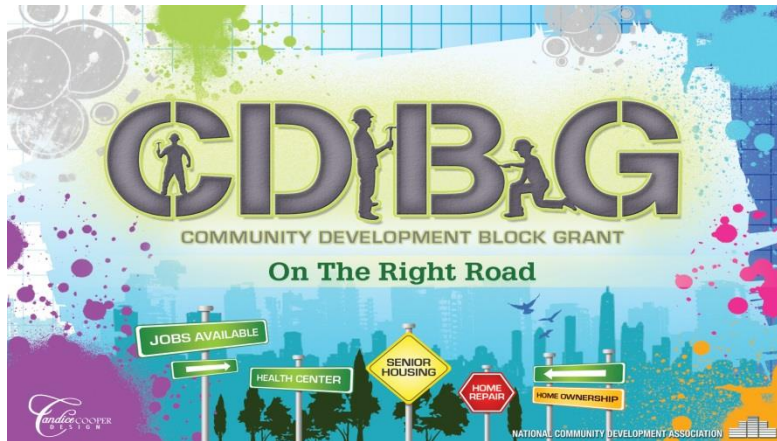


**MIAMI-DADE COUNTY
CDBG REQUEST FOR APPLICATION
FY 2019**



**COMMUNITY DEVELOPMENT BLOCK GRANT
APPLICATION**

Public Service

Public Facilities and Capital Improvements

Economic Development

Housing

October 1, 2018

Miami-Dade County

Department of Public Housing and Community Development
701 NW 1st Court, 14th 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). The funds available are based on estimates and are subject to change.

PHCD has requested and been granted from HUD an extension to the Fiscal Years (FY) 2013-2017 Consolidated Plan until September 30, 2019. Therefore, all references to the FY 2013-2017 Consolidated Plan include FY 2019.

Applicants must score a minimum of **70 points** to be recommended for funding.

Updates to the FY 2019 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/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 2019 REQUEST FOR APPLICATION COMMUNITY DEVELOPMENT BLOCK GRANT

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THE COMPLETE FY 2019 RFA CAN BE FOUND ONLINE 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 2019 Request for Applications (RFA), PHCD is soliciting applications to fund activities with CDBG funds. This RFA is seeking applications to address high priority needs in areas designated as the County's Neighborhood Revitalization Strategy Areas (NRSAs) and Eligible Block Groups (**Attachment 16**).

- 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 \$51,800. 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 (Attachment 48); 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 ITEMS

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
- Site Control
- Audited/Certified Financial Statements
- Track Record - Good standing with 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.

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 NOT MET THE PROPOSAL 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.

DEFINITIONS

1. **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.
2. **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).
3. **Commission District Fund Process** – The Board of County Commissioners (BCC) are allocated a percentage of Community Development Block Grant funds to award. They 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.
4. **Community Land Trust** – Community Land Trusts (CLT) as defined in Section 212 of the Housing and Community Development Act of 1922 (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.

Applicants that utilize a Community Land Trust (CLT) will be awarded three (3) extra points.

5. **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.

6. **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.
6. **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.
7. **Geographic Location:** When scoring applications, the County will give priority to activities located in and/or serve the NRSAs, Participating Municipalities and Eligible Block Groups. See Attachment 16 for descriptions/definitions of such. Applications must describe how these areas and the residents will be served by the proposed activity.
8. **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.**
9. **MUST Presentation:** Entities that are applying to this RFA for a **NEW** project or activity are required to make a 2-4 minute presentation in the community/area in which the proposed project is located herein referred to as a “MUST” presentation. If the activity will *serve an NRSA*, the applicant must make a MUST presentation before the Community Advisory Committee (CAC) of the respective NRSA. If the activity will *serve an Eligible Block Group*, the applicant must make a presentation at the Countywide MUST presentation meeting. Failure to meet this requirement will result in five (5) points being deducted from your final score.
10. **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 Neighborhood Revitalization Strategy Area (NRSA) or Eligible Block Group (**Attachment 16**).
11. **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.**

- 12. Priority Needs:** Activities must address a high priority need as identified in the County's extended FY 2013-2017 Consolidated Plan. Applications must describe how the priority needs will be addressed and provide supporting data. For the list of the NRSA Community Advisory Committee (CAC) Priority Needs, refer to **Attachment 4**.
- 13. 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.
- 14. 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).
- 15. 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.
- 16. 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 1st 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.
- 17. Shovel Ready:** 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 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 the County. **THIS IS A MINIMUM THRESHOLD ITEM.**
- 18. 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.

19. **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).
20. **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).
21. **Supporting Documentation:** Written documentation or proof that provides relevant information to support items stated in the application.
22. **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 (**Attachment 44**) 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.**
20. **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.**
21. **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 the FY 2019 RFA.**

The following categories are identified for funding in this RFA, as specified in the County's FY 2013 - 2017 Consolidated Plan as approved by the Board of County Commissioners (BCC) on September 6, 2012 (**Attachment 6**):

- 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).**
 - Technical Assistance to Small Businesses
- Public Facilities and Capital Improvements
- Economic Development
 - Microenterprise Lending
 - Business Incubator Assistance Program
- Housing
 - Housing Rehabilitation

- Acquisition/Community Land Trust (not part of extended 2013-2017 Consolidated Plan)

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

| Projection of Estimated Available FY 2019 CDBG Funds¹ by Category | |
|---|--------------------|
| Commission District Fund ² | \$1,171,534 |
| Technical Assistance to Small Businesses | \$450,000 |
| Public Service Sub-Total | \$1,621,534 |
| Public Facilities and Capital Improvement | \$1,786,912 |
| Public Facilities and Capital Improvement Sub-Total | \$1,786,912 |
| Micro Enterprise Lending | \$1,750,590 |
| Business Incubator Assistance Program | \$900,000 |
| Economic Development³ Sub-Total | \$2,650,590 |
| Housing (Community Land Trust) | \$500,000 |
| Total | \$6,559,036 |

- ¹ CDBG funds are appropriated by the federal government. All federal funding amounts are estimates. This solicitation is subject to the receipt of the estimated amount of funds to be received from HUD. Any award made as a result of this RFA may be reduced or rescinded based upon the actual level of funding received from the federal government.
- ² Commission District Fund allocations will be awarded by the members of BCC from a list of eligible applicants. Funds will not be competitively awarded.
- ³ In accordance with Resolution No. R-596-12, the amount designated for Economic Development activities represents not less than 50% of available funding to be allocated through the FY 2019 RFA, after the reduction of funding reserved for administration and County departments. Additional funding for Special Economic Development Programs will be solicited through an ongoing mini-application process as stated in Resolution No. R-1046-17.

ELIGIBLE APPLICANTS

Not-for-profit Community-Based Organizations (CBOs), Community Development Corporations (CDCs), Community-Based Development Organizations (CBDOs), and Community Land Trusts 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 the proposed activity is of *Metropolitan Significance* and/or is consistent with the high priority needs identified in Miami-Dade County's Consolidated Plan. "*Metropolitan Significance*" is defined as: a) an activity necessary to further the purposes of the Housing and Community Development Act of 1974; b) an activity necessary to further the purposes of Miami-Dade County's community development objectives; and c) an activity which will offer a reasonable benefit to residents within Miami-Dade County's entitlement jurisdiction's boundaries. For further information on eligibility requirements for the CDBG Program, refer to Attachment 7.

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 for third party consultants, Project Management, the Neighborhood Stabilization Program (NSP), Private Schools, and Special Economic Development Programs.

APPLICATION INSTRUCTIONS

- Applicants must include the **Application Cover Sheet (Tab 1)** as the first page of each application, **Application Checklist (Tab 2)**, **Activity Application Submission Form (Tab 3)** and all affidavits contained herein. All applicants must complete the **General Section (Tab 4)**.
 - Applications must be submitted in the legal name of the entity that is applying for funding. The applicant must be an active entity registered and in good standing, as of the application deadline, with the Florida Division of Corporations (<http://www.sunbiz.org>).
 - The cover of each binder must include the name of the entity, the name of the proposed activity, and the requested funding category. The binder should be marked as CDBG.
 - All applications must download the total application to a CD and submit it along with the originals and copies. The CD must be secured in the binder.
 - **Applications must be submitted in three (3) ring binders. Tabs are required and must be labeled as indicated in the required Checklist/Table of Contents Form (Tab 2). All pages must be numbered. No pages are to be stapled or clipped.**
 - **Public Service** applicants must submit one **(1) original and three (3) copies** of the application, each one is to be placed in a 3-ring binder. Do not submit more than one application per activity per binder. The original application must be submitted with the word “**ORIGINAL**” written on the outside of the binder, and each of the three (3) binders must be marked as “**COPY.**” **ALL originals and copies of applications must contain all required documents. Please do not exclude any document from any copy.**
- Public Facilities, Capital Improvements, Economic Development, Public Services-Technical Assistance to Small Businesses and Housing** applicants must submit one **(1) original and six (6) copies** of the application, each of which is to be placed in a 3-ring binder. Do not submit more than one application per activity per binder. The original application must be submitted with the word “**ORIGINAL**” written on the outside of the binder, and each of the six (6) binders must be marked as “**COPY.**” **ALL originals and copies of applications must contain all required documents. Please do not exclude any document from any copy.**
- Applications must be typed.
 - **Applicants, including affiliates and subsidiaries, are limited to three (3) applications per funding source. For example, you can submit no more than three applications for a CDBG funded activity.**
 - All applicants must provide an Employer Identification Number (EIN/Federal Identification Number) and a D-U-N-S Number. For more information on obtaining the D-U-N-S Number, visit the following web site: <http://fedgov.dnb.com/webform>. The Data Universal Numbering System, also known as D-U-N-S®, is a unique nine-digit identification number that remains with an organization even if the organization is no longer in operation. The D-U-N-S Number® was incorporated into the Federal Acquisition Regulation (FAR) in April 1998.

