



MIAMI-DADE COUNTY

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING FOR: SPECIAL ECONOMIC DEVELOPMENT APPLICATIONS

The RFA Application and Attachments are available on-line at
<http://www.miamidade.gov/housing/>

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



***** APPLICATION DISCLAIMER *****

Applicants should check the County's website for updates and/or modifications to this application.

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

**MIAMI-DADE COUNTY
APPLICATION
SPECIAL ECONOMIC DEVELOPMENT PROGRAM**

INTRODUCTION

Miami-Dade County's Community Development Block Grant (CDBG) Program allocates funds from US Department of Housing and Urban Development (US HUD) to not-for-profit community-based development organizations, community development corporations, community-based organizations, for-profit entities to support projects that benefit low- and moderate-income persons. 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)].

Miami-Dade County, through its Department of Public Housing and Community Development (PHCD), is soliciting applications to fund projects with CDBG funds for a Special Economic Development (SPED) Program. This action was approved by the Miami Dade County Board of Commissioners through Resolution # R-1046-17.

This program will select Special Economic Development (SPED) projects, as described in the CDBG regulations found at 24 Code of Federal Regulations, Part 570 (CDBG Regulations), specifically at 24 C.F.R. 570.203. The proposed project must create one (1) job per every \$35,000 of grant/loan funding, at least 51% of the jobs created must employ low-to-moderate income persons.

SPED Grant Awards may not exceed \$100,000 and the applicant's budget cannot exceed \$100,000 per application. Please note that these funds should be identified as **GAP** funding in all funding applications. GAP funding is the difference between existing financing commitments, including owner equity, for a project and the overall project cost.

Application Forms and Attachments **will only be available online** at the PHCD website at <http://www.miamidade.gov/housing/>.

Applicants are required to set up an appointment with PHCD staff to discuss the application process prior to submission. For an appointment please send an e-mail request to communitydevelopmentservices@miamidade.gov attention SPED

Please be advised this is a non-competitive process, each application will be evaluated on its own merits. Applications will be accepted until all funding is depleted.

Please note if your project has already begun construction and acceptable documentation of the USHUD environmental review process and proof of Davis Bacon compliance is not submitted with this application, your project may not be eligible to receive federal funds.

Applicants must submit one (1) original and three (3) copies of the application, **each** of which is to be placed in a 3-ring binder. Do not submit more than one application **per project per binder**. The original application must be submitted with the word "**ORIGINAL**" written on the outside of the binder, and each of the three (3) binders must be marked as "**COPY**."

ALL originals and copies of applications must contain all required documents.

**MUST BE DELIVERED to: Public Housing and Community Development
701 NW 1st Court, (14th floor)
Miami, Florida 33136**

Special Economic Development Approval Process

PHCD has been authorized through #R-1046-17 to solicit projects for Special Economic Development (SPED) activities through an application process that will be vetted by PHCD management and staff. The applicant will complete the attached application package and submit to PHCD.

The SPED application consists of the guidelines approved by the BCC, and an application checklist detailing what is required documentation. These documents will determine eligibility, due diligence compliance and items to complete underwriting/subsidy layering analysis. The package also includes the required county affidavits.

Applications will be approved based on the following criteria:

1. The Project must be an eligible activity and meet the USHUD national objective of Job creation. **This is a minimum threshold requirement.**
2. Project Budget – Applicants must submit ALL sources of funding – **This is a minimum threshold requirement.**
3. Site Control – Applications for special economic activities must demonstrate site control, per PHCD requirements. – **This is a minimum threshold requirement.**
4. Must execute and submit the due diligence affidavit - **This is a minimum threshold requirement. See Resolution No. R-630-13.**
5. Receive a positive Credit Underwriting recommendation: - **This is a minimum threshold requirement.**

All completed applications that meet the first four threshold criteria will be forwarded for credit underwriting. Upon receiving a positive credit underwriting (#5) recommendation, applicants will be notified and scheduled for contract development and loan closing.

All grant/loan disbursements will be made on a reimbursement basis. Upon receipt of back up documentation including; invoices, receipts and proof of payments, requests for reimbursement will be processed.

In no event shall the County provide advance CDBG funding to the applicant or to any subcontractor hereunder, nor shall the applicant advance CDBG funds to any party.

