

**Public Housing and Community Development**  
**FY 2014 Housing & Non Housing Request For Applications (RFA)**

**ADDENDUM No. 1**

DATE: October 3, 2013

TO: All Prospective Applicants

FROM: Gregg Fortner, Director  
Public Housing and Community Development

SUBJECT: FY 2014 Housing & Non Housing Request For Applications (RFA) Addendum No. 1

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This addendum includes corrections to information both in RFA books, and the response to questions submitted during the public comment period for the RFA submitted by the deadline of Monday, September 30, 2013.

PHCD Compliance Requirement: PHCD will adhere to compliance guidelines pursuant to Resolution No. R-630-13 approved by the Miami-Dade County Board of County Commissioners on July 16, 2013.

**MUST Presentations Change of Address**

Opa-Locka CAC change of address

Thursday, October 24, 2013  
Opa-Locka CAC  
Opa-locka Administrative Building  
780 Fisherman Street  
Opa-locka, FL 33054  
6:30 PM

**Activity Summary for MUST Presentation Fax number Correction**

Please use Fax # 786-469-2236 to submit your Activity summaries.

**Housing Book Correction (Printed Copies Only)**

Page 89 & 90 are missing words. Please replace pages with Attachment "Housing Book pages 89 & 90"

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## **Construction Loan Closing Process**

Developers are encouraged to include loan closing costs in the requested award amount. It is anticipated that these costs will be absorbed into the project costs, beginning with projects funded through the 2014 RFA process. The County is in the process of finalizing a pool of loan closing agents to work along with PHCD and the County Attorney's Office to facilitate the closing of all construction loans funded by the County. A schedule of fees will be published once the process is complete.

## **NRSAs Correction**

Upon final U.S HUD approval of proposed new NRSAs designations, Melrose is no longer a NRSA.

## **CDBG Questions**

1. **Question:** I am trying to open the link for the attachments and the link provided in the CDBG application does not work.

**PHCD Response:** In Book Two the correct website was provided. Unfortunately, we did not make the correction in Book One. The correct website address is [www.miamidade.gov/housing](http://www.miamidade.gov/housing).

2. **Question:** Public Facilities and Capital Improvements. Page 23, Limit funding to, activities serving the NRSAs and Eligible Block Groups," rather than "in". Activities may be located outside the NRSAs and Eligible Block Groups, but serve them. Page 24, Scoring: Under Geographic Location, allow activities outside the NRSAs and Eligible Block Groups, if they serve residents from those areas, to obtain full points.

**PHCD Response:** PHCD will give priority to activities that serve residents that live in the NRSAs and Eligible Block Groups. Resolution #596-12 requires that infrastructure projects be located in NRSAs.

3. **Question:** Go Green: allow electronic submission, even if it's just on a CD and even if you require original and 6 copies.

**PHCD Response:** It is PHCD's intention to reduce paper. However, the 2014 RFA will only accept paper submission and in the future will explore more environmentally sensitive options.

4. **Question:** Could you please elaborate on differences between presenting at the MUST meeting on October 8 as compared to presenting at the various NRSA meetings?

**PHCD Response:** If you have a County-wide activity, it is recommended that you present at the County-wide to avoid multiple appearances. Applicants are only required to make one MUST presentation, but are not precluded from multiple appearances.

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5. **Question:** HBIF's main office is located in Doral, Florida. We have a Certificate of Use from the City of Doral and are not required to have a business tax receipt (due to our non-profit status). Do you also require us to present a Miami-Dade County Certificate of Use?

**PHCD Response:** Miami-Dade County Certificate of Use is not required, but the other documentation as listed in the RFA is required. Certificate of Use is required for businesses in unincorporated Miami-Dade.

6. **Question:** I have noticed that under Economic Development there is a combination of technical assistance to businesses and microenterprise lending. We have applied and awarded last year, technical assistance to business program. Is it still possible to apply for technical assistance to businesses program without including the microenterprise lending portion?

**PHCD Response:** For the FY 2014 in the Economic Development technical assistance activity must include a micro-lending component. Applicants cannot allow for technical assistance as a stand-alone.

