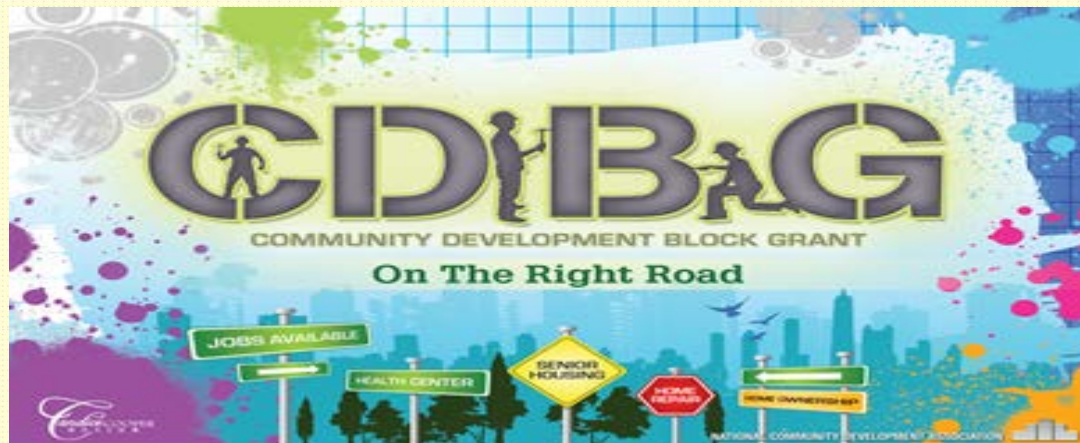


**MIAMI-DADE COUNTY
PUBLIC HOUSING AND COMMUNITY DEVELOPMENT**

FY 2019 Request For Applications

TECHNICAL ASSISTANCE WORKSHOP



FY 2019 REQUEST FOR APPLICATIONS

**Welcome and Opening Remarks
by Principal Planner Cordella Ingram
Public Housing and Community
Development (PHCD)**

Partners in the Process

- PHCD
- Miami-Dade Homeless Trust
- RFA Evaluation Committee Members
- Community Advisory Committees

Allocation of the Estimated FY 2019 Entitlement

Source	Type	Estimated FY 2019 Funding
Community Development Block Grant (CDBG)	Federal	\$6,559,036
Emergency Solutions Grant (ESG)	Federal	\$962,099
Home Investment Partnerships (HOME)	Federal	\$4,360,092
TOTAL -- ALL SOURCES (subject to change):		\$11,881,227

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS AVAILABLE:

Public Facilities & Capital Improvements		\$1,786,912
Economic Development		\$2,650,590
Public Service		\$1,621,534
Housing		\$500,000
TOTAL CDBG FUNDING – FY 2019:		\$6,559,036

CDBG National Objectives

Each activity funded under CDBG program must address a National Objective:

Activities benefiting low- and moderate-income persons who earn at or below 80% of the Area Median Income (AMI)*:

- Low-Mod Area Benefit (LMA)
- Low-Mod Clientele (LMC)
- Low-Mod Housing (LMH)
- Low-Mod Jobs (LMJ)

*AMI for Miami-Dade County is \$51,800

Application Process Overview

- Instructions and application forms for the FY 2019 CDBG RFA are available on-line at the PHCD website.
- Any updates to the RFA, including responses to questions, will be posted on-line at the PHCD website at: www.miamidade.gov/housing/
- The application deadline is Friday, November 16, 2018 by 12:00 noon.
- Applications submitted on or before Thursday, November 15, 2018 must be delivered to the Clerk of the Board of County Commissioners located at the *Stephen P. Clark Center*, 111 NW 1st Street, 17th Floor, Miami, Florida 33128.
- On Friday, November 16, 2018, all applications must be delivered to 701 NW 1st Court, 1st Floor Training Room, Miami, Florida 33136 between 9:00 am and 12:00 pm. A representative from the Clerk's Office will be present to accept timely RFA applications.

Application Process Overview

- Applicants may apply for multiple funding sources for the same project. However, the applicant must submit a separate application for each funding source.
- Applicants proposing activities in 1) entitlement jurisdictions, or 2) participating municipalities will only be considered if they can demonstrate that the proposed activity is of *Metropolitan Significance*.
- All applicants must include the **Application Cover Sheet** as the **first page** of each application, the Activity Application Submission Form Checklist, and all affidavits.
- Applicants applying for Housing, or **HOME Set-Aside** funds must complete the Housing application forms designated in the Housing Submission Checklist in the Housing Application Booklet.