TABLE OF CONTENTS

	<u>Page No.</u>
Introduction.....	3
Special Economic Development Approval Process.....	4
Definitions.....	6-7
Application Checklist.....	9-10
Guidelines.....	11-18
Minimum Threshold Requirements.....	19
Affidavits	20-22
Application Forms.....	23-27
Useful Web Sites.....	28

DEFINITIONS

<i>The County:</i>	Miami-Dade County.
<i>BCC:</i>	Miami-Dade Board of County Commissioners.
<i>PHCD:</i>	Miami-Dade County, Public Housing and Community Development
<i>SPED:</i>	Special Economic Development
<i>Applicant:</i>	The Owner or tenant of a commercial facility requesting this Program assistance with the consent and authorization of the other property contractual parties.
<i>Owner or Project Owner:</i>	The awarded Applicant.
<i>The Contract:</i>	County/Owner Contract under this Program.
<i>The Project:</i>	The commercial facility approved for funding.
<i>Bidder:</i>	Professional quoting for a Project work or portion of a Project work.
<i>Consultant:</i>	Architect, engineer or surveyor performing contracted services for the Project, under Owner's responsibility.
<i>Contractor:</i>	Contractors and/or subcontractors performing contracted construction work for the Project, under Owner's responsibility.
<i>A/O Contract:</i>	Architect/Owner Contract under the Program guidelines and procedures.
<i>C/O Contract:</i>	Contractor/Owner Contract under the Program guidelines and procedures.
<i>ADA:</i>	American with Disabilities Act.
<i>Permitting:</i>	Approval process performed by Miami-Dade County or the Municipality's Building Departments.
<i>Code:</i>	The latest editions of the Florida Building Code and any other state or local applicable code.

Underwriting: 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. PHCD will use USHUD defined standards to evaluate and determine the financial feasibility of proposed Special Economic Development projects. Credit underwriting will be conducted by PHCD staff.

Service Area : The area to be serviced by the proposed project.

Good Standing: The applicant is not delinquent in any obligation to Miami-Dade County nor is the agency/business, officer or any member of the agency's Board of Directors on the Miami-Dade County Delinquent List. Also, if any one appears on the *Excluded Parties List System* (www.epis.gov) they may be excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits.

Metropolitan Significance:

Metropolitan Significance is defined as: 1.) An project necessary to further the purposes of the Housing and Community Development Act of 1974; 2.) An project necessary to further the purposes of Miami-Dade County's Community Development objectives and; 3.) An project with a reasonable benefit to residents within Miami-Dade County's entitlement jurisdictions boundaries.

Section 3

The words **Section 3** to mean that the work to be performed under any contract that results from this application is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 USC § 1701u (Section 3). The purpose of Section 3 is to ensure that the employment and other economic opportunities generated by HUD assistance of HUD-assisted projects covered under Section 3, shall, to the greatest extent possible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

Davis Bacon

The Davis-Bacon Act is triggered when construction work over \$2,000 is financed in whole or in part with CDBG funds. Davis-Bacon Act (40 U.S.C. 276 a to a-7) as supplemented by Department of Labor regulations 29 CFR Part 1, Part 3, and Part 5, as amended.



MIAMI-DADE COUNTY PROVIDES EQUAL ACCESS AND EQUAL OPPORTUNITY IN EMPLOYMENT AND SERVICES AND DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY.

The Department of Public Housing and Community Development does not discriminate on the basis of age, color, religion, sex, national origin, disability or familial status in the admission or access to, or treatment or employment in housing programs or activities. If you need a sign language interpreter or materials in an 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.

APPLICATION CHECKLIST for SPECIAL ECONOMIC DEVELOPMENT

**ALL DOCUMENTS MUST BE INCLUDED IN EACH SUBMISSION BINDER.
PLEASE SUBMIT THESE IN THE ORDER AS THEY APPEAR IN THE LIST BELOW AND LABEL THE
SECTIONS WITH THE CORRESPONDING NUMBER.**

ALL DOCUMENTS MUST HAVE PAGE NUMBERS

Document	Required	Page #
Application Checklist	Required	1
Certification of Accuracy	Required	2
Application Submittal Certification	Required	3
Due Diligence Affidavit	Required	4
SITE CONTROL Title / Deed or Municipal owner (Must be solely in Applicant's Legal Name) <i>A valid option to purchase (Purchase option must be through Completion date of the project. The closing must occur prior to CDBG contract execution with the County or Executed long term lease. Land lease expiration date must be two years beyond the creation of the required job. Please provide a list of all folio numbers for the project site and attach pictures</i>	Required	5
Scope of Services – Including Project 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	6
Business Plan -Current Business Plan, with proposed first year pro forma		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. Please label and include page numbers for each of the sections listed below.	Required	8
Applicant Budget	Required	8a
Applicant Assets and Liabilities	Required	8b
Certified Audit Report – Performed by an independent auditor.	Required	8c
Detailed Project Budget	Required	8d
Five-Year Operating Pro-Forma	Only If Applicable	8e
Sources & Uses Statement	Required	8f
Leveraged Sources (Award Letters, Signed Affidavits, and/or Letters of Commitment)	Required	8g
W-9 Form - Request for Taxpayer Identification Number and Certification	Required	9
Copies of Tax returns (for the last 2 years) for the Applicant and Key Principal /Partners associated with the requested project	Required	10
Tax Exempt Status Letter* - Evidence of the not-for-profit status.	Only if Applicable	11
IRS 990 - Description of the not-for-profit status.	Only if Applicable	12
Governing Board - Names and addresses.	Required	13
Current Articles of Incorporation and Corporate Documents - Please label and include page numbers for each of the sections listed below.	Required	14
Articles of Incorporation/Corporate Certification	Required	14a
Current Certificate of Good Standing or Certificate of Status –	Required	14b