- Where applicable, applicants are required to submit with the RFA, interior and exterior photographs of the proposed facility or activity location. Applicants must also provide copies of the most current Certificate of Use for buildings, if applicable.
- Applicants awarded funds shall be required to execute the County's shell CDBG contract and all attachments. All awards will be evidenced by a contract, Memorandum of Understanding (MOU), or interlocal/interdepartmental agreement, as well as appropriate security instruments, including a Promissory Note, if required. The award shall also be evidenced by a mortgage, in cases where the funding is being used to improve or acquire real property (applicable only for allocations of \$25,000 or greater) (**Attachment 45**).
- Field visits will be conducted on behalf of PHCD to evaluate the viability and/or feasibility of the project site with the proposed scope of work and requested funds by the entity for Public Facilities/Capital Improvements and Rehabilitation projects.
- Environmental Review forms must be completed in their entirety and included with the FY 2019 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 analysis (**Attachment 47**).
- **Applications must meet ALL criteria for this RFA to be considered for funding. Applications that are incomplete and/or have deficiencies will not be recommended for funding.**
- The Funding Source, Funding Amount, and Activity Category must be consistent throughout the application; information contained on the **Application Coversheet (TAB 1)** will prevail. Any inconsistencies 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) Housing and Social 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 2019 Action Plan will be submitted to HUD as part of the extended FY 2013 – 2017 Consolidated Plan upon approval by the BCC.
- 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.
- Pre-Contract work (such as credit underwriting and subsidy layering review) and Contract Development will begin immediately upon approval, by HUD of the County's FY 2019 Action Plan.
- **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 in writing, via email at 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: Applications with a score lower than 70 points will not 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 and will be addressed at the Technical Assistance Workshops on October 11, 2018 (North Dade Regional Library) and October 12, 2018 (South Dade Government Center, Room 104).

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. **(Attachment 45).**
- 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/.
- 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 **(Attachment 44)**. **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, Public Facilities and Capital Improvements, Economic Development, Public Service-Technical Assistance to Small Businesses, or Housing**) and will not be recommended for funding unless there are no other viable options, as determined in 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 2019 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 is defined as one year with the exception of projects including construction which could allow up to two years to complete.
- 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 70 points or more to be considered for funding. If a tiebreaker is needed during scoring to determine project ranking, the first tiebreaker will be "Ability to Proceed." This section of the application will be ranked first. If an additional tiebreaker is needed, those projects with higher points in leveraging, i.e., projects that require less total County funding per unit, 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 with **new projects or activities** are required to make a 2-4 minute "MUST" presentation in the area/community in which the proposed project is located. New projects or activities are defined as those projects or activities that were not previously funded by PHCD in the prior year's RFA. If the activity will serve an NRSA, the applicant must make a MUST presentation before the Community Advisory Committee (CAC) of the respective NRSA. If the activity will serve *an Eligible Block Group or outside of a NRSA*, the applicant must make a MUST presentation at the Countywide MUST presentation meeting. **County-wide activities are required to make a MUST presentation at the County-wide MUST presentations at the Overtown Transit Village. THIS INFORMATION IS ON PAGES 16, 17, and 18.** Presentations will be scheduled by request using the **Activity Summary "MUST" Presentation Form (TAB 22)**. Forms may be submitted by fax at (786) 469-2230 or via e-mail at CommunityDevelopmentServices@miamidade.gov prior to the MUST presentation. Schedules for these meetings are included in this application.

APPLICATION SUBMISSION PROCESS AND TECHNICAL ASSISTANCE

The deadline for the FY 2019 CDBG application submission(s) is on or before November 16, 2018, 12:00 noon.

Applications submitted on or before November 16, 2018 must be delivered to:

Mr. Harvey Ruvin
Clerk of the Board of County Commissioners
Stephen P. Clark Center

111 N.W. First Street, 17th Floor
Miami, Florida 33128
Attention: Director's Office
Miami-Dade County
Department of Public Housing and Community Development

On the deadline date of November 16, 2018 by 12:00 noon, applications must be delivered to:

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

A representative from the Clerk's Office will be present to accept applications. **Faxed or electronic applications WILL NOT be accepted.** Please be advised that the County, in exercise of its discretion, will not accept proposals received after November 16, 2018, 12:00 (noon). PHCD will open applications and begin the review process at 12:01 pm. The responsibility for submitting a proposal on or before that stated time and due date is solely and strictly the responsibility of the Proposer. Miami-Dade County is not responsible for delays caused by any occurrence.

Instructions and application forms for the FY 2019 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 **www.miamidade.gov/housing/**

The FY 2019 RFA will be available for review electronically at the following locations:

- ⇒ ***Miami-Dade Public Library***
101 West Flagler Street
Miami, FL 33130
- ⇒ ***North Dade Regional Library***
2455 NW 183rd Street
Miami Gardens, FL 33056
- ⇒ ***South Dade Regional Library***
10750 SW 211th Street
Miami, FL 33189

One copy of the FY 2019 RFA may be picked up (at no charge) by each entity, at PHCD's office, 14th Floor, 701 NW 1st Court, Miami, FL 33136. Applications may also be downloaded from the Miami-Dade County website at the following address: <http://www.miamidade.gov/housing/>

Technical Assistance Workshops

The Department of Public Housing and Community Development, in cooperation with the Miami-Dade County Homeless Trust, will hold two technical assistance workshops to review the application preparation, submission requirements, and changes to the FY 2019 program and evaluation criteria for Housing and Non-Housing Activities. At the two technical workshops applicants will have the opportunity for meet with PHCD staff to receive additional technical assistance for Public Facilities, 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/**

1. North – Technical Assistance Workshop

Thursday, October 11, 2018 Time: 11:00 a.m. – 2:00 pm
North Dade Regional Library
2455 NW 183rd Street
Miami Gardens, FL 33056

2. South – Technical Assistance Workshop

Friday, October 12, 2018 Time: 11:00 – 2:00 p.m.
South Dade Government Center, Room 104
10710 SW 211th Street, Cutler Bay, FL 33189

All participants are encouraged to register for the technical assistance workshops at the PHCD website:
<http://www.miamidade.gov/housing>

Comments and questions pertaining to this application must be submitted in writing to PHCD, no later than **Monday, October 22, 2018** to the attention of:

Miami-Dade County Department of Public Housing and Community Development (PHCD)
Overtown Transit Village North
701 NW 1st Court, 16th Floor
Miami, FL 33136

communitydevelopmentservices@miamidade.gov

MUST Presentation Schedule

PHCD has a policy which requires that all applicants, proposing to provide any **new** project and/or activity, are required to make a mandatory **MUST** presentation before the community/area in which the activity is proposed. If the activity is located within a NRSA, the presentation must occur at the corresponding Community Advisory Committee (CAC) represented by the NRSA. **Please refer to PHCD's website for an updated schedule of MUST Presentations.** Applicants proposing any activities located within an Eligible Block Group or outside of a NRSA, will be required to make a presentation at the Countywide MUST meeting. Applicants proposing activities in the newly designated Cutler Ridge NRSA and Biscayne North NRSA shall be required to make a MUST presentation at the Countywide MUST Meeting scheduled on September 13, 2018. The meeting schedule is as follows:

**COUNTYWIDE MUST MEETING
CUTLER RIDGE & BISCAYNE NORTH**

Thursday, October 18, 2018
Overtown Transit Village – North
701 NW 1st Court,
1st Floor Training Room
Miami, Florida 33136
6:00 – 8:00 p.m.

GOULDS CAC
Wednesday, October 10, 2018
Goulds Park Facility
11350 SW 216th Street
Goulds, FL 33177
6:00 p.m.

LEISURE CITY/NARANJA CAC
Tuesday, October 9, 2018
Naranja Lakes
CRA Community Center
27555 SW 140th Street
Naranja, Miami, FL 33032
6:00 p.m.

WEST LITTLE RIVER CAC
Thursday, October 18, 2018
Arcola Lakes Park
1301 NW 83rd Street
Miami, FL 33147
6:00 p.m.

MODEL CITY CAC
Wednesday, October 24, 2018
African Heritage Cultural Center
6161 NW 22nd Ave
Miami, FL 33142
6:00 p.m.

PERRINE CAC
Monday, October 15, 2018
Perrine CAHSD Enrichment Center
17801 Homestead Avenue
Miami, FL 33157
6:00 p.m.

OPA-LOCKA CAC
Thursday, October 11, 2018
Miami Gardens Enrichment Center
16405 NW 25th Ave
Opa-locka, FL 33054
5:30 p.m.

SOUTH MIAMI CAC
Wednesday, October 17, 2018
Gibson-Bethel Community Center
5800 SW 66th Avenue
South Miami, FL 33143
7:00 p.m.

PUBLIC SERVICE

Approximately \$1,171,534 in CDBG funds are available for general **Public Service** activities in the FY 2019 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 2019 funding (see definition of CDF process on page 6).**

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 (**Attachment 33**); 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 FY extended 2013-17 Consolidated Plan.

- Transportation services
- Employment training
- Meals for the elderly and disabled
- Juvenile diversion programs
- Child care services

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

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

Ongoing Responsibilities, Monitoring, and Record Keeping

Entities receiving CDBG funds will be required to submit quarterly progress reports and will also be subject to annual monitoring site visits. 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

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 and/or NRSA 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 measureable project outcomes)

TECHNICAL ASSISTANCE TO SMALL BUSINESSES

Under the Public Services category, approximately \$400,000 in CDBG funds are available for **Technical Assistance to Small Businesses** activities in the FY 2019 RFA. These types of activities help foster economic development in low and moderate-income communities by providing capacity-building support to local businesses.

Eligible Activities

PHCD is requesting proposals from qualified 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 NRSAs and Eligible Block Groups.

Activity Requirements

Eligible applicants must meet all requirements listed below:

- Must have experience providing technical assistance to businesses;
- Must have an established business development curriculum which must be submitted to, and approved by PHCD;
- Must be able to provide essential business development services and resources;
- Must have established relationships with professional service providers (i.e., Small Business Administration, accountants, marketing consultants, loan underwriters, etc.) and others comprising a local business support network;
- Must adhere to a mandatory intake process; and
- Must provide a marketing plan to demonstrate outreach efforts and how services will be promoted.

