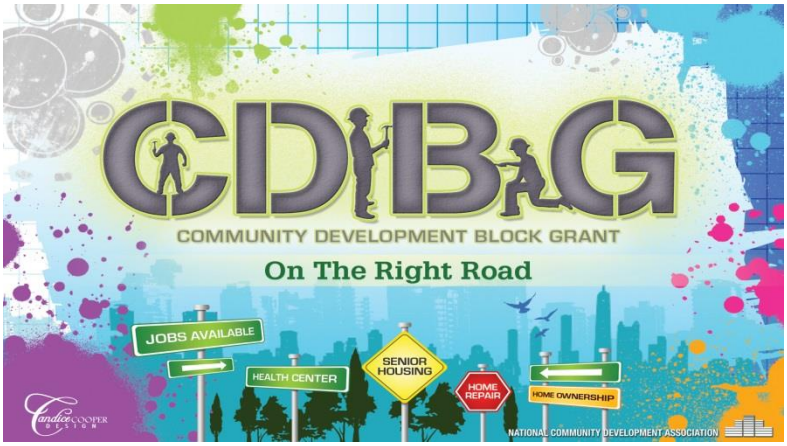
MIAMI-DADE COUNTY
CONSOLIDATED REQUEST FOR APPLICATION
FY 2015



COMMUNITY DEVELOPMENT BLOCK GRANT
NON-HOUSING APPLICATION

Public Service

Public Facilities and Capital Improvements

Economic Development

March 16, 2015

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

*** APPLICATION DISCLAIMER ***

Although the federal government has approved the 2015 budget, HUD has not provided notice of Community Development Block Grant (CDBG) allocations. This solicitation is subject to the award of an estimation of anticipated FY 2015 funds from US HUD. Any award as a result of this RFA is subject to funding and may be reduced or rescinded based on the level of funding received from the federal government. Funding for proposed community projects will be contingent upon final federal awards.

Updates to the FY 2015 RFA will be posted on the Department of Public Housing and Community Development's website. Applicants should periodically check the County's website for potential changes in funding availability, submission dates and/or requirements. www.miamidade.gov/housing/

The Department of Public Housing and Community Development 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 2015 REQUEST FOR APPLICATION
COMMUNITY DEVELOPMENT BLOCK GRANT

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THE COMPLETE FY 2015 RFA CAN BE FOUND ONLINE AT
http://www.miamidade.gov/housing/

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MIAMI-DADE COUNTY FY 2015 REQUEST FOR APPLICATION

COMMUNITY DEVELOPMENT BLOCK GRANT

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COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The Department of Public Housing and Community Development (PHCD) administers Miami-Dade County's Community Development Block Grant (CDBG) Program. Funds awarded from United States Housing and Urban Development (US HUD) are allocated 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 meet US HUD National Objectives to benefit Low-and-Moderate-Income (LMI) persons. This section describes the basic eligibility requirements under the CDBG program and the types of activites that will be funded through the FY 2015 Non-Housing RFA.

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 the National Objective listed below:

LMI Benefit
CDBG funded activities for Public Service and Public Facilities and Capital Improvements are typically categorized under the LMI Benefit National Objective as either Area Benefit (LMA) or Limited Clientele (LMC) activities. The distinguishing factor between the two (2) categories is whether the service will be offered to ***all*** residents of a particular LMI area ***or*** to a particular group of LMI residents in the entire community. The CDBG National Objective for Economic Development projects is *Low-Mod Jobs* (LMJ). Without exception, federal regulations require all ED program activities meet the National Objective of Job Creation/Retention.

- **LMA** - An activity that benefits all residents in a particular area, where 51% of the residents are LMI persons.

- **LMC** – Activities in this category provide benefits to a specific group of persons rather than everyone in an area, where 51% of the beneficiaries of an activity are LMI.

- **LMJ** – Activities designed to create or retain low/mod jobs, at least 51% of which will be made available to or held by LMI persons.

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.

MIAMI-DADE COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT

INTRODUCTION

Miami-Dade County, through the Department of Public Housing and Community Development is soliciting applications under a Consolidated Request for Application (RFA) process to fund activities with Community Development Block Grant funds. This FY2015 Non-Housing RFA is seeking applications to address the high priority needs in areas designated as the County's Neighborhood Revitalization Strategy Areas (NRSAs) and Eligible Block Groups. **(Attachment 16)** The following categories have been identified in the County's FY2013 - 2017 Consolidated Plan approved by the Board of County Commissioners (BCC) on September 6, 2012. **(Attachment 4)**

- Public Service
  - General Public Service Activities
  - Technical Assistance to Small Businesses
- Public Facilities and Capital Improvements
- Economic Development
  - Microenterprise Lending
  - Business Incubator Assistance
  - Special Economic Development

Projection of Available FY 2015 CDBG Funds[1]	
Commission District Fund[2]	$560,684
Technical Assistance to Small Businesses	$400,000
Public Service	**$960,684**
Public Facilities and Capital Improvement	**$2,591,140**
Micro Enterprise Lending	$1,775,912
Business Incubator	$887,956
Special Economic Development	$887,956
Economic Development[3]	**$3,551,824**
Total	**$7,103,648**

Liberty City Set-Aside/ Commission District Fund Other[4]

[1] **Federal funds are appropriated by the federal government. 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 federal government. "If funding is affected by any other factor than the federal appropriations, these funds are subject to those influences (i.e. other federal processes)."**

[2] **Commission District Fund allocations will be awarded by the BCC from a list of eligible applicants. Funds will not be competitively awarded.**

[3] **In accordance with Resolution #R-596-12, the amount designated for Economic Development activities represents not less than 50% of available funding to be allocated through the FY2015 RFA, after the reduction of funding reserved for administration and County departments.**

[4] **Set-Aside funds in the amount of $1,886,701 are designated for projects located in the Liberty City area. Liberty City and CDF-Other set-aside funds are set-aside and not in addition to CDBG allocations listed above. Map on the following page includes Liberty City boundaries.**

LIBERTY CITY BOUNDARY LIMITS

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 categories for the same project. However, the applicant must submit a separate application for each funding category***. Funding eligibility criteria may vary by category. Applicants should refer to specific requirements and/or restrictions for each funding category as set forth in this application document**.**

Applicants proposing activities in 1) entitlement jurisdictions other than Miami-Dade County, or 2) participating municipalities in the State of Florida Small Cities CDBG Program **(Attachment 43)** must be able to explain and demonstrate the proposed activity is of ***Metropolitan Significance*** and/or 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 eligibility requirements for the CDBG Program, refer to **(Attachment 7)**.

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 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 appropriate documentation. Applicants must provide 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 **(Attachment 16)**.
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 needs will be addressed and provide supporting data. For the list of the NRSA Community Advisory Committee (CAC) Priority Needs **(Attachment 5)**.
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 ***already*** 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 CDBG activities, ***Timely*** **is defined as one year for CDBG [CFR 570.902] activities, with the exception of construction related projects, which could allow up to two years.**
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 2015 RFA.
7. **Site Control:** Where applicable, applicants must demonstrate site control (e.g., recorded title, executed lease agreement, firm purchase contract, Option-to-Purchase, or Local Government Resolution) of the site or building proposed for funding.
8. **Geographic Location:** When scoring applications, the County will give priority to activities 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. **Shovel Ready:** Means laborers can begin work immediately upon approval, is past planning, engineering and funding stages. More specifically, when the following conditions are met: Environmental Site Assessment Reports (Phase I and/or II) are completed with a "No Further Action" recommendation, construction plans and specifications have been completed and approved by all appropriate local agencies, full funding of construction and/or operation (as

applicable) phase is available (minus the gap funding requested), and construction/operation are ready to start (pending for contruction, the selection and award of the general contractor) within sixty (60) calendar days from the CDBG contract execution date with PHCD.

10. **Credit Underwriting (CU):** An analytical process that determines the amount of financing necessary for completion of the construction and development of a project as indicated in a report prepared by an independent credit underwriter. While the general intent of credit underwriting is to determine the development's ability to repay debt, the intent of the subsidy layering review is to determine the appropriate amount of "gap" financing and the reasonableness of cost allocations. Credit underwriting is also for the purpose of determining the terms of financing and determining whether the project is financially feasible and whether risks and costs are appropriate/reasonable. Applicant and County agree that the terms set forth in the underwriting shall be controlling. Developer will be responsible for the cost of this analysis; however, this is a reimbursable expense. The RFA shall be controlling, subject to CU which may be used to alter terms at sole and absolute discretion of Miami-Dade County.

11. **Threshold:** Minimum requirements that must be satisfied for the application to be responsive. Per Resolution No. R-630-13 applicants are required to provide a detailed project budget, sources and uses statement, certifications as to past defaults on agreements with Non-County source and clear a due diligence check (**Attachment 44)** prior to funding commitment. Due Diligence findings will be reported to the Board of County Commissioners.

12. **Subsidy Layering Review:** An analytical process that determines the amount of Government (public) financing necessary and the reasonableness of cost allocations. (Developer will be responsible for the cost of this analysis; however this is a reimbursable expense)

13. **Supporting Documentation:** Written documentation or proof that supports or provides backup and depth to stated items.

INELIGIBLE ACTIVITIES

Regulations stipulate that the following activities shall ***not*** be assisted with CDBG funds:

The general rule is that any activity that is not authorized under the provisions of §§ 570.201-570.206 is ineligible to be assisted with CDBG funds. This section identifies specific activities that are ineligible and provides guidance in determining the eligibility of other activities frequently associated with housing and community development.

(a) The following activities will not be assisted with CDBG funds:

(1) *Buildings or portions thereof, used for the general conduct of government* as defined at § 570.3(d) cannot be assisted with CDBG funds. This does not include, however, the removal of architectural barriers under § 570.201(c) involving any such building. Also, where acquisition of real property includes an existing improvement which is to be used in the provision of a building for the general conduct of government, the portion of the acquisition cost attributable to the land is eligible, provided such acquisition meets a national objective described in § 570.208.

(2) *General government expenses.* Except as otherwise specifically authorized in this subpart or under OMB Circular A-87, expenses required to carry out the regular responsibilities of the unit of general local government are not eligible for assistance under this part.

(3) *Political activities.* CDBG funds cannot be used to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration. However, a facility originally assisted with CDBG funds may be used on an incidental basis to hold political meetings, candidate forums, or voter registration campaigns, provided that all parties and organizations have access to the facility on an equal basis, and are assessed equal rent or use charges, if any.

(b) The following activities cannot be assisted with CDBG funds unless authorized under provisions of § 570.203 or as otherwise specifically noted herein or when carried out by an entity under the provisions of § 570.204.

(1) *Purchase of equipment.* The purchase of equipment with CDBG funds is ineligible.
(i) *Construction equipment.* The purchase of construction equipment is ineligible, but compensation for the use of such 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 an eligible use of CDBG funds. However, the purchase of construction equipment for use as part of a solid waste disposal facility is eligible under § 570.201(c).
(ii) *Fire protection equipment.* Fire protection equipment is considered for this purpose to be an integral part of a public facility and thus, purchase of such equipment would be eligible under § 570.201(c). (iii) *Furnishings and personal property.* The purchase of equipment, fixtures, motor vehicles, furnishings, or other personal property not an integral structural fixture is ineligible. CDBG funds may be used, however, to purchase or to pay depreciation or use allowances (in accordance with OMB Circular A-21, A-87 or A-122, as applicable) for such items when necessary for use by a recipient or its subrecipients in the administration of activities assisted with CDBG funds, or when eligible as fire fighting equipment, or when such items constitute all or part of a public service pursuant to § 570.201(e).

