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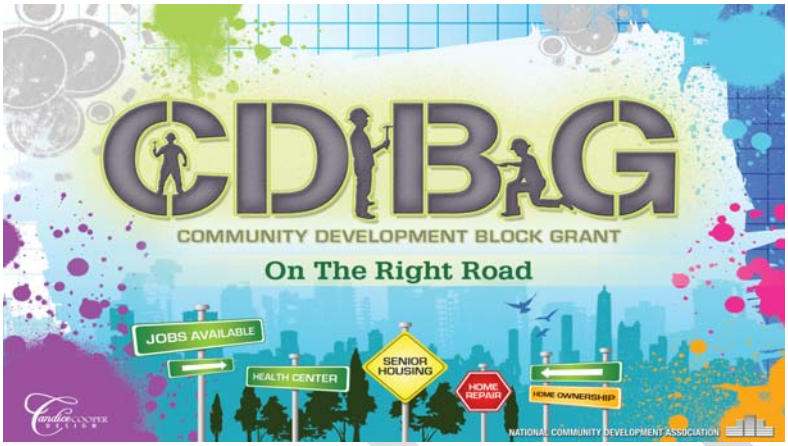
Book One

10-Day Comment Period: September 7, 2012 through September 17, 2012



MIAMI-DADE COUNTY
CONSOLIDATED REQUEST FOR APPLICATION (RFA)
FOR FY 2013 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/housing/

September TBD, 2012

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

EQUAL HOUSING OPPORTUNITY

*** APPLICATION DISCLAIMER ***

Applicants should check the County's website for updates to the FY 2013 RFA, as dates listed in Books 1-3 are subject to change.

http://www.miamidade.gov/housing/

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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 Public Housing and Community Development (PHCD) does not discriminate based on race, sex, color, religion, marital status, national origin, disability, ancestry, sexual orientation, age, pregnancy or familial status in the access to, admissions to, or employment in, housing programs or activities. If you need a sign language interpreter or materials in accessible format for this event, call 786-469-2155 at least five days in advance. TDD/TTY users may contact the Florida Relay Service at 800-955-8771.

MIAMI-DADE COUNTY
FY 2013 CONSOLIDATED REQUEST FOR APPLICATION (RFA)
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PART I
TABLE OF CONTENTS

THE COMPLETE FY 2013 RFA CAN BE FOUND ONLINE AT PHCD's WEBSITE
http://www.miamidade.gov/housing/

DRAFT

GENERAL INFORMATION 9
INTRODUCTION 7
ELIGIBLE APPLICANTS 9
AMOUNT OF FUNDS AVAILABLE FOR ALLOCATION AND ELIGIBLE ACTIVITIES 9
ELIGIBILITY REQUIREMENTS AND EVALUATION CRITERIA 10
THIS PAGE INTENTIONALLY LEFT BLANK APPLICATION INSTRUCTIONS 12
APPLICATION INSTRUCTIONS 13
APPLICATION DEADLINE AND SUBMISSION LOCATIONS 16
FY 2013 RFA SCHEDULE* 17

THIS PAGE INTENTIONALLY LEFT BLANK 20
NATIONAL OBJECTIVES FOR CDBG APPLICATIONS 21
PUBLIC FACILITIES AND CAPITAL IMPROVEMENTS (PFCI) 23
ECONOMIC DEVELOPMENT ACTIVITIES 25
SPECIAL ECONOMIC DEVELOPMENT PROJECTS 31
PUBLIC SERVICE 35

APPLICATION FORMS 37
FY 2013 REQUEST FOR APPLICATION (RFA) 45
ACTIVITY APPLICATION SUBMISSION FORM 47
ACTIVITY SUMMARY FOR "MUST" PRESENTATION (TAB 4) 49
RFA SUBMITTAL CERTIFICATION 51
AFFIDAVIT OF ORGANIZATIONAL CONSISTENCY 53
ECONOMIC DEVELOPMENT: MICROENTERPRISE LENDING SUB-SECTION 61
ECONOMIC DEVELOPMENT: TECHNICAL ASSISTANCE TO BUSINESSES SUB-SECTION 62
ECONOMIC DEVELOPMENT: SPECIAL ECONOMIC DEVELOPMENT ACTIVITIES SUB-SECTION 63
THIS PAGE INTENTIONALLY LEFT BLANKECONOMIC DEVELOPMENT: BUSINESS INCUBATOR ASSISTANCE PROGRAM SUB-SECTION 66
ECONOMIC DEVELOPMENT: BUSINESS INCUBATOR ASSISTANCE PROGRAM SUB-SECTION 67
PUBLIC SERVICE SUB-SECTION 69

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 AGEEMENTS WITH SERVICE PROVIDERS).* 69
IF THE PROPOSED ACTIVITY 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 17 FOR APPROPRIATE SAMPLES.) 69
INTRODUCTION 7
ELIGIBLE APPLICANTS 9
AMOUNT OF FUNDS AVAILABLE FOR ALLOCATION AND ELIGIBLE ACTIVITIES 9
ELIGIBILITY REQUIREMENTS AND EVALUATION CRITERIA 10
THIS PAGE INTENTIONALLY LEFT BLANK APPLICATION INSTRUCTIONS 12
APPLICATION INSTRUCTIONS 13
APPLICATION DEADLINE AND SUBMISSION LOCATIONS 16
FY 2013 RFA SCHEDULE* 17

THIS PAGE INTENTIONALLY LEFT BLANK **20**
NATIONAL OBJECTIVES FOR CDBG APPLICATIONS 21
PUBLIC FACILITIES AND CAPITAL IMPROVEMENTS (PFCI) 23
ECONOMIC DEVELOPMENT ACTIVITIES 25
SPECIAL ECONOMIC DEVELOPMENT PROJECTS 31
PUBLIC SERVICE 35

APPLICATION FORMS **37**
FY 2013 REQUEST FOR APPLICATION (RFA) 45
ACTIVITY APPLICATION SUBMISSION FORM 47
ACTIVITY SUMMARY FOR "MUST" PRESENTATION (TAB 4) 49
RFA SUBMITTAL CERTIFICATION 51
AFFIDAVIT OF ORGANIZATIONAL CONSISTENCY 53
ECONOMIC DEVELOPMENT: MICROENTERPRISE LENDING SUB-SECTION 61
ECONOMIC DEVELOPMENT: TECHNICAL ASSISTANCE TO BUSINESSES SUB-SECTION 62
ECONOMIC DEVELOPMENT: SPECIAL ECONOMIC DEVELOPMENT ACTIVITIES SUB-SECTION 63
THIS PAGE INTENTIONALLY LEFT BLANKECONOMIC DEVELOPMENT: BUSINESS INCUBATOR ASSISTANCE PROGRAM SUB-SECTION 66
ECONOMIC DEVELOPMENT: BUSINESS INCUBATOR ASSISTANCE PROGRAM SUB-SECTION 67
PUBLIC SERVICE SUB-SECTION 69