Ongoing Responsibilities, Monitoring, and Record Keeping

Entities receiving CDBG funds will be required to submit quarterly progress reports and will also be subject to annual monitoring site visits. The reports will be reviewed to assess the activity's progress in achieving the HUD national objective. Awardees must document and maintain records of businesses served, and all 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 Technical Assistance to Businesses will be evaluated and scored based on the following criteria:

Minimum Threshold Requirements

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

Scored Criteria

Technical Assistance to Small Businesses

| Evaluation Criteria | Maximum Points |
|---|-----------------|
| GENERAL SECTION – | UP TO 65 POINTS |
| Organizational Capacity | 34 |
| Soundness of Approach | 26 |
| Policy Priorities | 8 |
| Total | 133 |
| Bonus Points: | |
| MUST presentation (if not done as required) | -5 |
| Total | 128 |

PUBLIC FACILITIES AND CAPITAL IMPROVEMENTS

Up to \$2,137,502 in CDBG funds are available for **Public Facilities and Capital Improvements** through the FY 2019 RFA. Funding under this category shall be limited to activities located in NRSAs and Eligible Block Groups. Pursuant to Resolution No. R-596-12, approved by the Miami-Dade County BCC on July 3, 2012, any allocation to Parks, Public Works or other infrastructure projects go to NRSAs and that CDBG funds compose no more than fifty percent (50%) of the total project cost, except that CDBG awarded funds to an infrastructure project previously approved by the NRSA Community Advisory Committee as part of the NRSA Strategic Plan, shall not be subject to the fifty percent (50%) limitation. CDBG funds allocated to infrastructure projects outside of NRSAs must be approved by a two-thirds vote of the BCC and the allocation may not exceed twenty-five percent (25%) of the total project cost.

Acquisition, construction, reconstruction, rehabilitation, installation, and completion of public facilities and improvement projects, except as provided in 24 CFR 570.207(a), carried out by the recipient or other public or private non-profit entities. (However, activities under this paragraph may be directed to the removal of material and architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons to public facilities and improvements, including those provided for in 24 CFR 570.207(a)(1)). In undertaking such activities, design features and improvements which promote energy efficiency may be included. Such activities may also include the execution of architectural design features, and similar treatments intended to enhance the aesthetic quality of facilities and improvements receiving CDBG assistance, such as decorative pavements, railings, sculptures, pools of water and fountains, and other works of art.

National Objective

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

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

Eligible Activities and Purposes

Public Facilities and Capital Improvements **must principally benefit low- and moderate-income persons.** Entities eligible for funding include Miami-Dade County Departments, Participating Municipalities, and not-for-profit organizations.

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

- Street Improvements
- Parks
- Flood drainage improvements
- Water/sewer infrastructure
- Curbs
- Recreational facilities
- Neighborhood facilities
- Health Facilities
- Tree Planting (This activity requires the applicant to provide a proposed tree planting plan for an approved capital facilities improvement project funded with CDBG funds. The tree planting plan should address the environmental benefits, such as use of native trees or trees that require minimal maintenance.)
- Youth Centers
- Asbestos Removal
- Child care centers
- Senior centers
- Handicapped centers
- Facilities for abused and neglected children
- Homeless facilities (excluding operating costs)
- Facilities for AIDS Patients (excluding operating costs)

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

Fire protection equipment is considered for this purpose to be an integral part of a public facility and thus, purchase of such equipment would be eligible under § 570.201(c). CDBG funds may be used, however, to purchase or to pay depreciation or use allowances (in accordance with OMB Circular A-21, A-87 or A-122, as applicable) for such items when necessary for use by a recipient or its sub-recipients in the administration of activities assisted with CDBG funds, or when eligible as firefighting equipment, or when such items constitute all or part of a public service pursuant to § 570.201(e).

- Infrastructure improvements (construction or installation) including, but not limited to streets, curbs, tree planting, and water and sewer lines;
- Neighborhood facilities such as recreational facilities and playgrounds (applicant must show proof of ownership (i.e., via a deed, lease agreement, firm purchase option, 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** and;

- Facilities for persons with special needs such as facilities for battered spouses, nursing homes, group homes for the disabled or transitional housing for the homeless.
- For capital improvements and public facilities, one application is required per building, unless the buildings are contiguous and represent one activity.
- A site visit will be conducted to confirm that the CDBG funds are sufficient to fill the gap required in order to bring the property to municipal building codes.

Eligible Costs Associated with Activities may include:

- Energy efficiency improvements;
- Handicapped accessibility improvements (including improvements to buildings used for general conduct of government); and
- Architectural design features and other treatments aimed at improving aesthetic quality (e.g., sculptures, fountains).

If the assisted facility is owned by a not-for-profit organization, the CDBG regulations stipulate the facility must be open to the public during normal working hours. Facilities constructed with CDBG funds must comply with ADA requirements, per [24 CFR 570.614(b)]. Public Facilities and Capital Improvements eligible for assistance are subject to the policies in 2 CFR 200.320.

Ineligible Activities:

- The *maintenance and repair* of public facilities and capital improvements are ineligible (e.g., filling potholes, repairing cracks in sidewalks, mowing grass at public recreational areas or replacing street light bulbs).
- *Operating costs* associated with public facilities or capital improvements are ineligible unless part of a CDBG-assisted public service activity or eligible as an interim assistance activity.
- A public facility otherwise eligible for assistance under the CDBG program may be assisted with CDBG funds even if it is part of a multiple use building containing ineligible uses, if:
 - The public portion of the facility that is otherwise eligible and proposed for assistance will occupy a designated and discrete area within the larger facility; and
 - It can be determined that the costs attributable to the facility proposed for assistance is separate and distinct from the overall costs of the multiple-use building and/or facility. Allowable costs are limited to those attributable to the eligible portion of the building or facility.

PHCD will use HUD-defined standards to evaluate and determine the financial feasibility of proposed Public Facilities and Capital Improvement projects. PHCD will require **supporting documentation** when determining feasible projects, which **may include**, but not be limited to the following:

- Organizational Chart and Documents, including Articles of Incorporation for non-profit entities and a Certification of Good Standing for the applicant entity which shows that applicant is in good standing as of the application deadline.
- Financial data to show proof that the applicant has funds available to cover the full project cost minus the CDBG funding request: bank statements and tax returns from the last three years
- Proposed sources and uses broken out in detail by budgeted line items
- Executed Construction Contract with a General Contractor
- Statement of the actual cost of goods, services, and equipment proposed in the project: invoices from contractors with supporting evidence of the source of the costs presented

- Recent permitted and approved Construction Plans (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)

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

If entities are seeking CDBG funds for a Public Facility and Capital Improvement project already in construction, please note that per 24 CFR Part 58.22, funds cannot be committed to an activity until the related environmental clearance is completed. While it may be true in rare cases that the environmental clearance process causes work on a project to stop; typically entities apply for CDBG funds before construction begins and this is not an issue.

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 proposals.

When an entity that uses CDBG funds to hire a contractor, whether to administer a program, complete a task or do construction, those contractors must be procured competitively, per 24 CFR Part 570.502. The small purchase procedures allow recipients to acquire goods and services such as professional consulting, environmental review or planning, totaling no more than \$100,000, without publishing a formal request for proposals or invitation for bids. Formal advertising with sealed bids should be used for all construction contracts. Payment and performance bond is applicable for contracts and subcontracts exceeding \$150,000. Competitive proposals are used to purchase professional services where the total cost will exceed \$100,000, whereby a written request for submissions is published that specifies the selection criteria.

The Davis-Bacon Act is triggered when construction work over \$2,000 is financed in whole or in part with CDBG funds. It requires that workers receive no less than the prevailing wages being paid for similar work in the same area. Davis-Bacon wage rates can fluctuate based on economic conditions, and the applicable rate may not be known until time of bidding. Proposers are encouraged to build in contingencies and general market conditions into their contracts to account for this possibility.

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 Public Facilities and Capital Improvements will be evaluated and scored based on the following criteria:

Minimum Threshold Requirements

- Eligible Activity
- Meets 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 measureable project outcomes)
- Audit and/or certified financial information

Note: All contracts with non-governmental entities over \$25,000 must be secured with a promissory note and mortgage.

Scored Criteria

Public Facilities and Capital Improvements

| Evaluation Criteria | Maximum Points |
|---|-----------------|
| GENERAL SECTION | UP TO 65 POINTS |
| Organizational Capacity | 30 |
| Pre-Development | 15 |
| Shovel-Ready | 35 |
| Total | 145 |
| Bonus Points: | |
| MUST presentation (If not done as required) | -5 |
| Total | 140 |

ECONOMIC DEVELOPMENT

Under the FY 2019 RFA, a total of approximately \$2,300,000 in CDBG funds are available for **Economic Development** activities in the two 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
- Business Incubator Assistance

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.**

MICRO ENTERPRISE LENDING

Miami-Dade County is proposing to allocate approximately \$1,500,000 for Micro Enterprise Lending through the FY 2019 RFA. The Micro Enterprise Lending to Businesses Program provides access to micro and small business loans ranging from \$1,000 to \$25,000. It enables entities to assist small businesses with capacity-building and support while fostering economic development 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.**

Not-for-profit entities 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 the NRSAs and Eligible Block Groups (EBGs) only.

Eligible Activities

PHCD is requesting proposals from qualified not-for-profit intermediaries, revolving loan funds, and CDFIs to provide microenterprise and small business loans to for-profit businesses and to assist in job creation. Services and resources to be provided 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% - 9%.

Applicant Requirements

Eligible applicants must meet all requirements listed below:

- Must have experience as a financial intermediary or institution that helps businesses or individuals with borrowing or saving money
- Must have experience providing loans to small businesses, with the requisite infrastructure, policies and guidelines in place to underwrite and service such loans
- Must have established, documented and proven track record of providing technical assistance to small businesses, including businesses located in the NRSAs and/or Eligible Block Groups
- Must be able to provide proof that not less than 51% of the jobs created will be for low-to-moderate income persons. Federal regulations require the creation of one job per \$35,000 awarded
- Must demonstrate that once a job is created, that it is 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 the NRSAs and 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.