Application Process Overview

- 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. All pages must be numbered. No pages are to be stapled or clipped.
- All 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 exception to this submission requirement is for Public Service ONLY; an original and three (3) copies of the application must be submitted.
- Public Service – Technical Assistance, however, requires an Original and six (6) copies.
- 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.
- Please include a USB or CD with the entire application downloaded. Make sure to secure the CD or USB in each binder.

Application Process Overview

- The cover of each binder must include the name of the agency, the name of the proposed activity and the requested funding source. It should also be marked as *“Non-Housing”, “Housing”, as applicable*.
- Applicants, including affiliates and subsidiaries, are limited to three (3) applications per funding source.
- All applications must be typed.
- All applications must be submitted in the legal name of the agency that is applying for funding. The applicant must be an active entity registered with the *Florida Division of Corporations* (<http://www.sunbiz.org>).
- All applicants must provide an Employer Identification Number (EIN/Federal Identification Number) and a D-U-N-S Number.

Application Process Overview

- Applications must comply with all the 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.
- Applicants shall be entitled to an appeals process to dispute their scores, application rankings, and final recommendations for funding. The agency must submit a formal written request to PHCD within three (3) business days of the publication of the agency's score(s), ranking, and final funding recommendations. This written request must be forwarded in writing, via e-mail, to the attention of Ms. Theresa Fiano, at CommunityDevelopmentServices@miamidade.gov

Application Process Overview

Applicants providing a NEW CDBG service/project must make a 2 – 4 minute presentation in the area in which the project is located. If in an NRSA, the applicant must make a presentation before the NRSA's Community Advisory Committee (CAC). *Please refer to the RFA Booklet for a schedule of the MUST Presentation meetings.*

The **Activity Summary for MUST Presentation Form** will be used to schedule the presentation and must be submitted to the attention of Ms. Theresa Fiano, HCD Manager via email at CommunityDevelopmentServices@miamidade.gov prior to the date of the meeting.

Applicants meeting the MUST presentation requirement for new activities only will be awarded five (5) bonus points. Applicants not meeting this requirement will have five (5) points deducted from their score.

ECONOMIC DEVELOPMENT

**presented by Principal
Planner Sonia Colon**

Community and Housing Management

**Public Housing and Community
Development (PHCD)**

Minimum Threshold Items

- Eligible Activity
- Meets HUD National Objective
- Successfully Passed Due Diligence Review
- Budget Submitted (total project costs need to be shown)
- Sources and Uses Statement (indicating measurable program outcomes)
- Interest rates applied to micro loans should fall within 1% - 9%
- Audit and/or Certified Financial Statements Included

ECONOMIC DEVELOPMENT

1. Microenterprise Lending:

The Micro Enterprise Lending to Businesses Program provides critical 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 activity in low- and moderate-income communities. The goal is to help strengthen and develop businesses, while meeting the **required objective of creating and retaining newly created jobs.**

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.

The distribution of requested funds shall be not less than eighty percent (80%) for micro loans and not more than twenty percent (20%) for operating expenses;

ECONOMIC DEVELOPMENT CON'T.

2. Business Incubator Assistance Program (BIAP):

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 should be directed to the following website:
http://green.miamidade.gov/business_certification.

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.

ALL Economic Development Projects MUST CREATE NEW JOBS

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

1. A written commitment by the business that it will make at least 51 percent of the FTE jobs available to low- and moderate-income persons and will provide training for any of those jobs requiring special skills or education.
2. A listing by job title of the permanent jobs to be created, indicating which jobs will be available to low- and moderate-income persons, which jobs require special skills or education, and which jobs are part-time.

PUBLIC FACILITIES & CAPITAL IMPROVEMENTS

*presented by Principal Planner
James McCall*

Public Housing and Community Development (PHCD)

Minimum Threshold

- Eligible Activity
- Meets HUD National Objective
- Successfully Passed Due Diligence Review
- Budget Submitted (total project costs need to be shown)
- Sources and Uses Statement (indicating measurable program outcomes)
- Audit and/or Certified Financial Statements Included
- All scored applications must have a minimum score of 70 points

PUBLIC FACILITIES & CAPITAL IMPROVEMENTS

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). The Public Facility and Capital Improvement activity must:

Have Site Control

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)

PUBLIC FACILITIES & CAPITAL IMPROVEMENTS - Project Examples

- Street Improvements
- Parks
- Flood drainage improvements
- Water/sewer infrastructure
- Sidewalk installations
- Recreational facilities
- Neighborhood facilities
- Health Facilities
- 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)
- 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.)

