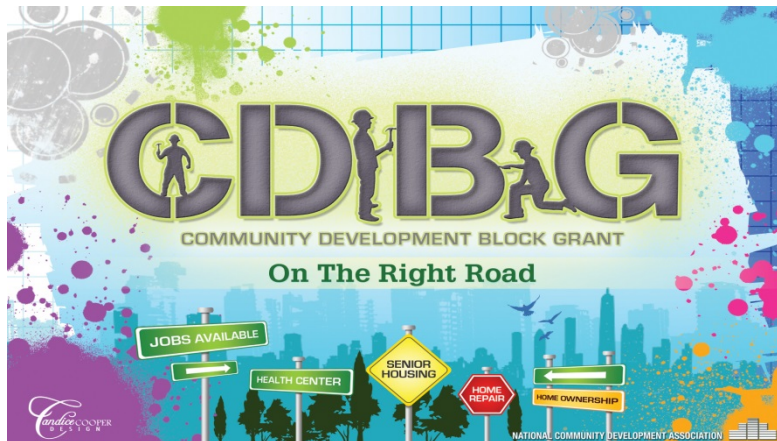


**MIAMI-DADE COUNTY  
CDBG REQUEST FOR APPLICATION  
FY 2022**



**COMMUNITY DEVELOPMENT BLOCK GRANT  
APPLICATION**

Public Service

Economic Development

Housing

**April 6, 2022**

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



**\*\*\* APPLICATION DISCLAIMER \*\*\***

This solicitation is subject to the award of funds from the United States Department of Housing and Urban Development (HUD). **CDBG FUNDS ARE APPROPRIATED BY THE FEDERAL GOVERNMENT. THEREFORE, ALL FUNDING AMOUNTS ARE ESTIMATES. THIS SOLICITATION IS SUBJECT TO THE RECEIPT OF THE ESTIMATED AMOUNT OF FUNDS TO BE RECEIVED FROM HUD. AS A RESULTS ANY AWARD MADE AS A RESULT OF THIS RFA MAY BE REDUCED OR RESCINDED BASED UPON THE ACTUAL LEVEL OF FUNDING RECEIVED FROM HUD.**

PHCD has submitted a Consolidated Plan to HUD for fiscal years 2020-2024.

- Applicants must score a minimum of **70 points, inclusive of bonus points** to be recommended for funding. At a minimum, an application must include a budget and scope of work to be considered for scoring.
- **Only applications submitted through ZoomGrants will be considered for funding. NO EXCEPTIONS.** <https://www.zoomgrants.com/zgf/RFACDBG2022>

Updates to the FY 2022 RFA will be posted on Miami-Dade County Department of Public Housing and Community Development's (PHCD) website. Applicants should periodically check the County's website (<http://www.miamidade.gov/global/housing/>) for potential changes in funding availability, submission dates, and/or requirements.

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

# MIAMI-DADE COUNTY FY 2022 REQUEST FOR APPLICATION COMMUNITY DEVELOPMENT BLOCK GRANT

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

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# MIAMI-DADE COUNTY FY 2022 CDBG REQUEST FOR APPLICATION

ATTACHMENTS ARE AVAILABLE ON THE PHCD WEBSITE at: <http://www.miamidade.gov/housing/>

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# INTRODUCTION

The Miami-Dade County Department of Public Housing and Community Development (PHCD) administers Miami-Dade County's Community Development Block Grant (CDBG) Program. In this FY 2022 Request for Applications (RFA), PHCD is soliciting applications to fund activities with CDBG funds. This RFA is seeking applications to address high priority needs as stated in the 2020-2024 Consolidated Plan, Eligible Block Groups within the North, Central and South regions of Miami-Dade County and areas most susceptible to sea level rising, as designated on the Vulnerability Map. (See Attachment 1).

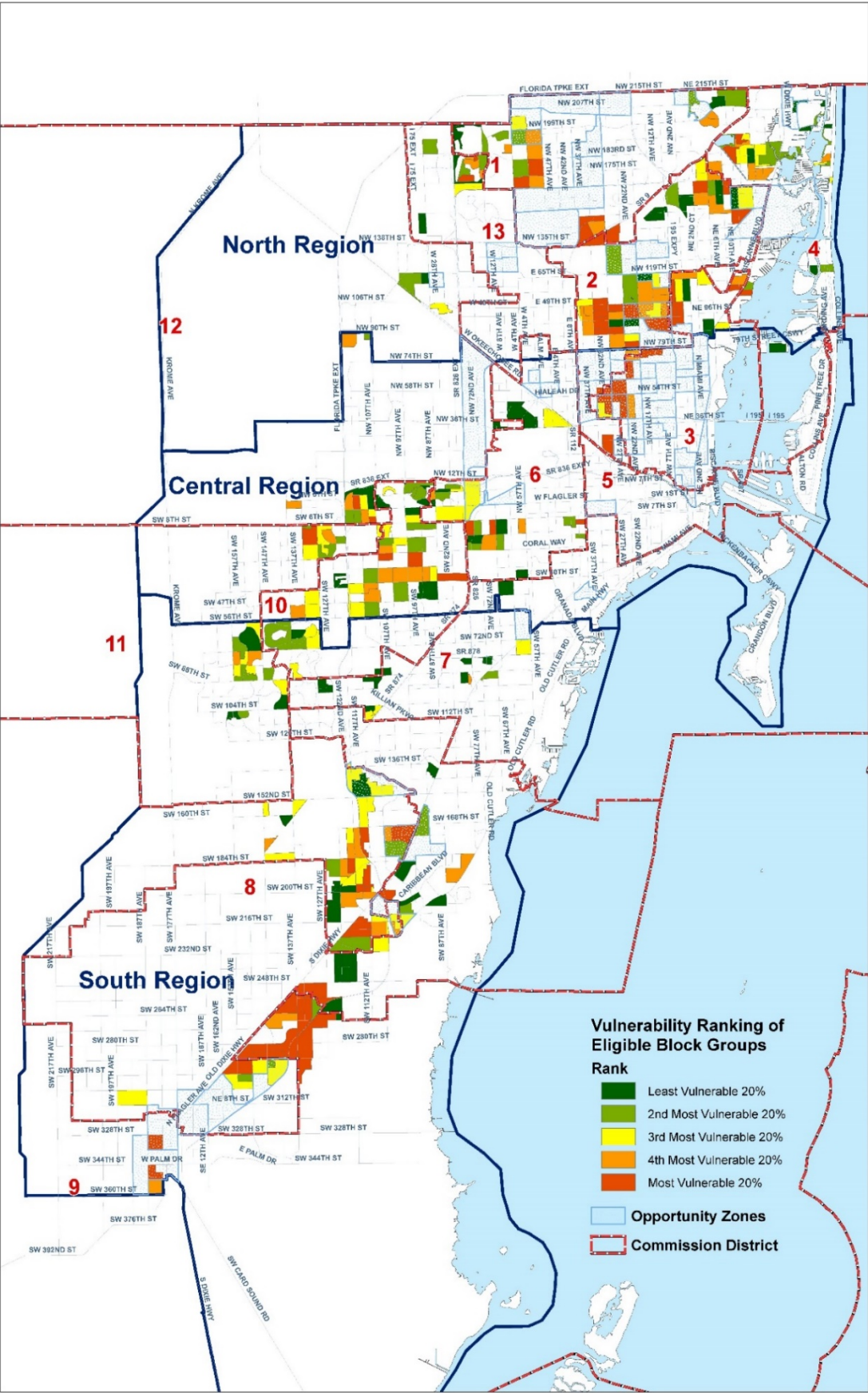
- Funds awarded from the United States Department of Housing and Urban Development (HUD) are allocated to not-for-profit community-based development organizations, community development corporations, community-based organizations, municipalities, for-profit entities, and County departments to support activities that meet HUD national objectives to benefit Low-and-Moderate-Income (LMI) persons. CDBG defines a low- and moderate-income person as a member of a household whose income would qualify as "very low-income" under the Section 8 Housing Assistance Program. Generally, these Section 8 limits are based on 50% of Area Median Income (AMI). The Area Median Income for Miami-Dade County is \$61,000. For CDBG purposes moderate-income is defined as 80% of the Area Median Income.
- If awarded funding, the entire CDBG award amount will not be available to access immediately, but will be distributed proportionately (i.e., on a reimbursement basis) in accordance with each entity's project needs and budget during the contract period based on incurred costs with valid supporting documentation.
- Ordinance 14-26 requires contractors on construction projects over \$1 million, for public buildings, public works or projects on County owned lands, to submit a Responsible Contractor Affidavit; to provide the Office of Occupational Safety and Health Administration (OSHA) ten (10) hour safety program training to all persons employed by the contractor; and achieve an aspirational goal of 51 percent of the local workforce.

The following paragraphs describe the objectives and requirements of the CDBG program, the categories of activities that will be funded, and estimated funding in this RFA.

## THRESHOLD REQUIREMENTS

Applicants that do not meet the following threshold items will not be considered for funding. The following items must be included in the application:

- Budget/Scope of Work
- Proof of site control
- Must meet a HUD National Objective
- Track Record - Good standing with Federal, State and Miami-Dade County
- Notwithstanding the above, **Miami-Dade County reserves the right not to fund an entity or affiliate** with defaulted loans, breach of contract, debarment actions or any other legal encumbrances which may cause risk to County funding or are determined by the County, in its sole discretion, to threaten the applicant's ability to complete the project proposed in a timely manner, 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.





## NATIONAL OBJECTIVES FOR CDBG APPLICATIONS

The primary objective of the CDBG program is to benefit low- and moderate-income (LMI) persons who earn at or below 80% of the AMI and/or reside in census block groups where at least 51% of the population is at low- and moderate-income levels, defined in Title 24, Code of Federal Regulations (CFR) 570.208(a). Without exception, federal regulations require that all CDBG program activities meet one of the national objectives listed below:

**Low/Moderate Income Area Benefit (LMA)** - An activity that benefits all residents in a particular residential area, where at least 51% of the residents are LMI persons.

**Low/Moderate Limited Clientele (LMC)** – Activities in this category provide benefits to a specific group of persons in an area, where at least 51% of the beneficiaries of an activity are LMI. HUD presumes that certain populations such as: elderly, severely disabled adults, homeless persons, illiterate adults, migrant farm workers, abused children, persons living with HIV/AIDS, or victims of domestic violence are low-income. However, this does not preclude other LMI populations from being deemed LMC that are not included in the list provided.

CDBG-funded activities for Public Service and Public Facilities and Capital Improvements categories must meet a CDBG national objective as either LMA or LMC activities. The distinguishing factor between the two objectives 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 LMA National Objective allows the activity to be offered to all the residents of the service area provided the activity's defined area is populated by 51% or more low- to moderate-income residents. For example: utilizing CDBG funds for a local park. However, a LMC activity must serve a specific group which HUD presumes are LMI and at least 51% of the beneficiaries are LMI. (See LMC definition above).

- **Low/Moderate Income Job Creation or Retention (LMJ)** – Activities designed to create or retain jobs for LMI persons, at least 51% of which will be made available to or held by LMI persons. The jobs created must be retained for a minimum of one year. One full-time or two – part-time jobs must be created or retained for every \$35,000 awarded. The CDBG National Objective for Economic Development (ED) projects is Low-Mod Job creation or retention (LMJ). Without exception, federal regulations require all ED activities meet the National Objective of Job Creation/Retention.

Subsection 24 CFR 570.208 of the federal regulations provides a detailed description of the criteria to determine whether a CDBG-assisted activity complies with the national objectives stated above.

- **Low/Mod Income Housing (LMH)** - Activities that assist in the acquisition, construction or improvement of permanent residential structures may qualify as benefitting LMI persons only to the extent that the housing is occupied by a LMI household. This also includes activities directed towards homeownership and home beautification.

Subsection 24 CFR 570.208 of the federal regulations provides a detailed description of the criteria to determine whether a CDBG-assisted activity complies with the national objectives stated above. **MEETING A HUD NATIONAL OBJECTIVE IS A MINIMUM THRESHOLD, AND IF THE THRESHOLD IS NOT MET, THE APPLICATION WILL NOT BE SCORED. If an entity fails to meet a National Objective after they have been awarded funds, they must return the awarded funds to PHCD.**

## PROJECT RELATED COSTS

- Per Miami-Dade County regulations signs are required to be placed on all construction sites funded by PHCD. The applicant must include the cost of the signage as part of their development budget.
- Awardees are required to set aside 2-5% of the grant for the Davis-Bacon Compliance Review
- Pursuant to the 1931 Davis Bacon Act contractors and sub-contractors performing on federally funded or assisted contracts, in excess of \$2,000, for the construction, alteration, or repair of public buildings or public works must have a Davis-Bacon wage determinations to certify that employees wages are consistent, at the very least, with local prevailing wages and fringe benefits for corresponding work on similar projects in the area. The applicant will be required to incur the cost associated with Davis Bacon compliance.
- Pursuant to CFR Part 58 for certain construction projects the awardee will be responsible for advertisements in certain local newspapers to inform the public of the impending activity and other related costs which may include Part 58 mandates such as DERM and RER reviews.

## DEFINITIONS

1. **Activity Delivery Costs (ADC):** ADC are those allowable costs incurred for implementing and carrying out eligible CDBG activities. All ADC are allocable to a CDBG activity, including direct and indirect costs integral to the delivery of the final CDBG-assisted activity.
2. **Audited Financial Statements:** Financial statements that have been prepared in accordance with Generally Accepted Accounting Principles (GAAP) and that have been audited by an independent third party certified public accountant in accordance with generally accepted auditing standards.
3. **Certified Financials:** Financial statements to include, but not limited to, balance sheet, income statement, and statement of cash flows that have been prepared and certified by an independent third party certified public accountant.
4. **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 a credit underwriter under the direction and oversight of PHCD. Credit underwriting will assist PHCD to determine the terms of financing, whether the project is financially feasible as represented in the application, and whether the costs and risks associated with the project are reasonable. (Developer will be responsible for the cost of this analysis; however, this is a reimbursable expense).
5. **Commission District Fund Process** – The Board of County Commissioners (BCC) are allocated a percentage of Community Development Block Grant funds to award. District Commissioner award funds through a non-competitive process in the Public Service Category, Economic Development or Public Facilities/Capital Improvements. The members of the BCC are encouraged to award funds through the RFA process but are not required to do so.
6. **Community Based Development Organization (CBDO):** Generally, new construction housing is not eligible under the CDBG program. However, an entity defined as a CBDO is eligible to carry out new construction activities. The eligible groups include neighborhood-based organizations, section 301(d), Small Business Investment Companies (SBIC), Local Development Corporation



(LDC), and Community Housing Development Organizations (CHDO) These organizations must be undertaking a neighborhood revitalization, community economic development or energy conservation project as part of a larger effort to revitalize the neighborhood. The applicant must meet the definition outlined in Section 105(a) (15) of the Housing and Community Development Act and §570.204.