Document	Required	Page #
From the State of Florida		
Business License	Required	14c
Partnership Agreement	Only if Applicable	14d
Organization's Current By-Laws	Required	15
Certificate of Use for Project Location – PHCD staff will conduct an on-site mandatory inspection to confirm location prior to recommending funding. Include photographs of the project/project site.	Required	16
List of Jobs to be created <i>Provide a one page written description of how the proposed project will create the job(s). Include in the description the type of job that will be created and the estimated salaries</i>	Required	17
Geographic Location- <i>Provide a statement indicating how the project meets the "Metropolitan Significance" criteria and include evidence of client rolls or intake forms if located in an entitlement city .</i>	Only if applicable	18
Feasibility/Market Analysis	Required	19
Governmental Clearance documentation and permits	Required	20
Utility Bill and or letters	Required	21
Construction plan and drawings	Required	22
Copy of the General Contract	Only if applicable	23
Copies of all leases and letters of intent	Required	24
Proof of Historic Designation	Only if applicable	25
Green Certification	Only if applicable	26
Forms	Required	27
Environmental Review Form (Attachment located online)	Required	28
Job Creation Certification- The applicant agrees to create a certain number of newly created jobs as a direct result of the application of the grant/award (Attachment located online)	Required	29

****When the project is moving forward to the credit underwriting process, additional information may be required from the applicant.***

SPECIAL ECONOMIC DEVELOPMENT PROGRAM GUIDELINES

Miami-Dade County is accepting applications for the Special Economic Development (SPED) Program to be administered by PHCD. This program will select projects and administer CDBG funding for SPED projects, as described in the CDBG regulations found at 24 Code of Federal Regulations, Part 570 (CDBG Regulations), specifically at 24 C.F.R. 570.203. **Applicants may not budget for or receive more than \$100,000.00 per application.** Applicants selected by PHCD to participate in the SPED program will enter into standard shell CDBG funding agreements and standard shell loan documents with the County.

Eligible Activities:

CDBG funds can be used to undertake certain Special Economic Development activities. These projects include:

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

Ineligible Activities:

Any project not specifically authorized under the CDBG regulations and statute is ineligible to be assisted with CDBG funds. In addition, regulations stipulate that the following projects **cannot** be assisted with CDBG funds:

- Buildings used for the general conduct of government.
- General government expenses.
- Compensation for the use of construction equipment through leasing, depreciation, or use allowances, pursuant to the CDBG Regulations and OMB Circulars A-21, A-87, or A-122 as applicable for an otherwise eligible project is eligible.
- Purchase of personal property, including equipment, fixtures, furnishings, or other personal property, except in the case of Special Economic Development projects.
- Income payments made to an individual or family for items such as food, clothing, housing, or utilities.
- Public facilities and improvements carried out to support or benefit a private for-profit business (although these may be eligible for other CDBG funding under the category of Public Facilities and Capital Improvements).
- New housing construction.
- Motor vehicles

The eligibility of projects is governed by the CDBG Regulations, including but not limited to 24 CFR 570.201 – 207: *A recipient may use CDBG funds for special economic development projects in addition to other projects authorized in this subpart that may be carried out as part of an economic development project. Guidelines for selecting projects 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 projects authorized under this section do not include assistance for the construction of new housing. Projects eligible under this section may include costs associated with project-specific assessment or remediation of known or suspected environmental contamination. Special economic development projects 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 projects may be carried out by the recipient or public or private non-profit sub-recipients.

(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 project 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 projects 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 credit-underwriting guidelines for selecting Special Economic Development projects to be funded. These guidelines have two parts:

Project Costs and Financial Feasibility

- Project costs are reasonable
- All sources of project financing are firmly committed
- To the extent practicable, CDBG funds are not substituted for non-federal financial support
- Project is financially feasible
- To the extent practicable, the return on the owner's equity investment will not be unreasonably high
- To the extent practicable, CDBG funds are disbursed on a pro rata basis with other finances provided 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, federal regulations require that at least one full-time equivalent, new permanent job is created per \$35,000 of CDBG funds used. The jobs created must be maintained for a minimum of one year.

Credit Underwriting

PHCD will use HUD defined standards to evaluate and determine the financial feasibility of proposed Special Economic Development projects. Credit underwriting will be conducted by PHCD staff.

