



**MIAMI-DADE COUNTY
DEPARTMENT OF HOUSING AND COMMUNITY
DEVELOPMENT**

FY 2012 Request For Applications

**For the FY 2012 Action Plan
and Update of the FY 2008-2012
Consolidated Plan**

July 2011



REQUEST FOR APPLICATIONS for the FY 2012 ACTION PLAN

January 2012 through December 2012





FY 2012 REQUEST FOR APPLICATION

Welcome and Opening Remarks

Rick Glasgow, Manager

COMMUNITY PLANNING AND OUTREACH DIVISION

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)



Partners in the Process

- DHCD
- Miami-Dade Homeless Trust
- Miami-Dade Economic Advocacy Trust
- Community Action Agency
- Other County Agencies (Selection Panel Members)
- Community Advisory Committees



Allocation of the Estimated FY 2012 Entitlement

Source	Type	Estimated FY 2012 Funding
Community Development Block Grant (CDBG)	Federal	13,613,880
Emergency Solutions Grant (ESG)	Federal	750,000
Home Investment Partnerships (HOME)	Federal	6,345,050
State Housing Initiative Partnership (SHIP)	State	500,000
Documentary SURTAX	Local	11,900,000
TOTAL ALL SOURCES		33,108,930



Allocation of the Estimated FY 2012 CDBG Entitlement

Category	FY 2012 Estimated Funding	FY 2012 Percentage
Administration	2,722,776	20%
County Departments	5,348,524	40%
Capital Improvements/Economic Development	4,492,580	33%
<i>*A minimum of 10% will be allocated for Economic Development</i>		
Public Service	1,050,000	7%
Total	13,613,880	100%

Primary Objective

To develop viable urban communities characterized by decent housing, a suitable living environment and increased opportunities for low- and moderate-income residents.



MIAMI-DADE COUNTY CONSOLIDATED REQUEST FOR APPLICATION (RFA) FOR FY 2012 FUNDING

NON-HOUSING APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING FOR:

- PUBLIC FACILITIES AND CAPITAL IMPROVEMENTS (PFCI)
- ECONOMIC DEVELOPMENT (ED)
- PUBLIC SERVICES (PS)



**PART II of the RFA, which contains all Attachments,
is only available online at the following website:
http://www.miamidade.gov/ced/request_RFA.asp**

WHAT'S NEW IN FY 2012

1. Small businesses receiving CDBG assistance from Business Incubators will be encouraged to apply to become certified as a Miami-Dade County Green business.

By amending the existing policy, all businesses receiving CDBG assistance from any County funded Business Incubator are now encouraged to apply to become certified as a Miami-Dade County Green business. However, failure to meet the criteria for certification as a Green business shall not disqualify the business from receiving CDBG support. This strategy will allow small businesses to learn about and implement sustainable business practices in their day-to-day operations

2. Reduce the Public Service allocation to County departments by \$1.05 million. Funding will be made available to all eligible applicants.

CDBG spending on public services is capped at 15 percent of the total grant funding. The Board of County Commissioners approved to reduce the CDBG funding for the public service programs administered by the County by \$1.05 million and allow each Commissioner to allocate **\$50,000** from their respective Commissioner District Fund (CDF) to fund public service activities that competed through the annual RFA process. Additionally, the amendment allows each of the eight NRSA CACs to allocate **\$50,000** to public service activities that competed through the RFA process.

WHAT'S NEW IN FY 2012

3. Community Advisory Committee (CAC) may elect to prioritize single-family housing rehabilitation as one of its NRSA high priorities.

Prior year policies limited CAC allocations to economic development, capital improvements and infrastructure activities. This policy was approved in response to a request from the CACs, which will give the CACs increased flexibility in identifying the high priorities within the NRSA.