**7. Community Land Trust** – Community Land Trusts (CLT) as defined in Section 212 of the Housing and Community Development Act of 1992 (H11966, 10/5/1992), means a community housing organization (except that the requirements under subparagraph (C) and (D) of section 104(6) shall not apply for purposes of this subsection) –

- 1) that is not sponsored by a for-profit organization
- 2) that it is established to carry out the activities under paragraph (3).
- 3) that –
  - A. acquires parcels of land, held in perpetuity, primarily for conveyance under long-term ground leases.
  - B. transfers ownership of any structural improvements located on such leased parcels to the lessees; and
  - C. retains a preemptive option to purchase any such structural improvement at a price determined by formula that is designed to ensure that the improvement remains affordable to low and moderate-income families in perpetuity.
- 4) whose corporate membership that is open to any adult resident of a particular geographic area specified in the bylaws of the organization; and
- 5) Whose Board of Directors –
  - A. includes a majority of members who are elected by the corporate membership; and
  - B. is composed of equal numbers of
    - I. lessees pursuant to paragraph (3)(B)
    - II. corporate members who are not lessees, and
    - III. any other category of persons described in the bylaws of the organization.

**8. Davis-Bacon Act:** Since its enactment in 1931, the Davis-Bacon Act (DBA) has provided critical wage protections for construction workers and has guaranteed a level of playing field for construction contractors bidding on federal projects. The federal government constructs buildings, builds dams, and funds housing projects. Davis-Bacon and Related Acts, apply to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. Davis-Bacon Act and Related Act contractors and subcontractors must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area. The Davis-Bacon Act applies to contractors and subcontractors performing work on federal or District of Columbia contracts.

The Developer shall ensure that its contractors and their subcontractors are classifying workers properly for Davis-Bacon and Internal Revenue Code purposes and that they maintain proper documentation to support worker classification. In reviewing certified payrolls, the County will be alert to anomalies, and in such cases will consult with federal agencies such as the Internal Revenue Service, Department of Labor, and the Department of Housing and Urban Development.

**9. Developer:** Any individual, association, corporation, joint venture or partnership which possesses the requisite skill, experience, and credit worthiness to successfully produce affordable housing as required in the application.

- 10. Eligible Block Group:** an area that is eligible to receive Community Development Block Grant funds, as depicted in the map included in the FY 2020-2024 Consolidated Plan. The CDBG-eligible block group map divided the County into southern, central and northern regions.
- 11. Firm Commitment:** Match/leverage funds must be explicit, in writing and signed by a person authorized to make the commitment, i.e., applicant **MUST** show proof of subsidy. The commitment must indicate the total dollar value of the commitment and must be valid through financial closing of the project. It must be supported by evidence of funding availability from an industry recognize 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.
- 12. Geographic Location:** When scoring applications, the County will give priority to activities located in and/or serve Participating Municipalities and Eligible Block Groups. for descriptions/definitions of such. Applications must describe how these areas and the residents will be served by the proposed activity.
- 13. 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 identified in the application must firmly be in place and committed to ensure the successful completion of the project. Documentation must be provided with the application to verify the availability and firm commitment 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. Not meeting leveraging and firm commitment requirements with supportive documentation under this section shall result in the application being declared non-responsive and ineligible for funding. Such applications shall not be scored.**
- 14. National Objective:**The proposed activity must meet the 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 Eligible Block Group
- 15. Organizational and Financial Capacity:** Applicants must demonstrate that they are fiscally sound and have the skills, ability, experience required to achieve HUD’s National Objective(s) and are able to meet other program requirements. PHCD will accept audited financial statements that have been prepared in accordance with Generally Accepted Accounting Principles (GAAP) and have been audited by an independent third party certified public accountant in accordance with generally accepted auditing standards or certified financial statements that include, but are not limited to, balance sheet, income statement, and statement of cash flows that have been prepared and certified by an independent third party certified public accountant in accordance with GAAP. Applicants will be evaluated on experience, organizational and administrative capacity, financial capacity, and effective management. This will include a review of résumés, financial statements, monitoring reports, audit findings, and complete inspections of new proposed activity locations. **PHCD may deem an application as non-responsive and ineligible for scoring and funding if organizational and financial capacity is not demonstrated.**
- 16. Priority Needs:** Activities must address a high priority need as identified in the County’s FY 2020-2024 Consolidated Plan. Applications must describe how the priority needs will be addressed and provide supporting data. For the list of the Priority Needs, refer to

- 17. Public Facilities and Capital Improvements:** Public Facilities and capital improvements include all facilities and improvements that are publicly owned, or that are owned by a nonprofit organization and open to the general public. Per Resolution R-1118-20 the Board of County Commissioners has adopted a policy to restrict any new CDBG Public Facility or Capital Improvement project in the 2020-2024 Action Plans to no more than 20% of the Action Plan's annual CDBG allocations in years when the overall unspent balances on open Public Facility and Capital Improvement projects are more than 40 percent of the overall unspent CDBG balance. If entities are seeking CDBG funds in a future RFA for a Public Facility and Capital Improvement project already in construction, please note the per 24 CFR Part 58.22, funds cannot be committed to an activity until the related environmental clearance is completed.
- 18. 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 24 CFR 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 public 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).
- 19. Rehabilitation:** The alteration, improvement or modification of an existing structure where less than 50% of the proposed construction work consists of new construction. This includes but may not be limited to the installations of improvements to upgrade substandard electrical, plumbing, roofing, siding, insulation, weatherization, heating systems, hot water heaters, and dry rot repairs.
- 20. Responsible Wages and Benefits:** The Board of County Commissioners established a Responsible Wages and Benefits requirement for minimum payment of specified wages to employees performing work on County construction contracts and privately funded construction on County-owned land. Responsible Wages and Benefits applies to competitively bid construction contracts valued greater than \$100,000 as defined in the provisions of Miami-Dade County's Section 2-11.16 of the Code of Miami-Dade County. The rates paid shall be not less than those contained in the Wage and Benefits Schedule in effect as of January 1<sup>st</sup> of the year the work is performed. Workers must be paid the appropriate base rate and fringe benefits on the Wages and Benefits Schedule for the classification of work actually being performed without regard to skill.
- 21. Section 3** - is a provision of the Housing and Urban Development Act of 1968. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.
- 22. Shovel Ready:** A construction project that is considered to be in advanced stages of development planning. Shovel-ready means that the project can commence construction with laborers immediately and is past the planning, engineering, and funding stages. More specifically, the 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 local agencies, full funding of the construction phase is available (less the GAP funding requested) and construction is ready within 30 days of closing of financing to start, pending the selection and award of the general contractor, within one hundred twenty (120) from committed in writing (minus the gap funding requested), and construction is ready to start pending the selection and award of

the general contractor within sixty days (60) from the contract execution date with PHCD. **THIS IS A MINIMUM THRESHOLD ITEM.**

- 23. Site Control:** Applicants must demonstrate site control (e.g., recorded title, executed lease agreement, firm purchase contract, Option-to-Purchase or Local Government Resolution) for the site proposed for funding. A letter from a District Commissioner expressing the intent to convey specific County-owned property in that Commissioner's District may be submitted as evidence of site control, and at the discretion of PHCD may be accepted as evidence of site control for the purposes of meeting this **RFA's threshold requirement for site control**. However, prior to financial closing, a formal BCC Resolution and/or deed naming the applicant's sponsor or legal representation as the property's controlling entity must be in place.
- 24. Special Economic Development Lending:** Per 24 CFR 570.203 – Special economic development activities include: construction, acquisition, rehabilitation reconstruction of installation of commercial or industrial buildings, structures and other real property equipment and improvements including railroad spurs or similar extensions. The provision of assistance to a private for-profit business including but not limited to loans, grants, technical assistance or other forms of support.
- 25. Sub-recipient:** A public or private non-profit agency, authority, organization, or a for-profit entity authorized under §570.201(o), receiving CDBG funds from the recipient or another sub-recipient to undertake activities eligible for assistance under subpart C of this part. In the case of an entity that is not carrying out an activity for the grantee, but rather is specifically eligible to receive assistance under the regulations: an owner (either non-profit or for-profit) of an apartment building receiving a rehabilitation loan or grant under 24 CFR 570.202(b)(1), a for-profit business receiving a loan or grant for an economic development project under 24 CFR 570.203(b)(1), a for-profit business receiving relocation assistance under 570.201(i).
- 26. 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).
- 27. Supporting Documentation:** Written documentation or proof that provides relevant information to support items stated in the application.
- 28. 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 sources and clear a due diligence check prior to a funding commitment. **Due Diligence checks will be performed up until the time of recommendations for award of funds, and findings will be reported to the BCC. Among others, items defined in Sections 1 – 16 of eligibility and evaluation criteria shall each be considered threshold requirements.**
- 29. Timely Completion:** Applicants must demonstrate that they have a history of completing projects in a timely manner. For CDBG activities, **timely manner is defined in 24 CFR 570.902 as within one year or less for CDBG activities, with the exception of construction-related projects, which may allow up to two years for completion.**
- 30. 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 measures under their existing CDBG, HOME, NSP, ESG 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; or 3) are in breach of an existing contract, shall be ineligible for funding under this RFA. THIS IS A MINIMUM THRESHOLD ITEM.**
- 31. Vulnerability Ranking:** The Miami-Dade County Consolidated Plan for FY2020-2024 provided a map that ranks eligible block groups by vulnerability based on income and other socio-economic factors (see Attachment 1). The map ranks eligible block groups into five color coded groups: the most vulnerable 20 percent of EBGs (red), the second most vulnerable 20 percent of EBGs

(orange), the third most vulnerable 20 percent of EBGs (yellow), the fourth most vulnerable 20 percent of EBGs (light green) and the least vulnerable 20 percent of EBGs. A scoring preference is provided in portions of this RFA for projects and activities that serve the most vulnerable EBGs.

The following categories are identified for funding in this RFA:

- Public Service Activities **Note: Public Service applications with will not be scored by a Selection Committee but will be awarded through the Commission District Fund process (see definitions).**
  - Public Service
  - Technical Assistance to Small Businesses – Public Service

- Economic Development
  - Special Economic Development Lending/Microenterprise Lending
  - Business Incubator Assistance Program
  - Technical Assistance to Small Businesses – Economic Development
- Housing
  - Housing activities are solely for water and sewer connections for single-family homes, duplexes, triplexes and quadruplexes, and rehabilitation of owner occupied homes

The following funding amounts are projected to be available for each CDBG category:

<b>Projection of Estimated Available FY 2022 CDBG Funds<sup>1</sup> by Category</b>	
Commission District Fund	\$1,594,404.80
Public Service - Technical Assistance to Small Businesses	\$450,000
Economic Development – Technical Assistance to Small Businesses	\$400,000
Economic Development - Micro Enterprise Lending	\$3,000,000
Economic Development - Business Incubator Assistance Program	\$1,500,000
Housing – Water and Sewer Connections	\$250,000
Housing - Homeowner Rehabilitation	\$992,420.80
<b>Total Estimated Funds</b>	<b>\$8,186,825.60</b>

<sup>1</sup> Commission District Fund allocations will be awarded by the members of BCC from a list of eligible applicants. Funds will not be competitively awarded.

### ***ELIGIBLE APPLICANTS***

Not-for-profit Community-Based Organizations (CBOs), Community Development Corporations (CDCs), Community-Based Development Organizations (CBDOs), developers, for-profits, and Community Land Trusts and Faith-based organizations are encouraged to respond to this RFA process by submitting applications for an eligible activity. Applicants may apply for funding for discrete projects on the same site. The applicant must submit a separate application for each discrete project. 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 RFA document.

Applicants proposing activities in: 1) entitlement jurisdictions other than Miami-Dade County must be able to explain and demonstrate that 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.

- All applicants must provide an Employer Identification Number (EIN/Federal Identification Number) and a Unique Entity Identifier (UEI) Number.
- For information on the how to find your UEI, visit: <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>



## INELIGIBLE ACTIVITIES

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

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 funded with CDBG funds:

(1) *Buildings or portions thereof, used for the general conduct of government* as defined in § 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) *Furnishings and personal property.* The purchase of equipment, fixtures, motor vehicles, furnishings, or other personal property that is not an integral structural fixture is ineligible.

(2) *Operating and maintenance expenses.* 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) *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 will not accept RFA applications from third party consultants, Project Management, the Neighborhood Stabilization Program (NSP), Private Schools, and Special Economic Development Program aka PHCD administered loan program.

## APPLICATION INSTRUCTIONS

- Applicants must submit an Online Application in ZoomGrants, our grants management system. A direct access link will be available on PHCD's webpage.
- Applicants must upload all affidavits, supporting evidence and documentation in ZoomGrants to meet threshold requirements.
- Applicants must upload the Application Cover Sheet.
- The application must include the legal name of the Developer, employer identification number (FEIN), organization type, D-U-N-S number, amount of funding request, Developer's address, contact person name, title, phone number and email address. For more information on obtaining a D-U-N-S number, visit the following website: <http://fedgov.dnb.com/webform>.
- Where applicable, applicants are required to submit with the RFA, interior and exterior photographs of the proposed facility or activity location. Applicant must also provide copies of the most current Certificate of Use for buildings, if applicable.
- **Points will only be awarded when supporting documentation outlined in the Application Checklist is attached to your electronic application.** If supporting documentation is too large for upload, applicant may upload attachments in multiple submissions, Attachment 1a, 1b, 1c, etc.
- **All supporting documentation MUST be attached as a PDF file. NO electronic links will be accepted as part of your submission in this application.**
- **Points will only be awarded when requisite supporting documentation is provided for corresponding questions.**
- Supporting documentation must be uploaded as an attachment. Applicants must use a cover sheet identifying the EACH attachment separately.
- **Coversheets must be accurately labeled, match attached documentation AND corresponding questions. Points will not be awarded in cases where supporting documentation is inaccurately labeled or uploaded and/or attached to the wrong question.**
- Scoring Committee members will review and score all questions separately and **ONLY** consider documentation that has been correctly uploaded and labeled for specified corresponding questions.
- All applications must be submitted in the legal name of the limited partnership, corporation, or agency.
- **All applicants are required to review and provide requisite supporting documentation outlined in the Application Checklist included in the Application.**

- For purposes of this RFA, the application period is April 4, 2022 – April 20, 2022. Any applications submitted after the deadline will **not** be accepted
- Neither paper nor faxed applications will be accepted.
- No changes or additions to applications will be accepted after the application deadline.
- Miami-Dade County will not fund an entity or an affiliate with outstanding defaulted loans, debarment actions or any other legal encumbrances with the County, State of Florida, or Federal programs regardless of the merits of the submitted application.
- Miami-Dade County will not be responsible for the payment of the Credit Underwriting/SLR fees.
- Developer will be responsible for the cost of this analysis which is reimbursable through the inclusion of the cost in the development budget.
- An applicant may be disqualified from consideration for funding in this RFA based on poor performance or non-compliance on any other projects with PHCD.