Evaluation Criteria

- Project costs are reasonable
- All sources of project financing are firmly committed;
- To the extent practicable, CDBG funds are not substituted for non-federal financial support
- Project is financially feasible
- PHCD will conduct a site visit prior to providing funding to any Special Economic Development project
- To the extent practicable, the return of the owner's equity investment will not be unreasonably high.
- To the extent practicable, CDBG funds are disbursed on a pro-rata basis with other financing committed to the project

PHCD will require **supporting documentation** when determining the feasibility of projects, which **may include**, but not be limited to the following:

- Organizational Chart and Documents, including Articles of Incorporation
- Financial data to show proof that the applicant has funds available to cover the full project cost minus the CDBG funding request: audited or certified financial statements from the applicant's last completed

fiscal year, bank statements, tax returns from the last three years and under certain circumstances applicants may be required to provide a personal guarantee

- Evidence of firm commitment if budget indicates the applicant has funding from sources other than PHCD. The commitment must be in writing and signed by a person authorized to make the commitment. The commitment must indicate the total dollar value of commitment and must be valid through the financial closing of the project. It must be supported by evidence of funding availability from an industry recognized financial institution and show evidence of initial underwriting by the lender or from a financial source determined through documented evidence to be able to support the commitment. Final decisions on the issue of "firm commitment" shall be made by PHCD
- Proposed sources and uses broken out in detail
- Executed Construction Contract with a General Contractor and Sub Contractor's Permits
- Statement of the actual cost of goods, services and equipment proposed in the project: invoices from contractors with supporting evidence of the source of the costs presented
- Recent permitted and approved Construction Plans
- Current Business Plan, with proposed first year pro forma
- Detailed Property Description and Appraisals for properties to be acquired (if applicable)
- Soils Report and Phase 1 Environmental Site Assessment report (if applicable)

Funding consideration will ONLY be given to projects that have provided all supporting documentation requested and are deemed feasible.

Funds will not be allocated to a Special Economic Development project already in construction, please note that per 24 CFR Part 58.22, funds cannot be committed to a project until the related environmental clearance is completed. **In all cases, PHCD will conduct credit underwriting prior to contract execution with Miami-Dade County.**

The documents that PHCD may require from applicants on a case-by-case basis are consistent with HUD's voluntary project underwriting guidelines stated in 24 C.F.R. 570.209(a) and PHCD's Special Economic Development guidelines. PHCD will determine which documents to request from entities to determine the feasibility of proposals. In the case of some projects, PHCD may elect to conduct underwriting to determine the feasibility of a project, prior to conducting the environmental clearance.

When an entity that receives CDBG funds elects to hire a contractor or service provider, whether to administer a program, complete a task or do construction, those contractors must be procured in accordance with CDBG Regulations, including but not limited to 2 C.F.R. Part 200, Subpart D. The Davis-Bacon Act is triggered when construction work over \$2,000 is financed in whole or in part with CDBG funds. It requires that workers receive no less than the prevailing wages being paid for similar work in the same area. Davis-Bacon wage rates can fluctuate based on economic conditions, and the applicable rate may not be known until time of bidding. Proposers are encouraged to build in contingencies and general market conditions into their contracts to account for this possibility

Ongoing Responsibilities, Monitoring, and Record Keeping

Entities receiving CDBG funds will be required to submit quarterly progress reports and will also be subject to annual monitoring site visits. Progress reports will be reviewed to assess the entity'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 notice from PHCD that the HUD National Objective has been met.

Evaluation Criteria

Only applications meeting the minimum threshold requirements will be approved. Entities **NOT** clearing the Due Diligence Investigation required by Resolution No. R-630-13 will be given the opportunity to cure any issues within 30 days' notice given by PHCD. Applications for Special Economic Development projects will be evaluated and scored based on the following criteria:

Minimum Threshold Requirements

- Eligible Project
- Meets HUD National Objective
- Applicant must have demonstrated site control
- Execute and submits the mandatory Due Diligence Affidavit
- Budget (demonstrating total project costs to include funds for direct services)
- Sources and Uses Statement (indicating measureable project outcomes)
- Proof of financing: firm commitment (if applicable)

ELIGIBLE APPLICANTS

Not-for-profit Community Based Organizations (CBOs), Community Development Corporations (CDCs) and for-profit entities are encouraged to respond to this Supplemental RFA process by submitting applications for an eligible project. **Applicants may submit no more than three (3) applications for this funding source, however, the applicant must submit a separate application for each project.** Applications must meet funding eligibility criteria for the Special Economic Development Project initiatives. Applicants proposing projects in entitlement jurisdictions or municipalities participating in the State of Florida Small Cities CDBG Program will only be considered if they can demonstrate that the proposed project is of **Metropolitan Significance**. "Metropolitan Significance" is defined as: 1.) An project necessary to further the purposes of the Housing and Community Development Act of 1974; 2.) An project necessary to further the purposes of Miami-Dade County's Community Development objectives and; 3.) An project with a reasonable benefit to residents within Miami-Dade County's entitlement jurisdictions boundaries.

