have to be approved before or after the application is submitted? If before, how is it submitted to PHCD and what is the approval process?

**PHCD's Response:** No, the business development curriculum does not have to be approved by PHCD prior to submission of the application. Prior to contract execution, PHCD will review the curriculum.

**Q71.** Eligible applicants must demonstrate that once a job is created it will be sustained for a period of not less than one (1) year. Does this have to be demonstrated in the application, and if so how?

**PHCD's Response:** All jobs shall be created prior to the expiration of the agency's CDBG contract period.

**Q72.** When is a Certificate of Use for Activity Location applicable?

**PHCD's Response:** A Certificate of Use is not required for this application but depending on your activity, may be a requirement of the municipality where the activity is located.

**Q73.** The application General Section (Tab 5) asks to provide a detailed 5-year operating pro-forma. What is an operating pro-forma? How detailed does it have to be?

**PHCD's Response:** An operating pro forma is an analytical projection of the potential financial position of a project or activity based on a review of historical information with emphasis on the projected cash flows. It needs to provide a complete picture of the financial health of the project or activity.

**Q74.** How recent must infrastructure and other 3<sup>rd</sup> party verifications form letters be? Can for instance 2011 Universal Cycle forms be used?

**PHCD's Response:** Yes.

**Q75.** How recent must a market study be?

**PHCD's Response:** A Market Study shall be within the year.

**Q76.** The submission checklist of p.25 does not correspond to the following application in terms of sections and tabs:

- The application forms have parts the check list does not
- The checklist includes Sections – the application does not
- The checklist starts with tabs 1,3,9,2,8 while the application starts with 1,7,10,11,9

**PHCD's Response:** Book 2, page 25, the Housing forms submission checklist should be followed with the sections indentified and properly tabbed. Example, Section 1, Tab 1.

**Q77.** Should we simply sign the checklist and create a separate table of contents that matches the order of parts, tabs and forms in the order they appear in the application?

**PHCD's Response:** Yes. All applicants shall be required to follow the order of the tabs and to organize the application in essentially the same order as prescribed by the order of the tabs.

**Q78.** Explain the 15% increase for CDBG Public Service?

**PHCD's Response:** The requirement of a quantifiable increase in public service only pertains to use of CDBG funds to replace local government funds for the same public service activity. The provision does not apply to applications submitted through the RFA process.

**Q79.** We have completed renovations on two of our buildings. We plan to apply for CDBG funds for the third building. The buildings will be used for childcare. Should we include the acquisition costs and work already completed on the other two buildings as part of our total budget? Will we lose point for not having any available matching funds for this RFA since we have used all of our resources on the purchase and renovations of the other two buildings?

**PHCD's Response:** Only costs associated with the third building should be included in the application. The application will be reviewed and scored in accordance with the scoring criteria set forth in the RFA.