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, requiring PHCD to complete and report a Due Diligence investigation on all applicants using the Due Diligence Checklist. **Unless expressly authorized by the County Mayor or the Mayor's designee (in Resolution No. R-630-13, Section 3), any entity NOT clearing the Due Diligence Investigation will NOT be recommended to the Board for funding.**

**Applications lacking any items and/or criteria needed to meet minimum threshold will be forwarded to the Miami-Dade County Attorney's Office for a determination of responsiveness and will not be scored if determined to be non-responsive.**

Questions pertaining to this application must be submitted in writing, no later than April 1, 2022 to the attention of: Mr. Michael Liu, Director, PHCD at [communitydevelopmentservices@miamidade.gov](mailto:communitydevelopmentservices@miamidade.gov)  
Responses will be posted on the PHCD website

<https://www8.miamidade.gov/global/housing/requests.page>

- 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 for Housing Water and Sewer connections.
- Environmental Review forms must be completed in their entirety and included with this FY 2022 RFA application(s). The 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 (RER) environmental site assessment analyses, etc.). All project related environmental expenses are eligible for financial reimbursement upon receipt of an award. Applicants will be responsible for costs associated with completing the environmental review, including a Phase I and Phase II analysis, where applicable.
- The Funding Source, Funding Amount, and Activity Category must be consistent throughout the application; information contained on the **Application Coversheet will prevail**. Any inconsistencies may 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 to be 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, such as a Memorandum of Agreement (MOA) must be **fully executed** and included with the application.
- Public Hearing: The funding recommendations are usually considered by the Board of County Commissioners' (BCC) Public Housing and Community Services Committee. This serves as the **public hearing** in the Action Plan process, [24 CFR 91.105] - Citizen Participation Plan and local governments, [24 CFR 91.105(a) (1)]. Please check the PHCD website for the exact date.
- The FY 2022 Action Plan will be submitted to HUD later in the year as the third annual Action Plan associated with the FY 2020-2024 Consolidated Plan that was approved by the BCC on October 22, 2020.
- Where applicable, applicants will have to comply with Resolution No. R-34-15 which requires certain written notice from the Applicant to Miami-Dade County of the availability of rental or homeownership opportunities and also requires certain advertising of such opportunities.
- Conflict of Interest - The general rule is that no person(s) (defined as any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of sub-recipients that are receiving funds under this part) who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. The complete Code of Federal Regulations (CFR) can be viewed at <http://www.ecfr.gov>, 24.CFR.570.611.
- Applicants will have an opportunity to review their scores and application ranking. Score reviews will not be conducted after final scores are published. Request for reviews of initial application scores must be submitted via email at [communitydevelopmentservices@miamidade.gov](mailto:communitydevelopmentservices@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 primarily on documents submitted in the application. **Please note: Applicants must score a minimum of 70 points, inclusive of bonus points to be recommended for funding.**
- To the extent issues are identified in the initial scoring of the application, appropriate adjustments may be made prior to the applicant's final score and ranking in preparation for the 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 review period after initial scores have been posted. Additionally, the score review process shall not apply to subsequent recapture/reallocation activities.

Comments pertaining to this application must be submitted to [communitydevelopmentservices@miamidade.gov](mailto:communitydevelopmentservices@miamidade.gov)

## PHCD Minimum Eligibility Requirements

- PHCD will adhere to compliance guidelines pursuant to Resolution No. R-697-13 approved by the Miami-Dade County BCC on September 13, 2013, establishing allocations of CDBG funds for the purpose of acquiring or improving real property in excess of \$25,000 or for paying off debt secured by real property in excess of \$25,000 that shall be in the form of a loan. Loans shall be secured by a mortgage or other security instrument, which will be recorded in Miami-Dade County public records PHCD will follow Resolution No. R-630-13 approved by the Miami-Dade County BCC on July 16, 2013, requiring (1) an applying entity certify that within the past five (5) years, neither the 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) any profit to be made by the entity. A copy of the resolution is included in the list of attachments located at [www.miamidade.gov/housing/](http://www.miamidade.gov/housing/).
- PHCD will adhere to Resolution No. R-630-13 approved by the Miami-Dade County BCC on July 16, 2013, requiring PHCD to complete and report a due diligence investigation on all applicants using the Due Diligence Checklist. **Unless expressly authorized by the County Mayor or the County Mayor's designee, any entity NOT clearing the Due Diligence Investigation will NOT be recommended to the Board for funding.**
- If during the application process or during the development of a contract, an entity associated with the project has been convicted of a criminal act (in connection with any County program), PHCD has the discretion to rule the project as being ineligible and any funds awarded and/or expended shall be recaptured.
- Applicants that apply for more than 20% of the total funds available in any one category (i.e., **Public Service, Economic Development, Public Service-Technical Assistance to Small Businesses**) **will not be recommended for funding unless there are no other viable options, as determined at the County's sole discretion, and to ensure geographic coverage throughout Miami-Dade County.**
- Applications will be fully funded until available funds are exhausted.
- Only activities listed under "FY 2022 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 of funds and/or contract termination. Timely completion is defined as one year with the exception of projects including construction which could allow up to two years to completion.
- If the project has been underwritten by an entity qualified to perform underwriting and subsidy layering analysis, has received a favorable funding recommendation based on a prior allocation of PHCD funding to the project, has had a loan closing for all committed funding sources, and is under construction, the project is not eligible to receive funding under this RFA.
- Applicants must score a minimum of **70 points, inclusive of bonus points** to be recommended for funding. If a tiebreaker is needed during scoring to determine project ranking, the first tiebreaker will include reviewing the entire the general section, with the higher score ranking higher. A second tiebreaker will include reviewing the vulnerability ranking of eligible block groups part of the general section, with the higher score ranking higher. If a third tiebreaker is needed, those projects in all categories that can show more leveraging, i.e., projects that match with non-County funds and require less total County funding per unit/activity, will be ranked higher. Note: applicants that score



70 or above are not automatically guaranteed to be funded. Funding will be awarded as long as funding is available.

**All applicants understand that by submitting an application, they are agreeing to comply with all the CDBG regulations at 24 CFR 570, as amended, which will be passed on from the County to the Applicant.**

## **APPLICATION SUBMISSION PROCESS AND TECHNICAL ASSISTANCE**

The deadline for the FY 2022 CDBG application submission(s) is April 22, 2022. Applications must be submitted in ZoomGrants, at: <https://www.zoomgrants.com/zgf/RFACDBG2022>

Instructions and application forms for the FY 2022 CDBG RFA are included in this package, and available on 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 <http://www.miamidade.gov/housing/requests.page>.

The FY 2022 RFA will be available for review electronically at <http://www.miamidade.gov/housing/requests.page>.

### **Public Meetings/Technical Assistance Workshops**

The Department of Public Housing and Community Development, in cooperation with the Miami-Dade County Homeless Trust, will hold three public meetings to review the application preparation, submission requirements, and changes to the FY 2022 program and evaluation criteria for Housing and Non-Housing Activities. At the meetings applicants will have the opportunity to meet with PHCD staff to receive additional technical assistance for Housing, Economic Development and Emergency Solutions Grant categories and assistance regarding the application submission process. The technical assistance workshop schedule and registration information are listed below and are posted on the PHCD website at [www.miamidade.gov/housing/](http://www.miamidade.gov/housing/)

### **PUBLIC SERVICE**

- Public Service applications are NOT scored by a committee. However, Public Service Technical Assistance is scored by the Economic Development Committee

Approximately \$1,565,441.75 in CDBG funds are available for general **Public Service** activities in the FY 2022 RFA. To be eligible for CDBG assistance, a Public Service must be a **new service**, which is defined by HUD as a service not provided in the previous 12 calendar months or a **quantifiable increase** in the level of service for a previously funded or existing public 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 presented in a report to the BCC as eligible entities for the award of FY 2022 funding (see definition of CDF process)**

### **National Objective**

CDBG-funded Public Service activities are typically categorized under the Low-Mod Income (LMI) benefit national objective as either Limited 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); and
- Serve primarily LMI persons or a LMI 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 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. Though §570.207(b) (4) prohibits income payments but permits emergency grant payments for three months. 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 public 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 twelve (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 materials 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. The following services are those determined to be a high priority as indicated in Miami-Dade County's 2020-2024 Consolidated Plan.

- Health and Human Services
- Employment training

Additional public service activities may include, but not be limited to those listed below:

- Substance abuse services
- Recreational services
- Energy conservation
- Educational programs
- Legal services
- Services for senior citizens
- Services for homeless persons
- Childcare

### **Minimum Threshold Requirements For Public Service**

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

### **Ongoing Responsibilities, Monitoring, and Record Keeping For Public Service**

Entities receiving CDBG funds will be required to submit quarterly progress reports and will also be subject to annual monitoring site visits. The reports will be reviewed to assess the activity's progress in achieving the HUD National Objective. Awardees must document and maintain records of persons served, services provided, and where applicable, household size and income documentation, for seven (7) years after the HUD National Objective is met.

### **Evaluation Criteria For Public Service**

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 BCC 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 a HUD National Objective
- Geographic Location
- County High Priority Need
- Track Record meets threshold requirements
- Submits signed and notarized Due Diligence Affidavit
- Budget (demonstrating total project costs to include administrative costs and funds for direct services; and any profit to be made by the person or entity)
- Sources and Uses Statement (indicating measurable project outcomes)

### **TECHNICAL ASSISTANCE TO SMALL BUSINESSES**

Under the Public Services category, approximately \$450,000 in CDBG funds are available for **Technical Assistance to Small Businesses** activities in the FY 2022 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 applications from qualified entities 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 with 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 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.

#### **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 BCC 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:

## Scored Criteria

### Technical Assistance to Small Businesses

Evaluation Criteria	Maximum Points
GENERAL SECTION –	UP TO 83 POINTS
Organizational Capacity	34
Soundness of Approach	26
Policy Priorities	8
<b>Total</b>	<b>151</b>

- Architectural design features and other treatments aimed at improving aesthetic quality (e.g., sculptures, fountains).
  - Recent permitted and approved Construction Plans (if applicable)
  - Current Business Plan, with proposed first year pro forma (if applicable)
  - Detailed Property Description and Appraisals for properties to be acquired (if applicable)
  - Soils Report and Phase 1 Environmental Site Assessment report (if applicable)
  - CDBG Technical Assistance to Businesses
  - Under the Technical Assistance to Businesses activity, an agency cannot apply under both the Public Services category and the Economic Development category. Only one application per agency will be considered for funding in this category.

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

PHCD may require applicants to submit items, on a case-by-case basis, that are consistent with HUD's voluntary project underwriting guidelines stated in Basically CDBG, Part 8.3.1. PHCD will determine which documents to request from entities to determine the feasibility of applications.

## ECONOMIC DEVELOPMENT

In this RFA, a total of approximately \$4,900,000 in CDBG funds are available for **Economic Development** activities in the three sub-categories listed below. Upon receipt of all Economic Development (ED) applications, 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 and Special Economic Development Lending Program
- Business Incubator Assistance
- Technical Assistance to Businesses – Economic Development only to compliment existing program

### National Objective

The CDBG National Objective for Economic Development projects is *Low-Mod Jobs* Creation and Retention – (LMJ), 24 CFR 570.208(a)(4). Without exception, federal regulations require that all economic development activities meet the National Objective of Job Creation/Retention. **Federal**

regulations require that one job be created and retained for a minimum of one year for every \$35,000 awarded.

## **ECONOMIC DEVELOPMENT REQUIREMENTS**

### **MICRO ENTERPRISE LENDING AND SPECIAL ECONOMIC DEVELOPMENT LENDING PROGRAM**

Miami-Dade County is proposing to allocate approximately \$3,000,000 for Micro Enterprise Lending through the FY 2022 RFA. The Small Business Lending Program provides access to micro and small business loans ranging from \$1,000 up to and not to exceed \$35,000. At the discretion of PHCD loans can be considered to amounts not stated in this RFA. It enables entities to assist small businesses with capacity-building and support while fostering economic development activities in low- and moderate-income communities. The goal is to help develop and strengthen businesses, while meeting the **required objective of creating and retaining jobs. The distribution of requested funds shall be as follows: not less than eighty percent (80%) of the total amount awarded shall fund micro loans and not more than twenty percent (20%) for operating expenses.**

CDFI 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 entity's lending capacity and shall be limited to the origination of microenterprise or small business loans to for-profit businesses serving Eligible Block Groups .

#### **Eligible Activities**

PHCD is requesting applications from qualified Community Development Financial Institutions (CDFIs) to provide microenterprise and small business loans to for-profit businesses and to assist in job creation. Services and resources to be provided may include:

- Providing below market-rate secured and unsecured short-term loans. Interest rates applied to micro loans should fall within a range of 1% - 7%, and loan amounts should not exceed \$35,000.

#### **Applicant Requirements**

Eligible applicants must meet all requirements listed below:

- Must be a Community Development Financial Institution (CDFI).
- 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 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 maintained 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 Eligible Block Groups

#### **Ongoing Responsibilities, Monitoring, and Record Keeping**

Agencies receiving CDBG funds will be required to submit quarterly progress reports and will also be subject to annual monitoring site visits. The reports will be reviewed to assess the activity's progress in creating jobs for low- and moderate income persons. The awardees must document and maintain records of loans provided, jobs created, and all other services provided for seven (7) years after the HUD national objective is met.