(2) *Operating and maintenance expenses.* The rule is that any expense associated with repairing, operating or maintaining public facilities, improvements and services is ineligible. Specific exceptions to this 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. For example, the use of CDBG funds to pay the allocable costs of operating and maintaining a facility used in providing a public service would be eligible under § 570.201(e), even if no other costs of providing such a service are assisted with such funds.

(3) *New housing construction.* For the purpose of this paragraph, activities in support of the development of low or moderate income housing including clearance, site assemblage,

provision of site improvements and provision of public improvements and certain housing pre-construction costs set forth in § 570.206(g), are not considered as activities to subsidize or assist new residential construction. CDBG funds may not be used for the construction of new permanent residential structures or for any program to subsidize or assist such new construction, except:
(i) As provided under the last resort housing provisions set forth in 24 CFR part 42;
(ii) As authorized under § 570.201(m) or (n);
(iii) When carried out by an entity pursuant to § 570.204(a);

(4) *Income payments.* The general rule is that CDBG funds may not be used for income payments. For purposes of the CDBG program, "income payments" means a series of subsistence-type grant payments made to an individual or family for items such as food, clothing, housing (rent or mortgage), or utilities, but excludes emergency grant payments made over a period of up to three consecutive months to the provider of such items or services on behalf of an individual or family.

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 <u>will not</u> accept RFA applications for third party consultants, Project Management, Neighborhood Stabilization Program (NSP) nor Charter or Private Schools.

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APPLICATION INSTRUCTIONS

- Applicants must include the **Application Cover Sheet (Tab 1)** as the first page of each application, **Application Checklist (Tab 2), Activity Application Submission Form (Tab 3)** and all affidavits contained herein. All applicants must complete the **General Section (Tab 4)**.

- Applications must be submitted in the legal name of the entity that is applying for funding. The applicant must be an active entity registered with the *Florida Division of Corporations* **(http://www.sunbiz.org).**

- The cover of each binder must include the name of the entity, the name of the proposed activity and the requested funding category. The binder should be marked as "*Non-Housing" CDBG.*

- **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 (Tab 2). All pages must be numbered. No pages are to be stapled or clipped.**

- 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.**

- Applications must be typed.

- **Applicants, including affiliates and subsidiaries, are limited to three (3) applications per funding source. For example you can submit no more than three applications for a CDBG funded activity.**

- **Applicants that wish to be considered for "Liberty City" Set-Aside funding will be evaluated separately. Projects must be located in the Liberty City area. (see map on page 7) Funding requests will be fully funded until designated funds are exhausted. To be considered for this funding category, applicants must indicate "Liberty City" on the cover of each proposal AND on the Application Cover Sheet under Funding Requested. Liberty City funding is set-aside and not in addition to CDBG allocations.**

- 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.

- Where applicable, applicants are required to submit with the RFA, interior and exterior photographs of the proposed facility or activity location. Applicants must also provide copies of the most current Certificate of Use for buildings, if applicable. PHCD staff will conduct a mandatory site visit and physical inspection prior to recommending the entity's project or activity for funding.

- 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 if required. The award shall also be evidenced by a mortgage, in cases where the funding is being used to improve or acquire real property (applicable only for loans of $25,000 or greater) **(Attachment 45)**.

- 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 entity.

- Environmental Review forms must be completed in their entirety and included with the FY 2015 RFA application(s). Applicant will be responsible for costs incurred in completing the environmental review process, i.e. public notices, Miami-Dade Department of Regulatory and Economic Resources environmental site assessment analyses, etc. All project related environmental expenses are eligible for financial reimbursement upon receipt of an award RFA at the time of submission. Applicants will be responsible for costs associated with completing the environmental review, including a Phase I analysis **(Attachment 47)**.

- **Applications must meet ALL criteria for this RFA to be considered for funding. Applications that are incomplete and/or have deficiencies will not be recommended for funding.**

- The Funding Source, Funding Amount and Activity Category must be consistent throughout the application; information contained on the **Application Coversheet (TAB 1)** will prevail. Any inconsistencies shall disqualify the application.

- 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 served. Applicants are encouraged to coordinate and collaborate with other organizations in carrying out programs funded under this RFA. Written agreements related to collaborations among entities and organizations, must be **fully executed** and included with the application **(Attachment 48)**.
- Public Hearing**:** The funding recommendations are usually considered by the Economic Prosperity 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)]. This public hearing will be publicly noticed on June 8, 2015

- The FY 2015 Action Plan will be submitted to US HUD as part of the FY2013 – 2017 Consolidated Plan upon approval by the Board of County Commissioners (BCC).

- Where applicable, applicants will have to comply with Resolution No R-34-15 which requires certain written notice from Applicant to Miami-Dade County of the availability of rental or homeownership opportunities and also requires certain advertising of such opportunities."

- Pre-Contract work (such as credit underwriting and subsidy layer review) and Contract Development will begin immediately upon approval of the Action Plan by US HUD.

- Applicants awarded federal funds are subject to provisions of Davis Bacon and Section 3 requirements.

- Applicants shall be entitled to appeal or dispute their scores and application ranking. Score reviews will not be conducted after final scores are published. Request for reviews of application scores must be submitted in writing, via email at phcdresidentservices@miamidade.gov. Applicants requesting an appeal will then be scheduled to meet with PHCD staff to review their

scores. Changes to scores are at the discretion of PHCD and will be based solely on documents provided in the proposed RFA.

- The entity must submit a formal written request to PHCD within five (5) business days of the publication of the entity's score(s) and ranking. 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 funding recommendations. The County shall not address any request that has not been submitted in writing and received by the County within the established five-day appeal period. Additionally, the appeals process shall not apply to subsequent recapture/reallocation activities.

- Notwithstanding the above, **Miami-Dade County reserves the right not to 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 reserves the right not to 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 (CDBG funds) and benefits.

Questions pertaining to this application must be submitted in writing to the Miami-Dade County Department of Public Housing and Community Development (PHCD), no later than **Thursday, March 23, 2015**, to the attention of:

Miami-Dade County Department of Public Housing and Community Development (PHCD)
Overtown Transit Village North
701 NW 1st Court, 16th floor
phcdresidentservices@miamidade.gov

Responses will be posted no later than **Friday, March 27**, 2015, on the PHCD website at www.miamidade.gov/housing

PHCD Minimum Eligibility Requirements

- PHCD will adhere to compliance guidelines pursuant to Resolution No. 697-13 approved by the Miami-Dade County Board of County Commissioners on September 13, 2013, establishing allocations of CDBG funds for the purpose of acquiring or improving real property or for paying off debt secured by real property in excess of $25,000, shall be in the form of a loan. Loans shall be secured by a mortgage or other security instrument, which will be recorded in the public records of Miami Dade County, and may be forgivable, so long as obligations of the recipient are fully performed. **(Attachment 45)**

- PHCD will defer to compliance guidelines pursuant to Resolution No. 630-13 approved by the Miami-Dade County Board of County Commissioners on July 16, 2013, requiring (1) Entities certify that within the past five (5) years, neither Entity nor its directors, partners, principals, member or board members (i) have been sued by a funding source for breach of contract or failure to perform obligations under a contract; or (ii) have been cited by a funding source for non-compliance or default under a contract; or (iii) have been a defendant in a lawsuit based upon a contract with a funding source; and (2) Provide a detailed project budget and sources and uses statement which shall be sufficiently detailed to show (i) total project cost; (ii) the amount of funds used for administrative overhead costs; (iii) amount of funds designated toward the provision of desired services or activities; and (iv) profit to be made by the person or entity. A copy of the resolution is included in the list of attachments located at www.miamidade.gov/housing/

- PHCD will adhere to compliance guidelines pursuant to Resolution No. 630-13 approved by the Miami-Dade County Board of County Commissioners on July 16, 2013, requiring PHCD to complete and report a Due Diligence investigation on all applicants using the Due Diligence Checklist **(Attachment 44)**. **Unless expressly authorized by the County Mayor, any entity NOT clearing the Due Diligence Investigation will NOT be recommended to the Board for funding.**

- **No single applicant or entity, including affiliates and subsidiaries, shall receive more than 20% of the total allocation for any category of funding. If submitting more than one application the combined total request cannot exceed the 20% cap per funding category.**

- **Funding requests that exceed the 20% cap in any one category, i.e. Public Facilities and Capital Improvement or Economic Development, will not be recommended for funding. If there are no viable options, at the County's sole discretion, awards may be recommended to ensure geographic coverage throughout Miami-Dade County.**

- Applications will be fully funded until available funds are exhausted.

- Only activities listed under "FY 2015 Available Funding" will be eligible for funding recommendations.

- All projects or activities awarded funds that fail to complete the activity in a timely manner shall be subject to recapture and contract termination. Timely is defined as one year with the exception of projects including construction which could allow up to two years.

- Applicants proposing to provide a **new** activity are required to make a 3-5 minute "MUST" presentation in the area in which the proposed 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. If the activity will *serve an eligible block group*, the applicant must make a presentation at the Countywide MUST Presentation Meeting. Presentations will be scheduled by request using the **Activity Summary "MUST" Presentation Form (TAB 22)**. Forms may be

submitted by fax at (786) 469-2230 or via e-mail at **PHCDResidentServices@miamidade.gov** prior to the MUST presentation. Schedules for these meetings are included in this application.

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APPLICATION PROCESS, TECHNICAL ASSISTANCE AND SUBMISSIONS

The deadline for FY 2015 application submissions is April 15, 2015, 12:00 noon. Immediately following the deadline, PHCD will open applications and initiate the review process. Once the RFA review process has commenced, **late applications will NOT be accepted**.

Applications submitted BEFORE April 15, 2015 must be delivered to

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

On the submittal deadline date of April 15, 2015, all applications must be delivered to

Miami-Dade County
Department of Public Housing and Community Development
Overtown Transit Village North
701 NW 1st Court, 11th Floor
Miami, Florida 33136
9:00 a.m. - 12:00 Noon

A representative from the Clerk's Office will be present to accept applications. Faxed or electronic applications WILL NOT be accepted.

Instructions and application forms for the FY 2015 CDBG RFA are included in this package, and available on the PHCD's website. Additionally, any updates to this RFA, including responses to questions, will be posted on PHCD's website. Prospective applicants should check the PHCD website regularly for updates at **www.miamidade.gov/housing/**

The FY2015 RFA will be available for REVIEW at the following locations **Monday, March 16, 2015**. (Actual copies of the RFA will not be available)

- ***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
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, submission requirements and changes to the FY2015 program and evaluation criteria for 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/**

NORTH – Tuesday, March 24, 2015
African Heritage Center
6161 NW 22nd Avenue, Miami, FL 33142
Time: 10 a.m. – 2 p.m.

SOUTH – Thursday, March 26, 2015
South Dade Government Center
10710 SW 211 Street Miami, FL 33170
Time: 10 a.m. – 2 p.m.