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 Micro Enterprise Lending programs will be evaluated and scored based on the following criteria:

Minimum Threshold Requirements

- Eligible Activity
- Meets 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 measureable project outcomes)
- Interest rates applied to micro loans should fall with a range of 1% - 9%.
- Audit and/or certified financial statements

Scored Criteria

Micro Enterprise Lending

| Evaluation Criteria | Maximum Points |
|---|----------------|
| GENERAL SECTION | UP TO 65 |
| Organizational Capacity | 45 |
| Soundness of Approach | 15 |
| Policy Priorities | 8 |
| Total | 133 |
| MUST presentation (If not done as required) | -5 |
| Total: | 128 |

BUSINESS INCUBATOR ASSISTANCE PROGRAM

Miami-Dade County is proposing to allocate approximately \$800,000 for Business Incubator activities in the FY 2019 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 proposals from qualified Business Incubator operators to implement a BIAP using CDBG funds to provide business support services and resources that include, but are not limited to:

- Providing business planning and business development training using an established curriculum
- Assisting microenterprises with business operations support
- Assisting microenterprises in securing loans, grants, and other financial resources
- Providing office space, conference room, and equipment
- Facilitating networking opportunities
- Assisting microenterprises with developing and implementing a business plan
- Providing affordable workspace and business support services to microenterprises
- Growing new microenterprises
- Expanding the availability of services to businesses in the County's NRSAs, Eligible Block Groups (EBGs), and Enterprise Zones through an established marketing plan

Eligible Applicants

Eligible applicants must meet all the requirements listed below:

- Must be a Business Incubator for at least three (3) years
- Must be able to provide space to "house" a minimum of five (5) microenterprises for a minimum of three (3) years
- Must 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;
 - Neighborhood Revitalization Strategy Area (NRSA)

- Enterprise Zone
- CDBG Eligible Block Groups
- Must be able to provide proof that at least 51% of the jobs created will employ low-to-moderate income persons. Federal regulations require the creation of one job per \$35,000 awarded
- Must demonstrate that once a job is created, that it is 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 the NRSAs and Eligible Block Groups (EBGs)

Eligible microenterprises participating in the Business Incubator Assistance Program must meet CDBG guidelines referenced in 24 CFR 570.201(o), which defines *micro enterprise* as a commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise. The microenterprise must also be established in a low-to-moderate income neighborhood, as defined in [24 CFR 570.208(a) (1).

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

- Eligible Activity
- Meets HUD National Objective
- Successfully passes 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 measureable project outcomes)
- Audit and/or certified financial statements

Scored Criteria

| Business Incubator Assistance Program | |
|---------------------------------------|-----------------|
| Evaluation Criteria | Maximum Points |
| GENERAL SECTION | UP TO 65 POINTS |
| Organizational Capacity | 45 |
| Soundness of Approach | 20 |
| Policy Priorities | 5 |
| Total | 135 |
| MUST (If required and not done) | -5 |
| Total | 130 |

HOUSING

PHCD has made available up to \$500,000 in CDBG funds, through the FY 2019 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:

- Housing rehabilitation
- Land acquisition by a Community Land Trust (CLT)

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.

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 (Rental) - 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, structures with one unit must be occupied by a LMI household. The general rule is that at least 51 percent of the units in each assisted structure are to be occupied by LMI households. However, 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.
- Rents must be set at levels which are affordable to LMI persons.

HOUSING REHABILITATION

Eligible Activities

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.

Types of buildings and improvements eligible for rehabilitation assistance. CDBG funds may be used to finance the rehabilitation of:
Per 24 CFR 570.202

- Privately-owned buildings and improvements for residential purposes; improvements to a single-family residential property which is also used as a place of business, which are required in order to operate the business, need not be considered to be rehabilitation of a commercial or industrial building, if the improvements also provide general benefit to the residential occupants of the building;
- Low-income public housing and other publicly-owned residential buildings and improvements;
- Publicly or privately-owned commercial or industrial buildings, except that the rehabilitation of such building owned by a private for-profit business is limited to improvement to the exterior of the building, abatement of asbestos hazards, lead-based paint hazard evaluation and reduction, and the correction of code violations;
- Nonprofit-owned non-residential buildings and improvements not eligible under §570.201(c), and;
- Manufactured housing when such housing constitutes part of the community's permanent housing stock.

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

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

Community Land Trust/Acquisition

Community Land Trusts (CLT) as defined in Section 212 of the Housing and Community Development Act of 1972 (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.

Applicants that utilize a Community Land Trust (CLT) will be awarded three (3) extra points.

Scored Criteria

Housing

| Evaluation Criteria | Maximum Points |
|--|------------------------|
| GENERAL SECTION | UP TO 65 POINTS |
| Geographic Location (Located in area with more than 51% low/mod) | 20 |
| Leveraging /County subsidy | 10 |
| Experience of Development Team- Units with CO | 15 |
| Experience of Development Team - Homeownership | 15 |
| Construction Features | 10 |
| Total | 135 |
| Bonus Points | |
| 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) | 5 |
| Community Land Trust non-profit documentation | 3 |
| MUST presentation (if not done as required) | -5 |
| | |

**MIAMI-DADE COUNTY
DEPARTMENT OF PUBLIC HOUSING AND COMMUNITY DEVELOPMENT
RECOMMENDATIONS FOR LOAN TERMS AND CONDITIONS
FOR
FY 2019 RFA**

| FUNDING SOURCE | USE OF FUNDS | TYPE OF ENTITY | LOAN TERMS | | | NOTES |
|----------------|--|---|----------------|--------------------------------------|--|--|
| | | | RATE | CONSTRUCTION TERMS | AFFORDABILITY | |
| CDBG | ACQUISITION OF LAND FOR NEW CONSTRUCTION OR REHABILITATION OF AFFORDABLE RENTAL HOUSING. ACQUISITION OF LAND FOR CONSTRUCTION OF OR REHABILITATION OF AFFORDABLE SINGLE-FAMILY OR REHABILITATION HOUSING. | COMMUNITY LAND TRUST COMMUNITY DEVELOPMENT CORPORATION COMMUNITY BASED DEVELOPMENT ORGANIZATION (CBDO) COMMUNITY DEVELOPMENT HOUSING ORGANIZATIONS | Not applicable | 2 years for construction completion. | <ul style="list-style-type: none"> ▪ Subject to rental regulatory agreement for set aside units from date project placed into service Subject to occupancy restrictions from date project placed into service. ▪ Income Categories to be served: Very-low, low, or moderate. ▪ Ground Lease Term: at least 50 years for Community Land Trust. ▪ Forgiveness: Provided the unit continues to be occupied by an income eligible household which is defined as 80% or below of AMI. CDBG monies will be forgiven. | Community Land Trust (CLT) acquires land and maintains permanent ownership for perpetuity. |

FY 2019 Terms for REPAID Loan funds in accordance with Section 17-02 of the Code

Multi-Family Rental Applicants

- 0% interest during construction years 1-2
- 0.75% interest only payments from Development Cash Flow years 3-30
- Full principal due at maturity

All Applicants using repaid loan funds

- Proposed development must meet Minimum Threshold requirements.
- REPAID loan funds will be included in the total County funding for the leveraging calculation.

Contact PHCD for instruction on how to request these funds.

APPLICATION FORMS

APPLICATION COVER SHEET (Tab 1)

| | | |
|---|---------------|--------------|
| ENTITY / DEVELOPER / APPLICANT INFORMATION | | |
| Legal Name: _____ | | |
| Organization's Federal Tax or Employer Identification Number (TIN/EIN): _____ | | |
| Organization's Dun & Bradstreet D-U-N-S # (Required): _____ To obtain a DUNS #, please call 1.866.705.5711 or visit http://fedgov.dnb.com/webform | | |
| Developer/Applicant Contact Person: _____ | | Title: _____ |
| Phone: _____ | e-mail: _____ | |
| Developer/Applicant Mailing Address: _____ | | |
| City: _____ | State: _____ | Zip+4: _____ |

| | | | | | | | | | | | | | |
|--|---|---|----------------|---|---|-----------------|---|-------------------------|---------------------------|----|------------------------|----|------------|
| ACTIVITY INFORMATION | | | | | | | | | | | | | |
| Activity Location/Address: _____ | | | | | | | | | | | | | |
| City: _____ | | | State: _____ | | | Zip+4: _____ | | | | | | | |
| Activity Title: _____ | | | | | | Category: _____ | | | | | | | |
| Activity Description: _____ | | | | | | | | | | | | | |
| Please use the following link to answer the questions below: http://gisims2.miamidade.gov/Cservices/CSReport.asp | | | | | | | | | | | | | |
| County Commission District (s) where activity is located – <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 a Neighborhood Revitalization Strategy Area (NRSA)? Yes / No | | | | | | | | | | | | | |
| If yes, select the appropriate NRSA(s) below: | | | | | | | | | | | | | |
| Biscayne North_____ | | | Cutler_____ | | | Goulds_____ | | | Leisure City/Naranja_____ | | | | |
| Model City_____ | | | Opa-Locka_____ | | | Perrine_____ | | | South Miami_____ | | West Little River_____ | | |
| Participating Municipality: _____ | | | | | | | | Entitlement City: _____ | | | | | |
| Low-Mod Area (LMA) Benefit Eligible Block Group(s): _____ | | | | | | | | | | | | | |

| | |
|--|------------------------------|
| Funding Requested: Please provide the total amount of funding requested in the appropriate blank below | |
| Public Service\$_____ | Economic Development \$_____ |
| Public Facilities/Capital Improvements\$_____ | |
| Housing \$_____ | |
| 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 2019 application submission.