#### **Minimum Threshold Requirements**

- Must be a Community Development Financial Institution (CDFI)

- Meets a HUD National Objective
- Track record (Good standing with Miami-Dade County)
- Budget/Scope of Work (demonstrating total project costs to include administrative costs and funds for direct services; and any profit to be made by the person or entity)
- Proof of site control

### 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 BCC for funding. Entities **NOT** clearing the Due Diligence Investigation will not be included in a final report to the BCC at the time of funding recommendations. Applications for small business development programs will be evaluated and scored based on the following criteria:

### Scored Criteria

#### Micro Enterprise Lending/Special Economic Development Lending Program

Evaluation Criteria	Maximum Points
GENERAL SECTION	UP TO 83 POINTS
Organizational Capacity	45
Soundness of Approach	15
Policy Priorities	8
<b>Total:</b>	<b>151</b>

## BUSINESS INCUBATOR ASSISTANCE PROGRAM

This RFA is proposing to allocate approximately \$1,500,000 for Business Incubator activities in the FY 2021 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 may visit the following website: <http://www.miamidade.gov/green/business-certification.asp>.

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 applications 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 Eligible Block Groups, through an established marketing plan



## Eligible Applicants

Eligible applicants must meet all the requirements listed below:

- Must be a member of the National Business Incubation Association (NBIA)
- 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 show proof of site control (i.e., deed, lease agreement, firm purchase contract, Option to Purchase, Option to Lease Long Term or Local Government Resolution of the proposed site for which funding is being applied for. **THIS IS A MINIMUM THRESHOLD ITEM.**
- Applicants are encouraged to locate their incubators in one of the following areas;
  - 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 maintained 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 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).

Note: The activity location must have at least 500 square feet of commercial office space specifically dedicated to the microenterprise businesses.

## Ongoing Responsibilities, Monitoring, and Record Keeping

Agencies receiving CDBG funds will be required to submit quarterly progress reports and will also be subject to annual monitoring site visits. The reports will be reviewed to assess the activity's progress in creating jobs for low- and moderate income persons. The awardees must document and maintain records of loans provided, jobs created, and all other services provided for seven (7) years after the 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 BCC 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

- Proof of site control
- Meets HUD National Objective
- Track record (In good standing with Miami-Dade County)
- Budget /Scope of Work (demonstrating total project costs to include administrative costs and funds for direct services; and any profit to be made by the person or entity)

## Scored Criteria

### Business Incubator Assistance Program

Evaluation Criteria	Maximum Points
GENERAL SECTION	UP TO 83 POINTS
Organizational Capacity	45
Soundness of Approach	20
Policy Priorities	5
<b>Total</b>	<b>153</b>

## HOUSING (Water and Sewer Connections Only)

PHCD has made available up to \$250,000 in CDBG funds through this RFA for housing for Miami-Dade County departments, developers, owners, for-profit and non-profit entities, Community Land Trusts or participating jurisdictions. Funding under this category shall be limited to:

- Water and sewer connections for new construction and rehabilitation of single-family homes

The purpose for this category is to support activities which provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate-income (LMI) households in Miami-Dade County. The use of CDBG funds is generally prohibited for new construction. Except as indicated below. Eligible applicants, developers/owners constructing and or rehabilitating up to 4 affordable units for families whose income does not exceed 80% AMI, the sewer line must be accessible (i.e., within a reasonable distance of approximately 250 feet, and thus is not cost prohibitive).

Eligible applicants include Miami-Dade County departments and non-profit entities.

Nonprofit entities willing to recruit homeowners whose household income does not exceed 80% AMI, verify income eligibility and provide project management services to connect the homeowner to the sewer line.

### National Objective

CDBG-funded Housing activities are typically categorized under the Low-Mod Housing. If a grantee wishes to qualify for housing rehabilitation, acquisition or construction activity under the Low-Mod Income (LMI) objective, the **housing national objective must be met**.

- Rehabilitation - Activities that provide or improve permanent residential structures can only qualify as benefitting LMI households under the **Housing** criteria of the LMI benefit national objective, which deals with the occupancy of units by LMI persons.
- In order to meet the housing LMI national objective, the income of the homeowner cannot exceed 80% of the area median income. When rental housing activities are carried out by a Community Development Financial Institution (CDFI) or as part of an approved Neighborhood Revitalization Strategy, multiple units may be aggregated for the purposes of meeting the LMI Benefit National Objective. If the structure contains two units, at least one unit must be LMI occupied. Rental buildings under common ownership and management that are located on the same or contiguous properties may be considered as a single structure.
- PHCD will fund developers engaged in the construction of single-family homes for water and sewer connections. The funds are to be utilized solely for water/sewer connections for low-moderate income families. The connections can be used for rehabilitated, or newly constructed

units. However, the units must be owned and occupied by low- and moderate-income households.

- PHCD will fund not-for-profit organizations for the purpose of assisting homeowners with connecting to water and sewer. Neighborhoods experiencing vulnerability to regular septic tank failure will be prioritized for funding. The not-for-profit must market the program within the neighborhood and will be required to verify the income eligibility of the homeowners and provide project management services to connect the homeowner to the sewer line. The applicant should ensure that water and sewer connection fees, costs to vacate the septic tank (where applicable), and costs to hire a plumber/contractor are included in the activity budget.
- Applicants who make water/sewer connections in areas that are identified as most vulnerable per the Sea Level Rise/Flooding Vulnerability Map) will receive the maximum points allowed.

## **HOUSING HOMEOWNER REHABILITATION**

PHCD has made available up to \$992,420.80 in CDBG funds, through the FY 2022 RFA for housing for Miami-Dade County departments, non-profit entities, Community Land Trusts or participating jurisdictions. Funding under this category shall be limited to:

- Providing rehabilitation of low- and moderate-income owner-occupied single-family homes
- All Contractors and subcontractors are required to register for the Elations Systems as part of the monitoring requirements for compliance with the Davis-Bacon Wage Rates, which includes submittals of Certified Payrolls. Elation Systems registration will also serve to monitor requirements for Section 3 compliance.

The purpose for this category is to support activities which provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate-income (LMI) households in Miami-Dade County. The use of CDBG funds is generally prohibited for new construction. Except as indicated below.

### **Eligible Activity**

The eligibility of CDBG Housing activities is governed by regulations found in 24 CFR Parts 570.202, 570.204(a) and 570.208(a)(3). Utilization of CDBG funds are identified as rehabilitation to buildings that are residential, low-income rental, or homeowner housing and the conversion of non-residential structures for residential use. Funding will be limited to owner-occupied single-family homes.

CDBG Housing – Homeowner Rehabilitation category

Eligible applicants include Miami-Dade County departments, non-profit entities, Community Development Corporations (CDC), Community Based Development Organizations (CBDO), Community Housing Development Organizations (CHDO), Community Land Trusts (CLT), developers, for-profit entities, and participating jurisdictions.

### **Ongoing Responsibilities and Monitoring**

Entities receiving CDBG funds will be required to submit quarterly progress reports will be subject to annual monitoring site visits. Progress reports will be reviewed to assess the entity's progress in constructing housing for low- and moderate-income persons. Awardees must document and maintain records of housing units rehabilitated and low- and moderate-income occupancy for seven (7) 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 BCC 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 Housing Rehabilitation activities will be evaluated and scored based on the following criteria:

**Minimum Threshold Requirements**

- Track Record (In good standing with Miami-Dade County)
- Meets US HUD National Objective
- Site Control
- Budget/Scope of Work (demonstrating total project costs to include administrative and funds for direct services; and profit to be made by the person or entity)

## Scored Criteria

### Housing

Evaluation Criteria	Maximum Points
GENERAL SECTION	UP TO 83 POINTS
Leveraging/County subsidy	20
Experience of Development Team in Water and Sewer Connections or Homeownership Rehabilitation	20
Water and Sewer Connections or Housing Rehabilitation in the most vulnerable eligible block groups	10
<b>Total</b>	133
Bonus Points	UP TO 23 POINTS
Letter of Availability for Water and Sewer Connections, or LEED/Green Features for Housing Rehabilitation	5
Located with ½ mile of public transportation (provide proof)	5
Access to recreation and health facilities (within one mile)	5
Addresses Ordinance 14-56 disability set-aside (provide proof)	5
Community Land Trust non-profit documentation	3
<b>Total</b>	156

# APPLICATION COVER SHEET

<b>ENTITY / DEVELOPER / APPLICANT INFORMATION</b>		
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 <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>		
Developer/Applicant Contact Person: _____		Title: _____
Phone: _____	e-mail: _____	
Developer/Applicant Mailing Address: _____		
City: _____	State: _____	Zip+4: _____

<b>ACTIVITY INFORMATION</b>													
Activity Location/Address: _____													
City: _____	State: _____	Zip+4: _____											
Activity Title: _____		Category: _____											
Activity Description: _____													
Please use the following link to answer the questions below: <a href="https://gisweb.miamidade.gov/emap/">https://gisweb.miamidade.gov/emap/</a>													
County Commission District (s) where activity is located – <i>Please circle District number(s) or Countywide</i>													
1	2	3	4	5	6	7	8	9	10	11	12	13	Countywide
County Commission District (s) where clients reside – <i>Please circle District number(s) or Countywide</i>													
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 – <i>Please circle District number(s)</i>													
1	2	3	4	5	6	7	8	9	10	11	12	13	
Is this Activity located within an Eligible Block Group? Yes _____ or No _____													
If yes, list the Eligible Block Group(s): _____													
Eligible Block Group vulnerability rank (see color codes in Attachment 1 map): _____													

<b>Funding Requested: Please provide the total amount of funding requested in the appropriate blank below</b>		
Public Service \$ _____	Economic Development \$ _____	Housing \$ _____
Check the appropriate sub-category below (select only one per application):		
Public Service _____	Public Service-Technical Assistance to Businesses _____	Special Economic Development Lending _____
Economic Development- Micro Enterprise Lending to Businesses _____		
Economic Development- Business Incubator Assistance Program _____		
Housing Water and Sewer Connections _____	Housing Owner-Occupied rehabilitation _____	
Are you applying as a sub-recipient or a developer? (Check appropriate box) _____ Developer _____ Sub-recipient		

With my signature below, I attest to the accuracy of the information provided on this cover page. The information above summarizes my RFA 2022 application submission.

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



## APPLICATION CHECKLIST

**ALL DOCUMENTS MUST BE UPLOADED IN ZOOMGRANTS AND BE INCLUDED IN EACH APPLICATION SUBMISSION**

### Checklist for General Section

Document	Required	
Application Cover Sheet	Required	
Application Checklist/Table of Contents	Required	
Application Activity Submission Form	Required	
Application: General Section	Required	
Application: Sub-Section - Public Service (PS), Technical Assistance (TA), Micro Enterprise Lending (ML)/Special Economic Development Lending, Business Incubator Assistance Program (BI), Housing (HOU) (Please label and include and include page numbers for each of the sections listed below):	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 located 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	
<b>Budget</b> – 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 application. In addition, the applicant shall submit written documentation of all anticipated funding sources other than the RFA funds requested. 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 and/or Certified Financial Statements	Required	
Detailed Activity Budget	Required	
Five-Year Operating Pro-Forma	Only If Applicable	
Sources & Uses Statement for Proposed Activity	Required	
Leveraged Sources (Award Letters, Signed Affidavits, and/or Letters of Commitment)	Required	
RFA Submittal Certification	Required	
Due Diligence Affidavit	Required	
W-9 Form - Request for Taxpayer Identification Number & Certification	Required	

	<b>Document</b>	<b>Required</b>	
	<b>Certification of Accuracy</b>	Required	
	<b>Tax Exempt Status Letter</b> - Evidence of the not-for-profit status.	Required	
	<b>IRS 990</b> - Description of the not-for-profit status.	Required	
	<b>Governing Board</b> - Names and addresses.	Required	
	<b>Current Articles of Incorporation and Corporate Documents</b> - 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	
	<b>Current By-Laws</b>	Required	
	<b>Contact Information for All Partners</b> – 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	
	<b>Résumés and Organizational Chart</b>	Required	
	<b>Appeals or Other Pending Issues</b>	Only if Applicable	
	<b>Certificate of Use for Activity Location</b> – 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	
	<b>Completed Environmental Review Form</b>	Required	

## Checklist - Public Service

	Document	Required	
	Narrative Description of Program and Services Provided	Required	
	Narrative Description of Target Market to be Served	Required	
	Documentation of Need (e.g., data, statistics, surveys, reports, studies, etc.)	Required	
	Map of Geographic Area to be served	Required	
	Collaborative Agreements with Service Providers	Required	
	Site Control Documentation (e.g., deed, lease agreement)	Required	
	Past Experience	Required	
	Marketing & Outreach Plan	Required	
	Written Policies and Procedures for the Management of the CDBG-funded activity	Required	

## Checklist - Technical Assistance to Businesses

	Document	Required	
	Past Experience	Required	
	Experience in the Eligible Block Groups	Required	
	Business Development Curriculum	Required	
	Marketing and Outreach Plan	Required	
	Business Assistance Capacity	Required	
	Collaborative Agreements with Service Providers	Required	
	Training for Green Manufacturing Jobs	Only If Applicable	
	Training for Green Jobs	Only If Applicable	
	Client Intake Criteria	Required	
	Written Policies and Procedures for the Management of the CDBG-funded activity	Required	

## Checklist - Micro Enterprise Lending (to Businesses) and Special Economic Development Lending

	Document	Required	
	Job Creation Plan	Required	
	Past Experience	Required	
	Experience in the Eligible Block Groups	Required	
	Collaborative Agreements with Service Providers	Required	
	Job Creation of Green Manufacturing Jobs	Only If Applicable	
	Job Creation of Green Jobs	Only If Applicable	
	Job Creation Agreements	Required	

	<b>Document</b>	<b>Required</b>	
	<b>Loan Underwriting Guidelines; Lending Policies and Procedures; Copy of Standard Loan Application</b>	Required	
	<b>Evidence of Matching/Leveraged Funds</b>	Required	
	<b>Marketing and Outreach Plan</b>	Required	
	<b>Business Assistance Capacity</b>	Required	
	<b>Community Support</b>	Required	
	<b>Written Policies and Procedures for the Management of the CDBG-funded activity</b>	Required	

### **Checklist - Business Incubator Assistance Program**

	<b>Document</b>	<b>Required</b>	
	<b>Collaborative Agreements with Service Providers</b>	Required	
	<b>Graduation Requirements</b>	Required	
	<b>Business Assistance Capacity</b>	Required	
	<b>Proof of membership in the National Business Incubation Association (NBIA)</b>		
	<b>Past Experience</b>	Required	
	<b>Training Curriculum</b>	Required	
	<b>Tenant Selection Criteria</b>	Required	
	<b>Job Creation for Green Manufacturing Jobs</b>	Only if Applicable	
	<b>Job Creation for Green Jobs</b>	Only if Applicable	
	<b>Marketing and Outreach Plan</b>	Required	
	<b>Corporate Affiliations</b>	Required	
	<b>Written Policies and Procedures for the Management of the CDBG-funded activity</b>	Required	

### **Checklist – Housing**

	<b>Document</b>	<b>Required</b>	
	<b>Site Control Documentation</b>	Required	
	<b>Feasibility/Market Analysis</b>	Required	
	<b>Environmental Reviews</b>	Required	
	<b>Past Experience</b>	Required	
	<b>Public Approval Documentation</b> (Land Use, Zoning, Permits, etc.)	Required	
	<b>Infrastructure and Utility Services</b>	Required	
	<b>Construction Project Manager</b>	Required	
	<b>Project Status</b>	Required	
	<b>Lease Agreement(s) with prospective Tenants</b>	Only if Applicable	
	<b>Benefits to Low- and Moderate-Income Persons</b>	Required	
	<b>Activity Timeline</b>	Required	
	<b>LEED Standards</b>	Only If Applicable	

	Document	Required	
	Community Land Trust Documentation	Only if Applicable	
	Written Policies and Procedures for the Management of the CDBG-funded activity	Required	

## APPLICATION: GENERAL SECTION

### ALL INFORMATION IS REQUIRED TO BE CONSIDERED FOR AWARD

ALL APPLICANTS MUST COMPLETE THE GENERAL SECTION AND ALL OF THE RESPECTIVE SUBSECTIONS IN ZOOMGRANTS. **THE APPLICATION MAY BE OBTAINED AT THE FOLLOWING LINK:**  
<http://www.miamidade.gov/housing/requests.page>.