FY 2012 REQUEST FOR APPLICATION

The following **3 Request For Application Books** are available this year;

Book 1:

Community Development Block Grant (CDBG) NON-HOUSING

Book 2:

HOME Investment Partnerships (HOME)

State Housing Initiatives Program (SHIP) ALL HOUSING RELATED

Emergency Solutions Grant (ESG) funds

Book 3:

Documentary Stamp Surtax(SURTAX) HOUSING

APPLICATION DEADLINE AND SUBMISSION LOCATIONS

The application deadline is 12:00 Noon on Wednesday, August 3, 2011. Immediately following the deadline, the Department of Housing and Community Development (DHCD) will open applications and initiate the review process.

Once the RFA review process has commenced, no late applications will be accepted. Faxed or electronic applications will not be accepted.

Applications must be labeled as directed below:

Mr. Harvey Ruvin

Clerk of the Board of County Commissioners

Stephen P. Clark Center

111 N.W. First Street, 17th Floor

Miami, Florida 33128

Attention: Director's Office

Miami-Dade County

Department of Housing and Community Development

APPLICATION DEADLINE AND SUBMISSION LOCATIONS

Applications may be submitted to the Clerk of the Board starting on July 14, 2011 through August 2, 2011 from 9:00 a.m. to 4:30 p.m., Monday through Friday, except on Holidays observed by the County.

ON WEDNESDAY, AUGUST 3, 2011, APPLICATIONS WILL ONLY BE ACCEPTED FROM THE HOURS OF 9:00 A.M. TO 12:00 NOON AT THE ADDRESS LISTED BELOW:

Miami-Dade County
Department of Housing and Community Development
Overtown Transit Village North
701 NW 1st Court – 1st Floor Training Room
Miami, Florida 33136

Applications will ONLY be accepted at the addresses noted above.

Please visit the website for frequent updates; Also for responses to questions from the two Technical Assistance Workshops

APPLICATION for Non Housing

General Section	50 points
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Public Facilities	50 points (or)
Economic Development	50 points (or)
Public Services	50 points

Total Points	100 points
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General Section

Evaluation Criteria	Maximum Points
General Section	
National Objective pg. 64	5
Geographic Location pg. 64	15
Priority Needs pg.66	5
Leveraging pg.66	6
Organizational and Financial Capacity pg. 67	7
Track Record pg.67	4
Timely Completion pg.68	8
Total General Section	50

CDBG National Objectives



Each activity funded under CDBG program must address one of the three national objectives:

Activities benefiting low- and moderate-income persons who earn at or below 80% of the area median income (AMI) CFR-570.208(a)

Area Benefit
Limited Clientele
Housing Benefit
Job

Activities that aid in the prevention or elimination of Slum and Blight
CFR-570.208(b) **(NOT BEING FUNDED IN THIS CYCLE)**

Activities designed to meet community development needs having a particular urgency CFR-570.208(c) **(NOT BEING FUNDED IN THIS CYCLE)**

CFR= Code of Federal Regulations

APPLICATION for Non Housing

- All agencies applying for CDBG, Public Facilities/Capital Improvements, Economic Development and Public Service must complete the non housing application.
- All applicants must provide the Federal ID Number on the application and Dun & Bradstreet D-U-N-S number (www.dnb.com)
- All applicants must complete the “Application Cover Sheet” pg. 51
- All applicants must complete the “Activity Application Submission Form” pg. 53
- All CDBG applicants must complete the “CDBG General Section” and appropriate sub sections
- Applicants are limited to three (3) applications per funding source. Those who submit more than three (3) applications will be penalized five (5) points, which shall be deducted from each application submitted. All applications must be typed.