PUBLIC SERVICE

presented by Principal Planner LaWanda Scott

- 1) Public Service activities will only be recommended for funding by the Miami-Dade County Board of Commissioners through the Commission District Fund (CDF) allocation process.
- 2) 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.
- 3) Public Service applications will NOT be scored.

Minimum Threshold

- Eligible Activity
- Meets HUD National Objective
- Submits signed and notarized Due Diligence Affidavit
- Geographic Location
- County and/or NRSA High Priority Need
- Track Record Meets Threshold Requirements

The **PUBLIC SERVICE** category places emphasis on projects, programs and activities that directly address the priority needs of the income eligible populations identified in our extended FY 2013 through FY 2017 Consolidated Plan, including:

✓ Transportation Services	✓ Recreational Services
✓ Employment Training (e.g., job training)	✓ Education Programs
✓ Crime Prevention & Public Safety	✓ Energy Conservation
✓ Child Care	✓ Services for Senior Citizens
✓ Health Services	✓ Services for Homeless Persons
✓ Substance Abuse Services (e.g., Counseling & Treatment)	✓ Youth Services
✓ Battered and Abused Spouses	✓ Legal Services

Technical Assistance (TA) to Small Businesses

Under the Public Service category, CDBG funds are available for TA to small businesses to help foster economic development in low- to moderate-income communities by providing capacity building support including:

- Business Development Training
- Facilitating Networking Opportunities
- Business Planning or Accounting
- Marketing & Outreach

Minimum Threshold

- Eligible Activity
- Meets HUD National Objective
- Successfully Passed Due Diligence Review
- Budget Submitted (total project costs need to be shown)
- Sources and Uses Statement (indicating measurable program outcomes)
- Audit and/or Certified Financial Statements Included

CDBG HOUSING

Principal Planner Cordella Ingram

PHCD has made \$500,000 available in CDBG funds for housing. Funding shall be limited to:

Housing Rehabilitation or

Land Acquisition by a Community Land Trust (CLT)

Minimum Threshold

- Eligible Activity
- Meets HUD National Objective
- Successfully Passed Due Diligence Review
- Budget Submitted (total project costs need to be shown)
- Sources and Uses Statement (indicating measurable program outcomes)
- Audit and/or Certified Financial Statements Included

HOME APPLICATION

Presented by Principal Planner
Sandra Raymond-Dadaille

Community Planning and Housing
Management



HOUSING RESOURCES

Activity	HOME	ESG	TOTAL
Single Family Homeownership Rehabilitation	\$400,000		\$400,000
Acquisition, New Construction, Rental Rehabilitation, Pre-Development or Single Family Homeownership	\$2,106,079		\$2,106,079
Tenant-Based Rental Assistance (TBRA)	\$400,000		\$400,000
Homeless-Set Aside (TBRA/Rehabilitation)	\$600,000		\$600,000
HOME CHDO Set-Aside	\$654,013		\$654,013
HOME CHDO Operating Support	\$200,000		\$200,000
Emergency Shelter and Outreach		\$592,487	\$592,487
Homeless Prevention and Rapid Rehousing		\$369,612	\$369,612
Totals	\$4,360,092	\$962,099	\$5,322,191

FEDERAL FUNDS ARE SUBJECT TO APPROPRIATION BY THE U.S. CONGRESS. THE PRESIDENT'S BUDGET MUST BE APPROVED AND MAY BE SUBJECT TO REDUCTIONS. ALL FEDERAL FUNDING AMOUNTS ARE ESTIMATES. THIS SOLICITATION IS SUBJECT TO THE RECEIPT OF THE ESTIMATED AMOUNT OF FUNDS TO BE RECEIVED FROM U.S. HUD. ANY AWARDS AS A RESULT OF THIS RFA IS SUBJECT TO FUNDING AND MAY BE REDUCED OR RESCINDED BASED ON THE LEVEL OF FUNDING RECEIVED FROM THE FEDERAL GOVERNMENT.

NOTE: ACTIVITIES FUNDED UNDER MISCELLANEOUS FUNDING WILL BE REQUIRED TO ADHERE TO HOME REGULATIONS.

NOTE: ANY FUNDS REMAINING WILL BE USED IN AN ALTERNATE CATEGORY.

HOUSING: HOME Program

SUMMARY OF HOME PROGRAM REGULATIONS

The HOME Program is designed to:

- Expand the supply of decent and affordable housing, particularly rental housing, for low- and very-low income individuals.
- Strengthen the abilities of State and local governments to design and implement strategies for achieving adequate supplies of decent, affordable housing.
- Provide both financial and technical assistance to participating jurisdictions (entitlement areas) including the development of model programs of affordable housing for very-low and low-income families.
- Expand and strengthen partnerships among all levels of government and the private sector, including for-profit and not-for-profit organizations, in the production and operation of affordable housing.