Questions on the CDBG RFA, should be directed to PHCD. Questions must be submitted in writing via email at phcdresidentservices@miamidade.gov, no later than March 23, 2015. Responses will be posted on the PHCD website at www.miamidade.gov/housing/ on or before Friday, March 27, 2015.

MUST Presentation Schedule

Applicants proposing to provide a NEW project and/ or activity are required to make a mandatory **MUST** presentation before the community in which the activity is proposed. If the activity is located in a NRSA, the presentation must occur at the corresponding Community Advisory Committee (CAC) represented by the NRSA. **Please refer to PHCD website for an updated *schedule of MUST Presentations.***

Applicants proposing new activities located within an Eligible Block group or outside of a NRSA, will be required to make a presentation at the Countywide **MUST** meeting. 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 scheduled on **Wednesday April 8**. The meeting schedule is included below.

COUNTYWIDE
CUTLER RIDGE & BISCAYNE NORTH
Wednesday, April 8, 2015
Overtown Transit Village – North
701 NW 1st Court,
1st Floor Training Room
Miami, Florida 33136
6:00 p.m. to 8:00 p.m.

GOULDS CAC
TBD
Goulds Gymnasium
11350 SW 216th Street
Goulds, FL 33177
6:00 PM

LEISURE CITY/NARANJA CAC
TBD
Naranja Lakes
CRA Community Center
27555 SW 140th Street
Naranja, Miami, FL 33032
6:30 PM

WEST LITTLE RIVER CAC
TBD
Arcola Lakes Park
1301 NW 83rd Street
Miami, FL 33147
6:00 PM

MODEL CITY CAC
Wednesday, March 25, 2015
African Heritage Cultural Center
6161 NW 22nd Ave
Miami, FL 33142
6:30 PM

PERRINE CAC
TBD
Perrine CAHSD Enrichment Center
17801 Homestead Avenue
Miami, FL 33157
6:00 PM

OPA-LOCKA CAC
TBD
Miami Gardens Enrichment Center
16405 NW 25th Ave
Opa-locka, FL 33054
5:00 PM

SOUTH MIAMI CAC
TBD
US HUD Senior Center
6701 SW 62nd Avenue
South Miami, FL 33143
7:00 PM

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PUBLIC SERVICE

Approximately $560,684 in CDBG Program funds are available for general ***Public Service*** activities in the FY 2015 RFA. To be eligible for CDBG assistance, a public service must be a ***new service,*** one which was not provided in the 12 calendar months before the submission of the County's FY 2015 Action Plan or a ***quantifiable increase*** in the level of service for a previously funded or existing service. ***Public Service activities will only be recommended for funding by the Mayor and through the Commission District Fund (CDF) allocation process. ALL Public Service applications that pass minimum threshold requirements will be presnted in a report to the BCC as eligible enties for the award of FY 2015 funding.***

National Objective
CDBG funded public service activities are typically categorized under the Low-Mod Income (LMI) Benefit National Objective as either Area Benefit (LMA) or Limited Clientele (LMC) activities. In order to meet the LMI 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 entity's procedures, intake/application forms, income limits, and other sources of documentation **(Attachment 33)**; and
- Serve primarily LMI persons or a LMI income area.

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 Organizations (CBO's), qualified 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).

> Public Services. *Provision of public services (including labor, supplies, and materials) including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, welfare (but excluding the provision of income payments identified under § 570.207(b)(4)), homebuyer down payment assistance, or recreational needs. 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 by or on behalf of the unit of general local government (through funds raised by the unit or received by the unit from the State in which it is located) in the 12 calendar months before the submission of the action plan. (An exception to this requirement may be made if HUD determines that any decrease in the level of a service was the result of events not within the control of the unit of general local government.)*

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. The CDBG regulations allow the use of grant funds for a wide range of public service activities, including, but not limited to the services listed below. **Highlighted services are those determined to be a high priority as indicated in the County's FY 2013-17 Consolidated Plan.**

• ***Transportation Services***	• *Recreational services*
• ***Employment services (job training)***	• *Education programs*
• ***Meals for the elderly and disabled***	• *Energy conservation*
• ***Juvenile diversion programs***	• *Services for senior citizens*

• ***Child care***	• *Services for homeless persons*
• *Substance abuse services (counseling and treatment)*	• *Crime prevention and public safety*
• *Health Services*	

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 entity's project needs and budget during the contract period.

Ongoing Responsibilities and Monitoring
Entities receiving CDBG funds will be required to submit quarterly progress reports and will be subject to monitored site visits. The reports will be reviewed to assess the activity's progress in achieving the US HUD National Objective. 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
Applications submitted under the Public Service category (with the exception of Technical Assistance) will only be evaluated based on **minimum threshold criteria (listed below)**. Applicants that do not meet minimum threshold criteria **WILL NOT** be recommended to the Board of County Commission for funding. Entities **NOT** clearing the Due Diligence Investigation will be included in a final report to the BCC at the time of funding recommendations.

- Eligible Activity
- Meets US HUD National Objective
- Geographic Location
- County and/or NRSA High Priority Need
- Track Record meets threshold requirements
- Successfully pass Due Diligence Review
- Budget (demonstrating total project costs to include administrative and funds for direct services; and profit to be made by the person or entity)
- Sources and Uses Statement (indicating measureable project outcomes)

TECHNICAL ASSISTANCE TO SMALL BUSINESSES

Under the Public Services category, approximately $400,000 in CDBG funds are available for ***Technical Assistance to Small Businesses*** activities in the FY 2015 RFA. These types of activities help foster economic development in low- and moderate-income communities by providing capacity-building support to local businesses.

Eligible Activities

PHCD is requesting proposals from qualified agencies to provide technical assistance and training to businesses. Services and resources to be provided include, but are not limited to, the following:

- Business development training;
- Assistance business operations related support;
- Facilitating networking opportunities;
- Business planning or accounting;
- 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 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 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

Entities receiving CDBG funds will be required to submit quarterly progress reports and will be subject to monitored site visits. The reports will be reviewed to assess the activity's progress in achieving the US HUD National Objective. Awardees must document and maintain records of businesses served, and all services provided for five (5) years after the US HUD National Objective is met.

Evaluation Criteria

Only applications meeting the minimum threshold requirements will be scored. Applicants that do not meet minimum threshold criteria **WILL NOT** be recommended to the Board of County Commission for funding. Entities **NOT** clearing the Due Diligence Investigation will be included in a final report to the BCC at the time of funding recommendations. Applications for Technical Assistance to Businesses will be evaluated and scored based on the following criteria:

Minimum Threshold Requirements

- Eligible Activity
- Meets US HUD National Objective
- Successfully pass Due Diligence Review
- Budget (demonstrating total project costs to include administrative and funds for direct services; and profit to be made by the person or entity)
- Sources and Uses Statement (indicating measureable project outcomes)

Scored Criteria

Technical Assistance to Small Businesses

Evaluation Criteria	Maximum Points
Geographic Location	10
County and/or NRSA High Priority Needs	15
Track Record review meets threshold requirements	25
Organizational Capacity	22
Soundness of Approach	23
Policy Priorities	5
Total	**100**
Bonus Points: Participating Municipality	10
Total	**110**

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PUBLIC FACILITIES AND CAPITAL IMPROVEMENTS

Up to $2,591,140 in CDBG Program funds are available for ***Public Facilties and Capital Improvements*** through the FY2015 RFA. Funding under this category shall be limited to activities located in NRSAs and Eligible Block Groups. Pursuant to Resolution No. 596-12, approved by the Miami-Dade County Board of County Commissioners (BCC) on July 3, 2012, any allocation to Parks, Public Works or other infrastructure projects go to NRSAs and that CDBG funds compose no more than fifty percent (50%) of the total project cost, except that CDBG awarded funds to an infrastructure project previously approved by the NRSA Community Advisory Committee as part of the NRSA Strategic Plan, shall not be subject to the fifty percent (50%) limitation. CDBG funds allocated to infrastructure projects outside of NRSA's must be approved by a two-thirds (2/3) vote of the BCC and the allocation may not exceed twenty-five percent (25%) of the total project cost.

National Objective

CDBG-funded Public Facilities and Capital Improvement activities are typically categorized under the Low-Mod Income (LMI) Benefit National Objective as an area benefit activity (LMA). The Public Facility and Capital Improvement activity must:

- Benefit ***all*** residents of an area where at least 51% of the residents are Low-Moderate Income persons. If qualifying an activity under the Area Benefit criteria, records to keep include:
    - Boundaries of the service area
    - Documentation that the area is primary residential (zoning map)
    - Income characteristics of households in the service area (census data)

Eligible Activities and Purposes

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.

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

> Public facilities and improvements. *Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements, except as provided in § 570.207(a), carried out by the recipient or other public or private nonprofit entities. (However, activities under this paragraph may be directed to the removal of material and architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons to public facilities and improvements, including those provided for in § 570.207(a)(1).) In undertaking such activities, design features and improvements which promote energy efficiency may be included. Such activities may also include the execution of architectural design features, and similar treatments intended to enhance the aesthetic quality of facilities and improvements receiving CDBG assistance, such as decorative pavements, railings, sculptures, pools of water and fountains, and other works of art. Facilities designed for use in providing shelter for persons having special needs are considered public facilities and not subject to the prohibition of new housing construction described in § 570.207(b)(3). Such facilities include shelters for the homeless; convalescent homes; hospitals, nursing homes; battered spouse shelters; halfway houses for run-away children, drug offenders or parolees; group homes for mentally retarded persons and temporary housing for disaster victims. In certain cases, nonprofit entities and subrecipients including those specified in § 570.204 may acquire title to public facilities. When such facilities are owned by nonprofit entities or subrecipients, they shall be operated so as to be open for use by the general public during all normal hours of operation. Public facilities and improvements eligible for assistance under this paragraph are subject to the policies in § 570.200(b).*

- 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 the facility must be open to the public during normal working hours. 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).

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 are 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.

Examples of Public Facilities and Capital Improvement Projects
- Sidewalk Improvements
- Parks
- Flood drainage improvements
- Water/sewer infrastructure
- Sidewalk improvements
- Recreational facilities
- Neighborhood facilities
- Health Facilities
- Youth Centers
- Asbestos Removal
- Child care centers
- Senior centers
- Handicapped centers
- Facilities for abused and neglected children
- Homeless facilities (excluding operating costs)
- Facilities for AIDS Patients (excluding operating costs)
- 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.)