Name: _____ Title: _____ Date: _____

APPLICATION CHECKLIST

(Tab 2)

**ALL DOCUMENTS MUST BE INCLUDED IN EACH SUBMISSION BINDER.
IN THE ORDER THEY APPEAR IN THE LIST BELOW LABELED BY CORRESPONDING TAB, TITLE
AND NUMBER.**

ALL DOCUMENTS MUST HAVE PAGE NUMBERS

Checklist for General Section

| Tab | Document | Required | Page # |
|-----|---|--------------------|--------|
| 1. | Application Cover Sheet | Required | |
| 2. | Application Checklist/Table of Contents | Required | |
| 3. | Application Activity Submission Form | Required | |
| 4. | Application: General Section | Required | |
| 5. | Application: Sub-Section - Public Service (PS), Technical Assistance (TA), Public Facilities and Capital Improvements (PFCI), Micro Enterprise Lending (ML), Business Incubator Assistance Program (BI), Housing (HOU) (Please label 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 in Entitlement Cities.) | Only If Applicable | |
| | Public Housing Target Area. (Include name and address of housing complex and client rolls or intake forms.) | Only If Applicable | |
| 6. | Budget – The applicant shall submit a full and complete total budget including a listing of all funds, which are expected to be utilized as a match or to partially fund the project or program other than the funds that the applicant is requesting in its proposal. In addition, the applicant shall submit written documentation of all anticipated funding sources other than the FY 2019 funds requested. (See Part II, Attachment 15.) Please label and include page numbers for each of the sections listed below. | Required | |
| | Entity Budget | Required | |
| | Entity Assets and Liabilities | Required | |
| | Certified Audit Report – Performed by an independent auditor and/or Certified Financial Statements | Required | |
| | Detailed Activity Budget | Required | |
| | Five-Year Operating Pro-Forma | Only If Applicable | |
| | Sources & Uses Statement for Proposed Activity (See Attachment 15) | Required | |
| | Leveraged Sources (Award Letters, Signed Affidavits, and/or Letters of Commitment) | Required | |
| 7. | RFA Submittal Certification | Required | |
| 8. | Due Diligence Affidavit | Required | |
| 9. | W-9 Form - Request for Taxpayer Identification Number & Certification | Required | |

| Tab | Document | Required | Page # |
|------------|---|--------------------|---------------|
| 11. | Certification of Accuracy | Required | |
| 12. | Tax Exempt Status Letter - Evidence of the not-for-profit status. | Required | |
| 13. | IRS 990 - Description of the not-for-profit status. | Required | |
| 14. | Governing Board - Names and addresses. | Required | |
| 15. | Current Articles of Incorporation and Corporate Documents - Please label and include page numbers for each of the sections listed below. | Required | |
| | Articles of Incorporation/Corporate Certification | Required | |
| | Current Certificate of Good Standing or Certificate of Status – From the State of Florida | Required | |
| | Business License | | |
| | Partnership Agreement | Only if Applicable | |
| | Board Resolutions (If applicable) | Only if Applicable | |
| 16. | Current By-Laws | Required | |
| 17. | Contact Information for All Partners – Names of the organizations, individuals and the specific governmental agencies involved in the partnership, to include contact person(s), addresses and telephone numbers for each and their role in the project. Identify not-for-profit versus for-profit organizations and include DUNS numbers for each organization. | Required | |
| 18. | Résumés and Organizational Chart | Required | |
| 19. | Appeals or Other Pending Issues | Only if Applicable | |
| 20. | Certificate of Use for Activity Location – PHCD staff will conduct an on-site mandatory inspection to confirm location prior to recommending funding. This documentation is required for businesses located in unincorporated Miami-Dade. | Required | |
| 21. | Activity Summary for MUST Presentations | Required | |
| 22. | Completed Environmental Review Form | Required | |

Checklist - Public Service

| Tab | Document | Required | Page # |
|------|---|----------|--------|
| 1-PS | Narrative Description of Program and Services Provided | Required | |
| 2-PS | Narrative Description of Target Market to be Served | Required | |
| 3-PS | Documentation of Need (e.g., data, statistics, surveys, reports, studies, etc.) | Required | |
| 4-PS | Map of Target Area/Geographic Area to be served | Required | |
| 5-PS | Collaborative Agreements with Service Providers | Required | |
| 6-PS | Site Control Documentation (e.g., deed, lease agreement) | Required | |
| 7-PS | Past Experience | Required | |
| 8-PS | Marketing & Outreach Plan | Required | |

Checklist - Technical Assistance to Businesses

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

Checklist - Public Facilities and Capital Improvements

| Tab | Document | Required | Page # |
|--------|---|----------|--------|
| 1-PFCI | Site Control Documentation | Required | |
| 2-PFCI | Feasibility/Market Analysis and Budget | Required | |
| 3-PFCI | Environmental Reviews | Required | |
| 4-PFCI | Past Experience | Required | |
| 5-PFCI | Public Approval Documentation (Land Use, Zoning, Permits, etc.) | Required | |
| 6-PFCI | Infrastructure and Utility Services | Required | |
| 7-PFCI | Construction Project Manager | Required | |
| 8-PFCI | Development Team | Required | |

| Tab | Document | Required | Page # |
|---------|--|--------------------|--------|
| 9-PFCI | Plans and Renderings | Required | |
| 10-PFCI | Project Status | Required | |
| 11-PFCI | Lease Agreement(s) with prospective Tenants | Required | |
| 12-PFCI | Benefits to Low- and Moderate-Income Persons | Required | |
| 13-PFCI | Activity Timeline | Required | |
| 14-PFCI | LEED Standards | Only If Applicable | |

Checklist - Micro Enterprise Lending to Businesses

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

Checklist - Business Incubator Assistance Program

| Tab | Document | Required | Page # |
|-------|---|--------------------|--------|
| 1-BI | Collaborative Agreements with Service Providers | Required | |
| 2-BI | Graduation Requirements | Required | |
| 3-BI | Business Assistance Capacity | Required | |
| 4-BI | Past Experience | Required | |
| 5-BI | Training Curriculum | Required | |
| 6-BI | Tenant Selection Criteria | Required | |
| 7-BI | Job Creation for Green Manufacturing Jobs | Only If Applicable | |
| 8-B1 | Job Creation for Green Jobs | Only If Applicable | |
| 9-BI | Marketing and Outreach Plan | Required | |
| 10-BI | Corporate Affiliations | Required | |

Checklist – Housing

| Tab | Document | Required | Page # |
|------|---|--------------------|--------|
| 1-H | Site Control Documentation | Required | |
| 2-H | Feasibility/Market Analysis | Required | |
| 3-H | Environmental Reviews | Required | |
| 4-H | Past Experience | Required | |
| 5-H | Public Approval Documentation (Land Use, Zoning, Permits, etc.) | Required | |
| 6-H | Infrastructure and Utility Services | Required | |
| 7-H | Construction Project Manager | Required | |
| 8-H | Project Status | Required | |
| 9-H | Lease Agreement(s) with prospective Tenants | Only if Applicable | |
| 10-H | Benefits to Low- and Moderate-Income Persons | Required | |
| 11-H | Activity Timeline | Required | |
| 12-H | LEED Standards | Only If Applicable | |
| 13-H | Community Land Trust Documentation | Only if Applicable | |

**APPLICATION ACTIVITY SUBMISSION FORM
(TAB 3)**

ENTITY/APPLICANT: _____

ACTIVITY TITLE: _____

**DATE APPLICATION
SUBMITTED:** _____

APPLICATION: GENERAL SECTION

(Tab 4)

ALL INFORMATION IS REQUIRED TO BE CONSIDERED FOR AWARD

ALL APPLICANTS MUST COMPLETE THE GENERAL SECTION AND THE RESPECTIVE SUB-SECTIONS.
THE APPLICATION MAY BE OBTAINED AT THE FOLLOWING LINK: <http://www.miamidade.gov/housing/>

FOR THE FOLLOWING QUESTIONS, PLEASE TAB EACH PART OF THE DOCUMENT WITH THE CORRESPONDING QUESTIONS THAT TAB IS ADDRESSING AND HIGHLIGHT THE APPROPRIATE SECTION. IF THE REQUESTED WRITTEN DOCUMENTATION IS NOT PROVIDED, THE QUESTION WILL BE SCORED AS A NO. FOR EXAMPLE, FOR ANY QUESTION THAT STATES, BY-LAWS ARE AN ACCEPTABLE SOURCE OF DOCUMENTATION, YOU ONLY NEED TO SUPPLY ONE SET OF BY-LAWS WITH EACH QUESTION APPROPRIATELY TABBED AND HIGHLIGHTED TO DENOTE THE ANSWER TO THAT PARTICULAR QUESTION. HOWEVER THE BY-LAWS SHOULD BE INCLUDED IN ALL THE SUBMITTED BINDERS.

I. APPLICANT INFORMATION

| | |
|----|--|
| 1. | What is the LEGAL NAME of the Applicant or Entity applying for funds? <i>Please provide evidence such as Business License, Incorporation Documents, Certificate of Good Standing, and Certificate of Status from the State of Florida. Include documents in Tab 15 (Articles of Incorporation and Corporate Documents, etc.)</i> Page # _____ |
| 2. | Applicant or Entity Address. <i>If you are a partnership, you must submit this information for all partners. Please use a separate sheet of paper to list all partners. Include documents in Tab 17 (Contact Information for All Partners).</i> Page # _____ Street Address: _____ City: _____ State: <input type="text"/> <input type="text"/> Zip Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Organization TIN # / EIN #: _____ Organization Dun & Bradstreet D-U-N-S #: _____ D-U-N-S #: is mandatory (To obtain a DUNS #, please call 866- 705-5711) |
| 3. | Applicant or Entity Contact Person. <i>If you are a partnership, you must submit this information for all partners. Please use a separate sheet of paper to list all contact persons. Include documents in Tab 17 (Contact Information for All Partners).</i> Page # _____ Contact Person: _____ Title: _____ Phone Number: () _____ Fax: () _____ E-mail: _____ Website: _____ |