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 AGEEMENTS WITH SERVICE PROVIDERS).*** **69**
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BELOW IS THE TABLE OF CONTENTS FOR THE ATTACHMENTS.
THE ATTACHMENTS MAY BE FOUND ONLINE AT PHCD's WEBSITE ONLY:
http://www.miamidade.gov/housing/request_RFA.asp

MIAMI-DADE COUNTY FY 2013 REQUEST FOR APPLICATION (RFA)
CONSOLIDATED PLANNING PROCESS
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

PART II

TABLE OF CONTENTS

The following Attachments may apply to the Housing and/or Non-Housing RFA, as indicated below.

Attachment Title	Applies to Housing and/or Non-Housing RFA	Attachment Number
Maps of Targeted Urban Areas	Non-Housing RFA Only	1
Maps of State Enterprise Zones	Non-Housing RFA Only	2
Contractual Job Agreement	Non-Housing RFA Only	3
List of Entitlement Jurisdictions and Participating Municipalities	Non-Housing RFA Only	4
Promissory Note	Non-Housing RFA Only	5
Miami-Dade County FY 2013-2017 Consolidated Plan Priorities	Housing and Non-Housing RFA	6
Top Priority Needs for Neighborhood Revitalization Strategy Areas (NRSAs)	Housing and Non-Housing RFA	7
FY 2013 – 2017 Consolidated Plan	Housing and Non-Housing RFA	8
CDBG Program Information	Housing and Non-Housing RFA	9

Performance Measurement Outcome System	Housing and Non-Housing RFA	10
Lead Hazard Requirements Information	Housing and Non-Housing RFA	11
US HUD Calculations of Annual and Adjusted Income	Housing and Non-Housing RFA	12
US HUD Eligibility Matrix Codes	Housing and Non-Housing RFA	13
Miami-Dade County Income Limits	Housing and Non-Housing RFA	14
Construction Cost Breakdown/Scope of Work	Housing and Non-Housing RFA	15
Budget Samples and Forms/Sources & Uses Statement	Housing and Non-Housing RFA	16
Sample of Scope of Services, Action Steps	Housing and Non-Housing RFA	17
Maps of NRSAs and List of Eligible Block Groups	Housing and Non-Housing RFA	18
Glossary	Housing and Non-Housing RFA	19
HOME Investment Partnerships Program Information	Housing RFA Only	20
Emergency Solutions Grant Information	Housing RFA Only	21
Fair Housing Act	Housing RFA Only	22
CHDO Checklist and Listing of Miami-Dade Certified CHDOs	Housing RFA Only	23
Section 8 Housing Quality Standard Guidelines	Housing RFA Only	24
Section 8 Utility Allowance Chart	Housing RFA Only	25
Additional Information on Housing Activities	Housing RFA Only	26
Miami-Dade County Rent Limits	Housing RFA Only	27
Construction Loan Closing Checklist	Housing RFA Only	28
HOME Underwriting Analysis Template	Housing RFA Only	29
Changes to the HOME Program	Housing RFA Only	30
Overview of Lead Sale Housing Rule	Housing RFA Only	31
24 CFR Part 35 – HUD Lead Based Paint Poison Prevention	Housing RFA Only	32
The Renovation Repair and Painting Rule	Housing RFA Only	33
Difference Between US HUD lead Safe Housing and EPA	Housing RFA Only	34
Tenant Furnished Utilities **(Except City of Homestead)**	Housing RFA Only	35
Tenant Furnished Utilities **(City of Homestead ONLY)**	Housing RFA Only	36
HUD Income Limits	Housing RFA Only	37
FHFC Income Limits	Housing RFA Only	38
SHIP Income Limits	Housing RFA Only	39
HOME Income Limits	Housing RFA Only	40
HOME Rent Limits	Housing RFA Only	41
FHFC Tax Credit Rent Limits	Housing RFA Only	42
SHIP Rent Limits	Housing RFA Only	43
HOME Subsidy Limits	Housing RFA Only	44

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MIAMI-DADE COUNTY
FY 2013 CONSOLIDATED REQUEST FOR APPLICATION (RFA) FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING

INTRODUCTION

Miami-Dade County, through the Department of Public Housing and Community Development (PHCD), is soliciting applications under a Consolidated Request for Application (RFA) process to fund activities with Community Development Block Grant (CDBG) funds. Specifically, the ***FY 2013 Non-Housing RFA*** is seeking applications to address the high priority needs in the following categories identified in the County's FY 2013 through 2017 Consolidated Plan:

- Public Facilities and Capital Improvements

- Economic Development
  - Microenterprise Lending
  - Technical Assistance to Businesses
  - Special Economic Development Projects
  - Business Incubator Assistance Program

- 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 7 for a list of the high priority needs of the NRSAs and Eligible Block Groups.)*** This RFA is supported by the FY 2013-2017 Consolidated Plan approved by the Board of County Commissioners on September 6, 2012 (See Part II, 8).

Instructions and application forms for the FY 2013 Community Development Block Grant (CDBG) RFA are included in this package, and are also available on-line at the PHCD website. Additionally, any updates to this RFA, including responses to questions, will be posted on-line at the PHCD website. Prospective applicants should check the PHCD website regularly for updates at **www.miamidade.gov/housing/**

The application submission deadline is October __, 2012, no later than 12:00 noon. Applications submitted on or before October __, 2012, 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 October , 2012, 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.

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The Department of Public 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 2013 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 PHCD website at **www.miamidade.gov/housing/.**

1. ***South Dade Government Center,*** September 25, 2012
   10710 SW 211th Street, 2nd Floor, Cutler Bay, FL 33189
   Time: 1:00 p.m. to 5:00 p.m.

2. ***Joseph Caleb Center***, September 27, 2012
   5400 NW 22nd Avenue, Miami, FL 33142
   Time: 1:00 p.m. to 5:00 p.m.