Evaluation Criteria
Only applications meeting the minimum threshold requirements will be scored. Applicants that do not meet minimum threshold criteria **WILL NOT** be recommended to the Board of County Commission for

funding. Entities **NOT** clearing the Due Diligence Investigation will be included in a final report to the BCC at the time of funding recommendations. Applications for Public Facilities and Capital Improvements will be evaluated and scored based on the following criteria:

Minimum Threshold Requirements

- Eligible Activity
- Meets US HUD National Objective
- Successfully pass Due Diligence Review
- Budget (demonstrating total project costs to include administrative and funds for direct services; and profit to be made by the person or entity)
- Sources and Uses Statement (indicating measureable project outcomes)

Scored Criteria

Public Facilties and Capital Improvements

Evaluation Criteria	Maximum Points
Geographic Location	10
County and/or NRSA High Priority Needs	15
Track Record review meets threshold requirements	25
Organizational Capacity	10
Site Control	10
Pre-Development	10
Shovel-Ready	20
Total	**100**
Bonus Points: Participating Municipality	10
Total	**110**

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ECONOMIC DEVELOPMENT

Under the FY 2015 Non-Housing RFA, approximately $3,551,824 in CDBG program funds are available for ***Economic Development*** activities in the categories listed below. Upon receipt of all applications under the Economic Development (ED) category, each application will be scored and ranked based upon the sub-category under which the applicant requested funds. The Economic Development sub-categories to be funded in this RFA are as follows:

- Micro Enterprise Lending
- Business Incubator Assistance
- Special Economic Development

National Objective
The CDBG National Objective for Economic Development projects is *Low-Mod Jobs* (LMJ, 24 CFR 570.208(a) (4)). Without exception, federal regulations require all ED program activities meet the National Objective of Job Creation/Retention. **Federal regulations require that one job be created for every $35,000 awarded.**

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

- 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**
- Involve facilities designed for use predominantly by low-to-moderate income persons; **or**
- Involve the employment of persons, the majority of whom are low-to-moderate income.

MICRO ENTERPRISE LENDING

Miami-Dade County is proposing to allocate approximately $1,775,912 for the FY 2015 RFA. The Micro Enterprise Lending to Businesses Program provides critical access to micro and small business loans ranging from $1,000 to $25,000. It enables entities to assist small businesses with capacity-building and support while fostering economic development activity in low- and moderate-income communities. The goal is to help strengthen and develop businesses, while meeting the **required objective of creating and retaining jobs**.

Not-for-profit entities 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 entity'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.

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 can include, but are not limited to:

- Providing below market-rate secured and unsecured short-term loans

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

- **The distribution of requested funds shall be not less than eighty percent (80%) for micro loans and not more than twenty percent (20%) for operating expenses;**
- Interest rates applied to micro loans should fall within a range of 1% - 9 %.
- Must have experience as a financial intermediary or institution that helps businesses or individuals with borrowing or saving money
- Must have experience 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 including the Small Business Administration, not-for-profit technical assistance providers, accountants, marketing consultants, loan underwriters 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 and all other services provided for five (5) years after the national objective is met.

Evaluation Criteria
Only applications meeting the minimum threshold requirements will be scored. Applicants that do not meet minimum threshold criteria **WILL NOT** be recommended to the Board of County Commission for funding. Entities **NOT** clearing the Due Diligence Investigation will be included in a final report to the BCC at the time of funding recommendations. Applications for Micro Enterprise Lending programs will be evaluated and scored based on the following criteria:

Minimum Threshold Requirements
- Eligible Activity
- Meets US HUD National Objective
- Successfully pass Due Diligence Review
- Budget (demonstrating total project costs to include administrative and funds for direct services; and profit to be made by the person or entity)
- Sources and Uses Statement (indicating measureable project outcomes)

Scored Criteria

Micro Enterprise Lending

Evaluation Criteria	Maximum Points
Geographic Location	10
County and/or NRSA High Priority Needs	15
Track Record review meets threshold requirements	25
Organizational Capacity	30
Soundness of Approach	15
Policy Priorities	5
Total	**100**

BUSINESS INCUBATOR ASSISTANCE PROGRAM

Miami-Dade County is proposing to allocate approximately $887,956 for Business Incubator activities in the FY 2015 RFA. 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.

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.**

Please note, 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.

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 using an established curriculum
- Assisting microenterprises with business operations 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
- 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

- Must provide a marketing plan to demonstrate outreach efforts and how services will be promoted in the NRSAs and Eligible Block Groups (EBGs)

Eligible microenterprises participating in the Business Incubator Assistance Program must meet CDBG guidelines referenced in 24 CFR 570.201(o), which defines *micro enterprise* 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
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, and all other services provided for five (5) years after the national objective is met.

Evaluation Criteria
Only applications meeting the minimum threshold requirements will be scored. Applicants that do not meet minimum threshold criteria **WILL NOT** be recommended to the Board of County Commission for funding. Entities **NOT** clearing the Due Diligence Investigation will be included in a final report to the BCC at the time of funding recommendations. Applications for Business Incubator Assistance Programs will be evaluated and scored based on the following criteria:

Minimum Threshold Requirements
- Eligible Activity
- Meets US HUD National Objective
- Successfully pass Due Diligence Review
- Budget (demonstrating total project costs to include administrative and funds for direct services; and profit to be made by the person or entity)
- Sources and Uses Statement (indicating measureable project outcomes)

Scored Criteria

Business Incubator Assistance Program

Evaluation Criteria	Maximum Points
Geographic Location	10
County and/or NRSA High Priority Needs	15
Track Record review meets threshold requirements	25
Organizational Capacity	32
Soundness of Approach	13
Policy Priorities	5
Total	**100**

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SPECIAL ECONOMIC DEVELOPMENT

Miami-Dade County is proposing to allocate approximately $887,956 for Special Economic Development activities in the FY 2015 RFA. Through Special Economic Development projects, Community Based Developments Organizations (CBDO) may apply for CDBG funding to develop retail, industrial, or commercial buildings with the overall objective of creating jobs. Participating municipalities may also use CDBG funds to improve public infrastructure 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 (Attachment 5) will not be eligible for funding for *Special Economic Development Projects*.**

Eligible Activities

CDBG funds can be used to undertake certain Special Economic Development activities. These activities include acquiring, constructing, reconstructing, rehabilitating, installing commercial or industrial building, structures and other real property equipment and improvements including railroad spurs or similar extensions.

Ineligible Activities

Any activity not specifically authorized under the CDBG regulations and statute is ineligible to be assisted with CDBG funds. In addition, regulations stipulate that the following activities **cann*ot*** be assisted with CDBG funds:

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- Buildings used for the general conduct of government.
- General government expenses.
- Purchase of equipment.
    - 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.
- Income payments made to an individual or family for items such as food, clothing, housing, or utilities.

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.

> *A recipient may use CDBG funds for special economic development activities in addition to other activities authorized in this subpart that may be carried out as part of an economic development project. Guidelines for selecting activities to assist under this paragraph are provided at § 570.209. The recipient must ensure that the appropriate level of public benefit will be derived pursuant to those guidelines before obligating funds under this authority. Special activities authorized under this section do not include assistance for the construction of new housing. Activities eligible under this section may include costs associated with project-specific assessment or remediation of known or suspected environmental contamination. Special economic development activities include:*
>
> *(a) The acquisition, construction, reconstruction, rehabilitation or installation of commercial or industrial buildings, structures, and other real property equipment and improvements, including railroad spurs or similar extensions. Such activities may be carried out by the recipient or public or private nonprofit subrecipients.*
>
> *(b) The provision of assistance to a private for-profit business, including, but not limited to, grants, loans, loan guarantees, interest supplements, technical assistance, and other forms of*

support, for any activity where the assistance is appropriate to carry out an economic development project, excluding those described as ineligible in § 570.207(a). In selecting businesses to assist under this authority, the recipient shall minimize, to the extent practicable, displacement of existing businesses and jobs in neighborhoods.

(c) Economic development services in connection with activities eligible under this section, including, but not limited to, outreach efforts to market available forms of assistance; screening of applicants; reviewing and underwriting applications for assistance; preparation of all necessary agreements; management of assisted activities; and the screening, referral, and placement of applicants for employment opportunities generated by CDBG-eligible economic development activities, including the costs of providing necessary training for persons filling those positions.

Determining Project Feasibility and Public Benefit

Special Economic Development Projects must demonstrate a sufficient benefit in return for the County's CDBG investment. HUD has established guidelines for selecting Special Economic Development Project activities to be funded. These guidelines have two parts:

Project Costs and Financial Feasibility

- Project costs are reasonable
- All sources of financing are committed
- To the extent practicable, CDBG funds are not substituted for non-federal financial support.
- Project is financially feasible
- To the extent practical, the return of the owner's equity investment will not be unreasonably high
- To the extent practical, CDBG funds are disbursed on a pro-rata basis with other finances committed to the project

Public Benefit

When CDBG funds are used for Special Economic Development Projects, applicants must demonstrate and ensure that a minimum level of public benefit is obtained. For purposes of this proposal project activities must create permanent jobs. Federal regulations require that one job is created for every $35,000 awarded.

PHCD will use HUD defined standards to evaluate and determine the financial feasibility of proposed Special Economic Development Projects. PHCD will require ***supporting documentation*** when determining viable projects. Funding consideration will **ONLY** be given to projects that are deemed feasible.

Ongoing Responsibilities and Monitoring

Entities receiving CDBG funds will be required to submit quarterly progress reports wil be subject to annual monitored site visits. Progress reports will be reviewed to assess the entitity's progress in creating jobs for low- and moderate-income persons. Awardees must document and maintain records of jobs created for five (5) years after the US HUD National Objective is achieved.

Evaluation Criteria

Only applications meeting the minimum threshold requirements will be scored. Applicants that do not meet minimum threshold criteria **WILL NOT** be recommended to the Board of County Commission for funding. Entities **NOT** clearing the Due Diligence Investigation will be included in a final report to the BCC at the time of funding recommendations. Applications for Special Economic Development activities will be evaluated and scored based on the following criteria:

Minimum Threshold Requirements

- Eligible Activity
- Meets US HUD National Objective
- Successfully pass Due Diligence Review
- Budget (demonstrating total project costs to include administrative and funds for direct services; and profit to be made by the person or entity)
- Sources and Uses Statement (indicating measureable project outcomes)

Scored Criteria

Special Economic Development

Evaluation Criteria	Maximum Points
Geographic Location	10
County and/or NRSA High Priority Needs	15
Track Record review meets threshold requirements	25
Leveraging	7
Shovel-Ready	8
Site Control	7
Organizational Capacity	8
Soundness of Approach	8
Pre-Construction	5
Pre-Development	7
Total	**100**

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APPLICATION FORMS

APPLICATION COVER SHEET
(Tab 1)

ENTITY / DEVELOPER / APPLICANT INFORMATION

Legal Name: _____

Organization's Federal 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

Developer/Applicant Contact Person: _____ **Title:** _____

Phone: _____ **e-mail:** _____

Developer/Applicant Mailing Address: _____

City: _____ **State:** _____ **Zip+4:** _____

ACTIVITY INFORMATION

Activity Location/Address: _____

City: _____ **State:** _____ **Zip+4:** _____

Activity Title: _____ Category: _____

Activity Description: _____

Please use the following link to answer the questions below: http://gisims2.miamidade.gov/Cservices/CSReport.asp

County Commission District (s) **where activity is located – *Please circle District number(s) or Countywide***

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

County Commission District (s) **where clients reside – *Please circle District number(s) or Countywide***

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

County Commission District (s) **where developer/entity/applicant's business is located – *Please circle District number(s)***

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

Is this Activity located within a Neighborhood Revitalization Strategy Area (NRSA)? Yes / No

If yes, select the appropriate NRSA(s) below:
Biscayne North_____ Cutler_____ Goulds_____ Leisure City/Naranja_____

Model City_____ Opa-Locka_____ Perrine_____ South Miami_____ West Little River_____

Participating Municipality: _____ **Entitlement City:** _____

Low-Mod Area (LMA) Benefit Eligible Block Group(s): _____

Funding Requested: Please provide the total amount of funding requested in the appropriate blank below

CDBG $_____ SHIP $_____

HOME $_____ ESG $_____

HOME CHDO Set-Aside $_____ Surtax $_____

HOME CHDO Operating $_____ Liberty City Set-Aside $_____

Are you applying for Homeless Funds? Yes _____ No _____

With my signature below, I attest to the accuracy of the information provided on this cover page. The information above summarizes my RFA 2015 application submission.