Project site(s) submitted for consideration must be owned or controlled by the Developer as defined herein at time of submission to Miami-Dade County. Site(s) must be serviced, or proposed to be serviced, by all utilities including sanitary sewer, where available.

HOUSING: HOME Program

Eligible Applicants

- Community Housing Development Organizations (CHDOs). **All CHDOs must be certified by PHCD before funds are awarded.** CHDOs are private non-profit organizations that have among their purposes the provision of decent, affordable housing to low- and moderate-income persons.
- Other Not-for-profit Organizations
- Private, For-Profit Organizations (including Partnerships and Sole Proprietorships)
- Community Land Trusts (CLT)

HOUSING: HOME Program

Eligible Activities

HOME funds may be used for the following:

- Rehabilitation of existing units
- New construction
- Conversion of nonresidential uses to residential uses
- Acquisition of existing units and funds for rehabilitation
- Reconstruction
- Tenant-Based Rental Assistance (TBRA)

HOUSING: HOME Program

APPLICATION REQUIREMENTS:

1. **Low-Moderate-Income Benefit** – Every application that will benefit low- and moderate-income persons must provide evidence that the beneficiaries of the program will be low-to-moderate-income (LMI) persons.
2. **Market Analysis and Feasibility** – A complete market study demonstrating the need for the housing is required.
3. **Priority Needs** – Activities must address a high priority need identified in the County's Extended FY 2013-2017 Consolidated Plan. Applications must describe how the priority need will be addressed and provide supporting data.
4. **Organizational and Financial Capacity** – Applicants must demonstrate they are fiscally sound and have the skills, ability and experience required meet program requirements. Applicants will be evaluated on experience, organizational and administrative capacity, financial capacity, and management. This will include a review of resumes, financial statements, monitoring reports, audit findings, and complete inspections of new proposed activity locations.

HOUSING: HOME Program

5. **Leveraging** – Applicants must show that they have other sources of funding available for the proposed activity. Documentation must be provided with the application to verify the availability of leveraged resources. Applicants must have complete funding in place, **except for the requested gap funding**, and applicants must provide a sources and uses statement. Applicants must demonstrate maximum leveraging with non-County funds.
6. **Timely Completion** - HOME projects must be completed within four years of commitment.

HOUSING: HOME Program

7. **Track Record:** Track Record – Previously funded CDBG, HOME, NSP, and Section 108 projects must be in good standing with respect to audit findings and have a favorable 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 2) are currently in a delinquent payment status with their existing County contracts may be ineligible for funding under the FY 2019 RFA.

8. **Site Control:** Applicants must demonstrate site control (i.e., title, lease agreement, firm purchase contract, Option to Purchase, or Local Government Resolution) of the vacant site or building proposed for funding, as applicable.

HOUSING: HOME Program

9. **Subsidy Per Unit** – For affordable housing projects, agencies must show that the subsidy per unit does not exceed established standards. For HOME funded projects, the maximum subsidy per unit is set by US HUD annually.
10. **Geographic Location** – For Federal funding, priority will be given to activities located in the NRSAs and CDBG Eligible Block Groups. Applications must describe how these areas and the residents will be served by the proposed activity.
11. **Total Development Costs** – Maximum Total Development Costs
Per Unit requirements exclusive of Land Costs –
New Construction Units:
 - High-Rise – \$313,300
 - Mid-Rise – \$262,400
 - Garden Style – \$258,750**Rehabilitation Units:**
 - Garden Style – \$166,750
 - Non-Garden Style - \$234,500

HOUSING: HOME Program

12. Payment and Performance Bond:

- 1) For projects that involve construction or rehabilitation work, the County requires the applicant provide the County with a Payment and Performance Bond in the full amount of the construction contract, naming the County as a dual obligee.
- 2) For projects which involve construction or rehabilitation work on County-owned property, the County shall require prior to the commencement of any work on the property a payment and performance bond that meets the requirements set forth in Florida Statutes, Section 255.05, which bond shall be in the full amount of the construction contract covering all contractors, subcontractors, or materials providers downstream from the developer, including but not limited to the General Contractor, and naming the County as a dual obligee.
- 3) In lieu of applicant providing a Payment and Performance Bond, the County may, at its sole and absolute discretion, accept a Letter of Credit in an amount to be determined by the County. However, the County shall in no event be required to accept any alternative to the Payment and Performance Bond.