APPLICATION TO THE PROGRAM



- Priority will be given to funding activities that meet needs identified by NRSA CACs
(Part 2 Attachment #6 -FY 2012 HIGHEST PRIORITIES)
- Applicants requesting CDBG funds must use the correct US HUD Eligibility Code and National Objective
(Part 2 Attachment #12- Chart of U.S. HUD Eligible Matrix Codes)

APPLICATION TO THE PROGRAM (Cont'd)

- Each Copy is to be identical to the original, containing the same number of pages, forms and documents.
- Applications not submitted in 3-ring binders will not be accepted. No pages are to be clipped or stapled.
- Applications for Non-Housing activities should be submitted in a separate binder



Evaluation and Recommendation Process

- Evaluation Process - based on needs of Districts, Neighborhood Revitalization Strategy Areas (NRSAs) and eligible block groups
- Points also given for
 - Organizational Capacity
 - Leveraging
 - Timely Completion
 - Track Record (if previously funded through DHCD)

SUB-SECTION PUBLIC FACILITIES AND CAPITAL IMPROVEMENT

Entities eligible for funding include Miami-Dade County Departments, Participating Municipalities, for-profit and not-for-profit organizations. To be considered a “public facility,” the facility must be owned by a government entity or a not-for-profit organization, and open to the general public. The acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements are eligible activities under CDBG. The specific types of facilities and improvements eligible for CDBG funding include:

- The construction or installation of infrastructure improvements, such as street improvements and tree planting or water and sewer lines;
- Neighborhood facilities such as libraries, police stations, 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.

SUB-SECTION PUBLIC FACILITIES AND CAPITAL IMPROVEMENT

- If the assisted facility is owned by a nonprofit, the CDBG regulations stipulate that the facility must be open to the public during normal working hours.

All facilities constructed with CDBG funds must comply with ADA requirements.

Public Facilities

- Recreational Facilities
- Neighborhood Facilities
- Health Facilities
- Child Care Centers
- Senior Centers
- Handicapped Centers
- Homeless Facilities (excluding operating costs)
- Youth Centers
- Facilities for Abused and Neglected Children
- Asbestos Removal
- Facilities for AIDS Patients (excluding operating costs)

SUB-SECTION PUBLIC FACILITIES AND CAPITAL IMPROVEMENT

Public/Capital Improvements

- Flood Drainage Improvements
- Water/Sewer infrastructure
- Street Improvements
- Sidewalk Improvements
- Trees
- Parking Lots
- Parks
- Playgrounds
- Curbs and Gutters

Sub-Section Economic Development Activities

The four categories are as follows;

1. Microenterprise Lending:

Not-for-profit agencies that provide microenterprise or small business loans are eligible to apply under this category, including intermediaries, revolving loan funds, and/or Community Development Financial Institutions (CDFIs). CDBG funds awarded under this category shall be awarded, principally, to expand the respective agency's lending capacity, and are expected to be utilized by the agency to increase its origination of microenterprise or small business loans to for-profit businesses serving the NRSAs and Eligible Block Groups (EBGs).

2. Technical Assistance to Businesses:

This activity involves providing technical assistance and training directly to businesses (written agreements with businesses are required) on topics such as business planning, accounting and financial management, and marketing. Qualified agencies may apply to provide technical assistance to businesses that have five or fewer employees, one or more of whom owns the enterprise.

3. Special Economic Development:

These activities may be undertaken by not-for-profit, for-profit, or public entities. Eligible activities include: acquiring, constructing, and/or rehabilitating retail, industrial, or commercial buildings with the **overall objective of creating jobs.**

Sub-Section Economic Development Activities (cont'd)

4. Business Incubator Assistance Program (BIAP):

The purpose of the Business Incubator Assistance Program (BIAP) is to help sustain existing businesses and attract new businesses into low- and moderate-income communities by providing cost-effective business support services and resources under one roof. **Please be advised that, effective in FY 2012, all small businesses receiving CDBG assistance from any County funded Business Incubator must apply to become certified as a Miami-Dade County Green Business. *Businesses seeking green certification should be directed to the following website:* http://green.miamidade.gov/business_certification.htm.**



Sub-Section Economic Development Activities Economic Development projects must create JOBS

Records to be maintained for benefit based on job creation: at least 51 percent of the jobs will be available to low- and moderate-income persons, documentation for each assisted business shall include:

1. A written commitment by the business that it will make at least 51 percent of the FTE jobs available to low- and moderate-income persons and will provide training for any of those jobs requiring special skills or education
2. A listing by job title of the permanent jobs to be created, indicating which jobs will be available to low- and moderate-income persons, which jobs require special skills or education, and which jobs are part-time
3. A description of the actions to be taken by the grantee and business to ensure that low- and moderate-income persons receive ***first consideration*** for these jobs
4. A listing by job title of the permanent jobs filled, and which jobs were available to low- and moderate-income persons, as well as a description of how first consideration was given to any such persons for these jobs. The description shall include what type of hiring process was used; the names of the low- and moderate-income persons interviewed for each such job; and those hired.