Name: _____ Title: _____ Date: _____

APPLICATION CHECKLIST

(Tab 2)

ALL DOCUMENTS MUST BE INCLUDED IN EACH SUBMISSION BINDER.
IN THE ORDER THEY APPEAR IN THE LIST BELOW LABELED BY 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.	**Application Activity Submission Form**	Required	
4.	**Application: General Section**	Required	
5.	**Application: Sub-Section - Public Service (PS), Technical Assistance (TA), Public Facilities & Capital Improvements (PFCI), Micro Enterprise Lending (ML), Business Incubator (BI), or Special Economic Development (SED)**	Required	
	Abbreviated Activity Description	Required	
	Detailed Activity Description	Required	
	Activity Location and Description of Service Area (Include interior and exterior pictures of activity location.)	Required	
	Proposed Accomplishments	Required	
	Quarterly Milestones	Required	
	Priority Needs Statement	Required	
	Action Steps	Required	
	Statement of Metropolitan Significance (Only for activities in Entitlement Cities.)	Only If Applicable	
	Public Housing Target Area**.** (Include name and address of housing complex and client rolls or intake forms.)	Only If Applicable	
6.	**Scope of Services – Including** Activity Description, Location, Proposed Accomplishments, and Action Steps (See Part II – Attachment 16.) Please label and include page numbers for each of the sections listed below:	Required	
7.	**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 2015 funds requested. (See Part II, Attachment 15.) Please label and include page numbers for each of the sections listed below.	Required	
	Entity Budget	Required	
	Entity Assets and Liabilities	Required	
	Certified Audit Report – Performed by an independent auditor	Required	
	Detailed Activity Budget	Required	
	Five-Year Operating Pro-Forma	Only If Applicable	
	Sources & Uses Statement for Proposed Activity (See Attachment 15)	Required	
	Leveraged Sources (Award Letters, Signed Affidavits, and/or Letters of Commitment)	Required	

Tab	Document	Required	Page #
8.	**RFA Submittal Certification**	Required	
9.	**Due Diligence Affidavit**	Required	
10.	**W-9 Form** - Request for Taxpayer Identification Number & Certification	Required	
11.	**Certification of Accuracy**	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. This documentation is required for businesses located in unincorporated Miami-Dade.	Required	
22.	**Activity Summary for MUST Presentations**	Required	

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	

Checklist Technical Assistance to Businesses Sub-section

Tab	Document	Required	Page #
1-TA	**Past Experience**	Required	
2-TA	**Experience in the NRSAs**	Required	
3-TA	**Business Development Curriculum**	Required	
4-TA	**Marketing and Outreach Plan**	Required	
5-TA	**Business Assistance Capacity**	Required	
6-TA	**Collaborative Agreements with Service Providers**	Required	
7-TA	**Training for Green Manufacturing Jobs**	Only If Applicable	
8-TA	**Training for Green Jobs**	Only If Applicable	
9-TA	**Client Intake Criteria**	Required	

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	

Tab	Document	Required	Page #
8-PFCI	**Development Team**	Required	
9-PFCI	**Plans and Renderings**	Required	
10-PFCI	**Project Status**	Required	
11-PFCI	**Lease Agreement(s) with prospective Tenants**	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 Micro Enterprise Lending to Businesses Sub-section

Tab	Document	Required	Page #
1-ML	**Job Creation Plan**	Required	
2-ML	**Past Experience**	Required	
3-ML	**Experience in the NRSAs**	Required	
4-ML	**Collaborative Agreements with Service Providers**	Required	
5-ML	**Job Creation of Green Manufacturing Jobs**	Only If Applicable	
6-ML	**Job Creation of Green Jobs**	Only If Applicable	
7-ML	**Job Creation Agreements**	Required	
8-ML	**Loan Underwriting Guidelines; Lending Policies and Procedures; Copy of Standard Loan Application**	Required	
9-ML	**Evidence of Matching/Leveraged Funds**	Required	
10-ML	**Marketing and Outreach Plan**	Required	
11-ML	**Business Assistance Capacity**	Required	
12-ML	**Community Support**	Required	

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	**Business Assistance Capacity**	Required	
4-BI	**Past Experience**	Required	
5-BI	**Training Curriculum**	Required	
6-BI	**Tenant Selection Criteria**	Required	
7-BI	**Job Creation for Green Manufacturing Jobs**	Only If Applicable	
8-B1	**Job Creation for Green Jobs**	Only If Applicable	
9-BI	**Marketing and Outreach Plan**	Required	
10-BI	**Corporate Affiliations**	Required	

Checklist for Special Economic Development Sub-section

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

APPLICATION ACTIVITY SUBMISSION FORM
(TAB 3)

ENTITY/APPLICANT: _____

ACTIVITY TITLE: _____

DATE APPLICATION SUBMITTED: _____

APPLICATION: GENERAL SECTION
(Tab 4)

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.

I. APPLICANT INFORMATION

1.	**What is the LEGAL NAME of the Applicant or Entity applying for funds?** *Please provide evidence such as Business License, Incorporation Documents, Certificate of Good Standing, and Certificate of Status from the State of Florida. Include documents in* ***Tab 15*** *(Articles of Incorporation and Corporate Documents, etc.)* ***Page*** *# _____* *****
2.	**Applicant or Entity 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 #: _____ ***D-U-N-S #: is mandatory*** *(To obtain a DUNS #, please call 866- 705-5711)*
3.	**Applicant or Entity 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: _____

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. *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. 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 6** *(Scope of Services).* ***Page*** *#* _____

_____
_____
_____
_____
_____
_____
_____
_____

5. **What category are you applying for?** *Select only one below.* ***Note:*** *A separate application must be submitted for each category.*

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

6. **How many new clients* are you proposing to serve with this funding request?**

Please provide an unduplicated count for the proposed number of clients you will serve. _____

**Public Service projects must indicate a quantifiable increase in level of service if service was funded in prior year.*

7. **Please provide EACH of the following documents, which must adhere to the formats, provided in Part II, Attachment 15.** *Include documents in* ***Tab 7 (****Budget).* ***Page*** *#* _____

☐ An overall entity budget (including all funding sources) – ***Page*** *#* _____
☐ A detailed activity budget – ***Page*** *#* _____
☐ A detailed 5-year operating pro-forma – ***Page*** *#* _____

8. **How many applications has the entity submitted?** _____

9. **List the activites for which you are applying and the category of funding requested for each application.**

	Activity Name	Category (PS, PFCI, ED)	Amount Requested
1.			$
2.			$
3.			$
4.			$
		TOTAL AMOUNT	$

10. **Organization Type.** *Please select one.*

☐ Community Based Development Organization (CBDO)
☐ Community Based Organization (CBO)
☐ Community Development Corporation (CDC)
☐ Community Housing Development Organization (CHDO)
☐ Joint Venture (e.g., LLC, LP, General Partnership)
☐ Faith-based Institution
☐ County Department
☐ Municipality
☐ Other

Please provide evidence such as Corporation certification, Board Resolution or Partnership Agreement. Include documents in ***Tab 15 (****Articles of Incorporation and Corporate Documents).* ***Page*** *#* _____
Not-for-Profit organizations need to include the IRS certification in ***Tab 12****.* ***Page*** *#* _____

II. NATIONAL OBJECTIVE AND GEOGRAPHIC LOCATION (10 Points + 10 Bonus)

11. **List the primary activity address, i.e. the physical location where project will be administered.** *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. If necessary, please use a separate sheet of paper and include document in* ***Tab 6*** *(Scope of Services).* ***Page #*** _____

Street Address: _____

City: _____ State: ☐☐ Zip Code: ☐☐☐☐☐ - ☐☐☐☐

12. **Describe the target population and service area of the proposed activity.** *Include in* ***Tab 6*** *(Scope of Services).* ***Page #*** _____

_____
_____
_____
_____
_____

13. **Is the activity located in any of the following Entitlement Cities?** *Please select only one below. Note: Applicants that propose activities in entitlement jurisdictions or participating municipalities in the State of Florida Small Cities CDBG Program must demonstrate the proposed activity is of Metropolitan Significance and/or is consistent with the high priority needs identified in the County's 2013-2017Consolidated Plan. 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 6*** *(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

14. **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) BONUS (10 points)

☐ Biscayne Park ☐ North Bay Village ☐ South Miami ☐ NA
☐ Coral Gables ☐ North Miami Beach ☐ Sweetwater
☐ El Portal ☐ Opa Locka ☐ Virginia Gardens
☐ Hialeah Gardens ☐ Pinecrest ☐ West Miami

14a. **Indicate if the activity will serve or is located in a Neighborhood Revitalization Strategy Area (NRSA) and/or an Eligible Block Group.**

☐ No (0 pts.) ☐ Yes (10 pts.)

See Part II, Attachment 16 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/***

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 ☐ Perrine ☐ South Miami ☐ Biscayne North ☐ Goulds ☐ Leisure City/Naranja ☐ Cutler Ridge **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,"** Refer to page 22 for dates and time; include form listed as **Tab 22. Page #_____.*** *A schedule of the meeting dates has been included in this RFA.* ***Has your entity made a MUST presentation?*** ☐ Yes ☐ No ☐ NA

III. HIGH PRIORITY NEEDS (15 Points)

16.	**Does this activity meet one or more of the COUNTY's high priority needs listed in the FY2013-2017 Consolidated Plan?** ☐ No (0pts.) ☐ Yes (7pts.) Include *in **Tab 6** (Scope of Services). **Page #** _____* **If "Yes," please indicate by category below:** **Public Service** ☐ Crime Prevention ☐ Children, Youth and Families ☐ Elderly Services ☐ County Wide Services ☐ Special Needs Population ☐ Children & Adults with Disabilities ☐ Homeless Persons ☐ Migrant Farm Workers ☐ Persons living with AIDS ☐ Refugees, Immigrants and New Entrants ☐ Tech Assistance to Businesses **Economic Development** ☐ Small Business Lending ☐ Small Business Incubators ☐ Special Economic Development **Public Facilities and Capital Improvement** ☐ Improve Street/Roadways ☐ Expand Open Spaces ☐ Improve Parking & Landscaping ☐ Improve Parks ☐ Construct/Upgrade Community Centers
17.	**Does the activity address a NRSA high priority need and/or a high priority need identified in the County's** FY 2013-2017 Consolidated Plan**?** *To obtain points for this question, applicants must provide a brief narrative of how the proposed activity will address an identified need and how services will be provided in a NRSA. Include in **Tab 6** (Scope of Services). **Page #** _____* *A copy of the NRSA Priority Needs levels is found in Part II, Attachment 5.* ☐ No, does not address an eligible NRSA high priority need. (0pts.) ☐ Yes, addresses an eligible NRSA high priority need listed in the FY 2013-2017 Consolidated Plan. (8pts.)