HOUSING: HOME Program

THINGS YOU SHOULD KNOW ABOUT HOME-FUNDED ACTIVITIES

1. The County shall be required to repay any HOME funds invested in projects that are not completed within four years of the commitment date.
2. The County may only commit HOME funds to a project after the project has been underwritten. This includes an assessment of the capacity and fiscal soundness of the developer, and a review of the market conditions to ensure that there is demonstrated market demand for the project.
3. If funding a homeownership project, the units must be sold to income-eligible homebuyers within six months of issuance of the certificate of occupancy. If not, the unsold units must be converted to rental units and rented to income-eligible households.

HOUSING: HOME Program

4. As a CHDO, the entity must demonstrate the requisite staff, fiscal, and real estate development capacity to carry out the proposed project. Contractual relationships with private consultants may not substitute for staff capacity.
5. PARTICIPATING JURISDICTIONS ARE REQUIRED TO MATCH 25% OF THEIR HOME ALLOCATIONS WITH NON-FEDERAL SOURCES. THE COUNTY'S LOCAL FUNDS AND THE DEVELOPER'S LEVERAGED FUNDS SHALL BE USED AS MIAMI-DADE COUNTY'S MATCHING SOURCE. THE FUNDS ARE REQUIRED TO BE USED IN THE SAME MANNER AS HOME FUNDS AND ARE SUBJECT TO ALL OF THE HOME PROGRAM RESTRICTIONS. FOR THIS REASON, THE FOLLOWING DESCRIPTION FOR THE HOME PROGRAM WILL ALSO APPLY TO THE SHIP FUNDS, UP TO THE MAXIMUM AMOUNT REQUIRED TO MATCH THE HOME ALLOCATION.

HOMELESS APPLICATION

HOME FUNDS – HOMELESS SET-ASIDE

- **Priorities**
 - Chronic Homeless (meet federal definition of chronic)
 - Homeless Veterans
 - Homeless Families
 - Pregnant, Parenting or Unaccompanied, Homeless Youth
- **Funding is available:**
 - Homeless Prevention
 - Rapid Re-Housing
 - Tenant-Based Rent Assistance (TBRA) not to exceed 12 months

HOMELESS APPLICATION

Emergency Solutions Grant

- **Funding Availability**
 - Operations
 - Case Management
- **Requirements**
 - Participated in the CoC Coordinated Entry process
 - Participate in the CoC Homeless Management Information System
 - Comply with CoC Emergency Housing Standards of Care

HOMELESS APPLICATION

ESG – HOMELESS PREVENTION & RAPID

RE-HOUSING

- Eligible activities
 - Utilities/utility deposits; rental application fees; security deposits; last month's rent; moving costs; housing service & placement; housing stability case management
- Requirements
 - Assisted families must be 30% or below of AMI
 - Participated in the CoC Coordinated Entry process
 - Participate in the CoC Homeless Management Information System
 - Comply with CoC RRH Standards of Care

BUDGET, SCOPE OF SERVICES & MONITORING GUIDELINES

Project Management Division

AGREEMENTS WITH SUBRECIPIENTS

At a minimum, the written agreement with the subrecipient shall include provisions concerning the following items:

Statement of work: The agreement shall include a description of the work to be performed, a schedule for completing the work, the number of clients to be served, and a *budget*. These items shall be provided in sufficient detail to ensure a sound basis for the recipient to effectively *monitor performance* under the agreement.

BUDGET

- Includes all funds allocated to the activity
- Detailed – line item budget
- Budget amendments – approval of all budget amendments

SCOPE OF SERVICES

- Specific tasks to be accomplished
- Purpose and nature – type of service
- Level of service – number of units/clients to be served

ACTION STEP FORMAT FOR CONSTRUCTION, HOUSING & PROGRAMMATIC SUPPORT

- Expectation of performance depends not only on funding received through CDBG and HOME, but also on funding secured from outside sources. (Leveraging)
- Expected work for grant period will always be delineated as percentage of total work on project.
- If your project involves construction, then the service period may cover up to 2 years.
- If you are seeking continuation funding, you must indicate on a separate attachment the action steps and total completion proportion that you expect to achieve by end of 2019.

ANNUAL MONITORING

Helps to assess:

- participant's performance
- effectiveness and management efficiency
- programs and technical areas are carried out efficiently, effectively
- compliance with applicable laws and regulations
- assists in improving participant's performance
- Ensures compliance with HUD National Objectives

MIAMI-DADE COUNTY PUBLIC HOUSING AND COMMUNITY DEVELOPMENT

FY 2019 Request For Applications

TECHNICAL ASSISTANCE WORKSHOP QUESTIONS & ANSWERS

**Please write your question on provided form
And give the form to staff after asking your
question(s)**

THANK YOU !

**For More Information
Please go to:**

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