All questions regarding the FY 2013 RFA should be submitted via e-mail at the following address: **PHCDResidentServices@miamidade.gov.** All responses will be posted on the PHCD 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 1) entitlement jurisdictions, or 2) municipalities participating in the State of Florida Small Cities CDBG Program (See Attachment 4) 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) an activity necessary to further the purposes of the Housing and Community Development Act of 1974; b) an activity necessary to further the purposes of Miami-Dade County's community development objectives; and c) an activity which will offer 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 9.

AMOUNT OF FUNDS AVAILABLE FOR ALLOCATION AND ELIGIBLE ACTIVITIES

Miami-Dade County is projected to receive approximately **$_____**[1] in FY 2013 CDBG funding, of which **$_____** 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 & Capital Improvements**		**36.5%**
• **Economic Development** [2]		**50.0%**
o **Microenterprise Lending**	**28.3%**	
o **Technical Assistance to Businesses**	**14.1%**	
o **Special Economic Development Projects**	**43.5%**	
o **Business Incubator Assistance Program**	**14.1%**	
• **Public Service**		**13.5%**

TOTAL CDBG FUNDING TO BE ALLOCATED – FY 2013: $_____

[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 made as a result of this RFA may be reduced or rescinded based upon the actual level of funding received from the government.**

[2] **In accordance with Resolution No. R-596-12, the amount designated for Economic Development activities represents not less than 50% of available funding to be allocated through the FY 2013 RFA, after the reduction of funding reserved for Administration and County Departments.**

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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 18).

2. **Priority Needs**: Activities must address a high priority need identified in the County's FY 2013-2017 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 7.

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 PHCD 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 2013 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 NRSAs 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 Public Facility and Capital Improvement projects, provided the activities remain financially viable, so we can "finish what we started."

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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, 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.

- 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, including affiliates and subsidiaries, 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. PHCD 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 PHCD 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 Gregg Fortner, Executive Director, by fax at **(786) 469-2226** or via e-mail at **PHCDResidentServices@miamidade.gov** prior to the dates identified for the MUST Presentations. **Agencies will not be allowed to make an unscheduled presentation.**

- If the activity will serve an eligible block group, the applicant must make a presentation at the Countywide MUST Presentation Meeting scheduled for October __, 2012. The **Activity Summary Presentation Form** will be used to schedule the presentation and must be submitted to the attention of Gregg Fortner, Executive Director, PHCD by fax at **(786) 469-2226** or via e-mail at **PHCDResidentServices@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. PHCD 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 or the ***Public Facilities and Capital Improvements*** 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 PHCD 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.

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APPLICATION DEADLINE AND SUBMISSION LOCATIONS

- **The application deadline is 12:00 Noon on Thursday, October __, 2012**. Immediately following the deadline, Public Housing and Community Development (PHCD) 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 Public Housing and Community Development

- **Applications may be submitted to the Clerk of the Board from September __, 2012 through October __, 2012 from 9:00 a.m. to 4:30 p.m., Monday through Friday, except on Holidays observed by the County.**

- **ON _____, OCTOBER __, 2012, 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 Public 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.

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FY 2013 RFA SCHEDULE*

- The RFA Application will be available for review at the following locations on September __, 2012. ***(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/housing/**

- Technical Assistance Workshops will be conducted by PHCD at the following two (2) locations:

  1. ***South Dade Government Center,*** September 25, 2012
     10710 SW 211th Street, 2nd Floor, Cutler Bay, FL 33189
     Time: 1:00 p.m. to 5:00 p.m.

  2. ***Joseph Caleb Center***, September 27, 2012
     5400 NW 22nd Avenue, Miami, FL 33142
     Time: 1:00 p.m. to 5:00 p.m.

- **The Application submission deadline is Thursday, October __, 2012. Applications submitted on or before October __, 2012** 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 September 2012, ALL applicants undertaking new projects or activities must make a mandatory MUST presentation before the** community in which the activity is proposed. If the activity is in a NRSA, the appl***icant MUST make a prese***ntation before the Comm^un^ity Advisory Committee (CAC) that represents the NRSA.

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If the activity is not in a NRSA, the applicant will be required to make a presentation at the Countywide **MUST** meeting on October __, 2012. Additionally, applicants proposing activities in the newly designated Cutler Ridge NRSA and Biscayne North NRSA shall be required to make a **MUST** presentation at the Countywide MUST Meeting. The meeting schedule is included below **(Please refer to the PHCD website at *www.miamidade.gov/housing/* for an update of the respective meeting dates)**:

Countywide MUST Meeting
(for activities to be located in CDBG Eligible Block Group areas)
Date to be Determined
Overtown Transit Village – North
701 NW 1st Court,
1st Floor Training Room
Miami, Florida 33136
6:00 p.m. to 8:00 p.m.

Date to be Determined
Goulds CAC
Goulds Park Facility
11350 SW 216th Street
Goulds, FL 33177
7:00 PM

Date to be Determined
Leisure City/Naranja CAC
Naranja Lakes Community Redevelopment Agency (CRA) Community Center
27555 SW 140th Street
Naranja, Miami, FL 33032
6:30 PM

Date to be Determined
Melrose CAC
Miami-Dade Transit Auditorium
3300 NW 32nd Street
Miami, FL 33142
6:00 PM

Date to be Determined
Model City CAC
African Heritage 6161 NW 22nd Avenue
Miami, FL 33142
7:00 PM

Date to be Determined
Perrine CAC
Perrine CAA Enrichment Center
17801 Homestead Avenue
Miami, FL 33157
6:30 PM

Date to be Determined
Opa-Locka CAC
Opa-Locka Community Development Corporation
490 Opa-locka Blvd., Suite 20 (2nd Floor)
Opa-locka, FL 33054
6:30 PM

Date to be Determined
South Miami CAC
US HUD Senior Center
6701 SW 62nd Avenue
South Miami, FL 33143
7:00 PM

Date to be Determined
West Little River CAC
Arcola Lakes Park
1301 NW 83rd Street
Miami, FL 33147
6:00 PM

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- **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 2013 Action Plan will be submitted to US HUD as part of the FY 2013 – 2017 Consolidated Plan upon approval by the Board of County Commissioners (BCC).

- Contract Development will begin immediately upon approval of the Action Plan by US HUD.