ELIGIBILITY REQUIREMENTS AND EVALUATION CRITERIA

To be eligible for funding, all proposed projects must meet the requirements listed below. Applicants are strongly encouraged to consider these requirements before preparing an application, as these factors will be used to rate and evaluate proposals.

1. **National Objective:** The proposed project must meet the US HUD National Objective of benefiting low- to moderate-income (LMI) persons. Applicants proposing projects that will benefit low- and moderate-income persons will be required to provide the appropriate documentation. Applicants must provide the income eligibility requirements for the proposed project or demonstrate that the project is located in a Neighborhood Revitalization Strategy Area (NRSA) or Eligible Block Group
2. **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 experience. This will include a review of résumés, financial statements, monitoring reports, audit findings, and complete inspections of new proposed project locations.
3. **Leveraging:** Applicants must show that they have other sources of funding available for the proposed project. Since the County only uses its federal and local funds to address funding gaps, other sources of funding must be in place to ensure the successful completion of the project. Documentation must be provided with the application to verify the availability of leveraged resources. Applicants must have complete funding in place, except for the requested gap funding, and applicants must provide a Sources and Uses Statement. Applicants must demonstrate maximum leveraging with non-County funds.
4. **Track Record:** All applicants must be in good standing with respect to audit findings and have a track record of completing projects on time. Applicants who have a prior relationship with PHCD must be in good standing
5. **Site Control:** Applicants must demonstrate site control (e.g., executed title, lease agreement, firm purchase contract, Option-to-Purchase, or Local Government Resolution) of the site or building proposed for funding.
6. **Geographic Location:** The County encourages projects that are located in and/or serve the NRSAs and Eligible Block Groups. Applications must describe how these areas and the residents will be served by the proposed project.

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.

These guidelines have two parts:

Evaluating Project Costs and Financial Feasibility

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

Evaluating 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 projects 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. Applicants are strongly encouraged to use the following list as a guide when submitting proposals for the FY 2018 Supplemental RFA. PHCD and Underwriting agents will require **supporting documentation** when determining viable projects. Funding consideration will **ONLY** be given to projects that are deemed feasible based on the following checklist:

Applicant Information

1. Identity of Applicant entity and Principals and the ownership structure (i.e., identify principals and officers/general partners, percentage of ownership and responsibilities in partnership/organization).
2. Copy of official documentation creating the Applicant entity (i.e., partnership agreement, certificate of limited partnership, articles of incorporation, by-laws, certification of good standing, and any other corporate documents for the Applicant and any corporate general partner).
3. Resume and trade references for each Principal of the Applicant, including a description of experience in the development, ownership and management of commercial properties. References must include addresses, contact names, and telephone numbers.
4. List of all County-financed Projects.

Property Information

1. Detailed Property description. (See Application)
2. Survey indicating the exact boundaries of the Property, any flood hazard area(s), all ingress and egress to the Property, all utilities, and the Property's legal description.
3. Site Plan
4. Zoning compliance.
5. Copy of the most recent Title Report for the Property.
6. Evidence of Site Control by applicant entity seeking funding (i.e., copy of Ground Lease Analysis, Sales or Purchase Agreement and most recent Deed to the Property, or Ground Lease to include all attachments and addendum. Closing Statement if purchase has occurred within past 24 months). (See Application)
7. Color photographs of the subject Property.

8. Aerial photograph of the Property and immediate surrounding area, if available.
9. Evidence of availability of utilities.
10. Building plans and specifications for the site and buildings.
11. Soil test reports.
12. Building permits, if available.
13. Market Study.
14. Appraisal with resume and references of appraiser.
15. An Engineering and Property Condition Report (Physical Needs Assessment).
16. Phase I environmental review, including history of Title to the Property, with resume and references of environmental auditor.
17. Evidence of Insurance including, but not limited to, General Liability, Workmen's Compensation, Builder's Risk, Auto Liability.

Financial Information

1. Current signed financial statements of Applicant entity and each Principal, General Partner, General Contractor and Credit Enhancer or Guarantor, dated within 90 days of the Application submission date. All statements should be audited or prepared by a third party CPA or professional accountant. Audited financial statements must include a statement of financial changes and all notes. If audited financial statements are not available, the statements must be certified as complete and accurate by the party whose finances are summarized by the statement.
2. Most recent two years' tax returns for Applicant entity; all Principals, General Partners, General Contractor and Credit Enhancer or Guarantor, with all supporting notes and schedules.
3. Applicant and Principals Analysis of Cash Flows and Contingent Liabilities, certified as complete and accurate by the party whose finances are summarized by the statement. This must include a detailed schedule of all real estate owned by the Applicant, Corporate General Partner, and the Principals of the Applicant, and/or Corporate General Partner showing the type of property owned, ownership percentage, property value, mortgage balance, amount of income, expenses, debt service and debt service coverage for the past year and through the most current month of the present year.
4. Monthly income and operating expense projections.
5. Fifteen-year income and expense pro forma (detail operating expense items). Schedule of Proposed Secondary Financing or grants, if any, supported by commitment letters.
6. Copy of an executed first mortgage loan commitment outlining the terms of financing.
7. Detailed Sources and Uses of Funds Statement.

