

**MIAMI-DADE COUNTY
REQUEST FOR APPLICATION**

FY 2018

STATE HOUSING INITIATIVES PARTNERSHIP FUNDING

**FY 2018 ELIGIBLE HOMEBUYER EDUCATION
AND COUNSELING ACTIVITIES**

APRIL 4, 2018



Miami-Dade County
Public Housing and Community Development
701 NW 1st Court, 16th Floor – Miami, FL 33136



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Mayor

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Abigail Price-Williams
County Attorney

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

Updates to the FY 2018 RFA will be posted on the Department of Public Housing and Community Development (PHCD) website. Applicants should periodically check the County's website for potential changes in funding availability, submission dates and/or requirements: www.miamidade.gov/housing/

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

MIAMI-DADE COUNTY
FY 2018 REQUEST FOR APPLICATIONS (RFA)
STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM FUNDING (SHIP)
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THE COMPLETE FY 2018 RFA CAN BE FOUND ONLINE AT
<http://www.miamidade.gov/housing/>

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**MIAMI-DADE COUNTY
FY 2018 REQUEST FOR APPLICATION
STATE HOUSING INITIATIVES PARTNERSHIP FUNDING (SHIP)**

**SECTION A
Introduction**

Miami-Dade County, through the Department of Public Housing and Community Development (PHCD) is soliciting applications under this Request for Application (RFA) process to fund Homebuyer Education and Counseling activities with State Housing Initiatives Partnership (SHIP) funds.

Applicants that are qualified U.S. Department of Housing and Urban Development (HUD) approved agencies, with a demonstrated ability to provide educational and counseling services to prospective homebuyers are encouraged to apply. Proof of U.S. HUD approval must be provided at the time of application to be considered for funding.

This RFA is seeking applications to address homebuyer education and counseling needs countywide, with funding amounts listed below.

Program Activities	SHIP Amount
Homebuyer Education and Counseling	\$900,000
Total	\$900,000

SECTION B

Definitions

Applicant: Organization submitting an application for funding.

Application Checklist: Forms identifying documents required to complete this application. **Applications lacking items and/or criteria needed to meet minimum threshold will be deemed non-responsive and will not be scored.**

ALF or Assisted Living Facility: A Florida licensed living facility that complies with Sections 429.01 through 429.54, F.S., and Chapter 58A-5, F.A.C.

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.

Certified Financial Statements: Financial statements to include, but not limited to, balance sheet, income statement, and statement of cash flows that have been prepared and certified by an independent third party certified public accountant in accordance with GAAP.

Disabled Household: Any moderate, low, very low or extremely low income household that has one or more persons who (a) have a physical impairment or mental impairment that substantially limits one or more major life components; (b) have a record of such impairment; or (c) are regarded as having such an impairment in accordance with the Federal Fair Housing Act and Chapter 11A of the Code of Miami-Dade County.

Elderly Housing: As determined by HUD is a dwelling that is specifically designed for and occupied by an elderly person under a Federal, State, or local government; or is occupied solely by persons who are 62 or older; or a dwelling that houses at least one person who is 55 or older in at least 80% of the occupied units, and adheres to a policy that demonstrates intent to house persons who are 55 or older. Miami-Dade County's elderly housing set-aside is for persons age 55 or older per Resolution No. R-780-15.

Financial Beneficiary: One who is to receive a financial benefit from the proceeds of development cost (including deferred fees). This definition includes any party which meets the above criteria, such as the Developer and its principals and principals of the applicant entity. This definition does not include third party lenders, Housing Credit (HC) Syndicators, Credit Enhancers who are regulated by a state or federal agency.

Firm Commitment: Match/leverage funds must be explicit, in writing and signed by a person authorized to make the commitment, i.e., applicants MUST show proof of subsidy, such as an award letter or invitation to underwriting from the Florida Housing Finance Corporation (FHFC) or a board approved allocation. 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 ability from an industry recognized financial institution and show evidence of initial underwriting by the lender or from a financial source determined through documented evidence to be able to support the commitment. Final decisions on the issue of "firm commitment" shall be made by PHCD.

Income Levels: An individual or family's economic means based on Area Median Income (AMI) standards.

- Moderate Income is above 80% AMI to 140% of AMI
- Workforce Housing Income levels are above 65% to 140% of AMI

- Low–Income is 80% of AMI
- Very Low–Income is 50% of AMI or lower
- Extremely Low-Income is 33% of AMI or lower or as more specifically defined in the FHFC RFA.