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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 activites that will be funded through the FY 2013 Non-Housing RFA, which include:

- **Public Facilities and Capital Improvements (PFCI)**
  (for activities in NRSAs & Eligible Block Groups ONLY)

- **Economic Development Activities (ED)**
  - Microenterprise Lending ***(for activities in NRSAs & Eligible Block Groups ONLY)***
  - Technical Assistance to Businesses ***(for activities in NRSAs & Eligible Block Groups ONLY)***
  - Special Economic Development ***(for activities in NRSAs & Eligible Block Groups ONLY)***
  - Business Incubator Assistance Program (BIAP)

- **Public Service (PS)**

Non-Housing Applications that address the NRSA high priority needs shall receive highest priority. Funding under the FY 2013 RFA shall be limited to the *Public Facilties and Capital Improvements, Economic Development,* and *Public Service* activities listed in Part II, Attachment 7.

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 and the Urgent Need National Objective ARE NOT being considered for funding under the FY 2013 RFA.***

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PUBLIC FACILITIES AND CAPITAL IMPROVEMENTS (PFCI)

Up to $_____ in CDBG Program funds are available for ***Public Facilties and Capital Improvements (PFCI)*** through the FY 2013 RFA. Funding under this category shall be limited to activities in the NRSAs and Eligible Block Groups.

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)

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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 Facilties and Capital Improvements

Evaluation Criteria	Maximum Points
General Section	
1. Funding Request	0
2. Geographic Location	30
3. High Priority Needs	20
Total General Section	**50**
Public Facilities and Capital Improvements Sub-Section	
1. Site Control	15
2. Pre-Development	15
3. Shovel-Ready	20
Total Public Facilities and Capital Improvements Sub-Section	**50**
Total:	**100 points**

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ECONOMIC DEVELOPMENT ACTIVITIES

Under the FY 2013 Non-Housing RFA, approximately $_____ in CDBG program funds are available for ***Economic Development*** activities in the categories listed below. Upon receipt of all applications under the Economic Development category, each application will be scored and ranked based upon the sub-category under which the applicant requested funds. The Economic Development sub-categories are as follows:

Microenterprise Lending:
Not-for-profit agencies that provide microenterprise or small business loans are eligible to apply under this catetory, 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 shall be limited to the origination of microenterprise or small business loans to for-profit businesses serving the NRSAs and Eligible Block Groups (EBGs) only.

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:
CDBG funds may be used to undertake certain special economic development activities. These activities include:

- Acquiring, constructing, reconstructing, rehabilitating, or installing commercial or industrial buildings, structures, and other real property equipment and improvements, including railroad spurs or similar extensions. These are economic development projects undertaken by nonprofit entities and grantees (public entities).
- Assisting a private, for-profit business. Assistance may include grants, loans, loan guarantees, and technical assistance; and
- Providing economic development services in connection with otherwise eligible CDBG economic development activities.

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 7. 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 2013, 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.

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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 catetory, 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).

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. The goal of the program is to help strengthen and develop microenterprise businesses located in the County's NRSAs and Eligible Block Groups (EBGs) within the County's Entitlement boundaries, 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

PHCD 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 may 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 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;
- Must be able to provide proof that not less than 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.

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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. Funding Request	0
2. Geographic Location	30
3. High Priority Needs	20
Total General Section	**50**
Microenterprise Lending Sub-Section	
1. Soundness of Approach	25
2. Services Provided	25
Microenterprise Lending Sub-Section	**50**
Total:	**100 points**

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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
PHCD 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 and outreach plan targeted to businesses located in the County's NRSAs and Eligible Block Groups.

Activity Requirements
Eligible applicants must meet all the requirements listed below:

- Must have experience providing technical assistance to businesses;
- Must have an established business development curriculum which must be submitted to, and approved by, PHCD;
- Must be able to provide essential business development services and resources;
- Must be able to provide proof that not less than 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 sumbit 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.

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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. Funding Request	0
2. Geographic Location	30
3. High Priority Needs	20
4. **Total General Section**	**50**
Technical Assistance to Businesses Sub-Section	
1. Soundness of Approach	25
2. Services Provided	25
Technical Assistance to Businesses Sub-Section	**50**
Total:	**100 points**

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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, commercial, or mixed-used buildings with the overall objective of creating jobs. Participating municipalities may also use CDBG funds to improve public infrastructure facilties 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 7 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.
- Must demonstrate the market and financial feasibility of the proposed project, which shall be determined by PHCD, in its sole and absolute discretion.

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Ongoing Responsibilities and Monitoring
Agencies receiving CDBG funds will be required to submit quarterly progress reports and will be subject to monitoring site visits. 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. Funding Request	0
2. Geographic Location	30
3. High Priority Needs	20
Special Economic Development Projects Sub-Section	50
1. Soundness of Approach	10
2. Site Control	10
3. Pre-Development	10
4. Project Construction	10
5. Shovel-Ready	10
Special Economic Development Projects Sub-Section	**150**
Total:	**100 points**

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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 2013, 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
PHCD 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 the County's NRSAs, Eligible Block Groups (EBGs), and Enterprise Zones 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 adhere to a mandatory intake process; and
- Must provide a marketing plan to demonstrate outreach efforts and how services will be promoted in the NRSAs and Eligible Block Groups (EBGs).

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. Funding Request	0
2. Geographic Location	30
3. High Priority Needs	20
Total General Section	**50**
Business Incubator Assistance Program Sub-Section	
1. Services Provided	25
2. Activity Facility Operations	25
Business Incubator Assistance Program Sub-Section	**50**
Total:	**100 points**

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PUBLIC SERVICE

Approximately $_____ in CDBG Program funds are available for ***Public Service*** activities through the FY 2013 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 2012 Action Plan. ***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.***

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:

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

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. PHCD 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
• Homeless persons	• Persons living with AIDS
• Migrant farm workers	• Severely disabled adults, including mentally and physically challenged populations

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 monitoring site visits. 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. Funding Request	0
2. Geographic Location	30
3. High Priority Needs	20
4. **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**

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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); Housing; Economic Development (ED); or, Public Service (PS) (as applicable)**	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	
7.	**Scope of Services** – Including Activity Description, Location, Proposed Accomplishments, and Action Steps (See Part II – Attachment 17.) 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 2013 funds requested. (See Part II, Attachment 16.) 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 and Special Economic Development Projects Only)	Only If Applicable	
	Sources & Uses Statement for Proposed Activity (See Attachment 16)	Required	
	Leveraged Sources (Award Letters, Signed Affidavits, and/or Letters of Commitment)	Required	
9.	**RFA Submittal Certification**	Required	

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Tab	Document	Required	Page #
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 PHCD**	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 –** PHCD 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.