IV. TRACK RECORD (25 Points)

18.	**a. If currently or previously funded by PHCD, did the entity meet program objectives of previous projects?** *Please include supporting documentation in Tab 5.(Supporting documents are those required as proof that National Objectives were met, including: Income verifications, employee rosters, job creation forms, intake forms, progress reports, maps and relevant census data)* ☐ No (0 pts.) ☐ Yes (7 pts.) **b. Has the entity submitted timely and acceptable progress reports for all previously funded projects?** ☐ No (0 pts.) ☐ Yes (3 pts.) **c. Did the entity fully spend awarded monies of any open or previously funded projects?** ☐ No (0 pts.) ☐ Yes (3 pts.) **d. Does the entity have any unresolved issues with any open or previously funded projects?** ☐ No (4 pts.) ☐ Yes (0 pts.)
19.	**a. If not previously funded by PHCD, has the entity, successfully implemented a grant funded program/project performing the activity for which funds are sought?** *Please include supporting documentation in Tab 5.* ☐ No (0 pts.) ☐ Yes (5 pts.) **b. Does the entity have previous experience with receiving grant funds and meeting program objectives?** ☐ No (0 pts.) ☐ Yes (2 pts.) **c. Did the entity fully spend awarded monies of any open or prior grant funded projects?** ☐ No (0 pts.) ☐ Yes (2 pts.) **d. Does the entity have any unresolved issues with any open or prior grant funded projects?** ☐ No (3 pts.) ☐ Yes (0 pts.)
19.	**If currently funded by PHCD and the activity has received program income, has PHCD approved the entity's use of program income for this project?** *Examples of program income are loan repayments, property sales, rental income, fees charged for services, interest earned on revolving loans, loan payments. Acceptable documentation: PHCD approval letter to use program income for project. Include in **Tab 18** (Program Income). **Page #** _____* ☐ Yes ☐ No ☐ NA
20.	**How many years has your entity provided *the proposed service/activity*?** *Please include supporting documentation in Tab 5.* ☐ Less than 2 years (3 pt.) ☐ 2 to 4 years (4 pts.) ☐ 5 to10 years (6 pts.) ☐ More than 10 years (8 pts.)

V. PROJECT BUDGET/SOURCES AND USES

21. *Include supporting documents in **Tab 7 (**Budget). **Page #** _____*

	CDBG	Other Sources	Total
Budget			
Salaries			
Contractual Services			
Direct Services			
Total			

a. What percentage of your total budget is allocated to salaries? _____

b. What percentage of your total budget is allocated to contractual services? _____

c. What percentage of your total budget is allocated to direct services? _____

22	**Does your entity have current partnerships or collaborative efforts with other service providers in the area you are proposing to serve? (Acceptable documentation: Copy of fully executed legally binding agreement or letter of commitment, see Attachment 48**). Please include budget documentation in ***Tab 7 (****Budget).* ☐ Have current partnership/collaborative agreements with multiple service providers ☐ Have current partnership/collaborative agreements with one (1) service provider ☐ Have no partnership/collaborate agreements
22a	**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 duplicate services for the targeted population?** (Acceptable documentation: Full, detailed project scope, see Part II, Attachment 15 for appropriate samples.) ☐ No duplication of services will occur. Partners will provide complementary services ☐ Duplication of Services will occur ☐ N/A
23.	How many clients will you serve with the requested CDBG funds? _____ Based on your proposed budget, what is your annual cost per client? $ _____ ***If your project is not fully funded, PHCD will prorate the number of clients to be served using the unit cost per client indicated above and your 2015 CDBG award amount.**

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TECHNICAL ASSISTANCE TO BUSINESSES
(Tab 5)

I. ORGANIZATIONAL CAPACITY (22 Points)

1.	**Please check all services that will be provided** **Service** (.5 point each Yes) 1. Assistance with business start-up 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. Assistance with securing funding, i.e. loans, grants ☐ 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 5-TA** (Business Assistance Capacity). **Page #** _____* ☐ 19 or less (0 pts.) ☐ 20 - 35 (3 pts.) ☐ 36 - 49 (4 pts.) ☐ 50 or more (5 pts.)
3.	**Does the applicant have current executed agreements with other service providers to enhance the delivery of services to clients who are clearly defined in the proposal?** *Please attach copies. Include in **Tab 6-TA** (Collaborative Agreements with Service Providers). **Page #** _____* ☐ No agreements (0 pts.) ☐ 1- 2 current agreements (4 pts.) ☐ 3 - 4 current agreements (5 pts.)
4.	**Can the applicant demonstrate proven success with providing Technical Assistance to Businesses?** *In order to receive points, please include supporting documentation in **Tab 1-TA** (Past Experience). **Page #** _____* ☐ No (0 pts.) ☐ Yes (4 pts.)
5.	**How many businesses have successfully secured business loans from your program?** _____ *Include in **Tab 1-TA** (Past Experience)* ☐ 1 - 20 (0 pts.) ☐ 21 - 40 (1 pt.) ☐ 41 - 60 (3 pts.) ☐ 61 or more (4 pts.)

II. SOUNDNESS OF APPROACH (23 Points)

1.	**How many years of experience does the applicant have providing Technical Assistance to Businesses?** *Provide a description of projects that are similar to the proposed activity. Points to be determined by PHCD. Include in **Tab 1-TA** (Past Experience). **Page #** _____* ☐ 0 to 2 years (1pt.) ☐ 3 to 5 years (2 pts.) ☐ 6 to 9 year (3pts.) ☐ 10 or more years (5 pts.)
2.	**Does the applicant have at least five (5) years of experience in providing Technical Assistance services within any of the nine (9) Neighborhood Revitalization Strategy Areas (NRSAs) in Miami-Dade County?** *Provide proof, such as signed client intake forms, client addresses, loan closing documents, etc. **Tab 1-TA** (Experience in NRSAs). **Page #** _____* ☐ less than 1 year (0 pts.) ☐ 1 to 4 years (3 pts.) ☐ 5 or more (5 pts.)
3.	**Does the applicant have well defined Business Development Curriculum for the proposed service?** *Must provide proof to receive points. Include in **Tab3-TA** (Business Development Curriculum). **Page #** _____* ☐ No (0 pts.) ☐ Yes (5 pts.)
4.	**Does appliant have documented community support for the proposed activity?** *If yes, please provide evidence of support ,such as a resolution from a NRSA Community Advisory Committee (CAC), community letters of support,or other documented support from the community. Include in **Tab 6-TA** (Community Support). **Page #** _____* ☐ No (0 pts.) ☐ Yes (2 pt.)

5.	**Does the applicant have well defined mandatory intake criteria?** *Must provide proof to receive points. Include in* ***Tab 9-TA*** *(Client Intake Criteria).* ***Page #*** _____ ☐ No (0 pts.) ☐ Yes (3 pts.)
6.	**Does the applicant have a comprehensive Marketing and Outreach Plan for promoting the proposed activit**y? *In order to receive points, please provide a copy. Include in* ***Tab 4-TA*** *(Marketing and Outreach Plan).* ***Page #*** _____ ☐ Marginal (1 pt.) ☐ Moderate (2 pts.) ☐ Comprehensive (3 pts.)

III. POLICY PRIORITIES (5 Points)

1.	**Will the activity provide training for manufacturing jobs for low- and moderate-income persons in the production of products that will result in gains in energy efficiency or the use of alternative energy sources recognized as leading to the net reduction in carbon emissions?** *Provide a list of the proposed job titles and projected salaries, along with a one page written description about the proposed project and how it will create jobs. Include in* ***Tab 7-TA*** *(Training for Green Manufacturing Jobs).* ***Page #*** _____ ☐ No (0 pts.) ☐ Yes (3 pts.)
2.	**Will this activity provide training for low- and moderate-income persons in such areas as weatherization, or sales/distribution/marketing/installation and repair of solar energy systems or high efficiency appliances; construction and/or design of energy efficient structures; design, manufacture and servicing of electric, hybrid or biodiesel vehicles; and recycling of discarded materials?** *Provide a list of the proposed job titles and projected salaries along with a one page written description about the proposed project and how it will create jobs. Include in* ***Tab 8-TA*** *(Training for Green Jobs).* ***Page #*** _____ ☐ No (0 pts.) ☐ Yes (2 pts.)

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PUBLIC FACILITIES AND CAPITAL IMPROVEMENTS (PFCI) SUB-SECTION
(Tab 5)

I. ORGANIZATIONAL CAPACITY (10 Points)

1.	**Does the entity have the technical capacity to carry out the proposed activity?** *Please provide résumés and/or statements that describe the experience of key staff members or contract(s) with consultant firms or not-for-profit organizations who possess program knowledge or experience carrying out the proposed project. Subject to review by PHCD. Include in* ***Tab 19*** *(Résumés and Organizational Chart).* ***Page #*** _____ ☐ No (0 pts.) ☐ Yes (3 pts.)
2.	**Is the project or land for which funds are being requested held as collateral for a loan that is more than 90 days delinquent?** *If yes, must submit copy of bank letters describing the delinquency and a brief description on how the delinquency will be cured. Include in* ***Tab 20*** *(Appeals or Other Pending Issues).* ***Page #*** _____ ☐ No (0 pts.) ☐ Yes (3 pts.)
3.	**Has the entity submitted an acceptable prior year independent financial audit report prepared by a Certified Public Accountant (CPA) in accordance with Generally Accepted Accounting Principles (GAAP)**? *Include in* ***Tab 7*** *(Budget).* ***Page #*** _____ ☐ A. Entity has unresolved audit findings/concerns (0 pts.) ☐ B. Has not submitted a prior year external audit report. (0 pts.) ☐ C. Submitted all required audits with findings/concerns resolved (4 pts.)

II. SITE CONTROL (10 Points)

1.	**Does the 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 entity. (See Question #2 for a list of documentation.)* ☐ No (0 pts.) ☐ Yes (10 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 12/31/2015. 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 6*** *(Scope of Services).* ***Page #*** _____

Site Address	Folio Number

III. PRE-DEVELOPMENT (10 Points)

1.	**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 5-PFCI*** *(Public Approval Documentation).* ***Page #*** _____ ☐ No (0 pts.) ☐ Yes (3 pts.)
2.	**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 6-PFCI*** *(Infrastructure and Utility Services).* ***Page #*** _____ ☐ No (0 pts.) ☐ Yes (3 pts.)
3.	**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 7-PFCI*** *(Construction Project Manager).* ***Page #*** _____ ☐ No (0 pts.) ☐ Yes (4 pts.)

IV. SHOVEL READY (20 Points)

1.	**Construction plans and specifications have been completed and approved by all appropiate local agencies.** *Please provide proof. Include in* ***Tab 9-PFCI*** *(Plans and Renderings).* ***Page #*** _____ ☐ No (0 pts.) ☐ Yes (5 pts.)
2.	**Full funding of construction phase is committed (minus the gap funding requested).** *Please provide proof, such as committement letters, written underwritng report. Include in* ***Tab 7*** *(Budget).* ***Page #*** _____ ☐ No (0 pts.) ☐ Yes (5 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**. ☐ No (0 pts.) ☐ Yes (5 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 13-PFCI*** *(Activity Timeline).* ***Page #*** _____ ☐ No (0 pts.) ☐ Yes (3 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 14-PFCI*** *(LEED Standards).* ***Page #*** _____ ☐ No (0 pts.) ☐ Yes (2 pts.)