FOR THE FOLLOWING QUESTIONS, PLEASE UPLOAD SUPPORTING DOCUMENTATION IN THE DOCUMENTS TAB IN ZOOMGRANTS TO FULLY ANSWER EACH APPLICATION QUESTION. 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 UPLOAD ONE ATTACHMENT/SET OF BY-LAWS WITH EACH ANSWER TO THAT PARTICULAR QUESTION. HOWEVER, THE BY-LAWS SHOULD BE INCLUDED IN ALL APPLICATIONS SUBMITTED IN ZOOMGRANTS. AN ATTACHMENT NUMBER IS PROVIDED BELOW FOR EACH ATTACHMENT. PLEASE BE SURE TO UPLOAD THE CORRECT DOCUMENTS IN THE DOCUMENTS TAB OF ZOOMGRANTS, AND LABEL THE UPLOADED ATTACHMENT WITH THE CORRECT NUMBER. ALL ATTACHMENTS MUST BE UPLOADED AS A PDF.

## I. APPLICANT INFORMATION

1.	<p><b>Activity Title:</b></p> <p>_____</p> <p><i>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.</i></p> <p><b>Provide an <u>Abbreviated Activity Description</u> statement for the proposed activity.</b> <i>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 North region of Miami-Dade, 123 Main Street, in Commission District 3. Upload documents as in ZoomGrants (Scope of Services).</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
2.	<p><b>How many new clients* are you proposing to serve with this funding request?</b></p> <p><i>Please provide an unduplicated count for the proposed number of clients you will serve.</i> _____</p> <p><i>*Public Service projects must indicate a quantifiable increase in level of service if service was funded in prior year.</i></p>
3.	<p><b>Please provide EACH of the following documents</b> -Upload documents as <b>Attachments 5a, 5b, 5c etc.,</b> in ZoomGrants (Budget). <b>Must adhere to the formats provided in</b></p> <p><input type="checkbox"/> An overall entity budget (including all funding sources) –</p> <p><input type="checkbox"/> A detailed activity budget –</p> <p><input type="checkbox"/> A detailed 5-year operating pro-forma –</p>

4. **What category are you applying for?** Select only one below. **Note:** A separate application must be submitted for each category. Note: Public Facilities and Capital Improvements is not available as a funding category in this RFA.

☐ Public Service    ☐ Economic Development    ☐ Housing

List the activities for which you are applying and the category/number of applications submitted of funding requested for each application.

Activity Name	Category (Public Service, Economic Development or Housing)	Amount Requested
1.		\$
2.		\$
3.		\$
4.		\$
<b>TOTAL AMOUNT</b>		\$

5. **Organization Type.** Please select one.

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

Please provide evidence such as Corporation certification, Board Resolution or Partnership Agreement. Upload documents as **Attachments 6a, 6b, 6c etc.**, in ZoomGrants (Articles of Incorporation and Corporate Documents). Not-for-Profit organizations need to include documentation of IRS certification.

6. Upload supporting documentation in ZoomGrants (Detailed Budget with Sources and Uses).

	CDBG	Other Sources	Total
<b>Budget</b>			
Salaries			
Contractual Services			
Direct Services			
<b>Total</b>			

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? \_\_\_\_\_

7. **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). Upload supporting documentation in ZoomGrants (Detailed Budget with Sources and Uses).

☐ Have current partnership/collaborative agreements with multiple service providers  
☐ Have current partnership/collaborative agreements with one (1) service provider  
☐ Have no partnership/collaborative agreements

8. **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. Upload supporting documentation in ZoomGrants (Detailed Budget with Sources and Uses).

☐ No duplication of services will occur. Partners will provide complementary services  
☐ Duplication of Services will occur  
☐ N/A

9. 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 2022 CDBG award amount.**



## II. NATIONAL OBJECTIVE AND GEOGRAPHIC LOCATION

<b>11.</b>	<p><b>List the primary activity address, i.e., the physical location where project will be administered.</b> <i>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 multiple sites, you may upload documents as in ZoomGrants (Activity Address).</i></p> <p>Street Address: _____</p> <p>City: _____ State: <span style="border: 1px solid black; display: inline-block; width: 20px; height: 20px; vertical-align: middle;"></span> <span style="border: 1px solid black; display: inline-block; width: 20px; height: 20px; vertical-align: middle;"></span> Zip Code: <span style="border: 1px solid black; display: inline-block; width: 20px; height: 20px; vertical-align: middle;"></span> <span style="border: 1px solid black; display: inline-block; width: 20px; height: 20px; vertical-align: middle;"></span> <span style="border: 1px solid black; display: inline-block; width: 20px; height: 20px; vertical-align: middle;"></span> <span style="border: 1px solid black; display: inline-block; width: 20px; height: 20px; vertical-align: middle;"></span> - <span style="border: 1px solid black; display: inline-block; width: 20px; height: 20px; vertical-align: middle;"></span> <span style="border: 1px solid black; display: inline-block; width: 20px; height: 20px; vertical-align: middle;"></span> <span style="border: 1px solid black; display: inline-block; width: 20px; height: 20px; vertical-align: middle;"></span> <span style="border: 1px solid black; display: inline-block; width: 20px; height: 20px; vertical-align: middle;"></span></p>
<b>12.</b>	<p><b>Describe the <u>target population</u> and <u>service area</u> of the proposed activity.</b> <i>If additional description is necessary, you may upload documents in ZoomGrants (Target Population/Service Area).</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<b>13.</b>	<p><b>Is the activity located in any of the following Entitlement Cities?</b> <i>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 FY 2020-2024 Consolidated 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. You may upload documents as in ZoomGrants (Metropolitan Significance statement).</i></p> <p> <input type="checkbox"/> City of North Miami      <input type="checkbox"/> City of Miami Beach      <input type="checkbox"/> City of Homestead  <input type="checkbox"/> City of Miami      <input type="checkbox"/> City of Miami Gardens      <input type="checkbox"/> City of Hialeah         </p>

### Scoring Criteria (30 Points)

<b>14.</b>	<p><b>Is the activity located in any of the following Participating Municipalities?</b> <i>"Participating municipalities," are cities that have decided to participate in the County's CDBG program. They include the following cities:</i></p> <p><b>(Please select one of the following if applicable) (10 points)</b></p> <p> <input type="checkbox"/> Biscayne Park      <input type="checkbox"/> North Bay Village      <input type="checkbox"/> South Miami      <input type="checkbox"/> Doral  <input type="checkbox"/> Coral Gables      <input type="checkbox"/> North Miami Beach      <input type="checkbox"/> Sweetwater      <input type="checkbox"/> NA  <input type="checkbox"/> El Portal      <input type="checkbox"/> Opa-Locka      <input type="checkbox"/> Virginia Gardens  <input type="checkbox"/> Hialeah Gardens      <input type="checkbox"/> Pinecrest      <input type="checkbox"/> West Miami         </p>
<b>14a.</b>	<p><b>Indicate if the activity is located in an Eligible Block Group (EBG).</b></p> <p> <input type="checkbox"/> Yes (within an eligible block group) (10 points)  <input type="checkbox"/> No (0 points)         </p> <p><b>If you answered yes to the above question, specify the Eligible Block Group/s below:</b></p> <p><b>Eligible Block Group/s</b></p> <p>_____</p> <p>_____</p> <p><i>See Attachment 1 for a map of the eligible block groups.</i></p>
<b>14b.</b>	<p><b>What is the vulnerability ranking of the Eligible Block Group?</b></p> <p> <input type="checkbox"/> Most vulnerable 20% - Red (10 points)  <input type="checkbox"/> 2<sup>nd</sup> most vulnerable 20% - Orange (8 points)  <input type="checkbox"/> 3<sup>rd</sup> most vulnerable 20% - Yellow (6 points)  <input type="checkbox"/> 4<sup>th</sup> most vulnerable 20% - Light Green (4 points)  <input type="checkbox"/> Least vulnerable 20% - Dark Green (2 points)  <input type="checkbox"/> Not within an Eligible Block Group (0 points)         </p>

### III. HIGH PRIORITY NEEDS (12 Points)

5.	<p><b>Does this activity meet one or more of the COUNTY's high priority needs listed in the FY 2020-2024 Consolidated Plan?</b>   <input type="checkbox"/> No (0 points)   <input type="checkbox"/> Yes (12 points)</p> <p><i>You may upload documents as in ZoomGrants (Consolidated Plan high priority needs).</i></p> <p><b>If "Yes," please indicate by category below:</b></p> <p><b>Public Service</b></p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Crime Prevention</td> <td><input type="checkbox"/> Children, Youth, and Families</td> <td><input type="checkbox"/> Elderly Services</td> </tr> <tr> <td><input type="checkbox"/> County Wide Services</td> <td><input type="checkbox"/> Special Needs Population</td> <td><input type="checkbox"/> Children &amp; Adults with Disabilities</td> </tr> <tr> <td><input type="checkbox"/> Homeless Persons</td> <td><input type="checkbox"/> Migrant Farm Workers</td> <td><input type="checkbox"/> Persons living with HIV/AIDS</td> </tr> <tr> <td><input type="checkbox"/> Refugees, Immigrants, and New Entrants</td> <td></td> <td><input type="checkbox"/> Tech Assistance to Businesses</td> </tr> </table> <p><b>Economic Development</b></p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Small Business Lending</td> <td><input type="checkbox"/> Small Business Incubators</td> </tr> </table> <p><b>Public Facilities and Capital Improvement</b></p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Improve Street/Roadways</td> <td><input type="checkbox"/> Expand Open Spaces</td> <td><input type="checkbox"/> Improve Parking &amp; Landscaping</td> </tr> <tr> <td><input type="checkbox"/> Improve Parks</td> <td><input type="checkbox"/> Construct/Upgrade Community Centers</td> <td></td> </tr> </table> <p><b>Housing</b></p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Water and Sewer connections</td> <td><input type="checkbox"/> Owner Occupied Rehabilitation</td> </tr> </table>	<input type="checkbox"/> Crime Prevention	<input type="checkbox"/> Children, Youth, and Families	<input type="checkbox"/> Elderly Services	<input type="checkbox"/> County Wide Services	<input type="checkbox"/> Special Needs Population	<input type="checkbox"/> Children & Adults with Disabilities	<input type="checkbox"/> Homeless Persons	<input type="checkbox"/> Migrant Farm Workers	<input type="checkbox"/> Persons living with HIV/AIDS	<input type="checkbox"/> Refugees, Immigrants, and New Entrants		<input type="checkbox"/> Tech Assistance to Businesses	<input type="checkbox"/> Small Business Lending	<input type="checkbox"/> Small Business Incubators	<input type="checkbox"/> Improve Street/Roadways	<input type="checkbox"/> Expand Open Spaces	<input type="checkbox"/> Improve Parking & Landscaping	<input type="checkbox"/> Improve Parks	<input type="checkbox"/> Construct/Upgrade Community Centers		<input type="checkbox"/> Water and Sewer connections	<input type="checkbox"/> Owner Occupied Rehabilitation
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<input type="checkbox"/> Water and Sewer connections	<input type="checkbox"/> Owner Occupied Rehabilitation																						

### IV. TRACK RECORD (24 Points)

16.	<p><b>a. If currently or previously funded by PHCD, did the entity meet program objectives of previous projects?</b> <i>Upload supporting documentation as in ZoomGrants (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).</i></p> <p><input type="checkbox"/> No (0 points)   <input type="checkbox"/> Yes (9 points)</p> <p><b>b. Did the entity fully spend awarded monies of any open or previously funded projects?</b></p> <p><input type="checkbox"/> No (0 points)   <input type="checkbox"/> Yes (3 points)</p>				
17.	<p><b>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?</b> <i>Upload supporting documentation as in ZoomGrants.</i></p> <p><input type="checkbox"/> No (0 points)   <input type="checkbox"/> Yes (5 points)</p> <p><b>b. Does the entity have previous experience with receiving grant funds and meeting program objectives?</b></p> <p><input type="checkbox"/> No (0 points)   <input type="checkbox"/> Yes (2 points)</p> <p><b>c. Did the entity fully spend awarded monies of any open or prior grant funded projects?</b></p> <p><input type="checkbox"/> No (0 points)   <input type="checkbox"/> Yes (2 points)</p> <p><b>d. Does the entity have any unresolved issues with any open or prior grant funded projects?</b></p> <p><input type="checkbox"/> No (3 points)   <input type="checkbox"/> Yes (0 points)</p>				
18.	<p><b>How many years has your entity provided the proposed service or activity?</b> <i>Upload supporting documentation as in ZoomGrants (Years Providing Service/Activity).</i></p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Less than 2 years (2 points)</td> <td><input type="checkbox"/> 2 to 4 years (4 points)</td> </tr> <tr> <td><input type="checkbox"/> 5 to 10 years (6 points)</td> <td><input type="checkbox"/> More than 10 years (9 points)</td> </tr> </table>	<input type="checkbox"/> Less than 2 years (2 points)	<input type="checkbox"/> 2 to 4 years (4 points)	<input type="checkbox"/> 5 to 10 years (6 points)	<input type="checkbox"/> More than 10 years (9 points)
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<input type="checkbox"/> 5 to 10 years (6 points)	<input type="checkbox"/> More than 10 years (9 points)				