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

Tab	Document	Required	Page #
1-PFCI	**Site Control Documentation**	Required	
2-PFCI	**Feasibility/Market Analysis**	Required	
3-PFCI	**Environmental Reviews**	Required	
4-PFCI	**Past Experience**	Required	
5-PFCI	**Public Approval Documentation** (Land Use, Zoning, Permits, etc.)	Required	
6-PFCI	**Infrastructure and Utility Services**	Required	
7-PFCI	**Construction Project Manager**	Required	
8-PFCI	**Development Team**	Required	
9-PFCI	**Plans and Renderings**	Required	
10-PFCI	**Project Status**	Required	
11-PFCI	**Lease Agreement(s)**	Required	
12-PFCI	**Benefits to Low- and Moderate-Income Persons**	Required	
13-PFCI	**Activity Timeline**	Required	
14-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	**Past Experience**	Required	
3-TA	**Experience in the NRSAs**	Required	
4-TA	**Business Assistance Capacity**	Required	
5-TA	**Collaborative Agreements with Service Providers**	Required	
6-TA	**Training and Job Creation in Green Manufacturing Jobs**	Only If Applicable	
7-TA	**Training and Job Creation in Green Jobs**	Only If Applicable	
8-TA	**Job Creation Agreements**	Required	
9-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	**Site Control Documentation**	Required	
4-SED	**Feasibility/Market Analysis**	Required	
5-SED	**Environmental Reviews**	Required	
6-SED	**Past Experience**	Required	
7-SED	**Public Approval Documentation** (Land Use, Zoning, Permits, etc.)	Required	

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Tab	Document	Required	Page #
8-SED	Infrastructure and Utility Services	Required	
9-SED	Construction Project Manager	Required	
10-SED	Development Team	Required	
11-SED	Plans and Renderings	Required	
12-SED	Project Status	Required	
13-SED	Lease Agreement(s)	Required	
14-SED	Job Creation Agreements	Required	
15-SED	Activity Timeline	Required	
16-SED	LEED Standards	Only If Applicable	
17-SED	Project Development Budget, including Sources & Uses Statement	Only If Applicable	
18-SED	Five-Year Project Operating Proforma	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	Graduation Requirements	Required	
3-BI	Annual Capacity	Required	
4-BI	Past Experience	Required	
5-BI	Training Curriculum	Required	
6-BI	Training and Job Creation in Green Manufacturing Jobs	Only If Applicable	
7-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	

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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_____

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APPLICATION COVER SHEET
(Tab 1)

FY 2013 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 PHCDResidentServices@miamidade.gov**.

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 & CAPITAL IMPROVEMENTS	☐ ECONOMIC DEVELOPMENT
☐ HOUSING	☐ 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 NRSAs 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 NRSAs, 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 2013:	
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 2012)

(Tab 10)

By completing this document, the contractor certifies the following:

- The agency/applicant cited on this form is currently funded in FY 2012 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 2012 – has remained unchanged.
- The agency/applicant further affirms that it will notify Miami-Dade County's Department of Public 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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APPLICATION: GENERAL SECTION
(Tab 5)

ALL INFORMATION IS REQUIRED TO BE CONSIDERED FOR AWARD

ALL APPLICANTS MUST COMPLETE THE GENERAL SECTION AND THE RESPECTIVE SUB-SECTIONS.
THE APPLICATION MAY BE OBTAINED AT THE FOLLOWING LINK: http://www.miamidade.gov/housing/

FOR THE FOLLOWING QUESTIONS, PLEASE TAB EACH PART OF THE DOCUMENT WITH THE CORRESPONDING QUESTIONS THAT TAB IS ADDRESSING AND HIGHLIGHT THE APPROPRIATE SECTION. IF THE REQUESTED WRITTEN DOCUMENTATION IS NOT PROVIDED, THE QUESTION WILL BE SCORED AS A NO. FOR EXAMPLE, FOR ANY QUESTION THAT STATES, BY-LAWS ARE AN ACCEPTABLE SOURCE OF DOCUMENTATION, YOU ONLY NEED TO SUPPLY ONE SET OF BY-LAWS WITH EACH QUESTION APPROPRIATELY TABBED AND HIGHLIGHTED TO DENOTE THE ANSWER TO THAT PARTICULAR QUESTION.

Maximum 50 Points

I. APPLICANT INFORMATION

(Please insert the page number as indicated in your RFA application*)

1.	**What is the LEGAL NAME of the Agency or Developer applying for funds?** *Please provide evidence such as Business License, Incorporation Documents, Certificate of Good Standing, Certificate of Status from the State of Florida. Include documents in* ***Tab 15*** *(Articles of Incorporation and Corporate Documents, etc)* ***Page #*** _____ * *Currently funded agencies must submit PHCD's Affidavit of Organizational Consistency to be exempt from this requirement.*
2.	**Agency or Developer Address.** *If you are a partnership, you must submit this information for all partners. Please use a separate sheet of paper to list all partners. Include documents in* ***Tab17 (****Contact Information for All Partners).* ***Page #*** _____ Street Address: _____ City: State: Zip Code: - Organization TIN # / EIN #: _____ Organization Dun & Bradstreet D-U-N-S #: _____ ***A D-U-N-S #: is mandatory*** *(To obtain a DUNS #, please call 866- 705-5711)*
3.	**Agency or Developer Contact Person.** *If you are a partnership, you must submit this information for all partners. Please use a separate sheet of paper to list all contact persons. Include documents in* ***Tab17 (****Contact Information for All Partners).* ***Page #*** _____ Contact Person: _____ Title: _____ Phone Number: ( ) _____ Fax: ( ) _____ E-mail: _____ Website: _____

GENERAL SECTION

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4.	**Activity Title:** _____ *If this is a currently funded activity with PHCD, and you are requesting funding from the same funding source, the title must be the same as currently contracted.* **Provide an <u>Abbreviated Activity Description</u> statement for the proposed activity.** *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*** *# _____* _____ _____ _____ _____ _____ _____ _____ _____
5.	**What category are you applying for?** *Select only one below.* ***Note:*** *There must be a separate application for each category.* ☐ Public Facilities and Capital Improvements ☐ Economic Development ☐ Public Service
6.	**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.*
7.	**Please provide EACH of the following documents, which must adhere to the formats provided in Part II, Attachment 16.** *Include documents in* ***Tab 8 (****Budget).* ***Page*** *# _____* ☐ An overall agency budget (from all funding sources) – ***Page*** *# _____* ☐ A detailed activity budget – ***Page*** *# _____* ☐ A detailed 5-year operating pro-forma – ***Page*** *# _____*