II. NATIONAL OBJECTIVE AND GEOGRAPHIC LOCATION (10 Bonus Points + 15 Points)

| | |
|------|---|
| 11. | <p>List the primary activity address, i.e., the physical location where project will be administered. <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 necessary, please use a separate sheet of paper and include document in Tab 6(Scope of Services). Page # _____</i></p> <p>Street Address: _____</p> <p>City: _____ State: <table border="1" style="display: inline-table; width: 40px; height: 20px; vertical-align: middle;"></table> <table border="1" style="display: inline-table; width: 40px; height: 20px; vertical-align: middle;"></table> Zip Code: <table border="1" style="display: inline-table; width: 40px; height: 20px; vertical-align: middle;"></table> <table border="1" style="display: inline-table; width: 40px; height: 20px; vertical-align: middle;"></table> <table border="1" style="display: inline-table; width: 40px; height: 20px; vertical-align: middle;"></table> <table border="1" style="display: inline-table; width: 40px; height: 20px; vertical-align: middle;"></table> - <table border="1" style="display: inline-table; width: 40px; height: 20px; vertical-align: middle;"></table> <table border="1" style="display: inline-table; width: 40px; height: 20px; vertical-align: middle;"></table> <table border="1" style="display: inline-table; width: 40px; height: 20px; vertical-align: middle;"></table> <table border="1" style="display: inline-table; width: 40px; height: 20px; vertical-align: middle;"></table></p> |
| 12. | <p>Describe the <u>target population</u> and <u>service area</u> of the proposed activity. <i>Include in Tab 6 (Scope of Services). Page # _____</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| 13. | <p>Is the activity located in any of the following Entitlement Cities? <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 2013-2017 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. Include documents in Tab 6 (Scope of Services). Page # _____</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"/> Florida City <input type="checkbox"/> City of Miami <input type="checkbox"/> City of Miami Gardens <input type="checkbox"/> City of Hialeah </p> |
| 14. | <p>Is the activity located in any of the following Participating Municipalities? <i>"Participating municipalities," are cities that have decided to participate in the County's CDBG program. They include the following cities: (Please select one of the following if applicable) BONUS (10 points)</i></p> <p> <input type="checkbox"/> Biscayne Park <input type="checkbox"/> North Bay Village <input type="checkbox"/> South Miami <input type="checkbox"/> NA <input type="checkbox"/> Coral Gables <input type="checkbox"/> North Miami Beach <input type="checkbox"/> Sweetwater <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> |
| 14a. | <p>Indicate if the activity will serve or is located in a Neighborhood Revitalization Strategy Area (NRSA) and/or an Eligible Block Group (EBG).</p> <p> <input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes, within an NRSA or EBG (10 points) <input type="checkbox"/> Yes, within Model City NRSA (15 points) </p> <p><i>See Part II, Attachment 16 for maps of the NRSA's and a list of the eligible block groups. You may also find the NRSA maps at the following link: http://www.miamidade.gov/housing/</i></p> |

| | | | | | | | | | | |
|------------------------------------|---|--|-------------------------------------|--|----------------------------------|--------------------------------------|---|---------------------------------|---|---------------------------------------|
| 14b. | <p>If you answered yes to the above question, indicate the area/s that you will serve. (Please select each NRSA area that applies, or specify the Eligible Block Group below.)</p> <p>NRSAs</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Opa-Locka</td> <td><input type="checkbox"/> Model City</td> <td><input type="checkbox"/> West Little River</td> </tr> <tr> <td><input type="checkbox"/> Perrine</td> <td><input type="checkbox"/> South Miami</td> <td><input type="checkbox"/> Biscayne North</td> </tr> <tr> <td><input type="checkbox"/> Goulds</td> <td><input type="checkbox"/> Leisure City/Naranja</td> <td><input type="checkbox"/> Cutler Ridge</td> </tr> </table> <p>Or Eligible Block Group/s</p> <p>_____</p> <p>_____</p> | <input type="checkbox"/> Opa-Locka | <input type="checkbox"/> Model City | <input type="checkbox"/> West Little River | <input type="checkbox"/> Perrine | <input type="checkbox"/> South Miami | <input type="checkbox"/> Biscayne North | <input type="checkbox"/> Goulds | <input type="checkbox"/> Leisure City/Naranja | <input type="checkbox"/> Cutler Ridge |
| <input type="checkbox"/> Opa-Locka | <input type="checkbox"/> Model City | <input type="checkbox"/> West Little River | | | | | | | | |
| <input type="checkbox"/> Perrine | <input type="checkbox"/> South Miami | <input type="checkbox"/> Biscayne North | | | | | | | | |
| <input type="checkbox"/> Goulds | <input type="checkbox"/> Leisure City/Naranja | <input type="checkbox"/> Cutler Ridge | | | | | | | | |
| 15. | <p>Your organization must make a <u>MUST</u> presentation before the community in which the activity is located. Such applicants are <i>required to complete and Submit the “Activity Summary for MUST Presentations,” Refer to page 16 for dates and time; include form listed as Tab 22. Page #_____.</i></p> <p><i>A schedule of the meeting dates has been included in this RFA. Has your entity made a <u>MUST</u> presentation?</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> | | | | | | | | | |

III. HIGH PRIORITY NEEDS (15 Points)

| | | | | | | | | | | | | | | | | | | | | | | |
|---|--|--|--|---|---|---|--|---|---|---|---|--|--|---|--|---|--|---|--|--|--|----------------------------------|
| 16. | <p>Does this activity meet one or more of the COUNTY's high priority needs listed in the FY 2013-2017 Consolidated Plan? <input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (7 points) Include in Tab 6 (Scope of Services). Page # _____</p> <p>If “Yes,” please indicate by category below:</p> <p>Public Service</p> <table style="width: 100%; border: none;"> <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 & 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>Economic Development</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Small Business Lending</td> <td><input type="checkbox"/> Small Business Incubators</td> <td><input type="checkbox"/> Special Economic Development</td> </tr> </table> <p>Public Facilities and Capital Improvement</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Improve Street/Roadways</td> <td><input type="checkbox"/> Expand Open Spaces</td> <td><input type="checkbox"/> Improve Parking & Landscaping</td> </tr> <tr> <td><input type="checkbox"/> Improve Parks</td> <td><input type="checkbox"/> Construct/Upgrade Community Centers</td> <td><input type="checkbox"/> Housing</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"/> Special Economic Development | <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"/> Housing |
| <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"/> Special Economic Development | | | | | | | | | | | | | | | | | | | | |
| <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"/> Housing | | | | | | | | | | | | | | | | | | | | |
| 17. | <p>Does the activity address a NRSA high priority need and/or a high priority need identified in the County's FY 2013-2017 Consolidated Plan? <i>To obtain points for this question, applicants must provide a brief narrative of how the proposed activity will address an identified need and how services will be provided in a NRSA. Include in Tab 6 (Scope of Services). Page #_____</i></p> <p><i>A copy of the NRSA Priority Needs levels is found in Part II, Attachment 5.</i></p> <p><input type="checkbox"/> No, does not address an eligible NRSA high priority need. (0 points)</p> <p><input type="checkbox"/> Yes, addresses an eligible NRSA high priority need listed in the FY 2013-2017 Consolidated Plan. (8 points)</p> | | | | | | | | | | | | | | | | | | | | | |

IV. TRACK RECORD (20 or 25 Points)

| | |
|-----|--|
| 18. | <p>a. If currently or previously funded by PHCD, did the entity meet program objectives of previous projects? <i>Please include supporting documentation in Tab 5 (Supporting documents are those required as proof that National Objectives were met, including: Income verifications, employee rosters, job creation forms, intake forms, progress reports, maps and relevant census data).</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (11 points)</p> <p>b. Has the entity submitted timely and acceptable progress reports for all previously funded projects?</p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (3 points)</p> <p>c. Did the entity fully spend awarded monies of any open or previously funded projects?</p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (3 points)</p> |
| 19. | <p>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? <i>Please include supporting documentation in Tab 5.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p> <p>b. Does the entity have previous experience with receiving grant funds and meeting program objectives?</p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (2 points)</p> <p>c. Did the entity fully spend awarded monies of any open or prior grant funded projects?</p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (2 points)</p> <p>d. Does the entity have any unresolved issues with any open or prior grant funded projects?</p> <p><input type="checkbox"/> No (3 points) <input type="checkbox"/> Yes (0 points)</p> |
| 20. | <p>If currently funded by PHCD and the activity has received program income, has PHCD approved the entity's use of program income for this project? <i>Examples of program income are loan repayments, property sales, rental income, fees charged for services, interest earned on revolving loans, loan payments. Acceptable documentation: PHCD approval letter to use program income for project. Include in Tab 18 (Program Income). Page # _____</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> |
| 21. | <p>How many years has your entity provided the proposed service or activity? <i>Please include supporting documentation in Tab 5.</i></p> <p> <input type="checkbox"/> Less than 2 years (3 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 (8 points) </p> |

V. PROJECT BUDGET/SOURCES AND USES

| 22. | <p><i>Include supporting documents in Tab 7 (Budget). Page # _____</i></p> <table border="1" style="width: 100%;"> <thead> <tr> <th></th> <th>CDBG</th> <th>Other Sources</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Budget</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Salaries</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Contractual Services</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Direct Services</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p> 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? _____ </p> | | CDBG | Other Sources | Total | Budget | | | | Salaries | | | | Contractual Services | | | | Direct Services | | | | Total | | | |
|----------------------|---|---------------|-------|---------------|-------|---------------|--|--|--|----------|--|--|--|----------------------|--|--|--|-----------------|--|--|--|--------------|--|--|--|
| | CDBG | Other Sources | Total | | | | | | | | | | | | | | | | | | | | | | |
| Budget | | | | | | | | | | | | | | | | | | | | | | | | | |
| Salaries | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contractual Services | | | | | | | | | | | | | | | | | | | | | | | | | |
| Direct Services | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | <p>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). Please include budget documentation in Tab 7 (Budget).</p> | | | | | | | | | | | | | | | | | | | | | | | | |

| | |
|-----|--|
| | <input type="checkbox"/> Have current partnership/collaborative agreements with multiple service providers <input type="checkbox"/> Have current partnership/collaborative agreements with one (1) service provider <input type="checkbox"/> Have no partnership/collaborative agreements |
| 23a | <p>If the proposed activity includes partnerships or collaborative efforts with other service providers in the area, describe how the coordination and/or collaboration will not duplicate services for the targeted population? (Acceptable documentation: Full, detailed project scope, see Part II, Attachment 15 for appropriate samples.)</p> <input type="checkbox"/> No duplication of services will occur. Partners will provide complementary services <input type="checkbox"/> Duplication of Services will occur <input type="checkbox"/> N/A |
| 24. | <p>How many clients will you serve with the requested CDBG funds? _____</p> <p>Based on your proposed budget, what is your annual cost per client? \$ _____</p> <p>*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 2019 CDBG award amount.</p> |