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ECONOMIC DEVELOPMENT: MICRO-ENTERPRISE LENDING
(Tab 5)

I. ORGANIZATIONAL CAPACITY (30 Points)

1.	**Does the entity have experience as a Community Development Financial Institution (CDFI), Revolving Loan Fund, or Micro/Small Business Lender serving small businesses?** *Provide a list of businesses that have been assisted by the entity during the past two (2) years. Please identify name and address of business; name and phone number of principal/owner. Include in **Tab 2-ML** (Past Experience). **Page #** _____* ☐ 0 to 4 years (0 pts.) ☐ 5 to 7 years (3 pts.) ☐ More than 7 years (5 pts.)
2.	**Has the entity secured matching, or leveraged lending capital, including grants and loans from other sources, which funds are, or will be, available to the entity for the purpose of providing loans to qualifying applicants? Private sources may include banks, credit unions, corporations, foundations, pension funds, private individuals, and other philanthropies.** *(Leveraged matching funds may represent grant or loan funds raised by, or committed to, the applicant within the 12 months preceding the date of submission of the FY 2015 RFA application, and are expected to be available at the time of CDBG contract execution.) Include copies of funding commitments for Matching Funds in **Tab 9-ML** (Evidence of Matching/Leveraged Fund). **Page #____.*** ☐ Less than 25% matching funds committed from non-governmental funding sources (0 pts.) ☐ 26% to 50% matching funds committed from non-governmental funding sources (1 pt.) ☐ 51% to 75% matching funds committed from non-governmental funding sources (2 pts.) ☐ 76% to 100% matching funds committed from non-governmental funding sources (3 pts.) ☐ Entity has secured at least a 1:1 commitment of matching funds from non-governmental funding sources (5 pts.) ***Note: Up to 20% of the matching funds may be in the form of Earned Income from the prior year's operations.***
3.	**Does the applicant have at least five (5) years of experience providing Economic Development Micro Lending services within any of the nine Neighborhood Revitalization Strategy Areas (NRSAs) or Eligible Block Groups in Miami-Dade County?** *Provide a list of businesses that have been assisted by the entity 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. The maps are also included in Part II, Attachment 16. Include in **Tab 3-ML** (Experience in NRSAs). **Page #** _____* ☐ less than 1 year (0 pts.) ☐ 1 to 4 years (2 pts.) ☐ 5 or more (3 pts.)
4.	**Will the proposed activity create a minimum of one permanent full-time equivalent (FTE) job per $35,000 awarded?** *Pursuant to HUD Regulation, 24 CFR 570.208(a)(4), at least 51% of the jobs created must employ low-to-moderate income persons.* ☐ No (0 pts.) ☐ Yes (2 pts.)
5.	**Does the entity have written contractual job hiring agreements (see Attachment 3) with businesses that the entity is proposing to assist?** *To be eligible for funding under the Microenterprise Lending category, applicants must provide contractual job hiring agreements. Please provide copies of the executed agreement. The agreement must include appropriate language to ensure that no job pirating has occured. Include in **Tab 7-ML** (Contractual Job Creation Agreements). **Page #** _____* ☐ No (0 pts.) ☐ Yes (2 pts.)

6.	**Does entity have documented community support for the proposed activity?** *If yes, please provide written evidence of support, such as a resolution from a NRSA Community Advisory Committee (CAC), letters or other documented forms of community support. Include in **Tab 12-ML** (Community Support). **Page #** _____* ☐ No (0 pts.) ☐ Yes (2 pts.)
7.	**Does the entitiy have a comprehensive lending policies and procedures?** *Must provide proof to receive points. Include in **Tab 8-ML** (Loan Underwriting Guidelines; Lending Policies and Procedures). **Page #** _____* ☐ No (0 pts.) ☐ Yes (3 pts.)
8.	**Does the entity have a comprehensive Marketing and Outreach Plan for promoting the proposed activity**? *In order to receive points, please provide a copy of supporting documentation. Include in **Tab 10-ML** (Marketing and Outreach Plan). **Page #** _____*

	☐ Marginal (1 pt.) ☐ Moderate (2 pts.) ☐ Comprehensive (3 pts.)
9.	**Can the applicant demonstrate proven success with a Micro Lending Program?** *In order to receive points, please include supporting documentation in* ***Tab 2-ML*** *(Past Experience).* ***Page #*** _____ ☐ No (0 pts.) ☐ Yes (2 pts.)
10.	**How many businesses have successfully secured business loans from your program?** _____ *Include in* ***Tab 2-ML*** *(Past Experience)* ☐ 1-20 (0 pts.) ☐ 21-40 (1 pt.) ☐ 41-60 (2 pts.) ☐ 61 or more (3 pts.)

II. SOUNDNESS OF APPROACH (15 Points)

1.	**Does the entity have well defined loan program participation criteria?** *Must provide proof to receive points. Include in* ***Tab 8-ML*** *(Lending Policies and Procedures).* ***Page #*** _____ ☐ No (0 pts.) ☐ Yes (2 pts.)
2.	**Does the entity have current executed agreements with other service providers to enhance the delivery of services to clients that are clearly defined in the proposal?** *Please attach copies. Include in* ***Tab 4-ML*** *(Collaborative Agreements with Service Providers).* ***Page #*** _____ ☐ No agreements (0 pts.) ☐ 1-2 current agreements (3 pts.) ☐ 3-4 current agreements (4 pts.)
3.	**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 11-ML*** *(Business Assistance Capacity).* ***Page #*** _____ ☐ 10 or less (0 pts.) ☐ 11 -20 (1 pt.) ☐ 21-30 (3 pts.) ☐ 30 or more (4 pts.)
4.	**Does the entity have a well-developed strategy for creating jobs in a Micro enterprise environment?** *Include in* ***Tab 1-ML*** *(Job Creation Plan).* ***Page #*** _____ ☐ No (0 pts.) ☐ Yes (2 pts.)
5.	**How many documented jobs has the entity assisted with creating in the past 3 years?** *Include in* ***Tab 2-ML*** *(Past Experience).* ***Page #*** _____ ☐ 0 to 4 (0 pts.) ☐ 5 to 7 (2 pts.) ☐ More than 7 (3 pts.)
6.	**How many jobs will this activity create?** **Total number of jobs**_____ *Provide a one page written description of how the proposed project will create jobs. Include a description of the types of jobs that will be created and the estimated salaries. Include in* ***Tab 1-ML*** *(Job Creation Plan).* ***Page #*** _____

II. POLICY PRIORITIES (5 Points)

1.	**Will the activity provide training and job creation for manufacturing jobs for low- and moderate-income persons in the production of products that will result in gains in energy efficiency or the use of alternative energy sources recognized as leading to the net reduction in carbon emissions?** *Provide a list of the proposed job titles and projected salaries, along with a one page written description of the proposed project and how it will create jobs. Include in* ***Tab 5-ML*** *(Job Creation in Green Manufacturing Jobs).* ***Page #*** _____ ☐ No (0 pts.) ☐ Yes (3 pts.)
2.	**Will this activity provide training and job creation for low- and moderate-income persons in such areas as weatherization, or sales/distribution/marketing/installation and repair of solar energy systems or high efficiency appliances; construction and/or design of energy efficient structures; design, manufacture and servicing of electric, hybrid or biodiesel vehicles; and recycling of discarded materials?** *Provide a list of the proposed job titles and projected salaries along with a one page written description of the proposed project and how it will create jobs. Include in* ***Tab 6-ML*** *(Job Creation in Green Jobs).* ***Page #*** _____ ☐ No (0 pts.) ☐ Yes (2 pts.)

ECONOMIC DEVELOPMENT:
BUSINESS INCUBATOR ASSISTANCE PROGRAM
(Tab 5)

I. ORGANIZATIONAL CAPACITY (32 Points)

1.	**Is the business incubator a member of the National Business Incubation Association (NBIA)?** *Provide proof. Include in **Tab 10-BI** (Corporate Affiliations). **Page #** _____* ☐ No (0 pts.) ☐ Yes (2 pts.)
2.	**Has the Business Incubator collaborated with the Small Business Administration (SBA) Small Business Development Centers or other collaborative partnerships?** *Must provide proof to receive points. Include in **Tab 10-BI** (Corporate Affiliations). **Page #** _____* ☐ No (0 pts.) ☐ Yes (2 pts.)
3.	**How many workstation desks are available at the incubator?** *Select one.* ☐ 1-5 (0 pts.) ☐ 6-10 (1 pt.) ☐ 11-15 (2 pts.) ☐ 16-20 (3 pts.) ☐ 20 or more (4 pts.)
4.	**How many businesses can you serve on an annual basis?** *Must provide proof. Include in **Tab 3-BI** (Business Assistance Capacity). **Page #** _____* ☐ 4 or less (0 pts.) ☐ 5 -10 (2 pt.) ☐ 11-20 (3 pts.)
5.	**How many years has the organization been a business incubator?** *Must provide proof to receive points. Include in **Tab 4-BI** (Past Experience). **Page #** _____* ☐ 3-5 years (1 pt.) ☐ 6 or more years (2 pts.)
6.	**Does the applicant have a comprehensive training curriculum?** *In order to receive points please provide a copy. Include in **Tab 5-BI** (Training Curriculum). **Page #** _____* ☐ Marginal (1 pt.) ☐ Moderate (2 pts.) ☐ Comprehensive (3 pts.)
7.	**Does the applicant have a comprehensive Marketing and Outreach Plan for promoting the proposed activity**? *In order to receive points, please provide a copy. Include in **Tab 9-BI** (Marketing and Outreach Plan). **Page #** _____* ☐ Marginal (1 pt.) ☐ Moderate (2 pts.) ☐ Comprehensive (3 pts.)
8.	**Can the applicant demonstrate proven success with a Business Incubator Assistance Program?** *In order to receive points, please provide a copy. Include in **Tab 4-BI** (Past Experience). **Page #** _____* **How many businesses have successfully completed and/or graduated from your program?** ☐ 1-20 (0 pts.) ☐ 21-40 (1 pt.) ☐ 41-60 (2 pts.) ☐ 61-80 (3 pts.) ☐ 80 or more (4 pts.) **How many Business Plans have you successfully assisted with that translated into a successful outcome for the client you were serving? (i.e. access to capital or a business loan)** ☐ 1-20 (0 pts.) ☐ 21-40 (1 pt.) ☐ 41-60 (2 pts.) ☐ 61-80 (3 pts.) ☐ 81 or more (4 pts.)
9.	**Please check all services to be provided** **Service** **(.5 point 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.	Technology assistance and software training	☐ Yes ☐ No
	10.	Assistance with business regulatory compliance	☐ Yes ☐ No

II. SOUNDNESS OF APPROACH (13 Points)

1.	**Does the applicant have current executed agreements with a network of critical business service providers to enhance the delivery of services to clients?** *Please attach copies. Include in **Tab 1-BI** (Collaborative Agreements with Service Providers). **Page #** _____* ☐ No agreements (0 pts.) ☐ 1-2 current agreements (3 pts.) ☐ 3-4 current agreements (4 pts.)
2.	**Does the incubator program have a formal benchmark graduation policy, including a review of company revenues, staffing levels and time in the program?** *Must provide proof to receive points. Include in **Tab 2-BI** (Graduation Requirements). **Page #** _____* ☐ No (0 pts.) ☐ Yes (3 pts.)
3.	**Does the incubator program have well defined tenant selection criteria?** *Must provide proof to receive points. Include in **Tab 6-BI** (Tenant Selection Criteria). **Page #** _____* ☐ No (0 pts.) ☐ Yes (3 pts.)
4.	**How many documented jobs has the entity assisted with creating in the past 3 years?** *Include in **Tab 4-BI** (Past Experience). **Page #** _____* ☐ 0 to 4 (0 pts.) ☐ 5 to 7 (2 pts.) ☐ More than 7 (3 pts.)