II. FUNDING REQUEST

8.	**How many funding applications has the agency submitted?** ***Note:*** *More than 3 applications will result in a 5 point deduction in the overall score for <u>each</u> activity submitted.* _____ **List the activites for which you are applying and the funding request for each application.**

	Activity Name	Category (Economic Development, Public Facilities & Capital Improvements, or Public Service)	Amount Requested
1.			$
2.			$
3.			$
4.			$
		TOTAL AMOUNT	$

GENERAL SECTION

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III. GEOGRAPHIC LOCATION (Maximum 30 Points)

9.	**Provide a full, detailed activity description, limited to one typed page.** *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 #*** _____
10.	**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 #*** _____ Street Address: _____ City: _____ State: ☐☐ Zip Code: ☐☐☐☐☐ - ☐☐☐☐
11.	**Describe the <u>service area</u> of the proposed activity.** *Include in* ***Tab 7*** *(Scope of Services).* ***Page #*** _____ _____ _____ _____ _____ _____
12.	**Is the activity located in any of the following Entitlement Cities?** *Please select only one below. Note: Funding applications from agencies that propose activities in entitlement jurisdictions or participating municipalities in the State of Florida Small Cities CDBG Program will only be considered if they can demonstrate that the activity is of Metropolitan Significance and is consistent with the high priority needs identified in that jurisdiction's Consolidated Plan. To be considered an activity of Metropolitan Significance, the proposed activity must have a countywide benefit in which the majority of its past and present beneficiaries are from unincorporated Miami-Dade County and participating municipalities. If this applies to the proposed activity, provide a statement indicating how the activity meets the "Metropolitan Significance" criteria and include evidence of client rolls or intake forms. Include documents in* ***Tab 7*** *(Scope of Services).* ***Page #*** _____ ☐ City of North Miami ☐ City of Miami Beach ☐ City of Homestead ☐ Florida City ☐ City of Miami ☐ City of Miami Gardens ☐ City of Hialeah
13.	**Is the activity located in any of the following Participating Municipalities?** *"Participating municipalities," are cities that have decided to participate in the County's CDBG program. They include the following cities:* **(Please select one of the following if applicable) (5 pts.)** ☐ City of Sweetwater ☐ City of Opa-locka ☐ City of Hialeah Gardens ☐ Village of El Portal ☐ City of North Miami Beach ☐ City of South Miami ☐ N/A (0 points)
14a.	**Indicate if the activity will serve or is located in a Neighborhood Revitalization Strategy Area (NRSA) and/or an Eligible Block Group.** ☐ Yes (20 pts.) ☐ No (0 pts.) *See Part II, Attachment 18 for maps of the NRSAs and a list of the eligible block groups. You may also find the NRSA maps at the following link:* ***http://www.miamidade.gov/housing/***

GENERAL SECTION

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14b.	**If you answered yes to the above question, indicate the area/s that you will serve. (*Please select each NRSA area that applies.)*** **NRSAs** ☐ Opa-Locka ☐ Model City ☐ West Little River ☐ Melrose ☐ South Miami ☐ Perrine ☐ Goulds ☐ Leisure City/Naranja **Or Eligible Block Group/s** _____ _____
15.	**If proposing a new activity that has not been previously funded, your organization MUST make a presentation before the community in which the activity is located.** Such applicants are *required to complete and Submit the* ***"Activity Summary for MUST Presentations,"*** *as part of* ***Tab 4. Page #_____.*** *A schedule of the meeting dates may be found in the General Section, under the RFA Schedule.* ***Has your agency made a MUST presentation?*** ☐ Yes (5 pts.) ☐ No (0 pts.)

IV. HIGH PRIORITY NEEDS (Maximum 20 Points)

16.	**Does the activity address a NRSA high priority need or goals/objectives in a community Charrette plan?** *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 #*** _____ *A copy of the NRSA Priority Needs is found in Part II, Attachment 7. A copy of the charrette plans can be found at: www.miamidade.gov/planzone/planning_comm_charrettes.asp.* ☐ Yes, addresses an eligible NRSA high priority need listed in the FY 2013-2017 Consolidated Plan. (20 pts.) ☐ Yes, addresses a need listed in the FY 2013-2017 Consolidated Plan Priorities. See Part II, Attachment 6 (10 pts.) ☐ No

GENERAL SECTION

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END OF 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/housing/

Maximum 50 Points

I. SITE CONTROL (Maximum 15 Points)

1.	**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.)* ☐ Yes (15 pts) ☐ No (0 pts.)
2.	**If yes, what supportive documentation does your organization hold?** *Select one below. Include in* ***Tab 1-PFCI*** *(Site Control Documentation).* ***Page #*** _____ ☐ Title / Deed or Municipal owner ☐ A valid option to purchase (*Purchase option must be through 6/30/2013. The closing must occur prior to CDBG contract execution with the County*), **or** ☐ Executed long term lease. *(Land lease must cover timeframe required to achieve US HUD National Objective.*)
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

II. PRE-DEVELOPMENT (Maximum 15 Points)

1.	**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 #*** _____ ☐ Yes (5 pts.) ☐ No (0 pts.)
2.	**Has public approval, such as land use, zoning, permitting and variances been obtained to the carry out the project?** *Please provide evidence such as Governmental clearance documentation or permits. Include in* ***Tab 6-PFCI*** *(Public Approval Documentation).* ***Page #*** _____ ☐ Yes (5 pts.) ☐ No (0 pts.)
3.	**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 utilty bills or letters from appropriate agencies. If no, please explain plans for the the appropropriate infrastructure for the site and provide copies of the plans. Include in* ***Tab 7-PFCI*** *(Infrastructure and Utility Services).* ***Page #*** _____ ☐ Yes (3 pts.) ☐ No (0 pts.)
	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 8-PFCI*** *(Construction Project Manager).* ***Page #*** _____ ☐ Yes (2 pts.) ☐ No (0 pts.)