Low Income: The Adjusted Income for a Family which does not exceed 80 percent of the Area Median Income.

Minimum Threshold Requirements: Requirements that must be satisfied for the application to be responsive. Per Resolution No. R-630-13, applicants are required to provide a detailed project budget, sources and uses statement, certifications as to past defaults on agreements with Non-County sources and clear a due diligence check prior to funding commitment. The applicant must have firm commitments of all project funding. A report of Due Diligence findings will be submitted to the Board of County Commissioners. **Applications lacking any items and/or criteria needed to meet minimum threshold will be deemed non-responsive and will not be scored.**

PHCD: Miami-Dade County Department of Public Housing and Community Development or predecessor or successor department.

Principal: An applicant, any general partner of an applicant, and any officer, director, or any shareholder of any applicant or shareholder of any general partner of an applicant.

Special Needs Population: A resident or a family member that is considered to be homeless, a survivor of domestic violence, a person with an emotional, mental or physical disability or youth aging out of foster care. These households require initial, intermittent or ongoing supportive services from one or more community-based service providers or long term care program.

Sponsor: Means any individual, association, corporation, joint venture, partnership, trust, local government, or other legal entity or any combination thereof which, has been approved by the corporation as qualified to own, construct, acquire, rehabilitate, reconstruct, operate, lease, manage or maintain a project; and except for a local government, has agreed to subject itself to the regulatory powers of the corporation.

SECTION C

Submission Guidelines

- Applicants must submit an **Application Cover Sheet** as the first page of the application. This cover sheet must include the legal name of the Developer, employer identification number (FEIN), organization type, amount of funding request, Developer's address, contact person name, title, phone number, and email address.
- Applications must be submitted in 3 ring binders, including (1) original and six (6) copies of each request for funding. Each binder is to include ONE complete application. Applicants submitting binders containing **more than one application may be deemed non-responsive and may not be scored.**
- The original version of each application must be labeled "ORIGINAL" on the outside of the binder and all Binders submitted as copies must each be labeled "COPY" accordingly.
- **Each Application must be labeled with the appropriate category: Homebuyer Counseling.**
- Applicants must score a minimum of **70 points** to be recommended for funding.
- No pages are to be stapled or clipped. Each of the 7 submitted binders must include a COMPLETE application. Do not exclude any documents from binders labeled "Copy."
- If CDs or thumb drives are submitted as part of an application, then they should be included in all 7 submitted binders (1 original and 6 copies)
- All proposals must be submitted in the legal name of the limited partnership, corporation, or agency.
- **All applicants are required to review and provide requisite supporting documentation outlined in the Application Checklist included in the Application.**
- For purposes of this RFA, the application period is April 4, 2018 through May 4, 2018, Monday through Friday excluding County Holidays. Any applications submitted after the May 4, 2018 noon deadline will **not** be accepted.
- Faxed applications will **not** be accepted.
- Applications must comply with all requirements of this RFA. Applications that are incomplete or have deficiencies and errors will be submitted to the County Attorney's Office for legal review and determination of responsiveness.
- No changes or additions to the proposals will be accepted after the application deadline.
- Applications will not be accepted anywhere other than as noted in this application.
- Miami-Dade County will not fund an entity or an affiliate with outstanding defaulted loans, debarment actions or any other legal encumbrances with the County, State of Florida, or Federal programs regardless of the merits of the submitted proposal.
- An applicant may be disqualified from consideration for funding in this RFA based on poor performance or non-compliance on any other projects with PHCD.
- PHCD will adhere to compliance guidelines pursuant to Resolution No. R-630-13 approved by the Miami-Dade County Board of County Commissioners on July 16, 2013, requiring PHCD to

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

- **Applications lacking any items and/or criteria needed to meet minimum threshold will be deemed non-responsive and will not be scored.**
- Questions pertaining to this application must be submitted in writing to the Miami-Dade County Department of Public Housing and Community Development, no later than April 11, 2018, to the attention of: Michael Liu, Director PHCD. Responses are expected to be posted on April 16, 2018, on the website www.miamidade.gov/housing/

**Michael Liu, Director
Miami-Dade County Department of Public Housing and Community Development
Overtown Transit Village North
701 NW 1st Court, 16th Floor
Miami, FL 33136
communitydevelopmentservices@miamidade.gov**

- Applications submitted prior to the May 4, 2018 deadline can be submitted to the Clerk of the Board from April 4 through May 3, 2018, Monday through Friday, except on Holidays observed by the County. Applications must be labeled as directed below:

**Mr. Harvey Ruvin
Clerk of the Board of County Commissioners
Stephen P. Clark Center
111 N.W. First Street, 17th Floor
Miami, Florida 33128
Miami-Dade County Department of Public Housing and Community Development
Attention: Director's Office**

On May 4, 2018, APPLICATIONS WILL **ONLY** BE ACCEPTED DURING THE HOURS OF **9:00 a.m. and 12:00 noon** at the **Department of Public Housing and Community Development** located in the **Overtown Transit Village North Building, 701 NW 1st Court, 2nd Floor Training Rm., Miami, FL 33136.**

SECTION D

Homebuyer Education and Counseling

The Department of Public Housing and Community Development (PHCD) is soliciting applications for Homebuyer Education and Counseling services from qualified U.S. Department of Housing and Urban Development (HUD) approved agencies. Applicants with a demonstrated ability to provide educational and counseling services to prospective homebuyers are encouraged to apply. Proof of U.S. HUD approval must be provided at the time of application to be considered for funding. Education and Counseling services must include the following topics:

- Financing
- Fair housing practices
- Credit counseling
- Budget and money management
- Financial literacy
- Selecting a neighborhood (schools, employment, transportation)
- Finding a home
- Negotiating a purchase price
- Home maintenance
- Mortgage approval process
- Post-closing education and counseling
- Inspections and Repairs

Minimum Threshold Requirements

- Agency must be a U.S. HUD approved Homebuyer Education and Counseling Agency
- Housing Counselor(s) administering the workshops must have approved U.S. HUD certification.
- Agency must have a reporting system that tracks the number of homeowners funded with Miami-Dade County resources. Documentation of monthly reports will be required for reimbursement requests.

Applications lacking items and/or criteria needed to meet minimum threshold will be deemed non-responsive and will not be scored.

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

All recipients of homeownership assistance must participate in a financial literacy program in conjunction with the existing required homebuyer education and counseling curricula.

Supporting documentation for the agency's experience, professional affiliations, employee certifications, training materials, funding sources, program costs, marketing plans and client management system **is required to receive points in this application.**

The County will endeavor to distribute awarded funds in a ***geographically equitable*** manner, such that residents in the North, Central, and South shall have reasonable access to homebuyer education and counseling services. This policy seeks to achieve greater efficiencies in the provision of services and the expenditure of funds by eliminating the funding of multiple agencies that provide duplicative services in the same market area.

HOMEBUYER EDUCATION AND COUNSELING APPLICATION

**APPLICATION COVER SHEET
FY 2018 SHIP REQUEST FOR APPLICATION (RFA)**

ENTITY / APPLICANT INFORMATION:

Legal Name: _____

Organization's Federal Tax or Employer Identification Number (TIN/FEIN): _____

Organization's Dun & Bradstreet D-U-N-S # (Required): _____

To obtain DUNS #, please call 1.866.705.5711 or visit <http://fedgov.dnb.com/webform>

Applicant Contact Person: _____ Title: _____

Phone: _____ e-mail: _____

Applicant Mailing Address _____

City _____ State _____ Zip+4 _____

ACTIVITY INFORMATION:

Activity Location/Address: _____

City _____ State _____ Zip+4 _____

If multiple sites are proposed, please attach a separate list including the address and Commission District that each site is located in.

Activity Title: _____ Category: Homebuyer Education and Counseling

Activity Description:

Funding Amount Requested:

With my signature below, I attest to the accuracy of the information provided on this cover page. The information above summarizes my RFA 2018 application submission.

Signature: _____

Name (printed): _____

Date: _____



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



**PUBLIC HOUSING AND COMMUNITY DEVELOPMENT
FY 2018 SHIP RFA
CERTIFICATION OF ACCURACY**

This page must be signed by the authorized representative of the Applicant/Developer as to the accuracy and completeness of this proposal. No proposals will be accepted without this document.

I hereby certify that this proposal is complete and all information included herein is true and accurate.

Name of Applicant: _____

Authorized Representative: _____ (print name)

Title: _____

Signature: _____

Date: _____



This material is available in an accessible format upon request.