Management Information

1. Management Agent's resume and references, to include number of years in business, number and location of other properties/units managed, and brief resume of key Principals.
2. Executed Management Agreement.
3. Management Plan.

Construction Information

1. Detailed project cost breakdown highlighting breakout of hard construction costs (including contingencies, general requirements, and all overhead and profit figures) and soft costs. Please detail calculation of interest reserves, operating and working capital reserves, and builder's fee.
2. Executed Construction Contract.
3. General Contractor's license.
4. Resume, banking and trade references (include bonding company) on the General Contractor, including a description of experience in the development of similar properties.
5. Signed Credit Authorization form for General Contractor (form provided by credit underwriter).
6. Copy of Architect's Contract, Current License, and resume which list experience with this type of Development.
7. Copy of Engineering Contract, Current License, and resume which list experience with this type of Development.
8. Construction Draw Schedule.
9. Termite inspection report and/or a termite bond (or other acceptable evidence of damage/repair coverage).

ACTIVITIES-The general rule is that any project not specifically authorized under the CDBG regulations and statute is ineligible to be assisted with CDBG funds. In addition, the regulations stipulate that the following projects may **not** be assisted with CDBG funds:

- Buildings used for the general conduct of government are ineligible. However, the removal of architectural barriers from government buildings is eligible under the category of Public Facilities and Capital Improvements.
- General government expenses are ineligible.
- Financing for political projects or to engage in other partisan political projects is ineligible. However, a facility assisted with CDBG funds may be used on an incidental basis to hold political meetings, candidate forums, or voter registration campaigns, if the building is available to all parties and organizations on an equal basis.

The following projects may **not** be assisted with CDBG funds:

- Purchase of equipment is generally ineligible.
 - Compensation for the use of construction equipment through leasing, depreciation, or use allowances, pursuant to OMB Circulars A-21, A-87, or A-122 as applicable for an otherwise eligible project is eligible.
- Purchase of personal property, including equipment, fixtures, motor vehicles.
- Operating and maintenance expenses of public facilities, capital improvements and services are ineligible. Specific exceptions to this general rule are operating and maintenance expenses associated with public service activities, interim assistance, and office space for program staff employed in carrying out the CDBG program;
- Income payments made to an individual or family for items such as food, clothing, housing, or utilities are ineligible.

The eligibility of projects is governed by the CDBG regulations found at 24 CFR Part 570, including but not limited to, 24 CFR 570.201 – 207.

General Instructions

- All applicants must include the **Application/Checklist**, and all affidavits contained herein. All applicants must complete the General Section and SPED Section.

- All Applicants must submit one (1) original and three (3) copies of the application, **each** of which is to be placed in a 3-ring binder. Do not submit more than one application per project per binder. The original application must be submitted with the word “**ORIGINAL**” written on the outside of the binder, and each of the three (3) binders must be marked as “**COPY.**” Each application, original and copies, must contain all required documents. Tabs are required and must be labeled as indicated in the required Checklist Form. All pages must be numbered. No pages are to be stapled or clipped.
- All applications must be submitted in the legal name of the agency that is applying for funding. The applicant must be an active entity registered with the *Florida Division of Corporations* (<http://www.sunbiz.org>).
- All applicants must provide an Employer Identification Number (EIN/Federal Identification Number) and a D-U-N-S Number. For more information on obtaining the D-U-N-S Number, visit the following web site: <http://fedgov.dnb.com/webform>. The Data Universal Numbering System, also known as D-U-N-S®, is a unique nine-digit identification number that remains with an organization even if the organization is no longer in operation. The D-U-N-S Number® was incorporated into the Federal Acquisition Regulation (FAR) in April 1998.
- 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/or the community served. Applicants are encouraged to coordinate and collaborate with other organizations in carrying out programs funded under this SPED RFA. As part of the proposal, a written agreement specifying the role of each organization in the collaborative arrangement must be included and must be executed by each partner. Notwithstanding the above, **Miami-Dade County will not fund an entity or affiliate** with defaulted loans, debarment actions or any other legal encumbrances which may cause risk to the County funding or are determined by the County, in its sole discretion, to threaten the applicant’s ability to timely complete the project proposed, regardless of the merits of the submitted application. Miami-Dade County will not fund entities listed in the Federal Excluded Parties List System, as those entities are prohibited from receiving federal contracts or federally approved subcontracts, or from receiving certain types of federal financial assistance (CDBG funds) and benefits. Miami-Dade County will not fund entities on the County delinquent vendor registry.
- **PHCD Compliance Requirement:** PHCD will adhere to compliance guidelines pursuant to Resolution No. R-630-13 approved by the Miami-Dade County Board of County Commissioners on July 16, 2013. Copies of the resolution and Due Diligence checklist and Affidavit are located at www.miamidade.gov/housing/
- All projects or projects awarded funds that fail to complete the project in a timely manner shall be subject to recapture and contract termination.
- Applicants are required to submit with the SPED RFA application interior and exterior photographs of the proposed facility or project location. Applicants must also provide copies of the most current Certificate of Use for the building, if applicable. PHCD staff will conduct a mandatory site visit and physical inspection prior to recommending the agency’s project or project for funding.
- All applicants awarded funds shall be required to execute the County’s CDBG shell 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 real property and is being secured or collateralized by real estate.
- Field visits will be conducted on behalf of PHCD to evaluate the viability and/or feasibility of the project site with the proposed scope of work and requested funds by the agency.
- Environmental Review forms must be completed in their entirety and received within thirty (30) days of contract execution or funding will be assessed for recapture.