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III. SHOVEL READY (Maximum 20 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.	**Construction plans and specifications have been completed and approved by all appropiate local agencies.** *Please provide proof. Include in* ***Tab 10-PFCI*** *(Plans and Renderings).* ***Page #*** _____ ☐ Yes (5 pts.) ☐ No (0 pts.)
2.	**Full funding of construction phase is committed (minus the gap funding requested).** *Please provide proof, such as committement letters. Include in* ***Tab 8*** *(Budget).* ***Page #*** _____ ☐ Yes (5 pts.) ☐ No (0 pts.)
3.	**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 PHCD**. ☐ Yes (5 pts.) ☐ No (0 pts.)
4.	**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 #*** _____ ☐ Yes (3 pts.) ☐ No (0 pts.)
5.	**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 #*** _____ ☐ Yes (2 pts.) ☐ No (0 pts.)

END OF PUBLIC FACILITIES AND CAPITAL IMPROVEMENTS SUB-SECTION

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ECONOMIC DEVELOPMENT:
MICROENTERPRISE LENDING SUB-SECTION
(Tab 6)

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

Maximum 50 Points

I. SOUNDNESS OF APPROACH (Maximum 25 Points)

1.	**Does the agency have experience as a Community Development Financial Institution (CDFI), Revolving Loan Fund, or Micro/Small Business Lender serving small businesses in the NRSAs and Eligible Block Groups?** *Provide a list of businesses that have been assisted by the agency during the past two (2) years. Please identify name and address of business; name and phone number of principal/owner; Commission District; NRSA or Eligible Block Group where business is located. Points to be determined by PHCD. Include in **Tab 3-TA** (Past Experience). **Page #** _____* ☐ 0 to 5 years (2 pts.) ☐ 6 to 9 years (5 pts.) ☐ 10+ years (10 pts.)
2.	**Does the applicant have experience providing Economic Development Technical Assistance services within any of the 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/housing/**. The maps are also included in Part II, Attachment 18. Include in **Tab 4-TA** (Experience in NRSAs). **Page #** _____* ☐ 0 to 4 years (5 pts.) ☐ 5 to 7 years (10 pts.) ☐ More than 7 years (15 pts.)
3.	**How many jobs will this activity create?** **Total number of jobs_____** *Pursuant to HUD Regulation, 24 CFR 570.208(a)(4), at least 51% of the jobs created must employ low-to-moderate income persons. 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 #** _____*

II. SERVICES PROVIDED (Maximum 25 Points)

1.	**Please check all services that will be provided** **Service** (3 points each Yes) 1. Assistance with business startup basics ☐ Yes ☐ No 2. Networking activities with other business professionals ☐ Yes ☐ No 3. Marketing assistance ☐ Yes ☐ No 4. Business Plan Writing/Development ☐ Yes ☐ No 5. Assistance with accounting/financial management ☐ Yes ☐ No 6. Technology assistance and software training ☐ Yes ☐ No 7. Assistance with business regulatory compliance ☐ Yes ☐ No
2.	**How many businesses can you serve on an annual basis?** *Please provide proof such as a list of businesses served in the prior year. Include in **Tab 7-TA** (Business Assistance Capacity). **Page #** _____* ☐ 10 or less (1 pts.) ☐ 11 -20 (2 pt.) ☐ 21-30 (3 pts.) ☐ 30 or more (4 pts.)

END OF MICROENTERPRISE LENDING SUB-SECTION

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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/housing/

Maximum 50 Points

I. SOUNDNESS OF APPROACH (Maximum 25 Points)

1.	**How many jobs will this activity create?** **Total number of jobs_____** *Pursuant to HUD Regulation, 24 CFR 570.208(a)(4), at least 51% of the jobs created must employ low-to-moderate income persons.* *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 #** _____*
2.	**Does the applicant have experience providing Economic Development Technical Assistance services within any of the 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/housing/**. The maps are also included in Part II, Attachment 18. Include in **Tab 4-TA** (Experience in NRSAs). **Page #** _____* ☐ 0 to 5 years (5 pts.) ☐ 6 to 9 years (10 pts.) ☐ 10+ years (15 pts.)
3.	**Does the applicant have experience in providing Economic Development services within any of the 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/housing/. The maps are also included in Part II, Attachment 18. Include in **Tab 4-TA** (Experience in NRSAs). **Page #** _____* ☐ Yes (10 pts.) ☐ No (0 pts.)

II. SERVICES PROVIDED (Maximum 25 Points)

1a.	**Please check all services that will be provided**	
	Service	(7 points each Yes)
	1. Assistance with securing funding, i.e. loans, grants	☐ Yes ☐ No
1b.	**Please check all services that will be provided**	
	Service	(2 points each Yes)
	2. Assistance with business start-up basics	☐ Yes ☐ No
	3. Networking activities with other business professionals	☐ Yes ☐ No
	4. Marketing assistance	☐ Yes ☐ No
	5. Business Plan Writing/Development	☐ Yes ☐ No
	6. Assistance with accounting/financial management	☐ Yes ☐ No
	7. Technology assistance and software training	☐ Yes ☐ No
	8. Assistance with business regulatory compliance	☐ Yes ☐ No
2.	**How many businesses can you serve on an annual basis?** *Please provide proof such as a list of businesses served in the prior year. Include in **Tab 7-TA** (Business Assistance Capacity). **Page #** _____* ☐ 19 or less (1 pts.) ☐ 20 -35 (2 pts.) ☐ 35-49 (3 pts.) ☐ 50 or more (4 pts.)	

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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/housing/

Maximum 50 Points

I. SOUNDNESS OF APPROACH (Maximum 10 Points)

1.	**How many jobs will this activity create?** **Total number of jobs_____** *Pursuant to HUD Regulation, 24 CFR 570.208(a)(4), at least 51% of the jobs created must employ low-to-moderate income persons.* *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 #** _____*
2.	**Does the project address any of the economic development needs of the 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 Charrette areas. A copy of the NRSA Priority Needs is found in Part II, Attachment 7. Include in **Tab 2-SED** (NRSA Economic Development Needs). **Page #** _____* ☐ Yes (10 pts.) ☐ No (0 pts.)

II. SITE CONTROL (Maximum 10 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 (10 pts.) ☐ No (0 pts.)
2.	**If yes, what supportive documentation does your organization hold?** *Select one below. Include in **Tab 4-SED** (Site Control Documentation). **Page #** _____* ☐ Title / Deed or Municipal owner ☐ A valid option to purchase (*Purchase option must be through 6/30/2013. The closing must occur prior to CDBG contract execution with the County*) **or** ☐ Executed long term lease. *(Land lease must cover timeframe required to achieve US HUD National Objective.*) ☐ Other
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

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III. PRE-DEVELOPMENT (Maximum 10 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. (4 pts.) ☐ Yes – Funds have been identified but analysis is not complete. (2 pt.) ☐ No
2.	**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.)
3.	**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.)
4.	**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.)