CD/60/31516

APPLICATION CHECKLIST

**COPIES OF ALL DOCUMENTS MUST BE INCLUDED IN EACH SUBMITTED BINDER
IN THE ORDER THEY APPEAR IN THE LIST BELOW LABELED BY CORRESPONDING TAB, TITLE
AND PAGE NUMBER WHERE DOCUMENT IS FOUND.**

ALL DOCUMENTS MUST HAVE PAGE NUMBERS

ALL items listed in the following checklist are REQUIRED and must be included with your application

Tab	Document	Required	Include Page Number where document is located
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:	Required	
	Abbreviated Activity Description	Required	
	Activity Location and Description of Service Area (Include interior and exterior pictures of activity location.)	Required	
	Statement of Metropolitan Significance (Only for activities in Entitlement Cities.)	Only If Applicable	
6.	Scope of Services – Including Detailed Activity Description, Location, Proposed Accomplishments, and Action Steps	Required	
7.	Budget – The applicant shall submit a full and complete total budget including a listing of all funds, which are expected to be utilized as a match or to partially fund the project or program including funds requested in this proposal	Required	
	Entity Budget	Required	
	Entity Assets and Liabilities	Required	
	Audited Financial Statements or a Certified Financial Statement, certified by an independent 3 rd party auditor.	Required	
	Detailed Activity Budget	Required	
	Five-Year Operating Pro-Forma	Only If Applicable	
	Sources & Uses Statement for Proposed Activity	Required	
	Leveraged Sources (Award Letters, Signed Affidavits, and/or Letters of Commitment)	Required	
8.	Due Diligence Affidavit	Required	
9.	W-9 Form - Request for Taxpayer Identification Number & Certification	Required	
10.	Certification of Accuracy	Required	
11.	Tax Exempt Status Letter - Evidence of not-for-profit status.	Only If Applicable	
12.	IRS 990 - Description of not-for-profit status.	Required	
13.	Governing Board - Names and addresses.	Required	

Tab	Document	Required	Include Page Number where document is located
14.	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	
15.	Current By-Laws	Required	
16.	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	
17.	Résumés and Organizational Chart	Required	
18.	Appeals or Other Pending Issues	Only if Applicable	
19.	Collaborative Agreements with Service Providers (signed and dated)	Required	
20.	Marketing and Outreach Plan	Required	
21.	Comprehensive Training Curriculum	Required	
22.	Past Experience as Homebuyer Counseling (HC) provider	Required	
23.	Proof of a Client Management System	Required	
24.	Corporate Affiliations	Required	
25.	Homebuyer Counseling Track Record (documentation of successful graduates)	Required	

**HOMEBUYER EDUCATION AND COUNSELING SCORING CRITERIA
ORGANIZATIONAL CAPACITY AND SOUNDNESS OF APPROACH (100 Points)**

1.	<p>How many years has the organization provided homebuyer education and counseling services? <i>Must provide documented proof to receive points.</i></p> <p><input type="checkbox"/> 1-4 years (4 points) <input type="checkbox"/> 5-7 years (6 points) <input type="checkbox"/> 8 or more years (10 points)</p>
2.	<p>Is the homebuyer counseling entity a member of the National Industry Standards for Homeowner Education and Counseling? <i>Must include documented proof to receive points.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (10 points)</p>
3.	<p>Does the homebuyer counseling entity utilize a HUD compliant Client Management System for data collection and reporting? <i>Must include documented proof to receive points. (proof of purchase and/or lease of system)</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p>
4.	<p>How many years of experience do the homebuyer counselors have? <i>Must include documented proof to receive points.</i></p> <p><input type="checkbox"/> 1-5 years (1 point) <input type="checkbox"/> 6-10 years (2 points) <input type="checkbox"/> 11 or more years (5 points)</p>
5.	<p>What is the percentage of homebuyer counselors that are currently certified? <i>Select one. Must include documented proof to receive points. (copies of certifications)</i></p> <p><input type="checkbox"/> 69% or less than (0 points) <input type="checkbox"/> 70-79% (1 point) <input type="checkbox"/> 80-89% (2 points) <input type="checkbox"/> 90-100% (3 points)</p>
6.	<p>Has your organization received other funding for counseling services? <i>Must include documented proof to receive points.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (7 points)</p>
7.	<p>How many participants successfully completed and/or graduated from your program in the last 12 months? <i>Must include documented proof to receive points. (participant verification)</i></p> <p><input type="checkbox"/> less than 100 (0 points) <input type="checkbox"/> 100 (2 points) <input type="checkbox"/> 200 (5 points)</p> <p><input type="checkbox"/> 300 (10 points) <input type="checkbox"/> 500 or more (15 points)</p>
8.	<p>How many participants successfully achieved homeownership in the last 12 months? <i>Must include documented proof to receive points. (participant verification)</i></p> <p><input type="checkbox"/> Less than 25 (0 points) <input type="checkbox"/> 26-49 (5 points) <input type="checkbox"/> 50 or more (10 points)</p>
9.	<p>Does the applicant have a comprehensive training curriculum? <i>Must include training curriculum to receive points.</i></p> <p><input type="checkbox"/> Marginal (2 points) <input type="checkbox"/> Moderate (6 points) <input type="checkbox"/> Comprehensive (10 points)</p>
10.	<p>Number of training locations within 1/3-mile accessible to public transportation? <i>Must include documented proof to receive points.</i></p> <p><input type="checkbox"/> No locations within 1/3-mile (0 points) <input type="checkbox"/> 1 location within 1/3-mile (3 points)</p> <p><input type="checkbox"/> 2 or more locations within 1/3-mile (5 points)</p>