## V. PROJECT BUDGET/SOURCES AND USES

20.	<b>Activity Delivery Cost Bonus:</b> A preference is provided in this RFA for entities that have efficient activity development costs. Please check the box below that corresponds with the percentage of the total activity cost that will be required for your organization to deliver the activity. <input type="checkbox"/> 31% and above, activity delivery cost (0 points) <input type="checkbox"/> 25.0% – 30.99% activity delivery cost (2 points) <input type="checkbox"/> 18.0% – 24.99% activity delivery cost (4 points) <input type="checkbox"/> 12.0% – 17.99% activity delivery cost (6 points) <input type="checkbox"/> 5.0% – 11.99% activity delivery cost (8 points) <input type="checkbox"/> 0% or pro bono, up to 4.99% activity delivery cost (10 points) <b>Please note these percentages become contractual obligations if you are recommended for funding, and cannot be changed.</b>
21.	<b>BONUS Points:</b> Provide a 1-page narrative, describing how significant crime rates in the activity area have impacted community revitalization efforts. The narrative must include crime statistics, and describe how the proposed activity will address concerns/improve the neighborhood, etc. (10 points)

**GENERAL SECTION SUB-TOTAL:** \_\_\_\_\_ **(95 POINTS POSSIBLE)**

# TECHNICAL ASSISTANCE TO BUSINESSES

## I. ORGANIZATIONAL CAPACITY (34 Points)

1.	<p><b>Please check all services that will be provided</b></p> <p><b>Service</b> (0.5-point for each Yes)</p> <table> <tr> <td>1. Assistance with business start-up basics</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>2. Networking activities with other business professionals</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>3. Marketing assistance</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>4. Business Plan Writing/Development</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>5. Assistance with accounting/financial management</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>6. Assistance with securing funding, i.e., loans, grants</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>7. Technology assistance and software training</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>8. Assistance with business regulatory compliance</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> </table>	1. Assistance with business start-up basics	<input type="checkbox"/> Yes	<input type="checkbox"/> No	2. Networking activities with other business professionals	<input type="checkbox"/> Yes	<input type="checkbox"/> No	3. Marketing assistance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	4. Business Plan Writing/Development	<input type="checkbox"/> Yes	<input type="checkbox"/> No	5. Assistance with accounting/financial management	<input type="checkbox"/> Yes	<input type="checkbox"/> No	6. Assistance with securing funding, i.e., loans, grants	<input type="checkbox"/> Yes	<input type="checkbox"/> No	7. Technology assistance and software training	<input type="checkbox"/> Yes	<input type="checkbox"/> No	8. Assistance with business regulatory compliance	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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8. Assistance with business regulatory compliance	<input type="checkbox"/> Yes	<input type="checkbox"/> No																							
2.	<p><b>How many businesses can you serve on an annual basis?</b> <i>Please provide proof such as a list of businesses served in the prior year. Upload supporting documentation as in ZoomGrants (Business Assistance Capacity).</i></p> <p> <input type="checkbox"/> 19 or less (0 points)                <input type="checkbox"/> 20 - 35 (5 points)                <input type="checkbox"/> 36 - 49 (10 points)                <input type="checkbox"/> 50 or more (15 points)         </p>																								
3.	<p><b>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 application?</b> <i>Upload supporting documentation as in ZoomGrants (Collaborative Agreements with Service Providers).</i></p> <p> <input type="checkbox"/> No agreements (0 points)                <input type="checkbox"/> 1- 2 current agreements (4 points)                <input type="checkbox"/> 3 - 4 current agreements (5 points)         </p>																								
4.	<p><b>Can the applicant demonstrate proven success with providing Technical Assistance to Businesses?</b> <i>Upload supporting documentation in ZoomGrants (Past Experience).</i></p> <p> <input type="checkbox"/> No (0 points)                <input type="checkbox"/> Yes (5 points)         </p>																								
5.	<p><b>How many businesses have successfully secured business loans from your program?</b> <i>Upload supporting documentation in ZoomGrants (Past Experience)</i></p> <p> <input type="checkbox"/> 1 - 20 (0 points)                <input type="checkbox"/> 21 - 40 (1 point)                <input type="checkbox"/> 41 - 60 (3 points)                <input type="checkbox"/> 61 or more (5 points)         </p>																								

## II. SOUNDNESS OF APPROACH (26 Points)

1.	<p><b>How many years of experience does the applicant have providing Technical Assistance to Businesses?</b> <i>Provide a description of projects that are similar to the proposed activity. Points to be determined by PHCD. Upload supporting documentation in ZoomGrants (Past Experience)</i></p> <p> <input type="checkbox"/> 0 to 2 years (1point)                <input type="checkbox"/> 3 to 5 years (2 points)                <input type="checkbox"/> 6 to 9 year (3points)                <input type="checkbox"/> 10 or more years (5 points)         </p>
2.	<p><b>Does the applicant have at least five (5) years of experience in providing Technical Assistance services within Eligible Block Groups in Miami-Dade County?</b> <i>Provide proof, such as signed client intake forms, client addresses, loan closing documents, etc. Upload supporting documentation in ZoomGrants (Past Experience/Experience in EBGs).</i></p> <p> <input type="checkbox"/> less than 1 year (0 points)                <input type="checkbox"/> 1 to 4 years (3 points)                <input type="checkbox"/> 5 or more (5 points)         </p>
3.	<p><b>Does the applicant have well defined Business Development Curriculum for the proposed service?</b> <i>Must provide proof to receive points. Upload supporting documentation in ZoomGrants (Business Development Curriculum).</i></p> <p> <input type="checkbox"/> No (0 points)                <input type="checkbox"/> Yes (5 points)         </p>
4.	<p><b>Does applicant have documented community support for the proposed activity?</b> <i>If yes, please provide evidence of support ,such as a community letter of support,or other documented support from the community. Upload supporting documentation in ZoomGrants (Community Support).</i></p> <p> <input type="checkbox"/> No (0 points)                <input type="checkbox"/> Yes (3 point)         </p>
5.	<p><b>Does the applicant have a mandatory intake criteria?</b> <i>Must provide proof to receive points. Upload supporting documentation in ZoomGrants (Client Intake Criteria).</i></p> <p> <input type="checkbox"/> No (0 points)                <input type="checkbox"/> Yes (4 points)         </p>

6.	<p><b>Does the applicant have a comprehensive Marketing and Outreach Plan for promoting the proposed activity?</b>  <i>In order to receive points, please provide a copy. Upload supporting documentation in ZoomGrants (Marketing and Outreach Plan).</i></p> <p><input type="checkbox"/> No (0 point)      <input type="checkbox"/> Yes (4 points)</p>
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### III. POLICY PRIORITIES (8 Points)

1.	<p><b>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?</b> <i>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. Upload supporting documentation in ZoomGrants (Training for Green Manufacturing Jobs).</i></p> <p><input type="checkbox"/> No (0 points)    <input type="checkbox"/> Yes (5 points)</p>
2.	<p><b>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?</b>  <i>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. Upload supporting documentation in ZoomGrants (Training for Green Jobs).</i></p> <p><input type="checkbox"/> No (0 points)    <input type="checkbox"/> Yes (3 points)</p>

# ECONOMIC DEVELOPMENT: SPECIAL ECONOMIC DEVELOPMENT LENDING/MICRO-ENTERPRISE LENDING

## I. SCORING CRITERIA: ORGANIZATIONAL CAPACITY (37 Points)

**Pursuant to HUD Regulation, 24 CFR 570.208(a)(4), at least 51% of the jobs created must employ low-to-moderate income persons.**

1.	<p><b>Is the entity a Community Development Financial Institution (CDFI)?</b> <i>Upload supporting documentation in ZoomGrants (Past experience).</i></p> <p style="text-align: center;"> <input type="checkbox"/> No, failed threshold             <input type="checkbox"/> Yes, passed threshold           </p> <p><b>How many years has your institution been a CDFI, Revolving Loan Fund, or Micro/Small Business Lender serving small businesses?</b> <i>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. Upload supporting documentation in ZoomGrants (Past experience).</i></p> <p style="text-align: center;"> <input type="checkbox"/> 0 to 4 years (0 points)             <input type="checkbox"/> 5 to 7 years (3 points)             <input type="checkbox"/> More than 7 years (10 points)           </p>
2.	<p><b>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.</b> <i>(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 2021 RFA application, and are expected to be available at the time of CDBG contract execution.) Include copies of funding commitments for Matching Funds. Upload supporting documentation in ZoomGrants (Evidence of Matching/Leveraged Funds).</i></p> <p style="text-align: center;"> <input type="checkbox"/> Less than 25% matching funds committed from non-governmental funding sources (0 points)  <input type="checkbox"/> 26% to 50% matching funds committed from non-governmental funding sources (1 point)  <input type="checkbox"/> 51% to 75% matching funds committed from non-governmental funding sources (2 points)  <input type="checkbox"/> 76% to 100% matching funds committed from non-governmental funding sources (5 points)  <input type="checkbox"/> Entity has secured at least a 1:1 commitment of matching funds from non-governmental funding sources (5 points)           </p> <p><b>Note: Up to 20% of the matching funds may be in the form of Earned Income from the prior year's operations.</b></p>
3.	<p><b>Does the applicant have at least five (5) years of experience providing Economic Development Micro Lending/Special Economic Development program within Eligible Block Groups in Miami-Dade County?</b> <i>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; or Eligible Block Group where business is located. The maps are also included in Attachment 1. Upload supporting documentation in ZoomGrants.</i></p> <p style="text-align: center;"> <input type="checkbox"/> less than 1 year (0 points)             <input type="checkbox"/> 1 to 4 years (2 points)             <input type="checkbox"/> 5 or more (5 points)           </p>
4.	<p><b>Does the entity have written contractual job hiring agreements with businesses that the entity is proposing to assist?</b> <i>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 occurred. Upload supporting documentation in ZoomGrants (Contractual Job Creation Agreements).</i></p> <p style="text-align: center;"> <input type="checkbox"/> No (0 points)             <input type="checkbox"/> Yes (2 points)           </p>
5.	<p><b>Does entity have documented community support for the proposed activity?</b> <i>If yes, please provide written evidence of support, such as letters or other documented forms of community support. Upload supporting documentation in ZoomGrants (Letters of Support).</i></p> <p style="text-align: center;"> <input type="checkbox"/> No (0 points)             <input type="checkbox"/> Yes (2 points)           </p>
6.	<p><b>Does the entity have lending policies and procedures?</b> <i>Must provide proof to receive points. Upload supporting documentation in ZoomGrants (Loan Underwriting Guidelines; Lending Policies and Procedures).</i></p> <p style="text-align: center;"> <input type="checkbox"/> No (0 points)             <input type="checkbox"/> Yes (5 points)           </p>



7.	<p><b>Does the entity have a Marketing and Outreach Plan for promoting the proposed activity?</b> <i>Must provide proof to receive points. Upload supporting documentation in ZoomGrants (Marketing and Outreach Plan).</i></p> <p><input type="checkbox"/> Marginal (1 point) <input type="checkbox"/> Comprehensive (3 points)</p>
8.	<p><b>How many businesses have successfully secured business loans from your program?</b> <i>Must provide proof to receive points. Upload supporting documentation in ZoomGrants.</i></p> <p><input type="checkbox"/> 1-20 (0 points) <input type="checkbox"/> 21-40 (1 point) <input type="checkbox"/> 41-60 (2 points) <input type="checkbox"/> 61 or more (5 points)</p>

## II. SOUNDNESS OF APPROACH (11 Points)

1.	<p><b>Does the entity have loan program criteria?</b> <i>Must provide proof to receive points. Upload supporting documentation in ZoomGrants. (Lending Policies and Procedures).</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (2 points)</p>
2.	<p><b>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 application?</b> <i>Please attach copies. Must provide proof to receive points. Upload supporting documentation in ZoomGrants. (Collaborative Agreements with Service Providers).</i></p> <p><input type="checkbox"/> No agreements (0 points) <input type="checkbox"/> 1-2 current agreements (3 points) <input type="checkbox"/> 3-4 current agreements (4 points)</p>
3.	<p><b>Does the entity have a job creation strategy specifically targeted for small businesses?</b></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (2 points)</p>
4.	<p><b>How many documented jobs has the entity assisted with creating in the past 3 years?</b> <i>Must provide proof to receive points. Upload supporting documentation in ZoomGrants (Past Experience). Provide final closeout progress report.</i></p> <p><input type="checkbox"/> 0 to 4 (0 points) <input type="checkbox"/> 5 to 7 (2 points) <input type="checkbox"/> More than 7 (3 points)</p>

## II. POLICY PRIORITIES (8 Points)

1.	<p><b>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?</b></p> <p><i>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. Must provide proof to receive points. Upload supporting documentation in ZoomGrants (Job Creation in Green Manufacturing Jobs).</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p>
2.	<p><b>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?</b></p> <p><i>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. Must provide proof to receive points. Upload supporting documentation in ZoomGrants (Job Creation in Green Jobs).</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (3 points)</p>