IV. PROJECT CONSTRUCTION (Maximum 10 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 in **Tab 13-SED** (Project Status). **Page #** _____* ☐ Yes (4 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 in **Tab 14-SED** (Lease Agreements). **Page #** _____* ☐ Yes **(4** 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 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 #** _____* ☐ Yes **(**2 pt**.)** ☐ No (0 pts.)

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.	**Construction plans and specifications have been completed and approved by all appropriate local agencies.** *Please provide proof. Include in **Tab 12-SED** (Plans and Renderings). **Page #** _____* ☐ Yes (2 pts.) ☐ No (0 pts.)
2.	**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 #** _____* ☐ Yes (2 pts.) ☐ No (0 pts.)
3.	**Construction is ready to start pending the selection and award of the general contractor within sixty (60)**

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	calendar days from the CDBG contract execution date with Miami-Dade PHCD. ☐ **Yes** (2 pts.) ☐ No (0 pts.)
4.	**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 16-SED** (Activity Timeline). **Page #** _____* ☐ Yes **(**2 pts**.)** ☐ No (0 pts.)
5.	**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 #** _____* ☐ Yes (3 pts.) ☐ No (0 pts.)

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END OF SPECIAL ECONOMIC DEVELOPMENT SUB-SECTION

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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/housing/

Maximum 50 Points

I. SERVICES PROVIDED (Maximum 25 Points)

1.	**Please check all services to be provided** **Service** — **2 points each Yes)** 1. Assistance with business startup basics ☐ Yes ☐ No 2. Networking activities with other business professionals ☐ Yes ☐ No 3. Marketing assistance ☐ Yes ☐ No 4. Business plan writing/development ☐ Yes ☐ No 5. Telephone/Receptionist ☐ Yes ☐ No 6. Assistance with accounting/financial management ☐ Yes ☐ No 7. Assistance with securing funding, i.e. loans, grants ☐ Yes ☐ No 8. Conference room/meeting space ☐ Yes ☐ No 9. Advisory boards and mentors ☐ Yes ☐ No 10. Technology assistance and software training ☐ Yes ☐ No **11.** Assistance with business regulatory compliance ☐ Yes ☐ No
2.	**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 #*** _____ ☐ Current agreements (3 pts.) ☐ Proposed agreements (2 pt.) ☐ No proposal (0 pts.)

II. ACTIVITY OPERATIONS (Maximum 25 Points)

1.	**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 #*** _____ ☐ Yes (4 pts.) ☐ No (0 pts.)
2.	**Is the activity located in one of the following areas listed below?** *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.* **State Enterprise Zone** (2 pts. maximum) ☐ Central ☐ Cutler Ridge / Perrine ☐ Homestead / Florida City ☐ South Dade ☐ Miami Beach (Split) ☐ Miami Beach ☐ North Beach ☐ South Dade Goulds ☐ North Central ☐ North Dade Satellite ☐South Beach ☐ Princeton/Naranja **NRSAs or Eligible Block Groups** (5 pts.) ☐ Opa-Locka ☐ Model City ☐ West Little River ☐ Melrose ☐ South Miami ☐ Perrine ☐ Goulds ☐ Leisure City/Naranja **Eligible Block Groups** _____ _____
3.	**How many workstation desks are available at the incubator?** *Select one.*

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	☐ 1-5 (1 pts.) ☐ 6-10 (2 pt.) ☐ 11-15 (3 pts.) ☐ 16-20 (4 pts.) ☐ 20 or more (5 pts.)
4.	**How many businesses can you serve on an annual basis?** *Applicant must provide proof. Include in* ***Tab 5-BI*** *(Annual Capacity).* ***Page*** *# _____* ☐ 19 or less (1 pts.) ☐ 20 -35 (2 pt.) ☐ 35-49 (3 pts.) ☐ 50 or more (4 pts.)
5.	**How many years has the organization been a business incubator?** *Must provide proof to receive points. Include in* ***Tab 6-BI*** *(Past Experience).* ***Page*** *# _____* ☐ 2-5 years (1 pts.) ☐ 6 or more years (2 pts.)
6.	**Does the organization have a comprehensive training curriculum?** *In order to receive points please provide a copy. Include in* ***Tab 7-BI*** *(Training Curriculum).* ***Page*** *# _____* ☐ Marginal (1 pts.) ☐ Moderate (2 pts.) ☐ Comprehensive (3 pts.)

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

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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/housing/

MAXIMUM 50 POINTS

1.	**Does this activity meet one or more of the County's high priority Public Service needs?** ☐ Yes (10 pts.) ☐ No (0 pts.) **If "Yes", indicate category below (Please check all that apply):** ☐ Crime Prevention ☐ Children, Youth and Families ☐ Elderly Services ☐ County Wide Services ☐ Special Needs Population ☐ Children and Adults w/ Disabilities ☐ Homeless Persons ☐ Migrant Farm Workers ☐ Persons living with AIDS ☐ Refugees, Immigrants and New Entrants
2.	**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).*** ☐ Have current partnership/collaborative agreements with multiple service providers (15 pts.) ☐ Have current partnership/collaborative agreements with one (1) service provider (5 pts.) ☐ Have No partnership/collaborate agreements (0 pts.)
3.	If the proposed activity 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 17 for appropriate samples.)*** ☐ **No duplication of services will occur. Partners will provide complementary services** (10 pts.) ☐ **Duplication of Services will occur** (0 pts.) ☐ N/A (0 pts.)
4.	**How many years has your agency provided *the proposed activity*? *Please include documentation in Tab 7-PS (Past Experience).*** ☐ More than 10 years (10 pts.) ☐ 5 years up to 10 years (5 pts.) ☐ 2 years up to 5 years (1 pt.) ☐ Less than 2 years (0 pts.)
5.	**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)* ☐ Less than $1,000 per client annually (5 pts.) ☐ $1,000 to $1,875 per client annually (1 pt.) ☐ Greater than $1,875 per client annually (0 pts.) ☐ Not Applicable (0 pts.)

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/housing/
Miami-Dade County Department of Regulatory and Economic Resources – 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 Public Housing and Community Development (PHCD) – FY 2011 RFA Application	http://www.miamidade.gov/housing/
US Census	www.census.gov
W-9 Form	IRS.gov

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Carlos A. Gimenez
Mayor

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