TOTAL POINTS: _____

TECHNICAL ASSISTANCE TO BUSINESSES

(Tab 5)

I. ORGANIZATIONAL CAPACITY (34 Points)

| | | |
|-----------|---|--|
| 1. | Please check all services that will be provided | |
| | Service 1. Assistance with business start-up basics 2. Networking activities with other business professionals 3. Marketing assistance 4. Business Plan Writing/Development 5. Assistance with accounting/financial management 6. Assistance with securing funding, i.e., loans, grants 7. Technology assistance and software training 8. Assistance with business regulatory compliance | (0.5-point for each Yes) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. | How many businesses can you serve on an annual basis? <i>Please provide proof such as a list of businesses served in the prior year. Include in Tab 5-TA (Business Assistance Capacity). Page # _____</i> <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) | |
| 3. | Does the applicant have current executed agreements with other service providers to enhance the delivery of services to clients who are clearly defined in the proposal? <i>Please attach copies. Include in Tab 6-TA (Collaborative Agreements with Service Providers). Page # _____</i> <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) | |
| 4. | Can the applicant demonstrate proven success with providing Technical Assistance to Businesses? <i>In order to receive points, please include supporting documentation in Tab 1-TA (Past Experience). Page # _____</i> <input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points) | |
| 5. | How many businesses have successfully secured business loans from your program? _____ <i>Include in Tab 1-TA (Past Experience)</i> <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) | |

II. SOUNDNESS OF APPROACH (26 Points)

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

| | |
|----|--|
| 5. | <p>Does the applicant have well defined mandatory intake criteria? <i>Must provide proof to receive points. Include in Tab 9-TA (Client Intake Criteria). Page # _____</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (4 points)</p> |
| 6. | <p>Does the applicant have a comprehensive Marketing and Outreach Plan for promoting the proposed activity? <i>In order to receive points, please provide a copy. Include in Tab 4-TA (Marketing and Outreach Plan). Page # _____</i></p> <p><input type="checkbox"/> Marginal (1 point) <input type="checkbox"/> Moderate (2 points) <input type="checkbox"/> Comprehensive (4 points)</p> |

III. POLICY PRIORITIES (8 Points)

| | |
|----|--|
| 1. | <p>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? <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. Include in Tab 7-TA (Training for Green Manufacturing Jobs). Page # _____</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p> |
| 2. | <p>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? <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. Include in Tab 8-TA (Training for Green Jobs). Page # _____</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (3 points)</p> |

PUBLIC FACILITIES AND CAPITAL IMPROVEMENTS (PFCI) (Tab 5)

I. ORGANIZATIONAL CAPACITY (30 Points)

| | |
|----|---|
| 1. | <p>Does the entity have the technical capacity to carry out the proposed activity? <i>Please provide résumés and/or statements that describe the experience of key staff members or contract(s) with consultant firms or not-for-profit organizations who possess program knowledge or experience carrying out the proposed project. Subject to review by PHCD. Include in Tab 4-PFCI (Résumés and Organizational Chart). Page # _____</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (15 points)</p> |
| 2. | <p>Has the entity submitted an acceptable prior year independent financial audit report and/or Certified Financial Statements prepared by a Certified Public Accountant (CPA) in accordance with Generally Accepted Accounting Principles (GAAP)? <i>Include in (Budget Tab 2 PFCI). Page # _____</i></p> <p> <input type="checkbox"/> A. Entity has unresolved audit findings/concerns (0 points) <input type="checkbox"/> B. Entity has not submitted a prior year external audit report. (0 points) <input type="checkbox"/> C. Entity has submitted all required audits with findings/concerns resolved (15 points) </p> |

II. PRE-DEVELOPMENT (15 Points)

| | |
|----|---|
| 1. | <p>Has public approval, such as land use, zoning, permitting and variances been obtained to the carry out the project? <i>Please provide evidence such as Governmental clearance documentation or permits. Include in Tab 5-PFCI (Public Approval Documentation). Page # _____</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p> |
| 2. | <p>Does the project site have access to infrastructure and utility services? <i>(i.e., water and sewer connections, roadway access, and electrical service) If yes, provide utility bills or letters from appropriate agencies. If no, please explain plans for the the appropriate infrastructure for the site and provide copies of the plans. Include in Tab 6-PFCI (Infrastructure and Utility Services). Page # _____</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p> |
| 3. | <p>Is there an executed agreement with a qualified construction project manager for this project? <i>Please provide evidence such as a copy of the executed agreement between the construction project manager and owner/recipient, including copy of résumé. Note: the construction project manager cannot be employed by the general contractor or be an employee of the G.C. Include in Tab 7-PFCI (Construction Project Manager). Page # _____</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p> |

III. SHOVEL READY (35 Points)

| | |
|----|---|
| 1. | <p>Construction plans and specifications have been completed and approved by all appropriate local agencies. <i>Please provide proof. Include in Tab 9-PFCI (Plans and Renderings). Page # _____</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (10 points)</p> |
| 2. | <p>Full funding of construction phase is committed (minus the gap funding requested). <i>Please provide proof, such as commitment letters, written underwriting report. Include in Tab 2-PFCI (Budget). Page # _____</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p> |
| 3. | <p>Construction is ready to start pending the selection and award of the general contractor within sixty (60) calendar days from the CDBG contract execution date with Miami-Dade PHCD.</p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p> |
| 4. | <p>Will the proposed project be completed in 24 months or less from the CDBG contract execution date with Miami-Dade County? <i>Please provide project timeline. Include in Tab 13-PFCI (Activity Timeline). Page # _____</i></p> |

| | |
|----|---|
| | <input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (10 points) |
| 5. | <p>Does the proposed project comply with the US Green Building Council's LEED green building rating system for New Construction and Major Renovations? <i>Please provide certification. Include in Tab 14-PFCI (LEED Standards). Page # _____</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p> |

ECONOMIC DEVELOPMENT: MICRO-ENTERPRISE LENDING

(Tab 5)

I. ORGANIZATIONAL CAPACITY (45 Points)

| | |
|----|--|
| 1. | <p>Does the entity have experience as a Community Development Financial Institution (CDFI), Revolving Loan Fund, or Micro/Small Business Lender serving small businesses? <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. Include in Tab2-ML (Past experience).</i> Page # _____</p> <p><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>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. <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 2019 RFA application, and are expected to be available at the time of CDBG contract execution.) Include copies of funding commitments for Matching Funds in Tab 9-ML (Evidence of Matching/Leveraged Fund). Page # _____.</i></p> <p><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>Note: Up to 20% of the matching funds may be in the form of Earned Income from the prior year's operations.</p> |
| 3. | <p>Does the applicant have at least five (5) years of experience providing Economic Development Micro Lending services within any of the nine Neighborhood Revitalization Strategy Areas (NRSAs) or Eligible Block Groups in Miami-Dade County? <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; NRSA or Eligible Block Group where business is located. The maps are also included in Part II, Attachment 16. Include in Tab 3-ML (Experience in NRSAs). Page # _____</i></p> <p><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>Will the proposed activity create a minimum of one permanent full-time equivalent (FTE) job per \$35,000 awarded? <i>Pursuant to HUD Regulation, 24 CFR 570.208(a)(4), at least 51% of the jobs created must employ low-to-moderate income persons.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p> |
| 5. | <p>Does the entity have written contractual job hiring agreements (see Attachment 3) with businesses that the entity is proposing to assist? <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. Include in Tab 7-ML (Contractual Job Creation Agreements). Page # _____</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (2 points)</p> |
| 6. | <p>Does entity have documented community support for the proposed activity? <i>If yes, please provide written evidence of support, such as a resolution from a NRSA Community Advisory Committee (CAC), letters or other documented forms of community support. Include in Tab 12-ML (Community Support). Page # _____</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (2 points)</p> |
| 7. | <p>Does the entity have a comprehensive lending policies and procedures? <i>Must provide proof to receive points. Include in Tab 8-ML (Loan Underwriting Guidelines; Lending Policies and Procedures). Page # _____</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p> |
| 8. | <p>Does the entity have a comprehensive Marketing and Outreach Plan for promoting the proposed activity? <i>In order to receive points, please provide a copy of supporting documentation. Include in Tab 10-ML (Marketing and Outreach Plan). Page # _____</i></p> <p><input type="checkbox"/> Marginal (1 point) <input type="checkbox"/> Moderate (2 points) <input type="checkbox"/> Comprehensive (3 points)</p> |

| | |
|-----|--|
| 9. | <p>Can the applicant demonstrate proven success with a Micro Lending Program? <i>In order to receive points, please include supporting documentation in Tab 2-ML (Past Experience). Page # _____</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (3 points)</p> |
| 10. | <p>How many businesses have successfully secured business loans from your program? _____ <i>Include in Tab 2-ML (Past Experience)</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 (15 Points)

| | |
|----|--|
| 1. | <p>Does the entity have well defined loan program participation criteria? <i>Must provide proof to receive points. Include in Tab 8-ML (Lending Policies and Procedures). Page # _____</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (2 points)</p> |
| 2. | <p>Does the entity have current executed agreements with other service providers to enhance the delivery of services to clients that are clearly defined in the proposal? <i>Please attach copies. Include in Tab 4-ML (Collaborative Agreements with Service Providers). Page # _____</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>How many businesses can you serve on an annual basis? <i>Please provide proof such as a list of businesses served in the prior year. Include in Tab 11-ML (Business Assistance Capacity). Page # _____</i></p> <p><input type="checkbox"/> 10 or less (0 points) <input type="checkbox"/> 11 -20 (1 point) <input type="checkbox"/> 21-30 (3 points) <input type="checkbox"/> 30 or more (4 points)</p> |
| 4. | <p>Does the entity have a well-developed strategy for creating jobs in a Micro enterprise environment? <i>Include in Tab 1-ML (Job Creation Plan). Page # _____</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (2 points)</p> |
| 5. | <p>How many documented jobs has the entity assisted with creating in the past 3 years? <i>Include in Tab 2-ML (Past Experience). Page # _____</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> |
| 6. | <p>How many jobs will this activity create? Total number of jobs _____</p> <p><i>Provide a one page written description of how the proposed project will create jobs. Include a description of the types of jobs that will be created and the estimated salaries. Include in Tab 1-ML (Job Creation Plan). Page # _____</i></p> |