7. **Question:** Please give an example of supporting data that would show that technical assistance (ED) activities address a high priority need identified in the County's FY 2013-2017 Consolidated Plan.

**PHCD Response:** Supporting data can be found in PHCD's Consolidated Plan. To obtain the Consolidated Plan visit <http://www.miamidade.gov/govaction/matter.asp?matter=122112&file=false&yearFolder=Y2012>

8. **Question:** If the activity was limited to a NRSA last year but will county-wide this year, is the activity considered new and thus require an oral presentation at a MUST meeting?

**PHCD Response:** The activity would be considered a new activity and would require a MUST presentation either at the County-wide MUST presentation or at the NRSAs that will be served.

9. **Question:** To prove that not less than 51% of the jobs created will be for low-to-moderate income persons, is it sufficient to obtain information from job applicants about their family size and income to insure that family income does not exceed the low and moderate income limit?

**PHCD Response:** Documentation is required for all participants. The documentation must be verifiable.

10. **Question:** How do we go about applying to be part of this Commission District Fund? What is the process to become part of the Commission District Fund?

**PHCD Response:** Each Commissioner is given CDBG funds to allocate at their discretion. Generally, the Commissioners make their allocations based on those applicants that have applied through the RFA process.

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- 11. Question:** The County uses the National Objective that activities must principally benefit low-to-moderate income persons who earn at or below 80% of the area median income. This has been restricted to job creation. We believe this should be expanded to include area benefit and limited clientele.

**PHCD Response:** The Board of County Commissioners decided that all Economic Development Activities must be job creation activities.

- 12. Question:** We created a program that assists Public Housing Residents to create their own businesses. This creates a job and assists the resident on the road to self-sufficiency. As you know, Section 3 is a primary goal of HUD. Yet several of the Public Housing facilities are not located in an NRSA, which limits our ability to assist in the creation of small businesses for entrepreneurs that live in Public Housing. We are requesting that along with the NRSA, we include individuals that meet the Section 3 eligibility.

**PHCD Response:** PHCD prioritizes funding for activities in NRSAs and Eligible Block Groups. If the non-NRSA Public Housing facilities are located in an Eligible Block Group it could potentially be funded.

- 13. Question:** Page 8: Says questions must be submitted by September 30<sup>th</sup>, before the RFA is even issued or advertised.

**PHCD Response:** That language was intended only for the Draft Document and does not apply for the final document.

### **HOME Questions**

- 1. Question:** I wanted to find out if there are any funds for affordable housing rental developments that are not for the homeless available under this RFA?

**PHCD Response:** With the exception of funds for CHDOs and Homeless, there are no funds allocated for affordable rental developments

- 2. Question:** The Consolidated Request for application for FY 2014 funding does not have the category of Single Family Rehabilitation for Eligible Housing Activities. We respectfully request that Miami-Dade County consider providing a category of single family repairs for CDBG funding.

**PHCD Response:** CDBG funding is not targeted for housing activities due to the availability of HOME and Surtax funding, which is specifically dedicated to affordable housing activities. There is no category for single-family rehabilitation in the 2014 RFA.

- 3. Question:** Revise “copy of building permit” to “copy of building permit process number” to be consistent with Surtax.

**PHCD Response:** The RFA will be amended to indicate this change.

- 4. Question:** Allow up to 1:45 Debt Service Coverage (DSC) ratio, consistent with Florida Home Loan Bank’s AHP program.
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**PHCD Response:** PHCD is currently utilizing the DSC ratio which is consistent with industry standards.

- 5. Question:** Eliminate Verification of Availability of Infrastructure forms– roads.  
Eliminate all Verification of Availability of Infrastructure forms for Rehab.

**PHCD Response:** PHCD will continue to require this because there are areas in Miami-Dade where road access could potentially impact a project ability to proceed. PHCD will continue to ask for the verification forms for rehabilitation to insure that proposed projects have the necessary infrastructure to proceed.

Attachments: Resolution No. R-630-13 approved July 16, 2013  
Exhibit 1 Due Diligence Checklist  
Affidavit  
Housing Book Pages 89 & 90

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