**PUBLIC HOUSING AND COMMUNITY DEVELOPMENT
CERTIFICATION OF ACCURACY**

**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 _____



**PUBLIC HOUSING AND COMMUNITY DEVELOPMENT
APPLICATION SUBMITTAL CERTIFICATION**

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 _____



PUBLIC HOUSING AND COMMUNITY DEVELOPMENT
ALL APPLICANTS
DUE DILIGENCE AFFIDAVIT

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;
iv. Have been charged with a crime that is unresolved at the time of signing this document; have been convicted at any time of a crime of fraud or bribery; or have been convicted at any time of a criminal act in connection with any County program.

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

My signature certifies this:

Applicant's Signature _____ Print 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 Public – State of _____ Notary Seal: _____



GENERAL SECTION APPLICATION for SPECIAL ECONOMIC DEVELOPMENT

ALL INFORMATION IS REQUIRED TO BE CONSIDERED FOR AWARD

ALL APPLICANTS MUST COMPLETE THE GENERAL SECTION AND THE SUB-SECTION. **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.

I. APPLICANT INFORMATION

What is the LEGAL NAME of the Applicant or Developer applying for funds? *Please provide evidence such as partnership agreement, certificate of limited partnership, articles of incorporation, by-laws, certification of good standing, and any other corporate documents for the Applicant and any corporate general partner.*

Organization Type. *Please circle one.*

Non-Profit **Yes** **No** **For-Profit** **Yes** **No**

Applicant or Developer Address. *If you are a partnership, you must submit this information for all partners. Please use a separate sheet of paper to list all partners.*

Street Address: _____

City:

State:

--	--

Zip Code:

						-					
--	--	--	--	--	--	---	--	--	--	--	--

Organization TIN # / EIN #:

Organization Dun & Bradstreet D-U-N-S #: _____

A D-U-N-S #: is mandatory

(To obtain a DUNS #, please call 866- 705-5711)

Applicant or Developer Contact Person. *If you are a partnership, you must submit this information for all partners. Please use a separate sheet of paper to list all contact persons.*

Contact Person: _____

Title: _____

Phone Number: () _____

Fax: () _____

E-mail: _____

Website: _____

The requested funding amount for this application.

Is your organization/business delinquent in any obligation to Miami-Dade County or is the agency/business, officer or any member of the agency's Board of Directors on the Miami-Dade County Delinquent List?

Yes No

If you answered YES to the above question, has the agency/business filed an appeal? Please provide information regarding appeal.

Yes No

Is your organization/business or any officer/partner/board member/employee of your organization listed in the Federal Excluded Parties list system? Excluded Parties List System (www.epls.gov) includes parties that are excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404.

Yes No

If your organization/business either the Miami-Dade County Delinquent List or the Federal Excluded Parties list, your application will be denied. If you are currently in appeal, the application will be referred to the Miami-Dade County Attorney's Office for review.

IV. NATIONAL OBJECTIVES

The County reserves the right to make the final determination on the following questions.

How many new units of accomplishments (Jobs) are you proposing to create with this funding request?* *The proposed project must create one (1) job per every \$35,000 of grant/loan funds once the project is complete; 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.*

Provide a one page written description of how the proposed project will create the job(s). Include in the description the type of job that will be created and the estimated salaries.

V. GEOGRAPHIC LOCATION

What is the primary project address (project location)? *For vacant lots, you may provide crossroads information. Post Office Boxes are not acceptable; a physical project location must be provided.*

Street Address: _____

City: _____ State: Zip Code: -

Describe the target population and service area of the proposed project.