11.	<p>Is there a cost to participants for the homebuyer education and counseling workshops <i>(exclusive of required fees for credit reports)</i> <i>Must include documented proof to receive points.</i></p> <p><input type="checkbox"/> \$50 or more (0 points) <input type="checkbox"/> \$1-\$50 (5 points) <input type="checkbox"/> \$0 (15 points)</p>
12.	<p>Has the agency provided post purchase homeownership workshops for persons previously served by your organization? <i>Must include documented proof of previous workshops to receive points.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p>
13.	<p>Provide the number of total clients to be served: _____</p> <p>Indicate the cost per client for the following services (as applicable):</p> <p>Homebuyer Education \$_____ Financial Literacy \$_____</p> <p>Homebuyer Counseling \$_____ All inclusive \$_____</p>

Due Diligence Check List

PHCD will adhere to compliance guidelines pursuant to Resolution No. R-630-13 approved by the Miami-Dade County Board of County Commissioners on July 16, 2013, requiring a Due Diligence investigation on all applicants using the following websites and/or reports:

Miami-Dade Office of the Inspector General

Vendor registration documents, affidavits and applicable licenses

Florida Department of Business and Professional Regulation

Insurance and/or bonds as applicable

SBD Violations Reports

Florida Convicted Vendor List

Contractor Debarment Report

Delinquent Contractors

Goal Deficit Mark-Up Report

Suspended Contractors

Florida Suspended Contractors

Federal Excluded Parties List System

Sudan-Iran Affidavit

State of Florida Corporations

Capital Improvements Information System

A&E Technical Certification Report

Pre-Qualification Report

Web search for compliance and performance (Better Business Bureau and other jurisdictions)

Reference checks for contracts with similar scope (other County departments, agencies and firms)

Tax Returns, Financial Statements (Audited), Pro Forma statements, and other financial documents

Local Public Records Search (Miami-Dade Clerk of Courts)

Dun & Bradstreet Financial Reports

Public Access to Court Electronic Records (PACER)

References List

CODES AND ORDINANCES

Resolution No. 630-13: PHCD will adhere to compliance guidelines pursuant to Resolution No. R-630-13 approved by the Miami-Dade County Board of County Commissioners on July 16, 2013, requiring (1) Entities certify that within the past five (5) years, neither Entity nor its directors, partners, principals, member or board members (i) have been sued by a funding source for breach of contract or failure to perform obligations under a contract; or (ii) have been cited by a funding source for non-compliance or default under a contract; or (iii) have been a defendant in a lawsuit based upon a contract with a funding source; and (2) Provide a detailed project budget and sources and uses statement which shall be sufficiently detailed to show (i) total project cost; (ii) the amount of funds used for administrative overhead costs; (iii) amount of funds designated toward the provision of desired services or activities; and (iv) profit to be made by the person or entity. Complete and report a Due Diligence investigation on all applicants using the Due Diligence Checklist. **Unless expressly authorized by the County Mayor or the County Mayor's designee (Resolution No. 630-13, Section 3), any entity NOT clearing the Due Diligence Investigation will NOT be recommended to the Board for funding. This is a minimum threshold requirement.**

Resolution No. R-345-15: PHCD will adhere to compliance guidelines pursuant to Resolution No. R-345-15 establishing a cap on the number of additional funding applications that an agency may submit for Documentary Stamp Surtax Funds, if the project has been awarded GAP funding for its first application; and require that all applications for additional funding be approved for funding only under extenuating circumstances. Those extenuating circumstances are at the sole discretion of the County. **This is a minimum threshold requirement.**