SUB SECTION PUBLIC SERVICE

This category places emphasis on projects, programs and activities that directly address the priority needs of the income eligible populations identified in our FY 2008 through FY 2012 Consolidated Plan.

SUB SECTION PUBLIC SERVICE

ELIGIBLE PUBLIC SERVICE ACTIVITIES:

Senior Services

Handicapped Services

Legal Services

Youth Services

Transportation Services

Substance Abuse Services

Battered and Abused Spouses

Abused and Neglected children

Employment Training

Crime Awareness and Presentation

Child Care Services

Health Services

BUDGET SUMMARIES

- Three Types: 1) Economic Development Projects, 2) Construction, Housing, or Programmatic Support, 3) Public Services.
- Summaries must identify all available funding sources and their respective amounts.
- Summary for Construction, Housing, or Programmatic Support, Public Services must identify any funding gaps.

CAUTION ON BUDGETS

- The available funding that supports the project is vital information that the County will use to evaluate the feasibility of funding your RFA.
- The sample budgets display ideal situation – agency is seeking final funding to support the activity covered by the RFA.

CONSTRUCTION, HOUSING, AND PROGRAMMATIC SUPPORT ACTION STEP FORMAT

- Expectation of performance depends not only on funding received through CDBG and HOME, but also on funding secured from outside sources. (Leveraging)
- Expected work for grant period will always be delineated as percentage of total work on project.
- If your project involves construction, then the service period may cover up to 2 years.
- If you are seeking continuation funding, you must indicate on a separate attachment the action steps and total completion proportion that you expect to achieve by end of 2014.

HOME, CDBG, SURTAX, SHIP AND ESG HOUSING APPLICATION



GENERAL SECTION

**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/CED/REQUEST_RF
A.ASP](http://www.miamidade.gov/ced/request_rf_a.asp)**

FY 2012 ALLOCATIONS

Activity	HOME	ESG	SHIP	Total
CHDO Operating Costs \$50,000 cap per agency	\$317,000			\$317,000
CHDO Set-Aside	\$952,000			\$952,000
Rental New Construction/Rental Rehabilitation	\$1,841,000			\$1,841,000
Homeless Programs	\$1,000,000	\$750,000		\$1,750,000
Homebuyer Counseling			\$500,000	\$500,000
Tenant Based Rental Assistance	\$600,000			\$600,000
Activity	\$4,710,000	\$750,000	\$500,000	\$5,960,000

FY 2012 RFA ELIGIBLE HOUSING ACTIVITIES

- AFFORDABLE HOUSING DEVELOPMENT
- HOMELESS HOUSING DEVELOPMENT
- TENANT BASED RENTAL ASSISTANCE (TBRA)
- HOMEBUYER COUNSELING AND EDUCATION
- SINGLE FAMILY HOMEOWNERSHIP REHABILITATION-(CDBG FUNDING FOR CAC's HIGH PRIORITIES IN THE NRSAs ONLY)
- COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) OPERATING FUNDING/SET ASIDE

WHAT'S NEW IN FY 2012

SINGLE FAMILY HOMEOWNERSHIP REHABILITATION (CDBG FUNDING FOR COMMUNITY ADVISORY COMMITTEE'S HIGH PRIORITIES IN THE NRSA's ONLY)

HOUSING APPLICATION

1. If all funding is included in this initial application, **NO FUTURE** applications will be accepted for the same development for 24 months.
2. At the discretion of the County, up to 20% of rental units (per development) may be designated for Section 8 subsidy; either project/development-based or tenant-based.