# ECONOMIC DEVELOPMENT: BUSINESS INCUBATOR ASSISTANCE PROGRAM

## I. ORGANIZATIONAL CAPACITY (39 Points)

1.	<b>How many years has the business incubator been a member of the National Business Incubation Association (NBIA)?</b> <i>Must provide proof to receive points. Upload supporting documentation as in ZoomGrants.</i> <input type="checkbox"/> Not a member (0 points) <input type="checkbox"/> Yes (1-5 years) (4 points) <input type="checkbox"/> Yes (6 or more years) (6 points)																							
2.	<b>Has the Business Incubator collaborated with the Small Business Administration (SBA) Small Business Development Centers or other collaborative partnerships?</b> <i>Must provide proof to receive points. Upload supporting documentation as in ZoomGrants (Corporate Affiliations).</i> <input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (3 points)																							
3.	<b>How many workstation desks are available at the incubator?</b> <i>Select one.</i> <input type="checkbox"/> 1-5 (2 points) <input type="checkbox"/> 6-10 (4 points)																							
4.	<b>How many businesses can you serve on an annual basis?</b> <i>Must provide proof to receive points. Upload supporting documentation in ZoomGrants (Business Assistance Capacity).</i> <input type="checkbox"/> 4 or less (0 points) <input type="checkbox"/> 5 -10 (1 point) <input type="checkbox"/> 11-20 (4 points)																							
5.	<b>How many years has the organization been a business incubator?</b> <i>Must provide proof to receive points. Upload supporting documentation in ZoomGrants (Past Experience).</i> <input type="checkbox"/> 3-5 years (1 point) <input type="checkbox"/> 6 or more years (5 points)																							
6.	<b>Does the applicant have a comprehensive training curriculum?</b> <i>Must provide proof to receive points. Upload supporting documentation in ZoomGrants (Training Curriculum).</i> <input type="checkbox"/> Marginal (1 point) <input type="checkbox"/> Comprehensive (4 points)																							
7.	<b>Does the applicant have a comprehensive Marketing and Outreach Plan for promoting the proposed activity?</b> <i>Must provide proof to receive points. Upload supporting documentation in ZoomGrants (Marketing and Outreach Plan).</i> <input type="checkbox"/> Marginal (1 point) <input type="checkbox"/> Comprehensive (3 points)																							
8.	<b>Can the applicant demonstrate proven success with a Business Incubator Assistance Program?</b> <i>Must provide proof to receive points. Upload supporting documentation in ZoomGrants. Please provide list of graduates with address of new business,</i>  <b>How many businesses have successfully completed and/or graduated from your program?</b> <input type="checkbox"/> 1-15 (2 points) <input type="checkbox"/> 16 and over (5 points)																							
9.	<b>Please check all services to be provided</b>  <table border="0"> <thead> <tr> <th>Service</th> <th>(.5 point each Yes)</th> </tr> </thead> <tbody> <tr> <td>1. Assistance with business startup basics</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>2. Networking activities with other business professionals</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>3. Marketing assistance</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>4. Business plan writing/development</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>5. Telephone/Receptionist</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>6. Assistance with accounting/financial management</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>7. Assistance with securing funding, i.e., loans, grants</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>8. Conference room/meeting space</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>9. Technology assistance and software training</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>10. Assistance with business regulatory compliance</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </tbody> </table>		Service	(.5 point each Yes)	1. Assistance with business startup basics	<input type="checkbox"/> Yes <input type="checkbox"/> No	2. Networking activities with other business professionals	<input type="checkbox"/> Yes <input type="checkbox"/> No	3. Marketing assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No	4. Business plan writing/development	<input type="checkbox"/> Yes <input type="checkbox"/> No	5. Telephone/Receptionist	<input type="checkbox"/> Yes <input type="checkbox"/> No	6. Assistance with accounting/financial management	<input type="checkbox"/> Yes <input type="checkbox"/> No	7. Assistance with securing funding, i.e., loans, grants	<input type="checkbox"/> Yes <input type="checkbox"/> No	8. Conference room/meeting space	<input type="checkbox"/> Yes <input type="checkbox"/> No	9. Technology assistance and software training	<input type="checkbox"/> Yes <input type="checkbox"/> No	10. Assistance with business regulatory compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No
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## II. SOUNDNESS OF APPROACH (20 Points)

1.	<p><b>Does the applicant have current executed agreements with a network of critical business service providers to enhance the delivery of services to clients?</b> <i>Must provide proof to receive points. Upload supporting documentation in ZoomGrants (Collaborative Agreements with Service Providers).</i></p> <p><input type="checkbox"/> No agreements (0 points)   <input type="checkbox"/> 1-2 current agreements (3 points)   <input type="checkbox"/> 3-4 current agreements (5 points)</p>
2.	<p><b>Does the incubator program have a formal benchmark graduation policy, including a review of company revenues, staffing levels and time in the program?</b> <i>Must provide proof to receive points. Upload supporting documentation in ZoomGrants (Graduation Requirements).</i></p> <p><input type="checkbox"/> No (0 points)   <input type="checkbox"/> Yes (5 points)</p>
3.	<p><b>Does the incubator program have well defined tenant selection criteria?</b> <i>Must provide proof to receive points. Upload supporting documentation in ZoomGrants (Tenant Selection Criteria).</i></p> <p><input type="checkbox"/> No (0 points)   <input type="checkbox"/> Yes (5 points)</p>
4.	<p><b>How many documented jobs has the entity assisted with creating in the past 3 years?</b> <i>Must provide proof to receive points. Upload final closeout progress report) in ZoomGrants.</i></p> <p><input type="checkbox"/> 0 to 4 (0 points)   <input type="checkbox"/> 5 to 7 (2 points)   <input type="checkbox"/> More than 7 (5 points)</p>

## III. POLICY PRIORITIES (5 Points)

1.	<p><b>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?</b> <i>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. Must provide proof to receive points. Upload supporting documentation in ZoomGrants. (Job Creation for Green Manufacturing Jobs).</i></p> <p><input type="checkbox"/> No (0 points)   <input type="checkbox"/> Yes (3 points)</p>
2.	<p><b>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?</b> <i>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. Must provide proof to receive points. Upload supporting documentation in ZoomGrants. (Job Creation for Green Jobs).</i></p> <p><input type="checkbox"/> No (0 points)   <input type="checkbox"/> Yes (2 points)</p>

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

## HOUSING

<b>1.</b>	<p>County subsidy including any previously awarded Surtax, CDBG, SHIP, HOME, NSP, GOB, ESG, (20 points)  or other County resources and funding requested in current application on a per unit basis? Must  provide proof to receive points. Upload supporting documentation in ZoomGrants.</p> <p> <input type="checkbox"/> less than or equal to \$35,000 (20 points)    <input type="checkbox"/> \$35,001 - \$45,000 (15 points)  <input type="checkbox"/> \$45,001 - \$50,000 (10 points)                      <input type="checkbox"/> greater than \$50,001 (5 points) </p>	
<b>2.</b>	<p>Experience of Development Team in water and sewer connections. Evidence must be based on (20 points)  RFA submittal. Units completed with Certificate of Occupancy. Must provide proof to receive  points. Upload supporting documentation in ZoomGrants.</p> <p> <input type="checkbox"/> More than 100 units (20 points)                      <input type="checkbox"/> 25-100 units (15 points)  <input type="checkbox"/> 5-24 units (10 points)                                      <input type="checkbox"/> Less than 5 units (5 points) </p>	
<b>3.</b>	<p>Experience of Development Team in new construction and/or rehabilitation of homeownership units? (20 points)  Units completed with Certificate of Occupancy. Evidence must be based on RFA submittal. Must  provide proof to receive points. Upload supporting documentation in ZoomGrants.</p> <p> <input type="checkbox"/> More than 100 units (20 points)                      <input type="checkbox"/> 25-100 units (15 points)  <input type="checkbox"/> 5-24 units (10 points)                                      <input type="checkbox"/> Less than 5 units (5 points) </p>	
<b>4.</b>	<p style="text-align: right;">(10 points)</p> <p>Applicant is making water and sewer connections or housing rehabilitation activities in most vulnerable areas per  the Sea Level Rise/Flooding Vulnerability Map () Must provide proof to receive points. Upload supporting  documentation as in ZoomGrants.</p> <p> <input type="checkbox"/> 100% to 80% of units in most vulnerable areas (10 points)  <input type="checkbox"/> 79% to 60% of units in most vulnerable areas (8 points)  <input type="checkbox"/> 59% to 40% of units in most vulnerable areas (6 points)  <input type="checkbox"/> 39% to 20% of units in most vulnerable areas (4 points)  <input type="checkbox"/> Less than 20% of units in most vulnerable areas, or no units in most vulnerable areas (2 points) </p>	
	<p><b>SUB-TOTAL POINTS EARNED:</b> _____ <b>General Section 95 + Subtotal up to 70 points</b></p>	
	<p><b>BONUS POINTS ONLY (Must provide proof to receive points) (28 points)</b></p> <p>1a. For Housing Rehabilitation only: Construction Features and Amenities- Does the Development commit to  providing Green Certification? If so, provide evidence (it will be a contractual requirement). Must provide proof to  receive points. Upload supporting documentation in ZoomGrants. Select only one below:</p> <p> <input type="checkbox"/> Green Certified (LEED, FGBC, NGBS, Energy Star, etc.) (5 points) OR  <input type="checkbox"/> 5 or more features, including at least 2 energy efficient (3 points) </p> <p>1b. For Housing Water and Sewer Connections only: Has the Development Team received a Letter of Availability  (LOA) from the Water and Sewer Department (WASD), or submitted a request for a LOA? Information on how to  obtain this can be found at: <a href="https://www.miamidade.gov/water/letter-of-availability.asp">https://www.miamidade.gov/water/letter-of-availability.asp</a> Must provide proof to receive  points. Upload supporting documentation in ZoomGrants. Select only one below:</p> <p> <input type="checkbox"/> Received a Letter of Availability for one or more home sites from WASD (5 points) OR  <input type="checkbox"/> Documentation of submission of a Letter of Availability request to WASD (3 points) </p> <p>For all housing applications:</p> <p>2. <input type="checkbox"/> Located within 1/2 mile of public transportation (provide proof) (5 points)  3. <input type="checkbox"/> Access to recreation and health facilities (within one mile) (5 points)  4. <input type="checkbox"/> Addresses Ordinance 14-56 (Disability Set Aside) (5 points)  5. <input type="checkbox"/> Community Land Trust non-profit documentation (3 points)</p>	
	<p><b>TOTAL POINTS EARNED:</b> _____ <b>Total Possible: 193 Points</b></p>	

## RFA SUBMITTAL CERTIFICATION

**Please complete the certification below: ALL CERTIFICATIONS AND AFFIDAVITS**

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 application 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 \_\_\_\_\_, 2021\_\_\_\_, 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  
DUE DILIGENCE AFFIDAVIT**

<b>Applicant Name:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	

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):

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This is certified by my signature:

\_\_\_\_\_  
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:





## CERTIFICATION OF ACCURACY

I HEREBY CERTIFY THAT THIS APPLICATION 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 \_\_\_\_\_

## **Infrastructure and Zoning Forms**

*Verification of infrastructure and zoning must be current within  
a period of one year of application submittal date.*

# VERIFICATION OF AVAILABILITY OF INFRASTRUCTURE - ELECTRICITY

Name of Development: \_\_\_\_\_

Development Location: \_\_\_\_\_

(At a minimum, provide the address assigned by the United States Postal Services, including the address number, street name and city, or if the address has not yet been assigned, provide the street name, closest designated intersection and city.)

The undersigned service provider confirms that on or before \_\_\_\_\_:  
Date (mm/dd/yyyy)

1. Electricity is available to the proposed Development.
2. There are no impediments to the proposed Development for obtaining electric service other than payment of hook-up or installation fees, line extensions to be paid for by the Applicant in connection with the construction of the Development, or other such routine administrative procedure.
3. To the best of our knowledge, no variance or local hearing is required to make electricity available to the proposed Development.
4. To the best of our knowledge, there are no moratoriums pertaining to electric service, which are applicable to the proposed Development.

## CERTIFICATION

I certify that the forgoing information is true and correct.

_____ Signature	_____ Date (mm/dd/yy)	_____ Name of Entity Providing Service
_____ Print or Type Name	_____ Address	
_____ Print or Type Title	_____	

\_\_\_\_\_  
Telephone Number (including area code)

This certification may not be signed by the Applicant, by any related parties of the Applicant, or by any Principals or Financial Beneficiaries of the Applicant. In addition, signatures from local elected officials are not acceptable. If the certification is applicable to this development and if is inappropriately signed, the Application will fail threshold.

If this certification contains corrections or "white-out," or if it is scanned, imaged, altered, or re-typed, the Applicant will fail to meet threshold. The certification may be photocopied.

# VERIFICATION OF AVAILABILITY OF INFRASTRUCTURE – SEWER CAPACITY AND PACKAGE TREATMENT

Name of Development: \_\_\_\_\_

Development Location: \_\_\_\_\_

(At a minimum, provide the address assigned by the United States Postal Services, including the address number, street name and city, or if the address has not yet been assigned, provide the street name, closest designated intersection and city.)

The undersigned service provider confirms that on or before \_\_\_\_\_:  
Date (mm/dd/yyyy)

1. Sewer Capacity, Package Treatment is available to the proposed Development.
2. There are no impediments to the proposed Development for obtaining the specified waste treatment service other than payment of hook-up or installation fees, line extensions to be paid for by the Applicant in connection with the construction of the Development, or other such routine administrative procedure.
3. To the best of our knowledge, no variance or local hearing is required to make this service available to the proposed Development.
4. To the best of our knowledge, there are no moratoriums pertaining to this service, which are applicable to the proposed Development.

## CERTIFICATION

I certify that the forgoing information is true and correct.

_____ Signature	_____ Date (mm/dd/yy)	_____ Name of Entity Providing Service
_____ Print or Type Name	_____ Address	
_____ Print or Type Title	_____ Telephone Number (including area code)	

This certification may not be signed by the Applicant, by any related parties of the Applicant, or by any Principals or Financial Beneficiaries of the Applicant. In addition, signatures from local elected officials are not acceptable. If the certification is applicable to this development and it is inappropriately signed, no points will be awarded.

If this certification contains corrections or “white-out,” or if it is scanned, imaged, altered, or re-typed, the Applicant will fail to meet threshold. The certification may be photocopied.

# VERIFICATION OF AVAILABILITY OF INFRASTRUCTURE - ROADS

Name of Development: \_\_\_\_\_

Development Location: \_\_\_\_\_

(At a minimum, provide the address assigned by the United States Postal Services, including the address number, street name and city, or if the address has not yet been assigned, provide the street name, closest designated intersection and city.)

The undersigned service provider confirms that on or before \_\_\_\_\_:  
Date (mm/dd/yyyy)

1. Existing paved roads provide access to the proposed Development or paved roads will be constructed as part of the proposed Development.
2. There are no impediments to the proposed Development using the roads other than payment of impact fees or providing curb cuts, turn lanes, signalization, or securing required final approvals and permits for the proposed Development.
3. The execution of this verification is not a granting of traffic concurrency approval for the proposed Development.
4. To the best of our knowledge, there are no moratoriums pertaining to road usage, which are applicable to the proposed Development.