Please indicate whether the proposed project will principally target one of the following areas:

Countywide North County Central County South County

Is the project located in any of the following Entitlement Cities? *Note: Funding To be considered an project of Metropolitan Significance, the proposed project 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 project, provide a statement indicating how the project meets the "Metropolitan Significance" criteria and include evidence of client rolls or intake forms.*

City of North Miami City of Miami Beach City of Homestead Florida City
 City of Miami City of Miami Gardens City of Hialeah

Is the project 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)

City of Sweetwater City of Opa-locka City of Hialeah Gardens Village of El Portal
 City of North Miami Beach City of South Miami N/A

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

Yes No

You may also find the NRSA maps at the following link: <http://www.miamidade.gov/ced/nrsa.asp>

If you answered yes to the above question, indicate the area/s that you will serve. (Please select each NRSA area that applies.)

NRSAs

- | | | |
|------------------------------------|---|--|
| <input type="checkbox"/> Opa-Locka | <input type="checkbox"/> Model City | <input type="checkbox"/> West Little River |
| <input type="checkbox"/> Perrine | <input type="checkbox"/> South Miami | <input type="checkbox"/> Biscayne North |
| <input type="checkbox"/> Goulds | <input type="checkbox"/> Leisure City/Naranja | |

Or Eligible Block Group/s

LEVERAGING

What is the TOTAL project cost of the proposed project? *

Must provide detailed project budget.

Amount: _____

Please attach documented funding from all sources? If necessary, provide information on a separate sheet of paper. Must provide Award letters, signed affidavits (if source is from agency's own resources), or letters of commitment that are not contingent upon subject award or municipal resolutions.

<u>Name of Source</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

- 0-25% Leverage 26-79% Leverage 80-100% Leverage

ORGANIZATIONAL CAPACITY

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.

Is the project or land for which funds are being requested held as collateral for a loan? If yes, must submit copy of loan statement and a brief statement on the purpose and maturity date of the loan.

Yes. No

Please submit tax returns (for the last two (2) years) for the applicant, and all principals/partners associated with the requested project.

Applicant must submit an acceptable prior year independent financial audit report prepared by a Certified Public Accountant (CPA) in accordance with Generally Accepted Accounting Principles (GAAP).

ECONOMIC DEVELOPMENT SPECIAL ECONOMIC DEVELOPMENT PROJECT

SITE CONTROL

For Special Economic Development projects applicants must demonstrate site control?* *Please note that site control is a threshold item. Application and documents must be in the name of the legal entity that will own the project or the contracting entity.*

Yes No

If yes, what supportive documentation does your organization hold?

A valid option to purchase (*Purchase option must be through projected Completion of the project. The closing must occur prior to CDBG contract execution with the County*) **or**

Executed long term lease. (*Land lease expiration date must be at least two years beyond the creation of the required job*).

Provide a list of all folio numbers for the project site and attach pictures of the site/structure.

Site Address	Folio Number

III. PRE-DEVELOPMENT

Has a feasibility/market analysis been completed for the proposed project? *Provide copy of feasibility/market analysis.*

- Yes, and feasibility/market analysis is complete.
 Yes – Funds have been identified but analysis is not complete.
 No

Has a Phase I Environmental Audit been initiated? *If yes, please provide evidence such as Phase I Audit Report, which has been conducted and/or updated within 6 months of the application.*

Yes No

Will this request fully fund the gap needed to complete this project on time? *Please provide sources and uses statement showing other funding sources.*

Yes No

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.*

Yes No

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.*

Yes No

PRE-CONSTRUCTION **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.

Yes No – If no, what percent (%) has been completed? _____

If the facility will be leasing space, does the applicant have fully executed leases for at least 50 percent of the leasable space? *Please submit the copies of the leases and all letters of intent (LOI)*

Yes No

SHOVEL READY

Full funding of construction phase is committed (minus the gap funding requested). *Please provide proof, such as commitment letters.*

Yes No

Construction is ready to start pending the selection and award of the general contractor within sixty (60) calendar days from the PHCD loan closing .

Yes No

POLICY PRIORITIES

Does the proposed project benefit a property that has been designated or that has been determined to be potentially eligible for designation as a local, state, or national historic site? *Please provide proof.*

Yes No

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.*

Yes No

USEFUL WEBSITES

Organization/Source of Information	Website
DUNS Number Information	http://fedgov.dnb.com/webform
Federal Excluded Parties List System	www.epls.gov
Miami Dade County Debarred Contractor List	http://www.miamidade.gov
Florida Division of Corporations	http://www.sunbiz.org
Maps of NRSAs	http://www.miamidade.gov/housing/
Miami-Dade County Department of Planning and Zoning – Charrette Plans	www.miamidade.gov/planzone/planning_comm_charrettes.asp
Miami-Dade County Services near You	http://gisims2.miamidade.gov/Cservices/CSReport.asp
Miami-Dade Department of Public Housing and Community Development	http://www.miamidade.gov/housing/
US Census	www.census.gov
W-9 Form	IRS.gov