HOUSING APPLICATION continued

3. RENTAL (Required from all Rental Housing project):

- Rents & Operating Pro-forma
- Rental Comparison
- Pictures of Exterior and Interior
- Acceptance of Rental Assistance

4. HOMEBUYER COUNSELING: Education and Experience Not for Profit Agency

HOUSING APPLICATION

5. HOMELESS RENTAL (Required for all Homeless Rental Housing project and ESG applicants):

Organizational Qualifications & Proposed Project Narrative

6. TENANT BASED RENTAL ASSISTANCE

Current year financials and certified audits for the past 2 years
Applicant's Consolidated Financials

Comprehensive current and open project listing of the Applicant's parent, subsidiaries and all affiliate business entities

APPLICANTS INSTRUCTIONS

Books 2 and 3

- All applicants must submit the **Application Cover Sheet** as the **first page** of each application, the **Activity Application Submission Form Checklist**, and **all affidavits contained herein**. All applicants must complete the general section. [Homebuyer Counseling applicants need only complete the first section of the general section (non-scoring general data).]
- All applicants must submit one (1) original and six (6) copies of the application in 3-ring binders with **TABS** and **TABLE OF CONTENTS**. Applications must be in separate binders. **Do not staple or clip pages.**
- 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) copies must be marked as **“COPY.”** **ALL Originals and copies of applications must contain all required documents. Please do not exclude any document from any copy.**
- The cover of each binder must include the name of the agency, the name of the proposed activity and the requested funding source.
- Applicants are limited to three (3) applications per funding cycle. All applications should be typed.
- All applicants must be submitted in the legal name of the corporation or agency that is applying for funding. The applicant must be an active entity registered with the Florida Division of Corporations (<http://www.sunbiz.org>).

APPLICATION TO THE PROGRAM

Who is eligible to apply?

“Gap” Funding (Category 2)

Applicants with financing requests for developments which have previously received public funding or have been awarded tax credits or are seeking 4% tax credit bond financing. Awards of “gap” funding will be subject to a Subsidy Layering Review (SLR) and a credit underwriting process. For “gap” applicants with FHFC tax credits, the SLR will be performed subsequent or concurrent with FHFC underwriting.

In addition to the standard credit underwriting review, an analysis of the development cash flow and the SLR are intended to be an analytical review of the developer’s overhead and soft costs. Deferred developer fees are not considered a gap in this application. Changes in financing terms are not considered gap. Changes to the scope of services are not considered a gap. It is in the sole discretion of the County to determine what is or is gap. The goal is to create new units and not to augment existing approved projects.

APPLICATION TO THE PROGRAM-cont'd

Developers that received “gap” funding commitments from Miami-Dade County for the same development in prior RFA rounds of funding ARE NOT eligible to apply, except if the project can qualify as an emergency under Category 3.

Emergency Funding (Category 3) Applicants requiring final, emergency funding needed to complete projects due to an unexpected financial occurrence or market conditions and “but for” additional County funds, affordable housing projects would not be completed. These allocations will be subject to internal and/or external underwriting, that will ensure that the award from the County will provide the final additional funding necessary to complete the housing project. These dollars will be made available after an internal project financing restructuring analysis wherein the “but for” criteria will be scrutinized to ensure that without Miami-Dade County funds, the project cannot be completed.

APPLICANTS INSTRUCTIONS-cont'd

All agencies applying for funding for Housing and Homeless activities under the HOME, SHIP, ESG, CDBG (Single Family Rehabilitation only) or SURTAX programs must complete the **General Section and the appropriate forms in the Housing RFA application Book 2 or Book 3, respectively.**

ESTIMATED FY 2012 SURTAX FUNDING AMOUNTS (Book 3)

PROGRAM	AMOUNT
Documentary Stamp Surtax Program (Surtax)	Up to
Category 2	8,330,000
Category 3	3,570,000
TOTAL	\$11,900,000

NOTE: Applicants cannot request more than thirty (30) percent of the funding amount. Any remaining funds in Category 3 will be available for Category 2.