## CERTIFICATION

I certify that the forgoing information is true and correct.

_____ Signature	_____ Date (mm/dd/yy)	_____ Name of Entity Providing Service
_____ Print or Type Name	_____ Address	
_____ Print or Type Title	_____ Telephone Number (including area code)	

This certification may not be signed by the Applicant, by any related parties of the Applicant, or by any Principals or Financial Beneficiaries of the Applicant. In addition, signatures from local elected officials are not acceptable. If the certification is applicable to this development and it is inappropriately signed, no points will be awarded.

If this certification contains corrections or "white-out," or if it is scanned, imaged, altered, or re-typed, the Applicant will fail to meet threshold. The certification may be photocopied.

# VERIFICATION OF AVAILABILITY OF INFRASTRUCTURE - WATER

Name of Development: \_\_\_\_\_

Development Location: \_\_\_\_\_

(At a minimum, provide the address assigned by the United States Postal Services, including the address number, street name and city, or if the address has not yet been assigned, provide the street name, closest designated intersection and city.)

The undersigned service provider confirms that on or before \_\_\_\_\_:  
Date (mm/dd/yyyy)

1. Potable water capacity is available to the proposed Development.
2. There are no impediments to the proposed Development for obtaining potable water other than payment of hook-up or installation fees, line extensions to be paid for by the Applicant in connection with the construction of the Development, or other such routine administrative procedure
3. To the best of our knowledge, no variance or local hearing is required to make potable water available to the proposed Development.
4. To the best of our knowledge, there are no moratoriums pertaining to potable water, which are applicable to the proposed Development.

## CERTIFICATION

I certify that the forgoing information is true and correct.

_____ Signature	_____ Date (mm/dd/yy)	_____ Name of Entity Providing Service
--------------------	--------------------------	---

_____ Print or Type Name	_____ Address
-----------------------------	------------------

_____ Print or Type Title	_____ Telephone Number (including area code)
------------------------------	---

This certification may not be signed by the Applicant, by any related parties of the Applicant, or by any Principals or Financial Beneficiaries of the Applicant. In addition, signatures from local elected officials are not acceptable. If the certification is applicable to this development and it is inappropriately signed, no points will be awarded.

If this certification contains corrections or "white-out," or if it is scanned, imaged, altered, or re-typed, the Applicant will fail to meet threshold. The certification may be photocopied.



# VERIFICATION OF AVAILABILITY OF INFRASTRUCTURE – INTERNET

Name of Development: \_\_\_\_\_

Development Location: \_\_\_\_\_

(At a minimum, provide the address assigned by the United States Postal Services, including the address number, street name and city, or if the address has not yet been assigned, provide the street name, closest designated intersection and city.)

The undersigned service provider confirms that on or before \_\_\_\_\_:  
Date (mm/dd/yyyy)

1. Internet is available to the proposed Development.
2. There are no impediments to the proposed Development for obtaining internet service other than payment of hook-up or installation fees, line extensions to be paid for by the Applicant in connection with the construction of the Development, or other such routine administrative procedure.
3. To the best of our knowledge, no variance or local hearing is required to make internet available to the proposed Development.
4. To the best of our knowledge, there are no moratoriums pertaining to internet service, which are applicable to the proposed Development.

## CERTIFICATION

I certify that the forgoing information is true and correct.

_____ Signature	_____ Date (mm/dd/yy)	_____ Name of Entity Providing Service
_____ Print or Type Name	_____ Address	
_____ Print or Type Title	_____	

\_\_\_\_\_  
Telephone Number (including area code)

This certification may not be signed by the Applicant, by any related parties of the Applicant, or by any Principals or Financial Beneficiaries of the Applicant. In addition, signatures from local elected officials are not acceptable. If the certification is applicable to this development and if is inappropriately signed, the Application will fail threshold.

If this certification contains corrections or “white-out,” or if it is scanned, imaged, altered, or re-typed, the Applicant will fail to meet threshold. The certification may be photocopied.

# VERIFICATION OF ENVIRONMENTAL SAFETY PHASE I ENVIRONMENTAL SITE ASSESSMENT

PAGE I OF 2

Name of Development: \_\_\_\_\_

Development Location: \_\_\_\_\_

(At a minimum, provide the address assigned by the United States Postal Services, including the address number, street name and city, or if the address has not yet been assigned, provide the street name, closest designated intersection and city.)

As a representative of the firm that performed the Phase I Environmental Site Assessment (ESA), I certify that a Phase I ESA of the above reference Development site was conducted by the undersigned environmental firm as of \_\_\_\_\_.

(Date of Phase I ESA - mm/dd/yyyy)

Such Phase I ESA meets the standards of ASTM Practice # E-1527-05.

Check all that apply in Items 1, 2, and 3 below:

1. If the Phase I ESA is over 12 months old from the Application Deadline for this Application, has the site's environmental condition changed since the date of the original Phase I ESA?

☐ Yes      ☐ No

If "Yes", to demonstrate the condition of the site, the signatory must answer question (1) or (2) below:

☐ (1) an updated to the original Phase I ESA was prepared on \_\_\_\_\_  
(Date-mm/dd/yyyy)

***(Date of update must be less than 12 months old from the Application Deadline to receive points.)***

☐ (2) a new Phase I ESA was prepared on \_\_\_\_\_  
(Date-mm/dd/yyyy)

Note: PHCD will consider a current Phase II ESA, if applicable, to be a substitute for the updated Phase I ESA or new Phase I ESA.

2. If there are one or more existing buildings on the proposed site, the presence or absence of asbestos or asbestos containing materials, radon gas, and lead-based paint must be addressed either as a part of the Phase I ESA or as a separate report. The signatory must indicate which of the following (item a. or b.) applies:

- ☐ a. the Phase I ESA referenced above addresses the presence or absence of asbestos or asbestos containing materials, radon gas and lead-based paint; or
- ☐ b. separate report(s) addressing the presence or absence of asbestos or containing materials and lead-based paint have been prepared and the undersigned has reviewed the separate report(s). Such separate report(s) may or may not be incorporated by reference in the Phase I ESA.

**VERIFICATION OF ENVIRONMENTAL SAFETY  
PHASE I ENVIRONMENTAL SITE ASSESSMENT**

**PAGE 2 OF 2**

3. If the Phase I ESA discloses potential problems (including, but not limited to asbestos or asbestos containing materials lead-based paint, radon gas, soil or ground water contamination, etc.) on the proposed site, the signatory must indicate which of the following (Item a, b, or c.) applies:

- ☐ a. environmental safety conditions on the site require remediation and a plan that includes anticipated costs and estimated time needed to complete the remediation has been prepared, either as a part of the Phase I ESA or as a separate report; or
- ☐ b. a Phase II ESA is required or recommended. The firm that performed the Phase II ESA, even if it is the same firm that prepared the Phase I ESA, MUST complete and execute the Phase II ESA Verification.; or
- ☐ c. although environmental safety conditions exist on the site, no remediation or further action is required or recommended.

**CERTIFICATION**

I certify that the foregoing information is true and correct.

Authorized Signature	Date (mm/dd/yyyy)	Name of Firm that Performed the Phase I ESA
Print of Type Name of Signatory	Address of Environmental Firm (street address, city, state)	
Print of Type Name of Signatory	Telephone Number Including Area Code	

This certification must be signed by a representative of the firm that performed the Phase I ESA for the proposed Development location. If this certification contains corrections or "white-out," or if it is scanned, imaged, altered or re-typed, the Application will fail to meet threshold. The certification may be photocopied.

**PHASE I ENVIRONMENTAL SITE ASSESSMENTS MUST BE CERTIFIED TO  
MIAMI-DADE COUNTY.**

# VERIFICATION OF ENVIRONMENTAL SAFETY

## PHASE II ENVIRONMENTAL SITE ASSESSMENT

Name of Development: \_\_\_\_\_

Development Location: \_\_\_\_\_

(At a minimum, provide the address assigned by the United States Postal Services, including the address number, street name and city, or if the address has not yet been assigned, provide the street name, closest designated intersection and city.)

As a representative of the firm that performed the Phase II Environmental Site Assessment (ESA), I certify that:

1. A Phase II ESA of the above reference Development location was required or recommended by the Phase I ESA. The Phase II ESA was conducted by the undersigned environmental firm as of \_\_\_\_\_ in accordance with ASTM Practice # E-1903-97(2002).  
(Date of Phase II ESA – mm/dd/yyyy)

If the phase II ESA is over 12 month old from the Application Deadline for this Application has the site's environmental condition changed since the date of the Phase II ESA?

☐ Yes ☐ No

If "Yes", to demonstrate the condition of the site, an update to the original Phase II ESA was prepared on \_\_\_\_\_  
(Dated of Phase II ESA - mm/dd/yyyy\*)

*\* Date of the update to Phase II ESA, as stated above, must be within the last 12 months to receive points.*

2. If the Phase II ESA disclosed potential problems (including, but not limited to asbestos or asbestos containing materials, lead-based paint, radon gas, soil or groundwater contamination, etc.) on the proposed site, a plan that includes anticipated costs and estimated time needed to complete the remediation has been prepared either as a part of the Phase II ESA or as a separate report. (Must be attached)

### CERTIFICATION

I certify that the foregoing information is true and correct.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

\_\_\_\_\_  
Name of Firm that Performed  
the Phase II ESA

\_\_\_\_\_  
Print of Type Name of Signatory

\_\_\_\_\_  
Address of Environmental Firm  
(street address, city, state)

\_\_\_\_\_  
Print of Type Name of Signatory

\_\_\_\_\_  
Telephone Number Including Area Code

This certification must be signed by a representative of the firm that performed the Phase II ESA for the proposed Development location. If this certification contains corrections or "white-out," or if it is scanned, imaged, altered, or re-typed, the Application will fail to meet threshold. The certification may be photocopied.

# LOCAL GOVERNMENT VERIFICATION THAT DEVELOPMENT IS CONSISTENT WITH ZONING AND LAND USE REGULATIONS

Name of Development: \_\_\_\_\_

Development Location: \_\_\_\_\_

(At a minimum, provide the address assigned by the United States Postal Services, including the address number, street name and city, or if the address has not yet been assigned, provide the street name, closest designated intersection and city.)

The undersigned Local Government official confirms that:

1) The number of units (not buildings) allowed for this development site (if restricted) is: \_\_\_\_\_ and/or

If a Planned Urban Development (PUD), the number of units (not buildings) allowed per development site is: \_\_\_\_\_ or

If not a PUD and development site is subject to existing special use or similar permit, number of units allowed for this development site is: \_\_\_\_\_; and

2) The zoning designation for the referenced Development site is \_\_\_\_\_; and

3) The intended use is consistent with current land use regulations and the referenced zoning designation or, if the Development consists of rehabilitation, the intended use is allowed as a legally non-conforming use. To the best of my knowledge, there are no additional land use regulation hearings or approvals required to obtain the zoning classification or density described herein. Assuming compliance with the applicable land use regulations, there are no known conditions, which would preclude construction or rehabilitation (as the case may be) of the referenced Development on the proposed site.

## CERTIFICATION

I certify that the City/County of \_\_\_\_\_ has vested in me the authority  
(Name of City/County)

To verify consistency with local land use regulations and the zoning designation specified above or, if the Development consists of rehabilitation, the intended use is allowed as "legally non-conforming use" and I further certify that the foregoing information is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

This certification must be signed by the applicable city's or County's Director of Planning and Zoning, chief appointed official (staff) responsible for determination of issues related to comprehensive planning and zoning, City Manager, or County Manager/Administrator/Coordinator. Signatures from local elected officials are not acceptable, nor are other signatories. If the certification is applicable to this Development and it is inappropriately signed, the Application will fail to meet threshold.

If this certification contains corrections or if it is scanned, imaged, altered, or re-typed, the Application will fail to meet threshold. The certification may be photocopied.

I.O. No.: 4-132  
 Ordered: 9/17/2015  
 Effective: 10/01/2015

MIAMI-DADE COUNTY  
 IMPLEMENTING ORDER

PUBLIC HOUSING AND COMMUNITY DEVELOPMENT FEE SCHEDULE

**AUTHORITY:**

Sections 1.01, 2.02 and 5.02 of the Miami-Dade County Home Rule Charter.

**POLICY:**

This Implementing Order provides a schedule of fees for services and programs provided by the Public Housing and Community Development Department.

**PROCEDURE:**


The administration of this Implementing Order is designated to the Director of the Public Housing and Community Development Department, who will be responsible for the collection of fees and the delivery of the required services. The Director shall review the contents of the implementing order annually and, if appropriate, make recommendations to the Board of County Commissioners for revisions or adjustments.

**FEE SCHEDULE:**

The fee schedule adopted by this Implementing Order is attached hereto and made a part hereof. This official fee schedule is also filed with and subject to the approval of the Board of County Commissioners and on file with the Clerk thereof. Fees charged by the Public Housing and Community Development Department shall be the same as those listed in the official fee schedule on file with the Clerk of the County Commission.

PUBLIC HOUSING AND COMMUNITY DEVELOPMENT SERVICE RATE SCHEDULE		
Fee Name	Current Fee (FY 2014-15)	Proposed Fee (FY 2015-16)
Loan Set Up Fee for Single Family Homes	\$100	\$100
Loan Set Up Fee for Development Projects	\$200	\$200
Satisfaction of Mortgage	\$50	\$50
Subordination Agreements	\$50	\$50
Fresh Start Agreement/ Forbearance	\$50	\$50
Mortgage Modifications	\$100	\$100
Force Placed Insurance	\$25	\$25
Monthly Servicing Fee	\$25 (per Month)	\$25 (per Month)
Partial Release	\$50	\$50
Origination Fee (Homebuyer loans, except for HOME-funded loans)		\$400
Construction Inspection Fee		\$1,500
Contract Extension/Modification Fee (multi-family development loans only)		\$2,500

This Implementing Order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

Approved by the County Attorney as  
 to form and legal sufficiency 



Miami-Dade County  
Mayor Daniella Levine Cava

**BOARD OF COUNTY COMMISSIONERS**

**José “Pepe” Diaz**  
*Chairman*

**Oliver G. Gilbert III**  
*Vice Chairperson*

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**Pedro J. Garcia**  
*Property Appraiser*

**Geri Bonzon Keenan**  
*County Attorney*