III. POLICY PRIORITIES (5 Points)

1.	**Will the activity provide training and job creation for manufacturing jobs for low and moderate income persons in the production of products that will result in gains in energy efficiency or the use of alternative energy sources recognized as leading to the net reduction in carbon emissions?** *Provide a list of the proposed job titles and projected salaries, along with a one page written description about the proposed project and how it will create jobs. Include in **Tab 7-BI** (Job Creation for Green Manufacturing Jobs). **Page #** _____* ☐ No (0 pts.) ☐ Yes (3 pts.)
2.	**Will this activity provide training and job creation for low and moderate income persons in such areas as weatherization, or sales/distribution/marketing/installation and repair of solar energy systems or high efficiency appliances; construction and/or design of energy efficient structures; design, manufacture and servicing of electric, hybrid or biodiesel vehicles; and recycling of discarded materials?** *Provide a list of the proposed job titles and projected salaries along with a one page written description about the proposed project and how it will create jobs. Include in **Tab 8-BI** (Job Creation for Green Jobs). **Page #** _____* ☐ No (0 pts.) ☐ Yes (2 pts.)

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

ECONOMIC DEVELOPMENT:
SPECIAL ECONOMIC DEVELOPMENT
(Tab 5)

I. LEVERAGING (7 POINTS)

1.	**What is the TOTAL project cost of the proposed activity?** *Must provide detailed project budget, see Part II, Attachment 15. Include in **Tab 7** (Budget). **Page** #* _____
2.	**Has this applicant secured documented funding from other sources?** *If necessary, provide information on a separate sheet of paper. Must provide Award letters, signed affidavits (if source is from entity's own resources), or letters of commitment that are not contingent upon subject award or municipal resolutions. Include in **Tab 7** (Budget). **Page** #* _____ Name of Source — Amount _____ $ _____ _____ $ _____ _____ $ _____ _____ $ _____ _____ _____ _____ $ _____ **TOTAL $** _____ ☐ 20% of total project cost – 3 pts. ☐ 21-79% of total project cost – 5 pts. ☐ 80-100% of total project cost – 7 pts.

II. SHOVEL READY (8 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** #* _____ ☐ No 0 pts. ☐ Yes 1 pt.
2.	**The Environmental Site Assessment report (Phase I and/or II) is complete with a "No Further Action" recommendation.** *Please provide proof. Include in **Tab 6-SED** (Environmental Reviews). **Page** #* _____ ☐ No 0 pts. ☐ Yes 1 pt.
3.	**Construction plans and specifications have been completed and approved by all approiate local agencies.** *Please provide proof. Include in **Tab 12-SED** (Plans and Renderings). **Page** #* _____ ☐ No 0 pts. ☐ Yes 1 pt.
4.	**Full funding of construction phase is committed (minus the gap funding requested).** *Please provide proof, such as committement letters. Include in **Tab 7** (Budget). **Page** #* _____ ☐ No 0 pts. ☐ Yes 1 pt.
5.	**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**. ☐ No (0 pts.) ☐ Yes (2 pts.)
6.	**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** #* _____ ☐ No (0 pts.) ☐ Yes (2 pts.)

III. SITE CONTROL (7 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 entity. (Refer to Question #2 in this section for examples of documented site control.)* ☐ No 0 pts. ☐ Yes 7 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 12/31/2015. 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 6*** *(Scope of Services).* ***Page #*** _____

Site Address	Folio Number

IV. ORGANIZATIONAL CAPACITY (8 POINTS)

1.	**Does the entity have the technical capacity to carry out the proposed activity?** *Please provide résumés and/or statements that describe the experience of key staff members or contract(s) with consultant firms or not-for-profit organizations who possess program knowledge or experience carrying out the proposed project. Subject to review by PHCD. Include in* ***Tab 19*** *(Résumés and Organizational Chart).* ***Page #*** _____ ☐ No (0 pts.) ☐ Yes (3 pts.)
2.	**Is the project or land for which funds are being requested held as collateral for a loan that is more than 90 days delinquent?** *If yes, must submit copy of bank letters describing the delinquency and a brief description on how the delinquency will be cured. Include in* ***Tab 20*** *(Appeals or Other Pending Issues).* ***Page #*** _____ ☐ No (0 pts.) ☐ Yes (3 pts.)
3.	**Has the entity submitted an acceptable prior year independent financial audit report prepared by a Certified Public Accountant (CPA) in accordance with Generally Accepted Accounting Principles(GAAP)**? *Include in* ***Tab 7*** *(Budget).* ***Page #*** _____ ☐ A. Entity has unresolved audit findings/concerns (0 pts.) ☐ B. Has not submitted a prior year external audit report. (0 pts.) ☐ C. Submitted all required audits with findings/concerns resolved (2 pts.)

V. SOUNDNESS OF APPROACH (8 POINTS)

1.	**Will the proposed activity result in the creation of a minimum of one permanent full-time equivalent (FTE) job per $35,000 awarded?** *The proposed project must create jobs once the project is complete. Pursuant to HUD Regulation, 24 CFR 570.208(a)(4), at least 51% of the jobs created must employ low-to-moderate income persons. Note: Construction jobs or jobs related to the development of the project may not be counted.* ☐ No (0 pts.) ☐ Yes (3 pts.)
2.	**Are agreements in place to ensure that jobs will be created once the project is complete?** *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* ***Attachment 3****).* ***Page #*** _____

	☐ No (0 pts.) ☐ Yes (2 pts.)
3.	**How many jobs will this activity create?** **Total number of jobs_____** *Provide a one page written description of how the proposed project will create jobs. Include a description of the types of jobs that will be created and the estimated salaries. Include in **Tab 1-SED** (Job Creation Plan).* ***Page #** _____*
4.	**Does the project address any of the economic development needs of the nine 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 5. Include in **Tab 2-SED** (NRSA Economic Development Needs). **Page #** _____* ☐ No (0 pts.) ☐ Yes (3 pts.)

VI. PRE-CONSTRUCTION (5 POINTS)

1.	**Have contractual agreements with the development team been fully executed?** *Please provide evidence such as a copy of the executed agreement between developer and owner/recipient. Provide list of development team members, position, address and telephone numbers. Include in **Tab 11-SED** (Development Team). **Page #** _____* ☐ No (0 pts.) ☐ Yes (3 pts.)
2.	**Are construction specifications, construction plans and drawings completed?** *If yes, please provide copies of plans and renderings. If no, please indicate what percent has been completed and provide proof. Include in **Tab 12-SED** (Plans and Renderings). **Page #** _____* ☐ No (0 pts.) ☐ what percent (%) has been completed?_____ (1 pt.) ☐ Yes (2 pts.)

VII. PRE-DEVELOPMENT (7 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 #** _____* ☐ No (0 pts.) ☐ Yes, funds have been identified but analysis is not complete. (1 pt) ☐ Yes, feasibility/market analysis is complete. (2 pts.)
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 #** _____* ☐ No (0 pts.) ☐ Yes (1 pt.)
3.	**Will this request fully fund the gap needed to complete this project on time?** *In order to receive points, please provide sources and uses statement showing other funding sources. Must provide evidence such as Award letters, signed affidavits (if source is from entity's own resources), or letters of commitment that are not contingent upon award or municipal resolutions. Include in **Tab 7** (Budget). **Page #** _____* ☐ No (0 pts.) ☐ Yes (1 pt.)
4.	**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 #** _____* ☐ No (0 pts.) ☐ Yes (1 pt.)
5.	**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 #** _____* ☐ No (0 pts.) ☐ Yes (1 pt.)

6.	**Is there an executed agreement with a qualified construction project manager for this project?** *Please provide evidence such as a copy of the executed agreement between the construction project manager and owner/recipient, including copy of résumé. Note: the construction project manager cannot be employed by the general contractor or be an employee of the G.C. . Include in **Tab 10-SED** (Construction Project Manager).* ***Page #*** _____ ☐ No (0 pts.) ☐ Yes (1 pt.)

RFA SUBMITTAL CERTIFICATION
(TAB 8)

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_____

DUE DILIGENCE AFFIDAVIT
(TAB 9)

Applicant Name:_____

Address: _____

Telephone Number:_____

Pursuant to Miami-Dade County Resolution No. R-630-13, the undersigned certifies, to the best of his or her knowledge and belief, that:

1. Within the past five (5) years, neither the Entity nor its directors, partners, principals, members or board members:

(i) Have been sued by a funding source for breach of contract or failure to perform obligations under a contract;

(ii) Have been cited by a funding source for non-compliance or default under a contract;

(iii) Have been a defendant in a lawsuit based upon a contract with a funding source.

Please list any matters which prohibit the Entity from making the certifications required and explain how the matters are being resolved (use separate sheet if necessary):

_____

_____

_____

_____

This is certified by my signature:

_____	_____	_____
Applicant's Signature	Print Applicant's Name	Date

Subscribed and sworn to (or affirmed) before me this _____day of_____, 20___

By_____. He/she is personally known to me or has presented_____ as

identification number:_____

(Print or Stamp of Notary): Expiration Date: _____

Notary Seal:

Notary Public – State of _____

CERTIFICATION OF ACCURACY
(TAB 11)

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

ENTITY/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_____

ACTIVITY SUMMARY FOR "MUST" PRESENTATION
(TAB 22)

(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**.

ENTITY/APPLICANT NAME: _____

CONTACT PERSON (NAME AND TITLE): _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

ENTITY/APPLICANT DUNS NUMBER: _____

E-MAIL: _____

ENTITY/APPLICANT ADDRESS: _____

ACTIVITY TITLE: _____

TYPE OF ACTIVITY: _____

☐ ECONOMIC DEVELOPMENT	☐ PUBLIC SERVICE
☐ PUBLIC FACILITIES & CAPITAL IMPROVEMENTS	☐ HOUSING

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): _____

_____

LIST THE NAME(s) OF THE NRSAs TO BE SERVED BY THIS ACTIVITY _____

_____

LIST THE FUNDING SOURCES REQUESTED:

- ☐ CDBG – NON-HOUSING
- ☐ HOME (Apply using Housing RFA Application)
- ☐ ESG (Apply using Housing RFA Application)

AMOUNT OF FUNDS REQUESTED FOR FY2015:	
TOTAL ACTIVITY COST:	

Miami-Dade County
Mayor Carlos A. Gimenez

BOARD OF COUNTY COMMISSIONERS

Jean Monestime
Chairman

Esteban Bovo, Jr.
Vice Chairman

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Jean Monestime
District 2

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District 8

Dennis C. Moss
District 9

Senator Javier D. Souto
District 10

Juan C. Zapata
District 11

José "Pepe" Diaz
District 12

Esteban Bovo, Jr.
District 13

Harvey Ruvin
Clerk of Courts

Pedro J. Garcia
Proeperty Appraiser

Robert A. Cuevas Jr.
County Attorney