POLICIES FOR FY 2012 SURTAX CYCLE RFA SUBMISSION **All Funding Categories (Book 3)**

Applicants for “gap” and emergency funding will be subject to a Subsidy Layering Review (SLR) and a Full Credit Underwriting (FCU) process.

For “gap” funding applicants with FHFC tax credits, the SLR will be performed subsequent or concurrent with the FHFC underwriting. In addition to the standard credit underwriting review that analyzes development cash flow, the SLR is intended to be an analytical review of the following:

- Subsidy Levels
- Developer’s Overhead
- Developer’s Fees
- Consultant Fees for Development
- Soft Cost
- Land Costs
- Reserve requirements
- Debt Service Coverage Ratio

Criteria for SURTAX-Book 3

Leveraging –.

Organizational and Financial Capacity –

Track Record –

Site Control –.

Subsidy per Unit –

Finish What We Started -

Loan Terms

Construction and Rehabilitation Loans for Rental Developments

- Construction and rehabilitation loan rates and terms for rental developments are outlined on page 15 in Book 2 and Page 8 in Book 3.
- However, final determination of the rate and term will be made based on the Credit Underwriting/Subsidy Layering Review Analysis. All permanent loans are for a period of no more than 30 years.

Changes to the Scope of Services/Development Project

- Please note that **any changes** to the Scope of Services/Development Project after receiving a funding award, which impacts the scoring criteria may constitute a material change to your application (i.e. change of development location, number of units, set a-side units, activity) and any funding allocation **may be cancelled**. This includes changes in ownership interest and financial beneficiaries. Any change in ownership or financial beneficiaries during the term of the contract/mortgage requires prior approval by DHCD. Additionally, any material change in the organizational or financial capacity of the Applicant from the time of the award to the expiration of the contract may result in the cancellation of any funding allocation secured through this RFA process.

HOUSING APPLICATION

FINANCIAL BENEFICIARIES DISCLOSURE

This application must fully disclose any person or entity defined as a **financial beneficiary**

FAILURE TO ACCURATELY AND FULLY DISCLOSE ALL INFORMATION REQUESTED BELOW WILL RESULT IN THE REJECTION OF THE APPLICATION

Financial Beneficiary Disclosure for the Proposed Development:

Excluding limited partner investors through housing credit syndication, third-party lenders, and third-party management agents for each application submitted in this cycle

HOMEBUYER COUNSELING APPLICATION

(SHIP funding is only available for this activity)

Please do not complete the Homebuyer Counseling and Education Sections unless you intend to apply to perform the services. Counseling services must include such topics as: types of financing, how to find appropriate financing, fair housing practices, credit counseling, budget and money management, selecting a neighborhood, consideration of schools, employment and transportation, how to locate a home, how to negotiate a purchase price, home maintenance, the mortgage approval process and post closing counseling and the advantages of purchasing a home in de-concentrated areas

HOMEBUYER COUNSELING APPLICATION

(SHIP funding is only available for this activity)

- **There is a minimum threshold requirement for participation in this activity. All applicants must be a US HUD Approved Homebuyer Counseling Agency. Proof of this required designation must be provided at the time of application in order to be considered for funding**

KEY POINTS: CONSTRUCTION PROJECT STRUCTURE

- Each project will have a 2-year contract period.
- There will be no Personnel, Other Operational Costs, or Commodities expenditures covered through the award.
- Personnel and Other Operational Costs will be covered by the Developer's Fee.
- Payment will be based on documented performance and pro rata.

KEY POINTS: DEVELOPER'S FEE

- Developer fee is capped at 16% of the total cost of the project

HOMELESS APPLICATION

David Raymond, Executive Director
Miami-Dade Homeless Trust

Environmental Review

Presentation by:
Sandra Raymond Dadaille
Principal Planner
Community Planning and Outreach,

For More Information
Please go to:

http://www.miamidade.gov/ced/request_RFA.asp

www.hud.gov

FY 2012 RFA

Thank you