II. POLICY PRIORITIES (8 Points)

| | |
|----|--|
| 1. | <p>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?</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. Include in Tab 5-ML (Job Creation in Green Manufacturing Jobs). Page # _____</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p> |
| 2. | <p>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?</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. Include in Tab 6-ML (Job Creation in Green Jobs). Page # _____</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (3 points)</p> |

ECONOMIC DEVELOPMENT: BUSINESS INCUBATOR ASSISTANCE PROGRAM (Tab 5)

I. ORGANIZATIONAL CAPACITY (45 Points)

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

II. SOUNDNESS OF APPROACH (20 Points)

| | |
|----|--|
| 1. | <p>Does the applicant have current executed agreements with a network of critical business service providers to enhance the delivery of services to clients? <i>Please attach copies. Include in Tab 1-BI (Collaborative Agreements with Service Providers). Page # _____</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>Does the incubator program have a formal benchmark graduation policy, including a review of company revenues, staffing levels and time in the program? <i>Must provide proof to receive points. Include in Tab 2-BI (Graduation Requirements). Page # _____</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p> |
| 3. | <p>Does the incubator program have well defined tenant selection criteria? <i>Must provide proof to receive points. Include in Tab 6-BI (Tenant Selection Criteria). Page # _____</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p> |
| 4. | <p>How many documented jobs has the entity assisted with creating in the past 3 years? <i>Include in application Tab 4-BI (Past Experience). Page # _____</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>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? <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. Include in Tab 7-BI (Job Creation for Green Manufacturing Jobs). Page # _____</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (3 points)</p> |
| 2. | <p>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? <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. Include in Tab 8-BI (Job Creation for Green Jobs). Page # _____</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

| | | |
|-----------|---|--|
| 1. | <i>Is activity located in area with more than 51% low and moderate income persons</i> (20 points) | |
| | <input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (20 points) | |
| 2. | <i>County subsidy including any previously awarded Surtax, CDBG, SHIP, HOME, NSP, GOB, ESG, or other County resources and funding requested in current application on a per unit basis?</i> (10 points) | |
| | <input type="checkbox"/> less than or equal to \$35,000 (10 points) <input type="checkbox"/> \$35,001 - \$45,000 (7 points) <input type="checkbox"/> \$45,001 - \$50,000 (5 points) <input type="checkbox"/> greater than \$50,001 (0 points) | |
| 3. | Experience of Development Team. Evidence must be based on RFA submittal. Units completed with Certificate of Occupancy. (15 points) | |
| | <input type="checkbox"/> More than 250 units (15 points) <input type="checkbox"/> 249-150 units (9 points) <input type="checkbox"/> 149-50 units (6 points) <input type="checkbox"/> Less than 50 units (3 points) | |
| 4. | Experience of Development Team newly constructing and/or rehabilitating homeownership units? Units completed with Certificate of Occupancy. Evidence must be based on RFA submittal. (15 points) | |
| | <input type="checkbox"/> More than 100 units (15 points) <input type="checkbox"/> 25-100 units (9 points) <input type="checkbox"/> 5-24 units (6 points) <input type="checkbox"/> Less than 5 units (3 points) | |
| 5. | Construction Features and Amenities? Does the Development commit to providing Green Certification? (10 points) If so, provide evidence (it will be a contractual requirement). | |
| | <input type="checkbox"/> Green Certified (LEED, FGBC, NGBS, Energy Star, etc. (10 points) <input type="checkbox"/> 10 or more features, including at least 3 energy efficient (7 points) <input type="checkbox"/> 5 or more features, including at least 2 energy efficient (3 points) | |
| | TOTAL POINTS EARNED: _____ | |
| | BONUS POINTS ONLY (18 points) | |
| | <input type="checkbox"/> Located within 1/2 mile of public transportation (provide proof) (5 points) <input type="checkbox"/> Access to recreation and health facilities (within one mile) (5 points) <input type="checkbox"/> Addresses Ordinance 14-56 (Disability Set Aside) (5 points) <input type="checkbox"/> Community Land Trust non-profit documentation (3 points) | |
| | TOTAL BONUS POINTS EARNED: _____ MAXIMUM POINTS: _____ | |

RFA SUBMITTAL CERTIFICATION

Please complete the certification below:

If this application is approved for funding, the organization agrees to comply with all required Federal, state, and local laws and regulations. The organization confirms that it is fully capable of fulfilling the obligations as stated in this proposal and in any attachments or documents included with this application.

As a duly authorized representative of this organization, I submit this application to Miami-Dade County and verify that the information herein is true, accurate, and complete.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT

U.S. Code Title 18, Section 1001, provides that a fine of up to \$10,000 or imprisonment for a period not to exceed five years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious statements, knowing same to be false.

APPLICANT: _____

DATE: _____

FOR AN OATH OR AFFIRMATION:
STATE OF FLORIDA
COUNTY OF MIAMI-DADE COUNTY

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by
_____ (name of person making statement).

(NOTARY SEAL)

Signature of Notary Public-State of Florida) _____

(Name of Notary Typed, Printed, or Stamped) _____

Personally Known _____ or Produced Identification _____

Type of Identification Produced _____



**PUBLIC HOUSING AND COMMUNITY DEVELOPMENT
DUE DILIGENCE AFFIDAVIT**

| | |
|--------------------------|--|
| Applicant Name: | |
| Address: | |
| Telephone Number: | |

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

1. Within the past five (5) years, neither the Entity nor its directors, partners, principals, members or board members:
 - i. Have been sued by a funding source for breach of contract or failure to perform obligations under a contract;
 - ii. Have been cited by a funding source for non-compliance or default under a contract;
 - iii. Have been a defendant in a lawsuit based upon a contract with a funding source;
 - iv. Have been charged with a crime that is unresolved at the time of signing this document; have been convicted at any time of a crime of fraud or bribery; or have been convicted at any time of a criminal act in connection with any County program.

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

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:



This material is available in an accessible format upon request.

CD/60/31516

CERTIFICATION OF ACCURACY

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

ENTITY/APPLICANT _____

PENALTY FOR FALSE OR FRAUDULENT STATEMENT

U.S. Code Title 18, Section 1001, provides that a fine of up to \$10,000 or imprisonment for a period not to exceed five years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious statements, knowing same to be false.

FOR AN OATH OR AFFIRMATION:

STATE OF FLORIDA

COUNTY OF MIAMI-DADE COUNTY

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by
_____ (name of person making statement).

(NOTARY SEAL)

Signature of Notary Public-State of Florida) _____

(Name of Notary Typed, Printed, or Stamped) _____

Personally Known _____ or Produced Identification _____

Type of Identification Produced _____

ACTIVITY SUMMARY FOR “MUST” PRESENTATION

(For All Applicants)

Please submit one (1) form for each **NEW** proposed activity by via fax at **786-469-2230**, or via e-mail at **CommunityDevelopmentServices@miamidade.gov**. ALL APPLICANTS MUST DO MUST PRESENTATIONS IN THE NRSA WHERE THEIR ACTIVITY IS LOCATED. IF IT IS A COUNTY-WIDE ACTIVITY, THE MUST PRESENTATION SHOULD BE MADE AT THE COUNTY-WIDE MUST PRESENTATION AT THE OTV OFFICES. FOR ACTIVITIES LOCATED IN THE CUTLER BAY OR NORTH MIAMI NRSAS, THE MUST PRESENTATION SHOULD ALSO BE MADE AT THE OTV LOCATION.

ENTITY/APPLICANT NAME: _____

CONTACT PERSON (NAME AND TITLE): _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

ENTITY/APPLICANT DUNS NUMBER: _____

E-MAIL: _____

ENTITY/APPLICANT ADDRESS: _____

ACTIVITY TITLE: _____

TYPE OF ACTIVITY: _____

| | |
|---|---|
| <input type="checkbox"/> ECONOMIC DEVELOPMENT | <input type="checkbox"/> PUBLIC SERVICE |
| <input type="checkbox"/> PUBLIC FACILITIES & CAPITAL IMPROVEMENTS | <input type="checkbox"/> HOUSING |

LOCATION OF ACTIVITY (ADDRESS OR FOLIO NUMBER): _____
CITY: _____ STATE _____ ZIP: _____

ACTIVITY DESCRIPTION Provide an Abbreviated Activity Description statement about your proposed project (**Who, What, When, Where, Why, and How**). An example of a good abbreviated description is: Construction of an ADA walkway, ADA parking, fencing/landscaping for 50 low/mod income Alzheimer's clients in an adult day care program located in the Model City NRSA, 123 Main Street, in Commission District 3.

LIST THE COMMISSION DISTRICTS THE ACTIVITY WILL SERVE (1 thru 13):

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

LIST THE FUNDING SOURCES REQUESTED:

☐ CDBG

AMOUNT OF FUNDS REQUESTED FOR FY2019:

| |
|--|
| |
| |

TOTAL ACTIVITY COST:

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.

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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 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 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 'white-out,' 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:

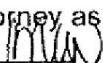
The administration of this Implementing Order is designated to the Director of the Public Housing and Community Development Department, who will be responsible for the collection of fees and the delivery of the required services. The Director shall review the contents of the implementing order annually 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 Carlos A. Gimenez

BOARD OF COUNTY COMMISSIONERS

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